

# Our Lady of Refuge School Parent-Student Handbook 2018 - 2019



Ephesians 4:32

**Bob Pyles, Principal**  
**Denny Rapal, Assistant Principal**

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### OLR Handbook Revised 2018 - 2019

Approved 2018 By:  
Mr. Bob Pyles, Principal

## **MISSION STATEMENT OF OUR LADY OF REFUGE PARISH**

Under the protection of Our Lady of Refuge and guided by the Holy Spirit, our parish family is dedicated to the propagation and deepening of our faith, rooted in the Sacraments, Sacred Scripture and Tradition of the Catholic Church. As stewards of the Father's gifts, we strive to reflect the love of Christ through the support of our parish and in our outreach and service to others.

## **MISSION STATEMENT OF OUR LADY OF REFUGE SCHOOL**

Our Lady of Refuge is a Catholic school family committed to celebrating our personal love for Jesus Christ through our spiritual and academic life, as we ask our Blessed Mother for guidance every day.

## **OUR LADY OF REFUGE SCHOOL VISION STATEMENT**

Provide a safe and nurturing environment in which students encounter the living God so they have roots to grow for a solid foundation.

## **LITURGICAL CELEBRATIONS**

Each grade level worships God through planned liturgies. Students in grades 1-8 attend liturgies once a week on Wednesdays. Kindergarten joins the rest of the school on holy days. Parents are invited to join the students in these Eucharistic celebrations.

## **ADMISSIONS POLICY**

As stated in Policy 5020 of the A.O.D. School Policies and Guidelines, Our Lady of Refuge School admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded students at school. It does not discriminate against otherwise qualified individuals on the basis of sex, race, national or ethnic origin in the administration and other school administered programs. Catholic schools are allowed by law to give preference to an applicant of the same religion. Students of other religions choosing to attend Our Lady of Refuge will adhere to all established curriculum including religious studies, along with attendance and participation in weekly and holiday mass schedules.

Registration occurs in the following order:

1. A non-refundable registration fee is required upon registration.
2. Students currently enrolled in the school and their siblings register first
3. Children of registered, participating members of OLR Parish register second
4. Children of registered, but non-participating members of OLR Parish
5. Catholic children from other parishes
6. Non-Catholic children who desire a Catholic education

Candidates are selected through an application and/or testing process. When classrooms are filled, families are placed on a waiting list and contacted as soon as space becomes available. Transfer students (Grades 1-8) are given grade level testing as a pre-requisite for admittance. When accepted, these students are **placed on probation**. During this time, the student must display an interest in learning, exert necessary effort and observe the rules of OLR School. At the end of the probationary period, the teachers and principal will review each student's academic, behavioral and social progress.

All children entering Kindergarten or First grade will be tested for readiness. All students are placed on a probationary period for one quarter. Children are accepted in the same priority; Grades 1-8.

The policy of Our Lady of Refuge School is not to accept parent or student requests for a specific teacher. Many factors go into putting a classroom together to assure the best learning environment for every child. The teachers and administration diligently work together to compile the class list and all lists are final. Our Lady of Refuge is accountable to its faith community and the Archdiocese of Detroit to be consistent with and promote the teachings of the Catholic Church. Parents/Guardians must understand that admission to the school is based on the acceptance of the Catholic philosophy and practices of the

school as they exist. Students are required to follow the instructional program of the school and participate within the Catholic guidelines in the Religious Education Program.

**Admissions Records:**

For the admission of a **new student** the parent(s)/guardian(s) shall present:

1. Completed application form
2. Child's birth certificate
3. Baptismal Record
4. In custodial cases, a legal document designating custody
5. Health and up-to-date immunization records as required by Oakland County and the state of Michigan
6. A copy of the last two year's report cards
7. Proof that all tuition and fees from previous school are paid(if student was enrolled in a parochial or private school)
8. A copy of the candidate's interview
9. A copy of the Parent interview
10. The evaluation form from two previous teachers
11. Brigance/Iowa Test scores (The test will be administered upon application to students entering into grades 2-8)
12. Paid registration fee
13. Signed transfer from previous school for CA60

Archdiocese of Detroit School Policy 5002 states, "When registering anyone, the school will adhere to the directives of the Cardinal, the Archdiocese School Office, and the State of Michigan. Parents or guardians of students seeking admission or transfer to Our Lady of Refuge Catholic School must present copies of the most recent report card, standardized test results, and/or evidence of achievement from the last school attended. Testing for admission may be required. In addition, the principal will interview prospective students and/or their parents to determine reasons for seeking admission."

The acceptance of a student depends on the students' successful completion of the previous school year and is also contingent upon the school administration's review of the students' academic and discipline record, and/or testing. Our Lady of Refuge Catholic School, respecting the rights of all involved, retains its authority to deny admittance to, and/or expel, at any time, any student whom it determines is unsuitable for enrollment, in violation of the student code of conduct and policies, whose special needs cannot be met within the school setting, and/or whose presence would seriously impair the development of Christian education. The decision to accept a student is the responsibility of the principal (5002).

**New students are accepted on a probationary basis for a period of not less than one semester (5002), with proper placement being determined by the past performance of the student.**

During the time of probation, parents are encouraged to maintain open, frequent communication with their child(ren)'s teachers. At the end of the probationary period, a conference may be held with the teachers, parents, and Pastor in attendance. At this time a decision will be made as to whether to end the probationary period, extend it, or ask the parents to seek another educational setting for the student.

Parents seeking to enroll their child(ren) in Our Lady of Refuge Catholic School are expected to:

- **Accept and support the Philosophy and Mission of the school and its implementation in the school program.**
- Support and adhere to all policies, procedures, and functions of the school.
- Be prepared to give moral support to the developmental programs provided for the student.
- Recognize that the school may not have the resources to meet the special needs of some children.
- Provide the financial support necessary to operate the school by making timely tuition payments as agreed upon with the school administration.
- Recognize that registration/enrollment may be jeopardized if fees and tuition payments are not current.

## EMERGENCY FORMS:

Each child is required to have a current "Emergency Form" on file in the school office. Please include a cellular phone number and pager numbers if you are unable to be reached at work. Use the back of the form to record the order of emergency calls to be placed, should a situation (medical emergency) occur. It is the responsibility of the parent(s)/guardian(s) to inform the school if a student is subject to any medical need that may merit regular or periodic attention while at school.

### Transfers/Withdrawals:

Policy 5016 of the A.O.D. School Policies and Guidelines states that if a student withdraws from school, the cumulative record is forwarded to the receiving school. However, if fees and/or tuition are in arrears, grades or transcripts will be withheld until such amounts are paid in full.

## TUITION/FEES

Tuition and fees are paid through FACTS Management. To set up your FACTS account or if you have questions please contact the Business Manager at the parish office. Each school family is expected to volunteer time and talent for the benefit of the school community. Each family is expected to participate for a designated amount of hours at school. The expected amount is determined each year. The allotted hours for 2017-18 is 40 hours.

In addition to tuition, registration fees (per child) and lunch fees (per family) are due and are non-refundable. The registration fee includes books and administrative costs; the lunch fee pays the trained staff of regular lunch personnel. The legal basis for the private school is contractual. Therefore, if tuition and/or fees are in arrears, report cards, diploma, and/or school records may be withheld until such amounts are paid in full. The following onetime fees apply and are added to the full tuition for 2017-18:

### Registration Fee:

If registered by May 1 <sup>st</sup> :	\$300.00 registration fee per student (Non-Refundable)
If registered after May 1 <sup>st</sup> :	\$400.00 registration fee per student (Non-Refundable)
Lunch Room Supervision Fee:	\$135.00 per family (Non-Refundable)
8 <sup>th</sup> Grade Graduation Fee:	\$25.00 per 8th Grade Student (Non-Refundable)
Technology Fee	\$110.00 per student (non-refundable)

### Optional fees:

- Hot lunches are ordered and paid for on a bi-monthly basis.
- Milk can be bought on a daily basis.
- Mission money is collected during the year on the last Friday of each month.
- Field trips: Participation is mandatory. Exceptions may be made for serious reasons; however students must attend school on the day of the field trip. (See Field Trips)
- School pictures are a pre-pay package program although everyone is photographed for the yearbook.

First Communion and Reconciliation Fees are paid to Religious Education upon registration

## SCHOOL YEAR – DAILY TIME SCHEDULE

Our Lady of Refuge follows Archdiocesan guidelines and provides 1098 hours of instruction. Orientation days for faculty and seasonal vacations are not included. Institute or in-service days for teachers may be included depending on instructions from the Archdiocese.

7:40 A.M. – Teachers on duty  
7:50 A.M. -- First Bell; Doors open; students enter building  
7:55 A.M. -- 2<sup>nd</sup> Bell  
8:00 A.M. -- Teachers shut doors; Students must be in the classroom; Tardy  
8:10 A.M. -- Prayers, Pledge and Announcements  
8:15 A.M. -- Classes begin  
11:15 A.M. – 11:55 A.M. -- Lunch for Grades K- 5; Recess  
12:00 P.M. – 12:30 P.M. -- Middle School Lunch  
2:55 P.M. -- Prayers & Announcements  
3:05 P.M. -- Dismissal

Weekly Eucharistic Liturgies are scheduled for Wednesdays at 8:10 A.M.

**Students arriving in the classroom after 8:00 A.M. are marked as tardy.**

### **½ Day Dismissal 11:05 A.M.**

Doors open at 7:50 A.M. In case of inclement weather, the doors will be opened at 7:40 A.M. Students should **NOT** be dropped off before 7:50 A.M. because there is no supervision.

Regular attendance and promptness promote positive academic achievement. Tardiness is disruptive to the teacher and the other students. Please make every effort to arrive on time **Students are expected to be in their classroom at 8:00 A.M.** or they are marked tardy. Excessive tardies refer to page 6.

Students who are not picked up in the back by 3:15 P.M. will be taken to the school office and should be picked up at the front main doors. Students not picked up by 3:30 P.M. will be sent to the after school extended care program and charged the appropriate fee.

## EXTENDED CARE PROGRAM

Our Lady of Refuge has an extended care program. Morning start is at 7:00A.M. and from after school until 6 P.M. Each child must be registered and fees paid to use this service. For further information, call Mrs. DiVirgilio.

## SPIRITUAL LIFE

Students celebrate the liturgy on Wednesday at 8:10 A.M. They also attend Mass on holy days as they occur during the school week. Parents are always welcome to celebrate the Liturgy with the children. However, this does not meet your Sunday obligation.

Confessions are available specifically for the children during Lent and Advent. Parents and students are encouraged to receive the sacrament more often.

Parents are highly encouraged to share in all the adult Christian Formation Meetings and programs. Those who have children receiving sacraments for the first time MUST attend Sacramental Preparation Classes offered by Our Lady of Refuge Parish.

## ATTENDANCE

Students are expected to attend school on a daily basis if they are to profit from their school experience. Maintaining satisfactory attendance patterns is the basic responsibility of the parents or guardians.

**Absences:** In case of absences due to illness, parents must call the school before 8:30 A.M.—(248) 682-3422 – to report an absence. Please include the child's name, grade and nature of illness – e.g. flu, fever, etc. This is to assure the school that the child is absent and the parents/guardians know his/her whereabouts. The office staff will begin to call home phone numbers after 8:45 A.M. if you have failed to notify the school. If the school does not make contact, emergency and/or work numbers will be called to insure the safety of all children. In addition, compliance with the Oakland County Health Department requires the reporting of all communicable diseases; in these cases, a letter from the doctor must be presented before a child may be re-admitted.

**Homework Requests:** Homework requests are only provided for students who are absent more than one day and **MUST** be requested by Noon on the second day to ensure teachers adequate time to prepare it. Homework requests can be picked up in the main office or sent home with another student. Homework is listed on the website.

**Excused absences: Explanations must be provided in writing upon return to school.** Excused absences are those due to illness of a student, death in the family, a doctor or dentist appointment or those instances where the principal determines that exemption from attendance is in the best interest of the school or student. Students with an excused absence are responsible for making up schoolwork. A grade is given upon satisfactory completion of assignments.

**Unexcused absences:** Unexcused absences may include truancy, cutting classes, tardiness, shopping, vacation, oversleeping, personal grooming, trips to beauty salons, etc.

**Extended absences:** Each year, families will receive a school calendar prior to the beginning of the school year. Our Lady of Refuge provides families with opportunities for vacations during the school year. We do discourage parents from taking extended vacations or vacations which cause extended absences for your children. Instructional time cannot be duplicated. If you must take your child out of school for an extended absence, you must send in a written explanation with as much advance notice as possible.

Please be advised that if you choose to take your child out of school for an extended period of time, there will be a considerable amount of work to be made up when the child returns to school. **Teachers are not required to provide work for students prior to departure.** Upon return, the teacher will present the child with assignments. It will be the responsibility of the student to complete all work within the same number of days that they were absent. Homework is listed on the website.

**Truancy:** Truancy refers to the condition or offense that result when one is in violation of education compulsory attendance laws. Truant – is a child who fails to attend school for no apparent reason, for 10 or more days within a semester, or has no permission to leave. In the case of apparent truancy, contact is first made with the parent or guardian. If all efforts to persuade the child to return to school are fruitless, the case shall be referred to the police department, Oakland County attendance officer, or friend of the court.

**Tardiness: Explanations (i.e. doctors' notes) must be provided in writing upon arrival to school.** Students are expected to arrive on time for school. Students are considered tardy when they arrive after the second bell at 8:005 AM. Five unexcused tardies during each month will result in the loss of the next 'jean day'. 7 unexcused tardies in one month will result in the loss of a jean day and detention. 10 unexcused tardies in one month will result in an in-school suspension, community service, and a parent conference. If the student's attendance continues to be an issue, we are obligated to report the issue to the Oakland County Truancy Officer.

**Withdrawal from classes during the school day:** We discourage early dismissals and late arrivals. A written request for early dismissal, including the reason for the dismissal, the time of dismissal, and the

name of the adult responsible for picking up the child, **must be presented to the homeroom teacher at the beginning of the school day**. Adults who are picking up students during school hours must report to the school office to sign out the student and may not go directly to the classroom.

Please avoid contacting the school office with arrangements that were not in place at the beginning of the school day. In the case of unforeseen circumstances a call to the school office prior to picking up a child is requested. The school expects parents to make every effort to schedule doctor and/or dental appointments for after school hours or school vacation periods. Please do not email or call the faculty with arrangements made during that school day as the teachers will be teaching and not necessarily checking their messages during the school day.

**Afterschool activities:** All dismissal requests must be presented in writing to the homeroom teacher at the beginning of the school day. In the case of unforeseen circumstances a call into the school front office prior to dismissal is necessary. Please do not email or call the faculty directly with arrangements made during that school day as the teachers will be teaching and not necessarily checking their messages during the school day. In order to alleviate any confusion we will no longer allow students to call home at the end of the day for permission to change afterschool activities.

### REPORT CARDS/CONFERENCES

It is the Parents responsibility to check student progress through the on-line grading system. Report cards are given at the end of each quarter (10 weeks). The report card provides an evaluation of student performance. Conferences are held at the first card marking by appointment only. Prior or subsequent conferences may be requested by either parent or teacher with the attendance of the child at the discretion of the parent or teacher. Parents may not confer with a teacher during class hours, nor meet with the teachers as they are dismissing students.

Appointment requests may be arranged by a note to the teacher, e-mail or by calling the school. Parents having concerns or questions about the school program or personnel should direct their questions to the appropriate staff members, individual teachers, or principal by appointment or phone. The following procedure is the guiding norm for parent-teacher relationships:

1. Communication concerning curriculum, school regulations and goals, classroom routine, and work must first be directed to the teacher concerned.
2. If the situation demands further discussion, the principal should be notified and given the opportunity to evaluate the parent's concern. Resulting in a conference with teacher, parent, and principal.
3. If the problem cannot be resolved, then a conference with teacher, parents, principal, and pastor will follow.

### CURRICULUM

In compliance with the guidelines of the Archdiocese of Detroit and the State of Michigan, the following subjects are taught at Our Lady of Refuge School:

Mathematics	Science	Religion	Spanish	Art
English	Language Arts	Physical Education		Social Studies
Phonics	Handwriting	Computers	Music	Drama

### RETENTION

The following guidelines will be followed when retaining\* a student:

1. Teacher(s) will contact the parents at the beginning of the third quarter informing them of the situation and problems involved and that retention is a possibility for their child.
2. A review of the student's progress will be made midway through the third quarter by the



- teacher(s) involved and the principal.
3. If progress continues to be unsatisfactory, parents will be notified no later than March 1.
  4. There will be a follow-up meeting with the parents and teachers. The principal will be included, if necessary. A review of all potential retention will again be made by the involved teachers and Principal by April 15.
  5. A meeting will be held at the end of April with the parents, teacher(s) involved, and the Principal, if necessary, to determine retention.

**\* Retention is automatically applied to all students with a 1.5 or below cumulative GPA, not including specials and elective classes. Additionally, 8<sup>th</sup> grade students with a 1.0 GPA or lower will be issued a Certificate of Attendance in place of a diploma.**

#### HONOR ROLL CRITERIA

- **Academic Honors** – Grades 4-8
- **First Honors:** A 3.5 grade point average or better and a grade of A or B (not including B-) in conduct **and effort** for all subjects.
- **Second Honors:** A 3.0-3.49 Grade point average and a grade of A or B (not including B-) in conduct **and effort** for all subjects.
- **Citizenship** – Grades 4-8
- **Attendance** – all grades. Students with Perfect attendance, no absences or unexcused tardies, will receive a certificate in June.
- **Principal's List** –Grades 4-8. Requires all A's in conduct **and effort** (A through A-).
- **Effort** – Middle School Students must have an A or A- in effort to achieve Principal's List.

#### GRADING SCALE

Grade	Percent Value	Point Value
A	100-94	4.0
A-	93-90	3.66
B+	89-87	3.33
B	86-84	3.0
B-	83-80	2.66
C+	79-77	2.33
C	76-74	2.0
C-	73-70	1.66
D+	69-67	1.33
D	66-64	1.0
D-	63-60	0.66
U	59-00	0.0

Kindergarten – Second Grade evaluation key:

E = Exceptional Achievement

P = Progressing Well

N = Needs Improvement

## STUDENT RESPONSIBILITIES

**Books:** Students are responsible for all schoolbooks assigned to them. They are expected to cover their books and carry them in “book bags” to and from school. Students are also responsible for any library books they check out from the school library. All books in general circulation are loaned out for a one-week period. Fines are imposed at the rate of twenty-five (25) cents a book per day, \$1.00 per day for DVDs and Videos including week-ends and holidays. Students who lose or damage a book, DVD or Video are expected to replace the item at school cost.

**Homework:** Homework is a positive means of reinforcement of learned material. Students are expected to do their own assignments. At the orientation of each school year, the homeroom/ subject teacher will inform the parents about the classroom homework procedures. Students with absences due to illness may request to have homework brought home through a sibling or a neighbor. Homework assignments will not be given in advance to students planning extended vacations. Upon the student’s return, he/she may complete the work missed. The number of days missed is the number of days allotted to complete the homework. Assignment books/planners are a must for grades 2-8.

**Personal Property:** Each student is responsible for any personal property he/she brings to school. The school is not responsible for any lost, stolen or broken personal items.

**School Property:** All students are expected to respect school property. Any deliberate destruction of school property will result in appropriate disciplinary action by teachers and/or principal.

### **Telephone calls:**

All dismissal requests must be presented in writing to the homeroom teacher at the beginning of the school day. In the case of unforeseen circumstances a call into the school front office prior to dismissal is necessary. Please do not email or call the faculty directly with arrangements made during that school day as the teachers will be teaching and not necessarily checking their messages during the school day. In order to alleviate any confusion we will no longer allow students to call home at the end of the day for permission to change afterschool activities. If an emergency situation arises students will be permitted to make a phone call with their teachers’ permission.

### **Cell Phones:**

Students will no longer be able to have cell phones in the building (on their person or in their lockers) during school hours. Cell phones will not be used in any class for any purpose. While we understand there may be an occasional situation that parents may need students to bring cell phones to school for the purpose of communicating with their student after school, those students will need to check their phone immediately upon entering the building into the front office to be turned in along with a note signed by the parent. These phones can then be picked up at dismissal at the end of each day. Cell phones brought to school and not turned in, will be confiscated and held by the Principal until a parent meeting can be scheduled.

## DRESS CODE 2018-19

**All students are to come to school neatly and modestly dressed.** It is the parents’ responsibility to see that their children are appropriately dressed before leaving for school. Periodic all school dress code checks will be performed over the PA. Students inappropriately dressed will receive a dress code violation form. A second dress code infraction will result in the loss of participation in the next jean day. Repeated infractions may result in detention.

**Uniforms are to be purchased through Dennis Uniform. Dennis can be contacted via the link on the OLR homepage or by phone at 248-340-8890.** The full uniform description can be found on the OLR homepage.

## Mission Jean Day Policy (All Grades)

Mission Jean Days are held on the last Friday of each month; students may dress down. For the privilege of wearing jeans, classroom teachers collect \$1 from each student to be sent to a chosen charity.

### Jean Day Attire

**Slacks:** jeans, casual slacks, dress pants, capris.

**No** sweatpants, pajama pants, spandex, stretch, ski, leggings, jeggines, or tight-fitting pants.

**Tops:** OLR Logo gym shirt or OLR team T-shirt, High school or college logo T-shirt or jersey, Plain T-Shirt/Top.

**No** tank-tops, spaghetti-straps, midriff, tight-fitting or mesh shirts.

**Shorts: Permitted 1st Day of School-Nov.1 & May 1- Last Day of School**

Dress shorts, casual shorts, jean shorts or skorts only - must be knee-length.

**No** ripped, torn, biking, spandex, tight-fitting, or cut-off shorts.

**Shoes:** tennis or regular uniform shoes that have toes and heels.

**No** rollers, open toed, open heeled, sandals, flip flops, moccasins or slippers.

**Socks:** socks are required at all times

**NO make-up**

## Raven Sports Fridays (All Grades)

Those students participating in CYO sports at OLR may wear their team top or jersey over their regular uniform if there is a weekend game day.

## CODE OF CONDUCT

For a school to operate harmoniously there must be a balance between freedom and restraint. Rules of conduct flow from obedience, respect for authority and each other, commonsense, courtesy and concern for one another. Student conduct and control extends beyond the classroom behavior and includes respect for adult authority, respect for the common good and respect for school rules and the law. Students having infractions in this area **will automatically be issued a 'D' for their semester conduct grade and additionally may result in detention, in or out-of-school suspension, or expulsion.**

Parents are responsible for their children's conduct and must help in solving behavioral and academic problems. **Parents are expected to be models for their children by explaining the school rules and modeling them.** (All references to parents will also include legal guardians).

Each student has the responsibility to:

- Conduct him/herself in a Christlike manner
- Respect the inherent human dignity and worth of every individual
- Work without disturbing others
- Study diligently and maintain the best possible level of academic achievement
- Take care of all learning materials for his/her use
- Respect all building and property of Our Lady of Refuge School and Parish as well as the property of others at any location.

## DISCIPLINE

Disciplinary action will be taken against students who do not observe school rules. In general, the teacher and/or administrator will handle minor problems informally. More serious problems will result in more serious consequences. Students may serve detention(s), be suspended, or expelled from school when misconduct becomes serious and/or continual. Acts of bullying automatically lead to detention or suspension. Suspension can be implemented at the discretion of the Principal.

The Administration has the right to take action for student misconduct on school grounds and in the classroom, lunchroom, playground, on school buses or at school functions. The following types of school behavior and activities will most likely result in **formal** disciplinary action against a student. This list is not meant to be all-inclusive, but is intended to highlight major areas of concern.

- No gum chewing
- Lying
- Cheating or plagiarism
- Stealing
- Disrupting the learning environment or general order and discipline in the school
- Contempt of authority or insubordinate or abusive action directed toward school employees or volunteers (including lunchroom personnel)
- Inappropriate and disrespectful behavior includes but is not limited to: heavy sighing, eye rolling, derogatory and argumentative demeanor, "back talk" or unnecessary retorts, disregard for instruction, including poor general attitude. Repeated attempts by faculty and staff to discourage this behavior may result in disciplinary action
- Infringing on the rights of others
- Endangering the health and safety of any person
- Abusive and offensive language by students
- Threatening, fighting, gossiping, or harassment of other students
- Threats or verbal assault (All threats will be taken seriously regardless of the age of the child)
- Causing loss or destruction of property
- Improper care of school textbooks, equipment or supplies. Any excessive damage or wear will become the financial responsibility of the student and parent
- Any actions, which are otherwise in violation of laws, parish policies or classroom rules

### A. Classroom Rules:

Each class formulates classroom rules and consequences for failure to obey them. The rules are approved by the Administrator and are given to each student during the first week of class. For the safety and well-being of all students and school personnel, the following objects are not permitted in school: Permanent markers, spray cans of any kind, gum, cell phones, pagers or beepers, walkmans or electronic games, earphones and radios, MP3, and CD players, iPod.

### B. Teacher Action:

The following are actions that **may** be taken by the teacher if he/she should encounter an offending student who is disruptive to the teaching and learning process:

1. Conference with the student & teacher calls home
2. Assign additional assignments relating to the behavioral issue
3. Assign detention
4. Isolate the student in an appropriate place within the classroom
5. Write a Conduct Referral

### C. Action in the Lunchroom/Playground

Students are expected to conduct themselves in a responsible and respectful manner in the lunchroom and on the playground.

1. Students are expected to sit at their assigned table.
2. Students are not to trade and share food.
3. Students are expected to speak in a natural tone—no screaming.

4. Students are responsible to keep their area clean after eating.
5. Students who need to move away from the table or need something must raise their hand.

For the protection and safety of everyone, students are not allowed to:

1. Play dangerous/aggressive games(e.g. wrestling, karate kicks, tackle football)
2. Disregard the regulations for safe use of playground equipment, such as standing on slides or swings.
3. Make or throw stones, snowballs/ice balls of any shape or size.
4. Climb the fence, school or school railing.

If a lunchroom supervisor or monitor should encounter a student who is disruptive, disrespectful or not following directions, he/she may take the following actions:

1. Require them to have a "quiet time" during lunch.
2. Remove them from a particular "play" area.
3. Take other outside privileges away from them.
4. Isolate the student to a new lunch table.
5. Isolate the student and make them sit out of "play-time" on the playground or outside facilities.
6. Exclude the student from lunchtime by sending them to the office.
7. Write a Conduct Referral.

#### **D. Action on the Bus:**

Students living in the West Bloomfield School District have the option of riding the bus to school.

This is a privilege and should be treated as such. Students are representatives of Our Lady of Refuge School and as such are expected to exhibit outstanding Christian behavior. Students are expected to:

1. Enter and leave the bus in an orderly manner.
2. Keep head, arms and other limbs inside the bus.
3. Remain quiet and orderly.
4. Be extremely courteous to the bus driver.
5. Stay seated and facing the front of the bus.
6. Keep hands and feet to self at all times.
7. Large and/or dangerous objects, animals, or glass items are not permitted on the bus. Parents must pick up helium balloons and large projects.

If a bus driver should encounter a student who is disruptive, disrespectful or not following directions he/she may take the following actions:

1. Require them to have an assigned seat on the bus.
2. Isolate them from other students on the bus.
3. Write a bus ticket.

We follow the policies and will support the West Bloomfield School District Transportation Handbook Policies when they apply to Our Lady of Refuge Students.

#### **E. Administrative Action**

Disciplinary action will be taken in the event of student misconduct or infraction of the Code of Conduct as mentioned above. The school administration will enact **further** disciplinary action if the behavior is repeated or if misconduct is severe. In these cases, punishment may be lengthened, shortened or adjusted as determined by an administrator(s) to take into account a particular set of circumstances, or if it is determined to be in the best interest of students or the school. In each case, consideration will be given to age, experience and abilities. O.L.R. uses a progressive disciplinary procedure policy, ***past incidents of misconduct will be carefully noted when dealing with a student regarding a current conduct violation.*** The following administrative actions may be taken by an administrator seeking to correct unacceptable student behavior:

- **Reprimand** (verbal)
- **Conduct Referral:** A written triplicate form is given to the student. Questions or comments about conduct referrals should be directed to the staff/teacher who issued it. Conduct referrals are accumulated per marking period.

- Step 1- Students will be given a written 'conduct referral' to be signed and returned to the issuing teacher. The issuing teacher will also make contact with the students' parents.
  - Step 2- Students will be given a 2<sup>nd</sup> written 'conduct referral' by the teacher to be signed and returned to the issuing teacher. Students who receive their 2<sup>nd</sup> conduct referral will be automatically given a 1 hour detention. An Administrative or Counselor conference may be held with the student.
  - Step 3- A 3<sup>rd</sup> infraction will result in an immediate 2 hour detention. Additionally a Principal - Parent conference will be held with probation and/or notice of possible expulsion given.
  - Final Step- Expulsion is the final step to be determined by Principal. Parent will receive written notification.
- **Detention(s):** When assigned, parent will be notified by conduct referral or written letter. Detention can be before or after school.

Detention is meant to be a time of reflections and penance. Detention is to be served in silence. It is not a study hall so completion of homework will not be allowed. If weather permits students may be asked to participate in the beautification of school and church grounds.

- Two skipped detentions will result in an automatic in-or out-of-school suspension issued the next school day along with a Parent-Student-Principal meeting being scheduled.
  - Excused absences will be made up at the next scheduled detention. An excused detention is when the Principal has received written notice from a Parent more than 48 hours before scheduled detention and grants approval or if the student is out sick from school that day.
- **Conference** with the parent to affect a positive resolution.
  - **In school suspension:** A student incurring an in-school suspension will report to the school office to serve the suspension. The teacher will provide assignments for the day.
  - **Suspension:** Suspension is the temporary dismissal of a student from classroom (in-school) or school (out-of-school). Parents will be contacted to make arrangements for picking up their child. If the child is not picked up in a timely manner, the suspension may be extended for additional days. The student may not participate in any extra-curricular activities during the suspension, i.e., attending school games, etc. During in-school or out-of-school suspension students are expected to complete and turn in all assignments.
  - **Probation:** Any student who is suspended from school is automatically placed on probation. During this time, the student will attend regular class but will not be allowed to participate in sports programs or activities. Administrator(s) will meet with parents to determine the length and conditions of the probationary period. If the child continues to have disciplinary problems during the probationary period, he/she may be asked to leave the school.
  - **Expulsion:** Expulsion is the permanent dismissal of a student from the school. It shall be enacted either after repeated attempts to correct violations of the school Code of Conduct have failed and/or when the offense is such a grievous matter that immediate expulsion is appropriate or demanded by law (weapons cases, etc.)

## CRIMINAL ACTS

**A. Definition:** The State of Michigan defines the following activities as crimes. Parents and students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student is involved in an unlawful activity. The school, regardless of whether criminal charges result, will take serious disciplinary action, which may include immediate suspension and/or expulsion for the following acts:

- **Arson** – the intentional setting of a fire
- **Assault** – Physical and or verbal threats of violence to a person. Verbal assault is a communicated intent to inflict physical or other harm to another person with a present intent to act on the threat. Any person who is found to have threatened another will be subject to discipline and may be reported to the authorities.
- **Bomb Threat** – A student found violating this rule will result in recommendation for expulsion as required by law. Costs for evacuation, searches, salaries for extended hours and loss of revenue will be referred to the courts for remuneration.
- **Burglary, Larceny or Robbery** – Stealing of school or personal property
- **Criminal Sexual Conduct/Sexual Misconduct**
- **Use of Explosives**
- **Extortion, Blackmail or Coercion**
- **Harassment/Bullying** – any form of repeated written or verbal or physical innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person’s gender, national origin, religious beliefs, racial or physical characteristics directed toward a fellow student, staff member or other person. Examples of sexual harassment:
  - Online postings
  - Sexual innuendoes
  - Jokes of a sexual nature
  - Sexual propositions
  - Sexually suggestive pictures or cartoons
  - Foul and obscene language, jokes or gestures
  - Unwanted and unnecessary physical contact
  - Unwelcome comments about appearance.
- **Sale, use or possession of alcoholic beverages or illegal drugs and steroids** – The school administrator will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon contact the parent or legal guardian. This will result in immediate suspension.
- **Unlawful interference with school authorities** – interfering with administrators, teachers or other school staff by intimidation, threats, force or violence.
- **Vandalism or malicious destruction of property.**
- **Weapons** – A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to the following items: guns of any kind, knives, karate sticks, chains, “ninja” stars, brass knuckles, sling shots, clubs of any kind, or any sharpened instrument. Weapons (or any object replicating a weapon) are illegal on school grounds. If a non-weapon is portrayed as a weapon, this policy applies.
  - a) Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.
  - b) A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of student’s person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
  - c) When a body search is conducted it shall be in the principal’s office or other appropriate place. Such a search should be conducted by a law enforcement officer.

- d) If the student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- e) Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- f) Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).
- g) If an injury occurs in school, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the principal and teachers shall endeavor:
  - 1) to have students remain calm and avoid panic;
- 2) to notify the police, the pastor of the parish/interparish school;
- 3) to secure the school; and
- 4) to notify and consult with the immediate supervisor or other appropriate party in the Catholic Schools Office. The Superintendent's Office will in turn notify appropriate offices in the Archdiocesan Central Services.
- h) The principal may exercise the options to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.
- i) Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:
  - 1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - 2) the frame or receiver of any such weapons;
  - 3) any firearm muffler or firearm silencer; or
  - 4) any destructive device.

***All State laws and policies of the Archdiocese of Detroit concerning weapons will be enforced.***

## **B. Investigations of Allegations of Criminal Activity**

- Upon a report of a **criminal act**, the student(s) accused will be removed from the classroom, interviewed and given the opportunity to explain his/her side. Depending on the severity of the allegation(s), the student(s) may be removed from the classroom until the investigation is completed.
- The investigation should include all parties involved, including any and all students, parents, teachers, and other staff.
- A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning, an inspection and search of a student's person, pockets, book bags, purse, lunchbox, locker, etc.
- Questioning for the same purposes may include questioning by the Principal, teacher, counselor, Pastor.
- The administrative team will compile background information about the accused.
- The administration will take action after the investigation is complete.
- All circumstances that occur regarding the incident, including the investigation, conclusions, and all consequences will be properly documented.
- Resolutions will be clearly communicated to all parties involved.

**C. Categories of Misconduct:** The following are categories of misconduct which may result in detention, in or out-of-school suspension or expulsion. **Additionally a grade of 'D' will be issued in conduct for infractions in this area.**

- Stealing, cheating or lying



- Vandalism or defacing of property – parents are required to compensate the school for any destruction of school property.
- Illegal or immoral conduct
- Disrespect of any faculty or staff
- Eye rolling, argumentative disposition, disregard for instruction, including poor general attitude. Repeated attempts by faculty and staff to discourage this behavior may result in disciplinary action.
- Use of profane/obscene language
- Possession of weapons or explosives
- Possession of pornographic literature, videos, or DVDs
- Possession and or use of drugs, tobacco, alcohol, or steroids
- Verbal or physical abuse of fellow students, faculty, or staff
- Fighting
- Intimidation, gossiping, and extortion
- Persistent disobedience and/or breaking of school rules and regulations
- Truancy
- Gross misbehavior, conduct detrimental to the normal functioning of the individual class, school or school activities.
- Violation of the computer policy as stated in the handbook under technology

### **CYBER BULLYING DISCIPLINE STATEMENT**

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

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

### **SEXUAL & OTHER FORMS OF ILLEGAL HARASSMENT**

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

- a) Submission to such conduct is made an explicit or implicit term or condition of any aspect of an individual's education or school related pursuits, or
- b) Submission to or rejection of such conduct or communication is used as a factor in decisions affecting the individual's education, or
- c) Such conduct is intended or has the purpose or effect of interfering with an individual's education or creates an intimidating, hostile or offensive educational environment.

#### **Examples of Sexual Harassment**

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions, sexually suggestive pictures or cartoons

- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

Sexual harassment by a teacher or teacher aide or member of the clergy directed at a student also may constitute child abuse that must be reported by law. See Policy 5004, Child Abuse/Child Neglect Reporting.

### **COMPUTER POLICY - ACCEPTABLE USE**

Our Lady of Refuge is pleased to offer student access to the parish school Computer System. Use of the computer system and the resources that it enables the students to access is a privilege, not a right. Inappropriate use of the computer system may result in the suspension or revocation of these privileges as well as other disciplinary or legal action including financial liability for any damages. Prior to using the computer system, students and their parents or guardians are encouraged to read and understand the following acceptable use policies. By using the system, students and their parents or guardians acknowledge, accept and agree to abide by this policy.

#### **Acceptable Use**

1. The school computer system at OLR has been established to allow student access to designated internal and external school resources as well as controlled and monitored Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via message boards and other means.
2. Students will have access to the school computer system and the Internet via computers and computer terminals located throughout the school. Students may access the computer system during instructional periods and during other periods as designated by the school faculty, staff, and administration.
3. Material created and/or stored on the system by student is not guaranteed to be private. Network administrators, school faculty, staff and administration reserve the right to review material created and/or stored on the system from time to time to ensure that the system is being used properly and consistent with this Acceptable Use Policy. Any material or content judged to be inappropriate or otherwise inconsistent with the intended use of the school computer system may be deleted.
4. Computer system users must keep their passwords private. Accounts and/or passwords may not be shared.
5. Computer system users are expected to adhere to the safety guidelines listed below.

#### **Unacceptable Use**

1. Student will not attempt to bypass school software controls, system/network controls, Internet content filtering or any other measures that have or will be put in place to secure the computer system. Examples include proxies, keystroke capture tools, or password cracking tools.
2. The school computer system may not be used to download, copy, install or store any software, shareware, or freeware without prior permission from the network administrator.
3. Students may not access personal email accounts without permission from the network administrator.
4. The computer system may not be used for commercial purposes or financial gain. Students may not buy or sell products or services through the system.
5. The computer system may not be used for advertising or political lobbying.

6. Students may not attempt to access another user's files. This includes other students, faculty, staff, or administration. "Hacking" or otherwise trying to gain access to another person's information, including using another student's password with or without permission, is prohibited.
7. The computer system may not be used for any activity, or transmittal of material, that violates federal, state or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws. Messages relating to or in support of illegal activities will be reported to the authorities.
8. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts.
9. Students may not use vulgar, derogatory, or obscene language during any aspect of their use of the school computer system. Students may not engage in personal attacks, harass another person, or post private information about another person.
10. Students may not misuse, defeat or otherwise damage the computers, computer terminals, printers, or any other resources associated with the school computer system
11. Students may not engage in any activity that prevents or denies computer system access to other users.

## **BUILDING SECURITY AND SAFETY PROCEDURES**

### **A. Parents and Visitors to the School**

**Parents and other visitors to the school are required to sign in at the school office upon entering the building to receive and wear a badge at all times while on premises.**

Parents may escort their child(ren) to class on the first day of school, after that parents follow the regular morning procedures of OLR school.

Parent/teacher helpers are required to wait in the front office until Morning Prayer, attendance, and announcements have been made.

**We strongly encourage parental communication with teachers. Parents and visitors may NOT enter a classroom without first reporting to the school office.**

### **B. Volunteer Criminal Background Check**

Any parent/guardian who wishes to volunteer in the school must complete the following **BEFORE** opportunities will be available; a criminal background check, volunteer confidentiality form, and completion of Protecting God's Children Workshop.

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

State and Local laws require that 8 fire drills, 2 tornado drills, and 2 lockdown drills be held periodically during the school year. Students are expected to follow the established procedures of OLR School for each of these drills.

Each time the fire alarm is sounded, EVERYONE must leave the building.

### **D. Inclement Weather/Emergency School Closings**

Our Lady of Refuge now utilizes OneCall automated notification system to notify parents of school closings and other pertinent events. Please make sure the School Front Office has your correct phone number and e-mail so that you can be immediately notified.

Our Lady of Refuge does NOT always close when the West Bloomfield School District closes. In the event Our Lady of Refuge is open and West Bloomfield is not; then Hot Lunch **will not be** provided. All students must pack a lunch. In the event of severe weather during the day, students remain in school and are released to parents/guardians only.

## **HEALTH AND MEDICAL NEEDS**

### **A. Exclusion for Health Reasons**

Our Lady of Refuge follows the recommendations of the Oakland County Health Department and the American Academy of Pediatrics regarding medical issues and immunizations.

Students are excluded from class for the following diseases and can only be admitted per Oakland County Health Division guidelines: Mumps, Meningitis, Chickenpox, Mononucleosis, Whooping Cough, any rash.

Students are excluded from school with the following communicable diseases until:

<u>Illness</u>	<u>Time required</u>
Pink eye	No discharge remains – 24 hours after starting antibiotic drops
German Measles	Four days from onset
Impetigo	When under medical treatment
Ringworm	When under medical treatment
Streptococcal	Including scarlet fever, strep throat –when recovered and released by a doctor
Pediculosis	Until lice and viable eggs are destroyed
Influenza	Until fever is gone for 24 hours and child feels able to attend class
Ringworm	24 hours after the start of appropriate therapy.
Fever	100.4 degrees or higher within 24 hours of the start of the school day
Fifth disease or Roseola	Children with the rashes of Fifth disease or roseola may return to the classroom because the infectious period is prior to the onset of the rash
MRSA	48 hours after starting antibiotic treatment and do not have draining lesions

Parents or appropriate designee are required to pick up their child in a timely manner, when notified by the school that the child is ill.

Students are NOT to return to school until they are 24-hours fever free and/or 24-hour free of vomiting.

Student who vomit in school or on the bus to school will be sent home for a 24-hour period

### **B. Illness-Call-in Procedures**

When your child is ill and unable to attend school, you must call the school by 9:30 A.M. with the following information:

- Child's name and room number
- Phone number
- Reason for illness (state if it's a communicable disease, e.g. chicken pox, strep throat, etc.)
- Expected date of return
- Homework requests (must be made before 12:00 Noon) will be available for pick-up in the office at the end of the school day or go home with another student

### **C. Medical Needs**

It is the responsibility of the parents/guardians to inform the office and appropriate teachers if a student has any medical needs that may merit regular or periodic attention while at school.

#### **D. Medications**

All medications are to be dispensed from the school office. Students may not keep on their person or property or in their desk or locker **any form of medication** except asthmatic inhalers and emergency allergy EPI pens. 2000 Public Act 10 requires as a condition to permitting the student to carry and use an inhaler or epi-pen, that the school be provided with a written emergency plan for its use prepared by a licensed physician in collaboration with the parent, updated as necessary for changing circumstances.

The following guidelines have been approved by the American Academy of Pediatrics Council on Child Health and endorsed by the Oakland County Division of Health. It is recognized that at the present time, many children are able to attend regular school because of the effectiveness of medications in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours must comply with school regulations. These are as follows:

##### **Prescription Medications**

- A Medication Release Form **must** be filled out and signed by the child's physician and must include the name of the medication, dosage, time to be administered and the diagnosis, and reason for the medication. This form is available in the office. This must include A signed physician's order indicating drug name, dose, time and method of administration-duration (length of time for medication to be dispensed) and must be on file.
- The Medication Release Form must be signed by the parents as authorization for the school to comply with the doctor's orders.
- Medication must be brought to school in the ORIGINAL pharmacy container. Alternate bottles and packages will not be administered and will be sent home.
- A staff member will be designated to administer the medication. school administrator or designee to supervise the taking of medication. An additional adult shall be present whenever medication is taken so that two adults witness the taking of medication.
- Medication will be stored in a special cabinet allowing no unauthorized access.
- A record of date and time medication was taken and who was present should be kept and initialed.
- Students may possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. A written approval from the student's physician and parent which allows the student to possess and use the inhaler is required.

##### **Over-the-Counter Medications**

No drug substance should be in a student's possession except asthma inhalers and emergency allergy EPI pens. According to law, medication cannot be dispensed in any classroom by a teacher. Students are not to have medications in their possession during school hours or while on school property (this includes throat lozenges and cough drops). Asthma inhalers and EPI pens, as indicated, are acceptable. Cough drops, allergy and cold medicine, aspirin, Tylenol, Motrin, etc. must be accompanied by a signed and dated note with specific requirements for administering, signed by a doctor and brought to the office. The medication must be in the original container.

#### **E. Accidents**

Any type of accident which occurs on school premises will be reported to the office as soon as possible and the policy below will be followed:

- If the accident is of a minor nature (slight cut, scrape, bruise), it will be treated in the school so that the student may return to normal activity. The injured area will be washed and covered with a band-aid.
- If the accident is of a serious nature which may require more extensive professional care, we will make the student comfortable and immediately dial 911 (as in the case of a seizure or life-

- threatening situation) contact the parent/guardian at work, or call the emergency numbers provided on the emergency card.
- If your child becomes ill at school, student will be made as comfortable as possible and parent/guardian will be called to pick up the child.
  - Children subject to an accident or illness are not permitted to leave the school building alone. Parents or designated adults must come to the office to take the child home. **NO EXCEPTIONS.**
  - Medication such as aspirin is never administered in school in accordance with State Law, unless written permission is received from the parent/guardian. (see **Medications**)

## **ADDITIONAL SERVICES**

### **A. School Counselor**

The school counselor's focus is on meeting the developmental needs of students using classroom guidance, small groups and individual counseling with students. Four main themes run through our counseling program:

- Teaching the children to take responsibility for their own actions.
- Teaching the concept of mutual respect: respect for self and others.
- Training in life-management skills such as communication, decision making, problem solving, and conflict resolution.
- Belief that students who feel good about themselves and have positive relationships with others, will achieve more and be successful both in and out of school.

The School Counselor follows state guidelines on child abuse/neglect. State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the Department of Social Services in the county where the suspect injury occurred. (Archdiocesan Policy #5142.3)

The School Counselor partners with teachers, administrators and parents in the process of educating our children. The school counselor is available during school hours or by appointment. Students need to have teacher permission to visit the counselor's office. Parents may phone (248) 682-3422 or e-mail through the school website to schedule an appointment.

### **B. Auxiliary Services**

West Bloomfield School District provides Auxiliary Services to students referred to them through the school with the cooperation of parents. The following are available:

- Vision and Hearing
- Speech and Language
- Teacher Consultant
- Academic/Psychological Testing

### **C. Resource Room**

The Resource Teacher supports classroom teachers and students to maximize the learning process. Working collaboratively in a team environment, the Resource Room Teacher will assist teachers in selecting and adapting teaching strategies to meet students' needs. The Resource Room Teacher sees students both individually and in a group format.

## LUNCH/RECESS

Students may bring their lunches or purchase hot lunch provided through AVI. Hot lunches are ordered and paid for on a bi-monthly basis. Milk is available daily.

Paid and volunteer\* lunch staff supervise the students in the lunchroom and on the playground. All supervising staff members have full authority during the lunch period and students are to respect that authority and follow the Code of Conduct. Parents please refrain from texting or using cell phones during lunch supervision duty.

No food can be taken out of the lunchroom to be eaten on the playground or in the classrooms. No food or drink is allowed on the playground before school or after dismissal.

Weather permitting; ALL students are required to go out for recess. Indoor recess will occur if the weather is inclement or determined by the principal because of a funeral or other extenuating circumstance. Inclement weather is described as below 20\*(taking windchill into consideration and/or rain.

Late lunches discovered by parents are to be delivered to the School Office **only**.

**\*For parent volunteer hour requirements see page 26**

## WELLNESS POLICY

### A. Nutrition Education

Nutrition and wellness education shall be integrated into the appropriate K-8 curriculum. Nutrition education information will be offered throughout the school campus including, but not limited to, school dining area and classrooms.

### B. Nutrition Standards

School meals will meet nutrition standards as established by federal law. Healthy alternatives of snack items sold in the school cafeteria shall be offered.

### C. Physical Education and Physical Activity Opportunities

Each year, all students K-8, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured intended to maintain physical fitness and to create an understanding of the short term and long term benefits of a physically active and healthy lifestyle.

## STUDENT ACTIVITIES

**The following activities may be offered. The policies of the handbook must be upheld at all school events; including apparel and behavior.**

### A. Altar Servers

Our Lady of Refuge Students in grades 5-8 are invited to become altar servers and enhance the Liturgy with their presence.

### B. NJHS (Middle School)

NJHS provides students in grades 6-8 with leadership and decision making opportunities.

### C. Spelling Bee, St. Jude Math-A-Thon, Optimists Club Oratorical,

**ATHLETICS**  
**As presented by Athletics Committee**

Students in grades 4-8 are invited to participate in Our Lady of Refuge Parish's CYO Program. The program, through the Athletic Director, Sport Coordinators and Coaching Staff provides the opportunity to learn, enjoy and compete in the Archdiocesan CYO Leagues. The following sports may be offered:

Soccer -- Grades 4-8 boys and girls  
Football -- Grades 4-8 boys  
Volleyball – Grades 4-8 girls  
Basketball -- Grades 4-8 boys and girls  
Softball – Grades 4-8 girls  
Baseball – Grades 4-8 boys  
Lacrosse – Grades 4-8 boys and girls

Students participating in sports are NOT permitted to be in the gym or at the field unsupervised. Siblings of players are not allowed to wait in gym for pick up while practice is being held. Siblings without supervision will be sent to the extended care program and charged accordingly.

Student's must have a cumulative GPA of 2.0 in core subjects, not including specials or electives, or higher to be eligible to participate on sports teams. Conduct grades must be a "B" average or better. If academic or conduct grades fall the student will be placed on "athletic probation". The principal and athletic director will review the students conduct on a week to week basis to determine eligibility for athletic participation. Infractions such as cheating or fighting will automatically result in a loss of athletic privileges.

All student athletes, parents, and relatives are expected to represent themselves in a sportsmanlike manner while participating in OLR sporting events. Persons not conducting sportsmanlike behavior will be asked to leave the field or gym and/or receive consequences at school.

Parents, siblings, and relatives must refrain from "sideline coaching". Sideline coaching is telling your child or any other athlete what you think they should do while the game or event is being played. It is important that the athlete is only following the direction of their coach. Any parental grievance towards a coach or student athlete mandates a "24 hour rule". A "24 hour" rule means you must wait at least 24 hours before discussing your grievance with the coach/ athletic director.

A sports fee is established yearly by the Sports Program for all sports. Fees are to be paid at the time of registration.

Students who wish to participate in any sport must have a physical dated after June 30<sup>th</sup> prior to participation in any sport each year.

A designated day is set by the Sports Program for the return of uniforms following the last game for that sport. Students that fail to do so will not receive their report card and may be subject to uniform replacement costs.

**COMMUNICATION**

Each month a calendar, newsletter and other important information is sent home to each family in a folder. The folder is to be signed indicating that you have READ the information, and returned to school the next day. Do not use the folder to transport anything back to school unless specifically directed to do so. This may result in things being lost or misplaced (such as tuition checks). Flyers from outside sources are not endorsed by the school but are sent home for information purposes only.

**LIBRARY**

Students may withdraw books from the school library for a one week period. Fines are imposed at a rate of twenty-five (25) cents per book per day including week-ends and holidays. DVD's and Videos are



charged at a rate of \$1.00 per day including week-ends and holidays. Students who lose or damage a book, DVD or Video are expected to replace the item at school cost.

Use of the library for research or use of the computer should be scheduled with the classroom teacher and finalized with the librarian.

Report cards and/or school records will not be released until all fines are paid. A library notice will be sent home to parents one week before report cards/progress reports.

## ORGANIZATIONS

Our Lady of Refuge School is blessed by the many fine volunteers who make this school a vibrant and spiritual community. The major organizations are:

**Athletic Committee:** This group meets regularly to develop and promote the sports program. Interested parents should contact the Athletic Director.

**Parents' Club:** This group works for the welfare of our children by enriching their education through special activities and fundraising for various school enhancements. Meetings are at 7:00 P.M. and listed on the monthly calendar.

The Parents' Club Board Members include a President, Co-President, 1<sup>st</sup> Vice -President, 2<sup>nd</sup> Vice-President, Secretary & Treasurer.

Parents' Club Objective: To work for the welfare of our school children by enriching their education through special activities and funding various school enhancements.

Parents' Club Purpose: The purpose of this Club shall be to work under the direction and guidance of the school Principal and Our Lady of Refuge Pastor sponsoring functions and fundraisers.

Parents' Club Membership: Open to all parents/guardians of children in attendance at Our Lady of Refuge and all those who have an interest in Our Lady of Refuge and who attend the meetings.

Finances: All monies derived from activities and fund raising by the Club shall be designated for specific purposes in accordance with the objectives of this Club.

The following is a list of annual sub-committees which satisfy Parent volunteer hours. This is not an all inclusive list. Please contact the committee chairs for information on events.

PC Parish Council Representative	Dad's Club	Daddy Daughter Dance	
Mother/Son Event	Spirit Contests/ Guessing Jar		Box Tops
Spirit Gear Purchasing/Sales	Ice Cream Social	Bulletin Board	Pep Rallies
Locker Decorating (Pep Rallies)	Golf Outing	Trunk-or-Treat	Photographer
St. Nicholas Day	Santa's Secret Shop	Catholic Schools Week Activities	
Teacher Appreciation Luncheon	Field Day	Talent Show	Casino Night

## PARENT INVOLVEMENT HOURS

Each family at Our Lady of Refuge is required to donate 40 hours of volunteer time per year to the school. Single parent families will donate 20 hours. Of the 40 hours it is required that 5 hours are to be devoted to the Lunchroom\*\* (5 hours lunchroom = 3 days). The remaining hours can be obtained through active

involvement in a club such as: Parents Club, CAC, Technology, Athletics Committee or one of the other numerous opportunities that benefit the students and school such as but not limited to:

Using the form provided in the communication folder a record of all hours worked should be maintained. Committee and Club Chairs, along with lunchroom Supervisor will sign off for worked hours before turning in monthly reporting form. Current Parent Volunteer hours are accumulated from May 1 through April 30<sup>th</sup> Parent Volunteer hours worksheets must be reported to the school front office by May 1<sup>st</sup> to receive credit for the current year. Hours not worked are assessed in the spring at \$10.00 per hour. Family volunteers can include Mother, Father, or older brother/sister(s), and Grand Parents. Alternate activities should be checked first with Mr. Pyles. A paid job may not ear hours.

\*\*Lunchroom volunteer hours must be scheduled in advance with the lunchroom supervisor.

### TESTING

Catholic Schools in the Archdiocese of Detroit shall participate in the standardized testing programs as determined by the Office for Catholic Schools Policy 7007 of the A.O.D. School Policies and Guidelines. The following tests are administered annually to the students of Our Lady of Refuge School:

The Iowa Tests of Basic Skills	Grades 1 - 8
The High School Placement Test	Grade 8 – taken at local Catholic high schools
WIDA Assessment	Grades K-8
Developmental Reading Assessment	Grades K-8

### VISITORS

All outside doors are locked during school hours. It is required that all visitors are admitted through the Front Office to register in the visitor's log and receive a visitor's badge. **Visitors without a badge will be directly escorted to the front office.**

### FIELD TRIPS

Students at school sponsored, off campus events shall be subject to school rules and regulations and are subject to the authority of school officials. Before arrangements for such events can be finalized, parents must submit the permission slip entitling their child to attend the function. The school will provide a form for that purpose. Students who choose not to participate must attend school on the day of the field trip or be marked absent. Field trips are an important, integral enhancement of each grade's curriculum. Student attendance on class field trips is contingent upon student conduct and behavior.

Parent drivers must show proof of insurance and drivers license. All parent volunteers must have completed Protecting God's Children and have records on file with the Parish office.

### LOST AND FOUND

Lost items are kept in the lunchroom. Unclaimed items are donated to the St. Vincent de Paul Society at the end of each semester.

NOTE: It is advised that all items brought or worn to school be marked with your child's name. Please remember to include lunch boxes, jackets, gloves, sweaters, and sweatshirts.

## **TRANSPORTATION**

The West Bloomfield School District provides bus transportation to students who live within the boundaries of the West Bloomfield District. Bus routes are established by the needs of the school and are given to parents by the opening of school. The front parking lot is reserved for the students riding the bus. The Code of Conduct should be observed by those riding the buses.  
(See **DISCIPLINE P. 13**)

The church parking lot is to be used in transporting children to and from school by car. On days when the West Bloomfield buses do not run, all students are to be dropped off in the church parking. Please follow the prescribed traffic flow pattern both morning and afternoon, to ensure the safety of all children. **NO CARS ARE ALLOWED IN THE FRONT PARKING LOT WHEN BUSES ARE PRESENT.**

**Please see the last two pages of this handbook for morning drop-off and afternoon pick-up procedures.**

## **BIRTHDAY POLICY**

If you wish to celebrate your child's birthday at school please understand the following guidelines:

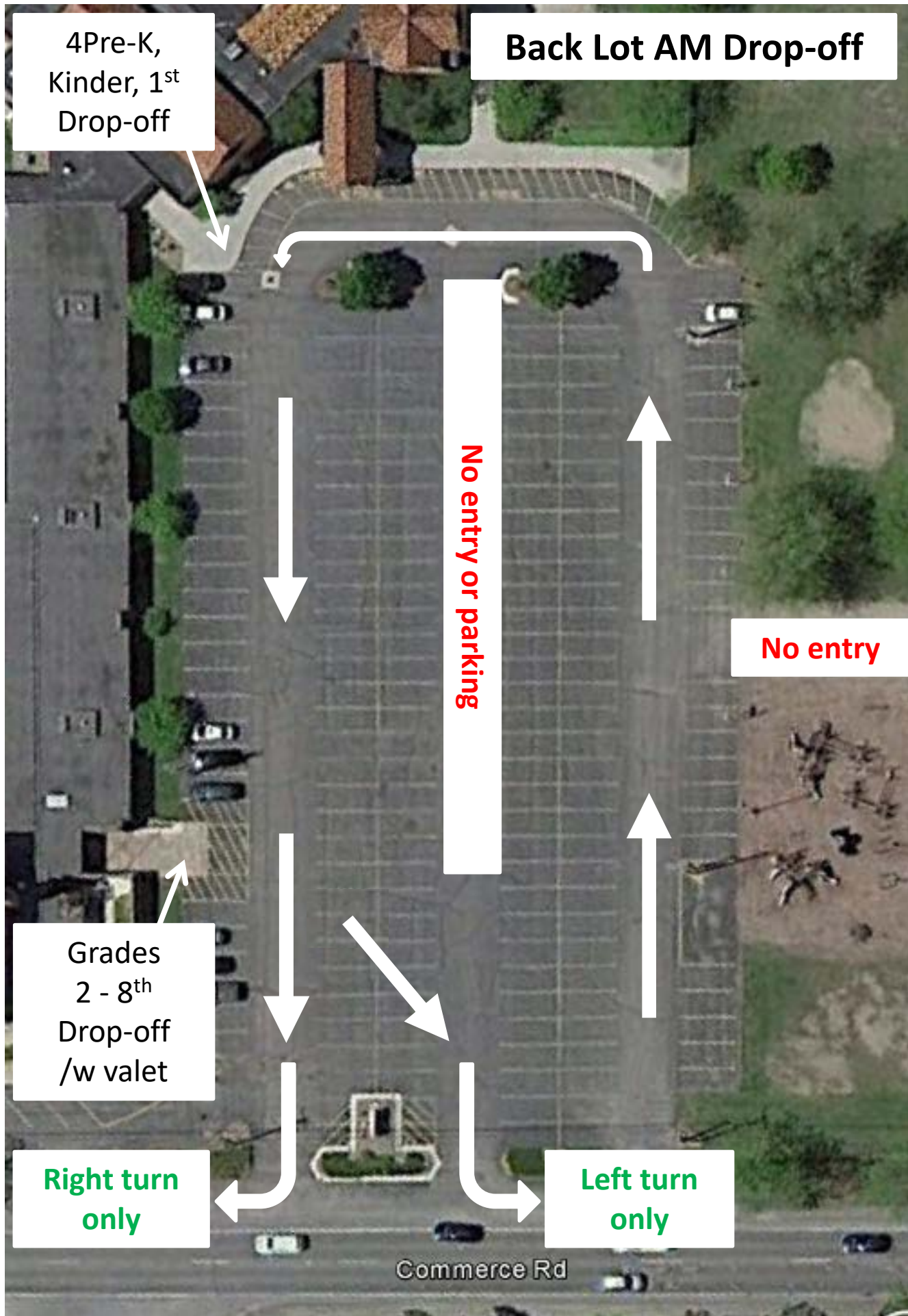
- Treats should be arranged with the Teacher.
- No Slurpee's, cupcakes
- When choosing what to bring in please remember we strive to teach and maintain healthy habits. Treats such as pencils, stickers, or board games donated to your child's class are highly suggested.
- Flowers, balloons, etc. should **not be delivered to school.** Those that are will remain in the front office until the end of the school day.
- Children will not be allowed to distribute party invitations at school. This is out of respect for the feelings of children that may be excluded.

## **LOCKER POLICY**

- Lockers are the property of the Catholic School.
- No food or perishable materials may be kept in the locker except lunch.
- Nothing may be posted in lockers. They are to be clear of all items except an organizer.
- The school is not responsible for any items taken from lockers.
- Lockers may be inspected by the Principal or a teacher with another teacher as a witness. This may be done at anytime and at the Principal's discretion.
- Students caught stealing from another locker, or damaging lockers in anyway may be suspended.
- Periodically students will be asked to clean their lockers at the teacher's discretion.

## **TERMS OF CUSTODY/DIVORCE**

Our Lady of Refuge Catholic School requires that divorced parents file a court certified copy of the custody section of the divorce decree with the school office. A non-custodial parent has no right of physical access to a child unless granted by court order. With the increasing prevalence of divorce, many schools are faced with questions regarding the rights of non-custodial parents. The initial issue is the terms of custody, usually contained in a divorce decree or custody order. If a parent claims the custody arrangements have changed, the parent must provide a copy of the new order.



4Pre-K,  
Kinder, 1<sup>st</sup>  
Drop-off

Back Lot AM Drop-off

No entry or parking

No entry

Grades  
2 - 8<sup>th</sup>  
Drop-off  
/w valet

Right turn  
only

Left turn  
only

Commerce Rd



All students exit and walk through to the middle parking lot cones

## Back Lot PM Pick-off

Parents:

- Be parked by 2:55 p.m.
- Back in along the far aisles
- Must pull through to the 2<sup>nd</sup> spot in the center aisle
- Exit your vehicle to pick up your children

No entry

Right turn only

Left turn only

Commerce Rd

**Front Lot AM Drop-off**

Student  
Drop-off for  
tardies and  
3-Preschool  
**ONLY**

Parents:  
**One way only (exit to Erie Dr.)**

**No AM parking**

Commerce Rd

## **PARENTS + STAFF + STUDENTS = SUCCESS**

We, as parents, are accepting the challenge to “train up a child in the way he should go...” Proverbs 22:6 and affirm that this training will be carried on in the home. We shall place our trust in Our Lady of Refuge School to extend that teaching and work with us for the educational and spiritual growth of our child. We, hereby support the administration and staff in maintaining discipline and order in the school. We grant authority to discipline our child as it relates to the rules and regulations of the school. We pledge to work with and support the administration and staff as it relates to discipline and school rules as outlined in the Our Lady of Refuge Parent/Student Handbook.

We pledge to support and encourage good school attendance and promptness. We pledge that we will do our utmost to see that our child does his/her best in their academic work (homework, class work, participation, etc.) by encouraging them and assisting him/her as needed with the aid of the teacher. We also accept the school’s expectation that all students must maintain a 2.0 grade point average and a final grade in conduct and/or effort no lower than a “C” in conduct. We recognize that the student may be dismissed if requirements are not met. We agree to pay for any school property damage or loss caused by our child. This shall include, but not be limited to, damage or loss to building, grounds, fixtures, furniture, equipment, books and supplies. We agree to be financially responsible and abide by the policies regarding monetary matters as established by the Our Lady of Refuge Tuition Office and we also agree to sign a tuition payment agreement before admission will be approved. We are further aware that no student will be readmitted with an outstanding tuition/fee balance. We understand we may be denied readmission if we are regularly delinquent in our financial obligations.

In summary, we pledge our support and understanding of all the School Regulations now in effect or as may be adopted or amended and will assist our child in following them completely. If, for any reason(s), our child or we as parents do not continue to cooperate favorably with the school and its policies, and upon recommendation from the Principal and the decision of the Pastor, that our child may be dismissed. We, as parents, do sincerely give our pledge to all items stated above and we affirm our efforts to work with the administration and staff to keep Our Lady of Refuge an outstanding school.

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School Policies and Regulations: No attempt is made in this book to cover every possible policy, regulation or situation. It is understood that the administration is empowered to handle situations not specifically mentioned. Students are notified and reminded throughout the school year of policies through oral or written announcements.

Right to Amend: The principal is the final recourse and reserves the right to amend this handbook at any time during the school year if conditions or circumstances warrant such change. Parents will be given prompt notice of all changes.