



# DIVINE CHILD ELEMENTARY SCHOOL

25001 Herbert Weier Drive  
Dearborn, MI 48128  
divinechildelementaryschool.org



## MISSION STATEMENTS

Divine Child Elementary is a parish school dedicated to instilling Catholic values and achieving academic excellence.

The Archdiocese of Detroit holds that Catholic schools serve as an integral 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;
- Provide a learning environment which fosters academic excellence;
- Respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit.

“Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of community rooted in the life of the Holy Spirit, a commitment of service to others, and a response to the call for justice and peace in our world.” Archdiocese of Detroit

The Catholic Church and Divine Child recognize parents as the primary educators of their children. The education of students at Divine Child is a partnership between parents and the school.



## D.C. PRAYER

Dear Lord, thank you for all the blessings you have given Divine Child Elementary School. Our school strengthens us academically, spiritually and mentally so we can make good choices in life. We thank you, Father, for our wonderful parents and inspiring teachers, our principals and priests, for our special uniforms and educational programs, for recess and the excellent sports programs, and all of our great volunteers. Your miracles of nature make our school and parish grounds very beautiful. Lord, guide us through each school day so that we can keep learning new things and grow stronger in Your image. Help us to spread the good news we have learned about Jesus. We pray for Your continued blessings over Divine Child Elementary School. Amen.



Composed by the Students of Divine Child, 1994



## SCHOOL HOURS

Monday –Friday: 8:00 – 3:00 First Bell: 7:50  
Check monthly calendar for early dismissals!



Any unscheduled school closing is broadcasted on radio stations WWJ and WJR and TV channels 2, 4, and 7. Please listen to one of these options if you think classes will not be in session. Register for [www.clickondetroit.com](http://www.clickondetroit.com) for instant text messages. Parent e-mail blast/text is in effect.

## ATTENDANCE

Any absence from school **MUST** be verified by a parent via phone call the morning of the absence. If a student is 15 minutes late for school, the student must submit a note of verification from the parent when he/she reports to the office for a tardy pass.

In the event that a student needs to leave the school before closing hours, a parental note designating the time must be sent to the office prior to the dismissal. A parent **MUST** report to the office to sign out the student before the student will be released.

## TELEPHONES

If it is necessary to make a phone call, the student **MUST** use only the office phone. The use of the telephone should be for emergency situations only. If a cell phone is brought to school, it must be in the off/vibrate-only mode and stored in the backpack. Cell phone use is prohibited between the hours of 7:45-3:10. Students who do not comply will have the cell phone immediately confiscated and stored in the office. After confiscation, a parent must retrieve the phone from the office and review further cell phone regulations and fines.



## DRESS CODE

|       |              |  |  |
|-------|--------------|--|--|
| GIRLS | Grades K - 4 |  |  |
|       |              | Jumpers  | Red plaid - Knee length (Schoolbelles)                   |
|       |              | Blouse   | White Long or short sleeved (Peter Pan or Oxford styles) |
|       |              | Sweater  | Red Cardigan or Vest (Schoolbelles)                      |
|       | Grades 5 – 8 | Skirt  | Red plaid – Knee length (Schoolbelles)                   |
|       |              | Blouse   | White Long or short sleeved (Banded Acceptable)          |
|       | Sweater      | Grades 5 – 6 Red Cardigan or Vest (Schoolbelles) |  |
|       |              | Grades 7 – 8 Red Pullover or Vest (Schoolbelles) |  |
| BOYS  | Grades K – 8 |  |  |
|       |              | Slacks   | Black (Schoolbelles)                                     |
|       |              | Belt   | Grades 5-8   |
|       |              | Shirt  | White Oxford   |
|       |              | Tie  | Red Knit (Schoolbelles)/Red Polyester (Schoolbelles)     |
|       |              | Sweater  | Grades K – 6 Red Cardigan or Vest (Schoolbelles)         |
|       |              | Grades 7 – 8 Red Pullover or Vest (Schoolbelles) |  |



All students are required to wear closed low heel **DRESS SCHOOL SHOES** (no canvas or slipper looking) and socks, (ankle/knee) or tights. Girls are encouraged to wear shorts under their uniforms. Hairstyles are to be conservative with natural hair color. (No sculptures or designs; boys' hair should be above shirt collar and above eyebrows, no shaved heads or lines) No makeup, nail polish, or jewelry is permitted. All t-shirts/camisoles worn under the shirt/blouse must be plain white and tucked into the waistband with the dress shirt/blouse.

## GYM CLOTHES

- Uniform T-shirt/sweatshirt (PG) or Spirit shirt
- Black Nylon pants (Target or Schoolbelles) or Spirit pants (loose and not tight)  
(No spandex, No yoga, No button-down style, No tear away, No dragging length etc.)
- Tennis shoes – flat bottomed and fastened without zippers, rollers or lights.



**PEACE SHIRT DAYS:** Grade level color t-shirt, gym pants/spirit pants, and tennis shoes.

The purpose of the dress code is to minimize clothing competition. Not only does a code prevent elitism, but it also reduces cost and morning “what-to-wear” discussions. If a student cannot comply with the dress code on a particular day, a parental note must be submitted in the morning. Students will call home for a change of clothes when not in compliance. Jeans are not to be worn. Attire must always be modest and appropriate.

## MEDICATION



A form signed by the doctor stating medication, dosage, and time to be given during school hours must be submitted and on file in the office. The school allows a student to possess and use metered dose asthma inhaler/epinephrine auto-injector (epi-pen) or epinephrine inhaler provided a written approval from the physician and parent is on file in the office along with a written emergency care plan. All prescription medication must be provided in a labeled prescription container and stored in the school office. School personnel will not dispense or administer any medication without both parent permission and physician instructions. Non-prescription medication cannot be administered by the office personnel. Parents are welcome to report to the clinic to administer non-prescription medication during school hours.



## ROLE OF THE STUDENT

Each student has the responsibility to develop good work and study habits along with following the school regulations for dress and behavior. The discipline chart helps to focus on the positive aspects of student behavior by listing the basic school-wide rules. It begins with “DIVINE” recognizing our reverence and dependence on God, the Divine Child. Next the acronym for CHILD is vertically explained: C=Courteous actions and speech, H=Hands to self, I=Include others, L=Listen and learn, and D=Dedicated to Divine Child. The discipline chart also reviews what a broken rule would look like. The rest of the chart has descriptions of the possible consequences for behaviors that violate the five school rules.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Facebook, will be disciplined, up to and including expulsions. If, in the opinion of administration, the partnership is irretrievable broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## STUDENT ASSIGNMENTS



The student in preparing an assignment should:

- Make sure the assignment is understood – when it is due and how it should be done.
- Write all assignments in the assignment book.
- Budget time – do homework at the same time every evening – set aside one or two hours per night for the purpose of doing assignments or reviewing the lessons for the day.
- Utilize class time that is provided for study.
- Work on long-term assignments a little at a time so everything does not have to be done at the last minute.
- Ask for help from your parents, teachers, or other students.
- Check the school website for homework listing. [divinechildelementaryschool.org](http://divinechildelementaryschool.org)
- Get assignments in on time.
- Check the on-line student grade report for current progress. (Gr.3-8)



## MISSED ASSIGNMENTS

In case of absence, students are expected to check the school website, [divinechildelementaryschool.org](http://divinechildelementaryschool.org), for homework which will be posted daily after 4:00. Books and tablets can be picked up after school. Students should establish a partnership with a friend to obtain other class information. If a student is absent from school for an extended time, he/she will be allowed a reasonable amount of time to make up missed work. Each teacher will provide guidelines for makeup work. It is the student’s responsibility to obtain direction from the teacher.

| <b>DIVINE</b>   | <b>Offenses or Misbehaviors</b>  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
|---|--|---------------------|------------------------------|--|--------------------------|---|--------------------------|-----------------------------------|------------------|-----------------|---------|----------|----------|--------------------------------|
| <b>C</b><br><br>(Courteous<br>Actions<br>and<br>Speech) | <p><b>Excessive talking in class, hall or cafeteria</b><br/> <b>Poor Church Behavior:</b> Talking, laughing, gum chewing, poking, not participating, not kneeling, slamming kneelers etc.<br/> <b>Teasing:</b> Name calling, Put downs, Insults<br/> <b>Inappropriate Language</b><br/> <b>Intimidation:</b> glaring, leering, staring, eye-rolling<br/> <b>Poor Manners</b></p> <p><b>Harassment/Bullying</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Verbal threats</td> <td>Nasty/Malicious notes</td> </tr> <tr> <td>Coercion</td> <td>Hazing</td> </tr> <tr> <td>Mean tricks</td> <td>Stalking</td> </tr> </table> <p><b>Inappropriate Internet Usage</b><br/> <b>Disrespectful to Staff/Students</b></p> | Verbal threats      | Nasty/Malicious notes        | Coercion                                   | Hazing                   | Mean tricks                                 | Stalking                 |                                   |                  |                 |         |          |          |                                |
| Verbal threats  | Nasty/Malicious notes  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Coercion  | Hazing   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Mean tricks   | Stalking   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| <b>H</b><br><br>(Hands<br>to Self)                      | <p><b>No Injury Caused:</b></p> <table style="width: 100%; border: none;"> <tr><td>Pushing/Shoving</td></tr> <tr><td>Grabbing /Hitting / Poking</td></tr> <tr><td>Play Fighting</td></tr> <tr><td>Kicking/Tripping</td></tr> <tr><td>Pinching</td></tr> <tr><td>Slapping</td></tr> <tr><td>Throwing</td></tr> </table> <p><b>Public Display of Affection</b> (Junior High)</p> <p><b>Injury Caused:</b></p> <table style="width: 100%; border: none;"> <tr><td>Hitting/Punching</td></tr> <tr><td>Spitting/Biting</td></tr> <tr><td>Kicking</td></tr> <tr><td>Tripping</td></tr> <tr><td>Throwing</td></tr> <tr><td>Similar actions causing injury</td></tr> </table>  | Pushing/Shoving     | Grabbing /Hitting / Poking   | Play Fighting                              | Kicking/Tripping         | Pinching                                    | Slapping                 | Throwing                          | Hitting/Punching | Spitting/Biting | Kicking | Tripping | Throwing | Similar actions causing injury |
| Pushing/Shoving   |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Grabbing /Hitting / Poking                              |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Play Fighting   |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Kicking/Tripping  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Pinching  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Slapping  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Throwing  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Hitting/Punching  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Spitting/Biting   |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Kicking   |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Tripping  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Throwing  |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Similar actions causing injury                          |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| <b>I</b><br><br>(Include<br>Others)                     | <p>Gossiping<br/> Making mean Jokes<br/> Spreading/Repeating<br/> Rumors<br/> Note Writing/Drawing/Writing hurtful words<br/> Excluding/Shunning</p>   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| <b>L</b><br><br>(Listen &<br>Learn)                     | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Disruptive behavior</td> <td>Multiple missing assignments</td> </tr> <tr> <td>Repeatedly not bringing materials to class</td> <td></td> </tr> <tr> <td>Cheating/Plagiarism/Falsifying Information*</td> <td></td> </tr> <tr> <td>Poor Attendance</td> <td></td> </tr> </table>   | Disruptive behavior | Multiple missing assignments | Repeatedly not bringing materials to class |                          | Cheating/Plagiarism/Falsifying Information* |                          | Poor Attendance                   |                  |                 |         |          |          |                                |
| Disruptive behavior                                     | Multiple missing assignments   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Repeatedly not bringing materials to class              |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Cheating/Plagiarism/Falsifying Information*             |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Poor Attendance   |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| <b>D</b><br><br>(Dedicated<br>to<br>DC)                 | <p>Uniform Policy Infractions<br/> Textbook Infractions<br/> Locker Infractions</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Stealing</td> <td>Abusive Behavior</td> </tr> <tr> <td>Vandalism/Graffiti</td> <td>Harmful Internet Posting</td> </tr> <tr> <td>False activation of alarm</td> <td>Use of illegal substance</td> </tr> <tr> <td colspan="2" style="text-align: center;">Having a weapon/weapon look alike</td> </tr> </table>  | Stealing            | Abusive Behavior             | Vandalism/Graffiti                         | Harmful Internet Posting | False activation of alarm                   | Use of illegal substance | Having a weapon/weapon look alike |                  |                 |         |          |          |                                |
| Stealing  | Abusive Behavior   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Vandalism/Graffiti                                      | Harmful Internet Posting   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| False activation of alarm                               | Use of illegal substance   |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |
| Having a weapon/weapon look alike                       |  |                     |                              |  |                          |   |                          |                                   |                  |                 |         |          |          |                                |

\*Cheating/plagiarism/falsifying information will also result in a "0" score / lower conduct.

\*Cell phone/Electronic device (MP3, I-Pod) use is prohibited from 7:50 a.m.-3:10p.m.

If out, the cell phone/electronic device will be taken and stored in the office.

First offense = return to parent;

Second offense=return to parent after payment of fine.

**\*The Administration of Divine Child reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This includes inappropriate internet use.**

|         | <b>Consequence 1</b>  | <b>Consequence 2</b>  | <b>Consequence 3</b>   |
|---------|---|---|--|
| Warning | * 1 lunch detention<br>* Administration notification<br>* Behavior report<br>(A Specific Plan for Primary)                                | * 2 lunch detentions<br>or 1 day after school<br>detention<br>* Behavior report<br>* Parent notification  | * 2 after school detentions<br><br>* Behavior report<br>* Parent Conference  |
|         | * Removal from classroom to<br>office<br>* 1 day suspension<br>* Behavior report<br>* Parent Conference                                   | * Removal from classroom to<br>office<br>* 2 day suspension<br>* Behavior report<br>* Parent Conference<br>* Counseling referral                        | * Removal from classroom to<br>office<br>* 3 day suspension<br>* Behavior report<br>* Parent Conference<br>* Counseling verification                         |
| Warning | * 1 lunch detention<br>* Behavior report<br>* Administration notification   | * 2 lunch detentions or<br>1 after school detention<br>* Behavior report<br>* Parent notification   | * 2 after school detentions/<br>or 1 day suspension<br>* Behavior report<br>* Parent Conference<br>* Possible Counseling Referral                            |
|         | * Removal from classroom to<br>office<br>* 1 day suspension<br>* Behavior report<br>* Parent Conference<br>* Possible Counseling Referral | * Removal from classroom to<br>office<br>* 2 day suspension<br>* Behavior report<br>* Parent Conference<br>* Counseling Referral                        | * Removal from classroom to<br>office<br>* 3 day suspension (Expulsion)<br>* Behavior report<br>* Parent Conference<br>* Counseling verification             |
| Warning | * 1 or 2 lunch detentions/<br>1 after school detention<br>* Behavior report<br>* Administration notification                              | * 2 lunch detentions/<br>1 after school detention<br>* Behavior report<br>* Parent notification   | * Multiple after school detentions/<br>1 day suspension<br>* Behavior report<br>* Parent Conference<br>* Possible Counseling Referral                        |
| Warning | * 2 lunch detentions/<br>1 after school detention<br>* Parent notification<br>* Administration notification                               | * 1-2 after school detentions<br>* Behavior report<br>* Parent notification   | * 1 day suspension<br>* Behavior report<br>* Counseling Referral<br>* Parent Conference  |
| W       | * 1 lunch detention<br>* Behavior Report  | * 2 lunch detentions or 1 after<br>school detention<br>* Parent Notification  | * 1-3 after school detentions<br>* Behavior Report<br>* Parent Conference  |
|         | * Removal from classroom to<br>office<br>* 1 day suspension<br>* Behavior report/Police Report<br>*Parent Conference<br>* Pastor Meeting  | * Removal from classroom to<br>office<br>* 2-3 day suspension/expulsion<br>*Behavior report/Police report<br>*Parent Conference<br>*Counseling Referral | * Removal from classroom to<br>office<br>* 3-5 day suspension/expulsion<br>* Behavior report/Police report<br>*Parent Conference<br>*Counseling Verification |

## **FIREARMS / DANGEROUS WEAPONS / VIOLENT ACTS/THREATS**

Weapons/violent acts/fighting/ harassments/threats/bullying/teasing/sexual conduct-communication are not tolerated in our school. Sexual harassment refers to behavior that is not welcome, offensive, and fails to respect the rights of others. Harassment can be conduct or communication. (jokes, pictures, cartoons, foul language, unwelcome comments) Drugs/alcohol/ tobacco products are always prohibited. Carrying or possessing of firearms or other dangerous weapons, including look-alikes, on school property is a violation of Federal law and Archdiocesan policy. The legal policy requires recommendation of expulsion and police notification.

**ALWAYS THINK BEFORE YOU ACT!**

## EVALUATION

Student achievement is measured regularly by teacher observation of daily work, as well as, by teacher-made and standardized testing. Student progress should be checked regularly on-line by connecting to [divinechildelementaryschool.org](http://divinechildelementaryschool.org) and clicking on the right corner link - PowerSchool. Progress reports are on line midway through each quarter; notification is mandatory if the student is in danger of failing. Report cards are issued at the end of each quarter. Report card inserts are to be signed, envelope stamped and returned to the homeroom teacher. Parent-teacher conferences are encouraged and can be scheduled with the teacher before or after school hours. Students must have a 2.0 grade point average in each class and satisfactory conduct in order to be eligible at the time of sign-ups in order to participate in the CYO sports program and/or all extracurricular activities. Special class grades are tabulated in the grade point average.

The following Archdiocesan grading scale is used for student evaluation:

### ACADEMIC GRADING GRADES 3-8

|         |            |
|---------|------------|
| 100-93% | A          |
| 92-83%  | B          |
| 82-72%  | C          |
| 71-60%  | D          |
| 59 ↓%   | F          |
| I       | Incomplete |

### STANDARDS GRADING GRADES K-5

|   |                                       |
|---|---------------------------------------|
| 4 | Consistent and Advanced Understanding |
| 3 | Consistent Understanding              |
| 2 | Partial Understanding                 |
| 1 | Minimal Understanding                 |

### EFFORT / CONDUCT GRADES K-8

|   |                   |
|---|-------------------|
| A | Excellent         |
| B | Very Good         |
| C | Average           |
| 4 | Needs Improvement |
| 5 | Failing           |

### PRIMARY ACADEMIC GRADING

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



Any student in grades 5 – 8 who achieves a report card of all A's & -B's, including effort/conduct and weekly classes, merits Honor Roll status for that particular grading period.

## CONDUCT AND BEHAVIOR

In accordance with the mission statement of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, alcohol, drugs, any type of tobacco products, radio toys, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school. Key chains and toys may not be attached to student back packs. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students can be requested for return by the parent/guardian.

## CYO SPORTS/EXTRA-CURRICULAR ELIGIBILITY

Divine Child Elementary School offers a variety of after-school activities in which students may choose to participate. Students in grades 5-8 may try-out for any of the following CYO sport teams: Gr.4-8 Boys Football, Gr. 5-8 Cheerleading, Gr. 4-8 Cross-Country, Gr. 5-8 Boys & Girls Soccer, 5-8 Girls Volleyball, Gr. 5-8 Boys and Girls Basketball, Gr. 5-8 Boys Baseball, Gr.5-8 Girls Softball, Gr. 5-8 Bowling, and Gr. 5-8 Track with Gr. 4 Track Club. Extra-curricular activities are also available to students in grades 4-8; such as choir, student council etc.

Students must have a **2.0 grade point average with at least all C's and satisfactory conduct** in order to be eligible at the time of sign-ups in order to participate in the CYO sports program and/or extracurricular activities. Special class grades are also tabulated in the grade point average. A student may be suspended from play/participation if conduct on/off-school premises is not in line with behavior expectations of the school. If a student is suspended or absent from school during the day, sport activities, practices, and extracurricular activities are forfeited for the day.

## LUNCHTIME PROCEDURES

1. Follow the directions of the supervisors.
2. Stay seated while eating and maintains a
3. Dispose of litter properly; recycle when
4. Speak to one another in normal tones.
5. Use only school provided play equipment.
6. Rough play is not permitted.
7. Play the board and card games provided in the classroom.



Hot lunch may be ordered monthly through the Parent Portal on the school website. Students who do not order hot lunch bring a bag lunch. Soda pop and caffeinated beverages are not allowed. Students eat first and then go out for half of their lunch time. In case of extreme cold (below 22°F wind-chill) or rain, students stay in their homeroom. During the winter months, windpants/leggings can be slipped on under the jumper/skirt prior to going outdoors. Students should have hats, scarves, and mittens during the winter season. Track walking is encouraged through the Walk the Track Tag Incentive. Behavior infractions are documented under the homeroom spelling/vocabulary class conduct grade.



## CARE FOR SCHOOL PROPERTY

The school buildings and grounds are to be kept clean and neat. **DIVINE CHILD IS A SMOKE FREE FACILITY!** Every student is responsible for all textbooks, which must be covered, and issued library books during the school year. If a book is lost or damaged over the course of the year, an additional fee will be charged. Each student is responsible for keeping his/her locker clean. Writing on the lockers and placing stickers or pictures on the lockers are prohibited. Any student who defaces school property will face disciplinary action. All materials used for research and projects including Internet use must be in keeping with Catholic values. A signed permission slip must be submitted at the beginning of the year.



## PEER MEDIATION

Students who are experiencing difficulties with another student may seek the help of students who have been professionally trained in peer mediation. Both students need to agree to attend the peer mediation meeting. The trained students then follow a set negotiating process. The school counselor oversees the peer mediation program. If the difficulty continues or if either student is uncomfortable, the student/s may come directly to the office for assistance.