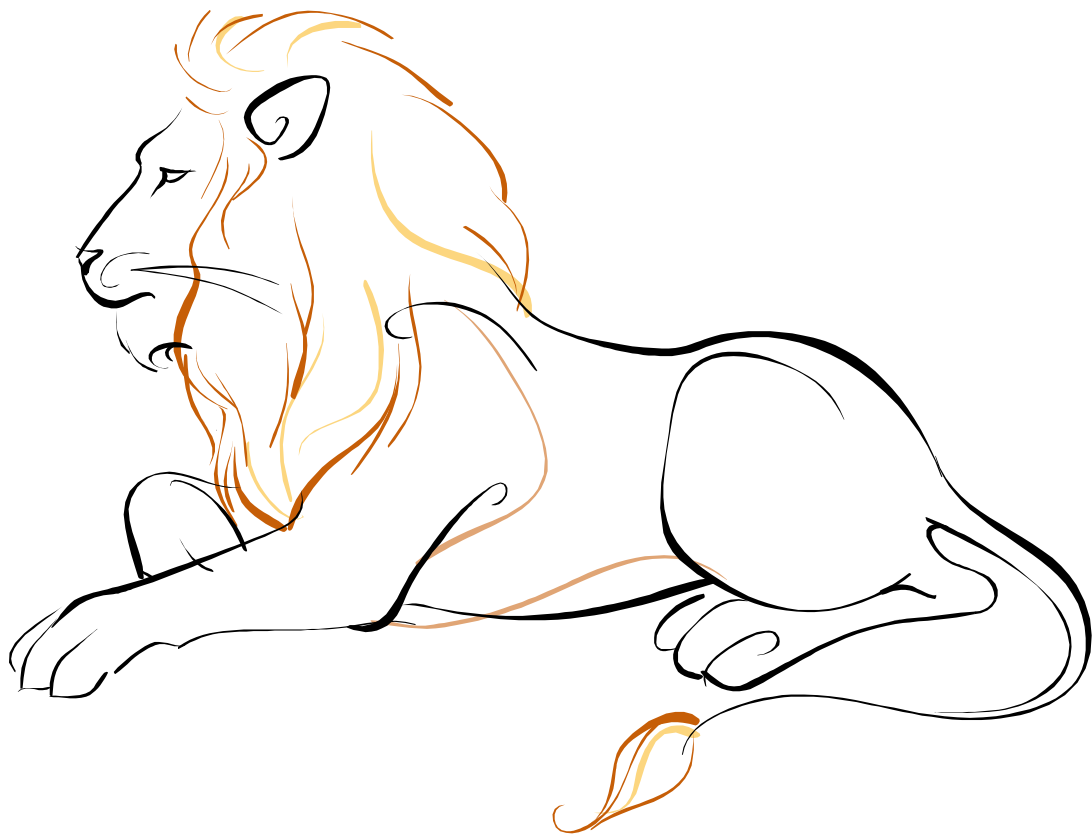


CABRINI PARISH SCHOOLS



2017-2018 Elementary and Middle School Handbook

**ST. FRANCES CABRINI ELEMENTARY &
MIDDLE SCHOOL
15300 Wick Road
Allen Park MI 48101**

Phone: (313) 928-6610

Fax: (313) 928-8502

www.cabriniparish.org/CEMS

IMPORTANT PHONE NUMBERS

Cabrini Elementary & Middle Schools Office

(313) 928-6610

7:30 AM – 3:30 PM (Full Days)

7:30 AM – 12:30 PM (Noon Dismissal Days)

After hours there is an answering machine to leave messages

Absences, tardies and early dismissals may be left on the answering machine or by emailing **cemsattendance@yahoo.com**

Cabrini High School

(313) 388-0110

Same hours as above

Cabrini Athletic Office

(313) 388-0576

School Days: 8:00-3:00

Extended Day Program

(313) 928-6116

6:30 AM – 7:50 AM and 2:00 PM – 6:00 PM

After hours there is an answering machine to leave messages.

Parish Rectory & Tuition Bookkeeper

(313) 381-5601

Closed for lunch 12:00-1:00 and on Sundays

INDEX

Mission Statement	2	AOD Hot Lunch	12	Computer/Internet	20
Philosophy	2	Before and After School		Electronic Devices	20
Vision	2	Program (EDP)	12	Lunch Time Steps	20
Calendars	2	Crisis Team	12		
Admission Policy	3			STUDENT CODE	
Eighth Grade		ACADEMICS		OF CONDUCT	
Graduation Policy	5	Grading System	12	General Behavior	21
General Policy Info	5	Tutoring	13	Classroom Behavior	21
Visitors	5	Music Grades	13	Lunch Behavior	21
Student Arrival/		Conduct Referral	13	Playground/Recess	21
Departure	5	Report Cards	14		
Attendance	5	Parent-Teacher		UNIFORM DRESS	
Vacations	6	Conferences	14	CODE POLICY	
Absence from School	6	Promotion/Retention	14	Regular Uniform	22
Make-Up Assignments	6			Hair	24
Early Dismissals	7	CYO ATHLETICS		Non-Uniform Dress Days	24
Tardiness	7	Programs	15	Attire for Physical Ed.	24
Illness / Injury	8	Philosophy	15		
Field Trips	8	Academic Eligibility	15	SCHOOL SCHEDULES	25
Chaperones for Field Trips		Behavior Referral	16		
and School Volunteers	8	Athletic Code of Conduct	16	TUITION POLICY	
Medication	9			Tuition Payment Policies	26
Immunization	9	DISCIPLINE POLICY		Mid-Year Registrants	26
Legal Guardianship	9	AND PROCEDURES		Discontinuance Policy	26
Messages	9	General Policy	16	Description of Rates	26
Unscheduled or		Conduct Referral	17	Description of Fees	27
Emergency Closing	10	Disciplinary Probation	17	Grants	27
Fire, Tornado, Lockdowns		Exclusion In-School		\$crip	28
and Evacuation Drills	10	Suspension	18		
Fast Food	10	Suspension out-school	18	SCHOOL PBIS/RUBRICS	
Lost Items	10	Expulsion	18	PBIS	28
Lost Textbooks	10	Fighting	18	CMS Rubrics	29
Extra Curricular Activ.	11	Tobacco	19	Grades 3, 4, 5 Rubrics	30
School Groups/Programs	11	Drugs	19	Grades K, 1, 2 Rubrics	31
Lunch Supervision	11	Weapons	19		
First Aid	11	Search & Seizure	20		

CABRINI PARISH SCHOOLS

MISSION STATEMENT

Cabrini Parish Schools are dedicated to education and personal development through Catholic faith formation and quality academics.

PHILOSOPHY

Cabrini Parish Schools believe that all students have the ability to learn. With reliance on parental and community support, our task is to foster personal responsibility, encourage a love of learning and promote character development. With an emphasis on quality academics and Christian values, we dedicate ourselves to helping students:

- ♦ Build a Christian community through their relationship with Jesus Christ.
- ♦ Become life-long learners with academic skills acquired through a challenging curriculum.
- ♦ Make a positive contribution to society.
- ♦ Develop in mind, body and spirit.

VISION

Our vision is to build the future through our students by providing them with a strong spiritual and academic foundation.

CALENDARS

At the end of the school year, all enrolled families receive a tentative calendar for the upcoming school year via their e-mail address (also on the website). If you do not have an e-mail on file, the youngest child attending Cabrini Elementary and Middle School (hereinafter CEMS) will bring one home. New families enrolling will receive their calendar and opening school information by mail.

Monthly calendars and memos will be e-mailed or check the website.

NOTE: Most school flyers and information will also be e-mailed or on the website.

ADMISSION POLICY

Cabrini Elementary and Middle Schools admit students of any race, national and ethnic origin to all programs and activities generally offered to students at school. It does not discriminate on the basis of race, national or ethnic origin or sex in the administration of its educational policies, admissions and scholarship programs, as required by the terms of the Title IX of the Education Act of 1972. The schools shall provide integrated and quality education for all students.

The school administration reserves the right to limit the capacity of a classroom. Once a quota is reached, the students are placed on a waiting list.

The main criterion for admission to CEMS is that the parent/guardian accept the concept of Catholic education. All students must take and participate in the religion classes that are held daily, attend scheduled liturgies and prayer services.

Parents/guardians seeking to obtain admission for their children at CEMS must support the operating beliefs of this school. They must have a definite understanding of their obligations to their children in the following areas:

1. Spiritual development
2. Sound moral values
3. Commitment to education
4. Financial support

In order to respect the rights of all involved, the CEMS retains the right to admit or rescind a student's enrollment if the student/parent chooses not to work within the established guidelines.

The enrollment priorities are as follows:

1. Families presently enrolled in Cabrini Elementary and Middle School.
2. Students with siblings enrolled at Cabrini Schools
3. Students on the waitlist by the following priority
 - a. Cabrini parish families.
 - b. Non-parish families.
4. First-time enrolling Cabrini parish families
5. First-time enrolling non-parish families

PLEASE NOTE: The enrollment priorities pertain to registration only. Tuition rates are determined and/or verified through the parish office.

Registration for returning students is complete when the following conditions are met:

1. Financial obligations from the current year are satisfied.
2. Tuition and Fees agreement form is completed and returned.
3. Non-refundable registration fee for each child is paid.

PLEASE NOTE: Classroom placement is made by school personnel. Specific teacher requests by parents/guardians are not accepted.

In addition to the items above, new enrollees must be aware of the following requirements:

1. Admissions Questionnaire is completed and returned for each newly registered child.
2. In order to help new students adjust to our academic and behavior standards they are carefully monitored. Close supervision is needed to assist children who are acclimating to our program. Therefore, the first quarter is a probationary period for all new students. At the end of the first quarter marking period, the student's behavior and academic record will be reviewed by the teacher(s) involved and the administrator.
3. Students must be five years of age before September 1 of the entering year to be admitted to kindergarten and six years of age before September 1 to be admitted to 1st grade.
4. All children will participate in religion classes, complete all work, and attend liturgical services. Only baptized Catholics may receive sacraments. Students of other faiths will participate and be included in all liturgies/prayer services.
5. A completed school physical form along with State of Michigan required immunization dates must be received by the school office on or before the first day of school.
6. Parent/guardian must sign a records release form to be sent to previous school to secure the student's cumulative academic records from previous schools.

INFORMATION REGARDING THE OPENING OF SCHOOL IN THE FALL WILL BE EMAILED TO ALL FAMILIES IN THE SUMMER.

EIGHTH GRADE GRADUATION POLICY

In order to insure a student's participation in the graduation ceremony, the following must be completed:

1. Financial obligations for that student must be met by no later than May 1.
2. Class requirements must be completed.
3. Finals must be taken.
4. Textbooks must be returned in good condition or fee(s) paid.
5. Library books must be returned or assessment fee paid.

GENERAL POLICY INFORMATION

Visitors

ALL visitors (including parents and guardians) ***must*** enter through the main school doors and sign in at the office during school hours before proceeding to any other part of the building. If you wish to see a teacher you must make an appointment.

Student Arrival/Departure

Students should not be on school premises before 7:30 AM (7:20 AM in inclement weather) and should leave premises immediately upon dismissal, unless under direct teacher/adult supervision.

Cabrini Elementary School students in K-5 can enter their classroom beginning at 7:40 AM are dismissed at 3:00 PM. Cabrini Middle School students can enter their class beginning at 7:30 AM (7:20 during inclement weather) and are dismissed at 3:03 PM.

Half-days begin at 7:50 AM and end at 12:00 noon for all students K-8. Students may re-enter the building after dismissal only to secure needed transportation.

Attendance

A child must be present a minimum of 160 days to be considered for promotion to the next grade. Keep in mind that regular attendance is necessary for academic progress.

If a student is absent for more than 12 days in a quarter, the school reserves the right to not assign a grade for that period. An incomplete (I) can be assigned until the work is completed. Administration reserves the right to require a doctor's note for extended or frequent absences (five or more days in a four week period). Missing two hours of school is considered a half-day absence in the elementary school. Middle school attendance is marked by period.

Vacations

It is very important that a child regularly attend school. Therefore we discourage families from taking vacations during the school year. If work schedules deem it a necessity, please note the following:

1. Assignments cannot be expected in advance.
2. It is the student's/parent's responsibility to receive a list of missed work.
3. Completed work must be in compliance with the policy for absentees. (see below)
4. Final exams are not given early.

Absence From School

If a student is ill, parents are asked to call the school office at 313-928-6610. A message can be left. Please give the following information: child's name, teacher's name and the reason for the absence. **If telephone lines ring a constant busy**, they are probably down. Please e-mail the office at the following address: cemsattendance@yahoo.com and advise them of any absences, tardies, early dismissals, etc.

If your child does not feel well in the morning *do not send him/her to school.*

It is critically important that you notify us of every absence. Parents neglecting to call will be called at home or work. Please help us keep your children safe! Notify the school office of any changes in phone numbers during the school year.

Make Up Assignments Following Student Long-Term Absence

A student who is absent **two consecutive days** may request assignments to be picked up at the close of school. A request has to be made by 9:00 AM on the second day in order for assignments to be picked up at 3:00 that same day or anytime the next day. Middle school teachers post assignments on the parent plus portal as well.

Instruction by the teacher is imperative for student's understanding of missed work. Students are given ample time to make up work upon their return to school. Returning students should be sure to check with the teacher/s for instructions before attempting any missed work. Assignments are to be completed and turned in within the same number of days of absence, i.e., if absent five school days, he/she then has five school days to make up the work. Students/parents should make arrangements with the classroom teacher for any missed testing but only after the missed work has been turned in. Failure to complete work may result in a lower grade.

Books may be requested for any student the morning of the day of absence. Books will be ready for pick up at the end of the same school day.

Early Dismissals

Immediate dismissals during the school days are accepted for emergency situations only. Try to plan ahead so as not to disturb the classes during instruction time.

A written note must be presented to the classroom teacher for the following reasons:

1. Early dismissal for various appointments, etc.
2. Tardiness - with the student that day (obtained from the office).
3. Prior to planned absences, immediately following unscheduled absence (i.e., illness).
4. Any change in routine for kindergarten and students with special custodial directives (walking, being picked up by someone different, etc.)

If a child needs to be dismissed from school, please contact the school office as soon as possible so we can have him/her waiting for you. If a child needs to be dismissed from school for a personal matter, come to the school office and the child will then be contacted for dismissal.

Tardiness

All students who are not in class by 7:50 AM are considered tardy. Tardy students are to check in at the attendance office for an admit pass. Drop tardy students off at the main door and have them check in at the school office. Do not escort the child down to the classroom.

When a student accumulates six morning tardies during a quarter, we will do our best to email a notice to the parents. The parents should sign this notice and email it back to the school. For middle school students, after ten morning tardies in a quarter, the parent will be called and arrangements will be made for the students to serve a 7:00 AM detention. Additional tardies during the same quarter will also result in a phone call from Administration.

Illness/Injury

If a student is ill or injured during school hours, the teacher/monitor will notify the school office. The school will contact the parent, guardian or responsible adult listed on the emergency card to determine the proper course of action to be taken. Students needing transportation must be signed out in the school office by parent or designee.

If a child needs to be taken to the hospital immediately, efforts to contact the parent/guardian will continue until they are reached. If transportation is necessary before that time, the principal or his designee will accompany the child to a hospital. The emergency card will be taken along. NOTE: Insurance claims are to be handled by the parent/guardian. See addendum for specific process.

Field Trips

All field trips are for education enrichment purposes and take place during the regularly scheduled school day adhering to school entering and departure times unless specifically noted on field trip permission form. The exceptions are limited to the sixth grade science camp, seventh grade class trip and the eighth grade class trip to Washington D.C. Costs for the trips vary depending on the distance and admission fees.

Chaperones for Field Trips and School Volunteers

The Administration, in conjunction with the Schools Advisory Committee, has established the following policy regarding chaperones/volunteers. To be considered as a chaperone for a school activity or to volunteer in school or coach, the following guidelines must be met:

1. Complete the Protecting God's Children training (dates and locations for workshops can be found on at www.virtusonline.org)
2. Complete a background check form after attending training class (obtained through School Office).
3. Be at least 21 years of age.

4. Be a parent or guardian of the student or in extraordinary circumstance, their designee.

Medication

All medication that will be dispensed in the school office must be in the original container **and a dispensing form must be signed by the doctor.**

For Prescription Medication or Other Over-The-Counter Medication - A complete Dispensing of Medication Release form must be on file in the school office containing student's name, name of medication, dosage, time of dispensing, date dispensing ends, along with any special direction or contraindication, parent/guardian signature and **doctor's signature.**

A doctor's note is required for the following:

1. To stay in at lunch;
2. To be excused from physical education.
3. To receive medication during the school day.
4. To keep an inhaler or Epi-Pen with the student as permitted by State.

Immunization

Michigan Law requires all students enrolled in a Michigan school to have a Certificate of Adequate Immunization or to be dismissed from premises until such proof is presented. **Medical waivers are not accepted 2015-16 until the parents meet with the Wayne County Health Department. The waiver forms are picked up direction from WCHD.**

Legal Guardianship

It is extremely important that the school office knows exactly who is the legal guardian or custodial parent of each child. Written and legal proof of guardianship is required when deemed necessary.

Messages

Personnel – All messages to personnel will be delivered in a timely manner. Replies to inquiries directed to teachers will be returned within 24 hours.

Students – All messages regarding any changes to transportation, schedule changes, or appointments should be made outside school hours. However, when the unexpected happens, i.e., car breakdowns, illness, etc., please call the office to leave instructions for your child. The messages will be delivered to students

during announcements at the end of the school day. Our aim is to limit the amount of classroom interruptions.

NOTE: Announcements are made at 2:55 PM. On half days announcements are at 11:55 AM. If you find it imperative to leave a personal message please call the office before these times.

To Parents From Students – A teacher may choose to send a student to the office with a permission slip to place a call to a parent/guardian. Necessity to phone is determined by the teacher in charge.

Unscheduled or Emergency Closing – In the event that severe weather or power failure prevents the opening of school, the **School Messenger Program** will be used to call parents on the numbers provided to the school. This is a recorded message from the school office. The school will also contact the following media regarding the closing:

CHANNELS 2, 4 and 7

If a winter storm or tornado watch/warning is in effect while the children are at school, the children will be kept in safety at school or church, unless the **School Reach Program** is used to contact the families. Stated dismissal times will be adhered to.

Fire, Tornado, Lock-in, Lockdowns and Evacuation Drills

Five fire drills and two tornado and three lock-in drills are held during each school year.

Fast Food

Please do not bring fast food items to school for your child's lunch. Middle School students may not use vending machines or have pop at lunchtime. Middle School students may use the microwaves at the high school.

Lost Items

Every effort will be made to return "labeled" items to their owners. Non-labeled items will be kept for one semester then discarded. Valuable items such as jewelry, eyeglasses or money will be kept in the school office.

Lost Textbooks

Anyone marring or losing a textbook or library book will be required to purchase a replacement or pay to have the book rebound. Fees vary from \$10-\$70.

Extra Curricular Activities

A variety of activities are planned to help students socialize and encounter new experiences. A few examples are:

Liturgies	Sports	Prayer Services
Spelling Bees	Altar Serving (Gr. 4-8)	Food Collections
Field Trips	Assemblies	Safeties (Gr. 5)
NJHS	Church Choir (Gr.4-8)	Chess Club

School Support Groups / Programs

Elementary Parent-Teacher Guild (EPTG)

Hot Dog Day Teacher Luncheon
Pizza Day First Eucharist Breakfast
Field Day Kindergarten Reception
Olympic Night 8th Gr. Reception
Educational Presentations

Athletic Booster Club

Summer Softball & Junior Soccer
CYO Equipment / Uniforms
CYO Admissions / Concessions
50/50 at CYO Games

Lunch Supervision

Grades K through 5 have a 20-minute recess and a 20-minute lunch under the supervision of paid lunch monitors. As a rule, students eat in the lunchroom after recess. During recess students enjoy the playscape and outside fields. Inclement weather keeps the students in their classrooms during recess where the monitors provide and supervise games. **If you volunteer to help out on a regular basis one or more days a week for the entire year, \$100 of the utility fee will be reimbursed to your tuition account.**

Grades 6 through 8 eat lunch at Cabrini High School. They walk over with their teachers and are supervised by both teachers and lunch monitors. The students bring their lunches from home or purchase lunches on a daily cash basis.

First Aid

Minor scrapes are cleansed and bandaged. Large cuts or bumps are cleansed, iced and covered, if needed, and parents/ guardians notified. In case of serious injury where immediate professional medical care is necessary, the parent/ guardian is called to assess and/or transport the student. If unable to locate a parent/guardian, the principal or designee will take the student's emergency

information and accompany the student to a medical facility. Office staff will continue to contact the parents/guardians.

AOD Hot Lunch Program

Lunches are available for pre-purchase three days a week for grades K-5. CMS students may pack or purchase their lunches at the high school daily. No pre-ordering necessary. They may NOT use the vending machines or bring in pop.

The Archdiocese of Detroit Lunch Program is served three days per week on a per month order basis. EPTG sells pizza and hot dogs on Tuesdays and Thursdays, respectively, on a cash basis.

Information regarding prices and menus is sent home the first week of school. Students may opt to bring a sack lunch from home. **Please no fast food.**

Before and After School Care (EDP)

Cabrini provides an Extended Day Program (EDP) for families needing this service. Unless otherwise notified, EDP follows the regular school calendar with hours:

Monday through Friday 6:30 AM - 7:40 AM and 3:00 PM – 6:00 PM

On scheduled noon dismissal days EDP starts at 12:00 Noon.

For more information on EDP contact the program director at (313) 928-6116.

CRISIS TEAM

The Cabrini Crisis Team is immediately available in case of an emergency. Crisis Team members include the Principal, Secretary, Athletic Director and other school and CHS school personnel in conjunction with Allen Park Public Schools.

ACADEMIC POLICIES

Grading System

Age appropriate grading formulas are used throughout the school. Teachers present an overview of the grading system particular to their grade level students at Parent Orientation. The teacher, with the parent/guardian, again reviews grading when the first quarter report cards are given at conferences.

Grades should not be thought of as a goal in and of themselves. They are an evaluation of the progress students have made in a given period of time. The real proof of a student's progress will be shown in the future as the students carry out the obligations and expectations of the society in which we live.

Tutoring

Students who have been absent and/or experience difficulty with a particular concept in a given subject may receive additional aid from the teacher after school. Spending some time once or twice a week will usually get the student back on track. Cabrini High School students are also available to tutor after school. Call the school office for more information.

Students who are failing in a particular subject may need in-depth tutoring. It is suggested that the tutor chosen keep in close contact with the parent and teacher to closely monitor the student's progress and ensure his/her success.

Music Grades

Grades K-5 participate in one music/drama concert per year. Performances may take place in the evening. Attendance and participation is mandatory. Middle School choir and band also have at least one concert per year. Performances take place in the evening. Attendance and participation are mandatory.

Conduct Referral

How a student conducts himself/herself during class can affect a grade average. If a student disrupts class it can affect his/her ability to understand the lesson presented and the learning atmosphere for all. Therefore, a conduct report may be sent home at any given time if the teacher feels the student is not following established class guidelines.

This report may be in the framework of a standard duplicate form, written note or phone call home. If it is in written form parents/guardians are expected to discuss the incident with their child, sign the form and return it to the teacher the following day.

Students who consistently disrupt and disregard rules may be asked to immediately withdraw and/or be denied enrollment for the following year.

Report Cards

Report cards for students in Grades 2-8 are e-mailed home to the parents (except the first quarter). For students in grades K-1, please return the report card envelope to the classroom teacher signed as soon as possible.

Parent-Teacher Conferences

Formal appointment conferences are mandatory at the end of the first quarter for grades K-5. Notices containing conference availability times are sent home prior to the end of the quarter. Responding as soon as possible will enable the classroom teacher to set up a time convenient for both of you to meet. Conferences are available in the morning, afternoon and evening to accommodate work schedules.

CMS parents are to come to the school during conferences and pick up their child's report card in the Middle School hallway. If a teacher needs to see you, there will be a notice on their report card.

Additional conferences with teachers and/or the principal should be arranged in advance. Parents/Guardians are asked to call the office during school hours to leave a message for staff member(s) with whom you wish to confer. CMS teachers may be e-mailed (through the parent portal) to schedule a conference. All parents MUST check in at the school office before meeting with a teacher (even if it is at the end of the day). Communication between school and home is vital to a child's success in school. Parent/Guardian, teacher or administrator may request conferences. Use the following as a guide for establishing good communication:

1. Communication by parents concerning curriculum, school rules and goals, classroom procedures and school or homework, should first be directed to the teacher concerned.
2. If additional clarification is needed, the principal should be contacted to address the concern.
3. If further collaboration is needed, the president may be contacted.

Promotion And Retention

To promote or retain is a critical decision involving parents/guardians, teacher(s) and administrator. Careful consideration of all aspects concerned will be weighed for each individual case. When retention is being considered, parents will be notified well in advance before a final decision is made. However, the

ultimate decision to retain or promote remains with the school. Parents/guardians will have to abide by the school's recommendation.

CYO ATHLETIC PROGRAM

Programs

Cabrini Elementary and Middle Schools provide seven (7) competitive interscholastic sports directed by the Catholic Youth Organization (CYO). The sport teams offered are:

Soccer	Grades 5-8	Fall Season	Boys & Girls Teams
Cross Country	Grades 4-8	Fall Season	Boys & Girls Teams
Football	Grades 3-8	Fall Season	Boys/Girls Team
Volleyball	Grades 5-8	Fall Season	Girls Teams
Basketball	Grades 5-8	Winter Season	Boys & Girls Teams
Bowling	Grades 5-8	Winter Season	Boys & Girls Teams
Baseball	Grades 5-8	Spring Season	Boys Teams
Softball	Grades 5-8	Spring Season	Girls Teams
Cheerleading	Grades 1-8	Multiple Season	Girls Teams

There is an Instructional Basketball program for our 4th grade students in the winter time.

Philosophy

Cabrini offers athletics as part of the schools philosophy of offering a well-rounded education. The CYO league in which Cabrini participates is a competitive program. Our main focus in all sports is teaching the basic skills and good sportsmanship in a competitive organized sport.

Academic Eligibility For Athletes

The eligibility standard for co-curricular activities at Cabrini Middle School and for the 4th and 5th grades is established for all sports. The standard is a Grade Point Average (GPA) of 2.0 achieved in all subject areas for the previous marking period. At the first report card, all students who fail to meet the 2.0 standard will be placed on a five-week waiver. Any student can practice and play during these five weeks. At the next progress report (five weeks) if the student achieves a 2.0 average in all subject areas, the student can continue playing. If the student fails to achieve a 2.0 GPA, the student is ineligible to play or scrimmage in any school sport until the student achieves a 2.0 GPA in all subject areas at the next quarter. A waiver can be used only once during the school

year. A student who is currently on an Individual Educational Plan (IEP) or on an Accommodation Plan, will be reviewed by the principal and athletic director to determine eligibility if the student does not achieve a 2.0 GPA.

Students must be in school for at least a half-day to participate in practice or a game on that day.

Behavior Referral

Any Cabrini athlete who is having discipline problems in school is subject to a behavioral referral. Teachers may make a behavioral referral to the administration. After a referral is made, the administration and athletic director will review the situation and decide on the course of action which may include loss of practice time and/or exclusion from games.

Athletic Code of Conduct

1. Athletes are representatives of our school and are to follow true sportsmanship while representing the school.
2. They are to follow their coach's directions at all times.
3. Good sportsmanship is to be exhibited by all coaches, players and spectators, at all games, win or lose.
4. Use of alcohol, drugs or tobacco is prohibited and will result in removal from the team.
5. Students are responsible for uniforms and if they damage or lose them, they are expected to pay for them.

DISCIPLINE POLICY AND PROCEDURES

General Discipline Policy

Courtesy and good manners are keys to a student's conduct in school. A good attitude toward teachers and fellow students makes school enjoyable for all.

School regulations are not seen as an unfair restraint on freedom, but rather as a necessary prerequisite for a quality, learning environment.

In order to alleviate discipline problems during school hours, the following procedures will be followed:

Disciplinary action shall be applied with care and reserve. In every disciplinary action, the school shall use its published discipline code, which is in accordance

with school policies and the Archdiocese of Detroit student's probation, exclusion, suspension and expulsion policy.

In taking disciplinary action toward a student, the principal, the dean, teacher, monitor or other appropriate staff member will take into consideration the seriousness of the offense, amount of harm or danger to person, property and the frequency of inappropriate behavior.

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 Cabrini School environment including such activity in online postings or social networks, such as facebook, texting and twitters, will be disciplined up to and including expulsion.

Bullying is aggressive behavior that is intentional, repeated over time and involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting insulting messages or pictures by cell phone or online.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidations, 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 sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions up to and including expulsion from school.

Students may be subject to:

Conduct Referral: Direct notification or communication to the home that informs the parent/guardian that the student is not following established guidelines. Parent/guardian is expected to discuss the incident with the child and report back to the teacher.

Disciplinary Probation: Probation involves a specific amount of time in which a student is given the opportunity to prove that he/she will comply with school rules and regulations. During this period the student is in attendance at regular

classes and school activities. The probationary period is at the discretion of the administration.

Exclusion In-School Suspension: Temporary exclusion involves removing a student from classes, lunch privileges and school-sponsored activities. The student is provided a place in school, under supervision, to complete class work and have lunch. At this time, the student is also excluded from ALL school activities.

Suspension Out of school: If a student is suspended from school, he/she is not permitted to return to classes until his/her parents meet with the administration. Participation in athletic events, dances, field trips, etc., is not allowed. Decisions to suspend shall follow only after other means of motivation have failed and/or the circumstances of the infraction necessitate this disciplinary action. Daily school work will be issued for the period of the suspensions and must be completed and turned in the first day back to school. The student is also suspended from ALL school activities.

Behavior which may result in suspension include: Fighting or inciting a fight (both verbal and physical); possessing tobacco or tobacco products or lighters; pornography, alcohol or other controlled substances, legal or illegal; cheating or forging a signature; stealing (of a minor nature); skipping class; leaving the school grounds without permission; inappropriate language or gestures (including sexual harassment); inappropriate display of affection; any offense that endangers the safety of others; consistent lack of respect of the school rules; inappropriate language, gestures; inappropriate pictures or drawings; (NOTE: the above list is not inclusive).

Expulsion: Expulsion involves the permanent dismissal of a student from the school. It shall be enacted either after repeated disciplinary actions (including suspensions) to correct serious violations of the school code of conduct have failed and/or when the offense is such a grievous matter that immediate expulsion is appropriate.

Specific Policy Regarding Fighting: Students involved in fighting will be excluded from classes pending investigation. Parents will be notified and may be expected to meet with the principal and/or assistant principal. Students may be subject to any combination of the following: probation, exclusion and/or suspension. In

serious cases or after repeated offenses, a student may be expelled or asked to withdraw from the school.

Specific Policy Regarding Tobacco: Possession or use of tobacco is not permitted at this school. Students who violate this policy will be subject to suspension and/or expulsion.

Specific Policy Regarding Drugs: Students are not permitted to use, possess or sell drugs, alcohol or mind-altering substances on school property. Violations will result in automatic suspension and/or expulsion from school as per Archdiocesan 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 and pick him/her up. Upon picking up the child, parents are required to immediately take the child to their family doctor for a urine analysis and/or blood test. In order for a student to be readmitted to school, he/she must have a statement from the doctor who administered the test. The statement must include: the doctor's signature, the test results that 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.

Specific Policy Regarding Weapons: School policy prohibits students from bringing weapons to school and school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or enroute to or from school, or in the immediate vicinity of the school. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to, dangerous weapons such as a firearm, dagger, dirk, stiletto, knife with a blade over three inches, knife opened by a mechanical device, iron bar or brass knuckles. School premises include the building and the adjacent grounds including but not limited to, parking lot, playground, student lockers and buses. Immediate vicinity of the school means within a block radius of the school. Any student discovered to be or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be excluded from classes pending investigation. Any student who fails or refuses to cooperate in an investigation shall be excluded permanently from this school.

Specific Policy Regarding 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 is in jeopardy. Searches and possible seizures may be initiated in response to situations involving but not limited to tobacco, drugs, weapons and theft. The searches will be done by any two of the following: principal, dean of students, teacher or staff.

Computer/Internet

A student may use a computer in the computer lab or regular classroom at the appropriate times only when they have returned the Electronic Information Access and Use for Educational Purposes Policy. A signature of the parents/guardians must be included on this form. Failure to comply will result in disciplinary action.

Electronic Devices

Electronic devices including, but not limited to, cell phones, iwatches, ipods and CD players/MP3 players, **must be turned off and stowed away upon entering the school grounds in the morning. They are to remain OFF until the end of the day and until students are off school grounds (passed the yellow ropes at Holy Family Hall).** If students are found with these items during the school day the items will be confiscated and parents will need to pick them up in the school office. Subsequent offenses will result in disciplinary action. Laser pointers are not permitted. They will be confiscated and not returned until the end of the school year. We are not responsible for any lost or stolen electronic devices.

Specific Policy Regarding Lunch Time Disciplinary Steps: The monitors check in at the end of each lunch period with their supervisor and make note of those students who have needed repeated correction.

Please keep in mind that in order to keep good order students may be asked to take a few moments for "time out" if their activities on the playground get too excessive or they may be instructed to sit at the quiet table while in the lunchroom. Compliance to these requests is expected.

The following behaviors will not be tolerated:

1. Rude behavior toward those in charge.
2. Shouting, name-calling, teasing and obscenities.

3. Chasing, pushing, shoving, punching, tripping or fighting.
4. Taking food or materials from others.
5. Being in undesignated areas.

STUDENT CODE OF CONDUCT

I. General Behavior

1. Act in Christian manner
2. Talk in moderate tones
3. Be silent at appropriate times
4. Enter building orderly/quietly
5. Walk at all times
6. Follow dress code

II. Classroom Behavior

1. Be respectful of teacher
2. Be respectful of classmates
3. Follow rules of individual classrooms
4. Come properly equipped with
 - a. Homework
 - b. Textbooks
 - c. Necessary materials

III. Lunch Behavior

1. Listen to and follow directions of teachers/monitors
2. Go quietly to assigned tables
3. Remain seated during lunch
4. Talk in moderate tones
5. Eat in respectful manner
 - a. No throwing food
 - b. No popping bags, cartons, etc.
 - c. Clean up your area after eating
 - d. Deposit refuse in barrel
 - e. Quietly exit lunchroom

IV. Playground/Recess Behavior

1. Follow directions of teachers/monitors
2. Play in designated areas
 - a. Play safely
 - b. Chasing games are not allowed
3. Be respectful of equipment
4. Line up at given signal
5. Enter building quietly

UNIFORM DRESS CODE POLICY

NOTE: Parents/Guardians please read this over carefully. Note our definition of sturdy school shoes. Do not allow yourself to be talked into variations of this uniform dress code policy. Parent/Guardian will be called to bring proper apparel for dress code infractions.

Dress code policy adherence will be stressed at all grade levels, kindergarten through eight. Kindergarten students may wear the school uniform this year.

Regular Uniform Dress Code Requirements (Grades K-8)

K-5 Girls may wear the plaid jumper, plaid skort, navy blue pants or navy blue shorts (no cargo). They are to wear the plain pastel yellow polo or blouse but new this year they have the option to purchase a yellow **logo** polo from French Toast, Schoolbelles or Lands End. This uniform is optional for Kindergarten.

K-5 Boys may wear navy blue dress pants or navy blue shorts (no cargo) with the plain pastel yellow polo or button up dress shirt or the new yellow **logo** polo from French Toast, Schoolbelles or Lands End

Grade 6-8 Girls – Navy blue skorts ONLY will be allowed and **must** be purchased from Schoolbelles or French Toast. The girls may ONLY wear the new white-logo polo shirt available from Schoolbelles, French Toast, Lands End or Eagraphics. They have the option to wear khaki dress pants or khaki shorts (no cargo).

Grade 6-8 Boys – Khaki dresspants or khaki shorts (no cargo) only. ONLY the navy blue logo polo shirt will be allowed and it must be purchased from Schoolbelles, French Toast, Lands End or Eagraphics.

Students who are out of uniform will have consequences: 1st offense - they will report to Administration and a call will be made to their parents; 2nd offense – they will report to Administration and their parents must bring up the appropriate uniform item; 3rd offense – they will report to Administration and a detention will be served at the discretion of the Principal. Subsequent offenses will be dealt with by the Principal.

French Toast – cems.epluno.com
Schoolbelles – schoolbelles.com
Lands End – landsend.com

Our School code is: QS44WXE
Our School code is: S0561 (zero, not “O”)

Accessories such as sweaters, vests, socks and shoes must be in the solid colors as specified with **no logos**, emblems, pins, additional color or other miscellaneous ornamentation. EPTG-sponsored navy blue, paws logo sweatshirt or zip-up labels jacket are acceptable (name imprint optional).

You will be notified via email of any exceptions to the specific policy printed below:

Sock - SOLID navy, white or pastel yellow socks (all grades; **no logos**). CMS boys may also wear solid khaki or black. All socks must be above the ankle.

Shoes – All school shoes must be a **buckle, lace-up or loafer type**. Dark, solid-colored, sturdy school shoes, no higher than mid-ankle, must be worn. **No** canvas, moccasin, or ballet-type. Also no hiking boots, sandals, clogs, open-toed, high-heel, platform, wedge shoes or outerwear boots. Shoes must have a back on them and the heel must not be higher than one inch. Middle School students (Grades 6-8 only) may wear athletic shoes from April 15-October 15 only when wearing their school shorts.

Hats are not to be worn in the school building.

Optional – A solid navy sweater vest, cardigan sweater, V-neck or crew neck sweater. The navy PAWS sweatshirt or jacket from EPTG is allowed. Other blazers, sweaters, hoodies or sweatshirts, **including Cabrini sport sweatshirts are not allowed.**

Jewelry, if worn, should be lightweight, simple in style and kept to a minimum (**one bracelet, one necklace**). Large chain-type jewelry is unacceptable. Earrings are to be worn in pairs only, are to be small studs or hoops. Long dangles or single earrings are not allowed. No ear gauges.

Make-up and nail polish is not permitted. (No fake nails or nail tips).

Hair For Boys And Girls

Hair should be neat, clean and styled in an appropriate conservative style. NO fade, uncut, colored, highlighted or unkempt hairstyles are permitted.

BOYS: Hair must be above the eyebrows, above the ears and above the collar.

Non-Uniform Dress Days Requirements

The spirit and tone of everyday school policy is still in effect for non-uniform dress days. All clothing must be clean, tasteful and appropriate for school. Socks must be worn with shoes (**girls are permitted to wear footies with their shoes on dress up day only**). Examples of acceptable attire are: jeans, khakis, plaid shorts (April 15-October 15), skorts and capris)

The following is **not** allowed:

Sweatpants (cotton gym sweats)	Leggings/Yoga pants
Tank, crop, bare midriff or halter tops	Cut-Off Shorts
Shirts with obscene/double meanings/words	Mesh Shorts
Shirts with lewd/offensive pictures or logos	Basketball Shorts
Hats/caps inside the building	
Ragged or ill-fitting clothing (excessively baggy or tight)	

Sandals, sling-back, open toe or heel, clogs, moccasins or more than one-inch heels are not allowed.

If your child is not dressed appropriately, a call will be made home by Administration and a consequence may be issued.

Attire For Physical Education

Students in Grades K-8 are expected to dress in navy (former gray ones are acceptable) Paw Logo t-shirt, Paw Logo shorts purchased through the EPTG. Students are also to wear plain white socks and sturdy athletic shoes.

Solid, cotton sweatpants (in solid black, blue or gray) may be worn as the weather dictates. The children go outside as often as possible and need to be appropriately dressed. Cabrini EPTG sweatpants and sweatshirts may be purchased through EPTG.

Please label (with permanent marker) any piece of clothing you wish to have returned to you (especially younger grades). We will hold anything not labeled for a short time and then they will go to the school's lost and found.

Kindergarten children need to dress comfortably for gym. Sturdy athletic shoes are very important. If your child is in boots, heels, sandals or dress shoes, there is a chance they will not be permitted to play. Their safety is our first concern.

Locker Room

Grades 6-8 change in the locker rooms. These should be considered an extension of the classroom. Behavior and language must be appropriate to school standards. Grades K-5 will wear their gym clothes all day.

Jewelry

It is strongly recommended that no jewelry be worn to gym class. Jewelry often causes or increases the seriousness of injuries both to your child and his/her classmates. It is also easy for jewelry to be lost or damaged. For safety: pierced jewelry is not allowed under any circumstance. If your child is unable to remove pierced jewelry on their own, it is recommended that you help them remove it for the entire school day.

Injury And Illness

If a student is injured, ill or otherwise unable to participate, he/she must have a note from the parent/guardian. If the student is to be excused from gym class for a period of time due to serious illness, surgery or broken bones, he/she must have a doctor's note in order to be excused and also to be allowed to participate in class (including restrictions, if any).

SCHOOL SCHEDULES

Full Day

7:40 Entry Bell
7:50 Prayer & Attendance
2:55 Announcements
3:00 CES Dismissal
3:03 CMS Dismissal

Noon Dismissal

7:40 Entry Bell
7:50 Prayer & Attendance
11:55 Announcements
12:00 K-8 Dismissal

Lunch Schedules

<u>GRADE</u>	<u>RECESS</u>	<u>EAT</u>
K-1	11:05-11:25	11:25-11:45
2-3	11:30-11:50	11:50-12:10
4-5	12:15-12:35	12:35-12:55
6-8	11:57-12:30 (at CHS – on a regular day)	

TUITION, FEES AND REGISTRATION INFORMATION

The School Administration accepts registrants for enrollment. Upon acceptance and receipt of the following, students will be placed on the class lists:

1. \$100 non-refundable fee paid to hold an enrollment place, per student (due at the time of registration). The deposit is applied toward tuition.
2. Return of the completed Tuition Contract (due at the time of registration).
3. All tuition obligations for the previous year have to be paid in full.
4. Enrollment in the FACTS program, for making payments, is completed. This is mandatory. The school and parish office are no longer accepting payments for tuition. There are different payment options through FACTS.

Tuition Payment Policies

All financial obligations must be settled before a student will be admitted to any succeeding semester. If the family has difficulty meeting the terms of the Tuition Agreement, they should contact the Parish Tuition Bookkeeper within the same month as the problem occurs to resolve the situation (313) 381-5601.

- Transcripts, official or unofficial, for withdrawing students will not be released for any student whose tuition account is in arrears.
- Students with an outstanding tuition balance from the previous year will not be allowed to be put on a class list until this obligation is taken care of.

Mid-Year Registrants

Students entering Cabrini at the second semester or later in the year will be charged one-half of the yearly tuition, the full general fee, 50% of the lunch supervision fee and other fees as may be applicable.

Discontinuance Policy

If a student withdraws prior to the completion of a semester, the parent/legal guardian must request a refund of tuition after completion of the withdrawal process. At that time, the tuition and fees account will be prorated accordingly. All financial obligations must be settled before report cards will be given or transcripts are sent to another school.

Description of Tuition Rates

Non-Catholic Rate: you have no affiliation with a Roman Catholic Parish.

Catholic Rate: If you are registered and active at St. Frances Cabrini parish, your membership will be verified by the tuition office to receive the Catholic rate. Registered and active means that you attend Mass at Cabrini on a regular basis with an expectation of \$800 per year in contributions to the parish. If you are NOT REGISTERED at St. Frances Cabrini but belong to another Roman Catholic Church, you will be charged the non-Catholic rate until a letter from your parish, stating your family is registered and active, is received in the tuition office. Once this letter is received, your tuition rate will be adjusted to the Catholic rate. A new letter is required every year. This letter needs to be submitted before August 1st of the current year to receive the credit.

Description of Fees

All fees are non-refundable. The following are a description of the fees:

- Registration Fee \$200 per student – This fee covers the cost of student acceptance, forms, class schedules for both semesters and data processing to complete enrollment. Also covered are guidance materials, publications such as course booklets, student accident insurance which supplement parent's coverage, student due in the North Central Association (NCA) and the postage for any mailings to parents.
- Technology Fee \$75 per student – This fee covers the cost of developing and updating our computer lab and art room. The fast pace field of technology and the internet are a significant part of each student's life and must be addressed.
- Fundraising Fee \$250 per family – This is a mandatory fee that is charged per family. Other than helping with the school auction, this is the only fundraising fee that the school will ask of the families unless you child's class is raising funds for a class trip which happens in the middle school.
- Utility/Maintenance Fee \$175 per student – This fee helps maintain the building and grounds of the schools.
- Book Fee \$75 – This fee covers the use of the text books and other resource materials that your child uses in the classroom every day.

GRANTS

1. **Archdiocese Tuition Assistance Program** – The AOD offers tuition assistance through the Stewards for Tomorrow Campaign and the establishment of the Archdiocese Endowment Fund. This grant is extended to Catholic families which children in grades K-12 attending Catholic

Schools. Financial need must be demonstrated. The awards for the school year will fall into one of the following tiers: Tier I - \$1,100; Tier II - \$950; Tier III - \$800. Applications can be completed online only. The FACTS Student Grant & Aid link can be found on the school website. **The deadline for all applications is APRIL 1. Please adhere to the deadline; applications will not be accepted after this date.**

2. **Fr. Clare Murphy Scholarship Fund** – This scholarship fund was established by Fr. Clare Murphy to assist St. Frances Cabrini Parish families who have financial needs. This scholarship is available only to registered Cabrini families. Applications are available at the Parish Office beginning in February. **Applications are to be returned by April 1 to the parish office.** Awards are based on financial need.
3. **Cabrini Scholarship Fund** – This fund is for families who are not registered parishioners at St. Frances Cabrini but attending our K-12 schools. Applications are available at the Parish Office beginning in February. **Applications are to be returned by April 1 to the parish office.** Awards are based on financial need.

\$CRIP

\$crip is a program in which gift certificates or gift cards are purchased at a discounted rate from a variety of stores and restaurants. These gift certificates are sold to you at face value. The certificates are used like cash to make your purchases. Every two months your family's tuition or FACTS account will be credited the discounted rate you earned through your purchases, minus 1% for administrative costs. \$crip allows you to choose your level of participation. The more you buy, the more you save on tuition. Applications for registration are available at the parish office or on the school website.

PBIS

St. Frances Cabrini Elementary and Middle School is implementing the Positive Behavior Incentive Support system (PBIS) starting in the 2016-17 school year. The purpose of the PBIS system is to establish a school climate in which appropriate behavior is the norm. Emphasis is placed on teaching and reinforcing important social skills and data-based problem solving to address behavior concerns and to achieve social, emotional and academic success.

Behavior rewards and affirmations are provided. Consequences for behavior infractions are implemented thus the rubric guidelines are provided below.

SCHOOL RUBRICS

CABRINI MIDDLE SCHOOL RUBRICS

Mild Aggression – *Teasing* - Rumors, name calling, spoken or written insulting comments, or another behavior that would hurt other's feelings or make them feel bad about themselves, whether spoken, written or electronically transmitted.

First Time: Reference definition, Warning, Teacher documentation

Second Time: Reference definition, Lunch detention, Teacher documentation, Student completes form for parent signature

Third Time: Reference definition, after school detention, Teacher documentation, Student completes form for parent signature

Moderate Aggression - *Physical Contact* - Pushing, shoving, grabbing, throwing things, spitting, tripping, etc.

Intimidation - Whether spoken, written or electronically transmitted, threats of emotional or physical aggression, planned exclusion, etc.

Personal Property - Disrespect of personal property

First Time: Reference definition, two lunch detentions, teacher documentation, Student completes form for parent signature

Second Time: Reference definition, after-school detention, Teacher documentation, student/administration call parent

Third Time: Reference definition, One day in-school suspension, Teacher documentation, Student completes form for parent signature, Student/administration call parent

More Severe Aggression - *Physical Contact* - Hitting/punching, kicking, fighting, inciting a fight and similar behavior that risks injury to others *Intimidation* - Stalking, severe threats of emotional or physical violence, harassment, repeated intimidation, etc.

Personal Property - Stealing or destruction of personal property

First Time: Reference definition, Suspension for the remainder of that day and the following day, Violence intervention form, Student/administrator call parent, Administrative discretion

Second Time: Reference definition, Suspension 1-3 days, Administrator calls parents, Violence intervention form, Parent/administrator conference, Administrative discretion

Third Time: Reference definition, Indefinite suspension, Administrator call parent, Violence intervention form, Parent/administrator conference, Administrative discretion.

Most Severe Aggression - Vandalism, ethnic/sexual harassment, etc. Other behaviors that violate state statutes

First Time: Reference definition, Suspension length determined by Administration

Second Time: Reference definition, Suspension length determined by Administration

Third Time: Reference definition, Suspension length determined by Administration

Fourth offenses result in individual plan and staff notification of administrator.
All offenses are subject to teacher and/or administration discretion.

GRADE 3, 4, 5 RUBRIC

Horseplay – “Goofing around” or playing that may include pushing, shoving, grabbing, tripping or name calling in which there is an imbalance of power.

First Time: Verbal warning

Second Time: Teacher note, one lunch detention/Think Form

Third Time: Student/Teacher calls parent, two lunch detentions/Think Form

Minor Aggression – Stares, mean or rude gestures, gossip, eye rolling, etc.

Mild Aggression - *Teasing* - Whether spoken, written or electronically transmitted, rumors, name-calling, insulting comments, or other behavior that would hurt other’s feelings or make them feel bad about themselves.

First Time: Refer to Rubric, Verbal warning

Second Time: Refer to Rubric, Student/Teacher calls parent, one lunch detention/ Think Form

Third Time: Refer to Rubric, Student/Teacher calls parent, two lunch detentions/Think Form

Moderate Aggression - *Physical Contact* - Pushing, shoving, grabbing, spitting, tripping, etc.

Intimidation - Whether spoken, written or electronically transmitted, threats of emotional or physical aggression, planned exclusion, etc.

Personal Property - Disrespect of personal property

First Time: Refer to Rubric, Student/Teacher calls parent, one Lunch detention/Think Form

Second Time: Refer to Rubric, Student/Teacher calls parent, two Lunch detentions/ Think Form, Violence Intervention Form

Third Time: Refer to Rubric, Parent Conference, Violence Intervention Form, half-day in-school suspension and lunch detention, Administrative discretion

More Severe Aggression - *Physical Contact* - Hitting/punching, kicking, fighting and similar behavior that risks injury to others

Intimidation - Whether spoken, written or electronically transmitted, severe threats of emotional or physical violence, harassment, repeated intimidation, etc.

Personal Property - Stealing or destruction of personal property

First Time: Refer to Rubric, Student/Administrator call parent, Violence Intervention Form, Possible parent/administrator conference, Half-day in-School suspension and lunch detention, Administrative discretion

Second Time: Refer to Rubric, Parent conference, Violence Intervention Form, one-day in-school suspension plus two lunch detentions, Administrative discretion

Third Time: Refer to Rubric, Parent conference, Violence Intervention Form, two-day in-school suspension plus four lunch detentions, Administrative discretion

Most Severe Aggression - Vandalism, ethnic/sexual harassment, etc. Other behaviors that violate state laws

First Time: Parent conference, Suspension length determined by Administration
Second Time: Parent conference, Suspension length determined by Administration
Third Time: Parent conference, Suspension length determined by Administration

Fourth offenses result in individual plan and staff notification of administrator.
All offenses are subject to teacher and/or administration discretion.

GRADE K, 1, 2 RUBRIC

Horseplay (see above description)

First Time: Verbal Warning

Second Time: Student/Teacher calls parent, one lunch detention/Think Form

Third Time: Student/Teacher calls parent, two lunch detentions/Think Form

Minor Aggression – (see above description)

Mild Aggression and Teasing – (see above description)

First Time: Refer to Rubric, Verbal warning

Second Time: Refer to Rubric, Student/Teacher calls parent, one lunch detention/Think Form

Third Time: Refer to Rubric, Student/Teacher calls parent, two lunch detentions/Think Form

Moderate Aggression – (see above description)

First Time: Refer to Rubric, Student/Teacher calls parent, one lunch detention/Think Form

Second Time: Refer to Rubric, Student/Teacher calls parent, two lunch detentions/ Think Form, Violence Intervention Form

Third Time: Refer to Rubric, Administrator calls parent, Half-day in-school suspension plus one lunch detention, Violence Intervention Form

Severe Aggression – (see above description)

First Time: Refer to Rubric, Student/Administrator calls parent, Violence Intervention Form, Possible parent/administrator conference, In-School suspension for half-day plus one lunch detention, Administrative discretion

Second Time: Refer to Rubric, Parent conference, Violence Intervention Form, one day in-school suspension plus two lunch detentions, Administrative discretion

Third Time: Refer to Rubric, Parent conference, Violence Intervention Form, two day in-school suspension plus four lunch detentions, Administrative discretion

Fourth offenses result in individual plan and staff notification of administrator.
All offenses are subject to teacher and/or administration discretion.