

CABRINI MIDDLE SCHOOL

**St. Frances Cabrini Parish
Allen Park, Michigan
(313) 928 – 6610**

Student Handbook

**Mr. James Wasukanis, President
Mrs. Patricia Pollick, Principal**

Cabrini Middle School Grading Scale

A+	100 – 98
A	97 – 94
A-	93 – 92
B+	91 – 90
B	89 – 85
B-	84 – 83
C+	82 – 81
C	80 – 76
C-	75 – 74
D+	73 – 72
D	71 – 67
D-	66 – 65
F	64 – 0

This Planner belongs to:

NAME: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

Mission Statement

Cabrini Parish Schools are dedicated to education and personal development through Catholic faith formation and quality academics.

Philosophy

Cabrini Parish Schools believe all students have the ability to learn. With reliance on parental support, our task is to encourage, foster, challenge and create a positive impact on the students' formation of character and to enable them to establish a positive influence on society. With a strong emphasis on quality academics, we strive to:

1. Help students build a Christian community through students' relationship with Jesus Christ.
2. Present students with a curriculum designed to provide the necessary academic skills to continue education for life-long learning,
3. Provide students with opportunities to develop the total person in mind, body and spirit.

Our Motto

The Key to Your Future through A
Community of Faith

Cabrini Middle School promotes students doing their best in academics, athletics and attitude, through a faith-centered community. The Middle School exists to share, learn and express our faith within a nurturing, Catholic environment.

Student Planner

Students are required to have this book with them in all classes. They should read the pages, note the policies and understand the Spirit that permeates Cabrini Middle School. Students must keep track of any grades, homework assignments, quizzes and tests to verify that their grades are indeed correct. The passport page within the planner serves as a hallpass for the students to use throughout the day.

The School Day

7:55 AM first warning bell

8:00 morning prayer and announcements

3:04 PM dismissal

An Extended Day Program (EDP) is available for families needing this service. Contact the program director at 928-6116.

Attendance

Tardiness

Students who arrive after the 8:00 AM bell must report to the main office for admittance slip before going to their classroom. Tardies will be checked in every period throughout the day and reported to the administration. After three tardies in one class, a thirty-minute after school detention will be served. After 10 minutes, any tardy is recorded as an absence.

Absences

If a student is absent for any reason, his/her parent/guardian is to call the school between 7:15 and 7:45 AM.

Parents/Guardians may pick up assignments for a student who has been absent three or more days. After a request has been made to the office, the assignments may be picked up at 3:30 that same day, or anytime the next day.

If a child is absent more than twelve (12) days in a quarter, the school reserves the right to assign the student an "incomplete" (I) for the quarter. He/she will have two weeks to make up the work before the incomplete becomes a failure.

A child must be present a minimum of 160 days to be considered for promotion to the next grade.

Early Dismissal

If a student is to be excused from school during any part of the regular school day, he/she must give the main office a written note from a parent/guardian.

A student is not permitted to leave the school's premises without notification to the office and the teacher. Upon leaving, he/she must be signed out at the office by a parent/guardian or designated representative whose name is on file, before being allowed to leave the building. The student is responsible for any work missed during his/her absence. If the student is at the high school for classes or for lunch, he/she should be signed out at the high school attendance office

Dress Code

A student's appearance at school reflects an attitude of pride in self, school and the community. To reflect a spirit of the academic world, Cabrini Middle School students are required to dress in the following neat and clean attire:

Shirts –

- Solid white, solid navy or solid light blue oxford buttoned down collar shirt, which buttons down completely (long or short sleeves).
- White, navy or light blue polo-style shirt
ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES. Solid, white, short sleeved t-shirts may be worn under the dress code shirt.

Pants –

- Navy or **dark khaki (no light stone color)** uniform style dress pants, straight legged or with a reasonable flair, are permitted.
- The pants must have internal pockets
- No rivets or double seams are allowed
- **A BELT MUST BE WORN AT ALL TIMES.** The belt must be navy, black or brown in color.
- Tight fitting, stretch, sagging or fad-style pants are not allowed.

Skorts –

- Solid navy blue or plaid uniform skorts are permissible.
- The skorts must be either the pleated or the kick pleat style.
- The skorts must measure no more than 3" above the middle of the knee.

Shorts –

- Navy blue or **dark khaki** uniform style dress shorts may be worn from the start of school in August until October 15th and from April 15th until the end of the school year.
- Shorts are not to fall below the knee and must be at least fingertip length.
- No outside pockets, rivets or double seams are allowed.
- Clean, appropriate athletic shoes are permitted with the dress shorts.

Socks – White, navy, khaki or black socks must be worn.

Shoes – **Dark, solid colored**, sturdy school shoes, no higher than mid (ankle) length must be worn.

Not acceptable are: athletic shoes, sandals, clogs, hiking boots, open-toed or heel shoes, platform shoes or outerwear boots.

The shoes must have a back on them and the heel must not be higher than one inch.

Optional Accessories –

- A solid navy blue sweater vest or a v-neck or crew neck solid navy sweater is permissible.
- The navy PAWS sweatshirt is allowed
- **No other sweatshirts are allowed.**

Jewelry –

Must be lightweight, simple in style and kept to a minimum. (one necklace, one bracelet)

Large, chain-type jewelry is **unacceptable.**

Body piercing, with the exception of earrings, is **unacceptable.**

Earrings are to be worn in pairs only and only one pair is permissible. Small stud, drop or hoops are acceptable; long dangles or single earrings are not acceptable.

Make-up – is not permitted nor are colored nail enamels or fake nails.

Hats and outdoor jackets or coats – are not to be worn in the building during school hours.

Hair – must be kept neat and clean. Conservative hairstyles and natural hair colors are required.

Boy's hair must be above the eyebrow, over the top of the ear and above the top of the shirt collar. Facial hair is not permitted. **NO FAD, COLORED, TIPPED OR UNKEMPT HAIRSTYLES ARE PERMITTED.**

The dress code is in effect from the first day of school to the last, unless otherwise announced. The administration has the final decision regarding the appropriateness of the student's attire.

Physical Education Attire – navy blue mesh shorts, with a 5 - inch inseam, along with a gray Cabrini P.E. uniform tee shirt must be worn. Students must also obtain reversible navy/gold mesh jersey. All items may be purchased from the Spirit Store outside the main office.

Casual/jeans days/ Dance Attire – Jeans and pants must be neat and clean. Both the pants and shirt must be the appropriate size (not too baggy or too tight). Hooded and other sweatshirts are allowed.

Cabrini team shirts are allowed.

- Wind pants (nylon jogging suits) or sweatpants are **NOT** allowed.
- Tank, crop, bare midriff, tight fitting shirts or halter-tops are **NOT** allowed.
- No shirts with alcohol or drug statements or symbols demeaning to anyone will be permitted.
- No cut-off shorts are allowed.
- No vinyl/leather pants or skirts are allowed.
- Athletic shoes are allowed, with socks.
- Sandals and similar footwear are not allowed.

Dress-up Day – On days of special events, awards, pictures and special liturgies, students may wear non-dress code, business-like attire. Young ladies may wear dresses (with sleeves), skirts or dress pants with blouses and the like. Young men may wear shirts and ties, sweaters, etc. Socks or stockings must always be worn. **Shirts must be tucked in at all times.**

Appropriate occasions for dress-up days will be determined by the administration.

Sports/spirit day – On days of games, athletes, in that sport, may wear the team jersey, dress code shirt worn underneath, with dress code pants. The jerseys **must be tucked in at all times.** Failure to follow the rules may result in the loss of the team privilege.

Academic Requirements

Students must maintain an overall “C” (2.00) average for each semester of enrollment at Cabrini Middle School. Should a student fall below this average, he/she will be placed on probation for the following semester. Students and their parents will be notified of being placed on probation by mail. A parent is requested to set up an appointment as soon as possible with the administration. The student and his/her parent/guardian, and the administration will then decide on appropriate measures to ensure success and continuance at Cabrini Middle School.

Terms of Academic Probation

1. Students must maintain a “C” (2.00) average and display specific signs of improvement during the probation quarter.
2. Students must use the aid of a tutor during the probation period.

3. Students must not receive any failing grades during the probation period. Any deficiency in the above stated criteria may result in a request to withdraw at the end of the probationary quarter, or a failure to be promoted.

Honor Roll

There are two levels of Honor at Cabrini Middle School:

- Principal’s List: all A’s
- Honor Roll: all A’s and B’s (nothing below a B-)

All grades in the six core classes (Religion, Math, Science, Social Studies, English, and Reading) count toward determining the Honor Roll Status.

Class Work and Homework

One of the major goals of Cabrini Middle School is to prepare students for the challenges and responsibilities of a high school curriculum. To meet that goal, the class work and homework are often more challenging than students are accustomed to having. Students are encouraged to use this planner to maximize their organizational skills and to apply them to their studies.

Grading Policy

All teachers will supply the students with specific grading policies for their classes. Generally, each student is evaluated using a variety of assessment techniques including (but not limited to) written tests and quizzes, homework and class participation.

Report Cards/Conferences

Report cards are mailed home at the end of each quarter. Parent /Teacher conferences are scheduled in the first semester however, teachers or parents may request a conference at any time. Students may be required to be present and have their planner with them.

Semester exams will be given twice during the year and will count as 10% of the final grade.

Progress Reports

At the mid-point of each academic quarter, progress reports will be mailed home. The progress report will include grades for every class in which the student is registered. Teachers may choose to send home a progress report during the quarter as needed. Weekly progress reports may be sent home in special cases after a

conference and an agreement with administration.

Promotion/Retention

If a student fails to maintain academic eligibility or fails to meet the required numbers of days to be present in school, he/she may be subject to retention.

Code of Conduct

Courtesy and conscientious conduct are the keys to a student's behavior in school. A respectful attitude toward teachers and fellow students will permeate and solidify our community of faith. School regulations are not an unfair restraint on freedom, but rather a necessary prerequisite for a quality learning environment. Disciplinary action shall be applied with care and reserve. In every disciplinary action, the school shall use its published discipline code, in accordance with the School Policies and Rules Manual within the Archdiocese of Detroit's Policy Handbook dealing with probation, exclusion, suspension and expulsion.

In disciplinary situations, the principal, assistant principal, teacher, monitor or other appropriate staff member will take into consideration the seriousness of the offense, amount of harm or danger to person, property and the frequency of inappropriate behavior.

In order to alleviate discipline problems during school hours, the following procedures will be followed:

Detentions

A student may be given a detention if he/she ignores or refuses to comply with a rule. These rules may be written in the handbook or one of a particular teacher's classroom rules. A student will be given fair warning, written or verbal, that the violation has occurred and the next step is detention. Most often, detentions will take place during lunch. Students will eat their lunch in a quiet area, away from their peers.

Administrative detentions will be served after school or on Saturdays for a pre-determined amount of time with a staff member.

Detentions may be issued, but not limited to, the following reasons:

- Dress code violations
- Tardiness
- Unprepared for class
- Misbehavior
- Throwing snowballs
- Eating, or chewing gum

- Any violation that conflicts with the philosophy presented within our faith community

Conduct Referrals

Conduct Referral forms are used when a student is sent out of class or for any infraction for which the parents should be notified. The following are the steps within the disciplinary system that will be followed throughout the year.

1. A conduct referral form is filled out by a teacher for inappropriate behavior and given to the administration. The student will receive a copy and must take it home to have it signed by a parent/guardian.
2. Any student receiving **three** conduct referrals will serve an in-school suspension.
3. Any student receiving **six** conduct referrals will serve a two-day in-school suspension.
4. Any student receiving **nine** conduct referrals will serve a one-day out-of-school suspension. Parents must meet with the administration before their child may return to classes.
5. Any student receiving **twelve** conduct referrals will serve a two-day out-of-school suspension. Parents must meet with the administration before their child may return to classes.
6. Any student receiving **fifteen** conduct referrals will be permanently dismissed from the school.

Disciplinary Probation

Probation involves a specific amount of time in which a student is given the opportunity to prove that he/she will comply with school rules and regulations. During this period the student is in attendance at regular classes and school activities. The probationary period is at the discretion of the administration.

Exclusion-In-school suspension

Temporary exclusion involves removing a student from classes, lunch privileges and school-sponsored activities. The student is provided a place in school, under supervision, to complete class work and have lunch. At this time, the student is also excluded from ALL school activities.

Suspension-out of school

If a student is suspended from school, he/she is not permitted to return to classes until his/her parents meet with the administration. Participation in athletic events, dances, field

trips, etc. are not allowed. Decisions to suspend shall follow only after other means of motivation have failed and/or circumstances of crime, scandal or disruption necessitates this disciplinary action. All class work, quizzes, tests, given at this time may not be credited although the work may be completed and turned in to the respective teacher(s). The student is also suspended from ALL school activities.

Behavior which may result in suspension include:

- Fighting or inciting a fight (both physical and verbal)
- Possessing tobacco or tobacco products or lighters
- Pornography, alcohol or other controlled substances, legal or illegal
- Cheating or forging a signature
- Stealing (of a minor nature)
- Skipping class
- Leaving the school grounds without permission
- Inappropriate language or gestures (including sexual harassment)
- Any offense that endangers the safety of others
- Consistent lack of respect of the school rules

NOTE: the above list is **not inclusive**.

Expulsion

Expulsion involves the permanent dismissal of a student from the school. It shall be enacted either after repeated attempts (including suspensions) to correct serious violations of the school code of conduct have failed and/or when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate.

Athletics

The athletic teams of Cabrini Middle School are administered through the High School Athletic Director (Mr. Tim Kluka). The Middle School teams compete in the CYO leagues of the Archdiocese of Detroit.

Philosophy

Cabrini offers athletics as part of the school's philosophy of offering a well-rounded education. The CYO leagues are competitive programs. Our main focus in all sports is teaching the basic skills and good sportsmanship in a competitive organized sport.

Academic Eligibility for athletes

The eligibility standard for co-curricular activities at Cabrini Middle School is established for all sports. The standard is a Grade Point Average (GPA) of 2.0 achieved in the six major subjects for the previous marking period. If at the quarterly evaluation, a student who is playing a sport, or is planning to play a sport, fails to meet the 2.0 standard, then he/she will be placed on a 5 week waiver. The student may practice and play during these five weeks. At the progress report (5 weeks), if the student achieves a 2.0 average in the six major subjects (Religion, Math, Science, Social Studies, Reading and English), the student can continue playing. If the student fails to achieve a 2.0 GPA, the student is ineligible to play or scrimmage in any school sport until the student achieves a 2.0 GPA in the six major subjects at the next quarter. The fourth quarter grades of the preceding year will determine who is eligible for the 1st quarter of the following school year.

A waiver can be used only once during a school year. A student who is currently on an Individual Educational Plan (IEP) or on a 504 Plan, will be reviewed by the Principal and the Athletic Director to determine eligibility if the student does not achieve a 2.0 GPA.

All participating athletes will sign and comply with the rules of the CMS Athletic Rules contract.

Behavior Referral

Any Cabrini athlete who is having discipline problems in school is subject to a behavioral referral. Teachers may make a behavioral referral to the Administration. After a referral is made, the Administration/Athletic Director will:

- On the first referral, give the student a verbal warning.
- On the second referral, communicate, in writing, to the parent/guardian, placing the student on probation.
- On the third referral, the student will be given a one-game suspension.
- All referrals, after the third, will result in a game suspension.

Athletic Code of Conduct

- Athletes are representatives of our school and are to show true sportsmanship as representatives.
- Athletes are to follow their coach's directions at all times.
- Good sportsmanship is to be exhibited at all games by coaches, players and spectators, win or lose.
- Use of alcohol, drugs or tobacco is prohibited and could result in removal from the team.
- Students are responsible for uniforms and, if they damage or lose them, they are expected to pay for them.

Students may try out for any of the following teams:

Boys:	Girls:
Soccer	Soccer
Football	Volleyball
Basketball	Basketball
Baseball	Softball

Cafeteria

The High School cafeteria provides hot lunches, sandwiches, desserts and drinks every full day through the AOD program. Prices of individual items vary. Students may, of course, bring a bag lunch.

Candy/Food

GUM is NOT permitted at Cabrini Middle School or High School at any time!

Occasionally different groups, throughout the year, may sell candy to help raise money for specific projects. The prices are reasonable and students are encouraged to support these groups, since they directly benefit them.

Each teacher, however, sets the rules for eating in class.

Computer/Internet

A student may use a computer in the computer lab, or regular classroom at appropriate times, but he/she must have a signed **Acceptable Use Policy** on file before he/she may use the Internet at school. A signature of the parents/guardians must also be included on the form.

Electronic Devices

Radios, tape recorders, CD players, laser pointers, pagers, beepers, cellular phones, or other electronic devices **are not permitted** at Cabrini Middle School. They will be confiscated

and not returned until the end of the school year. **We will not be responsible for any lost or stolen electronic devices.**

Hall Order

During class changes at the Middle School or the High School, students must maintain appropriate and acceptable behavior. Running in the halls, loud obnoxious behavior or endangering others welfare will not be tolerated. This includes the walk to the High School for lunch or classes.

Liturgy

All Middle School students participate in the Eucharistic celebration of the Mass once a week. The preparation of the Mass is completed during the Religion classes within the Middle School.

Lockers

Each student will be assigned a locker. Students are to keep their combinations confidential. Students are not permitted to write on any surface of their locker or deface them in any way. Dry-erase boards are **NOT** allowed on the outside of the lockers. Students are permitted to use space organizers, or magnetic pads, as long as no surface is marred. Students will be responsible for damage caused to their lockers. At the end of the year, ALL stickers, tape or other adhesive material must be removed from the locker.

Medications

If a student is taking prescription medications, he/she must submit a signed release form to the main office. A signed physician's order indicating drug name, dose, time and duration must also be on file. Any medication must be stored in the main office, except for inhalers and/or epi-pens. When a student needs to take his/her medication, he/she must obtain it from the main office.

Textbook Policy

Each student is issued the required textbooks. Normal wear and tear is expected, but textbooks must be usable for next year's students. Students must keep books covered. Students who lose, damage or deface textbooks are charged full replacement cost.

Behaviors	1st Time	2nd Time	3rd Time
<p><u>Horseplay</u> “Goofing around” or “playing” that may include pushing, shoving, grabbing, tripping, or name calling in which there is no imbalance of power</p>	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ 15 second teacher intervention 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Student calls parent ○ 1 lunch detention 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Student calls parent ○ 2 lunch detentions ○ 1 day in-school suspension
<p><u>Mild Aggression</u></p> <p>Teasing Rumors, name calling, spoken or written insulting comments, or another behavior that would hurt other’s feelings or make them feel bad about themselves</p>	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Warning ○ Teacher documentation 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Lunch detention ○ Teacher documentation ○ Student completes form for parent signature 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ After school detention ○ Teacher documentation ○ Student completes form for parent signature
<p><u>Moderate Aggression</u></p> <p>Physical Contact Pushing, shoving, grabbing, throwing things, spitting, tripping, etc.</p> <p>Intimidation Threats of emotional or physical aggression, planned exclusion, etc.</p> <p>Personal Property Disrespect of personal property</p>	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ After school detention ○ Teacher documentation ○ Student completes form for parent signature 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ In school suspension ○ Teacher documentation ○ Student/administration call parent 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ 1 day in school suspension ○ Teacher documentation ○ Student completes form for parent signature ○ Student/administration call parent
<p><u>More Severe Aggression</u></p> <p><i>Physical Contact</i> – hitting/punching, kicking, fighting and similar behavior that risks injury to others</p> <p>Intimidation Stalking, severe threats of emotional or physical violence, harassment, repeated intimidation, etc.</p> <p><i>Personal Property</i>- Stealing or destruction of personal property</p>	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Suspension for the remainder of that day and the following day ○ Violence intervention form ○ Student/administrator call parent ○ Administrative discretion 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Suspension 1-3 days ○ Administrator calls parents ○ Violence intervention form ○ Parent/administrator conference ○ Administrative discretion 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Indefinite suspension ○ Administrator call parent ○ Violence intervention form ○ Parent/administrator conference ○ Administrative discretion
<p><u>Most Severe Aggression</u></p> <p>Vandalism, ethnic/sexual harassment, etc. Other behaviors that violate state statues</p>	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Indefinite suspension ○ Administrative discretion 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Indefinite suspension /expulsion ○ Administrative discretion 	<p>Date/Initials _____</p> <ul style="list-style-type: none"> ○ Reference definition ○ Indefinite suspension/expulsion ○ Administrative discretion