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DIOCESE OF SAGINAW MISSION STATEMENT

We, the church of Saginaw, believe that learning is a life-long process to be nurtured and sustained by all parish communities. We believe that Catholic schools provide vital expressions of that mission. We believe that the immersion of student in the living/learning environment of Catholic schools for more than 1,000 hours each year, offers special opportunities to develop the whole Christian person for participation and leadership in the Church and the global community.

Catholic schools in the Diocese of Saginaw are committed to the education and formation of the whole person - body, mind, and spirit - in the Catholic tradition of faith in God, and service to the mission of Christ in the world.

Because of this commitment, our Catholic schools model and promote:

Discipleship of Jesus Christ and proclamation of the gospel both through the spoken word and a way of life

Knowledge and appreciation of Scripture and the Christian tradition as our family story

Excellence in academic achievement, teaching methods and use of resources

Knowledge and experience of our rich traditions of prayer both personal and communal

Knowledge and experience of our liturgy, particularly the Liturgy of the Word and the Eucharist

A process of ongoing conversion and transformation

A nurturing environment that develops the inner-personal relationships necessary for full personal and community life

Development of sound human and Christian virtues

Knowledge of and commitment to the social teachings of the Church

An appreciation and commitment to the local Church, i.e. the Diocese and the Parish

Education which involves the family and the Church

Respect, appreciation and support for the diversity of cultures, ethnic backgrounds, languages, and religions in our midst

Commitment to respect for the earth and all its creatures and to the care and proper distribution of its resources

Appreciation of the reality that we are all members of a global community with its attendant responsibilities.

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, Mr. Cormac Lynn, Ed.S., 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.

PARENTS

Parent's Role in Education

We at Nouvel Catholic Central Schools, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Catholic schools involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Parents as Partners

As partners in the educational process at Nouvel Catholic Central Schools, we ask parents:

to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day

Parents:

- Actively participate in school activities such as Parent-Teacher Conferences
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Notify the school with a written note when the student has been absent or tardy
- Notify the school office of any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any special situations regarding the student's well-being, safety, and health.
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Organizations

Nouvel Catholic Central Schools have established School Committees/Improvement Teams, Home & School Organizations and Athletic Organizations. These organizations work to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of these organizations. These organizations operate under the accepted by-laws approved by NCC.

Continuous Improvement Team is to be consultative and advisory to the principal regarding policies for the operation of the school.

Parent Teacher Conferences

Each school will set their parent teacher conference schedule bi-annually.

Parent Volunteers

All individuals who volunteer in the schools must complete the Volunteer Sign-up and will be asked to complete the Diocesan mandated background check and attendance at a Virtus training. All coaches working with children must be fingerprinted.

Parents/Guardian(s) give written notification to the school annually that their student has an existing medical condition or some other uncontrollable factor that would cause absence(s) from school.

Absence

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, an email will be automatically sent to the parent notifying them of their child's absence. This policy is for the protection of all Nouvel Catholic Central Schools students.

Students should be free of a fever for 24 hours before returning to school. A written statement giving reasons for the absence or tardiness must be brought to the school upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. When a student is absent for three or more days due to illness, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM-3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school, during the same school day, he/she must be signed back in at

the school office. Students missing 40 or more days will have a direct impact on the student's evaluation and promotion to the next grade. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three (3) early withdrawals are considered a one-half day absence.

Tardies

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. All tardies will be documented. Principals will deal with excessive tardies at their discretion. Excessive tardies may also be reported to the Truancy Office.

Student Records (FERPA)

Nouvel Catholic Central Schools adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the school office for distribution. Completed forms will be sent via U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

School Property

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

Electronic Devices

We are thrilled that our students are so enthusiastic about reading and as a school we recognize that electronic devices are a current way for student's to get their hands on a great book. We want to encourage our students to bring these to school but there are some criteria as a school we will follow:

- * Electronic devices will only be used during designated reading times which are set and regulated by a student's teacher.
- * The school is not responsible for any lost, stolen, or damaged electronic devices so students bring them at their own risk.
- * If a student makes the choice to use their electronic device for any other function aside from what is designated by the teacher it will be confiscated, and brought to the office. In order to get it back a parent will need to pick up and sign

for it at the end of the day. In addition, the student will receive a behavior infraction.

* If the incorrect use of electronic devices becomes an ongoing issue then the school reserves the right to take away the said privilege.

Lockers

Students are assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the school administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. **Verbal permission cannot be accepted.**
6. A field trip permission slip is available in the school forms packet to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class.
10. All monies collected for the field trip are non-refundable.
11. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration

Classroom Parties

Parties are at the discretion of the teacher. (Grades Y5-8). It is highly recommended that they be limited to no more than two (2). Room parents may assist the classroom teacher with these parties. We request that birthday treats be already prepared into individual servings.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties taking place outside of school should be sent to the homes of students via the U.S. Mail or email unless an invitation is being given to every student in the entire grade.

Christian Service Hours

7th and 8th Grade Requirements

Students are required to complete the following number of volunteer service hours in three major areas at each grade level:

7th grade 10 hours

8th grade 10 hours

These hours need to be completed in the major areas of service:

Community Agencies

Parish Community

School Community

Students can obtain service hour cards from the school office and turn completed cards into the Dean of Students. These cards must include a signature/name and telephone number of the supervisor for the act of service. This information is used for verification of service provided.

Keep in mind when volunteering that this experience needs to be valuable to the student in developing his/her sense of faith and purpose. Hours for helping parents, grandparents, or relatives at offices, or at home are not acceptable. This kind of activity is the responsibility of the student as a member of the family and therefore, cannot be considered service hours. For this reason, some hours which do not meet the criteria may be denied.

In the event that hours are denied, a letter of appeal may be submitted to the Dean of Students and she will investigate and reach a final decision.

Service hour requirements must be completed before the end of the year field trips in order to attend. **All service hours must be turned into the Dean of Students' Office no later than the last Friday in April for both grade levels. Hours handed in after this date will not be accepted and the student may not participate in the year end activities.**

No student may complete his/her service hours in only one area listed above. A minimum of two hours is needed in each area. A variety of experiences are needed to meet the requirements. Please keep track of all

service hours. Special recognition will be given at graduation for students who do over 50 hours of service within their 7th and 8th grade years.

Suggested Agencies for Service

Community Agencies

Saginaw County Right to Life
Community Action Center
Soup Kitchen
City Rescue Mission
Salvation Army
St. Francis Nursing Home
St. Mary's Hospital

Parish/School

Home parish office
School office
Altar Serving
Church Hospitality
Fish Fry
Youth Group service activities
Vacation Bible School
Concession Stand at NCCE

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. All business office accounts are to be settled prior to release of student records.

Student Withdrawal

Arrangements to withdraw from school are to be initiated in the school office. In order to withdraw from school:

- A withdrawal form must be completed stating why the student is leaving
- A withdrawal form requiring the signature of the school administrator
- Providing no fees have been incurred, the withdrawal process will be completed. If fees have been incurred, Nouvel Catholic Central School will bill the family.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms and Dress Code

All students must be in uniform every day. There will be out-of-uniform days, which will be announced during the course of the school year. If there is a time when the prescribed uniform cannot for some legitimate reasons be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Students may not wear:

- Flip-flop sandals
- No open back shoes
- Tank tops
- T-shirts with inappropriate writing
- Biker shorts
- Pajama pants
- Make-up/nail polish/earrings
- Hats

Good Rule: If you think you shouldn't wear it, you shouldn't. Please discuss with your building Principal any questions on the dress code.

Lost and Found

Any items found in the school building or on the school grounds should be given to school personnel to be placed in the Lost and Found box. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Harassment, bullying, and possession of weapons

In accordance with the school's mission statement, 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. The school environment will be free of harassment, bullying, and possession of weapons in order to promote a safe, non-violent environment for all employees, students, and volunteers.

a. Any student discovered to be or suspected of carrying or in possession of a weapon, harassing or bullying, is in violation of this policy and shall be excluded from classes/events pending investigation.

b. A search can be conducted to verify the possession of a weapon. The search may occur without prior warning, and would include an 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.

c. Questioning may also occur regarding possible harassment, bullying, or the possession of weapons

d. 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.

e. 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.

f. Persons engaging in such activities are subject to disciplinary action, including suspension and expulsion.

g. Parents will be notified at the immediate onset of suspected inappropriate activities of their child.

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.

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

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods, or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

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

Cell Phones

Cell phones are permitted in school but must be kept in the off position and in the locker. If there are urgent messages that need to be relayed to students, please call the school office and staff will deliver the message. Phone usage is not permitted before the school bell rings in the morning. If a student must use their cellphone at the end of the day to confirm a ride, they must re-enter the school building to do so. The designated phone usage area is between the main entry/front doors and security doors.

Any violation of cell phone usage is left to the discretion of the principal.

Off-Campus Conduct

The administration reserves the right to discipline its students for conduct whether inside or outside school, that is detrimental to the reputation of the school and for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Drugs, Alcohol, Tobacco, & Vaping

Students who possess drugs, tobacco, alcohol and/or vaping materials at school or at any school function face suspension and/or expulsion.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form or an email notification of the detention.

Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and report to a supervised area. Students who receive an out-of-school suspension will not be allowed on campus or participate in any after-school activities promoted by Nouvel Catholic Central Schools during the time of their suspension.

Students' parents must pick up the work missed at the end of the day in order that the student complete the work at home.

Expulsion

Expulsion is an extremely serious matter. Students, who pose a threat to themselves or to others, participate in illegal activities, gross misconduct, and violations of local/state ordinances and laws may be expelled from a Nouvel Catholic Central School. Students who have been expelled will not be allowed to return to the school without prior permission from the President of Nouvel Catholic Central Schools.

Search and Seizure

The Nouvel Catholic Central School President has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students, desks or storage areas used by students or the person or property, including vehicles, of a student.

The Principal may conduct a personal search of a student when he/she has reasonable suspicion to conduct a search of that student or objects or clothing in the student's possession or control.

Car Pool

There are specified morning drop-off and afternoon pick-up procedures for each school. Please use the assigned areas throughout the year. Parents are asked to pay close attention during the carpool process. Please follow the traffic directions given by the teachers on duty.

Teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Snow days and delays

In the interest of safety, school occasionally needs to be canceled due to inclement weather. Parents can sign up to receive an emergency text, email, and/or phone call announcing the closing of school. Announcements are made on all local radio stations between 6:00 and 7:30 AM. From time to time, school is delayed two hours or there may even be an early dismissal due to weather or emergency. Please have emergency childcare arrangements in place.

Guest Teachers (substitutes)

Circumstances occur that necessitate having a guest teacher in your students' classroom. A guest teacher is provided with detailed lesson plans to facilitate consistency in the classroom. Students are expected to follow classroom rules and treat the guest teacher with courtesy and respect.

Student Fund-raising

NCC permits student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. Students wishing to hold a fund-raiser need to obtain guidelines for conducting the fund-raising activity from the Director of Advancement for NCC. Permission must be obtained in advance from Administration before students can conduct any fund-raising activity.

Academic Policy

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Michigan guidelines, are followed for the teaching of all secular subject areas. NCC offers students opportunities for growth in the major subjects.

Report Cards/ Progress Reports

Report cards are given four times a year. Progress reports will be distributed at the discretion of the building staff.

- At the principal's discretion, students may not participate if they have a D or F in any core subject.
- Any student suspended for any reason may not participate.
- Any student receiving six check marks in a two-week period may not participate.
- Any student who has received a step on the Level 2 behavior rubric will be ineligible for the next sports week.
- Any student who receives a step on the Level 3 behavior rubric will be removed from his/her sports team immediately.

Ineligibility Procedure

Any student not meeting the above guidelines will be ineligible to participate in practice or games for one week. It is expected that during that week they will concentrate on improving their grades and complete, if necessary, any missing work. This same policy stands for any student who becomes ineligible for behavior. They will be evaluated after the week of ineligibility. If they improve their academic/behavior standing to fit the guidelines, they will be eligible to participate as a member of the team or activity.

When found ineligible the following procedure will take place:

- 1) On Monday of each week teachers in grades 5-8 will submit to the designated staff member names of students who have fallen under one of the above categories.
- 2) The designated staff member will pull and talk to each student on Monday.
- 3) Once the students have been notified, the designated staff member will email each parent and coach notifying them of the ineligibility.

If they fall below the guidelines at any other time during that particular sport's season, they will again be ineligible to practice or participate in games and activities for one week.

A re-evaluation will take place after the second week of ineligibility. If the guidelines have been attained, the student will be reinstated on the team or in the activity.

Any student having more than two weeks of ineligibility is automatically removed from the team and may no longer participate in that sport for the remainder of the season.

A student is required to be in school the whole day of a game or practice (if it falls on a weekday).

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of ten cents per day will be issued per each overdue book.

HEALTH AND SAFETY

Medical Condition & Dispensing of Medication

Appropriate forms must be completed and filed with the office before any medications will be dispensed. Parents are asked to inform the school regarding special medical needs and provide appropriate information regarding their student needs.

Asthma Medication

NCC recognizes that asthma is a condition affecting many school children and positively welcomes all pupils with asthma.

Immediate access to reliever inhalers is vital. Children are permitted and encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Food Allergy Policy

We recognize that life threatening food allergies are an important condition affecting many school children and we positively welcome all pupils with food allergies. In the event the school principal and teacher are informed by parents in writing of a serious food allergy of a student, the school will assist the child in avoiding contact with the food. Parents are required to honor any restrictions placed on the food substance.

Asbestos

An asbestos policy is in place for all of the NCC buildings. Communication will occur annually to parents of any concerns with Asbestos Containing Material (ACM). In addition, the school office maintains an asbestos file regarding inspections by the Environmental Protection Agency (EPA).

Pesticides

As part of pest management programs, pesticides are occasionally applied. You may request to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you may ask for notice following any such application. Your school office will supply you with a Pesticide Prior Notification Request upon your request.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Student Directory

Early in the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone number and e-mail addresses.

The student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes. Parents must inform the school office if they do not want their information published in the directory.

Emergency Drills

State law requires that fire drills be held five times per year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place in single file at all times, and in silence.
4. Return to building when signal is given.

Tornado drills are held twice yearly. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit and put hands over head.
4. Return to the classroom when signal is given.

social workers, having reason to believe that a child under the age of 18 has been abused or neglected must report the matter promptly to the Family Independence Agency of the county where the suspected abuse or neglect has occurred.

Child abuse is defined as harm or threatened harm to a child's health or welfare through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. Child neglect is defined as failure to provide adequate food, clothing, shelter or medical care.

Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately make an oral report of this to the appropriate county department or local law enforcement agency.

The person making the report should immediately inform the principal or his/her designee.

Right to Amend

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. (Amended August, 2012)

Nouvel Catholic Central Schools reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the school newsletters

FORMS

Signature Page

I have read the 2019/2020 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent signature _____ Date _____

Parent signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

Nouvel Catholic Central Schools **Guidelines for Acceptable Internet Use**

Access to the Internet is offered to help students learn. With the help of teachers, the Internet can be used for researching, studying, and communicating. But the Internet also includes some information that is not

appropriate for students and the school environment. Therefore, students must agree to behave properly when using this powerful learning tool. The following rules should help a student to understand what type of behavior is expected of Internet users.

1. Students will be kind and polite when using the Internet.
2. Students will use Internet equipment only for school-related activities.
3. Students will use the Internet only when they have permission from a teacher and are properly supervised.
4. Students will not damage or mistreat computer equipment under any circumstances. This includes trying to “fix” plugs, cables, or other parts of the equipment. Leave that to the teacher.
5. Students will not access files that do not belong to them.
6. Students will not copy, download, or install any software or programs to or from school computers.
7. Students must not write, send, download, visit, or display obscene, threatening, violent, harassing, or otherwise harmful messages pictures or web sites.
8. Students will not share their personal address, phone number, or any other contact information over the Internet. They will not share information about other people either, including friends, fellow students, or teachers.
9. Students are aware that e-mail and Internet use can and will be monitored and therefore is not private.
10. Students will obey all rules that normally govern their behavior at school when using the Internet.

Student: “I have read these Guidelines for Acceptable Internet Use and agree to use the Internet and all associated equipment and information in a way that is consistent with these guidelines. I understand that failure to do so will result in the loss of my Internet privileges and other disciplinary action as deemed appropriate by our Christian Expectation Program and school officials.”

Signature: _____

Printed Name: _____

Date: _____ / _____ / _____

Nouvel Catholic Central Schools
Dispensing of medication: Release Form

We, the undersigned parent and/or guardian of _____,
(Student's Name)
born ____/____/____ do hereby sign and execute this release on behalf of us
and on behalf of our minor son/daughter/ward.

We enter into this agreement expressly to release, discharge, forgive, and waive
any right whatsoever that may accrue to ourselves or to our minor
son/daughter/ward, against the school or the Diocese of Saginaw or any
personnel of the a forenamed from any liability whatever in the administration of
the following medication to:

(Student's Name) (Grade and Room #)

Name of medication: _____

Dose: _____

Time to be
given: _____

Duration: _____

____ Check here if this release is for a metered dose asthma inhaler, which the
student will possess and use at his/her own discretion in school or at school
activities. The physician and parent/guardian signatures below apply to the
inhaler possession and use by students as permitted in Public Act 10-Revised
School Code.

(Doctor's Signature) (Doctor's Printed Name) (Doctor's phone)

We hereby waive any liability whatever to the school or the Diocese of Saginaw,
or any of its personnel, that might occur as the result of giving said medication in
the indicated dosage at the time requested to our minor son/daughter/ward.

Parent's Signature: _____

Guardian's Signature: _____

Date: _____

Asbestos Containing Material

September 2019

To: Parents, Teachers and other Employees

From: Izabella Lopez, Principal

RE: Asbestos Containing Material

This is to inform you that all Asbestos Containing Materials (ACM) has been removed or encapsulated in the classroom and restroom areas of the school. The only ACM remaining in the building(s) are in areas inaccessible to student and school personnel.

A government required three-year re-inspection conducted in 2014, found our building(s) meet current asbestos management criteria. There are no plans for asbestos removal or building remodeling at this time.

A copy of the "Management Plan" for control of ACM is available for your review in the school office and at the Diocesan Center in the Business Office located at 5800 Weiss Street, Saginaw, MI.

Nouvel Catholic Central Schools
Health Statement

To Whom It May Concern:

_____ My child is in good health and has no restrictions for any activities.

_____ My child has the following restrictions for activities:

All immunizations are up to date. Yes No

My child is allergic to: _____

I understand that Nouvel Catholic Central Schools may require a medical examination of my child to verify fitness for attending school or participating in school activities.

Child's Name _____

Parent's Signature _____

Date _____

Nouvel Catholic Central Schools
PHOTO-VIDEO RELEASE

To whom it may concern:

Please fill out the information below. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at the school.

Signed: _____

Date: _____

Return by _____

_____ I do give my permission for my child to be photographed.

_____ I do not give my permission for my child to be photographed.

Junior High Honor Roll

Bishop Honor Roll

Grades Six, Seven and Eight All "A" Report card. No more than three checks and no E in Christian Expectations. Student may not be on the Honor Roll if they have reached step 7 or above in the Christian Expectation Program.

Principal Honor Roll

Grades Six, Seven and Eight All "A" and "B" report card. No more than seven checks and no E in Christian Expectations. Students may not be on the Honor Roll if they have reached step 7 or above in the Christian Expectation Program.

Faculty Honor Roll

Grades Six, Seven and Eight All "A" and "B" and one "C" report card. No more than seven checks and no E in Christian Expectations. Students may not be on the Honor Roll if they have reached step 7 or above in the Christian Expectation Program.

CHRISTIAN BEHAVIOR EXPECTATIONS

Guided by the conviction that Christian actions and attitudes require interior control, Nouvel Catholic Central Schools embrace a philosophy of Christian expectations that assist the student to develop self-discipline and character. Our philosophy emphasizes the following expectations for each student:

Y5 - 8 CHRISTIAN BEHAVIOR EXPECTATIONS

BE PROMPT AND PREPARED

1. Come on time.
2. Be seated with needed materials.
3. Leave on time.

(Be on guard, therefore. Christ will come when you least expect it. Luke 12:40)

RESPECT

Authority

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for your behavior.

(Pay attention and you will have understanding. What I am telling you is good, so remember it. Proverbs 4:2)

Self

1. Respect your own body.
2. Respect your own property.

(Love your neighbor as you love yourself. Matthew 22:39)

Property

1. Respect all property.
2. Respect own property.
3. Use materials and equipment appropriately.

(Every good gift and every perfect present comes from God. John 1:17)

DISPLAY A CONCERN FOR LEARNING

1. Remain on task.
2. Allow others to remain on task.
3. Come with assignments complete.

(If you want to be wise, keep the Lord's commandments and God will give you wisdom in abundance. Sirach 1:26)

DISPLAY APPROPRIATE CHARACTER

1. Display positive character.
2. Display productive character.

(Each of you, as a good manager of God's different gifts, must use for the good of others the special gifts you have received from God. 1 Peter 4:10)

Middle School (6th, 7th, 8th)
PROGRESSIVE CONSEQUENCES

First Check - Warning

Second Check - Warning

Third Check - Warning

Fourth Check - After school detention

Fifth Check - After school detention

Sixth Check - After school detention

Seventh Check - Meeting with the principal, parents, teachers, and student

Eighth Check - In-school suspension (automatically results in 8 checks)

Ninth Check - Out of school suspension (automatically results in 9 checks)

Tenth Check - Handled on an individual basis and may result in expulsion

Major Infractions - Will be handled on an individual basis. Major infractions are listed in this handbook. The Principal will be responsible for dealing with all major infractions. Contact will be made by the Principal with the parents, student(s), and teachers.

Excessive Check Marks

Students accumulating over 14 check marks a quarter may not participate in field trip for the class. Excessive check marks may also result in a suspension or expulsion.

OUTSIDE CONSEQUENCES

Uniform Infractions

Students will be asked to call a parent to pick up any excessive jewelry, bring nail polish remover, or provide proper uniform clothes. Students will remain in the office until the problem is resolved. No check mark will result from this.

Shirts Not Tucked In

Students who consistently fail to have their shirts tucked in properly will receive a check mark.

After School Detentions

During after school detentions, students will simply use the time to read. No homework may be done at this time.

Gum

Chewing gum is not permitted at any time while students are in school.

DRESS CODE

Nouvel Catholic Central Elementary & Middle School students should be dressed at all times in a manner that reflects pride in their school. Neatness in dress and grooming will reflect this pride and set a tone of serious commitment to a learning environment. Parents are strongly advised to help enforce this dress code.

BOYS' UNIFORMS

Boys' Trousers/Shorts	Plain dress style; can be purchased from any department store. No Cargos, no double stitching with extra pockets. Navy blue (Y5 -8) <u>Khaki (7-8)</u>
Boy's Shirts	White or gray polo style or white dress style shirt (Y5 – 8). Light blue polo style (7-8). Logos are not permitted. NOTE: All shirts are to be tucked in at all times.
Shorts	Plain navy blue walking shorts; must be knee length; can be worn in <u>April 1st through October 31st</u> and at the discretion of the Principal. <u>Khaki (7-8).</u>
Vests	A navy blue or gray <u>vest</u> can be worn over uniform shirt. School monograms only are allowed.
Sweatshirts	Crewneck in gray or royal blue (Y5-8) or ¼ zip (7-8) with NCCE logo. Must be purchased from Nouvel Catholic Central Elementary School Office ONLY.
Socks	White, black, gray, navy
Shoes	<u>Dress leather, closed toe, loafer style or laced/tied or Velcro.</u> Brown, tan, gray, navy, or black. (No athletic, moccasin, or canvas style shoes)
Belts	<u>Belts must be worn with all slacks and/or pants that have belt loops.</u> <u>Navy, Black, Brown (Solid Color)</u>
T-Shirts	T-shirts worn underneath clothes must be solid white with no logos or writing.

GIRLS' UNIFORMS

Girls' Skirt/Jumper	<p>NCCE plaid, Clear Blue Plaid, purchased from Land's End : Jumper (Y5-3) or skirts (4-8). Suggested skirt styles from Land's End include the pleated below the knee skirt, A-Line Below the Knee Skirt and the Box-Pleat Top of the Knee skirt. All skirts and jumpers must be no more than 2 inches above the knee. Navy blue skirts may also be worn. (Grades Y5 – 8)</p> <p>All girls must have a plaid jumper/skirt for liturgy days.</p> <p>Junior High Girls may not wear any NCCHS Uniform skirt except blue.</p>
Girls' Slacks	<p>Plain dress style slacks (no flare leg, double stitch jean style, or cargo pockets) can be worn in place of the skirt/jumper anytime except Liturgy Days. Slacks may be purchased from any department store (e.g. Old Navy, J.C. Penney, etc.). Navy Blue (Y5-8) <u>Khaki (7-8)</u></p>
Girls' Skorts	<p><u>Navy Blue or NCCE Plaid (purchased at Land's End).</u> <u>Same belt requirement. Must be actual skorts that look like shorts from the back.</u></p> <p>NOTE: All shirts/blouses are to be worn tucked inside the slacks/skirt/jumper/shorts at all times.</p>
Girls' Shirts/Blouses	<p>White or gray polo style (Y5-8). Light blue polo style (7-8). Round or pointed collar blouse. White Blouses for (Y5-8) that are oversized or tightly fitted will not be allowed. Decorations or logos are not permitted.</p>
Shorts	<p>Plain navy blue walking shorts; must be knee length; can be worn in <u>April 1st through October 31st</u> and at the discretion of the Principal.</p>
Capris	<p>Girls may wear capris to school from <u>April 1st through October 31st</u>. Navy (Y5-8) Khaki (7-8)</p>
Sweaters	<p>A long-sleeved cardigan can be worn over uniform shirt/blouse. Solid Color: Gray, White or Navy Blue. Only school monograms are allowed.</p>

Sweatshirts	Crewneck in gray or navy blue (Y5-8) or ¼ zip (7-8) with NCCE logo. Must be purchased from Nouvel Catholic Central Elementary School Office ONLY.
Socks	White, black, gray, or navy.
Shoes	<u>Dress leather, closed toe, loafer style, laced/tied or Velcro. Low heel (below one inch).</u> Brown, gray, navy, tan, gray or black. (No athletic, moccasin, or canvas style shoes).
Belts	<u>Belts must be worn with all slacks that have belt loops.</u> <u>Navy, Black, Brown (Solid Color)</u>
T-Shirts	T-shirts worn underneath clothes must be solid white with no logos or writing

UNIFORM CLARIFICATIONS

- Uniform skirts and jumpers must be purchased from Land's End, in **Clear Blue Plaid**.
- Haircuts and hair styles must be short, neat and simple. **Boys' hair must be cut above the eyes, above the ears, and off the collar.** Latest fashions in styles or grooming that detract or distract would contradict a reflection of pride and thus invite direction from the school leadership staff. No names, stripes, steps, tails or excessively long hair will be permitted. Girls' headbands and hair bows can be worn in blue, white, or NCCE Plaid.
- Jewelry will consist of a **single** pair of very small plain post earrings worn in the lower ear lobe only, a watch, a cross, and a religious medallion can be worn if desired.
- Pants will be plain dress style. No extra pockets, flaps, or zippers. Flared, wide legged, elastic or pegged legs not permitted.
- Girls' tights are solid white, gray or blue. No lacy leggings.
- Finger nail polish and make-up are **NOT** permitted. (Y5 -8)
- Boys are to be clean-shaven.
- Shoes must be in colors of black, tan, brown, gray, or navy. All shoes must be school type shoes. **NO** boots, sandals or sandal style, backless, canvas style, athletic shoes, moccasins, or hiking boots of any kind will be permitted.
- **No hats will be permitted to be worn in school.**

Students are to attend school in their appropriate uniforms at all times. Parents are urged to cooperate and see that children have the proper uniform attire. Students not dressed in proper uniform will be asked to call home for the proper attire. Uniforms will be worn to school, in school, and leaving school, year round. Exceptions will be made for special occasions, field trips, and at the discretion of the Principal.

The clothing of students in Young Fives through Grade 3 should be marked with proper identification. It is recommended that all students mark their boots, coats, hats, and gym clothes.

Students wearing boots to school must also have suitable classroom footwear.

LITURGY DAYS

Boys

Boys - Young Fives through Grade 6: plain white dress shirt, tie and navy uniform slacks

Boys - Grades 7-8: plain white dress shirt, tie and navy or khaki uniform slacks

Girls

Girls - Young Fives through Grade 6: plaid uniform jumper or skirt, and white dress blouses

Girls - Grades 7-8: plaid uniform skirt, and white dress blouses

*On special days at the discretion of the principal students may wear dress clothes for liturgy.

GYM

Students must have gym shoes and a gym bag with a change of clothes for gym class for grades 4 through 8. K through 3 is required to have gym shoes.

Students may not come to school in their gym clothes. All gym clothes will be of appropriate length which is 2 to 4 inches above the knee and no overly tight shirts will be allowed.

SPIRIT DAYS

Every Friday will be a Spirit Day. Students that choose to participate, must wear clothing with a Nouvel logo on it, otherwise, regular dress code will be expected.

Clothing must be free of rips.

Dresses/skirts may be worn.

All shirts and tops must be full length.

Bottoms must be jeans, chinos, khaki pants or school uniform pants, shorts (April through October only), and/or skirts. **NO SWEATPANTS, ATHLETIC PANTS, OR LEGGINGS MAY BE WORN ON SPIRIT DAYS.**

All skirts and shorts (April through October only) must be appropriate length, no more than 2 inches above the knee.

Boots of any style and color are acceptable.

SPECIAL - DOLLAR COLOR DAYS

(Parents will be notified, in advance, about these special days.)

Clothing must be free of rips

Clothing (top and bottoms) of any color is acceptable but must be free of inappropriate language/gesture

Dresses/skirts may be worn.

All shirts and tops must be full length.

Bottoms can be of any type including jeans, athletic pants, chinos, dress pants, school uniform, leggings worn with a skirt or a dress, corduroy, skirts, and shorts (April through October only).

All skirts and shorts (April through October only), must be appropriate length, no more than two inches above the knee.

Boots of any style and color are acceptable.

Please Note: Policies and rules are constantly being reviewed and may change. Families will be notified when changes in regulations occur.

Harassment/Behavior Rubrics

Nouvel Catholic Central Elementary School Harassment/Behavior Rubric for Young Fives/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
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Nouvel Catholic Central Elementary 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 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

Nouvel Catholic Central Elementary School 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 "Just Kidding" Behaviors 	<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 	<ul style="list-style-type: none"> 15 second intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart 2 SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart One week SSR TTF 	<ul style="list-style-type: none"> Meeting with principal Parent Conference OSS

	<ul style="list-style-type: none"> Emotional blackmail Stealing, damaging property of others Expressions/gestures 	<ul style="list-style-type: none"> Opportunity to apologize/make it right 	<ul style="list-style-type: none"> Supervised call to parents 	<ul style="list-style-type: none"> Supervised call to parents Parent Conference 	
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 Inappropriate touching 	<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 Notification to Police

SSR – Silent Supervised Recess TTF – Time to Think Form ISS – In-school Suspension OSS – Out of School Suspension Consequences assigned may be more severe in any category based on the seriousness of the action.

Nouvel Catholic Central Middle School Harassment/Behavior Rubric for Sixth, Seventh and Eighth Grades

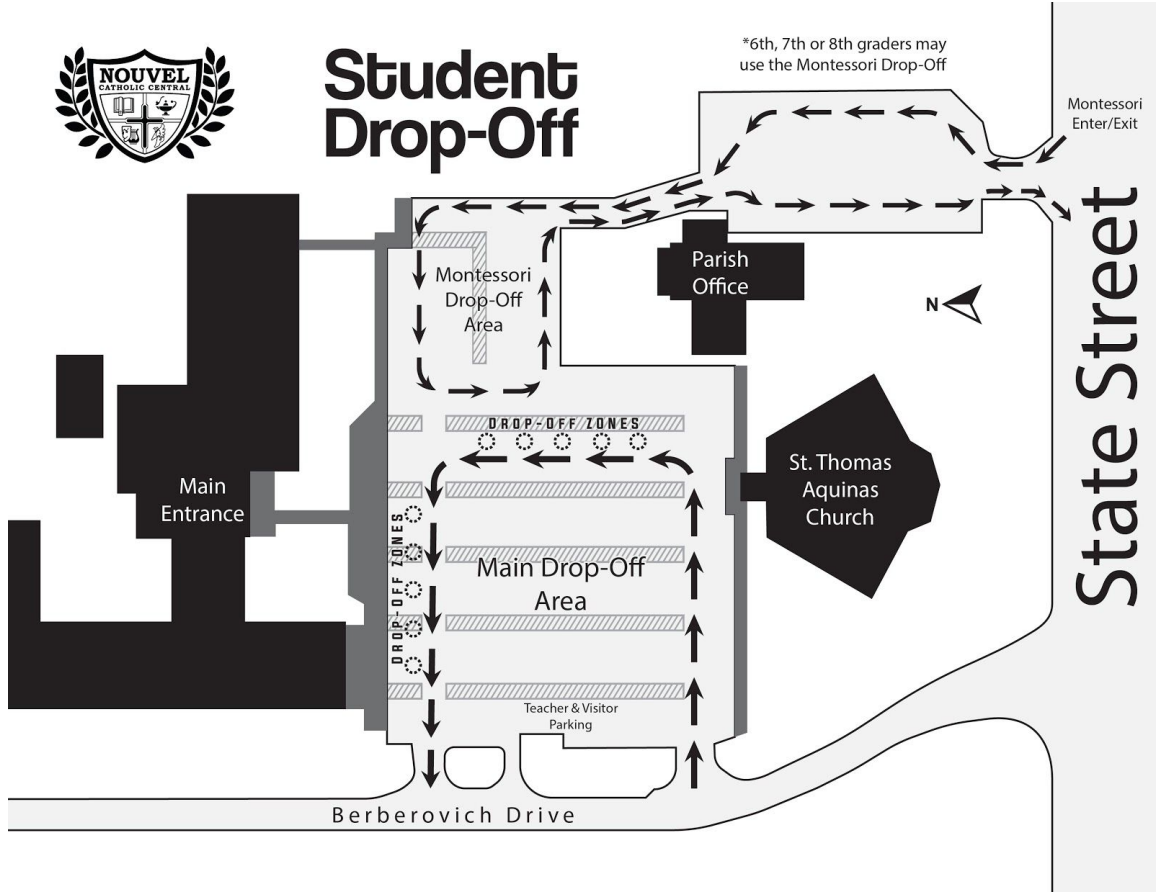
Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Horseplay	<ul style="list-style-type: none"> “Goofing Around” in which there is no imbalance of power such as: <ul style="list-style-type: none"> Pushing Shoving Grabbing Hitting Tripping Name Calling 	<ul style="list-style-type: none"> 15 Second Intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart Student calls parent 	<ul style="list-style-type: none"> 15 Second Intervention Record on chart Referral to office Student calls parents 	<ul style="list-style-type: none"> *15 Second Intervention *Record on chart *Referral to office *Student calls parents *Think Form *30 minute after school detention
Level 2 Teasing	<ul style="list-style-type: none"> “Just kidding” behaviors Name calling Insulting remarks Spreading rumors Mean notes Playing a mean trick Directed profanity Other behavior that would hurt others or make them feel bad 	<ul style="list-style-type: none"> 15 Second Intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart Student calls parent 	<ul style="list-style-type: none"> 15 Second Intervention Record on chart Referral to office Student calls parents 	<ul style="list-style-type: none"> 15 Second Intervention Record on chart Referral to office Student calls parents Think Form 30 minute after school detention

	about themselves				
Level 3 Moderate Physical Contact Moderate Intimidation	<ul style="list-style-type: none"> ◆ Hitting ◆ Pushing ◆ Shoving ◆ Grabbing ◆ Tripping ◆ Slapping ◆ Threats of emotional or physical violence, intimidation, or exclusion 	<ul style="list-style-type: none"> ● 15 second intervention ● Referral to office ● Student calls parent ● Record on chart 	<ul style="list-style-type: none"> ● 15 second intervention ● Referral to office ● Student calls parent ● 30 minute after school detention ● Record on chart 	<ul style="list-style-type: none"> ● 15 second intervention ● Referral to office ● Student calls parent ● 1 day in-school suspension ● Parent Meeting ● Record on chart 	<ul style="list-style-type: none"> ● 15 second intervention ● Referral to office ● Student calls parent ● 2 day in-school suspension ● Parent Meeting ● Record on chart
Level 4 More Severe Physical Contact More severe Intimidation and Harassment	<ul style="list-style-type: none"> ◆ Punching ◆ Kicking ◆ Fighting ◆ Directed spitting and similar behavior that might injure others ◆ Racial, sexual, ethnic, religious, or other forms of severe harassment or intimidation ◆ Inappropriate use of Social Media 	<ul style="list-style-type: none"> ● Student sent to office ● Referral to office ● Record on chart ● Students calls parent ● 1 day in-school suspension ● Parent Meeting 	<ul style="list-style-type: none"> ● Student sent to office ● Referral to office ● Record on chart ● Students calls parent ● 1 - 3 day in-school suspension ● Parent Meeting 	<ul style="list-style-type: none"> ● Student sent to office ● Referral to office ● Record on chart ● Students calls parent ● 5 days out of school suspension ● Parent Meeting 	<ul style="list-style-type: none"> ● Student sent to office ● Referral to office ● Record on chart ● Students calls parent ● 10 days out of school suspension ● Parent Meeting ● Possible expulsion
Level 5 Possession of Weapons	<ul style="list-style-type: none"> ◆ Fireworks ◆ Explosives ◆ Gang activity ◆ Vandalism ◆ Stealing ◆ Bomb threats ◆ Arson ◆ Guns ◆ Knives 	<ul style="list-style-type: none"> ● Student sent to office ● Referral to principal ● Record on chart ● Student calls parent ● 1-10 days 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 ● Record on chart ● Student calls parent ● 5-10 days 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 ● Record on chart ● Student calls parent ● 10 days 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 ● Record on chart ● Student calls parent ● 10 days suspension up to and including expulsion ● Parent Meeting ● Think Form ● Notification to Police



Student Drop-Off

*6th, 7th or 8th graders may use the Montessori Drop-Off





Student Pick-Up

