

PARENT-STUDENT HANDBOOK
2025-2026

Our Lady of Good Counsel Parish School

1151 William St
Plymouth, MI 48170

Thank you for being a part of the OLGC family. Together as parents, faculty and staff we share in our mission and seek to grow as disciples of Christ each day.

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An Archdiocese of Detroit Catholic School
Accredited by the Michigan Association of Non-Public Schools
Member of the National Catholic Education Association

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OUR LADY OF GOOD COUNSEL PARISH SCHOOL

MISSION

We exist to offer a life-changing encounter with Jesus and equip leaders to transform the culture.

VISION

By faithfully living our mission, every member of our school community will be joy-filled, missionary disciples of Christ.

OUR CORE BELIEFS

I. PROUDLY CATHOLIC

- We uphold and embrace the teachings of the Catholic Church to unleash the Gospel, form disciples and witness to the greater community with love.
- We believe in growing in holiness together by living the virtues and practicing a rich, sacramental life.
- We believe in nurturing a culture of personal and communal prayer as the foundation to grow in relationship with God.

II. ACADEMICALLY EXCELLENT

- We believe in the continual formation of the heart, mind and soul as essential to reach one's God-given purpose.
- We believe in fostering a secure and challenging environment, where students integrate faith with reason in critical thinking, intellectual curiosity and a lifelong love of learning.
- We believe in ensuring children achieve their highest academic potential and develop their gifts and leadership skills through the lens of our Catholic faith.

III. ACCESSIBLE FOR ALL

- We believe in making a Catholic education affordable for all families and accessible to children with various needs.
- We believe in the importance of hospitality and welcoming families from diverse backgrounds and cultures to become one family in faith.
- We believe in partnering with our Family of Parishes and greater community to raise all of our children in the fullness and beauty of our Catholic faith.

IV. SUSTAINABLE FOR THE FUTURE

- We believe in the importance of maintaining and building connections with alumni and the greater community through service, partnership and/or financial support.
- We believe in advancement planning as responsible stewards of the resources God has entrusted to us, including human, financial and facilities, to ensure a Catholic education is available for generations to come.

HISTORY OF OUR LADY OF GOOD COUNSEL PARISH SCHOOL

Father William P. Mooney opened Our Lady of Good Counsel (OLGC) in September 1949 for the first six grades with three sisters of Saint Joseph and two lay teachers.

In 1960 Father Francis C. Byrne doubled the capacity of the school by building an eight-room addition.

Our present church was dedicated on September 9, 2000. Work has been completed on the former building to give the school additional classrooms. The School Office was also expanded to include new offices for the school administration. In September 2015, the first PreK class started. In 2018, a new addition at church was built, consisting of a state of the art gymnasium, along with several classrooms and multipurpose rooms, while at the school, three classrooms at the school were updated.

Contributing to the educational advancement of the parish have been four Sisters of Saint Joseph who have served as principals of the school: Mother Suzanne, Mother Victorine, Mother Christine and Sister Joyce Marie. In 1969, James Dyer who had served as a classroom teacher took over the position as principal until he retired in 1986. Mr. Ted Behn served as Principal for seventeen years, from July 1986 through June 2003. Mr. Jack Coury began his career as a teacher in September 1966. He was the first Assistant Principal at OLGC, retiring in 2008. Mrs. Kay Reilly served as Principal here from September 2003 to June 2012. Mr. John Czaplicki, former Assistant Principal, served as Principal from 2012-2017. Melissa Hunt served as Principal from 2018 until 2022. Our current principal is Ms. Karen Ervin.

In 2017 when the Archdiocese of Detroit celebrated a fresh outpouring of the Holy Spirit in [*Unleash the Gospel*](#), under the spiritual fatherhood of our current Archbishop, Allen H. Vigneron. In 2018 our school also adopted a new mission statement to offer a life-changing encounter with Jesus and equip leaders to transform the culture, began. Since then, we have seen many changes but remain committed to our mission and strive to equip everyone in our community with the tools to encounter Jesus, grow in faith and holiness and witness to discipleship.

**** No attempt is made in this Handbook to cover every possible policy, regulation, situation, or its resulting consequence. It is understood that the administration is empowered to handle situations not specifically mentioned in this publication.***

This handbook may be updated at any time throughout the year.

Notification will be sent to families if changes are made.

ADMISSIONS POLICY

Our Lady of Good Counsel (OLGC) Parish School is committed to our mission and the formation of our students academically and spiritually. We want everyone in our community to encounter Jesus, grow in faith and witness to discipleship.

We have a waitlist for certain grades and prioritize admissions to siblings of currently enrolled students and our parish members. All students and parents are expected to participate in our Catholic faith and support all community policies as well as our academic and spiritual programming.

Admissions Requirements

- Birth certificates are required regardless of the child's grade level.
- All students comply with the State of Michigan required Immunization and health laws prior to admission. Immunization records are required when the child is enrolled.
- Transfer students have been recommended for promotion and are in good standing with previous school

PRE – K

- PreK-3, the child must be 3-years old by September 1st.
- PreK-4, the child must be 4-years old by September 1st.
- All children entering preschool must be toilet trained.

YOUNG 5'S

- Child's age must be 5 or turning 5 between May 1st-December 1st (No exceptions).
- Program provides a transition year between Preschool and Kindergarten.

KINDERGARTEN

- Child must be 5-years old by September 1st (State Law).

1ST GRADE:

- Child must be 6-years old by September 1st
- Completed an approved Kindergarten program.

1ST – 8TH GRADE

- Applicants must submit a copy of:
 - Student's latest progress report or report card with final grades, conduct and attendance
 - Standardized test scores
 - Special support service evaluation reports (IEP, 504, Speech, Intervention, Accommodation plans etc.)
 - Letters of recommendation from the last teacher and principal if requested from OLGC.
 - Students must demonstrate satisfactory progress, attendance and appropriate school behaviors from previous school.
- Applications are considered incomplete until these records are received.

- 4th – 8th graders should shadow during the school day.
- All new students must be assessed in reading and math by our Learning Support Team prior to acceptance.

PARTNERSHIP AND EXPECTATIONS OF OUR FAMILIES

We want to live as a Christian community who supports one another in the faith.

Families are committed to:

1. Our mission and intentionally seeks conversion as the domestic church to grow in virtue, holiness and discipleship.
2. Families respect the sacramental and moral life of our Catholic heritage and with special attention with keeping Sunday as the Lord's Day.
3. Supporting us financially with assistance for our fundraising efforts.
4. Volunteering with us and fulfilling DOVE hour Requirements

AOD Policy Regarding Enrollment

Catholic schools have a mission of forming disciples of Jesus Christ. Every Catholic school, therefore, must cultivate an environment that upholds the teachings of the Catholic Church in an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity of all persons, created in the image and likeness of God. Catholic school leaders, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church.

Policy 1: Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

Policy 2: The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.

TUITION

We are a tuition based school. Tuition alone does not cover the cost of educating your child/children for a school year. Other sources to help keep tuition costs down include, support from the parish and school fundraisers. Scholarships are available through the Archdiocese of Detroit and in the school.

In Parish Tuition

- Registered at OLGC Parish

- Participate in weekly attendance at Mass
- Participate in parish activities and fundraising



TUITION ASSISTANCE

A Catholic education requires considerable sacrifice and gives families an opportunity to unleash the Gospel within families. Our goal is to ensure that any family seeking an excellent Catholic education for their children can have one. To that end financial assistance is offered to families through two programs:

1. Archdiocese of Detroit Tuition Assistance Program
2. OLGC's Catholic Education Fund (formerly the Vollbrecht Scholarship Fund)

ARCHDIOCESE OF DETROIT TUITION ASSISTANCE:

- December 16, 2025: [Apply online](#)
- February 18, 2025: Application deadline
- Requires an application fee

OLGC CATHOLIC EDUCATION SCHOLARSHIP FUND:

- Fill out the AOD's Tuition assistance application first
- Apply online for OLGC Scholarship through our financial assistance webpage
- Application Window: January 17 - March 15, 2025
- Tuition assistance through the OLGC Scholarship Fund will be considered on a financial need basis.

ENROLLMENT:

In order to secure placement for your child for the next school year, parents must "re-enroll" and pay a deposit of \$250 per child through their FACTS account. This deposit is reduced from your tuition cost. Please watch for school communications regarding deposit deadlines.

Tuition Agreement/Refund Policy:

- **Enrollment Deposit:** A non-refundable deposit of \$250 per student is due at registration. This should be paid through FACTS financial system. The deposit will be applied to the tuition balance.
- **Payment Schedule:**
 - Payment of Tuition and Student Fees shall be made in accordance with your selected payment schedule within the FACTS system.
 - Families pay Tuition/Fees in alignment with your family's tuition contract for the year.
 - Families have the option to pay in full, or the choice to pay over the course of 6 or 7 months.

- All payments are made through the FACTS system, unless an exception has been made.
- Additional charges throughout the year, i.e. field trips, after school care or extracurricular activities, are made through the FACTS system
- **Late Payment for Tuition**
 - A late fee of \$10 will be assessed for any delinquent payment, and an additional \$10 for each ten days after payment due date.
 - Unpaid tuition may result in students being excluded from classes, activities, field trips, sports, and graduation. The school can also refuse re-enrollment and graduation.
 - The School may contact a collection agency or attorney to collect unpaid Tuition and Fees and will withhold reports of grades and transcripts until all sums owed are paid in full.
 - Payment terms may be extended at the discretion of the school and shall not relieve the responsible party(ies) from full payment for the academic year
 - Student records will not be released to another school until tuition is paid in full.
- **Additional Considerations:**
 - No child will be readmitted to school until this contract has been signed by the parents/legal guardians by the given date.
 - Tuition and Student fees are non-refundable and must be paid regardless of the actual period of a student's enrollment or attendance.
 - Any unpaid balance of Tuition and Fees shall be payable immediately upon termination of a student's enrollment, regardless of the reason for termination.
- **Holidays, In-Service Days, Inclement Weather, Government Order:** Your tuition aligns with the academic year as designated on the school calendar. No credit/refund will be owed if the School must close because of government order, inclement weather, or other emergency, i.e. health crisis. Likewise, tuition will not be discounted for holidays or in-service days.
- **Early Withdrawal:** No tuition deduction or credit will be made for early student withdrawals prior the last day of the school year unless administration approves of your extenuating circumstances.
- **Suspension/Dismissal:** The School reserves the right to suspend or dismiss a child in its sole discretion for unsatisfactory/inappropriate behavior, or if for any reason the School determines to be in the best interests of the student or community. In this case, tuition is not refundable.
- **Illness:** The School strives to maintain a healthy, safe environment for its students and faculty. In that light, you may not bring a child who is ill as specified in the School's policies. No discounts will be given for absences due to illness.
- **Responsibility:** You agree that you will be responsible for any loss, damage or destruction by your child of any property of the School and/or OLGC Parish and for any damages for which the School or Parish becomes liable or chargeable because of your child's actions.

ATHLETICS

OLGC students may participate in CYO athletics. CYO offers 11 sports across 3 seasons. Learn more by visiting the school website, choosing the "Formation" tab, then clicking on "Extra-Curricular Activities."

ATTENDANCE POLICY

General Overview

Good attendance is essential to successful school performance and to form healthy habits to assume future educational and occupational responsibilities.

Arrival

School begins at 8:00am. Students may be dropped off beginning at 7:45am. All students arrive through the main door of the school.

Tardy

If students arrive after 8:05am, a parent needs to bring them in to school to sign them in.

Dismissal

School ends at 3:10pm. Students are expected to be picked up promptly by the parent/guardian listed in the enrollment information.

- Late to Pick-up: Parents who will be a few minutes late, should call the Main Office prior to 3:00pm. Parents who will be later than 5 minutes, should enroll their child in our After Care Program(Latchkey).
- Leaving Early: Students needing to be dismissed prior to 3:10pm must have the parent/guardian contact the office via phone or email.

Absence Reporting

Call the school absence line at 734-453-3620 by 8:30am to report an absence. Unless reported, the student will be considered absent unexcused.

Checking a Student Out Early

- Call the office to let them know. Parents must designate who will be picking up their child
- The parent, or authorized person, must come to the School Office to sign out the child and may be asked to provide identification before the student will be dismissed from the classroom.

Excused Absences

All student absences are considered unexcused until the school receives a verbal or signed, written excuse from the parent/guardian. More than 5 excused absences over consecutive days require a doctor's note or a pre-arranged absence form. Consult teacher policies regarding make-up/late work.

Unexcused Absences

Any absences that are not defined above are considered unexcused absences. Students who have unexcused absences and their parent/guardian will be required to meet with the administration. At the discretion of the administration, the student may not be permitted to make-up missed work and may not be eligible for re-enrollment.

Excessive Absences

Excessive absences may cause a detriment to the student's performance and parents should expect concern and notification from the school to find resolution to the absenteeism.

Pre-Arranged or Planned Absences

A student's parent/guardian must give verbal or written notification of planned absences needed during the school day (doctor's appointments, leaving early, etc.). Families planning an extended absence due to family business must notify the classroom teacher at least one week prior to the absence. It is not OLCG policy for homework to be given beforehand, however, teachers may choose to do so.

Make Up Work For Illnesses

Homework will be sent home by the teachers if the child has been absent 3 or more days. Work that was assigned prior to the absence is due on the day the child returns to school. The student has as many days as s/he was absent to make up work. If a child is absent more than 5 consecutive days, s/he has as many days as s/he was absent plus 3 days to make up for missed work.

Student Illness/Emergency While At School

- A parent or guardian is contacted by the main office whenever a student is not feeling well.
- The school may call EMS on behalf of a student at our own discretion of the situation. Parents will be notified immediately.
- It is the parent's responsibility to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted in case of emergencies.

When to Stay Home:

- temperature of 100.4 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- any type of non-treated communicable disease: report these to the office who, in turn, are reports to the Wayne County Health Department.
- Doctor recommended due to illness

Return to School Guidelines For A Fever/Flu

- Fever free without medication or free from stomach virus symptoms for 24 hours

Serious Illnesses

Students are excluded for the following the illnesses (but not necessarily limited to) but may be readmitted after the time required:

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Exclude until all lesions have dried and crusted, usually about 6 days after the onset of rash.
Pink Eye	Exclude until under medical care and drainage from eyes has cleared.
Fifth Disease	Exclusion not recommended if Fifth Disease occurs in a healthy host.
Impetigo	Exclude until 24 hours after treatment has been initiated.

Mononucleosis	No exclusion. Frequent hand washing and avoid drinking from a common container to minimize contact with saliva.
Mumps	Exclude until 9 days after neck area swelling has disappeared.
Head Lice/Nits	No exclusion if the child is healthy. Discourage from close head contact with others. Exclusion for active infestations only (per MDCH and MDE recommendations). The School will notify a parent/guardian directly and immediate treatment at home is advised. The student will be readmitted to school after treatment and examination or confirmation of treatment.
Ringworm	Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.
German Measles	Exclude until 7 th day after onset
Scarlet Fever	Exclude until under treatment for 24 hours
Strep Throat	Exclude until under treatment for 24 hours

Since class explanations, discussion, peer interaction and instructional continuity are so important; parents are asked not to take their children out of class for extra vacation days. Every effort should be made to utilize current, published days off. Schoolwork will not be given out early in advance to students who are taken out for additional vacation days. Please do not send these requests to the teachers. Students with more than ten days absence due to non-medical reasons, may receive a grade of incomplete on the report card.

ASSIGNMENT POLICY

In order to ensure that students are constantly growing, learning, and reaching their highest potential, opportunities for extending their learning at home may be provided at their teacher's discretion. Just as students' individual learning needs will be taken into account while at school, the same will be true when teachers assign learning opportunities at home. Parent support for learning that occurs at home is vital. Parents should communicate with teachers about any areas of need.

Our goal is that homework:

1. is purposeful; it introduces new content as an anticipatory set; allows for practicing a skill that students can do independently but not fluently; deepens student knowledge of a learned concept; and/or provides opportunity for students to explore topics of personal interest.

2. is at an appropriate level of difficulty, so that students can complete assignments independently with success, while still finding the learning challenging enough to hold their interest.
3. involves parents in constructive ways, such as listening as students summarize what they learned from an assignment, without requiring them to act as teachers.
4. will be assigned in an amount that is appropriate to students' development levels and will not take away too much time from other activities, which are important to the development of students' minds, bodies, and spirits. If homework is given, the research-supported guidelines of 10 minutes per grade level beginning in 1st grade will be followed (for example: 2nd grade = 20 minutes, 5th grade = 50 minutes). Additionally, students of all ages will be encouraged to read nightly.

It is the responsibility of students to communicate with their teachers about missed learning when absent as well as the requirements for making up any assignments.

BEHAVIOR/CONDUCT POLICY

OLGC is committed to educating the whole child and forming in virtue along the path of holiness. To do so, students learn to think critically, manage emotions and reflect on behaviors seeking to understand their good and bad habits which lead to virtue. To help do this, OLGC uses Education in Virtue developed by the Dominican Sisters, Mary, Mother of the Eucharist. This is more than a program, it is a way of life, learning the good and bad habits which become our patterns of behavior. In the way we respond to our behavior, we reinforce the good habits and address the bad ones, forming our conscience in the process. This is how we grow in virtue.

Our discipline program incorporates a rubric for behavior which defines the good and bad habits within developmental levels and provides [three levels of interventions](#) to reinforce good behaviors.

LEVEL ONE:

- Teacher: Review bad and good habits with student to discuss desired behavior. At this step, a plan will be developed around the virtue to be developed by using one of the intervention techniques listed on the Education in Virtue Rubric with a focus on self-reflection, natural consequences (i.e. missing lunch/recess) and how to choose better next time. Communication will be sent home via FACTS.
- Possible Interventions: conversation with teacher, class system for redirection, Think Sheet after one infraction, contact home, lunch/recess detention, sitting out from an activity, etc.

LEVEL TWO:

- Administration: Becomes involved when a student continues to make poor choices in behavior. Students may receive further detentions, placed on behavior plans, etc. Natural consequences will occur at each step and on an individual student basis as necessary to encourage growth and learning.
- Parent/School Meeting: If behavior persists, the student and parent will be required to attend an in-person meeting with the teacher and administration. At this level, student may face additional consequences with in-school suspension.

- Possible Interventions: Think Sheet, Detention/Time-Out, Parent Communication through Facts (1st Time), Community/School Service as appropriate, Lunch and Recess Detention (2nd Time), Behavior Plans***

LEVEL THREE:

- Administration meets with Parents: These are for serious behavior issues, i.e. fighting, drugs, weapons, destruction of property, disrespect to staff, etc. Students may be suspended or expelled without prior intervention.
- Possible Interventions: In or Out of School Suspension, Assigned Community Service, Behavior Plan, Expulsion

OLGC Catholic School has a responsibility of facilitating a safe learning environment. Each student and parent are expected to recognize the school's authority extends from within the building, to the playground, to the church, to the sidewalks, crosswalks or at school-sponsored events, which are off campus. We expect OLGC students to respect themselves, their family, their school, their church, their classmates, and their community. Students in Young 5's through 8th grade will receive conduct grades based on student expectations and our code of conduct.

Student Code of Conduct

Our school exists to offer a life-changing encounter with Jesus and equip leaders to transform the culture. As a student I am expected to grow and continue to mature in virtue using the gifts God has given me. This means I will follow the rules, listen to my teachers and staff and seek to make this a positive place to learn, play, grow and pray.

In the classroom, I will

- Follow the classroom rules
- Listen to and respect my teacher
- Be responsible for my learning and try my best
- Be respectful to my fellow classmates

In the lunchroom and playground:

- I will listen to the lunch staff and volunteers
- I will be respectful of food and clean up my space after I eat
- I will be kind to other students and let them sit or play with me
- I will be more concerned about letting others play than about winning the game

In Mass, in the chapel and during retreats:

- I will seek to grow in my faith
- I will be respectful and attentive
- I will respond as I am able to what's being asked of me
- I will try to serve others and see their needs

Every day, I will seek to grow in knowledge, faith and virtue using the skills I've been given to better myself and the world around me. I will seek to be kind to classmates, admit when I make a mistake and

do better next time. I will engage in the Christian service opportunities given me and seek to serve God by loving others.

Parent Code of Conduct

At Our Lady of Good Counsel Parish School, our vision is to offer every member of our school community a life-changing encounter with Jesus. Living this vision is the responsibility of all members of our school community as we seek to be an authentic Christian community growing in holiness and living out our relationship with God together. As the primary educators of their children, I know parents have a foundational role in forming a vibrant Christian community in a school as they raise and parent their children together.

As a parent, I am committed to our common purpose:

- Raise our children in the Catholic faith, seeking to help them encounter Jesus, grow in virtue and witness to discipleship
- Collaborate with teachers, administrators, staff and coaches to help our children grow in their God-given talents and gifts
- Build our community in healthy and productive ways to navigate challenges together with Christian charity and celebrate our milestones as one family.

As a member of the parent community, I will:

1. Seek to support our mission, our Catholic identity and to continue to grow in faith myself
2. Reinforce OLG's core beliefs and values in the way I interact within the community
3. Respect teachers, administrators, coaches, staff and other parents, and seek resolution to concerns in healthy ways.
4. Partner with my fellow parents and seek to build community in my words and actions
5. Volunteer and participate in community activities to the best of my ability using my God-given gifts.

I understand the responsibility to raise and form our children in the faith and to help them grow to use the gifts they have been given. I agree to build up our Christian community by seeking to encounter Jesus, growing in faith and witnessing to discipleship as a contributing member of the OLG's community.

CODE OF CONDUCT POLICIES

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the OLG's Discipline Policy is to promote positive behavior choices and reinforce the good habits of virtues by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth and so we implement consequences to help students reflect on errors in judgment or poor

choices and support them in learning how to make better decisions. Note: this is not an exhaustive list of behaviors and we reserve the right to address other issues which arise.

These are our expected behaviors and consequences in the different school environments

- **CLASSROOM**
 - Students are expected to listen and follow all teacher directions. Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.
- **HALLWAYS**
 - Students are to walk quietly in an orderly fashion through the halls at all times. This allows for other classrooms to continue instruction without disturbance.
 - Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.
- **RESTROOMS**
 - Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.
 - Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension
- **LUNCHROOM**
 - The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must use inside voices while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.
 - Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom, loss of recess time; suspension.
- **PLAYGROUND/RECESS**
 - The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.
 - Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration

A. ANTI-BULLYING & HARASSMENT POLICY

A student shall not engage in bullying : any written, verbal, physical act, or any electronic communication, including, but not limited to, cyberbullying (via social media or otherwise) that is intended or that a reasonable person would know is likely to harm one or more students, either directly or indirectly.

Bullying Results In:

- interferes with educational opportunities, benefits, or programs for one or more students
- adversely affecting a student's ability to participate in educational programs or activities by placing a student in fear of physical harm or by causing emotional distress
- having a detrimental effect on a student's physical or mental health
- causing substantial disruption in the orderly operation of the school

Bullying or Cyberbullying (through electronic means) meets the following criteria:

- Is dehumanizing, intimidating, hostile, humiliating, threatening, or causes fear of physical harm or emotional distress
- Is directed at one or more students
- There is an imbalance of power
- Is motivated either by prejudice based on race, color, religion, ancestry, national origin, gender, or a mental, physical, or sensory disability or impairment
- Is conveyed through physical, verbal, technological or emotional means
- Includes forms of retaliation against individuals who report or cooperate in an investigation

Harassment means any threatening or insulting language, use of technology (including social media), or written, verbal or physical conduct directed against a student or a group of students or a school employee that:

- results in reasonable fear of harm to their person or damage to their property
- interferes with a student's educational performance and opportunities
- has the effect of disrupting the orderly operation of the school.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment whether it is on the school premises or not. It includes instances which happen off-site and at hours other than school hours. By doing so, we protect and ensure the safety of students within the community.

Administration will investigate the nature of the bullying/harassment. It is important that students, teachers and parents report instances of bullying. Administration will examine the situation based on the criteria listed above. The scope of disciplinary action will be on a case-by-case basis and can result in consultation with law enforcement and a student's suspension or expulsion from school based on the nature of the bullying.

OLGC School also prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

B. CHEATING OR PLAGIARISM

This is defined as using the work of others as your own. Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

C. COMMUNICATION AND OTHER ELECTRONIC DEVICES

Cell phones, smart watches, personal i-pads, laptops, beepers, electronic paging devices or personal radio devices are not allowed. They must remain powered off and put away in the student's backpack at all times. Laser pointers and other disruptive devices will be confiscated. Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of privileges, in-school suspension, suspension.

D. DRUG AND ALCOHOL POLICY

A student at an Archdiocesan Catholic school shall not possess and/or use tobacco (including vape products), alcohol, marijuana, or other drugs, on school premises or at any school-sponsored activities. A student shall not be under the influence of tobacco (including vape products), alcohol, marijuana, or other drugs on school premises or at school-sponsored events. The possession, use, sale, or attempted sale of tobacco (including vape products), alcohol, marijuana, or other drugs may result in expulsion from the school and notification of the proper authorities.

The School reserves the right to search a student, including emptying his/her pockets; and student's purse, back pack, briefcase, lunchbox or other personal property; when the School has a reasonable suspicion that this substance abuse policy may have been violated. Refusal to cooperate in these procedures may result in disciplinary action, up to and including discharge or expulsion.

E. FIGHTING

This is any form of physical confrontation and includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school or out of school suspension.

F. OFF-CAMPUS BEHAVIOR

Students may be subject to the full range of discipline policies, penalties, and procedures for unhealthy, dangerous, or immoral conduct that occurs off-campus, where such conduct adversely affects the education process, impacts students or the mission of the school community.

Examples of such off-campus behavior include, but are not limited to, the following:

- Electronic/internet or mobile device activity
- Threats, harassment, or bullying
- Alcohol/drug use
- Fighting
- Hazing

- Alcohol/drug possession or sales
- Sexual Harassment

G. SEXUAL HARASSMENT

It is the policy of the Archdiocese of Detroit and OLGC School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at OLGC, as well as others who may be in a working relationship with the school. Administration should be notified of sexual harassment immediately. Administration may involve law enforcement in the investigation of the situation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication.

Sexual Harassment Includes

- sexual innuendos
- Inappropriate touching, gestures or language of a sexual nature
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures
- unwanted/unnecessary physical contact
- unwelcome comments about appearance
- Sexting
- Intimidating, hostile or offensive language or behavior of a sexual nature

Consequences of Sexual Harassment

- Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment.
- Any staff member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.
- Students believed to have sexually harassed another will result in disciplinary action, up to and including exclusion from school.
- Retaliation in any form against a person who brings a situation forward is unacceptable and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

H. TEASING, VERBAL OR NON-VERBAL

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures. Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension.

I. THREATS AND/OR VERBAL ABUSE

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like. Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

J. WEAPONS POLICY

A student shall not possess or use a weapon on school grounds, when being transported in vehicles to/from school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event. (see Michigan Legislature - Section 380 .1313)

A dangerous weapon is defined as:

- A firearm, whether loaded or unloaded
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three inches
- Any object, device, instrument, material, or substance used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or artificial knuckles of any kind

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, locker, automobile, etc.

Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.

BIRTHDAY/SEASONAL CELEBRATIONS

The school celebrates certain holy days together. Room parents will coordinate classroom parties as it is appropriate. Any food brought in to be distributed should be individually wrapped. Teachers will notify families of allergies in the classroom.

For student birthdays:

- Check with homerooms for different teacher policies. Some classes don't allow treats.
- Teachers should be notified a few days in advance.
- Alternative treats for students are preferred as many homerooms include a student with food allergies.

- Invitations to outside parties may not be passed out at school for distribution unless all children in the class are being invited to the party. In addition, please talk to your children about refraining from discussion of parties at school unless all children have been invited. Parents have access to the school directory on the Facts Parent Portal (for those who have not opted out) and can send invitations using the contacts listed there.

COMMUNICATION

Healthy communication builds relationships and creates a positive culture. OLGC strives for all stakeholders: administrators, teachers, staff, parents and students to use proactive means for communication and to stay connected.

Our main forms of communication are:

1. Weekly Newsletter: *Crusader Connection* emailed home through Flocknote on Fridays. Main point of communication
2. Text Messages/Voicemails: for emergencies and to remind parents of events/activities.
3. Facebook Page: builds community and shows the life of the community. (OLGC Parish School)
4. Webpage: hub of communication for forms, policies, procedures, and to understand the life of our community. This is most helpful for new families. (iamolgc.net)
5. FACTS: student information system to access grades, see financial information, pay tuition, and find contact information of classroom parents. Teachers will also email parents through FACTs and send notifications about behaviors.

Tips to Communicate Concerns:

1. The 24 hour rule: wait 24 hours before reaching out to or responding when emotions are high
2. Seek to Understand: ask questions and listen when you have concerns
3. Call the Teacher First: when you have a questions/concerns about a classroom procedure or situation.
4. Ask the Appropriate Administrator:
 - a. Principal: Catholic identity, vision, mission, unresolved concerns
 - b. Dean of Discipline: behavior issues
 - c. Assistant Principal: curriculum concerns
 - d. Counselor: Learning/Social/Emotional concerns
 - e. Administrative Assistant: tuition or financial issues

CONCUSSION POLICY LETTER

Each student must have a signed Concussion Awareness Educational Material Acknowledgement form on file. **This form is signed in the digital parent packet at the beginning of the year completed through Facts.** Please see additional information regarding concussions in Appendix I.

ADDITIONAL, OPTIONAL STUDENT ACCIDENT INSURANCE

Supplemental student accident insurance is available through the Michigan Catholic Conference. Go to www.sas-mn.com for more information.

COUNSELING

The primary goal of OLGC's counseling program is to support our school mission of offering life-changing encounters with Jesus and equipping leaders to transform our culture. This is done by the promotion and enhancement of student learning by helping students with academic, personal, and social/emotional development. The counselor provides the following services based on need: classroom guidance activities, individual and small group counseling, consultation with staff and parents, coordination of resources to facilitate successful student development, case management of individual student's progress and prayer for the entire school community. The counselor oversees the Archdiocesan Virtus Empowering God's Children program.

CLASSROOM PLACEMENT

Final class lists are determined after conversations in the Spring with current teachers, next year's teachers and the administrative team. The goal is to create a well-balanced and healthy learning environment based on the needs of each student. We are attentive to the ratio of boys to girls, different learning needs and social/emotional interactions between students.

Classroom assignments are released in FACTs before our annual Meet the Teacher event. No modifications to class lists can happen after homeroom lists are published.

CRISIS PLAN

As safety is a priority and on-going concern, Our Lady of Good Counsel School has a comprehensive crisis plan. Throughout the year, we have multiple drills to practice safety with students. If the school has to implement an emergency procedure you will be notified via text or email.

- For evacuations: students will be taken to an offsite location (St. Peter's, the Church or the Main Campus) and parents will be notified of the reunification place.
- For lock-downs: parents will not be allowed in the school.
- For inclement weather: we will follow the appropriate protocol.

Regardless of the situation, no students will be released until the danger has passed. Parents cannot take students out of the school. Students will remain in the building for their safety until the event has passed or law enforcement has given us an all clear.

Our Crisis Plan is continually updated and reviewed with staff.

CURRICULUM

OLGC Parish School follows the Archdiocese of Detroit standards and curriculum. More information can be found on their website at: <https://www.aod.org/schools/curriculum/k-8/>

Our Philosophy

We believe...

In the continual formation of the heart, mind and soul as essential to reach one's God-given purpose.

In fostering a challenging educational environment where students integrate faith with reason in critical thinking, intellectual curiosity and a lifelong love of learning.

In ensuring children achieve their highest academic potential while developing their gifts and leadership skills through the lens of our Catholic faith.

Catholic schools especially have a priority: that of bringing forth what is learned in school into a Christian vision of the world, of life, of culture and of history.

Congregation for Catholic Education

K - 8th Program

Our K - 8th Program is developmentally rigorous, teaching the core disciplines of reading, writing, math, science, social studies and religion.

Through the use of instructional strategies, workshopping, and technology, teachers deliver instruction. Students also use both online and printed resources as textbooks.

All courses follow State and/or Archdiocesan standards.

CORE CURRICULUM

Religion:

Spirit of Truth, K - 8th grade
Writing for Our Catholic Faith, K - 8th

English Language Arts

Lucy Calkins Units of Study: 1st - 6th
Phonics: K - 2nd
Vocabulary Workshop: 2nd - 8th
Grammar Workshop: 3rd - 8th
Literature Anthology: 7-8th

Science:

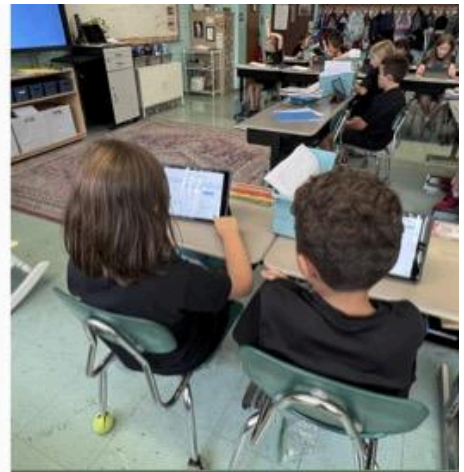
Lab Learner, K - 8th
Science Laboratory Experience, 5 - 8th

Social Studies:

My World by Savvas Learning, K - 3rd
Catholic Textbook Project, 4th - 8th

Math:

Eureka Math, K - 4th
Sadlier Math, 5th - 8th



ELECTIVE OFFERINGS

- Art: Y5 - 8th Grade
- Catechesis of the Good Shepherd: Y5 - 3rd
- Media: Y5 - 8th Grade
- Music: Y5 - 8th Grade
- Physical Education: Y5 - 8th Grade
- Spanish: Y5 - 8th
- Study Skills: 6th - 8th Grade

DIGITAL TEXT ACCESS

- Spirit of Truth
- Catholic Textbook Project
- Heggerty Phonics
- Embarc Online for Eureka Math
- Sadlier Connect
- LabLearner

ADDITIONAL RESOURCES

- IXL
- Reading A-Z Plus

DAILY SCHOOL SCHEDULE:

Main Campus

- 7:45am Doors Open for Drop-Off
- 8:00am School Begins (students arriving later than this are tardy)
- 11:30 - 1:30pm: Lunch/Recess are staggered by grade levels.
- 3:10pm Dismissal

NOTE: Half Day Dismissal = 11:10am

Pre-K Campus

- Doors open at 8:00am (Gym Doors)
- After 8:10am – gym doors close, students should be dropped off at Main Entrance/Doors by playground

Half Day Pre-K 3/4 pick up

- Doors open at 11:30am

- After 11:45am – gym doors close, parents must come to Main Entrance/Doors by playground to pick up

Full Day Pre-K ¾ pick up

- Doors open at 2:30pm
- After 2:45pm – gym doors close, parents must come to Main Entrance / Doors by playground to pick up

Half Day Pick up – All Pre-K

- Doors open at 10:50am
- After 11:00am – gym doors close, parents must come to Main Entrance / Doors by playground to pick up

DRESS CODE

OLGC's dress code is intended to unify our school community and establish a respectful tone for dress. Students are reminded whenever they are wearing their school uniform that they are representing OLGC. The staff will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the dress code.

Uniform Companies

- Schoolbelles (www.schoolbelles.com) with school code **S0510**.
- A pop-up online uniform store opens periodically throughout the year. Links are sent home in the Crusader Connection newsletter.

Uniform Policy

- Students should be dressed in their daily uniform
- Gym uniforms are worn only on student gym days or spirit days
- **Shoes** are to be dress (less than one inch) or athletic shoes in any color. All shoes must be closed toed and have backs. *(No sandals, flip flops, Crocs, clogs or slippers etc. Flashing lights and wheels are not permitted. Extreme high tops/boots (largely above ankle/lower leg area) are not permitted.)*
- Spirit Days will be announced throughout the school year. Students may dress in Crusader/sports t-shirts and/or sweatshirts with school uniform bottoms (gym uniform bottoms are ok).
- On designated Theme Days students may dress according to the theme.
- *Out of uniform* dress days are rare but dress must be modest and school appropriate
 - Students can wear slacks, jeans, athletic pants, etc. (No holes or frayed edges), sweaters, sweatshirts or T-shirts (no tank tops, pajama pants, or inappropriate slogans or pictures).
 - Leggings may only be worn under jumpers or skirts—not alone as pants.
 - Hair code standards are the same as on uniform days.
 - Socks must be worn and shoe standards are the same as on uniform days.
 - No costumes may be worn unless coinciding with a theme day.
 - OLGC upholds the value of modesty. Immodest clothing of any kind is never permitted. No tight fitting or clingy clothing, bare shoulders, bare backs, midriff tops, “yoga type” knit pants, and shorts/skirts over one inch above the knee. Any tops revealing or low cut

are prohibited. Administration reserves the right to determine what is immodest.

Hair for Boys

Should be an appropriate length, i.e. not so long that it is in the boy's eyebrows, over the top of the ear, or below the top of his shirt collar. Hair should be neat, clean and properly maintained. No unnatural hair coloring

Hair for Girls

Limit excessive, large, or distracting hair accessories, and extreme or fancy hairstyles.

No unnatural hairstyles

Jewelry/Body Art/Make-up/Accessories

- Girls are allowed to wear small earrings. More than one earring per lobe is not permitted.
- 7-8th grade may wear neutral colored nail polish (no fake nails) and make up in moderation. Bringing make-up to school is not permitted.
- Make-up in Y5/K-6 is not allowed.
- Body art of any kind (including temporary ones) is not permitted.
- A single necklace or bracelet consisting of a cross or Catholic medal/art may be worn.
- Smart watches are considered devices and covered under the Electronic Information Access and Use for Educational Purposes policy.
- No hats allowed to be worn inside.

PLEASE NOTE: No handbook can cover every situation regarding a dress code. The school administration has the final decision on all matters pertaining to dress code.

	<u>BOYS</u>	<u>GIRLS</u>
Y5/K - 6th Grade	Solid Navy blue pant/shorts* with a button, zipper and belt loops. -Kindergarten students may wear an elastic waist bottom (*worn Apr. 15th- Oct. 15th only)	Solid Navy blue pant/shorts* with a button, zipper and belt loops. -Kindergarten students may wear an elastic waist bottom (*worn Apr. 15th- Oct. 15th only)
	Embroidered light blue polo with OLGC icon (new) or cross (phasing out)	Blue/grey plaid jumper Y5/K - 4th) and plaid skirt (5 - 6th)
	Optional: 1/4 zip crew sweater or performance 1/4 zip pullover	Solid grey, navy, white or black tights/leggings/bike shorts should be worn underneath skirt/jumper
	Socks must be solid grey, navy, white or black	Light blue blouse/logo embroidered polo with OLGC icon (new) or cross (phasing out)
		Optional: Embroidered navy v-neck, performance 1/4 zip pullover or 1/4 zip crew sweater
		Socks – Solid ONLY (must be seen): -Navy, grey, white or black (Y5/K-6)
7 - 8th Grade	Black pants/shorts* with a button, pockets, zipper and belt loops.	Black pants/shorts* with a button, zipper and belt loops. -Shorts must fall within one inch above the knee

	(*worn Apr. 15th- Oct. 15th only)	(*worn Apr. 15th- Oct. 15th only)
	Embroidered dark green polo with OLGC icon (new) or cross (phasing out)	Green/navy skirt within one inch above the knee
	Optional: 1/4 zip crew sweater or performance 1/4 zip pullover	Solid dark green, white or black tights/leggings/bike shorts must be worn underneath skirt
	8th grade can wear Class Sweatshirt (designed by class in Sept.)	Optional: 1/4 zip crew sweater or performance 1/4 zip pullover
	Socks: solid grey, dark green, white or black	Socks: Solid grey, dark green, white or black (7-8) -Crew, ankle, or knit knee style
		1/4 zip crew sweater or performance 1/4 zip pullover.
		Socks: Grey, dark green, white or black (7-8) -Crew, ankle, or knit knee
Gym Uniform	Black athletic/shorts with logo Black sweatpant or active pant with logo Gym shirt with logo Optional embroidered long sleeve or 1/4 zip with logo	Black athletic/shorts with logo Black sweatpant or active pant with logo Gym shirt with logo Optional embroidered long sleeve or 1/4 zip with logo

EMERGENCY SCHOOL CLOSINGS

We value in-person instruction but sometimes need to close for inclement weather, building problems or other emergencies. If school will be canceled, we will communicate via text, email and/or voicemail. All Latchkey programs scheduled on the day of a school closing are also canceled.

If we need to close school early, we will communicate via text, email and/or voicemail. Our normal latchkey program will also be canceled. Please call the Main office if you know you will be late to pick up your child.

We use our FACTS system to notify parents when school must close due to unforeseen circumstances. Parents must make sure to update contact information annually on their enrollment forms. Parents can also edit their information throughout the year in their FACTS family portal if any changes need to be made.

FIELD TRIPS

Experiential learning enhances the classroom instruction. As such, we design formative field trips for students to grow academically, spiritually and socially. The following policy and guidelines are intended to help facilitate a safe educational experience for our students.

Field Trip Student Policy

- Students must have a valid, signed permission slip turned in to his/her homeroom teacher the day before the field trip. Students without permission slips may be sent home.
- School rules apply to bus trips and field trip sites. Parents may be called to pick up students for serious violations of school rules.
- Buses are used for transportation of students for all field trips. Cost will be incorporated into field trip fees and charged through FACTS.
- Students with consistent behavioral issues will forfeit their right to attend any scheduled field trip at the discretion of the staff and administration. No refunds will be given.
- Students/chaperones must be on time to leave for the trip as the bus will not be able to wait.

Guidelines for Parent Volunteers

- Parent Volunteers **must** meet the guidelines in the Safe Environment Policy, including the Protecting God's Children Workshop.
- Parent Volunteers are expected to dress in an appropriate manner for a school field trip. No obscene or provocative (both physically or in message) clothing will be allowed.
- All students and parents must check in with the teacher in charge so a student headcount can be taken. If you are chaperoning, do not leave the group without teacher permission.
- Cell phones should be used for emergencies only so chaperone attention remains focused on the safety of our students.
- Students should never be left unattended and chaperones should stick to the trip's agenda.
- Be aware of any allergies or medical issues with your group of students (the teacher will tell you). Do not bring or purchase snacks or treats for students.
- For unstructured events (e.g. Detroit Zoo, Greenfield Village) teachers will carry a cell phone and can be reached at any time. Groups may be required to meet at designated times during the day.

FUNDRAISING

OLGC School relies on fundraising to help cover the cost to educate. Parents are expected to volunteer and support our school through its fundraising efforts.

Our fundraising events are:

- Fall Bash: parent only event in the Fall with live/silent auction
- OLGC Scholarship Fund Appeal: direct appeal in the Winter to support student scholarships
- Fun Run: student led event in the Spring with families/friends sponsoring students

GRADING SYSTEM AND REPORT CARDS

GRADING POLICY

Grading policies are linked to students' achievement in mastery of standards in academic, spiritual, physical and social progress as is appropriate for the content and grade level.

OLGC uses an AOD-based report card and grading scale. Pre-K through 3rd grade students are evaluated via standards each quarter in comparison to the traditional "letter grade" format.

GRADES 4th-8th GRADING SCALE

93-100% - A
83-92% - B
72-82% - C
60-71% - D
59% or below - F

GRADES Y5-8th GRADE CONDUCT SCALE:

C = Consistently meets expectations
U = Usually meets expectations
O = Occasionally meets expectations
NY = Does Not Yet meet expectations

**If a student will be receiving an "O" or "NY" for conduct, parents are typically notified of ongoing behavior concerns prior to report cards. Those students will also receive a comment on the report card regarding concerns or behavior issues.*

HONOR ROLL

- For students in grades 5th - 8th
- Awarded at the end of 1st and 2nd semester
- Students must earn an overall average between 93.00% and 100.00% in all major subject areas.
 - Must have no grades of D or F in any class including specials.
 - Must have a C (consistently) or U (usually) in conduct in all classes including specials.

PROMOTION

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

FAILURE

A failing grade looks different for the various grade levels.

- **Pre-K - 3rd Grade:** If a student is not meeting grade level standards, teachers will meet with parents to discuss concerns and develop strategies to help students.
- **4th - 7th grade:**
 - Failing grades are defined by percentages with grades below 60%. Parents are encouraged to contact their child's teacher at the FIRST SIGN of a student's difficulty in any academic subject. It is the teacher's duty and responsibility to notify parents through interim reports, conferences, and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem.
 - A student in grades 5th - 7th who fails one subject should seek tutoring services. A student who fails two subjects MUST showcase passing knowledge from a tutor over the summer to progress to the next grade level. This tutoring is the responsibility of the parents. Administration requires a signed letter from the tutor once content is covered. Students unable to academically perform or fail to attend summer school or the required remediation will be withdrawn.
- **8th grade:** A failing grade is defined as a grade below 60%. An eighth-grade student who receives a failing grade in one subject is encouraged to receive tutoring. An eighth-grade student who fails two or more subjects will not receive a diploma until a signed letter from a tutor accounts for content recovered and passing knowledge in the failed classes. This tutoring is the

responsibility of the parents. The high school will be notified of the poor academic performance in the end of the year grade report.

RETENTION

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s) and parent(s). Any decision concerning non-promotion must be made after considering all the factors related to the student's development (academic, emotional, intellectual, physical, and social) collected from a wide range of sources throughout the year.

If a student is recommended for retention:

- Teachers, administrators, learning support will meet as an MTSS team
- The MTSS team will meet with parents to discuss remedial actions and possible retention.
- Follow-up conferences with the parents will be held to evaluate the progress of the student.
- Retention decisions are typically made at the end of the third quarter
- No student shall be retained for more than one year at any given grade or level.

FINAL EXAMS

Some grade levels will give final exams at the end of the year. Students are expected to be present for these exams. Students who are not present for final exams have until the last day of school to make up the exam. Final exams will only be given prior to their scheduled date at the discretion of the teacher and administration and requests must be submitted in writing detailing the special circumstances.

INTERNET, SOCIAL MEDIA & TECHNOLOGY POLICY:

- a. Students and families are expressly forbidden from using the school's logo and name and/or the name of staff on unofficial sites.
- b. The administration reserves the right to take disciplinary action including detention, suspension and expulsion for inappropriate content, including threats, taunts, defamation, invasion of privacy, phony sites and illegal, immoral, disrespectful and indecent postings and/or other activity deemed disruptive or detrimental to the school or school community. Refer to the Technology Acceptable Use Agreement in Appendix C.
- c. Reference Appendix D regarding the use of cell phones or electronic devices at school functions and on school property.
- d. See social media guidelines in Appendix E.
- e. Technology provided by the school (such as iPads, computer lab etc.) are for educational purposes ONLY. Students may only take iPads home for their educational work with clear permission from the school (teacher, office, technology coordinator.) ***Usage outside of this purpose or guideline may incur consequences up to the discretion of administration.***

LATCH KEY PROGRAM (AFTER SCHOOL CARE)

Latch Key services are provided at the licensed OLGC program after school for students in Y5 - 6th grade. For complete information including times, please refer to the Our Lady of Good Counsel Latchkey Program Handbook on the school website or contact latchkey@olgcparrish.net for more information.

LITURGY, PRAYER AND SACRAMENTAL LIFE

Adoration: Once a month with priests

Catechesis of the Good Shepherd (PreK-2nd grade): a special class on their weekly schedule

Chapel Time: Campus Minister leads time monthly for grade levels. Held in the school chapel

Confessions: held for 3rd - 8th graders at school during Advent and Lent

Daily Prayer: whole school in morning and afternoon

Mass:

- Grade Level Masses every week in the school chapel. Parents welcome to attend
- All School Mass: once a month at church campus. Drop off begins at 7:45am. Parents are welcome to attend. One door entry into church with law enforcement on premises.

Retreats

- Grade level retreats for 5th - 8th grade
- 2nd grade has Reconciliation Retreats and First Communion retreats as a part of religious formation
- All School Retreats for Young 5's - 8th grade during Advent and Lent

LOCKERS

Students in grades 5-8 are assigned lockers for their use. Rules and guidelines for locker use will be given to the students at the beginning of each school year. The lockers and locks are school property and subject to search.

LUNCH PROGRAM AND RECESS

Hot lunch is brought in from area restaurants and is pre-ordered one month in advance from a calendar-style menu, which lists the lunch items for each day. Be attentive to the deadline each month to order lunch. No late orders can be placed. For students who bring a lunch, milk is available each day for purchase, unless otherwise indicated. Snacks are also available for purchase during lunch. To place an order go to <https://olgc.hotlunchonline.net>.

The Lunch Room

- Help from parent volunteers is needed to help make the lunch program successful.
- A peanut-free table is available at each lunch when it is needed.
- For the safety of the students, glass bottles are highly discouraged.
- Please pack a nutritious lunch for your child and refrain from bringing pop or other sugary items to school to drink.
- Lunch brought in after the school day has begun, should be brought to the office where a label with the child's name and room number will be placed on the lunch and a staff member will place it on the counter outside the main office for the student to grab.

Recess Policies

- Students are expected to partake in daily-supervised outdoor recess.
- **Appropriate Clothing:** Parents must make sure students have adequate outer clothing: cap/hat, mittens/gloves, raincoat or warm jacket, long pants or leg covers, scarf and boots. Please mark clothing with names. (We do keep a lost and found!)

- **Canceling Recess:** The responsibility for canceling recess for any reason, such as inclement weather, rests with administration. Students will go outside for a full recess if the school weather unit indicates a 10° or higher wind chill. Outdoor recess will be canceled if the wind chill is 10° or below.

Playground Rules

It is our desire for a fun, safe and interactive play experience at recess.

- Parents must sign in and speak with the lunchroom or playground supervisors before approaching their children in the lunchroom or on the playground. Parents should not drive to the playground and talk to their child from a vehicle.
- Students are to stay within the parking lot area. Students should never leave school grounds including entering neighbors' yards and climbing fences. Fences, lawns, etc. of homes next to the parking lot should not be damaged in any way.
- Equipment is given on a first come, first served basis; however, all equipment should be shared with others. Any damaged equipment should be reported so that it can be repaired or replaced.
- No keep away, or exclusionary games are allowed.
- Food, candy, or gum must not be taken out on the playground at any time, including dismissal. This can create both a safety and a litter problem.

LUNCH/RECESS SCHEDULE:

SEE THE EVENTS TAB ON OUR WEBSITE FOR THE LUNCH/RECESS SCHEDULES

MEDICATION

Should it be necessary for a child to receive medicine during the school day, please contact the office for instructions. When medication is administered, the following provisions shall apply:

- **Release for Dispensing of Medication Form signed by the parent/guardian and doctor must be on file in the office before *any* medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.) This includes cough drops.
- Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, and strength of the medication.
- Medication must be given to the child listed on the label only and will be given in accordance to the label instructions.
- The dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.
- No child will be allowed to take medicine without supervision.
- A new Release for Dispensing of Medication Form, signed by a doctor, must be filled out each school year. **This form can be found in Appendix J or in the digital packet sent at the beginning of the year.**

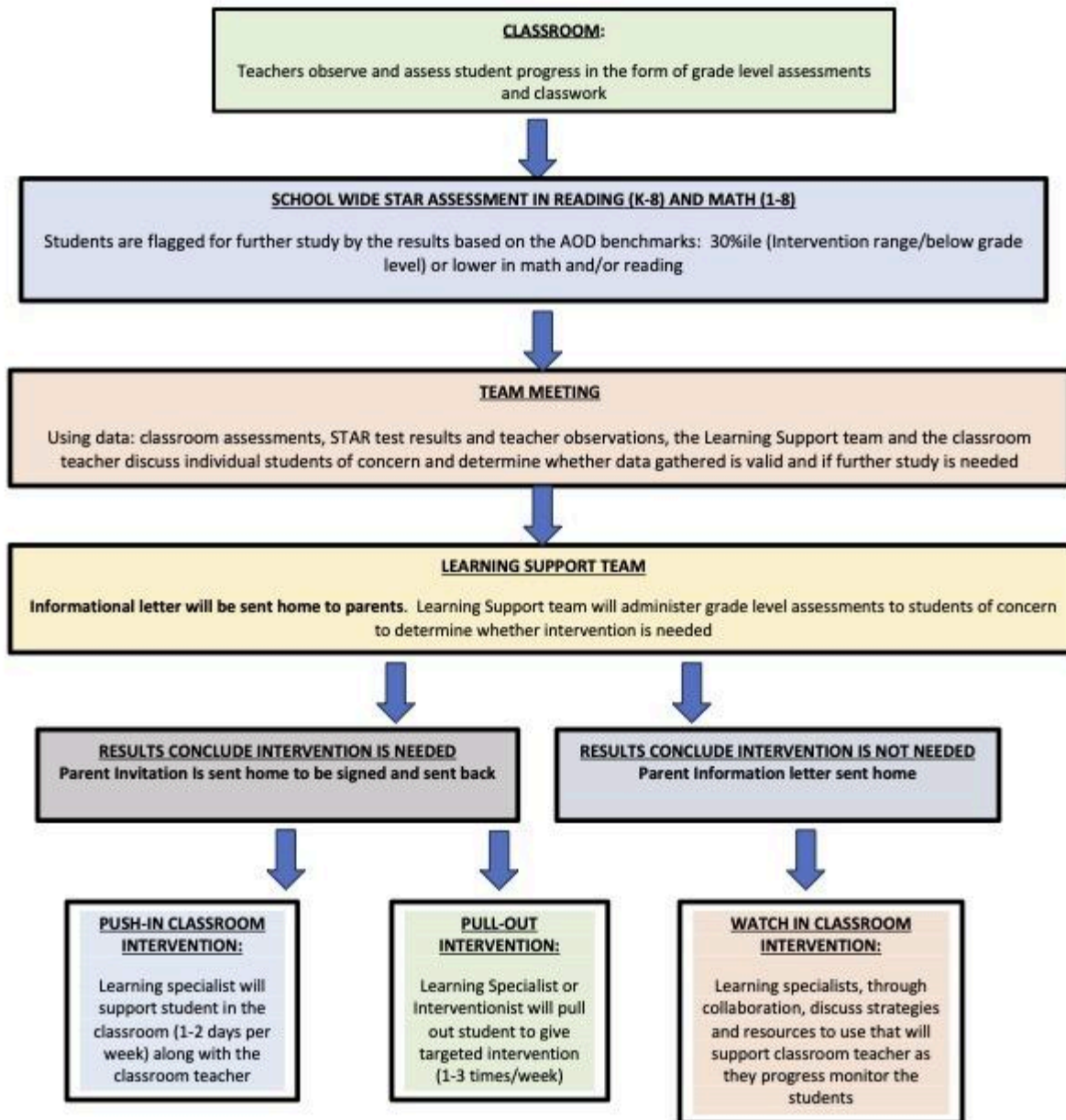
MEDICAL EMERGENCIES

Parents are called for all medical emergencies, and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (9-1-1) are called before parents are notified. Children who are ill, such as high fever, nausea, etc., will be required to be picked up by a parent or family member as soon as possible.

MTSS: MULTI-TIERED SUPPORT SYSTEM (Student Support Program) & INTERVENTION SUPPORT:

Our Lady of Good Counsel understands and recognizes that children develop at different rates and meeting the needs of all learners is our number one goal. To ensure that we meet those needs, OLCG has implemented the MTSS (Multi-Tiered System of Supports) process to serve students with academic and/or behavioral needs. In this process, staff, teachers, learning support and parents partner together to meet student needs.

Our Lady of Good Counsel: **Intervention Flow Chart**



NON-PUBLIC SCHOOL PLANS (IEPs from public schools)

All public school plans are transferred to a Non-Public School Plan as private schools do not have/create IEPs or 504 plans. OLGC will try to accommodate student's needs, but may not be able to do so as we do not have special education teachers or a resource room.

Students who qualify for a non-public service at OLGC will receive **Speech and Language Therapy** and/or **Occupational Therapy** through Plymouth Canton Public Schools.. A non-public service generated from an IEP, which may consist of modifications/accommodations, will be implemented by the classroom teacher and member(s) of the intervention team..

PARENT INVOLVEMENT



D.O.V.E.S PROGRAM (Dedicated Official Volunteers Emanating Spirit) Encouraging parental participation in the school community

Volunteer Hours Required Over the Year

- Two parent families donate 20 hours of volunteer time
- Single parent families donate 10 hours of volunteer time
- Families of Pre-K Students ONLY donate 10 hours

Ways to Earn Hours

- Room Parent
- Fundraising: Fall Bash, Winterfest, Fun Run
- School Events and Projects: different chair and volunteer opportunities
- CYO Coaching
- Check out our Volunteer webpage for more ways

Recording Hours

- Log them in through your FACTS family portal
- Families are charged \$15 an hour June 1st for unworked hours

*Thank you for partnering with us as we implement our mission
and serve our students.*

Safe Environments Certification

Who Needs to be Certified

- **Anyone who works in a parish/school:** priests, administrators, teachers, coaches, catechists, lunchroom/recess monitors, assistants, after-school club moderators, etc
- **Anyone who volunteers in a parish/school:** room parents, chaperones for field trips, volunteers in the classroom or attends classroom events

Steps to Be Certified

1. Background Check
 - Complete authorization form (return to child's school)
 - Copy of driver's license (submit with authorization form)
 - May take 5 business days to complete
2. Protecting God's Children Workshop
 - Go to www.virtusonline.org
 - Register for a course
 - Complete the course
 - May take 10 business days to update your child's school after course is taken



NOTE: Safe Environments recertification must be done every three years.

See olgcparish.net/safe-environments

Parent Leadership Team (PLT)

The mission of the Parent Leadership Team is to support the school in volunteering, fundraising and special events which form students academically, spiritually or socially. The Team also works to build Christian community with all stakeholders.

The Parent Leadership Team consists of:

- | | |
|---------------------|--------------------------|
| ❖ President | ❖ Hospitality Chair |
| ❖ Vice President | ❖ Events Chair |
| ❖ Secretary | ❖ Alumni Relations Chair |
| ❖ Treasurer | ❖ Principal |
| ❖ Fundraising Chair | |

Positions are appointed by the pastor/principal based on past involvement in school volunteering and desire of the parent to be in leadership. Leadership terms last 1 - 3 years and are at the discretion of the pastor/principal. The Parent Leadership Team members oversee subcommittees, offers input on school policy areas and administrative decisions, and remains focused on the school's vision for continuous improvement.

A list of current members can be found on the school website under "Parent Involvement." If interested in volunteering, fill out the Volunteer Form that can be found on the Community/Parents tab on our school website or reach out to the principal or current president.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held after the first report card marking period in November. In addition, conferences may be requested by either parents or the teachers at any time during the school year. Appointments can be made by communicating with your child's teacher.

PARKING LOT SAFETY & PROCEDURES FOR DROP-OFF/PICK-UP

General Parking Lot Guidelines:

1. Signs on Arthur and William Streets prohibit STOPPING, STANDING, AND PARKING on any weekday from 7:00 a.m. to 4:00 p.m.
2. Students must not be dropped off or picked up on William, Irvin or Arthur streets.
3. There is no parking in the school lot between 10:45 am and 1:30pm for recess.
4. All students returning to school after an appointment should enter through the front door.

For the safety of our students, please follow these guidelines:

- Be attentive to children walking when driving anywhere in the school zone.
- Observe process and procedures for drop-off/pick-up.
- DO NOT block open streets or driveways with cars, bikes or small groups as you are waiting.
- Remind students not to run into the streets during pick-up/drop-off.
- Be attentive to the direction of the adult volunteers.
- Remind family members/babysitters doing drop-off or pick-up of these safety guidelines.
- Be courteous to and respectful of our neighbors and their property.

MORNING DROP-OFF: (see Appendix A)

- ALL students enter through the Main entrance doors (under the green awning).
- Once students enter the building, they should walk independently to their classroom. Parents should remain outside to make a smooth transition. Staff will be on hand to assist you.
- Any parent visiting the school must sign in at the Main Office for a visitor's pass.
- The tardy bell rings at 8:00 a.m. and all doors will be locked. If you arrive after this time, you must park your car and sign your child(ren) into school at the front office.

Entrance from Arthur: Cars may enter ONLY from the William Street driveway.

1. Pull up in a single file line all the way up to the exit on Arthur St.
2. Students in the car should be ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the vehicle.
3. Student Safeties, parent volunteers and staff members will be at the unloading zone. Please pull your car all the way forward, come to a complete stop, and allow the volunteers to open your car door.
4. Cars may exit ONLY from the Arthur Street driveway. Traffic must turn right on Arthur Street.

Entrance from Irvin: Cars may enter ONLY from the Irvin Street driveway.

1. Pull up into a designated lane, or behind a car in a designated lane.

2. You may exit your vehicle and escort your student to the main entrance to enter the building.
3. Cars may exit ONLY from the William Street driveway, after the 8am bell has rang.
4. For the safety of the children, please use the sidewalks. Do not cross the parking lot.

AFTERNOON PICK-UP: (See Appendix B)

- Student exit doors will be different. K - 2nd grade will exit through classroom doors. K-2 students are released once the teacher sees the parent. Other grades will exit from the main doors near their grade level wing.
- Parents should walk their child to their parked car.
- Return to your car and await the dismissal line departure.

Entrance from Arthur

- Cars park in rows in the parking lot facing North.
- Safeties dismiss cars one line at a time onto Arthur Street (turn right only)

Entrance from Irvin

- All cars park in rows in the parking lot facing North. Both sides of the parking lot will be used.
- Cars dismiss one line at a time onto William Street (turn left only).

PESTICIDE & ASBESTOS ANNUAL ADVISORY

Pest Management

State of Michigan law requires that schools and day care centers that may apply pesticides on school property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that OLGC Parish School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

The school community will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school. The second method will be through email with our school newsletter.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Annual Asbestos Inspections

OLGC Parish School has an asbestos Management Plan prepared in compliance with the USEPA Asbestos Hazard Emergency Response Act (AHERA). This plan and subsequent updates are available for review upon request.

As part of our asbestos management plan, OLGC undergoes a Six-month Periodic Surveillance review as well as a Three-year Re-inspection, required by the AHERA regulation, conducted by a Michigan Accredited Asbestos inspector to re-evaluate the condition of asbestos containing materials at the facility. The reviews and inspections also evaluate Operations and Maintenance procedures that will keep asbestos materials in good condition.

MEDIA RELEASE FOR STUDENTS

In alignment with the Family Educational Rights and Privacy Act (FERPA), we value our families right to privacy for their child(ren). As we digitally document the life of our community, we ask that parents sign a media release at the time of enrollment to let us know whether or not your child's picture may be used for promotional purposes in video or photography on our social media channels or print media. We do not publish student full names without the express permission of parents.

Please note that the following events are not included in the parent exclusion as they are public venues or events: Mass, assemblies, sporting events, graduation or whole school events when a student may be in a group photo/video.

Here is our release which is included in our enrollment package.

MEDIA POLICY for OLGC PARISH SCHOOL

Please know that Our Lady of Good Counsel Parish School values the privacy of our community, and does not share information casually. We believe in the balance of respectful promotion and privacy in our current age of technology, so that we may best fulfill our mission and to unleash the Gospel. With that end, periodically, OLGC will use photos and/or videos and/or creations of students for promotional purposes including, but not limited to, video clips, school social media and print. The student's full name will not be published unless permission is obtained from the parent/guardian, with the exception of the school yearbook.

The Family Educational Rights and Privacy Act (FERPA) encourages that OLGC Parish School, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to exclude your student, contrary to school's procedures.

The primary purpose of directory information is to allow OLGC to include this type of information in certain school and parish publications (such as Yearbook, newsletters, student directory, promotional materials, etc.). Our Lady of Good Counsel Parish School has designated the following information as “directory information”: student’s name; inclusion of the student group photos; student photograph without full student name listed; honors, and awards received; grade level; and participation in officially recognized activities and sports, and any artistic creations which may contain the likeness of the student (essays, drawings, paintings etc.) Private OLGC school family directory designated information includes: parent/guardian name(s), student name(s), address(es), phone number(s), email address(es), and student(s) grade level(s).

Please note that the following events **are not included** in the parent written exclusion clause as they are public venues or events: **mass, assemblies, graduation or events such as these.**

RELIGIOUS FORMATION

The Religious Formation Team ministers in collaboration with Our Lady of Good Counsel School to support our parish vision of offering every person a life-changing encounter with Jesus. This is especially lived-out in our sacramental retreats and services in which all parish parents and children join, learn, and experience formation together in one community. We are founded in the Encounter, Grow, Witness model of formation which is aligned with the Archdiocese of Detroit and Unleash the Gospel.

If you have any questions, we are happy to speak with you! Call 734-453-0326

SAFE ENVIRONMENTS POLICY

The Archdiocese of Detroit has implemented safe environment programs to assist parents, children and all those who work and volunteer in Archdiocesan parishes, schools, agencies, or Curia offices in preventing harm to young people. The following age-appropriate safe environment training programs are taught in the Archdiocese of Detroit. Our goal is to empower children, youth and adults to avoid and report unsafe or harmful situations.

For information on safe environment training programs, screening for employees and volunteers, and information about the Archdiocese of Detroit's efforts to protect, prevent, and heal, please visit <https://protect.aod.org/>.

Safe Environments Certification

Who Needs to be Certified

- **Anyone who works in a parish/school:** priests, administrators, teachers, coaches, catechists, lunchroom/recess monitors, assistants, after-school club moderators, etc
- **Anyone who volunteers in a parish/school:** room parents, chaperones for field trips, volunteers in the classroom or attends classroom events

Steps to Be Certified

1. Background Check

- Complete authorization form (return to child's school)
- Copy of driver's license (submit with authorization form)
- May take 5 business days to complete

2. Protecting God's Children Workshop

- Go to www.virtusonline.org
- Register for a course
- Complete the course
- May take 10 business days to update your child's school after course is taken



NOTE: Safe Environments recertification must be done every three years.

See olgcparish.net/safe-environments

STUDENT/PARENT CONCERNS

OLGC Catholic School seeks to foster open communication between students, parents, faculty, staff, and administration. This policy is also outlined and explained in the Parent Code of Conduct. Should a concern arise, the following procedure shall be followed:

1. The parent/student will schedule a conference with the teacher.
2. Should this conference fail to resolve the problem, parents will schedule a conference with the MTSS team or member of the leadership team.
3. If problems persist, the parents will confer with someone on the Administration Team (Principal, Assistant Principal, Dean of Students, or Counselor.).
4. Only after discussing the issue with the Principal should the Pastor of OLGC be involved.

VOLUNTEER/VISITOR POLICY

We welcome collaboration and partnership with our parents and community. Help us keep our school safe by following our volunteer/visitor policy.

- Parent volunteers must meet the AOD's Safe Environment Policy including the Protecting God's Children Workshop.
- All visitors are required to sign in to the Main Office and obtain a Visitor's Pass. ID required.
- Approved visitors must wear visitor passes in the building.
- Visitors must sign out at the Main Office
- No one is allowed to visit classrooms/teachers without pre-arranged appointments

Code of Conduct for Volunteers/Chaperones

Thank you for partnering with us in educational experiences for our students. Children are the most important gifts God has entrusted to us and so we ask you to follow this Code of Conduct for Volunteers.

A volunteer must:

- Meet the guidelines in the Safe Environments Policy, including the Protecting God's Children Workshop and background check.
- Follow the directives of the teacher/staff.
- Be attentive to any of the information given beforehand to volunteers regarding the event
- Use positive reinforcement to redirect students
- Be in control of his/her group at all times.

A volunteer is asked to refrain from:

- Conducting personal business while with students
- Using a cell phone while with students
- Smoking or being under the influence of any substance
- Using profanity or inappropriate language
- Engaging in conversations/activities with others that may distract from the supervisory role

If a student is unruly or will not follow the directives of the adult in charge, he/she is to be immediately taken to the teacher. Do not use punitive discipline. Seek out the teacher for assistance.

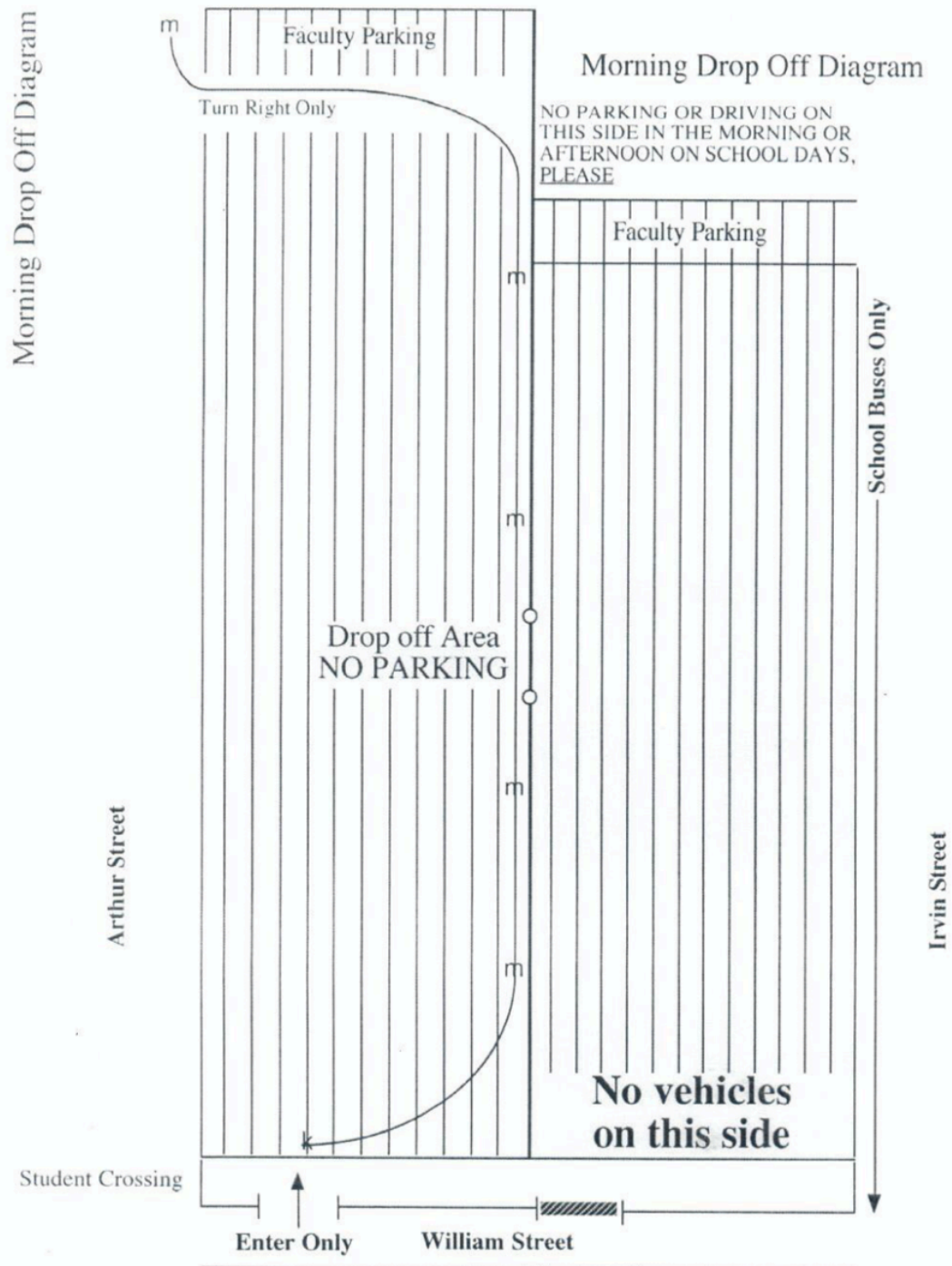
YEARBOOK

The Yearbook is a yearly publication and available to purchase and be given out to students in June. Composed by junior high grade students, under the supervision of a teacher, it is designed to capture as many interesting school events of the year as possible and serve as a pleasant memento for all. Parents are encouraged to place patron ads to help defray the cost of publication.

Because students are involved in every step of its creation other than printing, the Yearbook provides students with an excellent learning experience. Students must develop a theme, plan the layout, create artistic designs, take pictures, and prepare all material for printing.

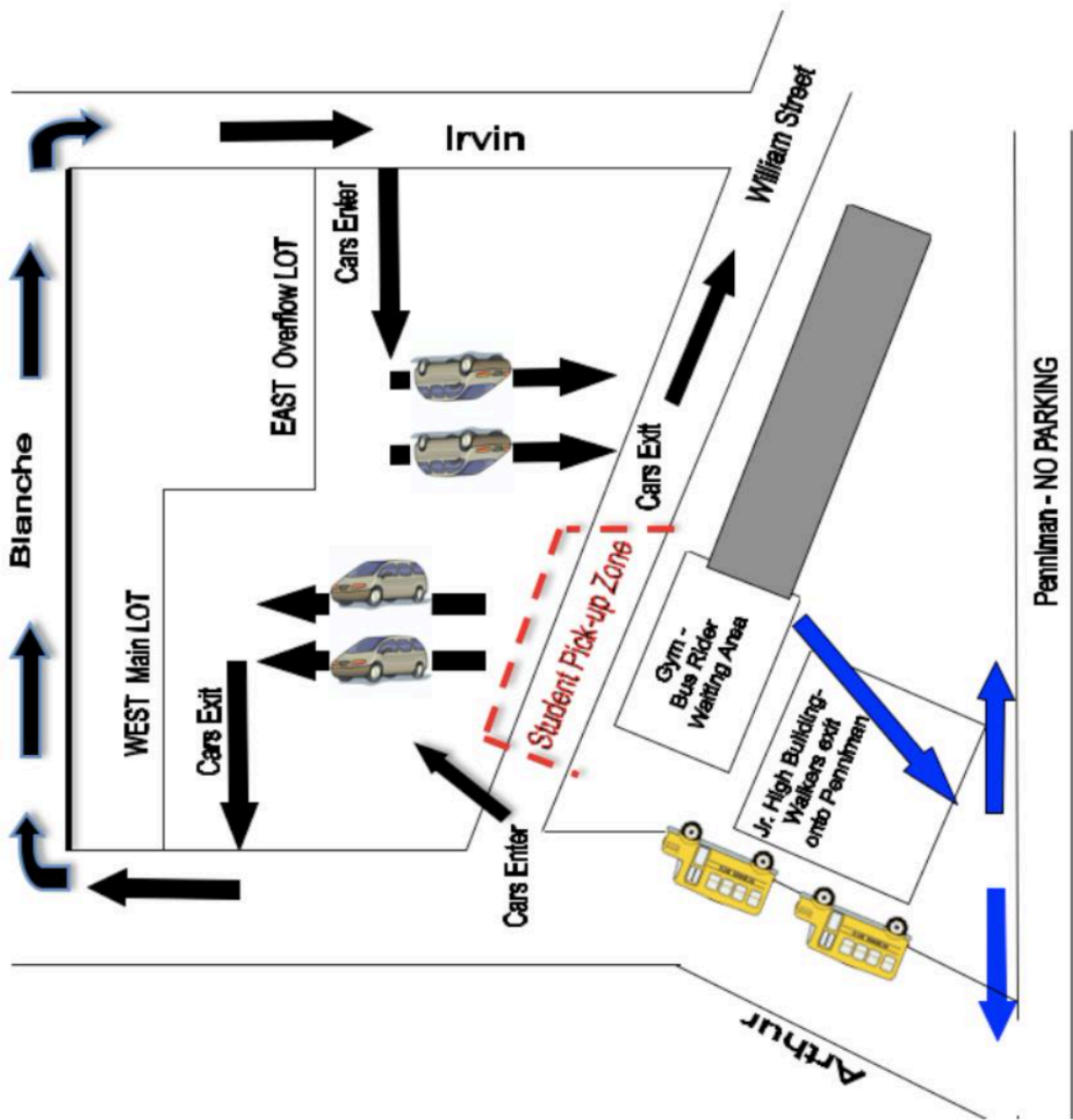
The continued success of the Yearbook can be attributed to the hard work of the students and the generosity of families and friends who support it through patron and business advertisements. Yearbooks are available for purchase each year.

APPENDIX A : MORNING DROP OFF



* **PREK:** See PreK 3 & 4's Arrival and Dismissal [procedures here](#).

DISMISSAL PLAN



APPENDIX B continued

DISMISSAL PROCESS

In order to ensure a more orderly and safe dismissal for our students we have a very specific process in place. Please review the process and discuss it with your child. If you have any questions please contact the school office. Thank you in advance for your help and cooperation.

3:00 Afternoon Prayer

3:10 Car Rider & Walker Bell- All car riders in grades 3-8 are dismissed to the Student Pick-up Zone located on William Street. DRIVERS MUST meet their child in this area and are to walk them to their vehicle. Car riders in grades Y5/K-2 must be picked up from their teacher at the assigned classroom doors along William street. Walkers (3rd and up) will exit through the main door to meet the parent/guardian that they are walking with.

Once all of the students have been picked up, cars in the West (Main) Lot will be released first and then cars in the East (Overflow) Lot will be released.

REMEMBER...

DO NOT PARK IN MARKED NO PARKING ZONES OR IN FRONT OF NEIGHBORS DRIVEWAYS. ILLEGALLY PARKED VEHICLES WILL BE TICKETED BY PLYMOUTH POLICE.

No cars will be released from either lot until all students have been picked up by their driver and walked to their vehicle. Students WILL NOT be released from the Pick-Up Zone without an adult in sight.

APPENDIX C

Technology Policy

Christian Plonka, Technology Coordinator

As of 02-01-2023

Our mission is to have a life-changing encounter with God.

“Thank God Ahead of Time”

-Blessed Fr. Solanus Casey

Technology is intrinsic to our mission here at OLGC. We offer many ways that technology empowers our teachers with the strength and ability to administer our vast curriculum including but not limited to 1:1 access to iPads, school Google Suite access, a state-of-the-art media center used as part of our Media elective, and more. We strive to have the technology we offer focus on how our content connects with our students. Our culture is not lacking in technology exposure, so using our screens strategically contributes to the progress and learning of the whole school, the complete student, and our everyday refining and strengthening of what we do at OLGC.

Keep in mind as you read this there is certain confidential information we cannot share in decision making internally. This is at our discretion as well as in compliance with state code on child and personal safety. We will continue to keep private information private.

That being said, our system is closely monitored and no data found within our system is considered private for the discretionary use of OLGC in the handling of any situation. This includes both physical and virtual searches of any device that affects our life here at OLGC behaviorally (virtual and otherwise).

To be clear, OLGC's code of conduct would take precedence in any conflict of content with this document. We want to create an optimum learning and working environment at OLGC. It is through documents like this and our code of conduct that we are able to do so.

1. Social Media for the OLGC Community

- a. In accordance with OLGC's mission we encourage members of our community to behave with positive moral standards on and off social media, especially in situations where you are representing our school in any capacity.
 - i. Posting of school functions is expressly prohibited by volunteers unless it is requested in writing by OLGC
 - ii. Students are expressly forbidden from using the school's logo and name and/or the name of staff on unofficial sites.
 - iii. Students are to conduct themselves as in school within the online community.
 - iv. OLGC has the right to request any organization-related postings to be removed from the online community that were not permitted.
- b. The school reserves the right to take disciplinary action for inappropriate content, including threats, taunts, defamation, invasion of privacy, phony sites and illegal, immoral, disrespectful, and indecent postings and/or activity deemed disruptive or detrimental to the school or school community.
 - i. It is expressly prohibited to misrepresent your relationship to OLGC on any media.
 - ii. The internet is a public venue and anything found digitally is considered compliant/noncompliant with this policy. Remember that nothing is fully deleted.
 - iii. Profane, obscene, or otherwise threatening language will not be tolerated in any relation to OLGC or a representative thereof.
 - iv. Any use or disclosure of OLGC privileged information on social media is prohibited.
- c. Cyberbullying is not tolerated and should be reported at its very first incident.
 - i. Though we are constantly monitoring our system we cannot flag everything. If a student reports cyberbullying to you, report it immediately to admin or technology staff.

- d. Any use of OLGC logos or images on personal websites, social media, etc. is prohibited. Events can be promoted by sharing the preexisting links from the Parish and/or School pages.
- 2. Phone/Watch/iPad and Other Personal Technology Policy
 - a. We understand that you want a way to communicate with your child. That is why personal communication devices are permitted as long as students stay in compliance with our guidelines:
 - i. The device brought must be kept in backpack/locker. It is not allowed on their person, in their purse, in their pencil bag, or in the classroom at any time.
 - ii. The device is to be kept off and not in use from 7:45am to 3:10pm.
 - iii. We are not responsible for the breaking, misplacing, or content found on any personal device brought to OLGC.
 - iv. We are able to confiscate any device at our discretion in relationship to this policy.
 - v. This policy applies to all properties and transportation under hiring or ownership of OLGC.
 - vi. Students may receive special permission from staff during after school activities to use these devices. Students are still held accountable to any staff member to follow directions and return devices to storage/off when asked.
 - 1. Student Device Consequences
 - a. These consequences are subject to change on administration's discretion.
 - i. First Offense: 1 day suspension (Out of School)
 - ii. Second Offense: 2 day suspension (Out of School)
 - iii. Third Offense: 3 day suspension (Out of School)
- 3. Technology and OLGC
 - a. Use
 - i. OLGC provides a comprehensive technological environment. These current devices provided are expensive to provide and upkeep.
 - 1. Network wide firewalls are in place to protect and regulate our internet access against untrustworthy, inappropriate or dangerous sites.
 - a. All network activity is monitored. Consistent flags, breaches, will suspend a given device from internet access.
 - b. This rule applies to all members of the OLGC community.
 - 2. Devices at any given time of the day are the responsibility of the student they are assigned to and their family.
 - a. If a device breaks or becomes inoperable during the school day, there will be a thorough investigation of fault before a bill is sent home.
 - b. If a device breaks or becomes inoperable at home, there will simply be a bill sent home.
 - 3. Devices are only able to be signed out in writing by the teacher allowing the device to go home. If there is no written permission sent to the IT Coordinator, the device will be considered lost or stolen and the above regulations on responsibility will be enacted.
 - 4. If the technology is rendered unusable for any reason during the school day it does set back the student it is assigned to until the technology can be repaired or replaced.
 - b. Presence
 - i. We work hard to provide what devices and technology infrastructure we can. Devices present in the school are provided 'as is' and 'as available.' Fair and responsible use applies to any devices in our infrastructure used for school use.
- 4. Protecting God's Children
 - a. OLGC is able to protect and block network activities in any way we see fit to keep the educational environment safe and focused.

- b. OLGC is not responsible for obscure content found by any exception. We promise to protect and block from all known offenders and protect and block from new offenders as we encounter them. Our technology coordinator puts time into keeping updated on cybersafety as it pertains to new sites or resources that need to be on these lists. As the internet is growing exponentially by the day, we will continue to search, advise, protect, and block as we know more.
- 5. Hold Harmless
 - a. OLGC is not responsible for the loss or damages (emotional, physical, otherwise) resulting from inappropriate use or access to technology. We encourage a 'think before you act' philosophy for all individuals in the OLGC community as it pertains to their use of technology.
- 6. Seizure
 - a. Software
 - i. OLGC has the right to, at any time, seize the reservation of any user on our network for any reason. This would digitally ban a user until further notice.
 - b. Hardware
 - i. OLGC has the right to, at any time, seize the hardware of any user for any reason. This confiscation of hardware would be returned after a user investigation by administration.

APPENDIX D

Cell Phone and Electronic Communication Device (ECD) Policy

Students are permitted to possess a cell phone or other electronic communication device, such as iPads, iPods, Kindles, Smart Watches/Fitbits or any device that utilizes a wireless signal, at school **ONLY** under the following provisions:

1. The cellphone or ECD must be kept stored away in the student's backpack and in their locker or on their coat rack. They are not allowed on their person, in their purse, pencil case or any other location.
2. The cell phone or ECD must be kept off and not in use from the time they arrive on school grounds until they leave the school grounds in the afternoon. This includes on the bus, at Church, on the property during the school day time frame. (Use on off campus Field Trips requires permission from staff or school. Please refer to trip guidelines when needed.)
3. Students staying for an after-school event or practice may receive the **permission** of the supervising adult or staff member to use the cell phone or ECD on school grounds during these times.
4. OLGC is not responsible for any lost or broken cell phone or ECD.
5. If these provisions are violated, the cell phones or ECD will be confiscated and turned over to administration. Any violation without permission will result in consequences as outlined below.
6. Smart Watch/Fit Bit restrictions—these are considered ECDs. They are not allowed to be worn in school, and must be kept off and not in use from the time they arrive on school grounds until they leave the school grounds in the afternoon. This includes on the bus, at Church, on the property during the school day time frame. (Use on off campus Field Trips requires permission from staff or school. Please refer to trip guidelines when needed.)

Any use of this device for communication purposes would be in violation of this policy and subject to consequences.

CONSEQUENCES:

First offense: A 1-day out of school or in-school suspension

Second offense: A 2-day out of school or in-school suspension

Third offense or more: A 3-day out of school or in-school suspension

APPENDIX E

SOCIAL MEDIA GUIDELINES

OVERVIEW:

The Our Lady of Good Counsel Parish School (OLGC) recognizes the rights of students, faculty, staff, and employees who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. OLGC students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the school's policies. When accessing, creating or contributing to any blogs, wikis, podcasts, digital classrooms, or other social media for classroom or, in most cases, for personal use, we expect you to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action and/or legal ramifications.

PHILOSOPHY:

In accordance with our school mission, philosophy, and vision statements, we expect OLGC Parish School students to set and maintain high moral standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow OLGC student's social networking page or account, they should immediately contact the Assistant Principal or School Counselor.

POLICY:

1. Students are expressly forbidden from using the school's logo and name and/or the name of staff on unofficial sites.
2. The school reserves the right to take disciplinary action for inappropriate content, including threats, taunts, defamation, invasion of privacy, phony sites and illegal, immoral, disrespectful and indecent postings and/or activity deemed disruptive or detrimental to the school or school community.

GUIDELINES:

1. In the online environment, students must remember that they are to conduct themselves online as in school.
2. Think before you post. OLGC asks students to use discretion when posting to the internet.
3. OLGC reserves the right to request school-related images or content posted without permission to be removed from the internet.
4. Do not misrepresent yourself by using someone else's identity.
5. Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
6. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers,

college admissions officers, or future employers to access. What you present on social networking forums represents you forever.

7. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
8. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, digital media, forums, groups, fan pages, etc.
9. Online stalkers and identity thieves are a real threat. Never share personal information about yourself or a member of the OLGC community, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
10. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account with you knowing about it, you could be held accountable.
11. Cyberbullying is considered an act of harassment. Refer to the *Behavior/Conduct Policy* in its entirety in this handbook.
12. Use of OLGC logos or images on your personal social networking site is prohibited. If you wish to promote a specific OLGC activity or event, you may do so only by means of a link to the official OLGC Parish School website or official OLGC Parish School social media page.

Resources: socialmediaguidelines.pbworks.com

APPENDIX F

Our Lady of Good Counsel Parish School Wellness Policy

Our Lady of Good Counsel Parish School is committed to providing a school environment that focuses on the development of lifelong practices that promote wellness, healthy eating and an active lifestyle to support student achievement in academics and overall well-being. We believe that our bodies are a gift from God and we are all called to take care of ourselves and each other as a gift.

The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs, and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

OLGC is committed to providing a school environment that promotes and protects our children's health, well-being, and ability to learn. In order to promote wellness in the academic, social/emotional, physical and spiritual realms, we commit ourselves to the following:

- To live by our core values and be directed by our mission in all that we do
- To nurture faith growth through liturgy, prayer, Chapel time, Sacramental life and example of Christian values.
- To provide access to a school counselor with resources in mental health
- To teach virtue based education
- To provide physical education classes for all students.
- To provide hot lunches and nutritional side options for students to eat
- To promote hand-washing or hand-sanitizing throughout the day, especially before eating
- To provide a clean, safe, and pleasant setting and adequate time for students to eat.
- To provide a safe play/recess area for students and to monitor the play areas.
- To encourage students to practice good dental hygiene.
- To be allergy aware and meet the needs of students with food or drug allergies by providing an allergy plan within our means. Classrooms will have allergy specific signs posted to inform all who enter.
- To provide snack time for all elementary students and educate them on what constitutes a healthy snack.
- To assist all children academically and to communicate with parents.

Parents are asked to support the Wellness Policy by:

- Living their faith life actively with their children.
- Partnering with the school in our virtue education and implementation
- Educating their children on what constitutes a healthy snack.
- Sending snacks to school that are healthy, such as fruits or vegetables.
- Informing the school of any specific food or drug allergies their children have.
- Educating their children on their specific allergy and medical needs if they have any
- Providing the necessary medical releases, forms and medications children may need during the school day.
- Providing a healthy breakfast each day, and if packing a lunch, to provide only healthy choices from each food group.
- Providing necessary accessories, such as travel bags etc., for epi-pens when one is required.
- Supporting all other school policies.

The Wellness Policy requires students, teachers, and parents to work together to build an environment that will produce healthy, young men and women.

APPENDIX G

CODE OF CONDUCT FOR VOLUNTEERS

Thank you for partnering with us in educational experiences for our students. Children are the most important gifts God has entrusted to us and so we ask you to follow this Code of Conduct for Volunteers.

A volunteer must:

- Meet the guidelines in the Safe Environments Policy, including the Protecting God's Children Workshop and background check.
- Follow the directives of the teacher/staff.
- Be attentive to any of the information given beforehand to volunteers regarding the event
- Use positive reinforcement to redirect students
- Be in control of his/her group at all times.

A volunteer is asked to refrain from:

- Conducting personal business while with students
- Using a cell phone while with students
- Smoking or being under the influence of any substance
- Using profanity or inappropriate language
- Engaging in conversations/activities with others that may distract from the supervisory role

If a student is unruly or will not follow the directives of the adult in charge, he/she is to be immediately taken to the teacher. Do not use punitive discipline. Seek out the teacher for assistance.

APPENDIX H

Our Lady of Good Counsel Parish School

Locker Agreement (4th-8th grades)

As a student at OLGC Parish School, I agree to the following with regard to school locker usage:

1. I will only use the locker assigned to me.
2. I understand that school lockers are school property and are on loan to me, as I attend OLGC Parish School. As such, any damage to the locker which I am assigned will be my responsibility.
3. The following items may **not** be used inside or outside of the locker: stickers, tape, or any tape adhesive. (Magnets may be used as long as they do not scratch the lockers.)
4. All of your belongings must fit in your locker. You may *not* store anything on top of the lockers.
5. At the end of each school day, lockers must be kept free from food and trash.
6. Locks have been purchased and issued by OLGC. I must use these locks to lock my locker before I leave at the end of the day.
7. I will be charged for any repairs to, and/or replacement of the locker for which I have been found responsible.
8. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
9. If there are any problems with lockers, I must notify my homeroom teacher within 24 hours.
10. Lockers may be inspected by the Administration at any time.

This agreement is signed off on the digital back to school forms done at the beginning of the year.

Some common symptoms

- Headache
- Pressure in the head
- Nausea/vomiting
- Dizziness
- Balance problems
- Double vision
- Blurry vision
- Sensitivity to light
- Sensitivity to noise
- Sluggishness
- Hazziness
- Fogginess
- Grogginess
- Poor concentration
- Memory problems
- Confusion
- "Feeling down"
- Not "feeling right"
- Feeling irritable
- Slow reaction time
- Sleep problems
- Appears dazed and stunned
- Disoriented or confused
- Forgets an instruction

UNDERSTANDING Information for parents and students (Content meets MDCH requirements)

CONCUSSION

What is a concussion?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. It can also be caused by the shaking or spinning of the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away.

If you suspect a concussion

1. SEEK MEDICAL ATTENTION RIGHT AWAY A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports.

2. KEEP YOUR STUDENT OUT OF PLAY

Concussions take time to heal. Don't let the student return to play the day of the injury and until a health care professional says it's OK. Students who return to play too soon-while the brain is still healing-risk a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime.

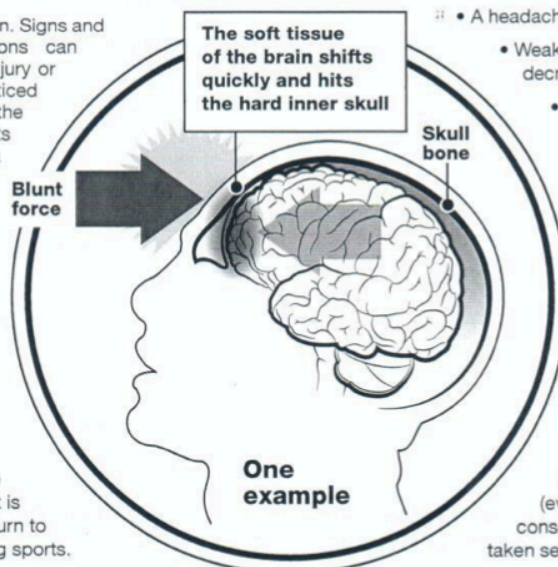
3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION

Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Concussion danger signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)



How to respond to a report of a concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion.

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

Sources: Michigan Department of Community Health and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

!!! WHEN IN DOUBT...SIT OUT !!!

APPENDIX J

RELEASE FOR DISPENSING OF MEDICATION FORM

_____ SCHOOL YEAR

We, the undersigned parent and/or guardian of:

Name Grade/Room # _____ Born ____/____/____ Student's
Mo. Day Year

do hereby sign and execute this release on behalf of us and on behalf of our minor son/daughter/ward.

Name of Medication: _____

Dose: _____

Time to be given: _____

Duration: _____

ATTACH DOCTOR'S NOTE REGARDING EMERGENCY CARE PLAN AND ADMINISTRATION OF MEDICATION.

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

Doctor's Signature

Please Print Name

Date

Phone Number

We hereby waive any liability whatever to the school or the Archdiocese of Detroit 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/Guardian Signature

Parent/Guardian Print Name

Date: _____

For the current School Year only

APPENDIX K

OLGC Parish School DRESS CODE

OLGC's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Students are reminded whenever they are wearing their school uniform that they are representing OLGC. It is our belief that students should respect each other for who they are, not what they wear. The staff will monitor student compliance with the dress code and if not compliant, parents will receive a DRESS CODE NOTICE from their student's teacher that must be signed and returned. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the dress code.

Please visit the uniform company's website (www.schoolbelles.com) with school code **S0510** or see the chart below for specific uniform information. Students should be dressed in their daily uniform (i.e. no *out of uniform* or gym uniform) on Mass days. Spirit Days will be announced throughout the school year. Students are allowed to wear a t-shirt or sweatshirt with the school logo, along with pants/shorts/skirts/jumpers and footwear that are in line with the dress code on Spirit Days. There will also be *out of uniform* dress days that will occur at different times throughout the year. On *out of uniform* or theme dress days, the uniform code applies, except in the areas indicated. The gym uniform in the chart below will be required for this upcoming school year.

****Items with an asterisk must be purchased through School Belles or Land's End.***

	Boys	Girls
K-8	<p>Pants/Shorts:</p> <ul style="list-style-type: none">• Pants/shorts must be solid color, no logos or emblems. Must have a button, zipper, and belt loops.<ul style="list-style-type: none">◦ Navy blue (K-6)Black (7-8)Shorts may be worn from April 15th through October 15th and must fall within one inch above the knee	<p>Pants/Shorts:</p> <ul style="list-style-type: none">• Leggings <u>are not permitted</u> unless under skirt or jumper• Pants/shorts must be solid color, no logos or emblems. Must have a button, zipper, and belt loops.<ul style="list-style-type: none">◦ Navy blue (K-6)◦ Black (7-8)• Shorts may be worn from April 15th through October 15th and must fall within one inch above the knee <p>Plaid Jumper:</p> <ul style="list-style-type: none">• *Blue/gray (K-4)• Solid gray, navy, white, or black tights, leggings, or bike shorts must be worn under skirt/jumper <p>Plaid Skirt:</p> <ul style="list-style-type: none">• *Blue/gray (5-6)• *Green/navy (7-8)• Solid gray (5-6), dark green (7-8) navy, white, or black opaque tights, leggings, or bike shorts must be worn under skirt/jumper

	<p>Tops:</p> <ul style="list-style-type: none"> • *Embroidered light blue polo (K-6) • *Embroidered dark green polo (7-8) • *Optional: Embroidered navy v-neck (K-6) or ¼ zip crew neck <u>sweater</u> (K-8) • *Optional: A+ Performance ¼ Zip-Navy with school monogram (5/6) • *Optional: Under Armour Hybrid ¼ Zip (7-8) • Students in 8th Grade may wear a class designed sweatshirt except on Mass days (purchased through the school) <p>Footwear:</p> <ul style="list-style-type: none"> • Socks (must be seen): • Navy, gray, white or black (K-6) • Dark green, gray, white, or black (7-8) • Shoes: Dress shoes or athletic shoes, no extreme high tops (above ankle/lower leg area) 	<ul style="list-style-type: none"> • Must be worn to the knee <p>Tops:</p> <ul style="list-style-type: none"> • *Light blue round collar blouse (K-4) • *Embroidered light blue polo (K-6) • *Embroidered dark green polo (7-8) • *Optional: Embroidered navy v-neck (K-6) or ¼ zip crew neck <u>sweater</u> (K-8) • *Optional: A+ Performance ¼ Zip-Navy with school monogram (5/6) • *Optional: Ladies Under Armour Hybrid ¼ Zip (7-8) • Students in 8th Grade may wear a class designed sweatshirt except on Mass days (purchased through the school) <p>Footwear:</p> <ul style="list-style-type: none"> • Socks (Solid and must be seen): • Navy, gray, white or black (K-6) • Dark green, gray, white, or black (7-8) • Crew, ankle, or knit knee • Shoes: Closed-toe dress shoes or athletic shoes <u>ONLY</u>. No wedges, extreme high tops (above ankle/lower leg area) or heels over 1 inch
	Boys	Girls
PE	<p>Pants/Shorts:</p> <ul style="list-style-type: none"> • *Black athletic/shorts with logo • *Black sweatpant or active pant with logo (new style as of 21-22') • Shorts may be worn from April 15th through October 15th and must fall within one inch above the knee <p>Tops:</p> <ul style="list-style-type: none"> • *T-shirt with logo • Optional: Embroidered long sleeve ¼ zip 	<p>Pants/Shorts:</p> <ul style="list-style-type: none"> • *Black athletic/shorts with logo • *Black sweatpant or active pant with logo (new style as of 21-22') • Shorts may be worn from April 15th through October 15th and must fall within one inch above the knee <p>Tops:</p> <ul style="list-style-type: none"> • *T-shirt with logo • Optional: Embroidered long sleeve ¼ zip

Hair	<ul style="list-style-type: none"> • Hair should be worn at an appropriate length. Appropriate length is considered not so long that it is in the boy's eyebrows, over the top of the ear, or below the top of his shirt collar. Tucking hair behind the ear does not meet the length requirements. • Hair should be neat, clean and properly maintained. • No unnatural or two-tone hair coloring 	<ul style="list-style-type: none"> • Excessive, large, or distracting accessories, and extreme or fancy hairstyles are not appropriate during the school day. • No unnatural or two-tone hair coloring
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Jewelry/Body Art/Make-up/Headware

- Girls are allowed to wear small earrings. More than one earring per lobe is not permitted.
- Young ladies in 7-8th grade may wear nail polish on their **natural nails**. Fingernails need to be short, neat, and clean. No fake nails are permitted.
- Young ladies in 7-8th grade may wear make-up in moderation. Bringing make-up to school is not permitted.
- Body art of any kind (including temporary ones) is not permitted.
- A single necklace consisting of a cross or Catholic medal may be worn.
- Hats are not permitted inside of the school building
- Smart watches are considered devices and covered under the Electronic Information Access and Use for Educational Purposes policy. They are allowed to be worn in school, **only** if the ability to communicate has been paused or turned off during the school day. Any use of this device for communication purposes would be in violation of this policy and subject to consequences.

Footwear:

All shoes must be closed-toe and practical for physical activity. (This means no croc type shoes or slippers etc.) Heels over one inch high are not permitted. Shoes should not have flashing lights, wheels or sounds. No extreme high tops (above ankle/lower leg area.) Athletic shoes may be of any color.

Outerwear

All students must wear appropriate outer clothing (boots, coats, hats, gloves, rain gear, etc.) to and from school. Students may be outside during cold or inclement weather for arrival, dismissal, and recess. (see Lunch Recess Policies). Students are not permitted to wear outerwear in the classroom.

Out of Uniform or Theme Days

- Students may not have an *out of uniform day* on a Mass day.
- Students may wear clean slacks, jeans, cords, athletic style pants, etc. (No holes or frayed edges), sweaters, sweatshirts or T-shirts (no tank tops, crop tops, pajama pants, nor logos, pictures, or slogans inappropriate for a Catholic school).
- Shorts may be worn from April 15th through October 15th and must fall within one inch above the knee. No running shorts allowed.
- Any part of the school uniform may be substituted for an item of clothing above.
- Hair code standards are the same as on uniform days.
- Socks must be worn and shoe standards are the same as on uniform days.
- OLGC upholds our value of modesty. Immodest clothing of any kind is never permitted. This includes tight fitting or clingy clothing, bare shoulders, bare backs, crop tops/midriff tops, “yoga type” knit pants, leggings worn as pants, sagging pants, and shorts over one inch above the knee, including running shorts. Any revealing or low-cut tops are prohibited. Administration reserves the right to determine what is immodest. If deemed inappropriate, students will be required to call home for a change of clothes.

Spirit Days

On designated Spirit Days, all students may wear a t-shirt or sweatshirt with the school logo along with clean slacks, jeans, cords, athletic style pants, etc. (No holes or frayed edges.) Spirit shirts will be sold at the Meet the Teacher event and then in the school office to wear on these days.

Parents, students and staff must work together to ensure that the dress code is enforced and supported.

Students who are not following dress code will be asked to change into appropriate clothing. Staff members may refer students to Administration for dress code violations. The Administration will make the final decision on all matters pertaining to dress code.

WE EXIST TO OFFER A LIFE-CHANGING ENCOUNTER WITH JESUS AND EQUIP LEADERS TO TRANSFORM THE CULTURE.

Our Lady of Good Counsel Parish School
1151 William Street, Plymouth, MI 48170 • IAMOLGC.com