

# St. Mary/McCormick Catholic Academy



## WELCOME

Welcome to St. Mary/McCormick Catholic Academy! St. Mary Academy (Pre – 5<sup>th</sup>) and McCormick Catholic Academy (6<sup>th</sup> – 8<sup>th</sup>) merged their respective schools in October 2007, thus becoming a Pre - 8<sup>th</sup> grade school.

The spirit of St. Mary/McCormick Catholic Academy draws its strength from the combined efforts of students, faculty/staff, parents and community working together to provide a Christ-centered environment. Through collaboration and mutual support and respect we educate all our students “One Child at a Time”– mind, body, and soul.

The staff at St. Mary/McCormick Catholic Academy looks forward to meeting you and working with you to make your involvement in SM/MCA a very faith filled, productive and enriching experience.

Revised June 3, 2023

**ST. MARY/McCORMICK CATHOLIC ACADEMY  
PARENT/STUDENT HANDBOOK**

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# *St. Mary/McCormick Catholic Academy*

## **Philosophy Statement**

We believe St. Mary/McCormick Catholic Academy exists to partner with parents in nurturing their students in the Catholic faith and traditions.

We believe that Christ-modeled education develops respect for self, for others, for all God's creation, and teaches students to act with peace and justice toward others.

We believe that a holistic education prepares students to become contributing members of our global society as American citizens.

## **Mission Statement**

The mission of St. Mary/McCormick Catholic Academy is to provide a safe learning environment which fosters academic excellence and spiritual growth in the Catholic faith – mind, body and soul.

*\*Statements in this handbook are subject to amendment with or without prior notice. The school principal will to keep the school families informed of all changes as soon as practical.*

## **ADMISSION POLICY**

Attending a Catholic school is a contractual agreement requiring the consent of both the school and the parent(s) or guardian(s).

St. Mary/McCormick Catholic Academy respects the dignity of each student as well as the student's privilege of an education in a Catholic school. Neither race, color, nationality, ethnic origin, sex, nor unrelated handicap shall prevent a person from being accepted at St. Mary/McCormick Catholic Academy.

While there is a fundamental responsibility to serve the needs of the Catholic community, students from other religious persuasions are accepted into St. Mary/McCormick Catholic Academy whenever possible. An admission criterion for all families is the understanding, acceptance and support of the Catholic philosophy and practices of St. Mary/McCormick Catholic Academy as they exist.

**Criteria for registering** (or excluding) a student may include: previous family enrollment in Catholic schools and previous financial and moral support of Catholic schools by the family in question; conduct of students and parents with regard to the school, its principal, and teachers. Students with disabilities will be evaluated for admissions on an individual basis based upon their needs and the school's ability to accommodate those needs.

**Age:** St. Mary/McCormick Catholic Academy is in compliance with the State of Michigan in regard to the age of admission of students. Therefore, a child shall be five (5) years of age on or before September 1 of the year he/she enters Kindergarten or correspondingly, six (6) before entering first grade.

**Records:** St. Mary/McCormick Catholic Academy shall receive all appropriate records before officially admitting or academically crediting a student.

For admission of a Kindergartner, a child attending school for the first time or a transfer student, the parent(s) or guardian(s) shall present:

- 1) the child's birth certificate or some legal verification of the child's birth;
- 2) the Baptismal record for a Catholic child;
- 3) a health certificate and immunization records (see Medical Requirements and Needs);
- 4) final report card from student's last grade for transfer students.

**Transfer Students:** Prior to enrollment, the principal shall interview the parent(s) or guardian(s) and/or student to ascertain reason(s) for the transfer, review the last report card, and contact the student's former school.

The decision to accept a student is the responsibility of the principal. The student may be granted probationary status until receipt of the student's cumulative record. If the school lacks an appropriate program for the student, enrollment shall not be completed.

All transfer students will be admitted on a probationary status for the First Semester. Teachers and principal will assess the students' academic record and behavior. Parents will be contacted with any concerns.

## **ARCHDIOCESE POLICIES**

**Policy 1:** "Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community."

## **ARCHDIOCESE POLICIES (Continued)**

Policy 2: “The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school’s ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.”

Policy 3: “Catholic schools have a mission of forming disciples of Jesus Christ. Every Catholic school, therefore, must cultivate an environment that upholds the teachings of the Catholic Church in an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity of all persons, created in the image and likeness of God. Catholic school leaders, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church.

## **ATHLETICS**

### **Eligibility Policy**

The following conditions are set in order for a student to participate in the St. Mary/McCormick Catholic Academy Athletic program:

- 1) The student must maintain a “**C**” average during the respective quarter.
- 2) Students will be ineligible if they have three (3) or more missing assignments.
- 3) The student will exhibit good citizenship.
- 4) When a student receives a detention for discipline reasons he/she will be declared ineligible.
- 5) Students **will not be allowed** to participate while they are ineligible.
- 6) Teachers will have reports on principal’s desk by Monday afternoon of the reporting period.
- 7) Any ineligibility will be enforced from Tuesday through Monday.
- 8) When it is determined that ineligibility is applicable, a letter will be sent to parents notifying them. This is to be signed and returned to the principal as a form of acknowledgment.  
**When a student is declared ineligible for the second time in a season/quarter, he/she may no longer participate.**
- 9) Absences: If a student is absent from school on the day of a game/activity, he/she is not eligible to participate. There are a few exceptions. Please check with the principal.

### **CYO Blue Water Parochial Athletic League**

The Blue Water Parochial Athletic League (BWPAL) is comprised of member schools. Participation in the program is limited to students who currently attend the member schools. The schools belonging to the Blue Water Parochial Athletic League are:

Holy Cross Catholic School, Marine City  
Immaculate Conception Catholic School, Ira Township  
St. Augustine Catholic School, Richmond  
St. Edward on-the Lake Catholic School, Lakeport  
St. Mary/McCormick Catholic Academy, Port Huron

The Blue Water Parochial Athletic League (BWPAL) is designed to be a learning experience and to provide a time of enjoyment for the boys and girls. While winning is highly desirable, learning is the priority. Furthermore, the coach and parents should always set a good example of positive sportsmanship.

### **GOALS**

- 1) To glorify God in all that is done on and off the playing field.
- 2) To help instill the priority that God is always first: God, family, school and athletics.
- 3) To realize that certain rules are necessary and the necessity of learning to abide by them.
- 4) To learn the importance of cooperation and the need to respect the rights of others, to win with grace and humility, and accept defeat with poise and dignity.
- 5) To recognize that the use and development of physical skills and talents is good Christian stewardship.

### **GOALS cont.**

- 6) To improve the athlete's overall physical condition and specific athletic skills.
- 7) To prepare athletes for high school level athletics if they choose to try once in high school.
- 8) To provide athletic experience for each athlete and to encourage a lifelong enjoyment of sport and recreational activities.

## **ATTENDANCE POLICY**

Success in school is most often achieved by those students who maintain a good attendance record. Even though an effort is made, it is often very difficult if not impossible to retrieve studies lost because of absence. The responsibility for consistent attendance lies with the student and the parents. All students are required, unless excused by the school, to be in attendance when and where they are scheduled throughout the school day.

### **ARRIVAL and DISMISSAL:**

<b>School Supervision</b>	<b>7:35 a.m. – 7:45 a.m.</b>
<b>School Begins</b>	<b>7:45 a.m.</b>
<b>Tardy Bell</b>	<b>7:50 a.m.</b>
<b>A. M. Preschool and Y5</b>	<b>7:45 a.m. – 11:00 a.m.</b>
<b>Preschool and Y5 Dismissal</b>	<b>3:00 p.m.</b>
<b>Dismissal - (K-8) School</b>	<b>3:15 p.m.</b>

Students are admitted into the school building at 7:35 a.m. Children arriving earlier than 7:35 a.m. will not be allowed to roam the school or school grounds.

After students arrive at school, they may not leave the school grounds during the school day, nor be in areas of the school grounds declared off limits unless permission has been granted by proper school officials.

Students are expected to leave the school at 3:15 p.m. unless they are with a teacher, principal, coach or at an after-school activity. If students are still here at 3:30 p.m. and prior arrangements have not been made with the teacher or the office, students will be sent to an after care program (YMCA CATCH Program or SMMCA Aftercare), and parents will be billed.

### **Dismissal Procedures:**

- **Preschool:** Parents pick up their child from the preschool classroom at dismissal time.
- **Y5 – Grade 5:** Parents pick up their child(ren) outside in the coned safety area. All classes will be lined up in that area.
- **Grades 6 – 8:** Students need to wait until the parking lot clears to go to their cars or parents meet them in the coned safety area.

**Release of Students:** If a student has to be released from class during the school day, the following procedures are used:

- 1) The student must report to the office with a note from home or a phone call from the parent stating the time of dismissal.
- 2) A student will not be released from school without a parent contact, either by note or phone.
- 3) A parent or designated adult must report to the Office to sign out and accompany the student from the building.

**Informing the School of Absences:** In the event of an absence, one of the parents must call the school between 7:00 a.m. and 9:00 a.m. and explain the cause of the absence. The information will then be given to the teacher.



## **ATTENDANCE POLICY (Continued)**

**Excused Absences:** The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment or whenever the principal considers that exemption from attendance is in the best interest of the student or school.

- **Grades Kindergarten through 8** – If a student has an excused absence, he/she will have the opportunity to make up the work. Upon satisfactory completion of the work, a grade will be given.

**Unexcused Absences:** An unexcused absence is one where the student is absent for a reason unaccepted by the school or when the parent(s) or guardian(s) has failed to contact the school on the day of the absence. The student is required to make-up any missed work, but credit will not be given toward a grade.

**Pre-arranged/Vacation Absences (Grades K-8):** At times it may be necessary for parents to take their children out of school for a prolonged period of time, such as a family trip. While the school discourages this, it is recognized that alternate arrangements may not be possible. **The student will be given work to complete upon his/her return.** He/she will have two (2) days for every day they were absent to complete the work and upon satisfactory completion of the work, a grade will be given.

**Returning to School:** When a student returns to school from an absence, he/she will be expected to go outside at recess and after lunch and participate in gym classes. Our policy is that if he/she is healthy enough to be at school, he/she is healthy enough to participate in these activities unless a doctor requests otherwise.

**Tardiness:** Being perpetually late without excuse for school is disruptive not only to the student(s) but to the entire class and teacher. It takes time for the teacher to explain to the student what he/she has missed. The bell at 7:45 a.m. announces the beginning of the school day. Students who are not in their classrooms by 7:50 a.m. are late and must report to the office before entering the classroom.

**Students who receive unexcused tardies 5 times in a marking period will receive a warning letter. At 10 unexcused tardies, the student's parents will be required to attend a truancy meeting with the principal and homeroom teacher.** The goal of this meeting will be to develop a positive plan for punctuality and discuss truancy concerns.

## **BICYCLE POLICY**

- Students **must** wear a helmet when riding bicycles.
- Stolen or damaged bicycles are the sole responsibility of each student.
- The school cannot assume any responsibility for stolen or damaged bicycles.

## **CELL PHONE GUIDELINES**

Students may have cell phones with parent permission. Usage, however, will be limited in the following ways:

- May only call parents or person who provides transportation when necessary;
- May not use in the classrooms or lunchrooms;
- Permission to use must be given by teacher/principal.
- Students should have cell phones off from 7:45 a.m. – 3:15 p.m.

Misuse of cell phones will result in:

- Phone taken away and parent will have to come in to retrieve it.
- Multiple misuse of cell phones may result in further disciplinary action at the discretion of the teacher or principal.

## **CHILD ABUSE and NEGLECT REPORTING**

All cases of suspected child abuse and/or neglect shall be reported to the appropriate state and archdiocesan officials. All cases of suspected child abuse and/or neglect shall be reported to the appropriate office of the Michigan Department of Social Services.

## **CODE OF CONDUCT**

*“The Code of Conduct shall prohibit students from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program.”*

Students are expected to be courteous and respectful to faculty, parent supervisors, and other adults. Students are also expected to display mutual respect to one another. Respectable conduct is expected on school grounds, buses, or during school sponsored field trips and related school activities and events.

Students are expected to respect the American flag and its daily salute.

Students shall remember that their attitude and actions reflect not only upon themselves but their parents and school as well. Students are expected to conduct themselves in a manner of good standing and must take responsibility for their own actions.

Parents and staff are also expected to follow the school's Code of Conduct.

**Church:** As Catholics we are aware that entering church brings us into the presence of the Eucharist. Because of that Presence we use this time prior to Mass for quiet prayer, respecting the rights of others to use this time for quiet prayer also.

- 1) Students are to enter church quietly.
- 2) Proper church behavior is expected of all students.
- 3) Students are to dismiss quietly after Mass with their class and go directly to the classroom.

## **CODE OF CONDUCT** (Continued)

**Classroom:** Students are expected to show consideration for the rights and the property of others. They are also expected to follow all classroom rules as well as school rules.

Payment will be required from any student who damages school property. This includes broken windows, damage or loss of textbooks and library books, breakage of science materials, writing on desks or books, or sticking gum on desks or books.

**Classroom Parties:** Teachers must be contacted in advance if a parent wishes to celebrate a child's birthday in school. Birthday treats are allowed at school, within reason, but needs to be communicated with the teacher at least a week before the birthday as well as what treat will be brought in (making sure no allergens, if applicable). Any additional celebrations are at discretion of the teacher.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- 1) The right to be respected as a person and the responsibility to give respect to others.
- 2) The right to have personal study equipment and clothing without harassment and the responsibility to allow others their personal equipment.
- 3) The right to a fair share of the teacher's time and the responsibility of allowing other students their fair share.
- 4) The right to personal safety on school grounds and at all school functions and the responsibility to follow rules made to ensure the personal safety of all.
- 5) The right to use school materials and the responsibility to give them proper care.
- 6) The right to have their viewpoint heard and the responsibility to listen to the viewpoint of others.

## **Off Campus Conduct**

The administration of St. Mary/McCormick Catholic Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Off campus includes, but is not limited to: field trips, off campus school functions, athletic games, and Academic Olympics.

# ARCHDIOCESAN POLICY ON CRIMINAL HISTORY BACKGROUND CHECKS

**Purpose:** As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, beginning on and after September 2, 2003, the Archbishop mandates that criminal history background checks be conducted for all Church personnel as well as volunteers working in any parish or diocesan institution who have unsupervised contact with a child, the elderly or persons with disabilities. Criminal history background checks are required in addition to proper screening, interviewing and reference checks conducted by all hiring agents.<sup>1</sup>

## **GENERAL POLICY REGARDING SCREENING:**

- A. All paid Church personnel (clergy, religious and lay) including those paid by stipend shall have a criminal history background check whether they provide services to the Archdiocese, parish, school or early childhood center, or other diocesan institution, if they have unsupervised contact with a child, the elderly or persons with disabilities. This policy is not applicable to school personnel covered by Public Act 99 of Public Acts of 1992.
- B. Volunteers who regularly are entrusted with unsupervised contact with a child, the elderly, or persons with disabilities shall have a criminal history background check.

## **PROCEDURE:**

- A. **TIME:** At the time of application for employment or assignment or request to volunteer, the Applicant shall be provided with a copy of this policy. Incumbent Church personnel and volunteers will be provided with a copy of this policy at the time their names are checked.
- B. **REQUIREMENT:** A criminal history background check is a condition for employment or volunteering. All employees and volunteers must attend a Protecting God's Children Workshop. Non-compliance with these policies will result in loss of employment or volunteer position.
- C. **FREQUENCY:** Incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date.

**DISCOVERY OF CRIMINAL ACTIVITY:** Upon the discovery of a criminal conviction related to the work/volunteer position, the parish, or diocesan institution shall immediately consult with the Department of Human Resources or the Office for Catholic School Personnel. All information received during the background check will be kept confidential by the requesting agency and Human Resources, and filed permanently at the institution.

- A. The requesting agency shall maintain the strictest verbal confidentiality and placement of any printed material regarding the individual until after consultation. All laws protecting the employee must be adhered to.
- B. A final determination regarding future service of the Church personnel or volunteer will be made by the parish or diocesan institution in consultation with the Director of Human Resources or Office for Catholic School Personnel and legal counsel.

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<sup>1</sup> Archdiocese of Detroit Personnel Administration Manual and Parish Employee Handbook for Parishes and Consolidated Schools in the Archdiocese of Detroit.

<sup>2</sup> A. The Internet Criminal History Access Tool (ICHAT) searches for criminal conviction records maintained by the Michigan State Police. An access code for these ICHAT records checks will be provided by the Department of Human Resources. The names, social security numbers and any aliases of individuals being employed or serving as volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities will be checked using the ICHAT system.

B. Finger Print Criminal History Checks are begun at the local police department and sent on to the state police and then to the FBI and report convictions from throughout the country and list current open cases against an individual. The results of this search are sent to the hiring agent. The legal base for fingerprinting permission is the Michigan Schools Teachers Act and the National Child Protection Act.

<sup>3</sup> A designated outside firm will be utilized to provide criminal history background checks outside the State of Michigan.

## **DISCIPLINE POLICY**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to learning activities. The school has an obligation to assist each student in developing self-control and self-discipline and to assume more responsibility for his/her actions as he/she matures and gains experience. We should never be obliged to invoke serious penalties. However, if there are violations of school regulations or repeated indifference is demonstrated, appropriate disciplinary action will be taken.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

**Detention:** Detention may be served after school or during lunch period. If served after school, parents will be given one (1) days notice to arrange transportation.

**Disciplinary Probation:** Disciplinary probation is a specified period 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.

**Suspension:** Suspension is a method of temporarily removing the student from class.

### **Types of Suspension**

- 1) **In-school** – Removal of a student(s) from class(es) but the student remains in the school building under the supervision of the administrator or designee, usually in the school office.

**In-school Suspension Procedure** – A student may be removed from a class for serious or repetitive disruptions.

- a) When the student is removed from class(es) immediate verbal notification is given to the administrator by the teacher, coach, librarian, etc. The reason(s) for such action should be submitted in writing to the Administrator prior to the close of school.
  - b) The Administrator/designee confers with both the student and the teacher prior to determining the steps necessary for the student's reinstatement into class(es).
  - c) The Administrator/designee should inform parent(s)/guardian(s) that the student was removed from class(es) on the designated day.
- 2) **Out-of-school** – Removal of a student(s) from the school premises and/or school activities or extracurricular activities.

**Out-of-school Suspension Procedure** – A student may be temporarily removed from the building and all school sponsored activities for actions contrary to the code of conduct such as prohibited behavior, illegal behavior and/or violent acts.

### **Suspension will occur for the following:**

- a) Continued uncooperative behavior
- b) Possession, sale, use, or distribution of illegal drug materials, substances, or alcoholic beverages (see Drug Policy)
- c) Physical aggression towards teacher or pupil
- d) Defacing of school or personal property of others
- e) Immoral conduct of a serious or repeated nature
- f) Insubordination
- g) Abusive language or gestures
- h) Repeated suspensions from classroom to Principal's office
- i) Smoking; possession of tobacco
- j) Stealing
- k) Skipping detention
- l) Repeated detentions for unacceptable behavior
- m) Possession of a weapon (see Weapon Policy)

## **DISCIPLINE POLICY (Continued)**

- n) Physical and/or mental intimidation of other students
- o) Threats of violence
- p) False alarms
- q) Possession of fireworks, explosives

### **Suspension Procedures**

- 1) A student will be suspended from school for one (1) to five (5) days for violation of any of the above.
- 2) The student will be given an oral or written notice of the charges against him/her. If he/she denies the charges, he/she will be given an explanation of the evidence against him/her and an opportunity to present his/her version.
- 3) This notice and hearing should precede the suspension but if it is not feasible, it will follow the suspension as soon as possible.
- 4) The parent(s)/guardian(s) will be notified of the suspension and the reason for it.
- 5) Prior to returning to school, the Administrator/designee shall meet with the parent(s) or guardian(s), student, and any faculty member involved, discuss the problem, and if possible planning the satisfactory return of the student.
- 6) The pastor shall be notified of the suspension. In case of repeated suspension, the Archdiocesan School Office shall be informed since such action could lead ultimately to expulsion.

**Expulsion:** Expulsion is the permanent dismissal of a student from the school. It shall be enacted either after repeated attempts (including suspension) 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.

When an incident has occurred which may constitute appropriate reason for expulsion, a thorough and objective investigation shall be conducted by and/or under the direction of the principal.

- 1) The student will be notified of the investigation and the cause of the investigation.
- 2) The testimony of the student being investigated, of any victim(s), and witness(es) will be taken.

If the decision of the principal is that the action of a student merits some lesser disciplinary action, the rules for that lesser action will be applied.

If the decision is made to expel the student, the principal/designee shall notify the pastor, the student, the parent(s) or guardian(s), and the Superintendent of Catholic Schools of the Archdiocese of Detroit of the expulsion and reason.

The principal shall also provide the parent(s) or guardian(s) with the appeal process of the school and the Archdiocesan schools.

**Drugs, Alcohol and Substance Abuse Policy:** Students are prohibited from bringing, purchasing, selling, possessing or consuming drugs or alcohol in school, on school premises or in the immediate vicinity of the school.

The same procedure and rules will apply for suspension and evidence of drugs, alcohol and substance abuse as with weapons. Please see Weapons Policy for procedure.

## **DISCIPLINE POLICY** (Continued)

**Rubric – Behavior Consequences Matrix:** The following rubric will be used to help students understand what is/is not acceptable behavior and to understand the consequences.

<b>BEHAVIOR</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>	<b>FOURTH TIME</b>
<ul style="list-style-type: none"> <li>● <b>Teasing/Horseplay</b> (goofing around; just playing)</li> <li>● Name calling</li> <li>● Insulting remarks</li> <li>● Spreading rumors</li> <li>● Poking</li> <li>● Rude gestures</li> <li>● Mean note</li> <li>● Playing a mean trick</li> <li>● Insulting or other behaviors that would hurt others' feelings or make them feel bad about themselves</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal Intervention</li> <li>● Peer Mediation Option</li> </ul>	<ul style="list-style-type: none"> <li>● Think note; signed by parent on file</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● 1 detention</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● In-house suspension for 1 day.</li> <li>● Parent meeting</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Moderate Physical Contact and Intimidation</b></li> <li>● Hitting</li> <li>● Pushing/Shoving</li> <li>● Grabbing</li> <li>● Slapping</li> <li>● Intimidation</li> <li>● Systematic exclusion</li> <li>● Shunning</li> <li>● Tripping</li> </ul>	<ul style="list-style-type: none"> <li>● Think note; signed by parent on file</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● 1 detention</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● In-house suspension for 1 day</li> <li>● Parent meeting</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>More Severe Physical Contact and Intimidation</b></li> <li>● Punching/Kicking</li> <li>● Knocking Down</li> <li>● Spitting</li> <li>● Biting</li> <li>● Extortion</li> <li>● <u>Teasing Based on:</u> Race, Religion, Gender, Sexual, Handicap, Other</li> <li>● <u>Harassment:</u> Race, Religion, Gender, Sexual, Handicap, Other</li> <li>● Threats of emotional or physical violence</li> <li>● Planned exclusion of another</li> <li>● Other</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● 1 detention</li> </ul>	<ul style="list-style-type: none"> <li>● Student calls parent/guardian</li> <li>● In-house suspension for 1 day.</li> <li>● <b>*NOTE</b></li> </ul>		
Possession of Weapons; Fireworks; Explosives; Vandalism; Stealing; Possession; sale or transfer of alcohol, marijuana, narcotics, and/or illicit drugs or their facsimiles, Tobacco	See Handbook	See Handbook		
<b>*NOTE:</b> Consequences may be more severe in this category than those listed here based on either the seriousness of the action or on relevant Board policy.				
<b>*NOTE:</b> The Pastor, principal have the right to adjust the disciplinary decision based on what is in the best interest of the Academy and all staff and students in any given situation.				

## **DRESS CODE ~ Grades Preschool - 5<sup>th</sup>**

### **Girls Dress Code:**

1. The uniform is a **plaid jumper** (purchased from Educational Apparel) with round scoop neckline. Navy blue or khaki skirts are also allowed for our PS-5 girls (purchased from JC Penny or Land's End). Jumpers/skirts must be **knee length**.
2. Blouses are to be white, long or short sleeve, peter pan or button-down collar, with **NO** ruffles, lace trim or logos.
3. Slacks may be navy blue or khaki. Slacks must be tailored properly and full length and must not be tight fitted. **Shirts are to be tucked in at all times. NO** denim jeans, jean style slacks, or leggings are permitted.
4. Socks that cover the ankle or tights are to be solid navy blue or white.
5. For warmth, we suggest winter/stocking tights or knee highs. Pants may not be worn under uniforms.
6. Jewelry: Small necklaces, bracelets or pierced earrings are permitted. Dangling or multiple earrings are not appropriate.
7. Grades 4 & 5 are able to wear uniform skirts (without the bibs).

### **Boys Dress Code**

1. Pants may be solid navy blue or khaki dress pants. **NO** denim jeans or jean style slacks are permitted. Pant waistbands must be worn at the waist, no drooping.
2. Shirts are to be dress or button down, long or short sleeve in solid colors of navy, light blue, or white. **Shirts are to be tucked in at all times. NO** logos.
3. Socks are to be solid navy blue or white.
4. Jewelry: Small necklaces or bracelets are permitted. Boys are not permitted to wear earrings.

### **Girls and Boys Dress Code**

1. Polo shirts in navy, light blue, or white may be worn. There must be **NO** trim or logos on shirt.
2. Sweaters or sweater vests may be solid colors of navy blue or white, in cardigan, crewneck or V-neck styles. **NO** logos.
3. A royal blue fleece ordered through School Blues with St. Mary/McCormick Catholic Academy logo may be worn on all days.
4. **Preschool and Young 5's** students may wear navy or khaki elastic band dress pants.
5. Shoes should be dark leather or leather like including the sole. A **SOLID** black tennis shoe may be worn. **NO** athletic shoes in any other colors besides black, sandals or clogs permitted. **NO** light up shoes. **Tennis shoes are allowed for gym and jeans/free dress day only. No shoe sharing for gym class.**
6. Make-up is not permitted.
7. Uniform shorts may be worn during the months of September, May, and June. Shorts must be navy blue or khaki in color. All shorts must be finger tip length or longer. Uniform tops must also be worn with the shorts and tucked in at all times.
8. **Grades 3-5: Belts of dark color must be worn with** skirts, pants or shorts that have belt loops.
9. **Mass Days:** boys will wear button-up white dress shirts with a tie of their choice and girls will wear white blouses and plaid uniform skirt/jumper.

### **Free Dress Days /Casual for a Cause Days**

Students may wear appropriate clothes of their choice. Some restrictions apply. Shirts, for example, need to be long enough to cover the waist when arms are raised. Shorts, skirts, and dresses must be **finger tip length or longer**. No spaghetti strap shirts allowed. At minimum, shirt straps should be at least 3 adult fingers wide or more.

Jeans or clothing in colored denim, khaki etc., is acceptable. Jeans cannot have holes in them or be ripped. **NO** leggings can be worn in place of pants. **NO** shirts that promote violence. School, sport and designer logos are acceptable. Athletic shoes are permitted. Sandals may be worn on free dress days and must have a strap worn around the heel.



## **DRESS CODE ~ Grades Preschool - 5<sup>th</sup> (Continued)**

### **Hygiene**

1. Hair should be neatly trimmed and styled. Both eyebrows should be visible. Boys: Both earlobes should also be visible and hair should not touch below the bottom of the shirt collar. **NO** extreme hair styles or colors will be allowed. Girls' hair accessories may be blue, white, school plaid, or gold or silver metal.
2. A compliment to a dress code is the personal hygiene of every student. Parents/guardians should see to it that children have bathed and arrive at school neat and clean. The adage "cleanliness is next to Godliness" is appropriate here.

If, for some reason your child cannot wear his/her uniform to school, a note must be written explaining the reason why. This note must be signed in the school office and presented to the classroom teacher. Please check your child's appearance before he/she leaves for school in the morning to see that he/she is dressed according to the uniform code. This will eliminate unnecessary phone calls to have the proper attire brought to school. Students out of uniform will receive a warning. Repeat occurrences of a student out of uniform will result in loss of free dress days.

Revised – June 3, 2023

## DRESS CODE ~ Grades 6 - 8

Clothing should always be neat and presentable, as well as properly fitted. Students are expected to be carefully dressed and well groomed at all times.

### Girls Dress Code

- **Skirts** - Girls will be required to wear skirts on Mass day and special events. Skirts must be **knee length** and may be uniform plaid only. **Uniform Plaid Skirts** (red/black/white) are available in kick pleat from Schoolbelles Uniform Company. These skirts are made to order for our students and must be ordered by the end of June for delivery in late August, early September. Skirts may be available in the school office.
- **Slacks – Black or Khaki; NO black denim; NO** carpenter/painter pants, **NO** stretch knit pants; **NO** large pockets by the knees, **NO** grommets, **NO** leggings. Must be worn with belt if pants have belt loops.
- **Blouses** are to be white, long or short sleeve, peter pan or button down collar, with **NO** ruffles, lace or trim. Knit polo shirts may be worn in white, navy, or red. **Blouses/shirts must be loose fitting, tucked in, not folded under.** No insignias. Please be sure shirts/blouses are long enough to be tucked into waist band of skirt/slacks/shorts.
- **Socks** may be black or white and must cover the ankle and be worn at all times. Girls may wear white opaque tights or flesh tone nylons instead of socks. Footless tights and slouch socks are not permitted.

### Boys Dress Code

- **Pants** may be **black** or **khaki** cotton twill or dress pants. **NO** denim, **NO** carpenter/painter pants, **NO** pants with grommets, or large pockets by the knees. Pant waist band must be worn at the waist, no dropping. Must be worn with belt if pants have belt loops
- **Shirts** must be white dress shirts, long or short sleeve, with no insignia (**NO SILK**).
- **Ties** are to be worn on Mass day and special events.
- **Socks** may be black or white and must cover the ankle and be worn at all times.

### Both Boys & Girls Dress Code

- **Polo shirts** in white, navy, or red may be worn. There must be **NO** trim or insignia on shirt. **Shirt must be tucked in.**
- **Sweaters** may be white or red in cardigan, turtleneck, crew neck, V-neck or vest styles. **NO LACE, OR TRIM.**
- **Dress Pants/Slacks** – The following types of pants/slacks and materials are **NOT** acceptable; painter, carpenter or form fitting stretch knit; slacks with oversized pockets, side pockets, denim, stretch denim, leggings, or grommets.
- **Uniform Shorts** – Uniform shorts may be worn during the months of September, May and June. Shorts may be ordered through Schoolbelles, J.C. Penney's or Land's End, Sears. They may be black or khaki; **ALL** shorts must be at least fingertip length. Uniform tops must be worn with the shorts and tucked in at all times.
- **Belts of dark color must be worn with** skirts, pants or shorts that have belt loops.
- A red fleece ordered through School Blues with St. Mary/McCormick Catholic Academy logo may be worn on all days, but not during Mass.
- **Mass Days:** boys will wear white dress shirts and ties of their choice and girls will wear white blouses and plaid uniform skirt.
- Shoes should be dark leather or leather like including the sole. A SOLID black tennis shoe may be worn. **NO** athletic shoes besides solid black, sandals, high heels, or clogs permitted. **Tennis shoes are allowed for gym and jeans/free dress day only. No shoe sharing for gym class.**

## **DRESS CODE ~ Grades 6 - 8 (Continued)**

- **Jewelry:**
  - **Girls** – an appropriate single strand necklace and single bracelet may be worn. A single pair of stud or small and/or appropriate earrings are permitted, no large dangling earrings allowed.
  - **Boys** – single strand necklace and single bracelet may be worn. Earrings are **NOT** permitted.
- **Hair** should be neatly trimmed and styled. Both eyebrows should be visible. Boys: Both earlobes should also be visible and hair should not touch below the bottom of the shirt collar. **NO** extreme hair styles or colors will be allowed. Girls' hair accessories may be red, white, school plaid, or gold or silver metal.
- **Gym clothes** must be appropriate – shirts must cover mid-section at all times (raise hands over head – if mid-section is showing – shirt is too short). Shorts must be **finger tip length**. As long as the weather is nice Gym classes will be held outside, please be sure to bring sweatshirt or sweatpants as needed. Tank tops, halter tops and low rider pants are **NOT** allowed. Gym shoes and socks are a must.
- Make-up – is **NOT** allowed.
- Nail Polish - clear or natural shades of nail polish are allowed.

All parents of new students should have received a copy of the Dress Code Policy upon registration. Teachers are instructed to cite students for violations. Please familiarize yourself with this policy. If you have any questions, please contact the school office.

### **Free Dress Days /Casual for a Cause Days**

Students may wear appropriate clothes of their choice. Some restrictions apply. Shirts, for example, need to be long enough to cover the waist when arms are raised. Shorts, skirts, and dresses must be **finger tip length or longer**. No spaghetti strap shirts allowed. At minimum, shirt straps should be at least 3 adult fingers wide or more.

Jeans or clothing in colored denim, khaki etc., is acceptable. Jeans cannot have holes in them or be ripped. **NO** leggings can be worn in place of pants. **NO** shirts that promote violence. School, sport and designer logos are acceptable. Athletic shoes are permitted. Sandals may be worn on free dress days and must have a strap worn around the heel.

### **Hygiene**

A compliment to a dress code is the personal hygiene of every student. Parents/guardians should see to it that children have bathed and arrive at school neat and clean. The adage “cleanliness is next to Godliness” is appropriate here.

## **DRESS CODE ENFORCEMENT**

If a student comes to school improperly dressed, the following will occur:

- **First Offense** - receive a warning
- **Second Offense** - lose free dress for the month
- **Third Offense** - Detention

**Students will receive only one warning during the entire year.** The rules for second and third offenses would apply to each month after the warning is received.

Revised June 3, 2023

## **ELECTRONIC USE**

Prior to a student using a computer, iPad, or other electronic device that is school property, the "Student Telecommunications Use Agreement" must be signed by the parent and student. This agreement must be on file in the office before electronic use. Please see the "Student Telecommunications Use Agreement" on the next page for further details.

# Student Telecommunications Use Agreement

*Adapted from NCEA's From the Chalkboard to the Chatroom. 2001*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary/McCormick Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognized that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computers hard drive.

4. Each student who received internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.
7. The above rules apply to computers, iPads, or any other electronic device that is owned by the school and being used on school property.

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Parent/Guardian Signature

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Student Signature

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Date

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Date

## **EMERGENCY CARDS**

Students must turn in an emergency card that contains accurate information on how to contact parents/guardians or neighbors in case of accident or illness. This card must be kept up-to-date and be available at the school office. It is important that students are instructed about the information on the emergency card so that they can be dismissed immediately without reservation in case of emergencies.

## **EMERGENCY PROCEDURES**

St. Mary/McCormick Catholic Academy has plans for serious emergencies. (See also: Medical Requirements and Needs, School Closings).

Staff members will implement those plans in conjunction with local police and fire officials.

## **FIELD TRIPS**

Approval for all class trips/field trips rests with the principal. This includes destination, length of stay and supervision for the trip. An appropriate ratio of adults to students will be maintained.

See the following **Parent Permission Form for Field Trip Participation** and **Volunteer Driver Information Sheet**.

Parent Permission Forms will be distributed before all necessary events. Students must return the form after it is completed and signed by Parent or Legal Guardian prior to participation in designated activity.

Parents who volunteer to drive on field trips must also complete the **Volunteer Driver Information Sheet** and return it prior to the field trip, along with a copy of their valid driver's license and insurance policy.

**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school/parish-sponsored activity requiring transportation to a location away from the school premises. This activity will take place under the guidance and supervision of employees from **St. Mary/McCormick Catholic Academy** School and/or Parish.

Name of Event: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

\*\*\*\*\*STATEMENT OF CONSENT\*\*\*\*\*

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school/parish grounds and that my child will be under the supervision of the designated school/parish employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of myself and my child, to release **St. Mary/McCormick Catholic Academy** School and/or Parish, the Roman Catholic (Arch)diocese of **Detroit**, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releasees"), from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. This release of indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature) (Date)

Please return this entire form by: \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Person)

## VOLUNTEER DRIVER INFORMATION SHEET

**I. Driver:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Driver License # \_\_\_\_\_

**II. Vehicle that will be used:**

Name of Owner \_\_\_\_\_ Year & Make \_\_\_\_\_  
Owner Address \_\_\_\_\_ Model \_\_\_\_\_  
\_\_\_\_\_ License Plate \_\_\_\_\_  
Registration Expires \_\_\_\_\_ Number of Seats with Belts \_\_\_\_\_

If more than one vehicle is to be used, requested information must be provided for each vehicle.

**III. Insurance Information:**

**When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.**

Insurance Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Liability Limits of Policy\* \_\_\_\_\_

\*Please note: The minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents consider expanding coverage to \$500,000.00 CSL (Combined Single Limit). **The additional coverage is considered appropriate protection and, generally, inexpensive to purchase.**

**IV. Certification:**

**I hereby certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students.**

\_\_\_\_\_  
(Signature) (Date)

**It is recommended that a photocopy of the driver's valid driver's license and auto insurance policy be attached to this form.**

FORM 6153.88 VOLUNTEER (revised 8/2020)



## **HOMEWORK POLICY**

**Grades K – 5** Homework is assigned for the following reasons:

- 1) To enrich and extend what the student has learned in class.
- 2) In preparation to share with others something he/she has discovered, read, or created.
- 3) As practice to improve basic skills.

Homework assignments are part of the school program and required parental support and supervision. Parents(s)/guardian(s) should provide a REGULAR TIME and DEFINITE PLACE where home assignments are to be done. Parent(s)/guardian(s) should not complete assignments for their children. Home assignments are given regularly; normally they are not given on weekends or holidays.

Books may be taken home only if students provide some kind of protective book bag and with teacher permission..

Students are required to make up all possible assignments missed because of absence. The student should see his/her teacher about the assignments to be done. Students are responsible for the homework assignments and their completion. Assignments are incorporated into a final grade.

### **Grades 6 – 8**

- It is the responsibility of the student to have all homework in on the assigned day.
- Late papers, will be accepted for full credit if a result of an excused absence.
- Late papers not a result of an excused absence, will only be accepted one (1) day late and will be worth  $\frac{1}{2}$  credit.
- When returning from an excused absence, it is the responsibility of the student to see the teachers about missed assignments.
- Students will have two (2) days for every day of excused absence to complete and turn in their work.
- Students will not be given assignments prior to a prearranged absence, unless other arrangements have been made with the teacher well in advance.

## **HONOR ROLL**

### **Grades 3 - 5:**

#### **SCHOLASTIC HONOR ROLL**

A student must have an A or B average in all major subjects and nothing below a C or any unsatisfactory grade in any subjects to be on the Scholastic Honor Roll.

### **Grades 6 - 8:**

#### **PRINCIPAL HONOR ROLL**

##### **4.0 in all core academic curriculum**

To be on the Principal Honor Roll a student must have all "A's" in the core academic curriculum. They may not have a D or U in any of the subjects.

#### **ACADEMIC HONOR ROLL**

##### **3.0 or better in all core academic curriculum**

To be on the Academic Honor Roll a student must have at least a "B" average in all core academic curriculum classes. However, if a student has a "B" average and has one or more grades of "D" or "U" in the core or non core curriculum, he/she will be excluded from the Academic Honor Roll.

## **LIBRARY**

Classes are scheduled once a week for kindergarten through eighth grade, at which time the student may browse and check out books. We also instruct classes on how to use the library. If a student loses their library book it must be paid for or replaced. Once it is paid for or replaced, at that point, they can check out a new book. Families have 30 days to pay for or replace a missing library book. After 30 days, there will be a fine of \$1 for each additional week the book is not replaced or paid for. Parents will receive a note home in their child's folder on library days if they are missing a book and with the initial date of it going missing. Any fines collected will go towards the library fund to purchase new books or replace worn books. The library is available to students for research and study whenever a class is not scheduled in the library. The library is a place of study, it is expected that students respect each other and follow library regulations at all times.

## **MEDICAL REQUIREMENTS AND NEEDS**

**General School Laws:** The general school laws for the State of Michigan require that a child enrolling in a public, private, parochial, or denominational school in this state for the first time shall submit one of the following:

- 1) A statement signed by a physician that he/she has been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, and polio-myelitis, and tuberculin tested to determine the presence of infection from tuberculosis.
- 2) A statement signed by a parent or guardian to the effect that the child has not been immunized and tuberculin tested because of religious convictions or other objection to immunization. A waiver needs to be signed by the local health department showing that parents have waived immunizations.
- 3) A request signed by a parent or guardian that the local health department gave the needed protective injections and diagnostic test.

In addition, the parent or legal guardian of each enrolling child shall submit a statement:

- 1) Signed by a district, county, or city health department director stating that the child has passed the department of public health preschool vision screening test or;
- 2) Signed by a licensed medical or osteopathic physician or a licensed optometrist indicating that the child has had his/her eyes examined during the preschool years after age three (3) and prior to initial entrance.
- 3)

A vision test is not required if there is a statement signed by a parent or guardian to the effect that the child cannot be submitted to such test because of religious conviction.

**Medical Needs:** It is the responsibility of the parent(s) or guardian(s) to inform the principal and appropriate teacher(s) if a student is subject to any medical need that may merit regular or periodic attention while at school. This information must be updated yearly.

**First Aid:** Minor first aid will be given in school. In the event that major first aid is required, the school will try to contact in this order: the student's mother, father, neighbor or relative recommended on the Emergency Card Form on file in the school office, or the family physician. If none of these can be reached, the school administration will seek the emergency care needed. Parent(s)/guardian(s) will be liable for any expenses incurred.

## **MEDICAL REQUIREMENTS AND NEEDS (Continued)**

**Distribution of Medicine at School:** If your child requires medicine during the school day, please contact the office for a Medication Release Form. **All medicine must be kept in the school office.** This form needs to be completed **by your child's doctor and must be on file in the school office before we will dispense any medications.** This includes over the counter medications, cough drops, and any inhalers used for asthma.

When the school administers medicine the following provisions shall apply:

- a) Medication, including tranquilizers, sedatives, aspirins, dietary supplements, or individual special medical procedures, shall be given or applied only with prior or written permission from the parent and the physician. Prescription medication shall have the pharmacy label indicating the physician's name; child's name and strength of medication and shall be given in accordance with those instructions.
- b) The school staff shall maintain a record as to the time and amount of any medication given or applied.
- c) The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The staff will keep the medicine out of reach of children, and shall return the medicine to the parent or destroy it when no longer needed.
- d) A child that becomes too ill to remain with the group shall be placed in a separate area where he or she may be comfortably cared for and supervised until he or she can be taken home or suitably cared for elsewhere. Children may not come to school with a fever, a contagious rash, nausea or other conditions symptomatic of an illness. It is the responsibility of the parent to obtain alternative child care arrangements under the circumstances.

### **Acquired Immunodeficiency Syndrome (HIV/AIDS) Policy**

Members of the school community suffering with all serious communicable disease or bloodborne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department.

## **SM/MCA NATIONAL JUNIOR HONOR SOCIETY**

St. Mary/McCormick Catholic Academy is a charter member of the National Junior Honor Society.

The purpose of this organization, as stated in its constitution, “***shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character and to encourage citizenship***”. Membership in the SM/MCA National Junior Honor Society is both an honor and a responsibility.

### **SELECTION PROCEDURE**

Students may not apply for membership as membership is granted only to those students selected by the faculty council of our school.

Students may be considered for membership, according to the SM/MCA National Junior Honor Society’s constitution when:

- 1) They have been in the school the equivalent of one semester before being considered.
- 2) They are in the seventh or eighth grade.
- 3) Their cumulative grade average is 3.3 or higher.

Students meeting these requirements are then eligible for consideration on the basis of leadership, service, character and citizenship. Members will not be considered on the basis of grades alone. Once selected, members are expected to continue to demonstrate all the above qualities.

Academic eligibility will be determined after the completion of the first semester each school year.

The faculty council will then survey academically eligible students to determine interest in membership and to obtain information regarding service, leadership and citizenship activities. Students so surveyed should understand that such surveys are not applications for membership, and that review of information gathered does not guarantee selection.

It is the hope of the faculty that our students will strive for membership in the SM/MCA National Junior Honor Society. The fundamental virtues of character, leadership, scholarship, service and citizenship are certainly most worthy of encouragement for our entire student body.

\*Each quarter, member’s academic and citizenship grades will be evaluated. If a member falls below a 3.3 grade point or “B” in citizenship he/she will be on probationary status the following quarter. If the member meets all requirements during that quarter he/she will be reinstated in good standing. If, however, he/she does not meet the required standards during that quarter or any subsequent quarter, he/she will no longer be a member of the St. Mary/McCormick Catholic Academy Chapter of National Junior Honor Society.

### **NON-DISCRIMINATION POLICY**

St. Mary/McCormick Catholic Academy does not discriminate on the basis of sex, age, race, color, national and ethnic origin or unrelated handicap in administration of their educational policies, admissions policies, scholarship and financial aid programs, athletics, and other school administered programs and activities.

St. Mary McCormick Catholic Academy does not discriminate in employment, marital status, disability or other legally protected status, nor religion except where knowledge or application of faith or church accommodation to persons with disabilities upon request

## **PARENT PARTICIPATION HOUR POLICY**

Each family is required to spend a certain amount of hours involved in parent participation/fundraising activities. The following are the guidelines for your family:

Full time students	=	20 hours
AM PS & Y5 5 days	=	15 hours
AM PS 2 or 3 days	=	10 hours

There will be a \$25 charge for every hour not worked. Complete buyout for this program is \$500 for full time students, \$375 for AM Preschool and Young 5's 5 day students, or \$250 for AM Preschool 2 or 3 day students.

Below is the current list of activities that qualify for your required Parent Participation Hours:

- **Fundraising:** Fall Harvest, Golf Outing, RaiseRight Workers, Flower Sales, School Carnival, Book Fair, Pie Sales, etc.
- **Lunchroom Helpers and Servers**
- **Ground maintenance:** mulching playground
- **Running different Extracurricular Clubs:** LEGO club, Chess club, etc.
- **Dance Chaperones**
- **Teacher Appreciation Week**
- **Field Day Helpers**
- **Sports:** Coaching, Athletic Director, Concession Manager
- **Church Cleaning**
- **Marketing Projects**
- **Coffee and Donuts after Mass**
- **Additional opportunities provided by Principal or PTO**

## **PERSONAL BELONGINGS**

Students are encouraged to have all personal belongings, clothing, lunch boxes and other articles marked clearly with the student's name and grade. Inquiries about lost items can be made at the school office. Lost and found items that are not claimed are taken to St. Vincent de Paul. Before the items are removed from the school, a table with the articles will be displayed several times throughout the year.

Items such as electronics are **not** to be brought to school without a teacher's permission.

## **PLAYGROUND RULES**

- 1) Students must have permission to re-enter the building while at recess.
- 2) Students must have permission to go into the parking lot.
- 3) Students must leave all food and drinks inside, unless teacher permission for special circumstances. If allowed, all food and drinks must be completely cleaned up.
- 4) Students shall follow the directions of the playground supervisor(s).
- 5) Students shall not:
  - a) Kick or throw leaves;
  - b) Pick up or play with sticks;
  - c) Throw or kick snow or ice in any form.
- 6) **Slides:**
  - a) Take turns going down the slide.
  - b) Use the ladders to the slides, don't climb up the slides.
  - c) Go down the slide on the student's bottom, feet first.
- 7) **Rock Climber:**
  - a) When climbing on the rock climber, take turns and don't push. One child at a time.
- 8) **Fire Pole:**
  - a) One child at a time may slide down the pole before another child proceeds.
- 9) **Swings:**
  - a) No hanging upside down on swings or tire swings.
  - b) Students must hold on to the swings with their hands and never with their feet.
  - c) Only sitting on the swings and tire swings, no standing on or jumping from the swings and tire swings is allowed.
  - d) Only 2 to 3 students are allowed on the tire swing at a time.
  - e) No spinning is allowed on individual swings.
- 10) **Tower:**
  - a) Do not jump from the tower, use the ladder to get down.

**\*NO AGGRESSIVE PLAY!**

**Keep your hands and feet in your own space.  
(No hitting/kicking/tackling.)**

## **POLICY REVIEW**

All school policies will be reviewed by the faculty early in the second semester of each school year. All recommendations for modification, clarification, or elimination of current policies or recommendations for new policies will be presented to the School Committee at the regular April meeting. Committee members will review these recommendations for the regular May meeting. Any changes or additions shall be put in place by June.

## **PRIVACY POLICY**

School treats the social security numbers of its employees, students and others as confidential. Information containing social security numbers will be kept in locked files.

School prohibits the unauthorized or unlawful use or disclosure of social security numbers.

Records and information containing social security numbers are accessible to authorized administrators and staff only, who have a valid, demonstrable need to obtain such records or information. All who have access to social security numbers are required to maintain the confidentiality of social security numbers. This includes not leaving documents or computer screens containing social security numbers visible to others.

School requires all who have access to social security numbers to properly dispose of records containing social security numbers. Proper disposal includes shredding paper records containing social security numbers with cross-cut paper shredders. Under no circumstances are paper records containing social security numbers to be disposed of without shredding.

Employees should immediately report any suspected unauthorized uses or disclosures of social security numbers or violations of this policy to the Principal or Pastor. School will immediately investigate any suspected security breaches or violations of this policy. Where appropriate, school will notify law enforcement officials. School will discipline employees who violate this policy, up to an including discharge.

To minimize the damage to employees, students or others, employees are required to immediately report any actions by them which may have resulted in an actual or suspected breach or unauthorized or improper disclosure of social security numbers. In determining the level of discipline, if any, school will take into consideration whether employees promptly self-reported their own actions.

Any questions about the application or enforcement of these security measures should be directed to the Principal or Pastor.



## **PROCEDURES FOR ADDRESSING CONCERNS OR ISSUES**

Below are the procedures for addressing issues or concerns that may be raised by a student-parent. Final authority for decisions rests at the local level with consultations available from the Office for Catholic Schools.

- 1) The issue or concern should first be discussed with the person(s) most directly involved (classroom concern with teacher; school policy with principal, etc.)
- 2) If not satisfied with this response, an individual may contact the next level of administration (principal, if teacher contacted in Step #1 or pastor, if principal previously contacted).
- 3) A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in Step #2 (parent, teacher, and principal or parent, principal and pastor).
- 4) If contacted by a person involved, the Office for Catholic Schools staff may serve in a consultative manner.
- 5) The pastor makes the final decision.
- 6) The procedure is not intended to be adversarial or quasi-judicial. Only those persons with direct interest in the issue or concern should be allowed to participate. If the person(s) raising an issue or concern seek(s) outside assistance (e.g. litigation, civil rights agencies, etc.) this procedure should be terminated.

## **REPORTING TO PARENTS**

We believe we should provide parents with information that allows them to understand the work of the school and the growth of their child. Report cards, meetings, conferences and written materials are used for this purpose. Parents are encouraged to share, with the school, their expectations and concerns.

### **Conferences:**

Parent/Teacher Conferences are held each Fall for grades K-8. A special announcement will be sent home regarding conference times. Parents of Preschool and Young 5's students may request a conference with their child's teacher.

If any parent desires a conference with a teacher, they may send a note, e-mail, or telephone the school to arrange a time when the teacher is free of teaching duties.

### **Report Cards**

Report cards will be sent home quarterly.

Grading Preschool & Young 5's: Preschool and Young 5's have skill based reports that are sent home.

Grading K-2: Grades K-2 have a P, D, N scale report card. P meaning proficient, D meaning developing, and N meaning needs support. The report card also lists standards and displays student understanding with a 1-4 scale.

Grade	Scale
Proficient (P)	83-100
Developing (D)	72-82
Needs Support (N)	0-71

Grades 3 – 8: Grades 3-8 have a letter grading scale. Grades 3-5 also have standards based scores on their report card. Below is the letter grading scale for grades 3-5.

Grade	Scale	B	83-92	D	60-71
A	93-100	C	72-82	F	0-59

## **REPORTING TO PARENTS (Continued)**

### **Promotion: Academic Requirements**

A student must have a minimum of a “D” average (grade point of 1.0) to be considered passing and eligible for promotion to the next grade level.

If a student is not passing at the end of a quarter, he/she will be placed on academic probation.

If a student remains on academic probation he/she may not be able to continue at St. Mary/McCormick Catholic Academy.

### **SCHOOL CLOSINGS**

If school will not be held for some reason, such as weather, it will be broadcast early in the morning, on various radio stations and TV stations. It will also be posted on our web-site along with a blast email to all parents and on our school’s Facebook page. Please do not call us if you hear such an announcement on the radio.

When Port Huron Area Schools are closed because of weather conditions, St. Mary/McCormick Catholic Academy is included. If school must be closed after the school day has started, the announcement will be made same as above. In addition, parents will be called.

**TORNADO WATCH** – School will continue as usual and the students will be dismissed at the regular time.

**TORNADO WARNING** – Students will be taken from the classrooms into designated areas for greater safety.

Students will participate in regular fire and tornado drills. Silence is expected during drills to ensure all students/staff can hear directions.

### **SCHOOL COMMITTEE**

A complete copy of the St. Mary/McCormick Catholic Academy **Operational Procedures** can be found in the Principal’s office.

St. Mary/McCormick Catholic Academy School Committee is a consultative board. The committee prepares recommendations for the consideration of the pastor in the areas of its responsibilities including advising the administration with regard to curriculum, assisting in the development and implementation of the school Philosophy and Mission Statement, assisting the principal in the development of the budget of the Academy and developing policies for the activities and organizations associated directly with the Academy, and to establish committees, either standing or Ad Hoc, as deemed appropriate. The St. Mary/McCormick Catholic Academy School Committee does not have the authority to make final decisions as that authority is vested in the pastor or principal.

St. Mary/McCormick Catholic Academy School Committee consists of up to nine (9) voting members and two (2) ex-officio members.

## **SCHOOL PROPERTY**

All property in the school and on the school grounds is to be treated with respect. Students are responsible for the good condition of their desk, textbooks and lockers.

The parent/guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost tests before any final report cards, transcripts, or diplomas are presented.

## **SCHOOL SAFETY/HARASSMENT POLICY**

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.

St. Mary/McCormick Catholic Academy provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Behavior that is not acceptable:**

- Uninvited, unwelcome, unwanted, sexually oriented words or actions that hurt or humiliate, that make someone feel uncomfortable or threatened.  
**Examples:** Name calling, obscene gestures or comments, spreading rumors, threats, bullying, intimidation, comments about body parts, sexual jokes, engagement in online blogs
- Engagement in online blogs/social media may result in disciplinary actions if the content of the student's blog/post includes threatening, disparaging, offensive, hateful, discriminatory comments regarding the school, the faculty, other students or the parish, or other inappropriate content, e.g. adult content, music/lyrics containing violent messages, illegal or immoral content, etc.

### **How a student can respond:**

- Tell in a firm, but polite way that you do not like what the person said and/or did.
- Do not get into a back and forth argument.
- Use the sandwich approach:  
*"You are nice, but that was not nice. I still want to be your friend."* (positive, negative, positive)
- Say "**NO**" and reverse the pressure:  
*"If you were really my friend you wouldn't do (say) that."*
- Leave after you make your statement.
- If it continues, tell a teacher or the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

### **Consequences:**

- 1<sup>st</sup> Offense - Student calls home and serves a detention
- 2<sup>nd</sup> Offense - Student serves an in-house suspension and parent meeting

The Principal may skip any of these steps and may exclude a student from school if circumstances warrant.

### **Retaliation:**

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 student, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

## **SICKNESS POLICY**

If your child is sick, please keep him/her at home. They need to be free of any symptoms/medications for 24 hours before returning back to school. Children catch germs very easily and illness can spread rapidly around the classroom/school. If your child has any of these symptoms below please keep them home!

RASH

FEVER (99.5 degrees and higher)

DIARRHEA

VOMITING

LICE

PINKEYE/CONJUNCTIVITIS

CHICKEN POX

ANY OTHER SYMPTOMS THAT COULD AFFECT THE HEALTH OF OTHER CHILDREN

If you will not be sending your child to school due to illness, please contact the office and leave a message by 9 a.m.

If your child is sent to school sick, or becomes ill during school hours, we will be contacting you to come and pick up your child. Also, if your child has a fever of 99.5 or higher, they will be sent home. Please keep all phone numbers current so we may reach you in the event of an emergency.

## **SPECIAL SERVICES**

The following special services through the Port Huron Area School District are available to children attending St. Mary/McCormick Catholic Academy. If you feel that your child is in need of special help offered by these services, please call the office for consultation:

- Speech Therapy
- Occupational Therapy
- Hearing and Vision Testing

## **SMOKING POLICY**

St. Mary/McCormick Catholic Academy is a Non-Smoking Facility.

## **TELEPHONE USAGE**

Neither students nor teachers will be called to the telephone during school hours unless it is an emergency. Students are asked not to use the telephone except for emergency purposes and with permission.

All messages to students should be made through the office, in which case the office will notify the teacher. Teachers will see that the student is informed accordingly.

## **TEXTBOOK and SUPPLIES**

All textbooks are provided. Students are responsible for books issued during the school year. They are to keep the books protected and in good condition. The use of a duffel or backpack is recommended. If books are lost or damaged, they must be replaced or a fine will be assessed.

## **TUITION**

The following are rules and regulations regarding the payment of tuition and fees to St. Mary/McCormick Catholic Academy.

- 1) Registration Fee is due upon registration and is non-refundable.
- 2) Monthly tuition payments are due in the months of July through April. Other financial arrangements must be made, in writing, and submitted to the school office for approval..
- 3) Late fees (\$25 for first late payment and \$50 for each additional late payment) will be added if payments are not received by the last day of the scheduled month.
- 4) If tuition is not paid in full by the last day of April and there is not a letter in the school office indicating that an alternate plan has been approved, parents may not register their child(ren) for the following school year.

**Delinquent Accounts:** St. Mary/McCormick Catholic Academy will withhold all report cards, diplomas and school records when it is determined that a family's account is delinquent or the required fundraiser monies have not been turned in. An account will be considered delinquent if the school knows that school issued property such as books or other property has been damaged or broken. If the financial obligation is not fulfilled, by the family, their account will be sent to a collection agency.

## **TUITION ASSISTANCE PROGRAMS**

The Archdiocese of Detroit has a Tuition Assistance Program. Information will be sent home in February or March concerning this program.

Our school also has the Chargot Scholarship Fund available for active St. Mary parishioners. Please ask the school office for further information.

## **VISITORS**

Students are not permitted to bring friends, younger brothers or sisters, visiting relatives or pets to their regular school class without first receiving permission from the office prior to the day of the visit. Please contact the school office and the teacher to make arrangements for visitation. As always, parents/guardians are invited and encouraged to visit their child's class any time.

If it is necessary for parents to bring additional articles of clothing or items to school they are asked to leave them in the school office rather than take them to the classroom.

All visitors and parents are expected to report to the office and sign in when entering the school building. Visitors/parents are expected to wear a name tag that will be provided by the office upon entering the building.

## **WEAPONS POLICY**

Students are prohibited 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 en-route to or from school, or in the immediate vicinity of the school.

### **Definition -**

- **A weapon** is any object which can be used to threaten or injure another. It includes, but is not limited to "dangerous weapons", as defined by state law. ("Dangerous weapon" includes a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket knife opened by mechanical device, iron bar or brass knuckles.)
- **School premises** include the school building and the adjacent grounds, including but not limited to parking lot, playground, student lockers, buses.
- **Immediate vicinity** of the school means within a block radius of the school.

## **WEAPONS POLICY (Continued)**

Any student discovered to be, or suspected of, carrying, possessing (even briefly), concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation. The student's parent(s)/guardian(s) will be notified.

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

When a body search is conducted it shall be in the principal's office or other appropriate place. Such a search should be conducted by a Law Enforcement Officer.

If the student refuses to cooperate or interferes with a search of person or possessions or premises, he/she shall be warned that refusal to cooperate without legitimate reason may result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately and, if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is discovered or there is evidence that a weapon is present on school premises.

If an injury occurs in school, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the principal and teachers shall endeavor:

- 1) to have students remain calm and avoid panic;
- 2) to notify police, the pastor of the parish/interparish school;
- 3) to secure the school; and
- 4) to notify and consult with the immediate supervisor or other appropriate party in the Catholic Schools Office. The Superintendent's Office will in turn notify appropriate offices in the Archdiocesan Central Services.

The principal may exercise the options to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:

- 1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- 2) the frame or receiver of any such weapons;
- 3) any firearm muffler or firearm silencer; or
- 4) any destructive device.

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