



Policy Book

BISHOP KELLEY CATHOLIC SCHOOL

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TABLE OF CONTENTS

Bishop Kelley Mission Statement/Philosophy & Admissions	Page 4
School Policies and Regulations	Pages 5-28
Attendance/Tardiness	Page 5
Code of Conduct	Page 7
➤ Weapons	Page 8
Conduct	Page 9
Drug and Alcohol	Page 9
Harassment/Sexual Harassment	Page 10
Homework	Page 11
Illness Policy	Page 11
Internet	Page 11
Lunch Hour	Page 17
Medical/Dental Appointments	Page 17
Medication Procedure	Page 17
Off Campus Conduct	Page 18
Peanut Policy	Page 18
Playground Safety	Page 18
Raider Hours Policy	Page 18
Registration Policy	Page 22
Retention	Page 22
School Property	Page 22
School Safety/Harassment Policy for Students	Page 23
Security System	Page 23
Snacks	Page 23
Sports	Page 23
Tuition Policy	Page 25
Uniform Code	Page 26
Vacations	Page 28
General Information	Pages 28-32
After School Care	Page 28
Arrival and Dismissal	Page 28
Bus Transportation	Page 29
Cell Phones, Pagers, Electronic Cameras	Page 29
Change of Address/Telephone Numbers	Page 29
Communication	Page 29
Curriculum	Page 30
Fieldtrips	Page 30
Grievance	Page 30
Parent-Teacher Appointments	Page 31
Parent/Teacher Guild	Page 31
Parties	Page 31
School Activities	Page 31
Students Leaving School	Page 31
Telephone	Page 31
Textbooks	Page 31
Unscheduled School Closings	Page 32
Vandalism	Page 32
Conclusion	Page 32
Parent Signature Page - Sign and Return to School	Page 33

BISHOP KELLEY CATHOLIC SCHOOL

MISSION STATEMENT

At Bishop Kelley Catholic School we:

Believe that Jesus is Present,

Know the importance of our

Catholic faith,

Strive for spiritual growth and academic excellence.

PHILOSOPHY OF BISHOP KELLEY CATHOLIC SCHOOL

Bishop Kelley School is a Catholic school, instituted by Immaculate Conception parish community to teach Catholic doctrine, nurture the development and personal practice of Christian values, and provide an educational setting where quality academic standards are maintained.

Academic instruction is provided by professional educators, to help students develop and achieve excellence, through a variety of learning experiences. Each child is regarded as a valuable, contributing member of the community and is encouraged to develop and express individual talents.

Bishop Kelley Catholic School, in cooperation with each family, provides an atmosphere that encourages the growth of faith, morals, and a desire for lifelong learning.

ADMISSIONS

Bishop Kelley Catholic School respects the individual as well as the student's rights to an education in a Catholic School. It does not discriminate on the basis of race, color, or gender in the administration of its education policies, admission policy, athletic or other school administered programs as required by law.

Respect for the dignity and worth of each individual is basic at Bishop Kelley. Each individual faculty, staff member, students or other working in relationship with the school, is entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct that ensure the school is free from sexual and other forms of illegal harassment. Parents of Bishop Kelley students are expected to support the Catholic culture, mission and philosophy of the school.

Students will be accepted as follows:

1. Children of faculty and full time staff.
2. Current Bishop Kelley students, Preschool – 8th grade.
3. Siblings of current Bishop Kelley students.
4. Children of parent/guardian who are active members of Immaculate Conception Parish.
5. Children of families from other Catholic parishes.
6. Non-Catholic families who desire a Catholic education for their children.

Children entering Kindergarten must be five years of age by **September 1st.**

Children entering Kindergarten must take a Kindergarten Placement Test prior to acceptance into the school. Parent/guardian must provide proof of proper immunization on or before the first day of school.

All students entering the school may be asked to take an entrance test. A written evaluation or report card from the previous school is required. The student and parents will be required to interview with the principal prior to final determination of enrollment. Bishop Kelley Catholic School may refuse enrollment to a student who has:

- been expelled at any time during his/her educational career
- been suspended at any time during the last two academic years
- attended school for less than 75% of the regularly scheduled days in the past two academic school year
- been involved in a weapon/drug related incident

Acceptance into Bishop Kelley is based upon the conference, test results and previous report cards. All students who are accepted are given probationary status for a period of one year during which they may be asked to leave at any time. This period could be extended at the discretion of the principal or pastor. The student must display an interest in academics and display an effort in observing the school rules and Code of Conduct.

When a parent/visitor comes to school, they must stop at the office for a visitor's pass.

SCHOOL POLICIES AND REGULATIONS

The faculty and staff of Bishop Kelley Catholic School respects the individual as well as the student's rights to an education in a Catholic School. The student accepts the responsibility of adhering to the policies and regulations of Bishop Kelley.

No attempt is made in this handbook to cover every possible policy, regulation, situation, or penalty. It is understood that the Pastor is the final authority in all matters relating to the school. The Administration is empowered to handle situations not specifically mentioned in the handbook. Students and parent/guardian are notified and reminded throughout the academic year of policies and regulations through oral and written communication. Students and parents/guardians are to be supportive of school policy, school leaders and staff. The principal is authorized, in all cases, to impose appropriate student discipline, up to and including expulsion.

ATTENDANCE/TARDINESS

Students are expected to be in attendance every school day. It is felt that any absence from school is detrimental to the student no matter what the reason may be and, as such, is discouraged. If absences are the result of a serious illness, a written statement from the pupil's physician is required before special consideration will be given regarding a child's grade for that quarter. Students absent due to illness will have as many days to make up work or tests that they were absent. If a student is absent more than 20 days per year, he/she may be expected to repeat the grade.

There are a number of situations which can be avoided. It is these situations that we ask your cooperation in avoiding:

- Avoid taking students out of school for appointments and/or meetings that can be scheduled for other times.

- If a child has a chronic illness or condition it must be communicated to the child's teacher and the office with a doctor's note.
- Family trips and vacations are strongly discouraged during the school year. However, if time away from school cannot be avoided the following procedure is to be followed:
 - a. Two weeks prior to absence, the parent/guardian is to send a written note to the teacher stating dates the student will be gone and requesting anticipated materials to be covered. This may be sent home on the last day the student is in attendance.
 - b. Teachers may provide anticipated pages to be covered. Teachers are not required to give specific assignments. How and to what extent anticipated pages are covered is the responsibility of the parent/guardian.
 - c. Credit will not be given for science labs.
 - d. Tests given during a student's absence will be made up the day the student returns. Credit will be given for missed tests only.

Bishop Kelley School views excessive tardiness as impairment to the development of a responsible person. School begins at 8:30 a.m. and ends at 3:35 p.m. It is important to be in class and prepared to work at that time. When the weather is inclement, the students may have to get up earlier and leave home earlier in order to get to school on time. Help them to plan ahead. Punctuality is expected.

When a student arrives late, they miss valuable instructional time and it is disruptive to the entire class. Often directions are given which are difficult to duplicate. Likewise, at the end of the day, it is troublesome when students miss information and directions given at the end of the day. With the young students the teachers are busy making sure their backpacks are loaded and they are ready for the appropriate busses.

- Students who arrive after 9:00 a.m. will be counted as missing half a day.
- Students who leave after lunch but before 3:00 p.m. will also be counted as half a day absent.
- Students who leave the school building mid-day exceeding 2 hours will be counted as ½ day absence. If it is less than 2 hours, it will be counted as a tardy or mid-day exit.
- There is no differentiation between excused and unexcused tardies, absences or exits.
- Students who have 5 tardies, early exits or mid-day exits in the entire year will not be eligible for the perfect attendance award given at the end of the year.

If a student receives 5 tardies, early exits or mid-day exits in a quarter, parents must schedule a meeting with the principal and teacher to implement an attendance contract.

Excessive absences or tardiness will be reported for further investigation. If a student is tardy or absent 15 days (including vacations), they may receive a school truancy referral. The cost of this referral will be added to the tuition.

When it is necessary for a student to be absent from school, the parent/guardian is requested to phone the school office (664-5011) before 10:00 a.m. When a child is absent, a note is REQUIRED the day the student returns stating the reason for the absence.

Impress upon your student that regular and prompt attendance at school is as important to their success as it is to you in your occupation and employment.

CODE OF CONDUCT

Behavioral Expectations

- RESPECT the inherent human dignity and worth of every individual.
- ENCOURAGE each other through positive language and actions.
- STUDY diligently and be an active participant in the learning process to maintain the best possible level of academic achievement.
- BE PUNCTUAL and RESPONSIVE in the regular school program to the best of one's ability.
- DRESS and APPEAR in a manner that meets reasonable standards of health, cleanliness, and safety (see Dress Code). Personal hygiene is important. If a student's poor hygiene affects the class environment, parents will be notified and are expected to take action.
- HELP MAINTAIN and IMPROVE the school environment; preserve school property and books, exercise the utmost care while using school facilities.
- CONDUCT himself/herself in an appropriate manner while in attendance at all school related functions held on or off school grounds.

Unacceptable Behaviors

The following are types of behavior considered not appropriate in school or at school related functions. They are considered to be violations of the Code of Conduct. Any of the violations indicated below may lead to suspension or expulsion.

The following are types of behavior considered to be violations of the Code of Conduct:

- Horseplay
- Behavior and/or conduct contrary to the teachings of the Catholic Church.
- Harm brought to self or others through physical or verbal abuse, obscene language/gestures or immoral behaviors
- Disrespect shown to teachers, administration, or other adults verbally or physically
- Disruption in the classroom; preventing others from learning, or neglect of academic responsibilities
- Chewing gum on school or parish property
- Fighting, wrestling, or throwing objects
- Excluding others from play
- Teasing
- Entering or leaving school premise without permission
- Threats against parish buildings or property

WEAPONS

- Violating public laws such as extortion, gambling, use or possession of drugs, alcohol, knives, matches, lighters, cigarettes, firecrackers, stink bombs, or other weapons

Bishop Kelley follows the Federal and State law as well as the Archdiocese of Detroit mandate for permanent expulsion. Students who bring weapons to school or on school premises (includes the school building and the adjacent grounds including but not limited to parking lot, playground, student lockers, busses. Immediate vicinity of the school means within a block radius of the school.) are in violation of the Code of Conduct, and may be suspended or expelled. A weapon is defined as any object which, in the manner in which it is used, is intended to be used or is represented as capable of inflicting bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, dagger, stick, stiletto, knife, iron bar, brass knuckles, razors, clubs, electric weapons, martial arts weapons, ammunition, explosives, fireworks, guns of any type, including air and gas-powered guns (whether loaded or unloaded). This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats or intentional calls to falsely report a dangerous condition.

Any verbal, written, or physical threat directed against students, staff, faculty, or parent volunteers, will be cause for immediate suspension or expulsion. Proper authorities will be contacted.

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 Facebook, Instagram and Twitter, will be disciplined, up to and including expulsion.

The preceding regulations are outlined for the purpose of information and clarification. However, they are not to be considered exclusive of other improper behaviors not mentioned. The real purpose for such regulations is the protection of individual rights and property and the proper operation of the school. Any action which interferes with the learning process is a violation.

Disciplinary actions will be handled under one or more of the following classifications:

Conduct Referral

A referral form will be sent home stating areas of misconduct. This form must be signed by the parent/guardian and returned to the teacher the next school day. These will be kept on file.

Silent Sustained Lunch and Recess (SSLR)

A student may serve a SSLR for behavior such as horseplay, teasing, disrespectful behavior, intimidation, harassment, or physical contact. Students eat their lunch and spend recess in a silent specified room.

Detention

If it becomes necessary for a child to serve detention parents will be notified two days prior. Children will be expected to serve detention on the designated day. Parents must pick their child up promptly at 4:05pm.

In-School Suspension

A student will be removed from the classroom and will be expected to complete assigned work. Parents will be informed.

Out-of-School Suspension

An out of school suspension will occur following serious infractions of school rules or multiple offenses. Parents will be notified.

Expulsion

Permanent removal of a student from the school.

The following steps may be used in solving a problem:

1. Verbal Warning
2. Teacher and student conference and/or detention
 - a. Student calls parents
3. Teacher, student and parent/guardian conference
4. Group conference with Principal, teacher, parent/guardian, and student
5. Group conference with Pastor, Principal, teacher, parent/guardian and student
6. Suspension or Expulsion

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other MP3 players, or anything that will detract from a learning situation are not allowed at school at any time.

Cell phones must be kept in the locker and not used during school hours.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) only.**

DRUG AND ALCOHOL

It is the policy of the School that all students learn in a safe and healthy working 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 work is prohibited. Violation of this policy will result in disciplinary action, up to and including possible expulsion.
 - a. "Possession" includes: on your person, in your personal effects, 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 work” includes: whether or not off the School premises, which includes parking lots, lunchrooms, lockers and School vehicles. Students who are not actually on School property, but are performing work of the School, are expected to follow these work rules. Failure by any student to comply with these rules while on School business off site will be treated the same as if the student were on School property.
 - 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 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 test, 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 student-initiated delay in submission to 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; a student’s purse, tote bag, briefcase, lunchbox or other personal property; and student’s work area, 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 expulsion.

HARASSMENT/SEXUAL HARASSMENT

It is the policy of the Archdiocese of Detroit and Bishop Kelley School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Bishop Kelley School, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Bishop Kelley School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of Bishop Kelley School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Bishop Kelley School will not tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. The accused party must be named.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Definition of Sexual Harassment - Student Relationships

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

Examples of Harassment (including but not limited to)

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance, speech impediment, gender, ethnicity and/or hygiene

HOMEWORK POLICY

The purpose of homework is to reinforce skills taught in class, aid independent learning and promote personal responsibility. Positive effects of homework are student organization of time, development of responsibility, and communication with parent/guardian.

Parent/guardian can aid a student by:

- providing a quiet time and place for study with minimal distraction
- providing the necessary supplies
- explaining directions and reinforcing skills
- checking for accuracy, understanding, and completeness of the assignments.

Requests for homework must be made by 10:30 a.m. Homework pick-up will be at the end of the school day in the office. Late homework assignments will be handled at the discretion of the teacher.

ILLNESS POLICY

Students must be fever free for 24 hours **without** medication to return to school.

Report any absence due to illness to the office by 9:00 a.m. Students must have a doctor's note in order to take any over the counter medications or prescriptions **and** have a signed Medication Release Form on file. (Forms are available in the office.) This includes cough drops. All medications must be kept in the office. Students must have a doctor's note to be excused from recess, P.E. class or other classroom activities.

INTERNET POLICY

Electronic Information Access and Use For Educational Purposes Policy

[Bishop Kelley Catholic School] (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant

resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy..

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this

Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School

Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using

School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

School Responsibility

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

[Bishop Kelley Catholic School] Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.

- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.

- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems.

Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

LUNCH HOUR

Hot Lunches are ordered on Fridays. If a student is absent, a sibling or parent may pick up their lunch by 12:30 p.m. **No refunds will be given.** In the event of a school cancellation, the lunch will not be rescheduled but the amount deducted from the next order.

Children eat lunches in their classrooms or Community Room. They must stay at their assigned tables and in their seats while eating, clean up and deposit refuse in the containers provided in the room.

Lunch boxes will be deposited in "Classroom Bucket" & taken down to the Community Room before lunch hour begins by students designated by teacher. After eating, students will place their lunch boxes in "Classroom Bucket". After recess, students will go down to the Community Room and bring up "Bucket".

- No walking or running around.
- Only (1) person in bathrooms at a time.
- Sweep if necessary. Stack chairs if necessary.
- No shouting.

NO LUNCH MAY BE EATEN OUTDOORS.

During lunch recess time all children must go outside unless they have an on-going medical problem and a note from a doctor. If the weather is inclement, children will remain in their classrooms. They should read, or play games in a quiet manner. Indoor board games, etc. are permitted. Toys, radios, games, or any electronic device should not be brought to school.

MEDICAL AND DENTAL APPOINTMENTS

On occasion, it may be necessary to make an appointment for a student during school hours. When this happens a parent/guardian **must sign the student out in the school office.** If the student returns to school after the appointment, a parent/guardian must sign them back in.

MEDICATION PROCEDURE

To insure protection of school personnel and the physical well being of any student needing medication during school hours the following procedure will be followed:

1. School personnel can **only** dispense medication prescribed by a licensed physician only.
2. A "Dispensing of Medication Release Form" is required before any medication will be given.
3. Medication containers will have affixed labels as it was prescribed by the physician and:

Name of Child
Name of Medicine
Time and Dosage

4. Designated school personnel will distribute and dispense only oral medication.
5. Medication is stored in the school office. **NO MEDICATION OF ANY KIND IS TO BE IN THE CLASSROOM.**
6. No medication can be stored in a refrigerator where food is kept. Since this is the only refrigeration the school has, *we cannot dispense medication that needs refrigeration.*
7. It is the parents duty to notify the school when the child's medication has been changed and should be discontinued.

OFF CAMPUS CONDUCT

The administration of Bishop Kelley School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

PEANUT POLICY

Due to the number of people who use this building, it is not possible for us to be a peanut free school. If your child has a peanut allergy, please present medical documentation with specific accommodations to the principal. We ask that parents who have children in those classrooms avoid sending in peanut snacks or foods that contain peanut oil.

PLAYGROUND SAFETY

- Play is limited to the playgrounds.
- No fighting or unnecessary physical contact is allowed.
- Students are expected to behave in a respectful manner at all times.
- Students must stay away from cars that may be parked in the parking lot or on the street.
- Only lunch supervisors or adults are to retrieve a ball or any other play material that goes into the street.
- No football or playing football is allowed on the playground. No "Dodge Ball", "Red Rover", or throwing and kicking balls at students.
- No balls smaller than a basketball, with the exception of Nerf type balls, are allowed.
- No sliding on ice or snow. No throwing snow or snowballs. No playing on snow hills.
- When the bell rings, the children are to line up in silence on the playground, before coming into the building.
- Students are to wait for lunch supervisor before crossing the street.
- Students breaking a rule must stand in the "Time Out" area, be brought to the office by the supervisor and/or get a note home.

Students are not to re-enter the building except in an emergency.

RAIDER HOURS POLICY

Background

The program requires that all families work at fundraising and/or service activities sponsored by the school. Each family is required to complete a pre-set number of hours. The purpose of Raider Hours is to benefit the entire BKCS family by keeping tuition costs as low as possible

while also enhancing the education of our children. Family involvement in school activities shows our children by way of example that our faith and school are important to us. Parents and families who are actively involved with their child's school have been shown to develop closer relationships with their children, and have a greater understanding of the schools' goals and policies toward the student. Research has shown that parental involvement fosters a better relationship between families, students and teachers. There are a variety of dates, times, and events available to all families to facilitate completion of their hours obligation regardless of their schedules.

Required Number of Hours

Each family with a student(s) in K-8 will be required to complete 15 Hours.

Preschool families are not required to participate in the program.

The School Administration and/or Parent Advisory reserves the right to modify these requirements each school year.

Buy out Option

We strongly encourage each family to fulfill its obligation by completing the required number of hours. However, families that prefer to provide a check in lieu of donating their time may do so by submitting a check in the amount of \$300.00 by May 1 of the school calendar year.

Tracking of Hours

Hours must be completed within the 12 month cycle beginning May 2 and ending April 30 of the following year. Hours earned after May 1 will be applied to the next school year. If the 15 Hours have not been met by May 1, a \$300 fee will be added to the tuition and all rules will apply. Hours earned over and above the families required amount may not be carried forward into the next year. Parents can register for hours through the eligible events with the school administration, PTG or by other means as allowed. Proof of attendance via a sign in sheet or by other means may be required in order to receive credit. Failure to register may result in no credit given for time worked. All credit will be tracked through the Raider Hours program as established by the school administration. Parents are responsible to review their Raider Hours account as provided quarterly to ensure accuracy. They should advise the Raider Hours program with any discrepancies or errors in writing. Extra credits hours will not be carried forward to the next school year.

Registering for an Event

Volunteer opportunities will be provided by the School Administration and PTG. The School Administration and the PTG President (and/or Committee Chair or Co-Chair) will keep track of the credit hours and report the same to the Raider Hours program.

Donation of Hours

A family that exceeds the number of hours needed may not donate hours to another family.

Hour Assignment

Hours will be assigned to function/duties based on their level of responsibility and involvement required, not necessarily the amount of time worked. Assignment of hours will be the responsibility of the Parent Advisory. Hours will be given to events that meet any of the following criteria:

1. The event directly raises funds
 - a. Parent Teacher Guild events for fundraising and social events
2. The event is cost avoidance in nature
 - a. Parent Educational Volunteer: ex Library Aide, Art Docent, Book Fair, Classroom Assistance, Coach, etc.

3. Events at the discretion of Parent Advisory.

Some activities even though they have parent involvement, may not earn hours. Hours will not be given for lunch duty, field trips or class parties as these activities do not meet the eligibility criteria.

Hours will only be earned from the approved list created by the School Administration and/or Parent Advisory.

Participation in activities not listed may not be awarded credit. New functions or activities not listed must be submitted to the School Administration and/or Parent Advisory for approval.

Waiver of hours

Families may request a waiver of hours through school administration. Any family requesting a waiver must indicate in writing the nature of their hardship. These cases will be handled on a case by case basis and will be decided by the school administration and/or Parent Advisory. Families should be aware that in order to qualify as a hardship case there must be a rare and significant event within that school year which impedes your ability to complete your hours. Situations that will not be considered hardship cases: divorced or single parent families, full time employment of parents, or not enough time left in the school year to complete hours.

Definition of family

In order to be as flexible as possible, the definition of family (who can earn hours under your family name) is defined as any family member who is willing to work for you. The family member must be noted as working for your family and meet any volunteer requests as mandated by the School Administration and/or the Archdiocese including but not limited to the ICHAT Background Check and attending a Protecting God's Children Workshop.

Conclusion

Thank you for your participation in Raider Hours. Fundraising benefits every student at Bishop Kelley Catholic School by keeping tuition low while providing superior educational opportunities. Families at BCKS are benefited not only from their student's achievements but also from the fellowship and community that cultivates lifelong bonds between families who share Catholic values.

Opportunities to fulfill your Raider Hours during the school year

1. Golf Outing
 - a. Chair – 1 person/15 hours
 - b. Co-Chair – 1 person/15 hours
 - c. Assist with food – 3 people/6 hours each
 - d. Hole in One – 2 people/6 hours each
 - e. Extras – 2 people/6 hours each
2. Walk A Thon
 - a. Chair – 1 person/15 hours
 - b. Food Chair – 1 person/15 hours
 - c. T-Shirt Chair – 1 person/6 hours
 - d. Pledge Chair – 1 person/6 hours
 - e. Reward Chair – 1 person/6 hours
 - f. Food Assistance – 6 people/3 hours
 - g. Snack Assistance – 4 people/3 hours
 - h. Crossing Guards – 2 people/3 hours

- i. Bike Riders – 2 people/3 hours
- 3. Mega Raffle/Auction
 - a. Chair – 1 person/15 hours
 - b. Donation Chair – 1 person/15 hours
 - c. Food Chair – 1 person/15 hours
 - d. Volunteers at event – 15 people in 3 hour shifts/3 hours each
- 4. Fish Fry
 - a. Chair – 1 person/15 hours
 - b. Co-Chair – 1 person/15 hours
 - c. Scheduling Chair – 1 person/15 hours
 - d. 45 people per week for 6 weeks - 3 hours per shift
- 5. Mom2Mom Sale
 - a. Chair - 1 person/15 hours
- 6. Yearbook
 - a. Chair - 1 person/15 hours
- 7. Carnival
 - a. Chair – 1 person/15 hours
 - b. 15 people in 3 hour shifts/3 hours
- 8. Thanksgiving Luncheon
 - a. Chair – 1 person/15 hours
 - b. Setup/Serve/Cleanup - 3 hours
- 9. Trunk or Treat
 - a. Chair – 1 person/6 hours
- 10. Donuts with Dad
 - a. Chair – 1 person/6 hours
 - b. Setup/Serve/Cleanup/3 hours
- 11. Muffins with Mom
 - a. Chair – 1 person/6 hours
 - b. Setup/Serve/Cleanup/3 hours
- 12. Teacher Appreciation
 - a. Chair – 1 person/6 hours
 - b. 18 parents in 2 hour shift for classrooms/2 hours
- 13. Special Citizens Day
 - a. Chair - 1 person/6 hours
- 14. Math/Literacy Night
 - a. Chair - 1 person/6 hours
- 15. Rosary making
 - a. Chair – 1 person/6 hours
- 16. Gingerbread House
 - a. Chair – 1 person/6 hours
- 17. Coaching
 - a. Coach and Assistant Coach – 15 hours each
- 18. PTG President/15 hours

19. PTG Vice President/15 hours
20. PTG Secretary/15 hours
21. PTG Treasurer/15 hours
22. Box Tops
 - a. Chair – 1 person/15 hours
23. Scrip
 - a. Chair – 1 person/15 hours
24. Library – 1 hour per time
25. Teacher helper (not including parties) – 1 hour per time
26. Book Fair – 2 events per year/ 1 hour per time
27. Kindergarten Graduation
 - a. Chair – 1 person/6 hours
28. 8th Grade Graduation
 - a. Chair – 1 person/6 hours
 - b. Assistants – 4 people/3 hours

REGISTRATION POLICY

1. Any family, who has not paid all tuition and fees by April 1st, will not be eligible to register for the following year and will risk the chance of being put on the waiting list. This does not affect those using Direct Deposit.
2. Registration forms and fees not returned during in-school registration will be considered new students and will take the chance of being placed on a waiting list.
3. Registration forms and fees will not be accepted before the proper date and time.
4. Incomplete forms will be returned for completion and registration will not be accepted until forms are returned.

RETENTION

When a student is struggling academically the following procedure will be followed:

- Parents will be notified
- Recommendation for student improvement will be given
- A plan for improvement will be established
- Diagnostic testing through Lapeer Community Schools or other institutions will be recommended to help identify academic or behavioral deficiencies

After testing and/or monitoring of a child's academic progress and evaluating their efforts and ability, there may be some students who are not successful in our educational environment. These students may be asked to withdraw from Bishop Kelley School.

SCHOOL PROPERTY

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

No smoking is permitted in the school building or on school grounds.

SCHOOL SAFETY/HARASSMENT POLICY FOR STUDENTS

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

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

Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, etc., may result in disciplinary actions if the content of the student's blog includes threatening, disparaging, offensive, hateful, discriminatory comments regarding the school, the faculty other students or the parish, or other inappropriate content, e.g. adult content, music lyrics containing violent messages, illegal or immoral content, etc.

SECURITY SYSTEM

In order to enter the school during school hours you will need to enter at the main entrance, push a buzzer, speak to whomever is in the office and they will release the door to let you in. **All visitors are to stop in the office for a pass before proceeding to the rest of the school.** Preschool parents are asked to wait in the school foyer. The preschool teacher or aide will open the doors approximately 5 minutes before class begins.

SNACKS

All students are encouraged to bring a nutritious snack to eat mid-morning.

SPORTS PROGRAM

Competitive sports should be an educating process that emphasizes skill development, helps participants form a Christian attitude toward life and helps them find a Christian way of behaving in various situations.

The sports arena must be a place of living and cooperating in a group situation. In this situation, athletes can learn about themselves and what they can contribute to the group, learn to respect the strengths and values of others, and experience a sense of belonging and responsibility to the group through helping to make things work. It provides an excellent opportunity to help our children learn to control their drives with the various aspects of competition and even to find growth in defeat.

The coach is a powerful figure. She/he affects each child's vision of self and how a Christian person should behave. Such a relationship has a strong influence on the attitudes, feelings, and actions of our children toward their world. When one thinks about the tremendous time and energy given on the part of a coach, it becomes an important priority to employ coaches whose goals are in unison with these ends.

There are three major areas we must endeavor to address with our sports program:

- to offer opportunities for all of our children to discover their potential and acquire realistic appreciations of their assets and limitations;
- to build in the individual not only a Christian attitude but also a capacity for sticking to values and goals rather than succumbing to the norms of others that so often are in conflict with the ideals we strive to build on;

- to aid individuals in dealing with their feelings and impulses as they come into play, and to do so in a Christ-like manner.

Since each child is required to give his/her best to attend the same amount of practices, to go through the same rigorous routine as everyone else, we need to assure that each child will receive a reasonable amount of playtime and experience in exchange for these efforts.

This, of course, is not an easy task. It requires that our priorities focus on participation rather than winning.

This brings us to the next goal of our sports program – that of forming Christian attitudes and values that our children will be able to maintain their beliefs regardless of the competition faced. This involves such areas as respect for rules and fair play, respect for one’s opponents, and the sheer delight found in the taking part in.

Let us teach children to respect others enough to leave them their self-respect. We do not need to dominate or destroy others in order to feel a sense of accomplishment. And if we are the victims of such a mentality, let us teach children not to give up our beliefs in an attempt to seek revenge.

All our money and effort needs to be directed toward forming people who have a love of the sport, who are proud of their best efforts regardless of the outcome, and who know that all adults are proud of them for these reasons and not because of points scored or who won. If we center ourselves on skill and attitude development, our boys and girls will have their share of victories!

In short, then, our sports program needs and must be a place of sharing, acceptance, respect, and responsibility on everyone’s part – coaches, players, spectators, parents alike. It must be a place of Christian living. If we build something at Bishop Kelley, let us build HIS kingdom. If we strive to win, let us win God’s race.

--Adapted fro SPORTS COMPETITION: A CHRISTIAN EXPERIENCE—

--By: Michael Melitz, St. Regis Parish Athletic Director—

SPORTS PROVIDED BY BISHOP KELLEY CATHOLIC SCHOOL

- Boys:
 - Holy Rosary/St. Mary’s Tackle Football for Grades 5-8
 - FACSL Basketball Grades 5-8
 - FACSL Baseball Grades 5-8
- Girls:
 - FACSL Basketball for Grades 5-8
 - FACSL Volleyball for Grades 7-8
 - FACSL Softball Grades 5-8
- Boys and Girls:
 - Flag Football for Grades 4-5
 - Archery for Grades 5-8
 - Tennis for Grades 5-8
 - Bowling for Grades K-4
 - Volleyball Clinic 6-8
 - Basketball Clinic K-8
 - Golf for grades 4-8

ATHLETIC ELIGIBILITY/EXTRA CURRICULAR ACTIVITIES

Academics: In order to help students and parents evaluate whether involvement on a Bishop Kelley team is affecting academic performance, the Athletic Director will provide a weekly eligibility list. The teacher will report current eligibility status. The student must maintain an average of no less than seventy-two percent (72%) in each subject. If an athlete becomes ineligible he/she may not participate in practice or games for a period of one week.

Behavior: Student athletes who fail to follow school rules or are suspended from school will be suspended from practice and play for one full week, beginning the day of suspension. Continual disruptive behavior may result in a suspension for the entire season.

If a student is tardy, absent or leaves school early for illness on the day of practice, game or event, they are ineligible to participate that day. Tardies/Absences due to unusual circumstances will be evaluated at the discretion of the administrator.

TUITION POLICY

1. A non-refundable Registration Fee of \$150.00 per renewing family must be paid at the time of registration for each academic year. After Registration the fee is \$200.00.
2. A non-refundable Registration Fee of \$150.00 per new family must be paid at the time of registration for each academic year.
3. A non-refundable Book/Technology Fee of \$175.00 is charged to each child, in addition to the Tuition.
4. There will be three types of tuition payment methods. You may choose the one that work best for you:
 - a. A 5% discount will be awarded on tuition only, if all tuition and fees are paid-in-full by September 1st. ***This discount does not apply to Preschool. Visa and MasterCard accepted.***
 - b. Four payments are due on September 1st, November 1st, February 1st, and April 1st. Each payment must consist of one quarter of the tuition. ***Visa and MasterCard accepted.***
 - c. Automatic Tuition/Fee Payment Plan (forms available in the office). You must sign up yearly for this. ***If one chooses this option and a payment is returned for insufficient funds, one must cease using this option and make future payments by cash, Visa, MasterCard, or cashier check.***
5. There will be a \$50.00 late fee added to any tuition payment received past the expected date. Please mark your calendar for the payment schedule you have chosen to avoid these fees.
6. One half of all tuition and fees must be paid by November 1st if using the Four Payment Plan. Students will not be allowed to attend school on November 2nd without proper fees being paid.
7. Any family, who has not paid tuition and fees up-to-date for the current academic year, will not be eligible to register for the following year.
8. All tuition/fees must be paid in full by April 1st. Automatic Tuition/Fee Payment Plan must be paid in full by June 1st. Any payments made after the April 1st deadline must be paid in cash, certified check or money order.

9. A \$300.00 fee will be added to the Tuition if the 15 Raider Volunteer Hours are not completed by May 1st of the current school year. (12 month cycle beginning May 2 and ending April 30 of the following school year.)
10. A \$100.00 credit is given for each new family you bring to Bishop Kelley School. The family must register and send their child/children to Bishop Kelley School. The family must inform the school of your recommendation.
11. Report Cards will not be given to families if all tuition/fees are not paid in full or all Registration Forms are not turned in.
12. Transcripts will not be sent to a new school if tuition/fees are not paid in full.
13. All tuition and fees must be paid-in-full before a student may participate in graduation ceremonies.
14. Archdiocesan Tuition Assistance Applications are available in the school office for 1st – 8th grade in February and must be mailed in by April.

Refunds

Tuition will be refunded based on eight payments made from August – March. If a student attends one scheduled school day on any month, the tuition for that month is earned by Bishop Kelley Catholic School. No refund will be made for any student who withdraws from the school after the beginning of March.

UNIFORM CODE

Good grooming and proper dress foster a positive self-image and a good learning environment. Questions of good taste are the final discretion of the principal and staff.

Students who are not in proper uniform will call parents to bring in the proper uniform.

Mass/Dress Uniform:

Boys: The dress uniform consists of navy blue trousers with a white or light blue oxford shirt and navy blue tie of appropriate length. Boys in 6th, 7th and 8th grades may wear khaki trousers with the oxford shirt and tie.

Girls: The dress uniform for girls in grades K through five consists of the plaid jumper with a Peter Pan collar or oxford style shirt in white or light blue. Girls in grades 6-8th grade wear the plaid skirt with an oxford shirt or Peter Pan collar. A navy blue criss-cross tie is worn with the uniform on Mass days for all girls wearing slacks or skirts during the winter. It is not necessary to wear the tie with the jumper. They may wear tights, knee socks or crew socks. Nylons and low cut socks are not acceptable. (Fifth grade girls may wear the dress skirt instead of the jumper after Easter.)

Uniform Company: Schoolbelles

Preschool **does not** have a uniform. The dress code for K – 8th grade is as follows:

SHIRTS: Colors – White, light blue or forest green
 Long sleeve, short sleeve polo (not worn on Mass Day)
 Long sleeve, short sleeve oxford
 Long sleeve, short sleeve Peter Pan collar blouse
 Turtle neck - White, navy blue or forest green. Worn **under** blouse, shirt, sweater, or jumper
 T-shirts worn under shirts are to be plain white only!

PANTS: Navy blue uniform

Khaki (Grades 6-7-8 *only*) uniform
No tight fitting slacks, hip huggers, cargo or carpenter style

SHORTS: Walking shorts (knee length)
Navy blue
Khaki (Grades 6-7-8 *only*)
Shorts may be worn under a skirt, but cannot be visible
Shorts may be worn during the months of September, October, May & June

SOCKS: Must be worn at all times.
No short athletic socks
White, Black, Navy Blue or Forest Green - PLAIN/SOLID crew or knee socks
(socks must be visible above the shoe), tights or leggings. NO designs/cut-outs

SWEATERS: Navy, Red, Forest Green - *From uniform company only!*

VESTS: Forest Green Fleece with Bishop Kelley logo (Grades K – 8th)
Navy Blue Fleece with Bishop Kelley logos (*Grades 6-7-8 only*)

JUMPERS/SKIRTS: Bishop Kelley Plaid
From uniform company only!
Grades K-5 wear jumpers
Grades 6-8 wear skirts

NOTE TO ALL STUDENTS:

- EXCESSIVE FAD HAIRCUTS, STYLES, AND/OR UNNATURALLY COLORED HAIR ARE NOT ALLOWED. THIS INCLUDES FEATHERS IN THE HAIR.
- BOYS MAY NOT WEAR EARRINGS
- SHIRTS AND BLOUSES MUST BE CORRECT SIZE AND TUCKED INTO SKIRTS, SLACKS, SHORTS OR PANTS AT ALL TIMES
- JEWELRY IS TO BE KEPT TO A MINIMUM. SPIKES OR BEADED COLLARS (NECKLACE) AND WRIST BANDS ARE TYPES OF JEWELRY NOT TO BE WORN. NO DANGLING OR LOOP EARRINGS MAY BE WORN FOR SAFETY REASONS
- NO EYE MAKE-UP, BLUSH, LIPSTICK, PERFUME, OR COLOGNE
- SHOES OR SANDALS MUST HAVE A BACKSTRAP AND BE WORN WITH SOCKS
- BOOTS MAY NOT BE WORN IN THE CLASSROOMS
- NO PLATFORM SHOES
- NO HEELS OVER 2 INCHES
- SHOES WITH LACES MUST BE TIED
- SKIRTS MUST BE KNEE-LENGTH
- NAVY TIES AND OXFORD STYLE SHIRTS MUST BE WORN FOR MASS
- GIRLS MAY WEAR SLACKS TO CHURCH BETWEEN THANKSGIVING AND EASTER
- ATHLETES MAY WEAR “TEAM” WEAR ON GAME DAYS OTHER THAN MASS DAYS. SLEEVELESS TEAM SHIRTS ARE TO BE WORN OVER A REGULAR SCHOOL SHIRT OR WHITE UNDERARMOR SHIRT

- TORN CLOTHING OR CLOTHING WITH HOLES IS NOT ACCEPTABLE EVEN ON A JEANS DAY
- NO PANTS OR JEANS ARE ALLOWED WITH WRITING ON THE BACK SIDE DURING SCHOOL OR ANY SCHOOL EVENT
- DRESS CODE MUST BE FOLLOWED ON ALL FIELDTRIPS AND/OR EXTRA-CURRICULAR EVENTS

The administration reserves the right to determine the appropriateness of all clothing and accessories for wear at school and school sponsored trips/events.

Students not following the dress code will be required to wear the dress uniform for a period of one week and/or serve detention.

Non-Uniform Days

Students are not required to wear a uniform. Students may wear nice slacks, jeans, sweatshirt or T-shirt with appropriate sayings. **Sweat pants or athletic pants may not be worn. Leggings must be worn with a fingertip-length shirt or sweater.**

VACATIONS

Bishop Kelley School publishes the annual calendar enabling you to plan vacation times that coincide with our scheduled days off. We ask parents to plan family vacations accordingly. A child who has been absent is always at a disadvantage, as it is impossible for a teacher to repeat the experiences of the classroom. Some of the work missed, due to an extended absence, is very difficult to complete. Class discussions, oral recitations, and science experiments are virtually impossible to make up.

We understand that occasionally an unexpected opportunity will arise...these should be exceptions and not annual occurrences. Teachers and the school must be informed two weeks prior to the vacation. Teachers given a two week written notice will give the student anticipated pages and/or material to be covered. Teachers not given the proper notice are not required to give the anticipated lessons. It is the parent's responsibility to assist their child in learning the material covered. Written tests and quizzes missed during the absence will be given immediately upon the student's return. Teachers will not be required to grade homework completed during vacation.

GENERAL INFORMATION

AFTER SCHOOL CARE

After School Care is available from 3:35-6:00 p.m. One must preregister and call to ensure space is available.

ARRIVAL AND DISMISSAL

Children arriving by car should be dropped off behind the school on Church Street or in the parking lot behind the Church and walked across the street. Please help us keep traffic moving by not parking on Church Street. If you need to come into the building, please use the parking lot behind the Church.

Students arriving by bus will be dropped off on Washington Street (between the school and church). Students departing by bus will be picked up on Church Street. ***Washington Street is reserved for buses only. Please do not use this street for drop-off or pick-up.***

Children should not arrive at school earlier than 8:10 a.m.

Children frequently come to the office at the end of the day, confused as to their route home. Unless the teacher or office is notified by note or phone call, students will be sent home via their normal route. If students are not picked up by 3:40 p.m., they will be taken to "After School Care" and all fees will apply.

BUS TRANSPORTATION

Students in the Lapeer Community School District are transported to Bishop Kelley School by Lapeer Community School buses. This service is a privilege which can be withheld for actions/behaviors which jeopardize the safety and well-being of other passengers and/or the driver.

Students must behave in an orderly manner at the bus stop by showing respect for the person and property of others at all times. Student attitudes and deportment should reflect courtesy and respect for the bus driver at all times.

If inappropriate action/behavior occurs, the bus driver will inform the Principal and the child in question may not be permitted to ride the bus.

Children may not ride another bus for reasons such as birthday parties, staying over night, etc. Only in cases of an emergency will the student be allowed to ride another bus. This must first be cleared through the Lapeer Community School Bus Garage (667-2433).

Questions regarding bus numbers and/or bus stops should be directed to the Bus Garage (667-2433).

CELL PHONES, PAGERS, ELECTRONIC CAMERAS, ETC.

Parents and students are reminded that in accordance with section 1303 of Michigan School Code, students are not allowed to carry pocket pagers or electronic cameras/ communication devices in school. The school reserves the right to confiscate and hold for parent pick up. They also have the right to search for misconduct. Misconduct includes use at inappropriate times and for inappropriate purposes, e.g. cheating. Continued violations by the student may result in other penalties to the student. Cell phones must be kept in lockers and may not be used in class or during the school day.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is important to notify the school office if there is a change of address or telephone number. An emergency number is required. School personnel must be able to reach a responsible adult in case of emergency. Please make sure that all phone numbers are current and that we have your cell phone numbers.

COMMUNICATION

Communication with parent/guardian is a priority at Bishop Kelley School. Teachers communicate the child's performance through report cards, letters, phone calls, conferences, and progress reports. The school communicates through a weekly "Beacon" and monthly "Newsletter".

A. REPORT CARDS

- At the end of each quarter, teachers will prepare report cards. Report cards will be given out four times during the year at 9 week intervals (check school calendar for dates). Report card envelopes are to be signed by the parent or guardian and returned within three days to the teacher.

Grading Scale for Grades K – 2:

- P = Proficient
- D = Developing
- N = Needs Support

Grading Scale for Grades 3 – 8:

- A = 93% to 100%
- B = 83% to 92%
- C = 72% to 82%
- D = 60% to 71%
- F = 0% to 59%

B. PROGRESS REPORTS

- Parents will be given access to view their child(s)/children(s) grades utilizing our On-line grading system. It is up to the parents or guardians to periodically check student progress. There will not be a quarterly progress report sent home. Teachers will update grades on a weekly basis. If there is a concern about a grade, please contact the teacher through email or via the school office.

C. TEACHER AND PARENT/GUARDIAN CONFERENCES

- Formal conferences for all parent/guardians are held before the first quarter is over. Other conference times are provided on an as needed basis for teachers and parent/guardians who have concerns.

D. LETTERS

- Teachers and parents/guardians may wish to write letters or notes to one another. If the child is the messenger, be sure to follow up to make sure the note reaches its destination. Sometimes misunderstandings occur because the delivery is somehow delayed.

E. ACADEMIC HONOR ROLL

- Each trimester students will be rewarded for academic excellence. Students in grades 5, 6, 7, & 8 receiving all A's and/or B's are entitled to an academic Honor Roll Certificate.

CURRICULUM

The curriculum for 3-year Preschool through 8th grade is on the BKCS web site or is available in the office upon request.

FIELD TRIPS

Students are expected to participate in field trips that are planned by the school. Class visits to places of educational significance give enrichment to the lessons of the classroom.

Whenever possible, bus transportation will be provided.

No student may participate unless a signed parent permission slip for the specific event is returned to school.

GRIEVANCE

In order to protect the dignity and rights of each parent, student, employee and administrator the following procedure will be followed:

1. Start with the teacher. Discuss your concern with a view toward resolution. If satisfactory resolution is not reached...
2. Talk to the Principal. If no resolution...
3. Discuss your concern with the Pastor.

PARENT-TEACHER APPOINTMENTS

Teachers are not available to meet with parents during school hours. The teacher's responsibility is to the students in their classroom during these hours. Parents wishing to meet with a teacher should send a written note, email or call for an appointment. The teacher will return your call or send a note giving an appointment time. Parents are encouraged to maintain good communication with their child's teacher and the school. Please avoid conferencing with a teacher before or after school without a specific appointment. Teachers are unavailable after school on staff meeting days (usually Monday).

PARENT/TEACHER GUILD

All parents/guardians are members of the Parent/Teacher Guild and are encouraged to become active in the support of Bishop Kelley.

The purpose of the group is to further the quality of educational programs, assist in financial support, and sponsor social activities.

PARTIES

Invitations to out-of-school parties may not be given out in school, on the bus, or at school activities, unless ALL children in class receive one. If you wish to invite only a few children to your child's party, invitations **must** be mailed.

SCHOOL ACTIVITIES

The purpose of extracurricular activities is to provide opportunities for the development of the intellectual, social and/or physical skill of each student. They promote Christian courtesy, reliability, cooperation, initiative and maturity. Participation in extracurricular activities must never interfere with a student's academic performance. Supervision is not available for younger siblings who may remain after school during extracurricular activities. Do NOT leave them after school.

STUDENTS LEAVING SCHOOL

Emergencies are handled through the school office. No student will be released from school unless parent's permission is obtained. In cases of illness, parent/guardian will be called and asked to pick up their child. No child may leave the school premises during lunch recess or during the school day without permission from the principal or designated authority. Students must have a parent sign them out in the office.

TELEPHONES

Telephones in the school office are for business or emergency purposes. Children need to learn personal responsibility for assignments, materials, lunches, permission slips, etc. and are **not** permitted to call home for these things. Parents are reminded (except in extreme emergencies) that it is our policy not to disturb classes by having students come to the phone. If it is necessary to leave a message for a student, we will call down those students at the end of the day.

TEXTBOOKS

Children are expected to provide their own supplies such as paper, pencils crayons and other materials required by the classroom teacher.

ALL BOOKS MUST be covered at all times and be kept clean and neat. **Stretch book covers are not allowed as they ruin the books binding.**

Ruined, damaged or lost books will be replaced at the expense of the individual involved. Books taken home must be in a school bag or some other protective covering.

UNSCHEDULED SCHOOL CLOSINGS

If weather conditions are such that the school must close, this information will be broadcast over local TV stations.

If it is announced that LAPEER COMMUNITY SCHOOLS are closed, Bishop Kelley School will be closed also.

Children will be kept at school if a TORNADO WARNING is announced by the weather bureau. Parent/Guardian may pick their child/children up from school during bad weather conditions.

VANDALISM

Damage to school property, writing on walls, writing in non-consumable textbooks, scratching desks, and furniture, etc. will be repaired or replaced at the expense of the individual involved. Parents will be notified if such a situation arises.

CONCLUSION

The policies and procedures are clearly written and designed to create an efficient operation of Bishop Kelley School. These rules and regulations facilitate the right of each child to learn in an atmosphere of safety.

The school, Principal and/or Pastor retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Policy Book Revised
August 2017



Bishop Kelley Catholic School

Policy Book Agreement Form 2018/2019

PARENT/GUARDIAN

I have reviewed a current copy of the Policy Book located on the school website. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time-to-time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. **I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.**

Parent's Signature

Printed Name

Date