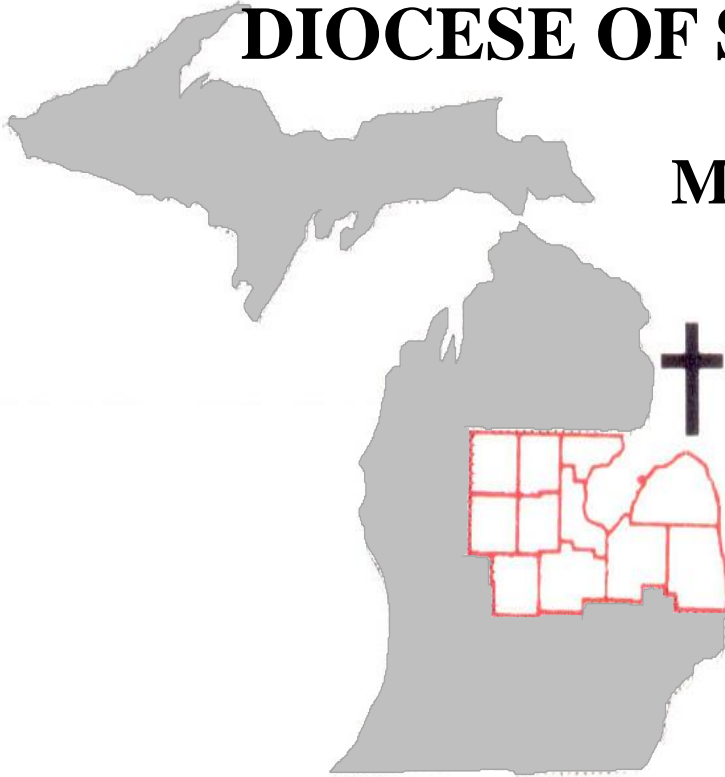


DIOCESE OF SAGINAW



Mission Statement for Catholic Schools



The Mission of Catholic schools is to form disciples of Jesus Christ in partnership with the family and the whole Church. Catholic schools immerse each student in a unique Christ-centered environment for the purpose of developing the whole person to live the Gospel.

Vision Statements for Catholic Schools

- Catholic schools *belong* to the entire church.
- Catholic schools *facilitate* a knowledge of and commitment to the scriptural, sacramental, doctrinal, moral, and social teachings of the Church.
- Catholic schools *promote* excellence in academic achievement and positive, productive behavior.
- Catholic schools *create* a partnership between families and personnel.
- Catholic schools *offer* a curriculum in which the Catholic faith is woven into every class.
- Catholic schools *collaborate* with other Catholic schools.
- Catholic schools *strive to serve* families of academic, economic, and ethnic diversity.
- Catholic schools *help* families make Sunday Eucharist a priority.
- Catholic schools *form* students to be people of prayer and service.
- Catholic schools *teach* stewardship as a way of life.
- Catholic schools *recruit* and form principals and teachers willing to commit to Catholic school ministry.

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners empowers each student along their academic journey to develop their God-given talents and build a Catholic foundation to become a lifelong disciple of Christ.

Vision Statement

Auburn Area Catholic School students will represent Christian behavior in the greater community by daily living out the values of the Catholic faith. Auburn Area Catholic School will exemplify academic excellence, spiritual growth, and community spirit at all levels and will be the school of choice for families of our parish.

Value Statements

Our Values...

Auburn Area Catholic School will...

- Strive to maintain a student to teacher ratio that creates an exceptional learning environment.
- Promote living as a disciple of Christ by providing an environment that models Christian values.
- Offer strong academic programs that will prepare each student to reach their fullest potential.
- Encourage each students' critical thinking, self-discipline, and leadership skills.
- Nurture a safe family environment while developing caring and compassionate students.
- Instill traditional Catholic beliefs in our students to help them each develop a strong spiritual foundation that they can rely on for the rest of their lives.

ADMISSION POLICIES

Auburn Area Catholic School does not discriminate based on sex, race, or national origin in its admission policies or its employment practices.

In accordance with the state law, students entering Kindergarten must be at the required age by the date designated by the State of Michigan. The State also requires a copy of a birth certificate, a recent health form, and an up-to-date immunization record. All necessary forms and requirements are included in the registration packet.

Auburn Area Catholic School gives preference in admission first to Catholic students from the St. Gabriel Parish. Second preference is given to students from other parishes. Students from outside the Catholic faith are also admitted as space allows.

Students with learning differences are admitted as long as their needs can be met with reasonable accommodations on the part of the school. Students that are admitted are on a probationary status for a period of three months, thus allowing school officials time to determine whether the school can meet the students' needs.

Registration is held during the second semester through the school office. If a student transfers from another district, the parents need to sign a release from that school.

Auburn Area Catholic School may refuse enrollment to a student for violation of the following rules:

1. A student who has been expelled at any time during his/her educational career.
2. A student who has been suspended for five days or more during the last two academic years.
3. A student who has dropped out of school or has attended school for less than seventy-five percent of the regularly scheduled days in the past two academic school years.
4. A student, who has been suspended for one to four days in the past two academic years, may be refused enrollment depending on the issues and conditions for his/her suspension. The student and parent will be required to have an interview with the principal and or pastor prior to final determination of enrollment.
5. Tuition is not kept current. (See financial and fee policies)

SACRAMENTAL PREPARATION

Sacramental preparation is done through the Faith Formation Office of your home parish.

FINANCIAL AND FEE POLICIES

Tuition is paid according to the tuition program pledge form that was signed at the time of registration. The pastor, administrator, and Finance Committee set the tuition amount. Payments for tuition are made for ten months, August through May. These payments are to be made by the 15th of each month. Contact the office if financial assistance is necessary. Late tuition notification process will be:

- If payment is one week late, a gentle reminder note will be emailed or sent home.
- If payment is two weeks late, a letter signed by the principal will be emailed or, mailed home.
- If payment is **one month behind**, a letter will be signed by the pastor and principal indicating that your tuition is past due and full payment (2 months) needs to be made by the end of the month. A child's enrollment is suspended beginning the 1st of the next month until full payment to date is received in the school office.
- If there are extenuating circumstances causing delay in payments, please call and make an appointment with the pastor and principal.

Spreading the Spirit Fund: Spread the Spirit was created with the idea any child should be able to receive the benefits of a Catholic education. Through generous donations the Spread the Spirit Fund can provide families assistance with the expense of sending their child(ren) to AACCS. **This fund is available for families with K-5 students.** Please contact the school principal for more information.

A book/supplies fee is required for each student. The administrator and Finance Committee determine this amount.

Each student is required to have the necessary supplies needed to perform his/her work in the classroom. Supply lists will be given to the student in June and posted on the website for the following school year's materials.

Additional money may be required for field trips.

The parish will pay a percentage of the tuition for any current 6th grader wishing to continue their Catholic education for middle school and high school. Please speak to the pastor about this policy.

ACADEMIC POLICIES

Curriculum:

Auburn Area Catholic School adheres to the Diocesan Curriculum. Subjects include Religion, Math, Science, Social Studies, Language Arts, (Reading/Phonics, English/Writing, Spelling and Handwriting). We also offer art, Spanish, physical education, music, and technology through a shared teacher program with Carrollton Public Schools. The students receive singing and liturgical practice from our parish Music Director and Director of Religious Education.

Students are expected to perform to the best of their ability and to use their God given talents. Students should come to school ready to learn and to help their classmates learn by creating an atmosphere conducive to learning.

Homework

It is expected students will complete homework assignments on time. Parents are asked to assist in the learning process by checking to make sure students are completing their assignments. Homework time should be given at home. A general rule of thumb states 10 minutes of work per night based upon grade ... second grade = 20 minutes, fourth grade = 40 minutes, fifth grade = 50 minutes. If you do not see your child having homework or if the child is spending too much time completing assignments, please talk with your child's teacher.

Once a quarter is completed, all work for that quarter is expected to be turned in to the teacher. If work is still missing after the printing of report cards, the student is encouraged to turn in their missing work, but said work is not able to be put into the grade book for previous quarters.

Virtual Work Expectations

Students may be expected to complete work in a virtual setting. All work completed virtually will have the same grading criteria as in-person work. Due dates for all material will be sent by your respective teacher.

Report Cards

Student progress reports are distributed four times during the school year. These reports are to provide the parents with a comprehensive appraisal of the child's progress based on his/her ability to perform work that quarter.

Parents may check their students' progress at any time by logging into Option C and checking the progress of work assigned and work received.

Grading scales are as follows:

Kindergarten

S – Satisfactory, meets skill level

I – Improving, beginning to understand concept but has not yet mastered

H – Help needed, needs extra guidance to meet skill level

N – Not yet evaluated

Grades 1 and 2

Very Good – 90-100%

Satisfactory – 80-89%

Needs Improvement – less than 80%

Grades 3, 4 and 5

A 90-100%

B 80-89%

C 70-79%

D 60-69%

Academic Awards

Beginning in fourth grade, recognition for academics will be given to our students. A student will receive an award for the following grades:

All A's

All A's & B's

All B's

Each teacher, preschool – fifth grade, may recognize a student that has earned a special mention for achieving a goal or task during a given marking period.

Positive Behavior Awards

Each month students will nominate a classmate based on the school's positive behavior expectations. Those students will receive school wide recognition.

Standardized Testing

Grades K-5 are given the NWEA (Northwest Evaluation Association), tests 3 times a year, (fall, winter, spring). The faculty uses the results of these tests to evaluate and strengthen the educational outcomes for each grade level and the individual student.

Ancillary School Services

Bay City Public School District provides a speech, occupational and physical therapist, a psychologist, a social worker, and a teacher consultant for all qualifying students. Requests for these services may be made by the parent, or either the teacher or principal with the consent of the parent.

The Public Health Department provides hearing and vision screening.

Attendance

Students are expected to be in class on the scheduled days of instruction. In the event of illness (see health policy) parents should call the school office and report the child absent by 9:00 A.M. The school office will be calling the student's home if a call is not received from the parent. After 3 consecutive sick day absences a doctor's note is required. It is the responsibility of the student to check with the teacher(s) to determine what work has been missed during the absence. Teachers will determine what is a reasonable time to allow for make-up work. A general rule is one-day make-up time for each day absent. If work is not made up, no credit will be given. Advance notice is requested for non-sick day absences.

VACATIONS

Every effort should be made to schedule family vacations on non-school days. It is impossible to repeat the experiences and interaction that happen within the classroom. It is not always appropriate or possible to assign work prior to instruction. Several days in advance you may request class work and assignments that will be missed, and the teacher will do their best to provide the work ahead of time. It is the parent and student's responsibility to make arrangements with the teacher for obtaining and submitting makeup work.

If a student is absent from school, he or she is automatically excluded from participating in sports activities that same day.

Medical appointments should be made for after school hours if possible. However, some difficulties and emergencies do arise so if a student is pre-excused or dismissed earlier than scheduled, the procedure is as follows:

- A written request from the parent or guardian, stating the reason for absence from school or early dismissal, must be submitted to the teacher with as much advance notice as possible. Only in extreme emergencies will telephone calls or emails be honored regarding excuses for school dismissal.
- Any parent/guardian requesting their child to leave the building during the course of the day must come into the office and sign the student out.
- Anyone missing a total of 1½ hours in the academic morning or academic afternoon will be counted absent ½ day.
- In the event an absence will be over an extended period of time, parents may request advanced assignments. This request should be made at least one week prior to scheduled absence. The assignment packet will be sent home with the child. However, please be aware that there is a possibility that due to changes in the lesson plans, the student may find upon returning to school that more make-up work may still be required.

Punctuality

Students are expected to be in their seats and ready for work when the school day begins. (This is barring late buses or hazardous conditions.) If a student is habitually tardy the principal will arrange a conference with the parents. A student is considered tardy when the student arrives more than 15 minutes after the school start time, which is 8:30 A.M.

Promotion/Retention

Conferences are mandatory following the completion of the first marking period, **and by invitation/request for the third marking period**. During the conference time, parents will meet individually with their child's teacher to discuss strengths and needs at that time. Should there be a concern involving student progress in mastery of grade level curricula, additional conferences may be necessary throughout the year and requested by parent, teacher, or principal. Parents will be informed at the beginning of the fourth marking period if there is concern a student should not be promoted to the next grade level.

Official Files

The following information will be kept in the student CA-60 file; academic transcripts, academic testing, health records, and an emergency sheet. These records will be forwarded to a new school upon completion of fifth grade or transfer. Parents wishing to access their child's record are asked to make a request in writing and submit it to the school office 24 hours in advance. **CA-60's are only allowed out of the office if another school submits a request for transfer.**

COMMUNICATION

Publications

Monthly calendars, weekly newsletters, and memos are sent home via email. School wide printed material will be sent home with the oldest member of each family. School activities are also published in the parish bulletins and on the school web page www.auburnacschool.org.

COMMUNICATION - Concerns

Requiring persons to attempt to work out their difficulties mutually is certainly consistent with the demands of the Gospel. Parents are encouraged to contact their child's teacher whenever necessary via a note sent to school, a phone call, or e-mail. Appointments will be made at the convenience of both parties. If there is a special concern or a misunderstanding that needs clarification the procedure should be as follows:

1. First arrange a conference with the teacher.
2. If concerns are still present, arrange a conference that includes the principal, teacher, parent, and student.
3. If still unresolved, the pastor will be invited to the third conference.

Child Custody Issues:

The school shall recognize custodial parents and legal guardians as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s) or legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights. It is the obligation of parents to properly inform the school of limitations of access to children, records or other information.

Students leaving school grounds:

For the protection of all, students are not permitted to leave the school grounds or building during school hours without written request from parent or guardian. Records are maintained in the school office concerning how a child arrives and leaves school and with whom. If other arrangements are necessary, the school must be notified of these changes and records updated accordingly.

Emergency closing of school:

Bus transportation is provided by the Bay City Public Schools, however our closing of Auburn Area Catholic may not always follow Bay City Public school closings. When weather becomes severe, or other problems arise, please listen for announcements that will be given on TV stations WNEM and WEYI, our school will be listed separate from Bay City Public Schools. Parents have the opportunity to sign up for closing notifications by text message. All evening activities are cancelled when school has been cancelled.

School Delays:

If the Bay City Public School buses are delayed due to weather, our school will start at the delayed time. For example: Normal starting time is 8:30 A.M. a two hour delay means our school day will start at 10:30 A.M.

BEHAVIOR EXPECTATIONS

Purpose

To help students develop ownership and responsibility for their actions, while promoting feelings of self-worth through mutual respect within an environment in which children and young people can experience and know that God loves them. The Catholic Schools of the Saginaw Diocese adopted the behaviors that are expected of each student, whether they are in the classroom, lunchroom, in church, on a field trip or on the playground. Using these Christian behaviors we developed our Positive behavioral Interventions and Supports, PBIS Matrix.

Positive Behavioral Interventions and Supports: PBIS

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Auburn Area Catholic School is the four building-wide expectations:

- Show Respect
- Own Behavior
- Act Safe
- Responsible Actions

In addition to our behavior expectations, PBIS has four other components:

- 1) a **behavior matrix** which explains behavior expectations in each school setting
- 2) **direct teaching** of the expectations
- 3) **Consequences**
- 4) **PBIS recognition.**

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say “please” and “thank you.” It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

Consequences

Students have been taught the school expectations for classroom and non-classroom settings. If a student does not follow one of the expectations, the following procedure is followed:

1. Students will be asked a series of questions to help them think about their choice.
 1. What are you doing?
 2. What are the expectations?
 3. What are you going to do next time?

The lower grade classrooms may provide a general verbal reminder before moving into the questions.

2. If the behavior continues, students will go to a designated area in the classroom to complete a behavior sheet. This sheet will be sent home for your signature.
3. If the behavior still continues, students will be sent to the office, to complete an office referral. This will also be sent home for signature. A phone call home may also accompany this.

The series of consequences are for 1 day's behavior. Each day the students will start fresh, unless a chronic behavior is being addressed.

PBIS Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Students will earn soar tickets and receive monthly recognition during morning prayer.

Parents and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year we will send updates and information about the PBIS program at AACS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support PBIS at AACS by:

- Reviewing behavior expectations with your child
- Using the four expectations at home (Show Respect, Own Behavior, Act Safe and Responsible Actions)
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of the AACS staff
- Joining our PTO to learn more about AACS

Voice Levels

0 = No Voice

1 = Whisper

2 = Table Talk

3 = Strong Speaker

4 = Outside

Title IX

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Cormac Lynn, Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, clynn@dioceseofsaginaw.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.

BULLYING POLICY

Expected Behavior in the Catholic Schools of the Diocese of Saginaw

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of Bullying

Forms of bullying may include, but are not limited to:

- Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.
- Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.
- Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
- Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.
- Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

Consequences

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student's history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in the School Handbook under Christian Behavior Expectations.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The school prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation

shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Consequences are listed on the following pages according to grade level.

Reporting

The principal or the principal's designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed **within three school days** after a report or complaint is made. Students and staff must be made aware of this time frame.

The school shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal's office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of each student involved shall receive notice about their child from the school administrator on the outcome of the investigation. Confidentiality will be maintained by the school for all parties involved.

Harassment/Behavior Rubric for Preschool/Kindergarten

Levels	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Disrespect towards others and teasing	<ul style="list-style-type: none"> Unkind gestures or looks Name Calling Insulting Excluding others Behaviors that hurt feelings Swearing 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out
Level 2 Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Hitting Grabbing Pinching Hair Pulling Throwing objects 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out
Level 3 Severe Physical Contact	<ul style="list-style-type: none"> Punching Biting Spitting Kicking 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Loss of 1 privileged time Discuss/practice an alternative action to mean behavior Discuss with principal Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 2 privileged times Discuss with principal Parent Conference Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 3 privileged times Discuss with principal Parent Conference Opportunity for apology Possible 90 minute in-school suspension at principal's discretion Behavior Report 	<ul style="list-style-type: none"> 1 day in-school or out of school suspension at principal's discretion Behavior Report

School Harassment/Behavior Rubrics for First, Second, and Third Grade

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Name calling Insulting Other behavior that hurts the feelings of others 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> One lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Record on chart Student calls parent RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors or gossip Malicious notes 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 3 Intimidation	<ul style="list-style-type: none"> Threats of emotional or physical aggression 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 1 day in-school suspension Record on chart RTS PPTS
Level 3 Mild Physical Contact	<ul style="list-style-type: none"> Hitting, pushing, or grabbing, kicking, etc Throwing objects Rough play 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> PPTS ½ day in-school suspension with loss of recess Record on chart RTS
Level 4 Harassment	<ul style="list-style-type: none"> Racial, ethnic, or sexual name calling Other severe forms of harassment 	<ul style="list-style-type: none"> Warning Record on chart Student calls parent 1 lost recess RTS 	<ul style="list-style-type: none"> Student calls parent 2 lost recesses Record on chart RTS 	<ul style="list-style-type: none"> 1 day suspension Student calls parent Meeting with principal RTS Record on chart 	<ul style="list-style-type: none"> PPTS 2 day in-school suspension Record on chart RTS
Level 5 Severe Physical Contact	<ul style="list-style-type: none"> Punching Kicking Behaviors that may injure others Fighting, etc. 	<ul style="list-style-type: none"> 3 lost recess Record on chart Talk with principal RTS 	<ul style="list-style-type: none"> RTS Record on chart 5 lost recesses PPTS 	<ul style="list-style-type: none"> Record on chart RTS 1 day in-school suspension PPTS 	<ul style="list-style-type: none"> RTS Record on chart PPTS 3 day in-school suspension

RTS = Responsibility Think Sheet

PPTS = Principal, Parent, Student, Teacher Conference

Harassment/Behavior Rubrics for Grades Four and Five

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Insulting, name calling Rough Play Where there is intent to hurt or control 	<ul style="list-style-type: none"> 15 second intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart 3 SSRs Supervised call to parents\ Behavior Plan 	<ul style="list-style-type: none"> Meeting with Principal Record on chart TTF ISS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors and gossip Malicious notes Graffiti against another student 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 1 SSR TTF Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart one week SSR Supervised call to parents Behavior Plan Opportunity to apologize/make it right 	<ul style="list-style-type: none"> Meeting with Principal Record on chart ISS Opportunity to apologize/make it right
Level 3 Moderate Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Tripping Poking Grabbing Hair pulling 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference OSS
Level 3 Moderate Intimidation	<ul style="list-style-type: none"> Shoving Planned exclusion Silent Treatment Social alienation Emotional blackmail Stealing, damaging property of others Expressions/ge stures 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference OSS
Level 4 Severe Physical Contact/ Intimidation/ or Harassment	<ul style="list-style-type: none"> Punching Slapping Kicking Fighting Spitting at others Threats Racial, ethnic, sexual, or other forms of severe harassment, intimidation stalking 	<ul style="list-style-type: none"> 15 second intervention Record on chart One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart Two SSRs TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with Principal OSS Parent Conference Mandatory Professional Intervention
Level 5 Possession of dangerous items	<ul style="list-style-type: none"> Bomb Threat Arson Gang Activity Explosives 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 1-10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 5-10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion Parent Meeting Think Form Notification to Police

POSSESSION OF WEAPONS

Any student discovered to be or suspected of carrying or possessing a weapon, shall be excluded from classes/events pending investigation.

A search can be conducted to verify the possession of a weapon. The search may occur without prior warning, and would include and inspection of the student, and pockets (the student empties his/her own pockets), book bags, purses, lunch container, locker or vehicle. A law enforcement officer may conduct a body search.

Questioning may also occur regarding possible possession of weapons.

If the student refuses to cooperate or interferes with the search, the refusal to cooperate or interfere without legitimate reasons may result in disciplinary action, up to and including expulsion.

If a weapon is found or if there is suspicion that a student possesses a weapon, the police department is to be notified immediately and, if possible, the student is to be detained. Persons who possess weapons are subject to disciplinary action, up to permanent suspension on a student's first offense.

Drugs, Alcohol, Tobacco and Weapons Policy for Families and Students

The use or possession of illegal drugs, tobacco, alcohol, weapons, fireworks, or explosives is prohibited within the school premises, during school functions or school fieldtrips for both students and adults. Permanent suspension will be automatic with a student's first offense. Auburn Area Catholic School is a drug-free school zone, therefore adults are not allowed to smoke anywhere on school grounds. It is the policy of our school that no alcohol be served at any school events where school-aged children are present. If alcohol is to be served at any functions, the pastor, principal and the school committee must give permission. If individuals fail to comply with this regulation, they will be asked to leave the premises. Adults in charge of students during fieldtrips are to observe this policy and the chaperone policy.

EXTRA-CURRICULAR ACTIVITIES

The following sports activities are offered based on student interest:

Coed soccer (2nd & 3rd grade and 4th & 5th grade)

Intramural soccer (4 yr. PS, K & 1st grade)

Intramural basketball (K & 1st grade and 2nd & 3rd grade)

Coed basketball (4th grade)

Basketball, girls (5th grade)

Basketball, boys (5th grade)

Coed Volleyball, (4th, 5th grade)

Cheerleading (3rd, 4th & 5th grade)

Sixth grade alumni are invited to play volleyball and basketball if needed to complete a 5th grade AACCS team.

FIELD TRIP POLICIES & FORMS

Class visits to places of cultural, educational, or religious significance enrich the lessons of the classroom. The written consent of parents must be obtained for every student to participate in each field trip. When a class is planning a field trip, parents/guardians will receive information about the trip regarding transportation and other details. Students need to report to school at normal time before leaving on a field trip. Students will be asked to wear either a school shirt or a shirt with the school colors blue or white when attending a field trip to identify our students with the school. No student may participate in a field trip away from school property unless we have received this permission from the parents. Field trips are privileges afforded to a student; no student has an absolute right to a field trip. Parents will be notified if participation is denied based on academic or behavioral requirements.

EMERGENCY MEDICAL FORM

The emergency medical release form as required by Michigan Statute MCL 7005103, must be on file in the school office and taken on each field trip. (See appendix)

DRESS CODE

School is a place of learning. Students are to come dressed in a modest, appropriate fashion and ready to work. Students look and behave better when clothing fits properly. No oversized clothing is to be worn. No head coverings are to be worn in the classrooms.

Shorts may be worn from August to the end of October and from the first of April to June. No bicycle shorts, short shorts, short skirts, or low cut jeans are permitted. Skirts or shorts should be at tips of fingers when arms are extended to side. No spaghetti straps or strapless tops are permitted. Tank tops must be 3 fingers wide. Flip-flops and opened toed shoes are not permitted for students due to Michigan Catholic Conference's insurance requirements.

Students will be warned the first time regarding appropriate clothing. The second time the students will call home and ask for a different set of clothes or write a note to be signed by the parents and returned to school the next day.

Students should come dressed to play outside during recess breaks. Boots, hats and gloves are to be worn during inclement weather. Students will wear their gym shoes in case they forget and only have boots to wear.

- Note: We do not allow the students outside when the temperature or wind chill factor is below 10 degrees.
- Students may stay in only if necessary. A dated note must be received from the parent stating the reason why the child is to be inside at recess.
- Students must have gym shoes at school at all times. This will ensure that they are ready for gym class each week and will help when they wear boots to school and forget their shoes.

LUNCH

Hot lunch is offered daily with 2 options. The cost for a lunch is \$3.60 per lunch and \$.60 per a la carte milk. (chocolate and white options) Lunch is being delivered from Bay City Public Schools and must be reported by 9:30. Students arriving late for school will need to notify the office of their lunch choice before the reporting time or else they will need to send a cold lunch with their student.

The hot lunch program follows the National School Lunch Program and The Healthy, Hunger-Free Kids act of 2010.

During lunch period we encourage healthy choices, please keep that in mind when bringing in a “special” lunch for your child. Food brought into the classroom should not be a replacement and/or interfere with the lunch hour. Please consult your child’s teacher regarding time-of-day treats will be served and what you are planning to provide as a snack.

WELLNESS POLICY

A wellness policy has been developed. It is the intent through implementation of this policy that the school includes: Nutrition Education, Physical Activity, and other school based activities. It is expected that the staff, parents, and students actively support this policy. A copy of the policy is available in the school office for examination.

CALENDARS & SCHEDULES

School is in session from 8:30 A.M. to 3:20 P.M.

The doors open to students 15 minutes before school begins and remain open for 15 minutes after dismissal. There is no supervision of students before or after these times.

A yearly calendar is provided as well as a monthly hot lunch calendar. Weekly announcements are given in the Weekly Newsletter. Parents are encouraged to look at the yearly and monthly calendars to schedule doctor, dentist, and other

necessary appointments for their children. Please check the school link at www.auburnacschool.org.

The students will be participating in a variety of prayer and liturgical experiences throughout the year. Each month, the school will celebrate one to two Masses depending on that particular month's calendar. It is expected that the children will dress in Church appropriate clothes (no jeans or t-shirts) for these Friday activities.

School spirit day is observed every Thursday. Students and faculty are encouraged to wear their school shirts or wear school colors (blue and white) these days. Go Eagles!

ADDITIONAL INFORMATION

Library

Each class has a weekly library period. The library may be used at other times with the permission of the class teacher and if there is an adult in the library to supervise and the room is available. Library books are school property and will be replaced if they are damaged or lost.

Care of School Property

School Chromebooks/notebooks will be assigned to the students. The condition of the technology will be noted before distribution. Any damage to or loss of technology or other supplies belonging to the school will require parents to cover the cost of that item up to replacement. In addition, students are required to use school bags, so books are protected to and from school.

Chromebook and notebook cost per unit = \$300

Lockers

Lockers are school property and may be inspected at anytime. Locks are not allowed. Students are responsible for maintaining neat and clean lockers. There will be no personal stickers or posters affixed to the inside or outside of the lockers.

Internet use

The Internet is available. Policy on safety and use is on file in the office as well as posted near the computer. Students and staff sign the policy

Media Accessibility to Students

Schools/parishes must have a signed consent form from parents allowing their children to be photographed, videotaped and/or voice taped for any public promotion of the school/parish programs, including Facebook or for in-school/parish purposes only. See appendix.

Lost and not Recovered

The school will not be responsible for stolen or lost articles. Check the lost and found box located in the school office as soon as you notice you misplaced any item. Items may be claimed in the office. Items not claimed are given to charity.

Telephone

The telephone is for emergency use only. Messages will be taken to the student on incoming calls of importance. Students will not be allowed to leave class for a phone call. Phone calls by students may be made at the discretion of the principal or a teacher.

Safety Drills

Fire, lockdown, and tornado drills occur throughout the year, as required by law. Fire and tornado routes are posted in the classrooms.

Not allowed on school grounds:

Hard baseballs, pocketknives, skateboards, roller blades, explosives, matches, guns, student laser pointers, personal electronic devices, cell phones, gum, or anything else that may constitute a safety hazard or anything that would interfere with the learning environment. Cell phone exceptions are considered by the principal through written request.

Smoking is prohibited, by State law, in the building at any time of day.

Non-related school groups or individuals will not be allowed to sell any items on school property.

SAFETY & MEDICATION AUTHORIZATION

Playground:

General playground rules are posted in the school office. Student expectations are taught via PBIS.

Transportation:

Bus service is provided by the Bay City Public Schools. Forms requesting bus service are available in the school office. Parking lot route for drop-off and pick-up of students is found in the appendix.

Visitors

A camera and door lock system has been installed on the door to enter school. It will be operational after all the students have arrived until the end of the school day. You will need to buzz the office from the intercom system and someone will let you in the building.

Visitors, parents, and guests must sign-in the school office and let us know their purpose in the building.

Accidents

Serious accidents occurring during the school day, especially those needing medical attention will be reported to the parents immediately. If parents cannot be reached,

the alternate name appearing on the emergency card will be contacted. For less serious concerns such as ice applied to bumps and Band-Aids to scratches, these will be noted in the emergency book in the school office and available to parents upon request.

Administering Medications to Students

(Note: Public Act 157 of 1971 adds compiled Law Section 340.378 ((Section 378 of Act No. 269 of the Public Acts of 1955-The School Code) provides that the school administrator or teacher may not be held liable in a criminal action or civil suit, except in cases of gross negligence or willful misconduct, for administering medication to a student. It provides that medication shall be administered in the presence of another adult and only upon written permission of the student's parent/guardian, and in compliance with the instructions of a physician. Medications may be administered to students at school when the doctor's prescription specifically requests that dosages must be given during school hours. Public Act 10 adds sections to the Revised School Code that allow students to possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. All medication, **prescription and over the counter** (cough drops, aspirin, sunscreen, etc.), must have signed permission forms from parent and physician and must follow dispensing regulations. (See appendix)

Health Issues

The following is a guideline for school attendance. We ask that you be particularly alert to the beginning signs of illness in your child. Keeping him/her home during an illness until he/she is completely well will help prevent the spread of illness to others at school.

Should your child have any of the following, he/she should stay home. Be sure to notify the school at or before 9:00 A.M. of the absence/illness.

1. If the illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children.
2. If the child has any of the following that could indicate an illness:
 - Fever – any temperature over 100.4 degrees F. **(The child should be fever-free for at least 48 hours without the use of fever reducing medication.)**
 - Cough – that is constant or productive (bringing up mucus) or a hard cough that requires a lot of the child's energy.
 - Runny Nose – when the discharge is thick yellow or green. This usually indicates an infection, which usually requires an antibiotic.
 - Difficulty breathing
 - Diarrhea – frequent stools that are loose or watery. May not return to school for 48 hours from the last incident.
 - Vomiting – two or more times in the previous 24 hours. The child should be taking fluids and food without problems for at least 24 hours before returning to school. May not return to school for 48 hours from the last incident.

- Rash – with fever or behavior change, until a physician has determined the illness not to be communicable disease. Fifth's disease, measles, scarlet fever, and strep throat are a few things that may manifest a rash.
- Chicken Pox – may return to school when all the lesions are dry and scabbed over.
- Head lice – the child must be nit-free with no evidence of live lice. School staff will screen the child on the first day of return and up to 10 days after.
- Conjunctivitis/pink eye – pink or reddened white area of eye with drainage, eye pain and itching, and redness of the eye area. A physician must see the child.
- **Antibiotics – the child must be kept home for 24 hours after the first dose of an antibiotic for an infectious process.**

If your child has any of these symptoms at school, you will be contacted and will be expected to make arrangements to pick him/her up from school as soon as possible.

Should your child be exposed to an infectious disease, you will be notified from the office via a note.

The complete Auburn Area Catholic School Health Policy Manual is on file in the school office.

FOOD ALLERGY MANAGEMENT

AACS recognizes that food allergies, in some instances, may be severe and even occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above listed foods can suffer more serious consequences. Our goal is to provide an environment where the risk of exposure is reduced. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents AACS cannot guarantee that a student will never experience an allergy-related event while at school. AACS is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

A. Parent/Family Responsibilities

1. Notify the school of the child's allergies.
2. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan.
3. Provide clearly labeled medications per doctor's orders and in accordance with AACS medication policy. Replace medications after use or upon expiration.
4. Provide emergency contact information and update as needed.
5. Review the lunch menu and contact the food service director for ingredient listings as needed.

6. Provide meals or treats for their student if uncertain about possible exposure to allergy-causing foods.
7. Plan with teacher for unexpected food (treats).
8. May request information about student's allergy be provided to and sent home with classmates.
9. Educate the child in the self-management of their food allergy including:
 - a. Safe and unsafe foods
 - b. Symptoms for allergic reactions
 - c. How and when to tell an adult they may be having an allergy-related problem
 - d. How to read food labels (age appropriate)

B. School Responsibilities

1. Review health records submitted by parents and physicians and identify students with allergies.
2. Share information pertaining to a student's allergies with the appropriate faculty and staff that have contact with the student, but otherwise will be kept as confidential as possible.
3. Provide emergency training to staff annually and as needed, including, but not limited to administrator, teacher and food service personnel.
4. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
5. Ensure a trained person attends all functions where the student is present, i.e. field trips.
6. Foods that specifically list nut or peanut products on the ingredient label will not be offered on the main serving line in our cafeterias. (Parents and students may obtain lists of ingredients for any food served by contacting the school office.)
7. Food Services will provide food that all students may enjoy. In the case of a student with multiple or unusual allergies, AACS may require the student/family to provide lunch and snacks to ensure the student's safety.
8. Provide instruction to faculty and staff on how to recognize symptoms of an allergic reaction and to respond appropriately.
9. Provide seating accommodations at meal times as needed, i.e. designate a table in the cafeteria "peanut free" and/or "allergy aware", allow student to eat meals in office.
10. Ensure that cafeteria tables are cleaned appropriately between meals.
11. AACS will attempt to avoid serving food with nuts but cannot guarantee that products with nuts will never be present on campus or at school events. Likewise, AACS cannot monitor products sold at athletic events or special student sales, products brought for celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

C. Student Responsibilities

1. Should not trade or share food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies based on their developmental level.

4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or if allergy symptoms appear.
5. Know what you are allergic to and avoid allergens.
6. Understand the symptoms of an allergic reaction.
7. Wash hands before and after eating.
8. Report teasing or harassment.
9. May carry and self-administer epinephrine if appropriate in accordance with AACCS medication policy

VOLUNTEER OPPORTUNITIES AND ORGANIZATIONS

School Committee

Recognizing that the authority and responsibility for Catholic education within the parish rests with the pastor, the purpose of the School Committee shall be to serve as advisors to the pastor and principal in the development and definition of policies which shall govern the operation of Auburn Area Catholic School. By-laws of this committee are available in the school office.

PTO

The PTO is an organization made up of parents, teachers, and principal. Each family is encouraged to attend the Association meetings. This is a great opportunity for parents to come together and share their wonderful ideas. The viewpoints and input of each family is needed and welcome. The PTO reports monthly to the School Committee.

Annually the PTO funds the Auburn Area Catholic School library, school picnic, 5th grade Camp Timbers retreat and other special projects as needed. It also provides refreshments for special events.

The PTO (of which all families are immediate members upon enrollment) requires ten hours of volunteer service by families during the school year, including attending at least one PTO meeting throughout the year. A list of opportunities to serve is given at the beginning of each school year. Every time you are volunteering, please record your name, date and event in the book provided in the school office.

Athletic Association

The Auburn Area Catholic Athletic Association organized in November 1980 for fostering and promoting athletic activities at Auburn Area Catholic School. Auburn Area Catholic School Athletic Association reports monthly to the School Committee.

The Association provides league entrance fees, uniforms, equipment, and awards for the athletes at the Spring Sports Banquet.

Fundraisers: Euchre Tournament, Eaglepalooza, and the Corn Fest have all been utilized in the past.

School Volunteers:

All staff working at AACCS have gone through a rigorous screening process which includes background checks, fingerprinting, PSOR, child abuse, and neglect screening. Parent volunteers are encouraged to help in the room, but they will not be in the direct supervision of any child or children participating in any of the Auburn Area Catholic School programs.

THE BEFORE & AFTER SCHOOL PROGRAM

Child care will be offered Monday – Friday each week. The program will follow the school calendar for breaks, snow days, etc. **There will be no afternoon care on half-days.**

Child care will be offered in the morning beginning at 7:00 – 8:15 a.m. and then again in the afternoon beginning at 3:30 – 5:30 p.m.

7:15-8:15 am and 3:30-5:30 pm: \$4.00 per ½ hour for first child, \$1.00 per ½ hour per additional child

*7 AM drop off additional \$1.00 each child

Daily Routine

7:15 a.m. – arrival

7:15 – 8:05 a.m. – free choice

8:05 – 8:15 a.m. – clean-up

8:15 a.m. – move into their classrooms for beginning of school day

3:20 p.m. – transition from classrooms to care room

3:30 – 3:50 p.m. – homework, free choice

4:00 – 4:15 p.m. – Snack

4:20 – 4:30 p.m. – clean-up

4:30 – 5:20 p.m. – recess, free choice, outside

5:20 p.m. – 5:30 p.m. – clean-up

5:30 p.m. – parent pick-up

Enrollment

You may choose to enroll your child in the Before & After School Program based on your specific needs for child care.

This program is being offered for currently enrolled students in our Preschool – 5th grade classrooms.

You can enroll your child by filling out the 3-week commitment form and return it to the school office or by emailing cclare@auburnac.org. This form will allow you to choose the days and times that you need for child care. A separate health waiver form and a signed statement that you have read the preschool handbook is also required for this program. All forms are located in the school office and the school website. www.auburnacschool.org

Parents of children in K-5 are given a preschool handbook to read and sign as per State of Michigan regulations.

Enrollment will be based on a first come, first serve basis.

Please direct all questions and inquiries to Christine Clare at cclare@auburnac.org.

Snacks

A snack will not be provided in the afternoon program. Parents will need to send a snack with their student(s).

Transportation

Parents will be responsible for transportation to and from the childcare program. After school, Preschool-5th grade children will move into the approved childcare classroom from their regular classroom for child care.

CONCLUSION

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if School Committee approves changes.

APPENDIX