

CABRINI PARISH SCHOOLS



2020-2021
Cabrini Grade School
K-8

ST. FRANCES CABRINI GRADE SCHOOL

15300 Wick Road
Allen Park MI 48101

Phone: (313) 928-6610

Fax: (313) 928-8502

<https://cabriniparish.org/grade-school/>

IMPORTANT PHONE NUMBERS

Cabrini Grade School 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 HS 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

CABRINI PARISH SCHOOLS

MISSION STATEMENT

St. Frances Cabrini Catholic Schools brings our Catholic Faith to life by instilling wisdom and compassion in our students and community. We are committed to the total development of each student spiritually, academically and physically from early childhood through high school. Our students are confident leaders who, like Mother Cabrini, declare "I can do all things through Christ who strengthens me." (Philippians 4:13)

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 email address (also on the website). If you do not have an email on file, the youngest child attending Cabrini Grade School will bring one home. New families enrolling will receive their calendar and opening school information by email.

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

An essential criterion for admission is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshiping community while in school, and agree to act in a manner consistent with Catholic values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. Parents/guardians who do not fully cooperate and/or who are disruptive in their actions may be asked to withdraw their children from school.

Cabrini Grade School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

Registration will be accepted in the following order:

1. Families presently enrolled in Cabrini Grade School.
2. Students with siblings enrolled at Cabrini Schools
3. Students on the waitlist by the following priority
4. Cabrini parish families.
5. Non-parish families.
6. First-time enrolling Cabrini parish families

A non-refundable registration fee is due at the time of registration. This registration fee is necessary to ensure a place for the following year. A family with an unpaid tuition balance or any other school related fees for the current year may not register for the following year until tuition for the current year is paid in full, unless special arrangements have been made in writing and signed by the school's principal. Students may be placed on a wait-list if registration is not paid.

In order to ensure student's success, an admissions test in math and reading **may** be administered to new students entering grades 1 through 8 prior to acceptance. Acceptance of all new students will not be made final until school records are received and verified.

Students with disabilities will be evaluated for admission on an individual basis. Admission will be based upon the student's needs and the school's ability to accommodate those needs. The final decision will be made by the principal and pastor. All new students will be on probation academically and behaviorally for the first quarter. New students in 1st through 8th grade will be expected to meet the following for the first half of the school year:

- Be in good academic standing (2.0GPA)
- Display Catholic values and character (At least a C in conduct and effort)
- If a student does not meet this standard. Cabrini Grade School will review the placement of the student.

Children admitted to Cabrini Grade School kindergarten must be five years old by September 1st. The enrolling kindergartener must take the kindergarten Readiness Test administered in the spring of the enrolling year. Children admitted to first grade must be 6 years old by September 1st.

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

- Spiritual development
- Sound moral values
- Commitment to education
- Financial support

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

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:

- Financial obligations from the current year are satisfied.
- Any special payment arrangements are to be made through the tuition bookkeeper or Pastor.
- Tuition and Fees agreement form is completed and returned.
- Non-refundable registration fee for each child is paid.

IMMUNIZATION

All students shall comply with State of Michigan required Immunization and Health laws prior to admission. "A child enrolling in a public or non-public school for the first time shall submit either a statement signed by a physician that the specified child has been immunized for and guarded against diseases specified by the Department of Public Health; or a statement signed by a parent or guardian that a child has not been immunized because a religious or other objection; or a request signed by a parent or guardian that the local health department gave the needed protective injections." (MCL340.376)

Proof that immunizations are current must be available when the student enters school. Failure to comply with this directive will result in exclusion from classes. Parents must keep the office informed of all updated immunizations.

Parents/guardians who want to claim a non-medical waiver will have an opportunity to have a discussion about immunizations with county health department staff and receive information on the benefits of vaccination and the risks of vaccine-preventable diseases. The new rule does not take away a parent's/guardian's right to obtain a non-medical waiver, but will require a certified, nonmedical State of Michigan Immunization Waiver that is stamped and signed by the county health department showing the completion of immunization education by the parent/guardian on the form.

Medical waivers are not accepted until the parents meet with the Wayne County Health Department. The waiver forms are picked up from WCHD.

CABRINI PARISH SCHOOL TUITION FEES POLICY

St. Frances Cabrini Parish is dedicated to quality Catholic Education at all levels. The parish will subsidize tuition by providing a partial tuition grant to families who are registered, active and supportive parishioners.

All Catholic families are strongly advised to apply for the Archdiocese of Detroit for tuition assistance from the Stewards for Tomorrow Foundation Families that fall within the criteria may be awarded scholarships by the Archdiocese.

Families who wish to earn additional tuition income may participate in the \$crip program.

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.

Tuition is paid through FACTS. There is an enrollment fee which is to be paid at registration. Several payment options are available.

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.

Tuition Refunds

Because tuition and fees reflect purchases and hiring policies that have already been put into place and for which contracts have been let, refunds will be given only according to the following schedule. If a student withdraws from Cabrini Schools after registration but prior to the completion of a semester, the parent must request a refund of tuition in a letter written to the principal. Refunds will be given according to the following schedule:

<u>First Semester</u>	<u>Second Semester</u>	<u>Percentage Refundable</u>
Up to August 17	Up to January 17	75% of semester cost
August 18-24	January 18-24	50% of semester cost
August 25-31	January 25-31	25% of semester cost
After August 31	After January 31	No refund

It is important to understand the tuition does not cover the cost per pupil to run the Cabrini Schools. As a parishioner your regular weekly contribution for the parish, your prompt payment of tuition and your assistance in all fundraisers is essential. For non-parishioners the same level of cooperation is essential.

For those who are not parishioners we strongly recommend that you visit your pastor and urge your parish to support Catholic Education. The Archdiocese has called for all parishes to have a line item in their budget regarding their support for Catholic Schools.

FAITH FORMATION

Cabrini Grade School is a Catholic school that reflects the spirit of Catholic life and learning. Cabrini offers students a complete program of spiritual activities. Catholic doctrine is presented at each grade in a relevant and meaningful manner. Our Catholic faith is celebrated through Morning Prayer, regular prayer services, and the weekly celebration of the Eucharist, penance, Stations of the Cross, Eucharist Adoration and Holy Day liturgies. Parents are always welcome to join the school community in prayer and at the weekly school masses. Due to COVID restrictions, students will follow masses as follows: Monday: grades 2-5 and Friday grades 6-8.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. It is expected that parents and children attend weekly Sunday mass and participate in parish life.

SACRAMENTAL PREPARATION PROGRAM

Cabrini Grade School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation, and Confirmation within the Catholic community of prayer and worship. The sacraments of Reconciliation and Eucharist are ordinarily received in the second grade. The sacrament of Confirmation is celebrated in 8th grade. Preparation for the celebration of these sacraments is a joint effort of parents and religious education staff. Periodic meetings and activities are scheduled throughout the year.

ACADEMICS

We know and understand that as a parent a child's first day of school is a very special day. It can also be a bit frightening. In order for any child to learn, he/she must feel a certain comfort level. It is important for your child to understand that you believe Cabrini to be a safe and comfortable place with people who care very much about him/her. One very important way for you to do this is to have your child enter the school with the teacher. Walking them into the school can send a mixed message and it causes them to get in a routine of having you escort them in. The separation that a child must go through when he/she becomes school age is a vital piece of their growth, both as an individual and as a student.

Parents are permitted on the first day to escort children in grades K-3. Grades 4 and 5 will enter the building on their own. Also, parents of middle school students are only permitted to report to the office.

CURRICULUM

Our curriculum is rigorous and Christ is the core of our standards. Let it be known to all who enter here, that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes. The model of its faculty, and inspiration for its students. And so it is, and must be, that He is our reason for everything we do here at Cabrini. All classes taught are recommended by the Archdiocese of Detroit's time allotment.

FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum. They provide students with experiences to expand their educational and cultural horizons. Each child must have a school-issued permission slip and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip. These forms must be turned in to the teacher in charge by dismissal time on the due date or the student will not be permitted to attend. Verbal permission or a handwritten note by the parent will not be accepted. For the safety of our students the field trip may be cancelled if we don't have enough chaperones. At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken.

Only students enrolled in Cabrini Grade School will be allowed to participate in class field trips. All chaperones must have attended Protecting God's Children and a background check done prior to volunteering. Chaperones should refrain from cell phone use during the course of the field trip. Focus needs to be on supervising the students assigned to you.

When valid school bus transportation is not available and private vehicles are used, qualified volunteer drivers over 21 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form provided by the Office for Catholic Schools and returned to the principal or teacher. Every student in a car must wear a seat belt and is not to be placed where airbags are located. Younger students must be in booster seats in accordance with state law.

As a volunteer driver for field trips, volunteers are to drive from the school directly to the field trip site and then return to the school without stopping anywhere in between. If rules are not followed by volunteers, volunteers will not be allowed to volunteer for the rest of the school year. If a student does not attend a field trip, he/she will be marked absent.

REPORT CARDS

The school year is divided into two semesters; each semester into two quarters. Progress is evaluated at the end of each quarter. Students in grades 4-8 report cards are available to review online and will be emailed at the end of every quarter. The June report card is given to the student on the last day of school if all fines, fees, and tuition are paid in full.

Interim progress reports for grades 4-8 are available online in the computer based grade book for parents to review weekly. Middle school parents will be notified four weeks prior to the end of the quarter if their child is receiving a D- or F in grades. Additionally, in order to keep parents informed of student progress, tests may be sent home periodically for a parent signature.

SPORTS ELIGIBILITY

A students must maintain at least a 2.0 GPA each grading evaluation to be eligible to participate in athletics or after school activities at St. Frances Cabrini Schools. Grades will be reviewed mid-way through each quarter and at the conclusion of each quarter. Students ***will not be able to participate in games/practices until they have a 2.0 GPA or better.***

HOMEWORK GUIDELINES

Each teacher establishes his/her own daily or weekly homework requirements. Homework is assigned to reinforce concepts taught in a particular class. It also enables the student to form independent study habits. It may consist of special written assignments as well as ongoing reading, studying, long-range research projects, or memorization. Homework may be assigned on weekends when the teacher feels it is necessary. Weekends may also be used for completion of make-up work or working on long-range projects.

Cabrini students receive homework appropriate to their grade level. The same guidelines established for "classwork" will apply to homework.

Late assignments need not be accepted (except for excused absences). Individual teacher policies regarding late assignments are distributed at the beginning of the year at Meet the teacher night.

If a student has an excused absence, they will have two days for every one day they are absent to make up the work. It is the student's responsibility to get the work upon their return. For an unexcused absence, students will be given a zero.

ACADEMIC HONESTY

Academic honesty is expected, anyone cheating will receive a zero for that assignment or test and appropriate discipline deemed by teacher and principal will be given.

TESTING

This fall, as required by the Archdiocese of Detroit, the Star Renaissance Assessment, will be administered to students in grades K - 8 three times per year (Fall, Winter and Spring). Star Renaissance is a computer-adaptive assessment that takes the average student only 19 minutes to complete. The test provides the data and insight we need to make instructional decisions.

The High School Placement Test for grade 8 students is given in the late fall at Cabrini High School or a private secondary school. Results will be mailed directly to the parents.

SPECIAL SERVICES

Students at Cabrini Grade School may receive the following services from Allen Park Public Schools here at Cabrini if they qualify for non-public services generated from an IEP. Cabrini will try to accommodate student's needs, but may not be able to do so.

- Speech and Language Therapy
- ELL (English Language Learners)
- In-direct services from special education teacher

EIGHTH GRADE GRADUATION POLICY

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

- Financial obligations for that student must be met by no later than May 1.
- Class requirements must be completed.
- Finals must be taken.
- Textbooks must be returned in good condition or fee(s) paid.
- Library books must be returned or assessment fee paid.
- Students must have a **passing grade in all core courses**.

RETENTION POLICY

Students will not be promoted because of parent requests. Cabrini Grade School deems this to be a socially disadvantageous situation for students. Should a parent or guardian disagree with the decision of the school administration regarding retention, a written explanation of the action

taken shall be filed with the school. Depending on the circumstances, the student may be “placed” and not “passed” into the next grade or the child may need to be enrolled in another educational setting that better fits his/her needs.

Grades K-5

The faculty involved and the school administration determine retention in grades K through 5.

Grades 6-8

Parents are encouraged to contact their child’s teacher at the FIRST SIGN of a student’s difficulty in any academic subject. It is the teacher’s duty and responsibility to notify parents through interim reports, conferences, and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem.

A 6th- 8th grade student who fails a core subject (D- or F for the semester) **MUST** retake and pass the failed subjects in an approved on-line summer school program in order to be promoted to the next grade. The class **MUST** be completed by August 15 in order for your child to receive credit.

END OF YEAR AWARDS

Awards are given at the end of the year to recognize outstanding achievement or service for grades 6-8.

Distinguished Student Award: Given to one student per ***grade***(not class) who has earned the highest grade average overall with high marks in behavior and effort.

Principal’s Award: All A’s in conduct, effort and all subject areas.

Honor Roll: Academic Honor Roll for each quarter earned. All A’s and B’s in conduct, effort and all subject areas.

UNIFORMS

Good grooming contributes significantly to a person’s physical health, to the realization of his/her dignity as a person, and to the general atmosphere of the school. It is important that children should be appropriately dressed for each school day when they arrive in order to maintain a positive learning environment.

GRADES Kindergarten- 8th Grade

Grades K - 5 Jumpers Grey/Navy Plaid - knee length (Schoolbelles). Navy Polo Shirt with school monogram (Schoolbelles) Optional: Sweater V-Neck Cardigan, Navy with school monogram (Schoolbelles) Optional: Grey/Navy Plaid plain front pants. (Schoolbelles)

Grades 6 – 8 Pleated Skirt, Grey/Navy Plaid – knee length (Schoolbelles) Grey Polo Shirt with school monogram (Schoolbelles) Optional: Sweater ¼ Zip Crew Neck, Navy with school monogram (Schoolbelles) Optional: Grey/Navy Plaid plain front pants. (Schoolbelles)

Grades K - 5 Navy Plain Front Pants (Schoolbelles) - solid black, navy or brown belt (Belt for K is preferred, but optional) Grey Polo Shirt with school monogram (Schoolbelles) Optional: Sweater V-Neck Cardigan, Navy with school monogram (Schoolbelles)

Grades 6 – 8 Khaki Plain Front Pants (Schoolbelles) - solid black, navy or brown belt Navy Polo Shirt with school monogram (Schoolbelles) Sweater ¼ Zip Crew Neck, Navy with school monogram (Schoolbelles)

Flat Front Shorts (Schoolbelles) are allowed from April 15 until October 9. **Only students in grades 6-8 may wear athletic shoes with their uniform shorts. Effective October 12th ALL students in grades K-8 MUST wear dress shoes.**

Socks: Socks must be solid in color (NO LOGOS, NO ATHLETIC SOCKS OF ANY KIND). Students MUST wear dress socks or tights. Acceptable colors for **BOYS** are: navy, gray, or black. **GIRLS** socks must be knee-high socks in white, navy, gray or yellow.

Shoes: Students in K-8 must wear dress shoes with their uniforms. Athletic shoes of any kind are **NOT permitted**. Sperry shoes are acceptable. Footwear **NOT** permitted during the regular school day: boots, high tops, high heels, sandals, flip-flops, slip-ons, platforms, VANS, or shoes without backs. Shoes may be black, brown, navy, or gray.

Physical Education Uniforms (P.E.)

- All students GRADES K-8 must wear a PE uniform
- Navy blue T-shirt with school design
- Navy blue mesh shorts
- Navy blue sweatshirt with school design (optional)
- Navy blue sweatpants with school design (optional)
- Socks must be visible
- Athletic shoes (no “Vans”)

PE uniforms are purchased from the EPTG spirit store located directly across from the school office.

All Students

- White t-shirt only under all polos. Polo shirts must be tucked in
- Hair for girls and boys must be appropriate for students in a Catholic School environment. Hair must be of reasonable length, style, and natural color (no highlights or hair dye). Boys’ hair must be combed and tapered, cut above the shirt collar and cut above or around the ears and out of the eyes. No Mohawks or spiked hair of any kind. Hairstyles **NOT** permitted: highlighting, streaking/stripping, dyed, non-customary type including mohawks. Hair must not stand more than a half-inch from the scalp.
- Only post earrings are permitted, one earring per lobe. Boys are not permitted to wear earrings.
- Make-up is not permitted. Only clear nail polish may be worn and NO fake nails or tips.
- Jewelry is NOT permitted during PE class.
- Students in grades K-8 are required to have a gym uniform and athletic shoes to participate in Physical Education class. For the safety of our students, students will sit out of gym activities if they do not have their gym uniform and this will affect their participation grade. The gym uniform must be purchased at the Cabrini Spirit Store.
- Hair accessories must be simplistic and school colors. (white, yellow, navy, gray)
- No sports type headbands

All students are expected to be well-groomed, neat and presentable at all times. Clothing should be clean, properly fitting and modest. Uniform violations will result in notification from a staff member being issued and/or parent being called when appropriate.

On the occasional "**dress down day**", appropriate school attire is still required. Hip huggers, spandex, yoga pants, leggings, jeggings, midriff tops, tank tops, shorts (Bermuda style are the only form acceptable), T-shirts with inappropriate sayings, flip-flops, rubber shoes, sandals or shoes without backs will not be permitted. Girls may wear tights/leggings, only when wearing a skirt that is no more than one inch above their knee. This list is a sample and not to be considered all-inclusive.

CODE OF CONDUCT DISCIPLINE

CODE OF CONDUCT

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential to the learning situation. The Catholic school, as a Faith Community, encourages an atmosphere conducive to learning not only academic skills but Catholic values as well.

The primary goal of Cabrini Grade School is to provide a learning environment which fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline is to maintain effective, safe learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of Cabrini Grade School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law, as indicated in sections 340.613 and 340.614 of General School Laws of Michigan, 1960.

CYBER BULLYING

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

The use of the school logo or the mention of Cabrini Grade School and/or staff is banned on all social-networking sites.

REPORT CARD

It is mandatory that students participating in extracurricular activities such as Band, Theatre or CYO sports must maintain a grade point average of C or better in major subject areas: math, science, literature/reading, English, religion, social studies in order to continue participation.

Students participating in National Junior Honor Society (NJHS) should maintain all high marks in conduct and effort and not receive below a C in any subject.

We believe parents are their child's first teacher and the parents will make the decision if their child should participate. The faculty will only notify parents with the recommendation. Parents should check Plus Portal on a regular basis for up-to-date progress and grades, in addition to report cards.

DETENTION

A Detention can be given for behaviors that are unacceptable and have shown a lack of self-control or a consistent lack of making positive choices. A Detention is a consequence for a behavior that may have been better thought through. Detentions will be held before school, at 7:00am. Students are to report to the office. Students who are absent from school on the day they are to participate will make up the session on the next scheduled time. These students must present a written excuse from the parent on the day they return to school. During detention a student may assist in helping with an assigned task or read the Bible or about a saint to help reinforce the importance of making positive choices.

PROBATIONARY CONTRACT

Repeated acts, which indicate a pattern of non-compliance with the Code of Conduct, will require further action. One such action may be to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow the Code of Conduct scrupulously. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction of the Code of Conduct should occur, the student will be asked to withdraw from Cabrini Grade School.

EXCLUSION FROM SCHOOL

I. Suspension

The principal is empowered to suspend a student. While suspended, a student is not allowed to attend class, participate in, or attend any school-sponsored activity. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion.

During the time that the student is suspended, s/he is required to make up all work missed. **A student may earn up to 50% credit for work completed while on suspension.** Teachers are neither required nor expected to provide tutoring or additional instruction for such purposes.

The Administration may decide when an in-school suspension is appropriate. During an in-school suspension, the child will be placed in another classroom and will not have any contact with his/her classmates.

The Principal shall determine the length and type of suspension.

It is required that students who participate in CYO sports should maintain a record of good behavior in order to play and represent Cabrini Grade School at practices and games. A suspension from school will result in a suspension from practicing and/or playing. Administration has the right to remove a student from a sport due to a pattern of unacceptable behavior from a student or parent.

A suspension is recorded in Plus Portal.

II. Expulsion

The term "expulsion" shall mean the permanent dismissal of a student from Cabrini Grade School. Expulsion is reserved for serious or repeated violations of those articles of misbehavior stated under "Violations" which is determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good name of the school. The decision for expulsion is reserved to the principal.

VIOLATIONS

The following are categories of misconduct that may result in detention, suspension or expulsion. These categories are general in nature and are not deemed to be all-inclusive.

I. Matters pertaining to educational development:

- a. Poor conduct in church
- b. Cheating
- c. Refusal to complete home assignments
- d. Refusal to participate in any class without a note of excuse
- e. Refusal to return papers submitted for parent/guardian signature
- f. Refusal to have proper school supplies
- g. Disruptions in classroom
- h. Misuse of technology as stated but not limited to the tech policy

II. Matters pertaining to public and private property:

- a. Theft
- b. Misuse of books, materials, and equipment
- c. Defacing property
- d. Gum chewing is forbidden on school grounds during the school day
- e. Trespassing (unauthorized presence in a building)
- f. Willful, malicious destruction of another person's property or school property.
Total restitution will be demanded.

- g. Arson, assault or bomb threat
- h. Forgery
- i. Plagiarism

III. Matters pertaining to citizenship:

- a. Violation of state law, local ordinances, approved safety and fire codes, or laws pertaining to civil obedience.
- b. Use of profane language or disrespectful speech to teachers, school staff, lunch monitors, school volunteers or other students
- c. Possession, sale, or distribution of controlled substances - tobacco, alcohol, drugs, fireworks, or any smoking materials
- d. Possession of immoral materials
- e. Possession or use of dangerous and/or threatening articles - all types of guns, knives, darts, matches, etc.
 - 1. Possession of wireless devices
 - 2. Harassment and/or sexual harassment of individuals

IV. Matters pertaining to attendance:

- a. Violation of compulsory attendance laws
- B. Tardy K-8
 - 1-3 tardies: Parents notified
 - 4th tardy: Teacher defined detention
 - 5th tardy: Conference with principal and teacher
- c. Skipping school
- d. Leaving school grounds without permission, this includes not going directly home after school without written permission from parents.

V. Matters pertaining to the safety of others:

- a. Physical attacks or threats to students or school employees
- b. Fighting in the school, on the playground, or at bus stops
- c. Extortion
- d. Throwing food, snowballs, or other substances on the school premises

VI. Persistent disobedience and/or breaking of school rules and regulations

- a. Frequent dress code violations

VII. Gross misbehavior-conduct detrimental to the normal functioning of the school activities; persistent interruption of classes or school routine.

CONFLICT RESOLUTION

To address an issue or concern, a parent or student must follow the procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involved. A courtesy of an appointment is needed

- Level One: Classroom Teacher
- Level Two: Principal
- Level Three: Pastor

LUNCH TIME BEHAVIOR

Our lunch monitors are in complete charge of the students during lunch recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, and not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to insure the safety of the students. This list is not meant to be a definitive list, nor does it address all areas of concern to the fullest.

- Students shall remain seated during lunch until they are dismissed by a parent.
- Reasonable talking is permitted. (no yelling or screaming)
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- Absolutely no abusive behavior (fighting, kicking, pushing, removing hats, etc.) will be tolerated. Students are not to fight while on the playground. Disputes may be settled with the lunch monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. ***No distinction is made as to "real" or "play" fighting.***
- Students may not leave the playground without permission.
- Safety requires that students never throw snow or pebbles at another person
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. Parents will be notified of any injury that may need further attention
- Food, candy or gum is not to be taken out on the playground at any time.
- In general, we expect that the **behavior and language of** each child would reflect the Catholic teachings that parents and teachers try to instill in all Cabrini Grade Schoolchildren.
- No excluding other classmates
- Good sportsmanship is expected; recess is fun.

Boundaries: The following lines and areas are out-of-bounds:

- Outside the safety walk lines painted on the parking lot
- In between parked cars
- Behind the dumpsters
- By rectory door and windows

Play areas: Designated "Zones" allocate appropriate play areas for various activities.

- **No Running Zone**
 - The playground equipment
 - The stones remain on the ground
 - Students are discouraged from "unsafe" climbing/hanging.
 - Students go down the slides one at a time feet first on their bottoms.
- **Free Play Zone**
 - Tag games, catch ball, jump rope, Four Square, etc.

- **Team Sport Zone**
 - No kick-offs allowed, only“ throw-offs”
 - If playing baseball only wiffle balls and plastic bats are allowed.
 - No tackle sports of any kind

Non-observance of the stated rules will result in a “time out” and/or a detention.

HALLWAY BEHAVIOR

Students are expected to walk in an orderly manner while entering and exiting the building. Students are expected to walk **quietly** while changing classes.

HEALTH ISSUES

MEDICATION

Should it be necessary for a child to receive medicine during the school day, please contact the office for instructions. When medication is administered, the following provisions shall apply:

- **Medication Release Form signed by the parent/guardian and doctor must be on file in the office before any medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.) Prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of the medication. Medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.
- Medication must be in its original container.
- Dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.
- No child will be allowed to take medicine without supervision
- A new Medication Release Form, signed by a doctor, must be filled out **each school year.**

ILLNESS

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

- temperature of 99.6 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- Any type of non-treated communicable disease

- **Should a child be absent from school for a fever-related illness, s/he is not to return to school for 24 hours after the fever has returned to normal.**
- **If a child leaves school with a fever they *MUST* remain home fever-free for 24hours. A child cannot return to school the next day.**

A child is never sent home before a parent or guardian is contacted. Emergency Care cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office as these, in turn, are reported to the Wayne County Health Department. Students are excluded for the following illnesses but may be readmitted after the time required:

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Exclude until all lesions have dried and crusted, usually about 6 days after onset of rash.
Pink Eye	Exclude until under medical care and drainage from eyes has cleared.
Fifth Disease	Exclusion not recommended if Fifth Disease occurs in healthy host
Impetigo	Exclude until 24 hours after treatment has been initiated
Mononucleosis	No exclusion. Frequent hand washing and a void drinking from a common container to minimize contact with saliva
Mumps	Exclude until 9 days after neck area swelling has disappeared

Head Lice/Nits Having live lice (bugs) or viable nits (eggs) present in the child’s hair. Families should notify the office of an active case of head lice. This applies even if the lice are discovered on the weekend or over a school holiday vacation. When a case of head lice is reported to the office, we will notify **all** parents in the school via an email and send out a paper copy to the particular classroom it was reported in. We will always preserve your privacy. The classmates of the infected child may be inspected by a staff member in the school office, hallway or classroom in a non- threatening manner; You and your child will be notified privately if the staff member suspects a case of head lice in your child. Your child will not be sent home (per the Center for Disease Control recommendations), but will not be readmitted to the class the following day unless a treatment is administered. The classmates will be re-inspected several days after the first report, and we ask that the parents re-inspect on a daily basis for the first week after a report. For the safety of our school, school staff may check to assure the child is free of nits/head lice at any time.

Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.

Exclude until under treatment for 24 hours

Ringworm Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.

German Measles Exclude until 7th day after onset

Scarlet Fever Exclude until under treatment for 24 hours

Strep Throat Exclude until under treatment for 24 hours

MEDICAL EMERGENCIES

Parents are called for medical emergencies, and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file in the office. It is absolutely essential that telephone numbers are kept current on the card.

MEDICAL EXCUSE FOR NON-PARTICIPATION

Should a student have a medical excuse for non-participation in gym, s/he will not be allowed to play on the playground during recess. In order to begin participating again in gym and recess, there must be a physician's note stating that the student is able to return.

ACCIDENTS

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified. School law prohibits the use of First Aid equipment and internal medicine without a medical release form filled out with doctor's signature. All accidents should be reported to the supervising teacher or school office immediately.

STUDENT ACCIDENT INSURANCE

Michigan Catholic Conference provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis which means that the parents first file the medical expense claim with their insurer, and then the MCC policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the MCC policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

PROTECTIVE SERVICES INFORMATION

If a parent/student suspects child or adult abuse or neglect it is their responsibility to contact the State Of Michigan Department of Human Services at: **855-444-39111 (toll free number)**. All reports are strictly confidential.

TOBACCO

There is no tobacco use on school premises at all. The building is marked as such. Refusal to follow the rules will result in disciplinary action, up to and including discharge. This includes any e-cigarettes or vape pens. The use or possess of any tobacco type product will result in disciplinary action up to a ten day suspension.

GENERAL

GENERAL SCHOOL POLICIES

ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. A report card may be withheld from a student who has been absent for twelve or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 16% of the school year may jeopardize student promotion.

All absences should be reported to the school office by telephone or email. Calls should be made before 9:00

Please e-mail the office at the following address: attendance@cabrinicatholicschools.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.*

If the absence is not reported, the home of the absent child may be called to verify the reason for the absence. You can save us the time of calling by reporting prior to 9:00 a.m. A *dated note of excuse must also be presented* to the student's homeroom teacher on the day of return. Any student who has an excused absence may receive credit for made-up assignments. ***Students in grades 5-8 are totally*** responsible for contacting each teacher for missed assignments. This should be done the day the student returns to school. In grades K-4 assignments will be collected for the absent child.

Parents/Guardians may request assignments for long-term absence (after the student has been absent two (2) or more consecutive school days). The request should be made before 9:00 a.m. Assigned work and books may be picked up between 3:15-3:30 that day in the main office. Arrangements may differ with lower elementary students (K-5). Students are advised to contact other students during the evening of their absence if their absence is for only one day. Following an absence, it is the *student's responsibility* to contact the teacher on the day of return for make-up work. If a student has an excused absence, they will have two days for every one day they are absent to make up the work. Tests may be made up within two days of return to school. Lessons and tests may need to be made up after or before regular school hours.

Timely attendance is also an important aspect to a student's education. It is expected that a student be on-time for school. The following attendance policy will apply to students:

1. K-8

1-3 tardies: Parents notified

4th tardy: Teacher defined detention

5th tardy: Conference with principal and teacher

CLASSROOM ASSIGNMENTS

We do not take requests for classroom placement. The decision for placement is a collaborative effort with input from the classroom teacher, enrichment classroom teachers, Special Services if applicable, and the administration.

CLASSROOMS

Each school day begins with school-wide morning prayer, school announcements and pledge.

Homerooms are considered the "home" of the students at school. All are expected to share the responsibility of keeping the room orderly, clean, and attractive. Great care is requested of all students in keeping the desks neat and avoiding anything that would damage the furniture or equipment of the classroom. Teachers are expected to have high standards in this regard.

The desks, books and materials are assigned to students for their use. No student has the right to freely use another person's assigned materials without permission. Students will be held responsible for any damage done to books, desks, lockers, and all other school equipment entrusted to them.

COMMUNICATIONS

Keeping our parents informed is important to us. Every week you will receive a "Peek at the Week Ahead" which entails information for the upcoming week. A monthly calendar will also be emailed to parents in grades K-8 and students in grades K-2 will also receive a hard copy. Our calendar is also available on our school website and plus portal. It is our policy to publish only Cabrini Grade School and Parish information. All parents should supply the school office with an email address and inform the school office if there is an email address change.

Telephone use by students will be limited to emergency use only. Students must get teacher permission before using the telephone in the office. The office staff has the right to deny student use of the telephone if it is not an emergency or illness. **Students will not be allowed to call home for forgotten items such as homework or to make social plans. Students are not allowed to use cell phones or any technology device to contact others while on school grounds or at school from 7:30am–3:10pm.**

CONCUSSION AWARENESS

All students (K–8) must have a Concussion Awareness Educational Material Acknowledgement Form on file in the school office. The Concussion Educational Material and the Acknowledgement Form are available on our school website.

DAILY SCHEDULE

6:30 –7:40 a.m. EDP (Extended Day Program)

Walkers or car riders are not to arrive on campus before 7:30 a.m. At 7:30 a.m., an adult will be on duty for supervision, either inside or outside, depending on weather conditions. If a situation arises where a student is constantly at school before 7:30 a.m or picked up after 3:10 p.m., s/he **must be** enrolled in the Extended Day Program (EDP).

Students not enrolled in EDP and will be sent to the "LATE PICK UP ROOM" at 3:10pm. Parents will be responsible for paying a set \$10 fee and \$1 a minute until the student is picked up. Students may not wait in the prayer garden, rectory or on parish/school grounds unattended.

7:30-7:40 a.m. Students arrive at school and report directly to their classroom. ALL students MUST have on a mask upon entering and exiting the building. Students in grades K-5 may remove their masks once they have entered their classroom.

7:50 a.m. School begins. Students are considered tardy to school unless they are in the classroom by 7:50 a.m. Parents will be informed of persistent tardiness so that corrective measures may be taken. Written explanations for unavoidable delays are expected.

For the safety of all children, we ask that parents do not come into the building with their child(ren). **All contacts with teachers should be made by calling the school office, as teachers are required to supervise their classes at all times. Communication between parents and teachers is important, so please do not hesitate to call the office to set up an appointment or email the teachers.**

10:30 a.m. Students arriving after 10:30 will be considered absent for half the day. If the student arrives before 10:30, s/he will be considered tardy.

11:00-11:40 Recess/Lunch for Grades K – Grade 4 (20 minutes for recess and 20 minutes for lunch)

11:25-12:05 Lunch/Recess for Grades 2-3 (20 minutes for lunch and 20 minutes for recess)

12:15-12:55 Lunch/Recess for Grades 4-5 (20 minutes for lunch and 20 minutes for recess)

12:07-12:37 Lunch for Grades 6-8 (students will remain at the grade school for lunch)

2:00 p.m. Students who leave before 2:00 for an early dismissal will be considered absent for the day.

3:00 p.m. Afternoon Dismissal – If you wish to speak to a teacher, please call the office to set up an appointment.

3:00–6:00 Extended Day Program (students MUST be registered)

Students are not permitted to go back to the classrooms after dismissal to retrieve forgotten items without permission

EARLY DISMISSAL

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be cleared through the school office before 9:00 a.m. Parents/guardians must sign out the student in the school office.

FIRE DRILLS

Fire drills are not announced. When the buzzer sounds, the building must be cleared immediately. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire fire drill – in the classroom, halls and on school grounds.

TORNADO DRILLS

Tornado drills are not announced. When the announcement is made, the building proceeds to their designated area immediately. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire tornado drill—in the classroom, halls and tunnel.

EMERGENCY DISMISSAL DURING SCHOOL HOURS

Parents will be called or emails will be sent home immediately. Students will only be released to another adult with parent consent or if that parent is on the student's emergency card.

EMERGENCY MEDICAL CONTACT CARDS

For the safety of your students, emergency contact medical cards need to be completed before the first day of school. It is important for the parents to notify the school office of any changes immediately. A separate emergency card needs to be kept on file if your child attends latchkey.

HANDBOOK: RIGHT TO AMEND CLAUSE

No matter how careful the handbook writer, unforeseen situations will arise. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

LOCK-DOWN

For the safety of our children and staff, there will be times that the building will be in lock-down which means no one may enter or leave the building until the danger has been cleared and it is safe for all concerned.

GUESTS/VISITORS

All visitors and parents are required to report to the main office upon entrance into the building. ALL guest will be asked to complete the COVID questionnaire prior to or arrival. Visitors/parents may not visit teachers or students during school hours (including lunch periods and exchange sessions) unless previously approved by the principal. Appointments/requests will be taken in the office and relayed to the teachers involved. ***Meetings with teachers must be scheduled in advance.***

Parents visiting the school to bring in birthday treats or items for other special events must report to the main office and receive a visitor badge after receiving permission from administration. Forgotten lunches need to be delivered to the main office. A staff member will make sure that the lunch is delivered.

LOCKERS

Students in grades 6-8 will be assigned a locker the first day of school. Lockers are the property of the school. It is the responsibility of the student to keep them clean and undamaged. Students **MUST** use the lock provided by the school.

Any items kept in a student's locker are to be left untouched by other students. Valuables should not be kept in lockers. Nothing may be permanently affixed to lockers (inside or outside). Appropriate items may be affixed to the inside of lockers with **magnets only**. Food cannot be left overnight in lockers. **Lockers may be inspected by the administration at any time.**

MEDICAL EMERGENCIES

In the event your child has a medical emergency that is life threatening, we will call 911 first. You will be contacted if your child has a non-threatening emergency first if we feel it is not life threatening.

LOST AND FOUND

Lost and found articles are stored on a shelf at the back of the cafeteria. Parents and students are encouraged to check this shelf looking for missing items. All school items (clothing, lunch boxes, etc.) should be clearly labeled. Unclaimed items will be donated to a local charity at the end of each quarter.

LUNCH

Students must remain on campus during the lunch period. They may bring their own food and drink (**energy drinks, pop and/or fast food lunches are NOT permitted**) or take advantage of the hot lunch served daily. In **exceptional** cases, parents may bring lunches for their child after the school day begins. The lunches are to be taken to the office and the office staff will deliver them to the lunchroom.

OFFICE HOURS

The School Secretary will be available for school business on school days between the hours of 7:30 a.m. and 3:30 p.m.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are scheduled each October. All parents of kindergarteners through 5th graders are given a specific time to meet with their child's teacher to discuss their child's progress. For grades 6-8, parents are seen on a first-come-first-serve basis. ***Throughout the year, parents are encouraged to contact their child's teacher with questions or concerns. Please call the school office or write a note to the teacher requesting a meeting.*** Teachers will also be communicating with parents as needed.

Regularly scheduled conferences are held at the end of the first quarter. All parents are encouraged to attend. Information about the scheduled conferences will be sent home as the time approaches. At other times, parents and teachers are encouraged to request a conference if they so desire. Grades are posted online and parents should review grades weekly.

ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. A report card may be withheld from a student who has been absent for twelve or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 16% of the school year may jeopardize student promotion.

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 grade school. Middle school attendance is marked by period.

REPORTING ABSENCES: All absences should be reported to the school office by telephone (313) 928-6610. Calls should be made before 9:00a.m. or emailed to attendance@cabrinicatholicschools.com

If the absence is not reported, the home of the absent child may be called to verify the reason for the absence. You can save us the time of calling by reporting prior to 9:00 a.m. A *dated note of excuse* must also be presented to the student's homeroom teacher on the day of return. Any student who has an excused absence may receive credit for made-up assignments. **Students in grades 5-8** are solely responsible for contacting each teacher for missed assignments. This should be done the day the student returns to school. In grades K-5 assignments will be collected for the absent child.

Parents/Guardians may request assignments for long-term absence (after the student has been absent two (2 or more consecutive school days). The request should be made before 9:00 a.m. Assigned work and books may be picked up between 3:00-3:15 that day in the main office. Students are advised to contact other students during the evening of their absence if their absence is for only one day. Following an absence, it is the *student's responsibility* to contact the teacher on the day of return for make-up work. If a student has an excused absence, they will have two days for every one day they are absent to make up the work. Tests may be made up within two days of return to school. Lessons and tests may need to be made up after or before regular school hours.

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:

- Assignments cannot be expected in advance.
- It is the student's/parent's responsibility to receive a list of missed work.

PESTICIDES

As part of Cabrini's pest management program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. If prior notification is needed, please provide the school with your name and email address each new school year. Areas are posted after pesticides have been applied.

RECESS POLICY

Cabrini students are expected to partake in daily-supervised outdoor recess. It is the parents' responsibility to assure that their child is adequately dressed for daily recess. The responsibility for canceling recess for any reason such as inclement weather rests solely with the school principal or the principal's designee.

Should a student have a medical excuse for non-participation in gym, s/he will not be allowed to play on the playground during recess. In order to begin to participate in gym and recess again, there must be a physician's note stating that the student is able to return.

SCHOOL EMERGENCY CLOSING

In the event of inclement weather, Cabrini will adhere to the decision of the *Allen Park Schools*. If, however, the school is forced to close for some reason which would not affect the public schools, it will be announced on one of the following Radio Stations: WJR or WWJ. By listening to one of these stations or by watching FOX 2, WDIV (channel 4), or ABC (channel 7), parents will be informed more promptly than by trying to contact the school.

SCHOOL SUPPLIES

Textbooks, workbooks, and some supplies are furnished by the school. Students are expected to use books and materials with care. Replacement fees are charged for lost or damaged items. Each year parents are given a list of supplies that they need to provide for their child.

REQUESTS OR ADDITIONAL TEXTBOOKS

Students will not be given more than one textbook per subject unless there are special circumstances deemed necessary by the administration.

SPECIAL EVENTS

Throughout the year, special events may occur. When the event is only for a specific grade (i.e. Kindergarten celebration, etc.), school siblings of participating students are discouraged from missing class in order to attend the function.

STUDENT RECORDS

A cumulative record of each student is kept on file in the school office. The student record includes previous report cards, test results, health records, any auxiliary services provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. All fees owed to Cabrini must be paid prior to us sending student's records.

SUSPECTED CHILD ABUSE

State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly and directly to the Department of Social Services in the county where the suspect injury occurred.

TORNADO POLICY

A **Tornado Watch** is a general indication that tornadoes are possible within a designated period of time. In the event of a tornado watch which falls within school hours and the school areas, the student will NOT be sent home. A **Tornado Warning** is information that a tornado is likely to strike within a matter of minutes. It is imperative that each student promptly follows the direction of the faculty.

In the event of a tornado warning, the students will be held in school until an all-clear is given by proper authorities. This could cover a period of hours. Staff members will stay on duty during this period. Parents are requested not to call the school in the event of a tornado warning, so that the telephone lines will be open for emergencies that may arise.

For the safety of our school community, during a tornado warning students and staff are in shelter in place. Signs will be posted on locked doors. It is recommended that parents do not attempt to take children from school in a period of tornado warning. After a tornado warning has been lifted, school will resume to normal operations.

LUNCH

Lunch Supervision

Grades K through 8 have a 20-minute recess and a 20-minute lunch under the supervision of lunch monitors. As a rule, students eat in the lunchroom after recess. During recess students enjoy the play scape and outside fields. Inclement weather keeps the students in their classrooms during recess where the monitors provide and supervise games.

Hot Lunch Program

Lunches are available for pre-purchase three days a week for grades K-8.

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.**

Elementary Parent Teacher Guild (EPTG)

The mission of the Cabrini's EPTG is to support and enhance academic excellence and a community of faith and service. The organization serves as an advocate on behalf of our children and supports the dedicated staff and principal as they empower our children to learn in a Christ-centered environment.

The purpose of the EPTG is the major fundraising arm of the school. Proceeds from their activities are used to enhance the educational needs of the school.

Cabrini provides an Extended Day Program (EDP) for families needing this service. Unless otherwise notified,

Extended Day Program (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

ARCHDIOCESE OF DETROIT VOLUNTEER CODE OF CONDUCT

CODE OF CONDUCT FOR VOLUNTEERS

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, misdemeanor.
- Cooperate fully in any investigation of abuse of children and/youth.

A volunteer must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/youth.
- Humiliate, ridicule, threaten or degrade children and/or staff members.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

General Discipline Policy

At St. Frances Cabrini School, school regulations are not seen as an unfair restraint on a student's freedom. We believe in a discipline policy which is fair and consistent that provides a positive, purposeful, and safe learning environment, that promotes student self-discipline, cooperation and consideration of others. We also believe that an effective discipline system requires the support of parents. Parents are just as important as teachers and are a valuable partner to your child's teachers in school. What you do as a parent helps your child to be successful in school and in life. Please always speak of the school and staff in positive and constructive terms. If you have a concern, share it with us. We can explain it or solve it together.

To alleviate discipline issues during school hours, disciplinary action shall be applied with care, reserve, and due diligence. 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.

Although it is necessary to deal with negative behavior when it occurs, our staff is committed to the notion that the best way to influence students to act responsibly is to acknowledge and emphasize their positive behavior.

Consequences for misbehavior will be logical and suit the misconduct insofar as possible. Minor infractions will be dealt with by the classroom teacher.

In taking disciplinary action toward a student for a major infraction, the principal, and/or dean of students, will discuss the misconduct with the appropriate staff member while taking into consideration the seriousness of the offense, amount of harm or danger to person and/or property, and the frequency of documented inappropriate behavior. With any minor or major infraction, all efforts will be made to assist the student to change his/her behavior to an acceptable form.

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 will be disciplined up to and including expulsion. This includes activity in online postings and social networks such as texting, video chats, Facebook, Instagram, YouTube, and Twitter.

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.

Anti Bullying

At St. Frances Cabrini School, we strive to create a safe, respectful, and welcoming school environment by building and maintaining positive relationships between students, staff, and parents. Bullying has an extreme negative effect on the learning climate of the school. It is important for students to know that we take bullying very seriously.

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. Anyone who witnesses bullying is expected to speak with the appropriate school personnel (teacher, dean of students, or principal).

With events of bullying, school personnel will ensure that the affected student is safe and supported, while investigating to determine details of the incident. The dean of students and/or principal will review the school code of conduct in relation to the violation of another student's right to a safe and secure learning environment. When determining the appropriate consequence and course of action, consideration will be given to the student's age/development level, seriousness of the offense, student's history, and the history of the relationship between the involved students. Consequences for the student who is bullying will range from:

- Discussion with students involved and proactive solutions decided upon.
- Completion of assignment on social responsibility including problem solving sheets, letters of apology, essays, posters etc.
- Possible completion of school service.
- Loss of recess or lunch or extra-curricular privileges.
- In school suspension with communication to parents.
- Formal suspension with written notification to parents which will be put in the student's file.
- Or other consequences as deemed necessary by administration

Bullying incidents will be documented and a follow up with parents will ensue. Additional supervision, support, and monitoring will be provided as necessary. Prevention of bullying should be a partnership between parents and teachers. Bullying should not be kept a secret as it tends to allow bullying to continue and makes dealing with the issue very difficult.

Incidences of Disciplinary Action, Students May Be Subject To:

Infraction or Conduct Referral: Direct notification or communication to the home that informs the parent/guardian that the student is not following established guidelines. This may be acknowledged through an infraction sheet or call home by the classroom teacher or dean of students. Parent/guardian is expected to discuss the incident with the child and report back to the referring Cabrini School staff member.

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. This may be carried out through use of a school/parent/student behavior contract. During this period the student is in attendance at regular classes and school activities. The probationary period is at the discretion of the administration.

In-School Suspension: 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.

Behaviors which may result in suspension include (The list is not inclusive):

- 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 or leaving 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 or gestures.
- Improper pictures or drawings (including graffiti) on desks, lockers, etc.

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 for the safety of students at Cabrini School.

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 dean of students. Students may be subject to any combination of the following: disciplinary probation, in-school or out of school suspension. In serious cases or after repeated offenses, a student may face expulsion or be asked to withdraw from the school.

Specific Policy Regarding Tobacco: Possession or use of tobacco (including vaporizers and/or electronic cigarettes, etc.) is not permitted at 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 parents/guardians are notified and will be required to pick the student up from school promptly. Upon picking up the student, 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 Cabrini 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 school.

Specific Policy Regarding Weapons: School policy prohibits students from bringing weapons to school, 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. A weapon will be determined to be any object which can be used to threaten or injure another. A weapon shall be classified further as any concealed item which a person may use with intent to harm. 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. Pocket knives are not permitted. 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, personal tablets, and/or smart watches, **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 (past 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. 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: Lunch monitors check in at the end of each lunch period with their supervisor and make note of those students who have needed repeated correction. This information will be passed on to the classroom teacher, and if necessary, to the dean of students.

Please keep in mind that in order to keep good order, which is for the safety of all students, some students may be asked to take a few moments for a "time out", if their activities on the playground get too excessive or they may be instructed to sit in a different, quiet location, while in the lunchroom to reflect on their actions. Compliance to these requests is expected.

The following student behaviors will not be tolerated:

- Rude behavior toward those in charge (lunch monitor volunteers).
- Shouting, name-calling, teasing and obscenities.
- Chasing, pushing, shoving, punching, tripping or fighting.
- Taking food or materials from others.
- Being in undesignated areas.

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.

This code will be reviewed with students in late August/early September and throughout the school year. It would be helpful if parents also reviewed the code with their children. It is our hope that the application of this code will help us to ensure that our school is a happy, safe and productive place for all.

STUDENT CODE OF CONDUCT

I. General Behavior

1. Act in a Christian, "Christ-like", 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 a 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 school or classroom equipment
 4. Line up at given signal
 5. Enter building quietly

DRUG AND ALCOHOL POLICY

It is the policy of Cabrini Grade School to provide a safe and healthy school environment free from drug and alcohol abuse. Accordingly, the School has adopted the following policy:

1. Possession, use, transfer, reporting for or working while under the influence of, or any other contact with, alcohol or illegal drugs at school is prohibited. Violation of this policy will result in disciplinary action, up to and including possible discharge or expulsion.
 - a. *“Possession” includes: on your person, in your personal effects, in your vehicle or under your control.*
 - b. *“Use” includes any form of consumption, ingestion, or inhalation.*
 - c. *“Transfer” includes: purchase, sale, exchange, dispensation, sharing and/ or handling whether or not for money or other form of compensation.*
 - d. *“At school” includes: any time for which you are on the School premises, which includes parking lots, lunchrooms, lockers and School vehicles ,etc.*
 - e. *“Illegal drugs” includes: any narcotics, controlled or illegal substance, including marijuana, unless it is in a container labeled by a physician or pharmacist identifying the student as a person for whom the drug was prescribed, the drug and the dosage.*
2. The school may offer or require a student who is reasonably believed to be under the influence to have drug or alcohol screening tests, such as a Breathalyzer, performed at School expense by qualified personnel. Refusal to submit to testing, when requested, or positive test results, will result in disciplinary action, up to and including discharge.
 - a. *“Refusal” includes: any delay in submission testing.*
 - b. *“Positive test results” includes: any trace of alcohol or illegal drugs.*
3. The school reserves the right to search a student, including emptying his/her pockets; and student’s purse, back pack, briefcase, lunchbox or other personal property; when the School has a reasonable suspicion that this substance abuse policy may have been violated. Refusal to cooperate in these procedures may result in disciplinary action, up to and including discharge or expulsion.

ARCHDIOCESE OF DETROIT SCHOOL POLICIES AND GUIDELINES

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.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, and stiletto, knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar or brass knuckles.

Definitions

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 the State law.

School premises include the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, and busses.

Immediate vicinity of the school means 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 immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, 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 or pastor's office or other appropriate place. Another person of the same sex will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will 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 present on school premises.

Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.

The principal may exercise the options to both 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:

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.

WELLNESS POLICY

Belief Statement

CABRINI GRADE SCHOOL STUDENT WELLNESS POLICY

Cabrini Grade School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WOC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operation responsibility; and involving parents, students, school food service providers, the school board, school administrations, and the public in developing this policy.

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduce risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well- implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the US Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, color cancer and diabetes.

Cabrini Grade School will comply with the goals for Student Wellness established by Wayne County and the Archdiocese of Detroit, Office of Catholic Schools. Cabrini Grade School utilizes and post signs by the Michigan Department of Health.

GOALS FOR STUDENT WELLNESS

Goals for Nutrition Education

Students in kindergarten through grade 8 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.

The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens or other like activities.

Cabrini Grade School shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

Goals for Physical Activity

Students in preschool through grade 8 shall participate in regularly scheduled formal and informal physical activity programs. Students in grades K-8 receive physical education classes for fifty minutes once a week. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.

Elementary schools shall provide a daily, supervised recess period to all students.

Staff promotes hand washing or hand sanitizing before lunch and snacks; hand washing after restroom use. Signs are posted in the bathrooms promoting and demonstrating proper hand washing techniques.

Cabrini Grade School also accommodates the needs of children with food or drug allergies by providing separate dining tables that are constantly monitored for exposure to known allergies. Signs are posted outside classrooms disallowing foods that are unsafe for students with allergies.

Access to any area involved in storage, preparation and service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

Cabrini Grade School is encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical activity facilities and equipment on school grounds shall be safe.

Cabrini Grade School is encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

School personnel shall not withhold food or beverages from students as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for American (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).

All foods and beverages sold individually (apart from the reimbursable school meal) shall be well- regulated and consistent with the nutritional goals of this policy. This includes:

- a la carte offerings in the food service program
- food and beverages sold as part of school-sponsored fundraising activities should encourage and include healthy choices

Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

Cabrini Grade School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Cabrini Grade School has no soda, energy drinks or snack vending machines on the premises.

Measuring Implementation & Community Involvement

The principal shall be responsible for implementation of the Wellness Policy.

The Wellness Committee based upon feedback may revise the wellness policy as appropriate and review the Wellness Plan annually.

Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

Goals for other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

It is recommended that upon request food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.

School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.

All food service personnel shall have adequate pre-service training including food service handling and abide by local health code policies.

Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options (see Attachment A).

The school shall make efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.

All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.

Attachment A

*Healthful Food and Beverage Options for School Functions**

At any school function (parties, celebrations, meetings, etc.), healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below:

- raw vegetable sticks/slices with low-fat dressing or yogurt dip
- fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, etc.
- fruit salad
- cereal and low-fat milk
- 100% fruit or vegetable juice
- frozen fruit pops with fruit juice or fruit as the first ingredient
- single serving applesauce or canned fruit in juice
- fruit smoothies made with fat-free or low-fat milk
- dried fruits – raisins, cranberries, apples, apricots, etc.
- single serving applesauce or canned fruit in juice
- peanut butter with apple wedges or celery sticks
- fruit smoothies made with fat-free or low-fat milk
- trail mix (dried fruits and nuts)
- dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- lean meats and reduced fat cheese sandwiches
- party mix (variety of cereals, nuts, pretzels, etc.)
- baked chips with salsa or low-fat dip
- low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- mini bagels with whipped light or fat-free cream cheese
- pasta salad
- breadsticks marinara

- fat-free or low-fat flavored yogurt & fruit parfaits
- fat-free or low-fat pudding cups
- fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, cheese cubes)
- flavored soy milk fortified with calcium
- pure, ice cold water

**This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choice.*