

St. Linus Catholic School Family Handbook

ACCIDENTS

Accidents which occur on school property will be reported to the office immediately. First Aid will be administered appropriately. Parents will be notified immediately in all cases when there is a possibility that medical treatment is required. If parents cannot be reached, the emergency contacts indicated on the registration form will be notified.

The Archdiocese of Detroit Concussion Policy and Information is included in Appendix 1. Each student must have the signed acknowledgement form on file in the School Office.

In an emergency, when it is in the student's best interest to be taken to the hospital before parents can be notified, the information you provide on the emergency contact & medical treatment release forms will authorize this action.

ACQUIRED IMMUNE DEFICIENCY SYNDROME/AIDS RELATED CARRIER POLICY

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

ADMISSIONS POLICY

Enrollment in St Linus Catholic School is open to:

1. All members of St. Linus Parish who wish to attend St. Linus Catholic School and meet the guidelines for admission;
2. Catholics not registered at St Linus Parish who are interested in St. Linus Catholic School and meet the guidelines for admission;
3. Non-Catholics who seek admission and meet the guidelines for admissions.

Students transferring from other schools will be expected to present a report of their educational progress and conduct before a final decision of admission is made. The results from the most recent standardized test will also be requested. A pre-admission conference with the prospective student, his/her parent, and the principal may be required.

New students entering St. Linus Catholic School are accepted on a probationary basis. Regular review of the new student's academic achievement and conduct determines if a student will be allowed to remain at St. Linus Catholic School. The administration reserves the right to refuse admittance to any student. It is required that non-Catholic students be present and participate in the daily Religious Education classes and in the liturgical functions scheduled during the course of a school day.

St. Linus Catholic School Family Handbook

ADMISSIONS POLICY CONT'D

In accordance with the State of Michigan *Revised School Code* contained in the Michigan Compiled Law under MCL 380.1147 and 388.1606, a child entering Kindergarten must be **five years of age by September 1**. A birth certificate must be presented at the time of registration. A record of compliance with the immunization requirements of the Health Department must also be provided prior to the first day of school. In the absence of these documents, admission may be denied until files are completed.

The school follows the regulations of the Wayne County Department of Health regarding all immunization and health requirements for all students entering our school for the first time. Health records must be kept up to date as is mandated by the county throughout the duration of the student's attendance at the school.

St. Linus Catholic School does not discriminate against otherwise qualified individuals on the basis of religion, race, color, national origin, disability, or sex.

ALTAR SERVERS

The Altar Servers Program offers a religious opportunity for young people in grades 4-8. Training is available for students interested in serving.

APPOINTMENTS WITH SCHOOL PERSONNEL

It is expected that personal interviews or conferences with the staff be arranged by appointment. This may be taken care of by a note or by calling the Office (313.274.5320). To contact them, please phone the school and leave a message to have them return the call. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ENTRY.** The main school entrance is located on Evangeline Street.

ATHLETICS

St. Linus Parish offers sports activities to children registered in the school, and parish children who attend the Religious Education Program. Most teams participate in the competitive Catholic Youth Organization (CYO) program sponsored by the Archdiocese of Detroit.

St. Linus Catholic School Family Handbook

ATTENDANCE

It is a state mandate that all students between the ages of 6-16 attend school on a regular basis. When illness or other circumstances are such that it is not possible for the student to be present, **St. Linus Catholic School requires notification of the absence.**

- **Extended Absence Due to Illness** - A student who is absent from school for an extended period due to an illness which required a doctor/hospital visit and/or is viewed as possibly contagious to other students is required to provide a note from the doctor at the time s/he returns to school.
- **Early Dismissal** - A written request for early dismissal must be presented to the homeroom teacher and will be forwarded to the office. In the case of unforeseen circumstances which make it impossible to provide advanced notification, a call to the School Office prior to picking up your child is suggested. This will allow time for locating and preparing the student. Any student leaving school early with an approved family member or friend **must be signed out** in the School Office. An approved family member or friend is one who is listed on the emergency form on file in the School Office.
- **Make-Up Work** - See *Homework*
- **Tardiness** - Any student arriving after the 8:00am bell is considered tardy. They must report to the School Office and receive a tardy slip before going to the classroom. St. Linus urges families to promote punctuality. Excessive tardiness is discussed in more detail in Appendix 2.
- **Truancy** - In case of apparent truancy, state law required that contact is first made with a parent or legal guardian. If efforts to persuade the parent/legal guardian to return the child to school fail, the school is required by state law to notify the superintendent or intermediate superintendent of public schools in which the school is located (Crestwood School District). 10 or more unexcused absences may result in notification to proper authorities.
- **Vacations** - If a student must be absent, it is required that the parent, prior to the start of the school day, report the student's name and reason for the absence. It is expected that vacations be planned around the school calendar. Homework will be given to the student after he or she returns from the vacation.

AUXILIARY SERVICES

According to Michigan Code (#340.622), whenever the Board of Education of a school district provides any auxiliary services to any of its resident children, it shall provide the same services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools. Under this law the following services are made possible to St. Linus Catholic School:

1. Speech and Language Therapist
2. Psychologist--upon request
3. Physically or Otherwise Health Impaired (POHI) services

Students are referred to the above specialists on the basis of need and parental consent. Parent, teacher, or principal may initiate referrals. All referrals must be approved by the principal.

St. Linus Catholic School Family Handbook

BACKGROUND CHECKS

Before volunteering, all school volunteers/chaperones must complete an I-CHAT background information form. This form will be updated/required every 3 years. Additionally, all staff members have been fingerprinted and profiled. All coaches must complete this form as well. *See also 'Protecting God's Children'.*

BICYCLES

Skateboards, scooters, and bicycles must be **walked or carried** upon entering school/parish property during school hours. **DO NOT WALK OR RIDE A SCOOTER OR BICYCLE IN THE CENTER OF THE LOT OR IN AREAS THAT HAVE NOT BEEN SPECIFICALLY ARRANGED FOR YOUR PROTECTION.**

BIRTHDAYS

If you would like to send in a treat on your child's birthday/half-birthday please check with the teacher regarding the classroom policy and classroom allergies. Please note:

- Treats need to be **ready to serve** in individual servings - the teacher and student will not be able to cut a cake or cookie cake and serve it.
- Non-food treats like pencils or small trinkets are a great alternative for a treat.
- The birthday treat will be passed out at a time determined by the teacher.
- The treat is to be passed out in the classroom during class time - not during lunch.
- Students may only bring 1 treat.
- Passing out invitations at school is not permitted unless the whole class or all students of one gender are invited.

BREAKFAST

Breakfast will be provided each morning (after Labor Day) in our Activities Room from 7:40AM - 8:00AM. St. Linus Catholic School participates in the Crestwood School District's breakfast program and the Federal Free & Reduced Meal Program.

BOOKS

The school furnishes books to students in grades K - 8. Reasonable wear (as determined by the administration) is expected as a result of daily use. Unreasonable damage to textbooks will result in a charge equal to the cost of a new book. The charge must be paid at the office. Lost textbooks must be paid for and replaced immediately. Report cards may not be distributed to a student owing a charge to the school. A protective cover is to be used on all books.

St. Linus Catholic School Family Handbook

CALENDARS

Annual and monthly calendars are issued and distributed to all school families. They provide important information concerning attendance days, holidays, hot lunch, and special school events. Additionally, an updated calendar appears in each edition of *The Window*, the weekly newsletter.

CELL PHONES

Cell Phones are not permitted in the school during the school day. If your child **MUST** have one for use after school hours, it is kept in the School Office during the school day. However, **WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES BROUGHT TO ST. LINUS CATHOLIC SCHOOL.** We have phones (land lines...313.274.5320) in which you and/or your child may use to receive any messages that need to be given to one another. Any phones not properly turned in to the office may be retrieved only by the parent and a **\$5.00 fee may assessed for repeated infractions.**

CHANGE OF ADDRESS

It is critical that you **inform the office of any address, telephone number, and/or e-mail changes for parents and those authorized to pick up children from school listed on the Emergency Card.** If a change occurs with work or cell numbers, or other numbers to be used in emergencies, please contact the School Office by e-mail or in writing to update the information.

St. Linus Catholic School Family Handbook

CODE OF CONDUCT

St. Linus Catholic School practices principle-governed discipline. We believe that to discipline is to teach. In all situations, students will be given all the information they need to make good choices in their daily conduct. It is our intention to create an environment that promotes self-control and taking responsibility for their choices on a daily basis. We believe in children. Please review the Behavior Rubric Chart included in Appendix 3.

- **General School Rules** - St. Linus students are expected to conduct themselves as people who respect themselves, their teachers, and the rights and the property of their fellow students. St. Linus students must understand that their conduct is a reflection of themselves, their families, and the entire school community. Each student is responsible for his/her conduct throughout the entire school day including lunchtime, any school related activities, or field trips. **Issues are expected to be resolved with acts of intelligent communication, not aggression.** A school-wide expectation exists at all times and at all grade levels. This expectation must be followed and will be enforced.
- **Conflict Resolution** - See *Conflict Resolution*
- **Copying/Cheating/Plagiarism** - Students that copy/cheat/plagiarize or attempt to by using other students work or any other resource will receive zero for the work. Students allowing others to use their work will also receive a zero. (This includes cutting and pasting information from the internet without citing the source).
- **Early Morning Regulations** - Upon arrival to school (no earlier than 7:40am, unless in enrolled in our ESP Program), students are expected to line up outdoors with his/her class maintaining appropriate control over his/her behavior.
- **Lunch Rules** - See *Lunch Program*
- **Snow/Ice/Snowballs** - All snow and ice are to stay on the ground when students play outdoors for recess. Picking up and/or throwing snow will result in a loss of recess for a determined amount of time.

COMMUNICATIONS

A weekly newsletter is sent home from the School Office to keep families apprised of current events, coming attractions, and best practices in education.

Teachers keep parents informed of a student's academic and behavioral progress in a number of ways:

1. Parents may be requested to sign a graded test or assignment.
2. Progress reports are viewed in Powerschool at the mid-quarter mark for grades 2-8.
3. Parents may be contacted either at home or work when a need arises.
4. Parents may contact teachers in order to check on progress or address concerns.
5. Students are expected to keep their parents informed of their progress in school.
6. Powerschool- Families can track student progress.

St. Linus Catholic School Family Handbook

CONFERENCES

Parent-Teacher Conferences are scheduled twice during the year. The teachers are willing to assist you with any problems you may encounter with your child's school life. Please consult them for an appointment. **Conferences during class time are never permitted.** Please give teachers prior notice when it becomes necessary to meet for a conference.

CONFLICT RESOLUTION

When a conflict situation arises, a sincere attempt will be made to resolve the conflict by means of dialogue between the parties. In the event that the situation is not resolved to the satisfaction of those involved, the following procedures shall be used:

1. A situation involving **STUDENT/STUDENT** shall be resolved peacefully with the assistance of a school staff member. If the situation remains unresolved, the principal shall then assist in the process and take the action(s) deemed appropriate and necessary.
2. A situation involving **STUDENT/TEACHER** shall be resolved through dialogue. If the situation remains unresolved, either party may seek the assistance of the principal. When necessary, the school may request the parent's assistance.
3. A situation involving **TEACHER/PARENT** shall be resolved through dialogue. A conference shall be scheduled between the teacher and parent (with or without the student present). This conference is to be held prior to the involvement of the school principal. If the situation remains unresolved following the teacher/parent conference, the assistance of the principal may be sought by either/both parties. Should the situation still remain unresolved following the action(s) of the principal, any of the involved parties may seek the assistance of the pastor.
4. A situation involving **PARENT/PRINCIPAL** shall be resolved through dialogue. If the situation remains unresolved, any of the involved parties may seek the advice or assistance of the pastor. Decisions are made at the local level; however, consultation services are available from the Office for Catholic Schools upon request.

It is the goal of St. Linus Catholic School to have ALL involved settle conflicts peacefully and in a timely manner so that the education of the student is in no way compromised.

St. Linus Catholic School Family Handbook

CURRICULUM

St. Linus offers a diversified curriculum which coordinates core subjects with a variety of other subjects meant to encourage student growth to promote a successful future. The curriculum is aligned with the Archdiocese of Detroit Curriculum Standards, the Michigan State Standards, and IOWA Test of Basic Skills

Religion classes are held in all grades and every student has the opportunity to assist in planning and participating in class liturgies. **Both Catholic and non-Catholic students** are expected to **participate in all religious instructions and activities**. The entire family becomes involved through parental programs for sacramental preparation for Catholic students.

The curriculum of St. Linus Catholic School includes Religion, Reading, Math, English/Phonics, Science, Social Studies/History, Spelling, Handwriting(K-3), Art, Library (K-4), Study Skills (5), Music, Computers, Physical Education, and Foreign Language (1-8).

DAILY CLASS SCHEDULE

Kdg. - 8th Grade 7:50am - 3:15pm **Half-Day Schedule** 7:50am - 12pm

Students are encouraged to arrive **10 minutes** prior to the entrance bell and should always be **dressed appropriately** for the weather.

St. Linus Catholic School Family Handbook

DISCIPLINE

Students are expected to adhere to the code of conduct not only for their own benefit, but the benefit of others, fostering a quality teaching and learning community.

St. Linus Catholic School follows the guiding principles of the Archdiocese of St. Louis' Virtues Based Restorative Discipline when engaging in the discipline process. They are as follows:

- **We will dedicate ourselves to living virtue** - We will learn the virtues, we will choose 1 or 2 virtues to cultivate in our own lives, we will dedicate time to reflect on scripture and virtue.
- **We will support others in living the virtue** - We will share what we have learned with others; we will support one another and provide compliments when we see virtuous acts; we will work together to support each other on our faith journeys.
- **We will commit to constructive thoughts, words, and deeds** - We will refrain from gossip, rumors, criticizing and judgment; when in community we will build each other up; we will train our thoughts to be kind, be prudent in speech, and temperate in our actions; we will choose to be kind about others, toward others, and with others.
- **When faced with challenges or conflict, we will find solutions that further cultivate virtue** - We will uphold human dignity assigned by God when dealing with one another; we will begin and end discussions with prayer; we will see conflict as a virtue waiting to be cultivated and when resolving conflict we will declare the virtues in our discussion.

(Virtue-Based Restorative Discipline by Lynne Lang 2013)

STUDENTS ARE REQUIRED TO FOLLOW THE BEHAVIOR CODE. A student who is a frequent disruption to the educational process may be suspended or expelled. We must consider the student body as a whole, and never allow one person's behavior to distract others.

****WHEN A STUDENT IS OFFICIALLY REGISTERED IN OUR SCHOOL, IT IS UNDERSTOOD BY THE PRINCIPAL AND STAFF THAT THE STUDENT AND HIS/HER PARENTS AGREE TO FOLLOW ALL SCHOOL POLICIES. THE PRINCIPAL/PASTOR OF THE SCHOOL WILL MAKE THE FINAL DECISION REGARDING THE DISCIPLINE OF A STUDENT.**

The school's authority for disciplining extends to actions

1. On St. Linus Parish property
2. At school-sponsored events, field trips, etc.
3. In matters related to social media (see the Electronic Information Access Policy in Appendix 4)

St. Linus Catholic School Family Handbook

DISCIPLINE, cont'd

There are many ways of dealing with students who present behavior problems. The specific disciplinary steps to be taken are the responsibility of the school faculty and are chosen on the basis of the likelihood of helping the particular child or group of children. Among the measures available are:

1. Teaching the student new skills or reinforcing skills already acquired that encourage improved behavior.
2. Loss of privileges
3. Contact with the student's parent
4. Detention
5. Suspension
6. Expulsion

St. Linus Catholic School Family Handbook

DRESS AND APPEARANCE CODE

The student uniform policy is an integral part of the security, discipline, classroom expectations, and safety protocol of St. Linus Catholic School. Uniforms are a way to quickly identify St. Linus students in and out of the building, teach personal responsibility, eliminate fashion distractions and prevent accidents involving jewelry during classroom, physical educational and recreational activities.

A student's exterior dress sets an atmosphere and tone for the important task of education. Parents/guardians are required to cooperate in having their children comply with the dress and grooming code adopted by St. Linus Catholic School.

St Linus Catholic School Uniform Guide	
All uniform items should be purchased at Educational Outfitters, our uniform provider	
Shirts	
Uniform	How To Wear It
Maroon polo shirt with St Linus Catholic School text logo	<ul style="list-style-type: none"> • Shirt must be tucked in to pants or skirt/skort with waistband visible • Only the top button of the shirt may be unbuttoned • Solid white, short sleeved undershirt may be worn underneath uniform shirt, sleeves not extending beyond sleeves of uniform shirt. • K-3 girls only: Shirts are worn under jumpers
Sweatshirts/Sweaters/Sweater Vests	
Uniform	How To Wear It
Maroon St Linus text logo sweatshirt or maroon cardigan sweater	<ul style="list-style-type: none"> • Neat and clean • Hoodies are not allowed during the school day, but may be worn during recess or on dress down days. Uniform shirts should be worn underneath.
Jumper	
Uniform	How To Wear It
Maroon plaid jumper (Girls grades K-4) <ul style="list-style-type: none"> • Purchased from Educational Outfitters 	<ul style="list-style-type: none"> • Must be at or longer than 2 inches above the knee • Must be worn with a uniform shirt
Skirt/Skort	
Uniform	How To Wear It
Maroon plaid skirt or skort <ul style="list-style-type: none"> • Purchased from Educational Outfitters 	<ul style="list-style-type: none"> • Must be at or longer than 2 inches above the knee • Must be worn with a uniform shirt

St. Linus Catholic School Family Handbook

Pants	
Uniform	How To Wear It
<p style="text-align: center;">Black dress pants</p> <ul style="list-style-type: none"> • Purchased from Educational Outfitters • Full length, black dress pants • May be straight leg, pleated, or relaxed fit 	<ul style="list-style-type: none"> • Must be worn at the waist • Must be worn with a solid black or brown belt (grades 6-8) • Belt or waist band must be visible • Belts with rivets, grommets, or other décor are not allowed
Shorts	
Uniform	How To Wear It
<p style="text-align: center;">Black walking shorts</p>	<ul style="list-style-type: none"> • Purchased from Educational Outfitters • Hem should rest no more than 2” above the knee • May be worn April 15 through October 31. • Must be worn at the waist • Must be worn with a solid black or brown belt (grades 6-8) • Belt or waist band must be visible • Belts with rivets, grommets, or other décor are not allowed
Shoes and Socks	
Uniform	How To Wear It
<ul style="list-style-type: none"> • Black or brown dress shoes with a soft sole not reaching above the ankle; flat oxford styles preferred. • Solid white or solid black athletic shoes may be worn (no colored logos, stripes, etc.) cut below the ankle • Socks must be solid black, maroon, gray or white with no coloration or decoration, easily visible above the shoe. • Girls: Tights may be white, gray, or black, cable knit or opaque. Footless tights may be worn, but socks must be worn with them. 	<ul style="list-style-type: none"> • Shoes with laces should be tied at all times. • Socks must be worn. • Not acceptable: Multi-colored shoes, light up shoes, jellies, flip-flops, sling-backs or “Croc”-style shoes, open-toed shoes, moccasin or slipper-style shoes, ballet flats. • Boots may be worn only to/from school and at recess. <p style="text-align: center;">This list is not all-inclusive; the principal is the final arbiter of what is and what is not acceptable .</p>
Hair	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Hair must be a natural color as well as neat and clean at all times 	<ul style="list-style-type: none"> • Boys’ hair is to be above the ears, eyebrows, and collar • Girls’ hair accessories should not be a distraction • Excessive fad haircuts or styles are not permitted

St. Linus Catholic School Family Handbook

Jewelry, Make-up, and Appearance	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Religious necklace appropriate for Catholic school and watches are permitted • Small, simple earrings are acceptable • Make-up is not allowed • Girls may wear only clear nail polish • Boys must be clean shaven 	<ul style="list-style-type: none"> • One earring per ear worn on the earlobe, no other piercings allowed • No dangling/hoop earrings • Boys may not wear earrings • Boys may not have mustaches or beards
Physical Education Days	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Maroon St. Linus t-shirt with logo only • Maroon St. Linus sweatshirt may be worn over the t-shirt • Black St. Linus gym shorts with logo or black St. Linus sweatpants with the logo • Any color gym or athletic shoes 	<ul style="list-style-type: none"> • No light up shoes • From October 31 to April 15, sweatpants must be worn over gym shorts when students are not in physical education classes
Sports	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Cheerleading tops and St. Linus team jerseys (provided by St. Linus sports teams) may be worn on Friday before a home game 	<ul style="list-style-type: none"> • Sport top should be worn with uniform bottoms (skirt, skort, uniform pants, or uniform shorts) • Sleeveless shirts/jerseys should have a sleeved shirt underneath

St. Linus Catholic School Family Handbook

Dress Down Day	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Appropriate non-uniform dress is to be worn • Blouses/shirts must cover the shoulder and go down to the hips with an appropriate neck line • Not permitted - tank tops (with straps of any width), camisole tops, torn clothes, inappropriate t-shirts, skin-tight or low-rise pants, yoga pants or leggings, high heeled, open toed, or light up shoes, sandals, logos on the seat of pants, tight or revealing attire, clothing that promotes media or actions contrary to the SLCS policies • Shoes must be worn 	<ul style="list-style-type: none"> • Parents should carefully review shirts and pants with mottos, graphics, and ads • Pants must be worn at the waist • Shorts or skirts, when permitted, must be no shorter than 2 inches above the knee • Socks must be worn at all times. Sandals, flip flops, or crocs are not allowed.
Dress Up Day	
Uniform	How to Wear It
<ul style="list-style-type: none"> • Dress pants and dress shirt for boys • Dresses and skirts of appropriate length (no shorter than 2 inches above the knee) or dress pants for girls. • No tank tops or sleeveless shirts or dresses. Shoulders must be covered. • Uniforms may always be worn on Dress Up Day 	<ul style="list-style-type: none"> • Not permitted - Jeans, tennis shoes, flip-flops, shorts, tight or revealing attire • Possible attire for girls - dresses, skirts, nice pants, and dress shoes • Possible attire for boys - collared Polo-style shirt, dress shirt, tie, nice pants, and dress shoes
<p>Any issues pertaining to inappropriate dress will be left to the discretion of the faculty and administrator.</p>	

Educational Outfitters
 23317 Orchard Lake Road
 Farmington, MI 48336
 (248) 426-7273
<http://detroit.educationaloutfitters.com>

St. Linus Catholic School Family Handbook

UNIFORM DISCIPLINE

Disciplinary measures for violations of the uniform policy will take into account the age of the student and the nature and frequency of the infraction. Most uniform infractions will be dealt with immediately through redirection, personal reminders and confiscation of unauthorized jewelry. It may be necessary to contact parents either by phone or in writing to support the uniform policies. Further noncompliance may lead to detentions. Dress-up, dress down, and other special uniform days are at the discretion of the administrations. A day designated as one of these special days means uniforms need not be worn; however, good personal grooming and proper dress are required. Parents will be informed if their children do not meet the defined standard for that day. Students will always be reminded of what may be worn on these days.

DRUGS

Students are not permitted to be **under the influence of, use, possess, or sell drugs, alcohol or mind-altering** substances on school property or at any school- or parish-related function. Violations will result in automatic suspension or expulsion from school as described in Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in the School Office until the parents are notified and come pick him/her up. Upon picking up the child, parents are required to immediately take the child to a medical facility for a urine analysis and/or blood test. In order for a student to be readmitted to school, s/he must have a statement from the doctor who administered the tests. The statement must include: the doctor's signature, the test results, which include not only the results but also a recommendation for treatment, if any. Failure to comply with the above policy will result in expulsion from school and notification of the incident to juvenile authorities. Students found to be in possession of illegal substances will be expelled from this school.

EMERGENCY SECURED LOCK-DOWN

The school and staff will follow procedures consistent with advice of local and federal law enforcement. In the case of lockdown, it is essential that parents/guardians do NOT come to the school. You will be notified of a reunification location if students need to be dismissed. This ensures the safety of all students, staff, and family members.

EMERGENCY SCHOOL CLOSINGS

In case of severe weather conditions, please listen to **WJR-AM 760, WWJ-AM 950, WXYZ CHANNEL 7, WDIV CHANNEL 4, WJBK CHANNEL 2, or any of their respective websites. You will hear/see "St. Linus Catholic School" mentioned.** A family notification system, social media, and e-mail will also be used for notification of emergency closings.

If a tornado warning occurs during school hours, the children will remain in school until it is safe to dismiss them.

St. Linus Catholic School Family Handbook

FIELD TRIPS

Various field trips are planned for students. Each student is required to present his/her diocesan permission form with parent/guardian signatures before going on a field trip. All permission slips must be kept by the sponsoring teacher until after the trip. If a teacher does not have the authorization by the day of the trip, the student will not be permitted to accompany his/her class and will be assigned to another class at school. Transportation will be by bus or **parent drivers with proper insurance coverage (\$250,000/\$500,000 liability), ICHAT form (background check) completion, and certified attendance of completion at a Protecting God's Children Workshop.**

Chaperone and driver needs will be at the discretion of the teacher and will be communicated in the field trip letter.

FIRE DRILLS

Fire drills are required by law and are an important precaution. It is essential that, when the first signal is given, everyone promptly clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Drill reports are posted on the St. Linus Catholic School webpage.

GRADING SCALE

Grading Scale for Basic Curriculum:

Kindergarten - 2nd Grade

P - Proficient

D - Developing

N - Needs Support

Grades 3-8

A = 100% - 93%

B = 92% - 83%

C = 82% - 72%

D = 71% - 60%

F = 59% - 0%

GRADUATION

The 8th grade graduation and class trip is planned by the administration, 8th grade teacher, 8th grade students, and their parents. **The Administration is the final authority on all issues pertaining to graduation.**

St. Linus Catholic School Family Handbook

HEALTH PROGRAMS

The school cooperates with the Wayne County Health Department in all matters that concern the health and welfare of students. A doctor's physical examination is required for every child entering Kindergarten and 7th grade, and students new to St Linus Catholic School. Written evidence is required that a school age child has received the necessary immunizations.

All communicable diseases are to be reported to the school at the time of diagnosis via phone call, voicemail, or e-mail to the School Office.

Should a child need to stay inside during recess, a signed doctor's note including reason and timeframe of requirement must be provided.

HOMEWORK

Homework is a requirement for most grades. The purpose is to reinforce the work done in school that day. Homework assignments will be explicit and are incorporated into the grades given to the students.

As a general rule, homework has the following guidelines:

1. Primary grades (1 - 3) ... 1/2 to 1 hour
2. Intermediate grades (4 - 6) ... 1 to 1-1/2 hours
3. Junior High (7 - 8) ... 1 to 2 hours

In individual cases, when homework assignments seem excessive, please consult the appropriate teacher.

MAKE-UP HOMEWORK Students will be given the amount of time they were absent to complete makeup work and tests. Homework will be available the morning after an absence. We encourage students who are sick to use the time at home for rest and recovery.

HONOR ROLL CRITERIA

An Honor Roll exists for Grades 6 through 8. Qualification information is sent home when report cards are issued for the 1st quarter. For a student to graduate with Honors, the following requirements must be met:

1. the student must have made the Honor Roll six (6) out of the last eight (8) quarters.
2. the student must have an A/B final average in major subjects.
3. to receive "HIGH HONORS" the student must have an "A" final average in major subjects.

St. Linus Catholic School Family Handbook

ITEMS NOT PERMITTED IN SCHOOL

For the good of all, the following items are not permitted in the school building or on the school grounds during school hours:

*aerosol containers*cellular phones*CD players*cough drops*digital cameras*electronic games*glass bottles/containers*hair spray*i-Pads* iPods*laptops* large sums of money*MP3 players*over-the-counter medications*pagers*perfume/cologne*personal electronic equipment*playground equipment*radios of any kind*skate boards*tablets*toys of any kind*trading cards*valuable jewelry*anything deemed unsafe by the administration*

****DRUGS AND WEAPONS ARE NOT ALLOWED ON THE ST. LINUS CATHOLIC SCHOOL CAMPUS****

ILLNESS

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- * fever
- * intestinal distress
- * eye or ear discharge
- *upset stomach
- *undiagnosed rash
- *any type of non-treated communicable disease

Should a child be absent from school for a fever-related illness, s/he is NOT TO RETURN TO SCHOOL FOR 24 HOURS AFTER THE FEVER IS GONE WITHOUT MEDICATION.

If a student is absent, or attends less than a half day of school the day, prior to the activity due to illness, they may not participate in any St Linus afterschool activities. This includes sports practices, games, scouting, religious education program activities, and other community events.

LATCHKEY/ESP PROGRAM

This program is run by St. Linus Catholic School. Hours are from 6:55am-7:40am and 3:30pm-5:55pm each full school day. Afterschool ESP is not offered when the school is closed for half days, and all ESP isn't available on holidays or days off due to inclement weather. All school rules apply during the ESP program.

LIBRARY

The school library is available to all students. Books are checked out for two weeks. Lost or damaged books will be replaced by student responsible. There may be a **fine imposed** per school day for overdue books. Reference books and magazines are available for in-library use.

St. Linus Catholic School Family Handbook

LOST AND FOUND

It is encouraged that all school bags, lunch boxes, articles of clothing, etc., be marked with the child's name or at least initials. An effort will be made to return lost articles to the owners. Glasses and items of value will be kept in the School Office. The official "Lost and Found" area is located near the Activities Room.

LUNCH PROGRAM

Lunchtime is a 40-minute period divided between eating and outdoor play. All students are expected to go outside and are to come prepared to be outdoors.

LUNCHES

- St. Linus Catholic School participates in the Crestwood School District's hot lunch program, and the Federal Free & Reduced Lunch Program. Monthly lunch menus are listed on the monthly calendar, and orders are placed daily. All orders **MUST** be received by 8:30a.m.
- Students may choose to participate in the hot lunch program or bring their own healthy lunch from home with them in the morning.
- The school does not have the facilities to microwave or heat lunches brought from home.
- Students who forget their lunches will try first to call home and if lunch cannot be brought will be given a hot lunch and a bill will be sent home to parents.

LUNCH POLICIES

1. Students are asked to find a seat, stay in their seat, and eat.
2. Before leaving the lunchroom, students **MUST** clean up the lunch table.
3. Students injured during lunch/recess will be sent to the office with a staff member.
4. Students who are a disruption during the lunch period will be reported to the principal.
5. Students may not take food or beverage out of the lunchroom.
6. Students are allowed to talk during the lunch period, keeping the overall noise level at a minimum. Students should remain seated after they have completely finished eating and drinking.
7. No student may leave the premises or use the phone.
8. Please do not pack fast-food or soda pop to remain consistent with our wellness plan.
9. Please pack food and beverages in containers that students can open themselves.
10. Wearing of coats and jackets outdoors is up to the discretion of the students and families. Please discuss your wishes with your children, and instruct them to be responsible for their body and its temperature.
11. At all times, students are to respect others.
12. Parents are **needed as lunch substitutes**. Please contact the School Office for information.

St. Linus Catholic School Family Handbook

MASS

SLCS encourages parents and family members to attend any weekly student masses that they possibly can. Seating for masses depends on the type of mass.

Regular Weekly Mass - We ask that family sits behind the student's class (student will remain with his/her class) and the student will join the family at an appropriate time in the mass (as deemed by the teacher).

Family Mass - We ask that family sits with the class of their youngest child. Older siblings will have the chance to join that class for this special occasion mass.

MEDICATION

According to law, any kind of medication - including cough drops and over-the-counter pain relievers - **cannot** be dispensed in any classroom by a teacher, or consumed in class by a student. Only the medication which is prescribed by a doctor will be dispensed **from the School Office**. This medication shall be kept in the School Office. Written permission from the parent *and* doctor with directions for administering the medicine must be brought to the office by an adult before it can be dispensed. We encourage parents to give their child medication before and after school hours if at all possible.

Students are **not** allowed to **have medication** - including cough drops and over-the-counter pain relievers - in **their possession** during school hours or while on school property. The School Office will keep the medication locked up until the child is to take it when signed permission from parents and doctor is on file.

However, in accordance with Public Act 10 of 2000, the school will allow students to possess and use **metered dose asthma inhalers** or **epinephrine auto-injector** (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the principal, along with a written emergency care plan. The principal will notify the student's classroom teachers.

PARENT NOTIFICATION FORM

A ***Parent Notification Form*** is used as a means of communication between the school and families. This form identifies any needed area of improvement in either the student's academic or behavioral skills. This is meant to encourage students to review any needed area of improvement and establish a positive plan of action to correct it. Parents must sign the form and students must ***return it to their classroom teacher the day after they receive it.***

St. Linus Catholic School Family Handbook

PARENT TEACHER GUILD

Every parent becomes a member of the Parent-Teacher Guild when they register their child at St. Linus Catholic School. It was formed to promote mutual understanding and cooperation between all stake holders. By-laws are available upon request. Our objective is to involve all parents in fundraising and fellowship efforts to benefit our students, our classrooms, our staff, and families. The PTG Board meets frequently with school administration to receive information and provide input. The PTG assists the school administration and staff in providing every advantage for the education of students by planning and supporting a variety of school-wide projects and events. The PTG:

- Is an advocate of the overall mission and policies of the school
- Fosters communication between school administration and parents
- Sponsors fundraising activities for parents and events for students, as well as enhancements to classrooms and facilities
- Provides guidance: The PTG President and the principal serve as members of all committees

PHYSICAL EDUCATION

One of the educational goals at St. Linus Catholic School is to meet the physical and health needs of our students. In order to accomplish this goal, every student is required to come **prepared** to participate in gym class, whether held **indoors** or **outdoors**.

***CLASS MAY BE HELD OUTDOORS IF WEATHER PERMITS**

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

PROGRESS REPORTS

Progress reports are an interim means of reporting between card markings. Progress reports will not be printed and distributed on paper. Parents of students in grades 3-8 are asked to check Powerschool at the midpoint of each quarter.

PROTECTING GOD'S CHILDREN

In an effort to Protect God's Children, and in accordance with the rules and regulations of the Archdiocese of Detroit, all volunteers/chaperones must attend a Protecting God's Children Workshop. Proof of attendance, in the form of a certificate, can be shown to the School Office. Workshops are held regularly and can be found at www.virtus.org.

St. Linus Catholic School Family Handbook

REGISTRATION

First consideration is given to families currently attending St. Linus Catholic School prior to our first Open House, then new families are considered. Registration packets are sent home after Christmas Break, and are also available through the School Office.

REGISTRATION FOR THE NEXT YEAR WILL NOT BE ACCEPTED UNTIL TUITION and FEES FOR THE CURRENT YEAR ARE CURRENT.

RELIGIOUS ACTIVITIES

All students will attend the Liturgy and Prayer services. Traditional devotions, such as May Crowning, Living Rosary, Stations of the Cross are conducted throughout the year. Preparation for sacraments occurs at the appropriate grade level.

School-wide prayer begins and ends each school day.

REPORT CARDS

Report cards show the student's progress in school subjects. Report cards will be issued quarterly. Parents are required to sign and return the report card envelope within 3 days.

The teachers will notify parents about poor performance or unsatisfactory behavior. This may be done by means of a conference or progress report. Parents are expected to respond in order to assure student learning.

RETENTION

These guidelines will be followed when retaining a student:

1. Teacher(s) will contact the parents at the end of the 1st semester informing them of the situation and problems involved, indicating 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 in writing by the end of the 3rd quarter.
4. A student must have a passing final grade in 4 out of 6 major subjects. Students who do not achieve this will be required to attend summer school for failed subjects. Upon successful completion of summer classes, at the discretion of the school administration, the student may be promoted to the next grade.

St. Linus Catholic School Family Handbook

SAFETY PATROL

The safety patrol performs a valuable service to our school by monitoring student safety at entrance and dismissal locations. Your full cooperation with the safety patrol is required. Please note the locations where students enter the building and from which they are dismissed.

SCHOOL ADVISORY BOARD

The SLCS Advisory Board (SAB) consists of members that represent the different age levels of students at the school. They participate in the decision making process in an advisory role. The School Advisory Board meets quarterly (or as needed) to provide organized input for school policy decision-making.

The principal collaborates with the SAB to develop and recommend policy for the school. After the policy is approved by the pastor and implemented by the principal it is the responsibility of the SAB to support that policy. The SAB provides service through consultation in the following areas:

- Philosophy and mission of the school
- Educational objectives
- Strategic planning
- Marketing and public relations to the parish and surrounding community

SEARCH AND SEIZURE

The school reserves the right to search a student and his/her personal belongings when the school suspects that the safety, health, or welfare of the student or others are in jeopardy. Searches and possible seizure may be initiated in response to situations involving, but not limited to: tobacco, drugs, weapons and theft. The student, the principal and another staff member will always be present during said search. Both the local law enforcement agency and the parent will be notified of the search.

SEXUAL HARASSMENT

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

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

St. Linus Catholic School Family Handbook

STUDENT RESPONSIBILITY

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

See **Code of Conduct** for other issues regarding student responsibility.

SUSPENSION

Suspension is the exclusion of a student from school for a specified period of time, usually lasting from one to three days. The authority to suspend is reserved to the administration. The administration has the right to suspend for any act of vandalism, theft, violation of school regulations or misconduct at the school, any St. Linus Church property, or at any school-sponsored activity.

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

1. Leaving the school grounds without permission during school hours, including the lunch period.
2. Vandalism, defined as the willful or malicious destruction or defacement of public or private property, including:
 - a. Parish properties
 - b. Teacher, staff, and volunteer properties
 - c. Student properties
 - d. Other properties, such as automobiles parked on parish property**ALL INCIDENTS OF ILLEGAL ENTRY, THEFT OF PROPERTY, VANDALISM, OR DAMAGE OF SCHOOL PROPERTY SHALL BE REPORTED TO THE PRINCIPAL WHO SHALL FULLY AND APPROPRIATELY RESPOND TO THE INCIDENT.** (Archdiocese of Detroit School Policy 5131.5)
3. Theft of: Parish properties, Teacher, staff, and volunteer properties, Student properties, Property of others, such as athletic equipment
4. Blatant disrespect of any community member in person, or through electronic or social media at any time
5. Acts of violence
6. Use or possession of alcoholic beverages, tobacco or smoking materials, stimulants or depressants
7. Possession of a weapon at any time

Parents will be informed of and consulted with on all offenses. Parents will be expected to make monetary reimbursement for all properties damaged or stolen.

Suspension may be in-school or at-home. The school administration will make this decision. In either case, "0" credit is given for the day's work.

St. Linus Catholic School Family Handbook

TARDINESS

School starts at 7:50am. Students arriving to school after the 8:00a.m. tardy bell will receive a tardy slip from the School Office. Three or more unexcused tardies in the same quarter may result in a detention.

Please call or e-mail the school office to place a lunch order if your student will arrive after 8:30am.

To be considered an excused tardy due to a doctor or dental appointment, a parent's note or a doctor's slip must be submitted to the School Office at the time of arrival.

The School Office staff should be notified when a parent anticipates a regular problem with tardiness due to circumstances at the time.

TECHNOLOGY & INTERNET

- **Electronic Information & Use for Educational Purposes Policies** - All students and families are expected to read and sign the policy prior to school internet use every year. Failure to sign the policy will result in the inability to use the school's internet access.
- **Regarding respect and internet use** - 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.
- **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 of employment and/or exclusion from school.
- **See Appendix 4 for the policy, and acknowledgement to be returned to the School Office.**

TELEPHONE

The office telephone is a business phone and should be used by students for emergencies *only*. A student who comes to the office requesting to call home will give the message to the secretary or principal. A call will be made to the parent in the case of an illness, or cancelled after-school event. In order to help students learn responsibility, calls home for missing homework/supplies will be limited and up to the teacher/office staff's discretion.

St. Linus Catholic School Family Handbook

TESTING

As a matter of educational policy, the IOWA Test of Basic Skills (grades 2 - 8), Cogat (grades 1,3,5,7) will be administered each October. Archdiocesan directives and guidelines concerning testing programs will be followed. Test results will be disseminated to parents promptly.

THREATS

Appropriate disciplinary action will be taken for any student who makes a written or verbal statement threatening harm to school personnel, students, or property. Depending on the circumstances, a student could face suspension or expulsion, as well as possible criminal prosecution.

TOBACCO

Possession or use of tobacco in any form, including but not limited to cigarettes, cigars, e-cigarettes, hookah, vape, or chewing tobacco, is not permitted at this school. Students who violate this policy will be subject to suspension, and/or expulsion. St. Linus Catholic School is a smoke free campus during school hours including school activities, drop off, and pick up.

TRANSFERS/WITHDRAWALS

When a child transfers to another school, the principal and the classroom teacher are to be notified at least one week in advance. All textbooks are to be returned to the teacher and all financial obligations to the school are to be settled. Academic and health records of the child will be sent to the new school when a request signed by the parent is received from that school and all financial obligations are settled. If financial obligations are not settled, grades and transcripts may be withheld until such amounts are paid in full.

St. Linus Catholic School Family Handbook

TUITION

A Tuition Payment Schedule is published each year. Rates are based upon projected school enrollment for the coming year and overall school expenditures.

St. Linus Catholic School has three (3) payment options:

*Tuition paid in full by April 1st. Discount on first rate only.

*First half paid in full by April 1st; balance by November 1st. [A family that signs up for this but misses the deadlines will be required to pay in full or sign up for F.A.C.T.S. Late fee (\$25.00) will be applied.]

*Enroll in F.A.C.T.S. at the time of registration. An annual fee is assessed by F.A.C.T.S.

Tuition accounts that are not kept current may result in denial of attendance. This includes the first day of school and the start of the second semester in January, as well as throughout the school year. To be considered “In Parish” a family must have been registered in the St. Linus Parish or another Catholic parish for a minimum of one (1) year prior to registration in the school and have maintained a minimum weekly contribution level as indicated on our tuition schedule. The pastor reserves the right to determine if and when a family has qualified for the reduced tuition rate accorded members of St. Linus Parish.

In addition to tuition, each family is expected to perform and document a minimum of 20 service hours by April 30th for each school year. After April 30, a \$12.50 per hour fee will be assessed to those families not completing service hours. Failure to pay this fee will be considered as failure to pay tuition.

Information regarding any scholarships will be made available.

If, for any reason, you should withdraw your student from St. Linus Catholic School, you will be reimbursed prepaid tuition based on a per diem plus thirty (30) days. Registration fees are never reimbursed. There is a \$25.00 fee assessed for returned checks.

Please direct your questions regarding current tuition balance to our School Office.

UNIFORMS

Please see **Dress Code**.

VACATIONS

Teacher instruction, class participation and interaction are critical aspects of learning. Parents are asked to try to plan vacations during specified school vacation times (ie, when we are off of school). However, we realize this is not always possible. Homework will not be given prior to a vacation, but can be made up after the student returns. *See also homework policy.*

St. Linus Catholic School Family Handbook

VISITORS

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

All visitors are required to report to the School Office located at the main entrance of the school on Evangeline St. and may be issued a visitors pass for admittance. You must have a visitor's pass to gain admittance to the school. Students are not to admit or open doors for visitors at anytime.

VOLUNTEERS

The school solicits and values the services of volunteer parents who share their time and talent for the benefit of our students. Volunteers are needed as room parents, field trip chaperones, PTG event participants, teacher and office aides, etc. If you can give your time to any of these projects it will be greatly appreciated. Background checks and the *Protecting God's Children* class must be completed prior to volunteering for school activities. Contact the School Office to offer your services.

WEAPONS

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

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

“School premises” includes the school building and the adjacent grounds, e.g., parking lots and playgrounds, student lockers, and buses. Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation.

Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bags, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a teacher, or the pastor.

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

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

St. Linus Catholic School Family Handbook

Appendix 1 - Concussion

Appendix 2 - Tardiness Letter

Appendix 3 - Discipline Rubric

Appendix 4 - Electronic Use