



# STUDENT/PARENT HANDBOOK

## **RIGHT TO AMEND**

SINCE SITUATIONS CAN ARISE THAT WERE NOT FORESEEN AT THE TIME OF THE REVISION OF THIS HANDBOOK, THE PRINCIPAL RESERVES THE RIGHT TO AMEND THE HANDBOOK AT ANY TIME. PARENTS WILL BE PROMPTLY NOTIFIED OF ANY AMENDMENTS.

# **WELCOME TO OUR LADY QUEEN OF MARTYRS SCHOOL**

Thank you for asking us to share in your child's development. Having selected a Catholic school you undoubtedly expect something different for your investment of tuition and your child's time and energy. With your continued interest and cooperation, Our Lady Queen of Martyrs Catholic School can provide that difference.

It is toward this end that this handbook on the policies and procedures of Our Lady Queen of Martyrs Catholic School has been developed. Please review this material carefully.

If you have any questions, please feel free to call the school office at (248) 642-2616. We will be happy to help you.

SINCERELY,  
OUR LADY QUEEN OF MARTRYRS SCHOOL

JACQUELINE R. MOJESKE  
PRINCIPAL

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## **MISSION STATEMENT FOR THE CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF DETROIT**

The Archdiocese of Detroit holds that Catholic schools serve as an extension of the educational ministry of the Church, which continues the teaching mission of Jesus.

### **CATHOLIC SCHOOLS**

- ❖ Proclaim the Gospel;
- ❖ Develop a faith community in which Gospel values are formed, experienced and lived;
- ❖ Preserve and teach the doctrines and traditions of the Catholic faith;
- ❖ Provide a learning environment which fosters academic excellence;
- ❖ Nurture young people to become “responsible and inner directed, capable of choosing freely in conformity with their consciences.”

The Catholic Church in the Archdiocese of Detroit recognizes the dignity of each child and the rights of parents as primary educators. It makes every effort to keep Catholic schools accessible to all who embrace this education mission of the Church.

## **MISSION STATEMENT OF OUR LADY QUEEN OF MARTYRS SCHOOL**

Our Lady Queen of Martyrs School is a Catholic Community dedicated to a mission of nurturing students who will contribute to the world through faith, character, and lifelong learning.

### **SCHOOL PHILOSOPHY**

We believe Our Lady Queen of Martyrs School offers each student a community where catholic values are learned and nurtured.

Together Our Lady Queen of Martyrs Parish and School will instill within each child a lifelong commitment to living and sharing the Gospel message.

Our Lady Queen of Martyrs will promote academic and spiritual growth and the expectation of service to others.

## **GOALS OF OUR LADY QUEEN OF MARTYRS SCHOOL**

- ❖ Promote a basic knowledge of Catholic doctrine;
- ❖ Develop Christian moral values so that the students will be self-motivated to make choices based on sound Christian principles;
- ❖ Provide professionally qualified faculty who exemplify Christian ideals and principles;
- ❖ Develop skills in language arts, mathematics, science, social studies, foreign language, music, art, computer, and physical education;
- ❖ Instill within each student a sense of personal responsibility and self-discipline;
- ❖ Provide an environment which is conducive to the physical well-being of students;
- ❖ Provide a Catholic education for as many children in the community as possible.

## **SPIRITUAL AWARENESS**

The atmosphere of a Catholic school should reflect the spirit of Christian life and learning. We offer our students a program of spiritual activities, which add and enrich the scholastic life. Catholic doctrine is presented in each grade in a relevant and meaningful manner. The liturgical year is developed through opportunities for attending Mass and receiving the Sacraments.

In all spiritual activities, the school recognizes the fact that the parent(s)/guardian(s) also play an important role in the moral and spiritual training of the child. The example of the parent(s)/guardian(s) is the key factor for the spiritual development of the child.

## **LITURGICAL CELEBRATIONS**

Each grade level worships God through planned liturgies. Students in Grades 1-8 attend Mass once a week. All grades attend Mass on Holy Days and other special occasions throughout the school year. Parents are invited to join the students in these Eucharistic celebrations.

## **SACRAMENTAL PREPARATION PROGRAM**

Our Lady Queen of Martyrs Parish 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. First Holy Communion (Eucharist) is ordinarily received in the second grade, and the sacrament of Reconciliation is also received in the second grade. The sacrament of Confirmation is celebrated in the eighth grade. Preparation for the celebration of these sacraments is a joint effort of parents and religious education staff. During a year when a student is receiving a sacrament there will be periodic meetings and activities scheduled throughout the year.

## **SCHOOL/HOME PARTNERSHIP**

A strong, cooperative partnership between school and home is an essential ingredient for an effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

Parents who cannot support the policies of the school community, or do not display a positive role in the school-home relationship, may be required to remove their child from the school.

## **ADMISSION POLICIES AND PROCEDURES**

Our Lady Queen of Martyrs School admits students of any race, national and ethnic origin to all rights, privileges, programs, and activities generally accorded students at that school. It does not discriminate on the basis of race, national or ethnic origin or sex in the administration of its hiring and personnel and education policies, admission, scholarship and loan programs, and athletic and other school administered programs as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-316, as amended by Public Law 93-586. Our Lady Queen of Martyrs School will accept students in Pre-Kindergarten through Grade 8, providing applications meet certain specified admissions criteria.

## **APPLICATION PROCESS**

1. The Application Form: In order to begin the application process, a parent or guardian of the applicant must complete the general application form and return it to school with a non-refundable application fee.
2. A parent or guardian must sign the release form included with the Application for Admission so the school may request records and/or teacher recommendations from the applicant's current school and/or intervention program.
3. Interview: A developmental assessment for Kindergarten and Grade One applicants will be individually scheduled. Additional information will be provided with the application form.

## **ADMISSIONS DECISIONS**

Decisions are based on the following considerations and criteria:

1. Students enrolled in the School (Preschool – Grade 7) will be given first consideration to advance to the next level. Student eligibility for promotion to the next level is a staff decision.
2. Children entering Preschool through Grade One must meet the following age requirements:
  - ❖ Preschool 3 years old by September 1 of enrollment year
  - ❖ Pre-k 4 years old by September 1 of enrollment year
  - ❖ Kindergarten 5 years old by September 1 of the enrollment year
  - ❖ Grade One 6 years old by September 1 of the enrollment year
3. Applicants are accepted in the following order of preference:
  - A. Siblings (Note: Family members must be enrolled during the school year for which the applicant is applying.)
  - B. Families who are registered contributing members of Our Lady Queen of Martyrs Parish. Families are ranked according to the date in which they registered in the parish.

## **WAITING LIST**

Our Lady Queen of Martyrs School employs a waiting list of applicants when classes are full. If space becomes available, it will be filled by the next student who meets all the criteria for admission. The Principal may use his discretion to decide how long the waiting list will remain in effect.



## **ENROLLMENT**

An offer of enrollment is made to applicants if space is available. This offer occurs when the school sends an Acceptance Form to the family which must be returned with an enrollment deposit by a specific date. Acceptance Forms not returned by the due date may void the offer of enrollment.

## **PROBATIONARY STATUS**

All enrollments are subject to a six to nine week trial period to assure the appropriate placement of each child. The staff will work closely with parents/guardians and children during this adjustment period to help ease the transition. At the end of the probationary period, the Principal and/or Pre-K Director, teacher(s) and the parent(s)/guardian(s), will review the student's academic, behavioral, and social progress.

## **TUITION**

Our Lady Queen of Martyrs School is subsidized a considerable amount each year by the parish. There are two tuition rates: one for registered parishioners who are active and participating members of the parish; and one for non-registered parishioners.

Tuition bills are mailed from the Parish Office four or eight times a year, depending on the payment plan selected by each family. Quarterly payments are billed in July, September, November and the balance is due by mid-January.

Tuition will be refunded on a pro-rated daily basis if a student elects to leave the school or is expelled; however fees are non-refundable.

Any families needing alternate payment plans must contact the Tuition Bookkeeper or the Pastor. Financial assistance may be available from the Archdiocese of Detroit when applications are made through the parish.

## **CHANNELS OF COMMUNICATION**

Our Lady Queen of Martyrs School maintains the policy that if parents/guardians have a particular problem or concern with a teacher, they must address the problem or concern immediately and directly with the teacher. Should a satisfactory solution to a problem or concern not occur; the parent/guardian is then directed to contact the following channels of communication:

- 1) Principal
- 2) Pastor
- 3) Catholic Schools Office of the Archdiocese of Detroit

## **HOMEWORK**

Each teacher establishes his/her own daily or weekly homework requirements. The philosophy behind homework is the enrichment and reinforcement of the learning which has taken place in the classroom. Homework is a useful adjunct to the school curriculum to the extent that it enables the student to form independent study habits.

Parents/guardians can assist by helping and encouraging their children, but not by actually doing the work for them. Children learn best by doing the work themselves with appropriate guidance when necessary. Parents/guardians can further assist by checking to see if the assignment is properly completed. Parents/guardians are encouraged to keep a check on their children's progress by asking to see the corrected papers that have been returned to them and by checking Powerschool.

Homework may consist of assignments not completed in school. It may be a project connected to a particular subject or topic being studied. It may be reading that is recreational or informational, and it may even be material for studying. Not all homework is necessarily written.

## **CODE OF CONDUCT**

Our Lady Queen of Martyrs' Code of Conduct is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern.

### **The Code of Conduct**

- ❖ Students will respect each person, including teachers, parent volunteers, classmates, and younger and older students.
- ❖ Students will respect the property of others.
- ❖ Students will show friendliness and helpfulness toward all, including school helpers and visitors.
- ❖ Following the Code of Conduct means applying the Ten Commandments and the Beatitudes to the daily school experience and includes, but is not limited to:
  - Acknowledging the presence of God in all aspects of the school day.
  - Following the General School, Classroom and Lunchroom/Playground Rules.
  - Using appropriate language.
  - Respecting those in authority and following school regulations.
  - Respecting peers; no fighting, hurtful words or actions.
  - Being honest and fair in words and actions; no lying, cheating, stealing, or destruction of property.

# **BEHAVIOR RUBRIC**

<b>Minor Behaviors</b>	<b>Major Behaviors</b>	<b>Serious Behaviors</b>
<p><b><i>Including, but not limited to:</i></b></p> <ul style="list-style-type: none"> <li>• Not being prepared for class</li> <li>• Name calling</li> <li>• Rude gestures</li> <li>• Gossiping</li> <li>• Disruptive behavior</li> <li>• Chewing gum</li> <li>• Inappropriate lunch/recess behavior</li> <li>• Arguing</li> <li>• Not listening to an adult</li> <li>• Irresponsible use of facilities; library, cafeteria, bathroom, hallway, playground</li> <li>• Not following dress code</li> </ul>	<p><b><i>Including, but not limited to:</i></b></p> <ul style="list-style-type: none"> <li>• Verbal disrespect / being belligerent toward another student or staff</li> <li>• Swearing</li> <li>• Refusal to follow directions</li> <li>• Interfering with the rights of others</li> <li>• Using offensive language or gestures</li> <li>• Inappropriate, disrespectful behavior towards self, others &amp; property</li> <li>• Cheating/academic misconduct</li> <li>• Possession/use of cell phone without permission</li> </ul>	<p><b><i>Including, but not limited to:</i></b></p> <ul style="list-style-type: none"> <li>• Sexual/racial/cultural harassment</li> <li>• Making a bomb threat</li> <li>• Flashing a weapon</li> <li>• Stabbing someone</li> <li>• Shooting someone with a gun</li> </ul>
<p><b>If a student's actions are infrequent and/or occasional</b></p> <p><b><i>Who may be involved:</i></b> Teacher and/or staff member observing; student</p> <p><b><i>Expected communication:</i></b> (logged) student conference, family phone call, written communication</p> <p><b><i>Consequences, including but not limited to:</i></b>            Verbal Warning            Reinforce/Remind/Redirect            In-class modified seating            Private conference with student</p>	<p><b>If a student's actions are infrequent and/or occasional</b></p> <p><b><i>Who may be involved:</i></b> Teacher and/or staff member observing; student; principal</p> <p><b><i>Expected communication:</i></b> (logged) family conference, family, phone call, written communication</p> <p><b><i>Consequences, including but not limited to:</i></b>            Reparation and/or restitution            Loss of privileges            30-minute after school detention</p>	<p><b><i>Who may be involved:</i></b> Teacher and/or staff member observing; student; principal; law enforcement</p> <p><b>ALL VIOLATIONS WITHIN THIS AREA HAVE TO DO WITH Our Lady Queen of Martyrs Catholic School's DISCIPLINE POLICY. THEY WILL BE HANDLED UNDER THE SUPERVISION AND DIRECTION OF THE BUILDING PRINCIPAL.</b></p>

Minor Behaviors	Major Behaviors	Serious Behaviors
<p><b>If a student’s actions are persistent and/or often</b></p> <p><i>Who may be involved:</i> Teacher and/or staff member observing; student</p> <p><i>Expected communication:</i> (logged) student conference, family phone call, written communication</p> <p><i>Consequences, including but not limited to:</i> Loss of privileges 30-minute after school detention</p>	<p><b>If a student’s actions are persistent and/or often</b></p> <p><i>Who may be involved:</i> Teacher and/or staff member observing; student; principal</p> <p><i>Expected communication:</i> (logged) family conference</p> <p><i>Actions, including but not limited to:</i> Loss of privileges Individual remediation/behavior plan Reparation and/or restitution Full day in-school suspension</p>	<p><i>Who may be involved:</i> Teacher and/or staff member observing; student; principal; law enforcement</p> <p><b>ALL VIOLATIONS WITHIN THIS AREA HAVE TO DO WITH Our Lady Queen of Martyrs Catholic School’s DISCIPLINE POLICY. THEY WILL BE HANDLED UNDER THE SUPERVISION AND DIRECTION OF THE BUILDING PRINCIPAL.</b></p>

**GENERAL SCHOOL RULES**

- ❖ Students must be considerate of others by being quiet in class, in the halls and lavatories, and respectful of each teacher’s classroom rules and supportive of a learning atmosphere beneficial to the entire class.
- ❖ Students must respect all property, including desks, books, and lockers.
- ❖ Students may not write, read or pass notes to other students during the school day.
- ❖ There is no running in the hallways.
- ❖ Adherence to the uniform code is required. Shirts must be tucked in at all times.
- ❖ No gum chewing on school grounds.
- ❖ Students who bring cell phones to school must put them in their locker during the school day (8:00am – 3:15pm) in the off mode.

## **ITEMS NOT PERMITTED IN SCHOOL**

The following items are not permitted in the school building or on the school grounds without the expressed permission from teacher or administrator:

- ❖ Rollerblades/skateboards
- ❖ Toys
- ❖ Personal electronic equipment unless specifically approved
- ❖ Aerosol containers/makeup
- ❖ Anything else deemed unsafe or inappropriate by the administration.

## **CELL PHONE AND ELECTRONIC EQUIPMENT POLICY**

Students may bring to school a cell phone and/or other authorized electronic equipment (iPod, video game, camera, etc.) if they are kept in the off position in their lockers during the school day. Such equipment may only be used before 8:00am and after 3:15pm. This includes any field trips during school hours.

Infractions to this rule result in:

- ❖ 1<sup>st</sup> offense – student will stay after school and serve detention and the item(s) will be kept in the office until a parent/guardian picks it up.
- ❖ 2<sup>nd</sup> offense – student will serve a one day school suspension and the item(s) may not be brought back to school.

## **DISCIPLINE REVIEW COMMITTEE**

School rules serve to maintain order on a daily basis and to help students develop desired behavior. Infractions of the School Behavior Rubric will be addressed as outlined below, depending on the severity of the infraction.

**Detention:** detaining a student for a short period of time before or after school. Detentions are given for less serious violations of the School Behavior Rubric, or for a repeated violation of the dress code or other established regulation (i.e. missing assignments). Any teacher, administrator, or lunch supervisor may issue a detention.

Violations include, but are not limited to:

- ❖ Disobedience
- ❖ Dishonesty
- ❖ Cheating (cheating will also result in a “0” on the test or paper)

- ❖ Disruptive behavior
- ❖ Inappropriate language
- ❖ Inappropriate physical contact with other students
- ❖ Disrespect of student, teachers and staff

Violations of established rules include, but are not limited to the following:

- ❖ Inappropriate lunchroom behavior
- ❖ Misuse of playground equipment
- ❖ Running in hallways or cutting ahead of others in lines
- ❖ Poor bus behavior

At the time a detention is issued, the student is made aware of the infraction. The detention slip must be signed by a parent and returned to the issuing teacher on the following school day. The student is to serve the detention on the assigned day.

## **FIGHTING**

Fighting is a serious offense against the order of the school community. The parties to an incident of fighting may be immediately sent home, normally not exceeding a day's length of time. This "cooling off" period is not to be equated as a suspension or expulsion, but as an opportunity for the students to reflect upon the seriousness of the incident and upon the need to develop more positive options and responses to the problems that caused the fighting. The parents and students must have a conference with the Principal before the students will be permitted to return to the classroom. A serious incident of fighting may be grounds for suspension or expulsion.

## **SEXUAL AND ILLEGAL HARASSMENT**

### **Archdiocese of Detroit School Policies and Guidelines**

It is the policy of the Archdiocese of Detroit and Our Lady Queen of Martyrs 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 Our Lady Queen of Martyrs as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Our Lady Queen of Martyrs 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 Our Lady Queen of Martyrs School. Each individual faculty, staff member, student, or others who are in a working relation with the school, are entitled to work/attend school 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.

Our Lady Queen of Martyrs will neither tolerate sexual harassment nor will it tolerate reprisal against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to be courteous and respectful to 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 or social-networks, such as Facebook, will be disciplined, up to and including expulsion. Deliberate defamation of others is not consistent with Christian values and students will be held accountable for intentional harm they cause to others.

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-sponsored sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or expulsion from school.

### **Definition of Sexual and Illegal 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 others students. Harassment also includes conduct or communication that shows hostile or aversion toward another because of race, color, religion, national origin, gender, age disability or other legally protected status that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile environment or offensive educational environment.

## **Examples of Sexual and Illegal Harassment**

- ❖ Sexual innuendoes
- ❖ Jokes of a sexual nature
- ❖ Sexual positions
- ❖ Sexually suggestive pictures or cartoons
- ❖ Foul and obscene language, jokes or gestures
- ❖ Unwanted and unnecessary physical contact
- ❖ Unwelcome comments about appearance
- ❖ Racial epithets
- ❖ Slurs
- ❖ Negative stereotyping or threats
- ❖ Intimidating or hostile actions
- ❖ Written or graphic material related to race, color, religion, etc.
- ❖ Hazing
- ❖ Cyber-Bullying

## **Reporting Sexual and Illegal Harassment**

The school will delegate a person to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with Our Lady Queen of Martyrs, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate complaints of harassment in as prompt and confidential manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person, in working relationship with Our Lady Queen of Martyrs, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school.

## **WEAPONS**

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” may include a firearm, BB gun, dagger, dirk, stiletto, knife with 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 of Michigan law.
- ❖ **School premises** include the school building and the adjacent grounds including but not limited to parking lots, 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 pockets.) book bags, purse, lunch bag, locker, etc. Questioning of the same purpose may include questioning by the administration, a member of the administration 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 administrator 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 administration 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 or an explosive;
- ❖ The frame or receiver of any such weapon;
- ❖ Any firearm muffler or firearm silencer; or
- ❖ Any destructive device.

## **CHEATING POLICY**

It is expected that each student completes and takes credit for his/her own work. Our Lady Queen of Martyrs School holds to the following policy regarding cheating:

### **Cheating includes but is not limited to:**

1. Looking at another student’s test or quiz, regardless of intent.
2. Talking during a test or quiz, regardless of intent.
3. Copying another student’s work or providing one’s work to another student to copy. In some cases, a teacher may assign a group project. In other cases, students may work in groups to study for a test or quiz. Unless otherwise specified by the teacher, all student assignments are meant to be prepared individually as a result both students will be at fault.
4. Reporting or writing false scores on tests or assignments.
5. Use of notes or other materials not allowed by the teacher.
6. Theft of materials or looking at stolen materials.
7. Plagiarism of any kind. Students should note the following when preparing written papers:
  - a. Whenever a student uses the exact words of anyone else, he/she must put them in quotation marks and indicate the source of the quotation.
  - b. Changing a few words from an outside source does not excuse a student from a charge of plagiarism.
  - c. A student who uses any outside source for an assignment must credit that source in the paper.
  - d. A student who borrows the ideas of anyone else to a significant degree must give credit to that source.

- e. A student must provide sources when a teacher requests them. Attempts to conceal sources when they are requested are cheating.

### **Consequences for Cheating**

Each case of cheating will be considered individually, since circumstances can often change the seriousness of the act. However, cheating of any kind is dishonest. A cheating incident will result in the disciplinary actions described below:

1. The teacher who discovers the cheating takes the papers from student(s) and informs the principal.
2. The student(s) involved receive a zero or F for the particular assignment/test or quiz.
3. A notification of the incident will be sent to the student's parents. Though the administration keeps a central file, the information is not part of the student's records.
4. Consistent cheating (2 or more incidents) may result in suspension, or expulsion.
5. Disqualification from NJHS and Student Council.

### **MINOR VIOLATIONS**

The most common *minor* violations are including but not limited to:

- ❖ Assignments/class work not completed
- ❖ Being tardy for class
- ❖ Dishonesty or cheating
- ❖ Disobeying safety rules
- ❖ Disruption or disruptive, negative behavior in class
- ❖ Gum chewing or candy consumption
- ❖ Inappropriate behavior and language in restrooms and changing rooms
- ❖ Inappropriate/disrespectful behavior during liturgies and prayer services
- ❖ Inappropriate logos, symbols or words (ex. liquor, questionable signs, etc.)
- ❖ Neglect of school property
- ❖ Non-adherence to uniform policy
- ❖ Poor lunch behavior
- ❖ Profane language
- ❖ Running in the building
- ❖ Snowball throwing
- ❖ Failing to return request forms/assignments or discipline report (ex. Monday Folders)

Most minor violations are covered by a “detention: being issued by the teacher or administrator. At this time the student is made aware of his/her misbehavior and is issued a “detention slip.” The student is to then take the slip home, have it signed by his/her parent/guardian, return the slip to the issuing teacher, and serve detention on the required day.

Three or more detentions constitute a major violation.

## **MAJOR VIOLATIONS**

The most common *major* violations are:

- ❖ Any behavior found to be inappropriate to a student in a Catholic school
- ❖ Any serious misbehavior that raises a question of a student’s ability to continue to function in a regular school setting
- ❖ Any type of harassment or teasing/both sexual and non-sexual
- ❖ Computer misuse
- ❖ Continual detentions/repeated disregard of school rules
- ❖ Disrespect or defiance of school authority (administration, staff, appointed aides)
- ❖ Failure to repeatedly attend assigned detention
- ❖ Fighting or physically harming another student
- ❖ Gambling
- ❖ Leaving school property without permission and/or “skipping school”/class
- ❖ Possession of an article that may be considered as a threat to safety
- ❖ Possession of fireworks
- ❖ Possession of inappropriate or immoral materials
- ❖ Possession of unacceptable items
- ❖ Sexually inappropriate behavior
- ❖ Smoking or possession of tobacco, lighters or matches
- ❖ Stealing
- ❖ Vandalism

Most major violations will result in a suspension and/or expulsion at the discretion of the administration.

## **Procedure for Suspension**

1. A written notice of the misbehavior, duration and type of suspension will be given to the student the day of the suspension.
2. School work will be given for both in and out of school suspensions. It is the student’s responsibility to complete all work.

3. Within one school day of the suspension it is the parent/guardian's responsibility to initiate a conference with the administration if it has not been done prior.

## **EGREGIOUS VIOLATIONS**

Examples of egregious violations are:

- ❖ Arson
- ❖ Failure to cooperate fully in any school investigation for expulsion from school
- ❖ Gross or repeated conduct which is disruptive to the education process
- ❖ Initiation of a false fire alarm or bomb threat
- ❖ Possession of a weapon
- ❖ Possession or use of any unauthorized drugs (tobacco, marijuana, or alcohol) while in the care of school staff at school, at "school functions," on the school grounds, or to and from school. School functions include field trips, class trips and athletic activities on or off campus
- ❖ Violent acts against any person
- ❖ Possession or use of any performance enhancing drug (ex. steroids)

## **Procedure for Expulsion**

1. A written notice of misbehavior of the student will be given to him/her and his/her parent or guardian the day of the recommended expulsion. The student is immediately suspended, pending further review and possibly expulsion. The notice will also include procedures for seeking review by the administration, including the time frame in which such review must be sought.
2. A parent or guardian shall be present at the conference. If advance notice (at least on school day) is to be provided, the administration, at his/her discretion may permit faculty or staff members or other students to attend the conference to provide relevant information. However, it is the parent/guardian's responsibility to secure the attendance of such other students at the conference. No other persons (ex: relative, friend, advisor, attorney, etc.) will be permitted to attend.
3. Within a reasonable time after the conference, the student and the parent or guardian will be notified as to whether the student will be asked not to return to school.
4. The decision of the conference will be put in writing and provided to the parent/guardian. Expulsion will be preceded by suspension so that

circumstances that suggest a possible expulsion can be investigated and deliberated.

5. The parents have one (1) school day to appeal the decision to the administration, orally. The administration may request the reasons for the appeal is put in writing and/or may hold a conference. Failure to comply with any such reasonable request will be grounds for dismissing the appeal. The administration will issue a written decision.
6. If not satisfied with the administration's decision, the parents may further appeal to the pastor. The pastor may notify the parent/guardians of the procedure he wishes to follow. The decision of the pastor will be final and will be communicated by the administration.

## **SUSPENSION AND EXPULSION**

Our Lady Queen of Martyrs School, realizing its obligations to the student, will extend every reasonable effort to assist students in adjusting to the social and academic requirements of the school environment. Decisions to suspend will follow only after other means of motivation have failed and/or circumstances of crime, scandal, or disruption necessitate this extreme disciplinary action. Authority to suspend a student rests with the Principal and/or Dean.

Suspension is the denial to a student of the right to attend classes or take part in or attend school functions for no longer than three days. The Principal and/or Dean may also impose an in-school suspension if appropriate.

The expulsion of a student from a Catholic school is such a serious penalty that it will be invoked rarely, and then only as a last resort. Nevertheless, there may be situations which will demand removal of a student from the school. Expulsion is the permanent dismissal of a student from the school. Authority for expulsion rests with the Principal.

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

- ❖ Theft
- ❖ Defacing property
- ❖ Willful destruction of another person's property or school property
- ❖ Use of profane and obscene language and/or gesture
- ❖ Possession of weapons or explosives
- ❖ Possession and/or use of drugs, tobacco or alcoholic beverages

- ❖ Physically threatening and/or actually abusing students or staff members
- ❖ Violation of compulsory attendance laws
- ❖ Truancy from school
- ❖ Fighting
- ❖ Extortion
- ❖ Persistent disobedience and/or breaking of school rules and regulations
- ❖ Gross misbehavior, conduct detrimental to the normal functioning of the school or school activities

There will be no refund of tuition and fees if a student is expelled.

## **LUNCH PROGRAM**

The supervised lunch program is an excellent way to ensure constructive physical activities during the noon hour in order to foster positive mental attitudes for the afternoon. We expect our students to respect the supervisors who are in charge of the lunch hour. Disrespect, lack of lunchroom manners, and/or unacceptable behavior will result in a detention or require parents to make special arrangements to spend the lunch time supervising their own child. All children are expected to go outside every day and should come prepared as weather conditions necessitate.

Students bring their lunches to school. Forgotten lunch should be brought to the School Office. Milk is served daily, which is ordered and paid for at the beginning of the school year.

Hot Lunch is offered 5 days a week. Order forms will be made available at least one month in advance.

## **LUNCHROOM AND RECESS GUIDELINES**

1. Students are to remain seated while eating. They are to use good table manners and speak in a conversational tone. It is expected that they will clean their table area when finished.
2. Running is never permitted in the lunchroom.

3. Students must remain on school property and in the area designated by the lunch supervisors at recess.
4. Students will respect one another's right to equipment, play area, and personal property. There will be no tackling activities or activities that will cause concern for student safety.
5. Students will refrain from throwing stones, sand, snowballs, woodchips or other objects.

## **REPORT CARDS**

Report cards will be found on line through SchoolSpeak four times a year at the end of each quarter in Grades Kdg – 8. Students in Grades 6 – 8 qualify for First and Second Honors status.

## **SchoolSpeak**

Parents will be distributed a username and password. Parents need to look at their student's SchoolSpeak at least once a week to keep up with their child's progress.

## **PARENT/TEACHER CONFERENCES**

Formal Parent/Teacher Conferences are held in November, but parents are encouraged to arrange for a conference with the teacher(s) at any time during the school year. Parents may not confer with a teacher during the school day unless previous arrangements have been made. Conferences may be scheduled by sending a note to the teacher or by calling the School Office at (248) 642-2616 during school hours.

## **STUDENT RECORDS**

In accordance with Federal Legislation entitled "Privacy Rights of Parents and Students", the following records are kept on students enrolled at Our Lady Queen of Martyrs School:

1. Educational records directly related to a current student containing information such as academic grades, test scores, and health records; family information such as telephone number and address.



2. Alumni records containing the permanent academic and attendance records are maintained permanently in the School Office.

Parents or guardians have a right to inspect and review these records. A parent or guardian may challenge the contents of these records should they believe the records are inaccurate or misleading.

## **ACADEMIC PERFORMANCE**

A student who consistently neglects school work to the extent that he/she becomes a detriment to others may be asked to withdraw from Our Lady Queen of Martyrs School.

### **MIDDLE SCHOOL – GRADES 6, 7 AND 8**

Quality points are computed from the following subjects:

Religion	English	Science
Literature	Vocabulary	Social Studies/History
Spanish	Computer	Math/Algebra

#### **Interpretation of Grades**

A+	100%
A	93.5%
A-	92.5
B+	91.5%
B	85.5%
B-	84.5%
C+	83.5%
C	77.5%
C-	76.5%
D+	75.5%
D	70.5%
D-	69.5%
F	<69.5%

Grade A = 3 Honor Points

Grade B = 2 Honor Points

Grade C = 1 Honor Point

First Honors:  
27 – 24 Points

Second Honors:  
23 – 20 Points

Any student receiving two “N’s” or any “U’s” in Conduct will be excluded from the Honor Roll during that quarter.

Also, homeroom teachers give a non-academic conduct grade for each quarter. This is based on behavior and decorum during Mass, behavior in the classroom, in the hallways during class exchanges, during fire/tornado drills, in the lunchroom, and behavior on the playground at recess, etc...

## **ACADEMIC CURRICULUM**

Our Lady Queen of Martyrs School offers a rigorous and thorough academic curriculum in order to prepare its students for successful high school and college careers.

Classes include:

Religious Education	Computer	Social Studies/History
English	Science	Spelling/Handwriting
Literature	Phonics	Physical Education
Spanish	Music	Mathematics/Algebra
Library	Art	Vocabulary

## **AUXILIARY SERVICES**

The Birmingham School District provides the following services to Our Lady Queen of Martyrs School:

Remedial Reading	Social Worker
Speech Pathology	Psychologist
Homebound Study	Bus Service (for families living in the Birmingham School District boundaries)
Art	
Spanish	

## **EXTRACURRICULAR ACTIVITIES**

Instrumental Band	National Junior Honor Society (Gr. 7-8)
Christian Service	CYO Athletics (Gr. 5-8)
Altar Server	Intramural Sports (Gr. K-5)
Boy Scouts	Battle of the Books Competition
Girl Scouts	Student Council (Gr. 6-8)
Cub Scouts	Wigs & Mask Society
Spelling Bee	
American Heritage Girls	Speech/Declamation Competition
After School Art Club	National Geographic Geography Bee
Ski Club	Christmas Pageant

## **National Junior Honor Society Grades 7-8**

Our Lady Queen of Martyrs has a chapter of the National Junior Honor Society (NJHS). Students in grades 7 and 8 who wish to be considered for this honor must have a cumulative average of 3.0 and must be invited to submit an application. Invitation is also based on conduct.

The criteria for admittance are: scholarship, leadership, Christian service, character, and citizenship. The faculty, based upon student nomination, makes the final selection.

\*Refer to NJHS guidelines.

## **TEXTBOOK POLICY**

All students are responsible for the proper care of their textbooks or they are required to replace them.

## **LIBRARY/MEDIA CENTER**

Students visit the library/media center on a weekly basis or at times determined by their teacher. Students in all grades may use the library resources at additional times, providing the librarian or a teacher is present.

In order that the library may be a place of learning and enjoyment, the following rules must be observed:

1. Students are encouraged to use and check out age-appropriate materials.
2. Return all materials on time.
3. Be financially responsible if a book is lost or damaged.
4. Treat all persons and library materials in a respectful manner.
5. Make the best use of the library and its resources.
6. Sign the library contract indicating you understand and will follow the rules.

## **VACATIONS**

Parents are encouraged to arrange family vacations according to the school calendar. When this is NOT possible, students will be given make-up work on their RETURN to school.

## **WEEKLY EMAIL NEWS**

A weekly school email will be sent home every Thursday. Parents are expected to read the email carefully in order to keep abreast of all the activities and happenings in and around the parish and school community.

When needed, additional communication will be sent home, but the email is our primary vehicle of school/home communication.

## **ABSENCES**

Please call the School Office before 9:00 a.m. when your child will be out of school. The office must be called each day of the absence. This will avoid many office calls and will be a special protection to your child's safety. The voice mail system will accept calls on a 24-hour basis. Truancy laws will be followed for excessive absences.

## **ADDRESS/PHONE CHANGES**

It is important that you keep the office informed of any address or phone number changes, including work/cell phone numbers and email addresses. Please write the new information and send it to the office. This includes information contained on your child's emergency card.

## **EARLY DISMISSAL**

A written request from the parent or guardian must be submitted if a student is to leave school before the time of dismissal. The Principal or Office Administrator must sign this note in the morning. In case of emergency or illness, the child's emergency card will be consulted to ascertain parent wishes. The student is to be picked up from the office. No child will be released to another adult without prior written instructions from the parent.

## **TARDINESS – please advise on change to this section**

A student is considered tardy if he/she is not in the classroom after the 8:10 a.m. bell. Students who come to school after 8:10 a.m. must report to the School Office. Repeated cases of tardiness will be brought to the attention of the Principal so that parents may be contacted. The teacher is responsible for recording tardiness on the daily attendance card, on the student's report card, and on the permanent record card.

## **EMERGENCY INFORMATION CARD**

At the beginning of each school year, parents will be asked to fill out an Emergency Card specifying whom to contact in case of an emergency. It is the parent's responsibility to notify the school office of any changes including changes in telephone numbers, persons authorized to pick up your child, home address etc.

In case of sickness or emergency, the school will utilize the information provided on the Emergency Information Card to contact the designated parent/guardian. The Emergency Card requires medical health insurance information that would accompany the child should he/she require hospitalization during school hours. Please be sure to include all medical conditions the school should be aware of.

## **UNIFORM CODE**

Our purpose of the uniform regulation is to insure that each student presents a neat, clean, well-trimmed appearance. In all cases, the administration reserves the right of final determination concerning proper student attire and overall appearance. Random uniform checks will occur throughout the year.

The first time a student is determined to be "out of uniform"; he/she will be issued a uniform violation. After this first offense all other infractions will result in a detention and/or a phone call to the parents to bring appropriate clothes to school.

## **DRESS CODE**

At Our Lady Queen of Martyrs Catholic School students are expected to dress and conduct themselves in a manner that is respectful of their dignity as children of God. Neatness, cleanliness, and a well-groomed appearance are expected. Students in Grades K through 8 are required to wear the school uniform. Since buying clothing is a family function, parents are expected to purchase clothing that will meet the standards set forth in the dress code policy. This policy is written so that it is easy for students and parents to adhere to and easy for teachers and administration to enforce.

*NOTE: THE FOLLOWING DRESS CODE IS IN EFFECT FROM OCTOBER 1ST- APRIL 30<sup>TH</sup> (Summer Dress Code is from May 1-September 30 –See below)*

## **STUDENTS K- THRU 5**

### **Shirts for boys and girls (K-5)**

Solid white plain, long or short sleeve, round or pointed collar

Solid white knit, long or short sleeve, with three-button placket. **OLQM school crest optional (will be required for 2017-18 school year)**

*\*No emblems only OLQM crest allowed.*

### **Sweaters/OLQM jackets for boys and girls (K-5)**

Solid blue or gray OLQM zip jacket ordered from school

Blue zip up fleece jacket ordered from school

Solid red cardigan or pullover sweaters are allowed must have our school logo on the front

### **Shoes for boys and girls (K-5)**

Only dress shoes cut below the ankle are permitted. Dress shoes are defined as shoes having full front, back, sides, solid brown or black in color. Leather or suede. Canvas, cloth or knit fabrics are not acceptable. Moccasins are not permitted. Laces of the same color must be worn in the shoes at all times and shoes are to be tied.

**GIRLS ONLY...Mary Jane or Saddle shoes in black /white or brown/white are also acceptable.**

### **Boots for boys and girls (K-5)**

During the winter, boots must be worn to and from school and at lunchtime. They are to be removed upon entering the building and before class begins.

### **Skirts for girls (Grade 5)**

Girls will wear the current uniform plaid.

Girls may wear navy blue slacks (corduroys allowed) during winter months- December through March. Navy or black leggings may be worn under skirts or jumpers during the winter months. Blue jeans and other denim are not allowed. Skirts must be worn to the knee.

### **Jumpers for girls (K-4)**

### **Pants for boys (K-5)**

Solid navy dress pants (corduroys allowed). Belts required when applicable. Blue jeans and other denims are not allowed.

### **Socks/tights for girls (K-5)**

Over the ankle socks, knee socks and tights, navy or white are to be worn at all times. Athletic socks, golf or tennis socks are not allowed.

### **Socks for boys (K-5)**

Solid navy or white crew length socks must be worn at all times. Athletic socks, golf or tennis socks are not allowed.

## **STUDENTS 6 THRU 8**

### **Shirts for boys and girls (6-8)**

Blue oxford cloth. long or short sleeve. **OLQM school crest optional (will be required for the 2017-18 school year)**

**BOYS ONLY...**Tie required-personal appropriate choice

*\*No emblems only OLQM school crest allowed.*

### **Sweaters/OLQM jackets for boys and girls (6-8)**

Solid blue or gray OLQM zip jacket ordered from school

Blue zip up fleece jacket ordered from school

Hooded sweatshirts are not allowed.

Navy sweater or sleeveless vest with OLQM school crest is allowed.

### **Shoes for boys and girls (6-8)**

Only dress shoes cut below the ankle are permitted. Dress shoes are defined as shoes having full front, back, sides, solid brown or black in color. Leather or suede. Canvas, cloth or knit fabrics are not acceptable. Moccasins are not permitted. Laces of the same color must be worn in the shoes at all times and shoes are to be tied.

**GIRLS ONLY...**Saddle shoes in black /white or brown/white are also acceptable

### **Boots for boys and girls (6-8)**

During the winter, boots must be worn to and from school and at lunchtime. They are to be removed upon entering the building.

### **Skirts for girls (6-8)**

Girls will wear the current uniform plaid.

Girls may wear chino khaki slacks during winter months- December through March.

During recess in the cold months, students may bring a pair of pants to wear under their skirt- these are to be removed at the end of recess. Blue jeans and other denim are not allowed. Skirts must be worn to the knee.

### **Pants for boys (6-8)**

Solid chino khaki dress pants. Belts are required. Blue jeans and other denims are not allowed.

### **Socks/tights for girls (6-8)**

Over the ankle socks, knee socks, over the calf socks or tights, navy or white are to be worn at all times. Athletic socks, golf or tennis socks are not allowed.

Khaki dress slacks must be worn with khaki or tan colored knee socks or over the calf socks.

### **Socks for boys (6-8)**

Solid navy or white crew length socks must be worn at all times. Athletic socks, golf or tennis socks are not allowed.

### **Optional Summer Dress Code (K-8) May 1<sup>st</sup> - September 30<sup>th</sup>**

Shorts may be worn during summer period. Grades K-5 may wear navy shorts only.

Grades 6-8 may wear Khaki shorts only.

White polo shirts for all grades. **No other emblems allowed - OLQM school crest optional (will be required for the 2017-18 school year)**

White crew length socks with, tennis/athletic shoes (**shoes can be a solid or combination of the following colors ONLY: any shade of blue, gray, black or white are allowed**)  
**NO NEON COLORS ALLOWED.**

Students may wear the summer uniform or the regular uniform, but cannot mix – i.e. no tennis shoes if wearing pants or skirt/jumper.

### **Physical Education Attire**

Students in Grades K-4 will wear their uniform to gym.

Students in Grades K-1 may wear their tennis shoes to school on gym days.

Students in Grades 2-4 must bring their shoes to school and change prior to gym class into their athletic shoes.

Students in Grades 5-8 will wear the official gray OLQM athletic shirt purchased at school.

Students may wear their choice of blue shorts or blue sweats.

Athletic shoes must have Velcro straps or laces. (No slip-ons allowed.)

### **Miscellaneous uniform Requirements**

#### **Cosmetics, Cologne, and Jewelry**

Nail polish may not be worn in Grades K–5. Subtle colored nail polish may be worn by girls in Gr 6-8. Polish should be free of cracks & chips. Body piercing, visible tattoos, make-up and artificial nails are prohibited. Cologne and perfumes are not acceptable. Girls may wear small earrings with no more than one earring per ear. Boys may not wear earrings even if covered. Jewelry shall not be excessive (e.g. heavy, multiple or large necklaces & bracelets). A small crucifix or religious medallion is allowed for a necklace. A reasonable size wrist watch is acceptable.



### **Hair Coloring for boys and girls**

Natural hair color may not be altered. Boys' hair should be off the collar, above the eyebrows (out of eyes), and above the ear lobe. Haircuts should be traditional – no fad haircuts.

### **Head Gear for boys and girls**

Girls' headbands and hair ribbons may be worn and of any color. Bandanas are not allowed. Hats or caps may not be worn in the school building. This includes out-of-uniform days. The teacher or principal will have the final say over what causes a visual distraction in the classroom with regards to hairstyles and hair adornments.

### **Casual Day Dress**

Clean jeans (free of holes), shirts should be appropriate for Christian environment. Tank tops, spaghetti strap tops, low cut tops or variations of such are not allowed. No leggings allowed.

*NOTE: The uniform policy will be strictly enforced. Parents will be promptly notified of concerns. Principal will have final say for special events throughout the academic school year.*

## **HEALTH**

State law requires that vision screening be performed for kindergarten enrollment, and parents must provide evidence of vision screening during pre-school years before a child enters kindergarten. Health forms are required by Oakland County.

All communicable diseases should be reported to the office immediately. The following regulations are set by the Oakland County Health Department and are followed by the administration of the school.

Students are excluded from classes for the following diseases and cannot be readmitted without written approval of the Health Department:

Diphtheria  
Meningitis

Tuberculosis  
Small Pox

Whooping Cough

Students are excluded from classes for the following illnesses and can be readmitted by approval of their doctor after a time indicated:

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Ten days from onset
Pink Eye	When recovered four days from onset
German Measles	Four days from onset
Impetigo	When under medical treatment
Measles	When recovered, but not less than seven days from date of rash
Mumps	Two days after swelling is gone
Ringworm	When under medical treatment
Streptococcal	Including Scarlet Fever – when recovered if seven days from onset, or release from doctor.
Pediculosis	Until lice and viable eggs are destroyed

**Your cooperation in the above is vital to the continued health program of our school.**

## **WELLNESS POLICY**

Our Lady Queen of Martyrs School is committed to providing a school environment that promotes and protects our children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Our Lady Queen of Martyrs School that all students in grades K-8 will have the opportunities, support, and encouragement to be physically active on a regular basis. Each student attends Physical Education class at least once a week. In addition:

- Parents are encouraged to provide a healthy breakfast each day, and if packing a lunch for their children to provide only healthy choices from each food group.
- The Hot Lunch program served at OLQM meets the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Cafeteria personnel are trained in foodservice handling and abide by local health code policies.

- Teachers promote hand washing or hand sanitizing before adequate time for students to eat.
- The school schedules appropriate lunch periods followed by outdoor recess whenever possible. Playgrounds are monitored by adults and checked for safety.
- The school accommodates the tooth-brushing regimens of students with special oral health needs such as orthodontics or high tooth decay risks.
- Parents sending in snacks or special treats are encouraged to provide healthy choices such as fruits or vegetables.
- Our Lady Queen of Martyrs School has no soda or candy vending machines on the premises.

### **ADMINISTRATION OF MEDICATION IN SCHOOL**

The recommended policy of schools in the Archdiocese of Detroit is that school personnel shall not dispense or administer any medicine to students. Parents have the responsibility or should make their own arrangements.

The Principal can, however, if there are extenuating circumstances that affect the health of the students, make special exceptions.

#### **Recommendation:**

If the Principal, in contact with the physician, then agrees that extenuating circumstances exist:

1. A signed "Permission to Administer Medicine" by parent and physician should be on file. Included should be the physician's order indicating drug name, dose, time and method of administration, duration (length of time) for medication to be dispensed. These forms are available in the School Office.
2. Only one (1) school administrator or designee shall administer or dispense medication. A record of date and time medication was administered is kept and initialed by two authorized individuals.
3. All medicine should be clearly labeled with the student's name on the container. No over-the-counter drug or drugs should be dispensed without a written order by the physician.
4. All medications will be in a locked cabinet in the School Office.

Students are forbidden from dispensing their own medication of any kind during school hours.

## **ALCOHOL AND TOBACCO USE POLICY**

All chaperones of OLQM Parents' Association functions shall refrain from the consumption of alcoholic beverages while responsible for students. The use of tobacco is also prohibited, both at school activities and on the school and parish grounds.

## **VOLUNTEER PROGRAM**

Parent volunteers are an integral force behind the overall success of Our Lady Queen of Martyrs School. If you would like to volunteer your services in any of the following areas or in any other area you feel your services would be effective, please let us know. It is expected that all OLQM families volunteer at least 20 hours per school year:

- ❖ Library Aide
- ❖ Room Mother or Room Volunteer
- ❖ Office Volunteer
- ❖ Assisting with Programs and Projects
- ❖ Parents' Association Sponsored Events

The following are paid position opportunities (selected by the school staff):

- ❖ Lunch Room Supervisor or Substitute
- ❖ Substitute Teacher – 90 credit hours required

Please Note: The completion of a Protecting God's Children Workshop through the Archdiocese of Detroit is required in these volunteer/paid areas.

## **LOST AND FOUND**

All personal articles or clothing that is found will be kept in a storage box in the School Office. It is the student/parent responsibility to check this box if an item is lost. Items which are not claimed will be donated to charity at the end of each quarter. All student clothing and personal belongings must be marked with a name.

## **ATHLETIC PROGRAM**

Our Lady Queen of Martyrs Parish sponsors a full range of competitive athletic and intramural activities for students enrolled in the school or the faith formation program. OLQM is a participating member of the Catholic Youth Organization of the Archdiocese of Detroit.

## **BOYS (GRADES 5-8)**

Soccer	- Fall Sport
Basketball	- Winter Sport
Baseball	- Spring Sport
Bowling	- Winter Sport
Vicariate Track	- Spring Sport
Vicariate Football	- Fall Sport
Vicariate Lacrosse	- Spring Sport
Vicariate Cross Country	- Fall Sport

## **GIRLS (GRADES 5-8)**

Soccer	- Fall Sport
Volleyball	- Fall Sport
Basketball	- Winter Sport
Bowling	- Winter Sport
Softball	- Spring Sport
Vicariate Track	- Spring Sport
Vicariate Cross Country	- Fall Sport

## **BOYS AND GIRLS INTRAMURAL SPORTS**

Soccer	(Gr. K-4)
Basketball	(Gr. K-5) - 5 <sup>th</sup> grade cannot play both Intramural and CYO

- ❖ Any student registering for any CYO sport must have a physical and a medical clearance on file before playing.
- ❖ Any student registered and playing in any CYO sport must follow the policies given in the CYO Athletic Policy Handbook. Any player that is unable to follow such policies will be dropped from the team with no refund.
- ❖ Any questions should be referred to the Athletic Director.
- ❖ **FIELD TRIPS**

Field trips are recognized as an integral part of a sound education program. They can provide a valuable addition to the classroom curriculum. Students at school-sponsored, off-campus events shall be covered by school rules and regulations and are subject to the authority of school officials. Parent(s) must sign a permission form for their child to attend an event. No child may take part in an off-campus trip without a signed permission form.

In addition, all parents who drive and/or chaperone field trips must complete necessary driver/insurance information form, attend a Protecting God's Children workshop and have an I-Chat background check completed.

**Child Passenger Safety Law** ([www.Michigan.gov](http://www.Michigan.gov))

Michigan law requires:

- ❖ Children from birth until age 8 be properly restrained in a safety seat or booster seat in the vehicle, unless 4'9" tall.
- ❖ Children who are eight years old but less than sixteen years old must use a safety belt no matter where they are riding in the vehicle.

**BUS TRANSPORTATION**

The Birmingham School District provides bus transportation to students who live within the boundaries of the Birmingham School District and more than one mile from Our Lady Queen of Martyrs School.

Bus routes are established by the needs of our school population and are given to parents by late August or the first week of September.

**Each student should be familiar with the following rules:**

1. Students are expected to conform promptly to directions of the bus driver.
2. Students will wait until the bus comes to a complete stop before attempting to enter or leave the bus.
3. Students are to keep hands and head inside of the bus at all times.
4. Students are expected to help keep the bus clean, sanitary, and orderly.
5. Students are not allowed to use loud/obscene language while riding on the bus.
6. Students are not to interfere with the driver in any way so as to distract his/her attention from driving.
7. Students are not to deface the bus in any manner.
8. Students may not open bus windows unless the driver gives permission.
9. Students may not eat or drink on the bus.
10. Only the bus driver will determine the need for using the safety door.
11. The driver has the option to assign seats when necessary.

Students who fail to comply with the above guidelines or other regulations set forth by the driver will receive a discipline notice. Parents and Principal must sign the notice before a student may resume bus transportation privileges. Repeated notices will result in suspension of bus transportation privileges.

### **CAR POOL/PICK-UP AND DROP-OFF PROCEDURES**

Our Lady Queen of Martyrs has a pick-up/drop-off procedure for those students transported by car. These procedures will be distributed to all families at the beginning of the school year and will be posted in the school directory. If you require assistance with the procedures, please contact the office.

### **BICYCLE SAFETY**

Students riding to and from school must walk their bicycles while on school property and crossing streets. All bicycles must be locked in the bike racks.

### **VISITORS TO OLQM SCHOOL**

We encourage parents, professional educational organizations and appropriate community groups to visit the classrooms. We do insist, however, that such visits be arranged in advance with the Principal.

All parents, visitors, and volunteers are required to report directly to the School Office upon entering the building. Visitors may NOT visit teachers and students during school hours unless previously approved. Meetings with teachers must be scheduled in advance. All visitors must wear a badge to indicate they have registered their visit in the School Office.

### **SCHOOL ADVISORY COMMITTEE**

The educational goals and objectives of Our Lady Queen of Martyrs School are established and ratified by the School Advisory Committee. The Committee is composed of members appointed by the Pastor and/or Principal by virtue of their position in the school, parish and/or community. They serve as a support and advisory group to the Pastor and Principal.

The School Advisory Committee, in conjunction with the Archdiocese of Detroit, formulates the goals and objectives for the operation of the school. It is important to note that the School Advisory Committee is concerned only with these matters, leaving the administration of the school policies, curriculum and personnel to the Principal.

Members of the parish and school community are welcome to attend the meetings of the School Advisory Committee. Any person wishing to address an issue before the Committee must seek the permission of the Committee President and be placed on the agenda no later than one week before the meeting.

## **INCLEMENT WEATHER PROCEDURES**

Please listen to the following stations for information about school closings:

### **Radio**

WJR 760  
WWJ 950  
WXYT 1279

### **Television**

WJBK (FOX)  
WDIV (NBC)  
WXYZ (ABC)

If the Birmingham School District is closed, Our Lady Queen of Martyrs School will also be closed. In some circumstances, Our Lady Queen of Martyrs may make an independent decision that differs from Birmingham or to close should Birmingham not make an early enough decision.

An email will go out to notify all families that the school will be closed.

## **FIRE DRILLS**

According to State regulations, our school conducts eight fire drills during the course of the academic year. Students are instructed at the beginning of the school year how to respond at the sound of the fire alarm and where to proceed.

The students are to file out quickly and in complete silence to their assigned places outdoors. They are to stand outside silently until the return signal is given. Students are to return to their classrooms in silence.

Should parents be in the building at the time the fire alarm sounds, they are to leave as quickly and as quietly as possible through the nearest exit. It is extremely important that no one remains in the building during a fire drill.

## **LOCK DOWN DRILLS**

Two lock down drills and two evacuation drills are practiced annually.

## **SEVERE WEATHER SAFETY**



Our Lady Queen of Martyrs School follows the policy of Oakland County concerning severe weather safety. This policy requires that students remain in school during both a tornado watch and a tornado warning.

Parents are requested not to call the School Office in the event of a tornado or severe weather warning. We need to keep the telephone lines open for emergencies or specific directives from officials.

If a parent insists on having his/her child home in a period of a tornado or severe weather warning, he/she must come into the building and personally take the child home.

Should parents be in the building at the time the alarm sounds, they are to go to the nearest staff member and follow their instructions.

Severe weather drills are conducted for all students and staff in the fall and spring of each school year.

## **EMERGENCY FAN OUT PROCEDURE**

In case of an emergency school closing or any incident that may occur pertaining to OLQM School, parents or designated adults will be notified by phone for instructions.

Parents are requested not to call the School Office in the event of an emergency. We need to keep the telephone lines open for emergencies or specific directives from officials if applicable.

## **CRISIS PLAN**

All faculty and staff have been trained in how to react if a crisis would occur. Students will practice fire, tornado, lockdown and evacuation drills at the beginning of the school year. In the event that a serious situation may occur the school building will be locked down for the safety of the students and all activities will assume as normally as possibly. Information will later be disseminated to parents.

If for some reason the school would have to be evacuated, the students would walk to church. If the church is not accessible or safe for evacuation, students and staff would then walk to Pierce School until further instructions are given.

## **ACCIDENTS**

Any type of accident which occurs on school premises will be reported to the office as soon as possible.

If the accident is of a minor nature (slight cut, scrape, bruise) it will be treated in school so that the student may return to normal activity.

If the accident is of a serious nature, one which may require more extensive professional care, we will make the student comfortable and immediately contact the parent or guardian. If there is no response at home, we will contact the parent or guardian at work or call the emergency numbers provided on the emergency card.

If your child should become ill while at school, we will follow the same procedure as for an accident.

Medication, such as aspirin, is never administered in school in accordance with State Law, unless written permission is received from the parent or guardian to do so.

Children subject to an accident or illness are not permitted to leave the school building alone. Parents or designated adults must come to the office; sign the child out before taking the child home.

## **MANAGEMENT OF ASBESTOS INSULATION PRODUCTS IN ARCHDIOCESE OF DETROIT SCHOOLS**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all schools be inspected to determine if there are any building materials that contain asbestos. Our Lady Queen of Martyrs School has complied with AHERA by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A Management Plan written, based upon the inspection report and laboratory finds, outlining the administration's intent in controlling and abating any asbestos-containing building material.

The building was found to be entirely free of any asbestos-containing building materials accessible to inspectors. The inspection results are available for review in the administrative office.

The Management Plan, maintenance and custodial actions required by the plan, and training of personnel are all dedicated toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated. Students, faculty and employees have, and will continue to have a safe environment in which to learn, teach, and work.

## **PARENTS' ASSOCIATION**

The objective and purpose of the Parents' Association (PA) is to promote and maintain educational enrichment among the youth of Our Lady Queen of Martyrs School; to sponsor and encourage recreational and sports activities; and to engender a spirit of community and family consistent with our Mission Statement.

All parents or legal guardians of children attending Our Lady Queen of Martyrs School are automatically members of the Parents' Association. In addition, any adult member of the parish or faculty member may be a member of the PA upon making an application to the PA Executive Board.

The Parents' Association runs under an established set of by-laws to ensure proper governance. A copy of PA by-laws can be obtained upon request from the PA executive board.

# ELECTRONIC READERS PERMISSION FORM

The following guidelines will be maintained for the use of personal electronic readers:

- Use of any electronic reading device **is not allowed** without express permission from the teacher or other staff member at Our lady Queen of Martyrs Catholic School.
- All electronic reading devices and cell phones are to be turned OFF and stored in the student's locker only
- The use of electronic reading devices is for educational purposes only. Internet use is not permitted unless authorized by a supervising adult.
- The student will take full responsibility for the care of their personal device while in school.
- Our Lady Queen of Martyrs Catholic School will hold no responsibility for the safety or supervision of personal devices brought to school.

Please sign and return this complete form to your child's homeroom teacher.

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## Personal Electronic Reader Permission & Release

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**My child has permission to use his/her electronic reading device at Our Lady Queen of Martyrs Catholic School. I understand and agree to the guidelines outlined above.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_