



ST. GERMAINE CATHOLIC SCHOOL

WHERE WE ARE “GROWING TOGETHER IN FAITH AND KNOWLEDGE”

PARENT/STUDENT HANDBOOK

Revised 09/2017

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ST. GERMAINE CATHOLIC SCHOOL PHILOSOPHY AND MISSION STATEMENT

We, the staff of St. Germaine Catholic School, believe all children are made in the image and likeness of God. Every child has spiritual, academic, physical, personal, and social needs. Catholic education provides an environment that is conducive to learning, and educates the “whole child” in the Way, the Truth, and the Light.

In light of this philosophy, our mission is:

- To prepare students for active participation in the life of the Church, which embodies the Spirit and evangelization.
- To educate each student to his/her fullest intellectual potential.
- To nurture in students a desire for a healthy body as well as a healthy mind.
- To teach and motivate students to work for peace and justice in a global society.
- To develop leadership qualities that will enable the students to make ethical choices throughout their lives.

In essence, St. Germaine Catholic School lays the foundation for excellence in education, and instills Christian values, which provide our students with the tools to meet the challenges of today’s world.

All parents, students, and faculty members of St. Germaine Catholic School shall follow the regulations contained in this Handbook that have been developed in accordance with the Philosophy and Mission Statement.

ST. GERMAINE CATHOLIC SCHOOL TUITION AND SERVICE POLICY

Our Lady of Hope Parish is firmly committed to provide Catholic education through the operation of our day school, religious education program, SACC program, preschool programs, and a variety of Adult Enrichment opportunities.

Tuition amounts will be determined each academic year and families will be notified at or before registration time. A registration fee (non-refundable) is required at the time of registration. Tuition payments (nine), unless other arrangements are agreed upon between administration and parent, will begin May 15th, and will occur every month through January 15th. Non-payment may affect your child’s participation in extra-curricular activities and/or the release of final grades, records, or transcripts.

Tuition assistance programs are currently available at St. Germaine Catholic School. Information regarding all programs is in the school office.

- AOD Tuition assistance awards \$800.00 per child in grades 1-8. This award is based on financial need and number of applicants. There is an application fee.

If you are a registered member at another parish that does not have a school, we encourage you to speak to your pastor regarding tuition assistance.

For those parish families who meet their tuition responsibilities and demonstrate their time, talent and treasure, the following policy will go into effect for each academic year:

- Service hours for each school family are due no later than January 31st. A supportive amount of \$600.00 (25 hours of service) will be added to the tuition for full day kindergarten and grades 1-8. A supportive amount of \$300.00 (13 hours of service) will be added to the tuition for half-day kindergarten and preschool.
- If a family provides verification of fulfilling their volunteer hours, the \$600.00/\$300.00 adjustment will be made to their tuition account. If the service hours are not met, the \$600.00/\$300.00 will remain on the tuition account for the parent to pay.
- Each school family with children in full-day kindergarten through grade 8 is required to work (8 of their 25 hours) at the parish festival.
- Each school family with children in half-day kindergarten and preschool is required to work (4 of their 13 hours) at the parish festival.
- No family will be allowed to register for the new school year if the current year's tuition is not paid in full.
- Unpaid accounts will be reported to a collection agency.
- Tuition incentive – Recommend a family to St. Germaine School and if they register for the current school year and remain registered for the following school year, you will receive a \$250.00 credit toward your tuition account.

ADMISSION POLICY

St. Germaine Catholic School admits students of any race, national or ethnic origin, to all rights, privileges, programs and activities generally accorded students at this school.

This school does not discriminate on the basis of race, national or ethnic origin or sex in hiring practices, educational policies, admission, and athletic and other school administered programs, as required by the terms of Title IX of the Education Act of 1972 (Public Law 93-318 as amended by Public Law 93-568).

KINDERGARTEN LEVEL ADMISSION

Children enrolling in kindergarten must be five-years-old on or before September 1. The school reserves the right, based on pre-kindergarten screening, to refuse admittance to a child deemed not yet ready for kindergarten.

FIRST GRADE LEVEL ADMISSION

A child entering the first grade must be six years of age on or before December 1st of the year of entry.

GRADES 2-8 TRANSFER POLICY

When a student transfers to St. Germaine Catholic School above the first grade level, placement and admittance are determined by previous achievement (report card) and conduct. Once a transfer student is admitted, he/she will be placed on probation for one year.

ENTRANCE POLICIES GOVERNING ALL LEVEL ADMISSIONS

Students are accepted as candidates for admission in the following order:

- Siblings of families whose children are currently enrolled at St. Germaine Catholic School.
- All other families will be considered after the above, pending availability.

All students and their parents must support the philosophy and policies of St. Germaine Catholic School. If a question or concern should develop, please contact the principal.

All students must take the religious education courses taught at their grade level. Parents must present certificates of birth, Baptism (Catholic students), a valid health certificate, and immunization records for verification by the appropriate school official. In cases of separation or divorce, copies of legal custody papers are required.

St. Germaine Catholic School reserves the right to deny admittance of any student with an outstanding tuition account from a previous school. Students are not fully admitted to St. Germaine Catholic School until all appropriate records and required fees and tuition payments are received.

SCHOOL AGE CHILD CARE (S.A.C.C.) PROGRAM

All students enrolled at St. Germaine Catholic School are eligible for enrollment in the SACC Program. This program is available for registered school families who are in need of care for their children before and/or after school; and also during the day for preschool and half day kindergarten students. Registration for SACC is required. Our child care program is fully licensed by the Michigan Department of Social Services. A caring, qualified staff will greet and care for your children. Students will have opportunities to play with their school friends, relax, do homework, have a snack, and/or participate in a planned activity. Our program is located inside the safe, comfortable environment of St.

Germaine Catholic School with toys and equipment to entertain and intrigue the students while in attendance. For more information regarding this program or for a registration packet, contact the school office.

Any child arriving to school before 7:40 a.m. or remaining at school after 3:30 p.m. (12:00 p.m. on half-days) will be placed in the School Age Child Care Program and assessed an hourly fee as well as registration fee if necessary.

SPIRITUAL OPPORTUNITIES

Weekly Mass – All students kindergarten through eighth grade will participate in Mass.

Religion/Theology classes are required for all children. Religion is a core subject in the school curriculum, and students will receive a grade for Religion on their report card.

Sacramental programs for Baptism, Reconciliation, Eucharist, and Confirmation are provided for all students of St. Germaine Catholic School.

Classroom prayer is an integral part of each school day.

Seasonal celebrations, prayer services and retreats are offered throughout the school year.

COMMUNICATION

A weekly newsletter will be emailed to parents who provide their email address. This information will also be posted on our school website under the Parent and Student Resources tab. A tentative, whole - year calendar of events will be distributed in the beginning of the school year. Events may also be found on our website.

Conferences are an invaluable aid in developing a closer relationship between the home and the school. They provide parents and teachers the opportunity to share their observations, plan the best possible strategies for the child, and then work together to ensure success. Following the first parent/teacher conference after first quarter, teachers and parents meet on an as needed basis. Should a parent wish a conference with an individual teacher, they should contact the teacher directly by a written note, e-mail, voice-mail, or by calling the school office to arrange an appointment. Conferences/ appointments with school administration may also be arranged as stated above.

Report cards are issued quarterly. Progress reports are sent to the parents at mid-quarter during each of the four quarters for grades K-3, progress is available to all students and parents of students in grades 4-8 via Jupiter Ed grading system as grades are entered.

Student planners are strongly recommended for students in grades 3-8. Planners are excellent tools for instilling organizational skills, responsibility, and keeping track of homework assignments.

HOMEWORK

The purpose of homework is for the practice of a skill; to perfect it and learn it well. Students should already have some basic knowledge of the assignment before it comes home. If they do not understand the assignment, it is their responsibility to ask the teacher before going home. Following are the expected and recommended times spent on daily homework assignments, keeping in mind that these are to be used as a guide only, and may vary from day to day.

Grades K – 3: 10 to 30 minutes

Grades 4 – 5: 30 to 50 minutes

Grades 6 – 8: 60 to 90 minutes

Homework will be assigned for beneficial, learning purposes only.

If you find that your child is struggling or taking more time for homework than what is expected, please notify the teacher, or encourage your child to speak to their teacher. Do not apply undue stress on yourself or your child. If homework is taking too long, chances are the child did not understand the lesson, does not have the proper materials or there is another issue that may need addressing. Organization/time management is key.

ARRIVAL/DISMISSAL TIMES

KINDERGARTEN FULL DAY – 8TH GRADE

8:00 a.m. First Bell

8:05 a.m. Tardy Bell

3:20 p.m. Dismissal (Kindergarten 3:15 p.m.)

KINDERGARTEN HALF DAY

8:00 a.m. First Bell

8:05 a.m. Tardy Bell

11:25 a.m. Dismissal

ATTENDANCE

Regular attendance helps to ensure a student's academic success and self-confidence. Please call the office before 8:00 a.m. on the day the student will be absent or leave a voicemail/email message.

All doors to the school will be locked after 8:05 a.m. for security reasons. Enter through the main office door on Rockwood or the east entrance across from the SACC building after 8:05 a.m.

Any student not picked up by 3:30 p.m. will be placed in SACC program and a fee will be assessed.

TARDIES

A student who is not in his/her assigned location at the start of school or immediately following the lunch period shall be considered tardy. Any student that enters school at 8:05 a.m. or later is to report to the school office before proceeding to class.

ABSENCES AND ILLNESS

We request that all parents and guardians notify the school office (prior to starting time) if their child will be absent from school with the reason for the absence. A voicemail/ email message may be left at any time. If a child has attended in the morning and will not return in the afternoon, please notify the school office. If your child is marked absent and the school has not been notified, school office personnel will contact the home. This practice will help assure the school as well as the parents/guardians that all students are present and accounted for if they were sent to school in the morning.

If a student becomes ill in school, he/she should advise the classroom teacher so that proper attention can be provided. The classroom teacher may send the student to the office where a determination will be made whether to send the student home or try to remain in school. If a student is to be sent home, the parent/guardian will be contacted. In all cases of sickness or accident, it is necessary for a parent/guardian or an adult designated by the parent/guardian to pick up the child at the school office and sign him/her out. The school office must always have current parent/guardian emergency contact numbers.

It is also imperative that you inform the school office and teacher if your child has a special health concern.

Please send a note or email to school in advance if you need to make an appointment for your child with the doctor, dentist, or for any situation when your child might have to leave school early. All children must be picked up and signed out from the school office. Do not go directly to the classroom. The office will send for the student. It is important for us to know that the child is being picked up by either the parent/guardian or a person authorized by the parent/guardian.

VACATION DURING THE SCHOOL YEAR

Parents/Guardians are encouraged NOT to remove their child from school for vacations. If a family vacation is scheduled during the school year, the parents/guardians should discuss the matter with the principal to make necessary arrangements for makeup work. It *may be* possible for the student to receive some assignments that may be completed during the absence; however, classroom teachers will not be required to provide work beforehand.

EMERGENCY INFORMATION FORM

Emergency information is required to be on file for each student in attendance. Please notify the school office immediately if there are any changes to be made on your child's information form. It is imperative for the school to know all changes of telephone numbers, doctors, baby-sitters and persons to call when we are unable to contact the parent/guardian.

The Michigan Catholic Conference maintains Student Accident Insurance for every student enrolled in Catholic schools (or those participating in an event at our school). Information regarding this coverage may be found in the school office.

SCHOOL CLOSING AND EMERGENCY EVACUATIONS

When inclement weather, mechanical failures, heating problems, or other emergencies warrant the closing of school, all news channels will be notified. In addition, an all-school email will be sent and it will be posted on our website.

If it becomes necessary for our building to be evacuated during the school day due to emergencies such as fire, heating or plumbing problems, etc., children will be escorted to our parish center offices or Jefferson Middle School. Parents/guardians will be notified via email where to pick up their child/children.

Fire, tornado/severe weather, and lock down drills are conducted regularly during the school year to ensure the safety of our students.

LUNCH PROGRAM

Hot lunch/bag lunch is available for purchase for all students at St. Germaine Catholic School by pre-ordering. Order forms usually cover a 4-6 week period. Orders must be returned by the due date with payment. Free and reduced hot/bag lunch is also available for those who qualify. Please make note at home when your child did not order lunch so one can be provided from home for them. Students who forget their lunch should inform the office as soon as they realize it, so parents can be notified and provide them a lunch by their designated lunch period.

LUNCH IN BUILDING

Please discuss the following rules with your children in order to help them understand what acceptable and appropriate behavior is at lunchtime. Please encourage your child not to trade or share food, due to student food allergies. Remind your child that staying for lunch is a privilege.

MANAGING STUDENT BEHAVIOR/ GENERAL RULES

- Respect and obedience must be shown toward all adults at all times
- Respect and care of school and individual property is expected
- All students are expected to demonstrate mutual respect

- All students are expected to display proper inside/outside behavior
- Physical contact of any kind, throwing objects or running indoors is not permitted

LUNCHROOM RULES

- Use good eating habits and manners
- Food is not to be shared
- Leave seats only with permission
- Put all refuse in containers, no food throwing
- Pick up dropped food and clean up paper items from eating area

OUTDOOR RULES

- Throwing of any possibly hazardous objects such as stones or snow is not permitted
- Follow safety rules when using equipment
- Portable equipment must be used carefully and placed back to the appropriate area when lunch/recess period is over
- Game rules are to be followed and good sportsmanship displayed

LUNCH OUT OF BUILDING

When taking your child/children out to lunch, the parent/guardian must sign the child/children out at the main office. If you are taking another child/children out other than your own, permission from that parent/guardian must be received in the office before the child/children will be released.

LUNCHTIME SCHEDULE

GRADES	K – 3	11:30 – 12:10
GRADES	4 – 6	11:50 – 12:30
GRADES	7 – 8	12:10 – 12:50

DRESS CODE

SCHOOL UNIFORMS ARE MANDATORY FOR ALL STUDENTS AT ST. GERMAINE CATHOLIC SCHOOL.

KINDERGARTEN – BOYS AND GIRLS

Shop Land's End at: landsend.com/school and find our school using the Preferred School Number 900165127

Navy uniform pants all year**

Shorts (or skorts for girls) April 1 – October 14 **

White "Polo" style Peter Pan collared or Oxford type shirts--long or short sleeved**

Optional: Gray sweatshirt with navy St. Germaine logo ONLY – available in the school office OR navy blue cardigan sweaters**

SOLID WHITE, fully enclosed athletic shoes only**

GIRLS – GRADES 1 – 5

Shop Land's End at: landsend.com/school and find our school using the Preferred School Number 900165127

Plaid jumper (grades 1 – 3 only)

Plaid skirt or plaid skort (grades 4 – 5 only)

All girls plaid attire is available at Connie's Children's Shop or Land's End

Optional: Navy blue uniform skort – (April 1st – October 14th)**

Optional: Navy blue uniform pants – (October 15th – March 31st)**

Belts are required with uniform pants in grades 3 – 5**

White "Polo" style Peter Pan collared or Oxford type shirts--long or short sleeved**

Plain white or navy knee socks, tights or anklets above the ankle--No "no-show socks"***

Optional: Gray sweatshirt with navy St. Germaine logo ONLY – available in the school Office

Optional: Navy blue cardigan sweaters**

SOLID WHITE fully enclosed athletic shoes only**

GIRLS—GRADES 6 – 8

Shop Land's End at: landsend.com/school and find our school using the Preferred School Number 900165127

Plaid skirt (all year) available at Connie's Children's Shop or Land's End,

Khaki uniform pants (October 15 – March 31) or sKorts (no shorts, April 1 – October 14)**

White "polo" style shirt (long sleeved or short sleeved)**

Sweater vest (daily mandate) with school logo only available through Land's End

Long-sleeved, pullover sweater with school logo (optional) as an alternative to the vest during winter months, only available through Land's End

"Sperry" style shoe available at Famous Footwear (15% off) at 33830 S. Gratiot style #18872 or Natural soul on deck style #00323 OR Kids Sperry style #30161

"Over-the-ankle" socks or knee socks, plain (**no no-shows or logo/design on sock cuff**) white or hunter green**

BOYS – GRADES 1 – 5

Shop Land's End at: landsend.com/school and find our school using the Preferred School Number 900165127

Navy blue uniform pants**

Navy blue uniform shorts – optional (April 1st – October 14th)**

Belts are required with uniform pants and shorts in grades 3 – 5**

White "Polo" style shirt--long or short sleeved**

Plain white or navy socks—No "no-show socks"***

Optional: Gray sweatshirt with navy St. Germaine logo ONLY – available in school office.

Optional: Navy blue cardigan sweater**

SOLID WHITE fully enclosed athletic shoes only**

BOYS—GRADES 6 – 8

Shop Land's End at: landsend.com/school and find our school using the Preferred School Number 900165127

Khaki uniform pants**

Khaki shorts (April 1 – October 14)**

White “polo” style shirt (long sleeved or short sleeved)**

Sweater vest (daily mandate) with school logo only available through Land's End

Long-sleeved, pullover sweater with school logo (optional—as an alternative to the vest during winter months), only available through Land's End

"Sperry style" shoe available at Famous Footwear (15% off) at 33830 S. Gratiot men's style #65557 or Skechers gembel style #30900 OR Kids sperry style #30161

"Over-the-ankle" sock (no no-shows or logo/design on sock cuff)

**May be purchased at any Target, Kmart, Walmart etc.

GYM UNIFORMS BOYS AND GIRLS GRADES K – 8

Navy sweat pants**

Navy gym shorts-plain, soccer style or mini-mesh (April 1st – October 14th)**

Gray T-shirt with navy St. Germaine Logo - available in the school office

Gray sweatshirt with navy St. Germaine logo – available in the school office

White athletic socks--above the ankle**

SOLID WHITE fully enclosed athletic shoes only for K - 5; students in grades 6 - 8 may wear any style, fully-enclosed athletic shoe

ADDITIONAL NOTES

Make-up is not permitted.

Unusual/extreme hair styles/colors/bleaching/highlighting are not permitted. Hair should be clean and neat.

Post earrings only may be worn by girls. Multiple earrings are not permitted.

Glue-on/acrylic nails are not permitted. Clear nail polish only.

Necklaces are not permitted unless it is a religious medal.

A single ring on one hand is allowed.

All girls and boys may wear their Scout uniform on days that their meetings are held.

ONLY fully-enclosed shoes are permitted on any day.

Shirts must be a least T-shirt style (must have sleeves).

Shorts and skirts must be at least “finger-tip length”

Please be supportive of our dress code. Make sure that your children are in compliance every day. If there is any doubt of your child's attire, please contact the school office.

SPIRIT DAY

Spirit Day is the first Friday of every month. Jeans or other non-uniform pants, shirts with St. Germaine logo, or green and white shirts are permitted. School uniform shoes are required.

DRESS DOWN DAY GUIDELINES

Jeans or other non-uniform pants free from holes or fraying are permitted. No tank tops or midriffs. Shirts must be long enough to cover midsection when reaching up above head. School uniform shoes only.

SCHOOL PICTURE DAY

Dress Up Day – shoes other than school shoes are acceptable, but must still be fully enclosed. No flip-flops, sandals, clogs, etc.

PROMOTIONAL/RETENTION POLICIES

GRADES K-3

If a student experiences serious difficulty in a consistent pattern for the first two quarters of school in the areas listed below, parents will be notified about the possibility of retention in the grade level. These areas include:

ACADEMIC:

- (a) Failure to master reading and phonetic skills
- (b) Failure to master appropriate math concepts

GRADES 4-8

Any student in grades 4-7 who receives three (or more) final grades of “F” in major subjects (Reading, Literature, English, Science, Social Studies, Mathematics, and Religion) will be retained in their present grade level.

Any student in grades 4-7 who receives a final grade of “F” in one or two major subjects must attend, complete, and pass a summer school course (or courses) offered by a qualified and approved school. A student who passes the course(s) in summer school will be promoted to the next grade. If a student does not complete and pass the course(s), he/she will not be promoted.

Any student in grade 8 who receives three final grades of “F” in major subjects will not be allowed to graduate with a diploma from St. Germaine Catholic School.

GRADING SCALE (as set forth by the Archdiocese of Detroit Office of Catholic Schools)

100-95	A	89-86	B	80-74	C	68-63	D
94-93	A-	85-83	B-	73-72	C-	62-60	D-
92-90	B+	82-81	C+	71-69	D+	59-0	F

HONOR ROLL

Honor roll status is determined by a G.P.A. of 3.00 or above in the six major subjects: (English, Math, Reading, Religion, Science, and Social Studies)

A student must have a minimum “B” average in conduct/effort and a minimum grade of “C” in all other classes.

AWARDS/RECOGNITION

NATIONAL JUNIOR HONOR SOCIETY

St. Germaine Catholic School is a chartered institution of the National Junior Honor Society (NJHS). Students in grades 6, 7, and 8 are eligible to become members of this prestigious organization. Students must meet the following criteria for membership:

1. A minimum cumulative G.P.A. of 3.00 after the first three quarters of the academic year. Students must maintain this minimal G.P.A. to continue membership.
2. High standards and evidence of character, service, leadership, and citizenship. Six service hours per year is required for 6th grade, eight service hours per year is required for 7th grade, and ten service hours per year is required for 8th grade.

A committee composed of the NJHS advisor, the middle school teachers, and the principal review the standards and an autobiographical statement by each candidate who is nominated. Acceptance by this committee results in selection of a student to become a member. Induction into the NJHS occurs during the fourth quarter of the school year.

END OF SCHOOL YEAR

At the end of the school year, a special assembly is held to acknowledge students in grades 4-7 who have earned academic, participation or service awards. Students in grade 8 will receive any special recognition awards along with their diplomas at their graduation ceremony. Teachers of students in grades K-3 will award students within their own classroom setting.

STUDENT COUNCIL

St. Germaine Catholic School sponsors a Student Council, an elected and organized group of students who meet regularly to promote school community. Through some of their activities, they raise funds to help others in our community. Student Council works

for all students. Student Council members plan goals, activities, and projects, developing leadership skills while cooperating with the faculty, the principal, and their classmates. The officers of the Student Council are president, vice-president, secretary, and treasurer. Officers (eighth graders) and representatives (one from each class grades 4-8) are elected in the first quarter of school. Only eighth grade students are eligible to become officers.

SPORTS

Organized sports activities are sponsored by the St. Germaine Men's Club and include the following:

- C.Y.O soccer (co-ed grades 5-8)
- C.Y.O Varsity Volleyball (girls)
- C.Y.O. Junior Varsity Volleyball (girls)
- Indoor Soccer (co-ed grades 1-4)
- C.Y.O Varsity Basketball (boys, girls)
- C.Y.O Junior Varsity Basketball (boys, girls)
- Intramural Basketball (boys, girls grades 3-4)
- C.Y.O Varsity Baseball (boys)
- C.Y.O Junior Varsity Baseball (boys)
- C.Y.O Varsity Softball (girls)
- C.Y.O Junior Varsity Softball (girls)
- C.Y.O Cheerleading
- St. Germaine/St. Isaac Football program

Catholic Youth Organization (C.Y.O.) Sports are an extension of the educational program. Students taking part must maintain a minimum 2.00 G.P.A. with no grade of "F". Students must also have a grade of "C" or higher in effort and conduct in **ALL** subjects. Students' grades will be checked at mid quarter and quarter end. Students who are ineligible have the opportunity to be reinstated after a two-week period. If eligibility requirements are not met, students are still a part of the team, but are not permitted to compete.

In the event a parent has a concern in regards to any St. Germaine C.Y.O. or intramural team, school/athletic department protocol is to wait 24 hours from the time your concern occurs, then approach your child's coach to address the issue. In the event the issue is not resolved, parents should approach the Athletic Director with the concern (not via e-mail). If the concern is still not resolved, the parent should express their concern in writing and submit it to the Sports Committee. No one should contact the C.Y.O. Office unless instructed to do so by the Sports Committee in writing.

WEAPONS

Students are prohibited from bringing weapons to, or having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold or hide, etc. any weapon on school premises or possesses a weapon in the vicinity of the school, shall be immediately excluded from classes pending investigation. Any student suspected of carrying, possessing, concealing or transferring a weapon on school premises or at a

school-sponsored event also shall be immediately excluded from classes pending investigation.

A weapon is any object that can be used to threaten or injure another. It includes without limitation: guns, knives, chains, karate sticks, sharp instruments, ammunition, etc. School premises include the school building and the adjacent building and grounds, i.e. parking lots and playgrounds.

Investigation may include an inspection and search of students and their book bags, purses, lunch boxes/packs/kits, and desks. Investigation may also include questioning by the pastor, principal, teacher, or other person acting in his/her place, and/or the police.

Any student found to be in violation of the above rule, or who fails or refuses to cooperate in an investigation shall be excluded permanently from the school.

If an investigation discloses that the student has not violated the above rule, the student will be readmitted to classes after a meeting among the pastor or principal, the student, and his or her parents or guardians.

POLICY OF THE ARCHDIOCESE OF DETROIT

SPECIAL SERVICES

During the course of the school year, the following health/support services are available to our students in various grades:

- | | |
|-----------------------------|----------------------------------|
| • Vision Testing | Grades 1, 3, 5, 7 |
| • Hearing Testing | Grades K, 2, 4 |
| • Speech Testing | Recommendation by parent/teacher |
| • Special Education Testing | Recommendation by parent/teacher |
| • Student Support | Recommended by teacher/testing |
| • School Counselor | |

TRANSPORTATION

BICYCLES

Students are permitted to ride their bicycle to school providing they obey the following regulations:

- All bicycles must be parked in the bike rack.
- Bicycles must be walked on school grounds, and across streets.

All bicycles are the sole responsibility of each student. St. Germaine Catholic School will not assume responsibility for any bicycle stolen or damaged.

CARS

Parents are asked to consider the parking lot situations and follow all instructions given by the principal and safety patrol.

All students in grades K-2 dismiss to activity center parking lot.

All students in grades 3-8 dismiss to church parking lot (grades 3 & 4 east side; 5 – 8 west side)

Students in grades 3 – 8 with younger siblings in K – 2 dismiss to activity center parking lot.

LIBRARY

St. Germaine Catholic School has a central library, The Thomas & Mabel Nehra Media Center, containing books and supplemental classroom resources on informational subjects as well as books for leisure reading. The school also has a primary library for students in grades preschool through third grade. Books may be checked out by students during their regular weekly library period. Each student is responsible for books checked out in his/her name. If books are lost or damaged, a charge is assessed based on the replacement cost of the book.

DISPENSING OF MEDICATION

Public Act 10 allows students to possess and use a metered dose inhaler for the relief of asthma symptoms while at school or at school-sponsored activities. A written approval from the student's physician and parents, which allows the student to possess and use the inhaler, is required. The school office must receive a copy of this written approval and must notify each of the student's classroom teachers of this situation.

When a student is under physician's orders to take medicine during the day, verification of such, a parental permission note, and Dispensing of Medication Form must be sent to the school office with the medication. Students shall not be allowed to have any prescription or over-the-counter medication in their possession during school hours.

St. Germaine Catholic School follows the Archdiocesan Policy regarding dispensing medication. The Dispensing of Medication Form is sent home at the beginning of every school year.

GENERAL SCHOOL REGULATIONS

Each discipline situation is assessed on an individual basis. The classroom teacher, and/or principal determine if there are to be consequences. St. Germaine Catholic School strives to make every situation a learning one. Consequences vary according to the type of offense that is committed. Parents will be notified if a student is issued a detention. The teacher and/or principal will contact the parent to explain the situation.

Parents should be reminded that by enrolling their child(ren) in St. Germaine Catholic School, they affirm the Gospel message and all behavior and actions that are implied and

flow through that message. Through this process, parents assert that they will support the school in its attempts to form the child as a true witness to Christ in our world. Should the parent choose not to support the school in this endeavor, they in effect, are choosing to remove their child(ren) from the school.

TABLET USE POLICY

Electronic tablet devices may be brought to school and used in school in grades 4 – 8, provided the parent/student agreement is signed.

CONDUCT

Students are expected to obey and observe school policies and regulations.

Students shall be taught and be mindful that their attitudes and actions reflect not only upon themselves but their parents and our entire school community.

Students are expected to conduct themselves in a Christian manner of good standing and must take responsibility for their own actions.

- Students are expected to respect the authority of the person/adult in charge.
- Under no circumstances may a child leave the school grounds on his/her own during school hours.
- Cellular phones, iPods, hand-held games, etc. are not to be used at school during school hours. If these items are brought to school, they must remain turned off and in the child's backpack during school hours.
- Walk at all times in corridors and classrooms.
- Throwing of snowballs or any object is prohibited at all times on the school premises and the surrounding area. Disciplinary action will be taken for any violation of the above.
- Students are expected to respect all school property. Defacement or abuse of school property will be subject to repair, payment by the students responsible, and may lead to dismissal.
- Weapons of any kind are never to be brought on the premises and will be cause for dismissal.
- Absolutely no bullying or harassment will be tolerated. Any threat of any kind will be taken seriously and may be cause for dismissal.
- Students are prohibited from bringing illegal drugs and/or alcohol on the premises. A student must not be under the influence of any of the above.
- Dismissal will result if a student is responsible for any of the above.
- Plagiarism and cheating will not be tolerated and will result in, at minimum, a zero grade.

EXTRA-CURRICULAR ACTIVITIES

OUR LADY OF HOPE YOUTH CHOIR

OUR LADY OF HOPE DANCE AND REPERTORY COMPANY

THE SAINTS AFTER SCHOOL BAND PROGRAM

ST. GERMAINE DREAM WEAVERS

ST. GERMAINE ALTAR SERVERS

ST. GERMAINE SAFETY PATROL

ST. GERMAINE STUDENT COUNCIL

ST. GERMAINE SPORTS PROGRAMS

GIRL SCOUTS/BOY SCOUTS

TGA YOUTH GOLF PROGRAM

FASHION FACTORY SEWING CLASS

FIRST SERVE AFTER SCHOOL TENNIS

PARENT INVOLVEMENT OPPORTUNITIES

SCHOOL COMMITTEE – The St. Germaine School Committee will provide a channel of communication for parent and school concerns relating to school policy. School committee members offer themselves as candidates and are selected in a random drawing. The committee will counsel, confer with, and support our pastor and school administrator, and consistently foster the positive response that will help promote the excellence in education we are all striving for.

Fundraising is essential for our school. Tuition alone (including our parish subsidy) does not cover expenses for all the resources, materials, “extras” and updates every year. Our entire school community is considered part of our school promotion, fundraising, and event coordination. All families are expected to participate.

MEN’S CLUB

The Our Lady of Hope Men’s Club finances our Sports program in addition to assisting with other school-related activities and projects. They coordinate fundraising events, and sponsor several school/parish family events. The Men’s Club is open to all men in our parish or school.

STANDARDIZED ACHIEVEMENT TESTS

Students in grades 2-8 take the Iowa Test of Basic Skills (ITBS), which is administered each year in the fall term. Students in grades 1, 3, 5, 7 also take cognitive abilities tests. Eighth grade students, who desire to attend a Catholic High School, are required to take the High School Placement Test in the fall of their eighth grade year.

FIELD TRIPS

Students attend educational/social field trips with their classmates as planned by our teachers. Administration, teacher, or parent may restrict student participation in such programs. Field trips require a signed parent permission slip. Students without a signed permission slip are not permitted to attend the event. Each year fifth graders attend a five-week Star-base Academy. Eighth grade takes a class trip to Chicago. Assemblies are arranged periodically in order to extend and enhance the educational and cultural horizons of the children in interesting and meaningful ways.

DISCIPLINE POLICY ABOUT CYBER-BULLYING

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

Deliberate defamation of others is not consistent with Christian values and students will be held accountable for intentional harm they cause to others.

Our school and parish owns the school and its programs' names and therefore, unauthorized use of names and logos on blogs or other social media is prohibited.

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.