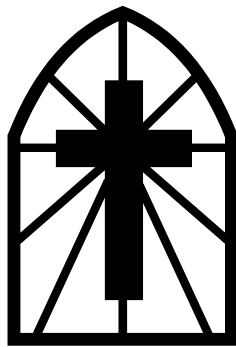


9/25/2017

# **ST. JOSEPH ELEMENTARY AND PRESCHOOL**



**2017 - 2018**

## **PARENT/STUDENT HANDBOOK**

**Sara Myers-Principal**  
**[smyers@bcacs.org](mailto:smyers@bcacs.org)**  
**269-965-7749 ext. 414**



St. Joseph Elementary and Preschool  
47 N. 23<sup>rd</sup> Street  
Battle Creek, MI 49015  
(269)-965-7749

Dear Parents and Students of St. Joseph Elementary and Preschool,

It is the purpose of our Catholic Elementary and Preschool to provide an education for our children that combines the highest academic standards with religious values. We proudly incorporate our mission statement into each part of your student's day.

To achieve this purpose, cooperation between home and school is indispensable. Cooperation requires mutual understanding. This book will bring to your attention basic policies and procedures of our Catholic Elementary School.

Please feel free to contact our office with any specific questions that may arise, or any further clarification that you may need. It is our privilege to serve you. It is our desire to keep the lines of communication open between home and school, parents and teachers.

We hope that this coming year will be an enjoyable and holy one for all of us here at St. Joseph Elementary.

Sincerely,  
Sara Myers, Principal  
St. Joseph Elementary and Preschool

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# St. Joseph School

## Mission

St. Joseph Elementary & Preschool, in partnership with parents, community, and the Catholic Church provides students with an excellent education and a solid faith formation. Students will know the Faith, share the Faith, and live the Faith.

### BELIEF STATEMENT

#### **We believe**

We are a Christ-centered school, in which religion is to be taught on a daily basis as well as woven into the entire curriculum

Participation of the family is an essential source of support for Catholic education

Children have the right to learn in a safe, structured, and orderly environment

Positive discipline will enhance the development of strong self-esteem and responsibility

The complete development of the child goes beyond academics and incorporates spiritual and social development

Our children should be taught to be accepting and respectful of individual differences

Service to the community should be part of the educational process

Networking with the greater Battle Creek community enhances educational and social development

Learning is a lifelong process

# BATTLE CREEK AREA CATHOLIC SCHOOLS VISION STATEMENT

The Battle Creek Area Catholic Schools are a preschool through 12<sup>th</sup> grade school system dedicated to personal and academic excellence, committed to providing an accepting and nurturing Christian learning environment. This highly respected Catholic school system fosters the development of faith by building a strong relationship with God through quality spiritual formation. Our students actively witness their faith through lifelong service within the greater community.

The Battle Creek Area Catholic Schools develop and educate the whole student – academically, morally, spiritually, emotionally, and physically. Students are engaged in a meaningful, relevant, and secure learning environment that utilizes current, state of the art resources. The schools challenge, inspire, and excite a diverse student population to reach their potential. We further believe...

<b>Learning</b>	...students are well prepared for college and have the skills and knowledge to apply what they have learned;
<b>And</b>	...teachers and administrators are of the highest quality – dedicated, compensated fairly, and serve as role models of faith and learning through continued professional development;
<b>instruction</b>	...individuals learning styles are recognized: accommodations are provided as resources permit.
	...technology and other resources are current, dynamic, and integrated in support of curriculum.
<b>School environment</b>	...learning takes place in an environment in which all students are welcome; regardless of faith, socio-economic status, physical ability, or race.
<b>And</b>	...opportunities abound for students within the academic, fine arts, and extra-curricular programs;
<b>Culture</b>	...students, families, teachers, and the community form a partnership that enhances and supports student learning;
	...continuity and consistency exist in philosophy, curriculum, leadership, and governance across the pre-K-12 system.

**School Hours: 8:00 a.m. - 3:10 p.m.**  
(Bell rings at 8:00; all students must be in classroom by 8:10am)

**Office Hours:** 7:30 a.m. - 4:00 p.m.  
**Extended Day Hours:** 3:10 p.m. – 6:00 p.m.  
**Phone Numbers:** (269) 965-7749 (7:30 a.m. - 4:00 p.m.)  
 Extended Day Room- phone number: (269) 969-0056

**Pastor Representatives**

St. Philip Catholic Church	Fr. John Fleckenstein
St. Joseph Catholic Church	Fr. Christopher Ankley
St. Jerome Catholic Church	Fr. Christopher Ankley

**Principal- Mrs. Sara Myers**                      Email: [smyers@bcacs.org](mailto:smyers@bcacs.org)

**Asst. Principal- Miss Katie Reed**                      Email: [kreed@bcacs.org](mailto:kreed@bcacs.org)

## ST. JOSEPH ELEMENTARY STAFF

### **Sara Myers- Principal ([smyers@bcacs.org](mailto:smyers@bcacs.org))**

Sara Myers is a former student of St. Joseph Elementary and Junior High. She graduated from Central Michigan University in 1996 with a Bachelor of Science Degree in Elementary Education, earned a Master of Arts in Elementary Teaching in Learning from Western Michigan University in 2003, and a second Master's Degree in School Principalship from Central Michigan University. Sara and her husband Matt have three children that attend Battle Creek Area Catholic Schools. As a family they enjoy camping and visiting family in the Upper Peninsula.

### **Katie Reed- Assistant Principal ([kreed@bcacs.org](mailto:kreed@bcacs.org))**

Katie is a 2000 graduate from Saint Philip high school. She earned her Bachelor of Science degree in Social Studies with a concentration in Secondary Education from Olivet College. She will also complete her Master's degree in Educational Leadership with a concentration in Catholic Schools from the University of Dayton in December, 2016. Katie has taught Social Studies and coached various athletic programs at Saint Philip high school for over ten years. She is a third generation tiger and one of twenty-eight immediate family members to graduate from BCACS. Although Katie doesn't have any children, she loves our students as if they were her own and is looking forward to the transition of working with tiger cubs this academic school year.

### **Kelly Francisco- Preschool ([kfrancisco@bcacs.org](mailto:kfrancisco@bcacs.org))**

Kelly graduated from St. Philip Central and continued her education at Western Michigan. She graduated from Western Michigan University in, 2007 with a BA in Social Work and a minor in Sociology. She also has her certificate in Early Childhood. She taught in a childcare setting at St. Philip Catholic Central for four years while still attending WMU. Kelly taught Emotionally Impaired children at Dorris Klaussen for six years. She is married to Jason Francisco and has two beautiful children Caleb and Collins. She is proud to share that both Caleb and Collins are enrolled at St. Joseph Elementary and Preschool.

### **Amiee Downey- Preschool & Transitional Kindergarten ([adowney@bcacs.org](mailto:adowney@bcacs.org))**

Amiee graduated from Albion College in 2003 with a BA in English and Elementary Teacher Certification. She also attended Spring Arbor University and received her Early Childhood Endorsement. She taught Kindergarten for 9 years and has been teaching preschool and our Transitional Kindergarten programs for 5 years. Amiee is married to Patrick Downey and they have four children, Ellery, Leah, Spencer, and Carter. They look forward to all four of their children attending and graduating from Battle Creek Area Catholic Schools.

### **Riki Albert- Preschool & Transitional Kindergarten Aide ([ralbert@bcacs.org](mailto:ralbert@bcacs.org))**

Riki Albert has been on staff with St Joseph School since 1999. She began her career as the Director for the Extended Day Afterschool and Summer Care Programs. Following the unexpected death of her beloved husband in September of 2003, she resigned from her directorship and accepted a less demanding job of her responsibilities to the program by working as a paraprofessional in the classrooms. She has worked with most grade levels and has assumed other job titles throughout her time here. Presently she works with the Preschool Program and Transitional Kindergarten. Riki has three treasured grown sons, Mark, Taylor, and Travis, and four cherished grandchildren. Two of which reside in Hawaii and the other two close by.

### **Brooke Schmitz Kindergarten ([bschmitz@bcacs.org](mailto:bschmitz@bcacs.org))**

Brooke attended St. Joseph School Pre-K through 8th Grade and graduated from St. Philip High School in 2000. She continued her education at Albion College graduating in 2005 with a B.S. in Mathematics and Elementary Education. Brooke became a staff member of the BCACS community in 2011 and feels very blessed to be back where she started her educational career!! She and her husband, Joel, are the proud parents of a daughter, Sophie, who will attend our Transitional Kindergarten program this year.

**Nancy Lussier Interim teacher- Kindergarten (nlussier@bcacs.org)**

Nancy is completing her elementary education degree at Western Michigan University. She joined us as a substitute teacher in 2015, was an aide for preschool in 2016, and has joined us this year as our interim kindergarten teacher. All four of her children attend BCACS. She and her husband Nathaniel, are intricately involved in our school community, boy and girl scouts, and our catholic churches.

**Devin Dubois- 1<sup>st</sup> grade- (ddubois@bcacs.org)**

Devin graduated from Western Michigan University with a B.S. in Early Childhood Elementary Education, and minors in Language Arts and Social Studies in 2013. Devin is currently in her fourth year teaching. She taught Kindergarten for one year and 1st grade for three years between St. Joseph Elementary School and St. Keiran Catholic School in El Cajon, CA. Starting in the Fall of 2016, Devin attended Western Michigan University focusing on the Literacy Studies Master's Program, she will graduate in June of 2018. In January of 2017, Devin got engaged to her fiance Anthony Brown, and their wedding will be in the summer of 2018.

**Amy Doyle- 1st Grade (amydoyle@bcacs.org)**

Amy graduated from Western Michigan University, with a BA in Elementary Education, and an Early Childhood minor in 1993. She began at St. Philip Elementary, teaching first grade and, later, kindergarten. Amy earned her Reading Recovery certification, and taught Reading Recovery to first grade students for 13 years. In 2003, she received her Masters, with an emphasis in Reading. For ten years, she taught part-time and was Asst. Principal of St. Joseph Elementary. For three years, Amy was the Co-Principal of St. Joseph Elementary School and St. Joseph Middle School. Amy is thrilled to be back in the classroom for the past 5 years, this year teaching first grade. She and Kevin have three children-Allyson, Alex, and Kate; son-in-law, Michael; a grandson, Benjamin, and another grandson on the way.

**Barbie Carrier- 2<sup>nd</sup> Grade (bcarrier@bcacs.org)**

Barbie graduated from St. Philip in '89. She is very proud to say that she is part of four generations that have gone through BCACS or are currently attending. She is a graduate of Michigan State University, with a Bachelor of Science degree, she has also received her teacher certification from Grand Valley State University, as well as her Masters of Elementary Education. She has taught several years in various grade levels that include Kindergarten, Third, Fourth, and Fifth Grade. She is married to Bruce and they have two wonderful children-Zoe and Keegan. They love to spend time with their family.

**Patti Kuenzel- 3<sup>rd</sup> Grade (pkuenzel@bcacs.org)**

Patti is a 1987 graduate of St. Philip. She earned her degree in education from Michigan State University with minors in language arts and science in 1991. She has been teaching at St. Joseph since 1992. Patti's husband works for Farm Bureau Insurance and their two children attended BCACS from preschool through 12th grade.

**Rachel Andersen- 3rd Grade (randersen@bcacs.org)**

Rachel attended St. Philip through her elementary and middle school years and is a 2002 graduate of Gull Lake. She received her degree in elementary education in 2010 from Miller College with a major in language arts. Rachel and her husband Jesse have three daughters, and two of them will be starting their education here at St. Joe. Rachel is happy and excited to once again be a part of the BCACS family.

**Elizabeth Casterline- 4<sup>th</sup> Grade (lcasterline@bcacs.org)**

Liz graduated from Western Michigan University with a BA in Arts in Special Education (Visually Impaired) and Elementary Education in 1995. Liz and her 6 brothers and sisters all attended BCACS. Liz has taught at St. Joseph for over 15 years. During that time she has taught 2nd, 4th, 5th, and elementary computer classes. Liz is currently completing her Math Recovery certification through the Calhoun Intermediate School District. She and her husband, Scot, celebrated their daughter, Meagan's, graduation from BCACS this past spring. Their son, Ryan, will be entering our middle school this fall.

**Linda Hamel- 5<sup>th</sup> Grade (lhamel@bcacs.org)**

Linda received her B.A. Degree from Central Michigan University and a Master of Education from Nazareth College. She has taught within the Diocese of Kalamazoo since 1988 and at St. Joseph Elementary since 2000. Linda and her husband, Roger, have five children and are proud grandparents. This year we will celebrate Linda teaching her 30<sup>th</sup> year within the Diocese of Kalamazoo.



**Ayesha Franklin- Choir & Music (afranklin@bcacs.org)**

Ayesha Franklin received her Master of Music Education from Western Michigan University and her Bachelor of Music Education from Indiana University. She has taught preschool and K-12 choral and general music in Indiana, Illinois, and Michigan. In addition to her position at St. Joseph, Ayesha teaches early childhood music classes across Calhoun County. She also serves as a member of the Calhoun County Arts Grant review committee of the Battle Creek Community Foundation. Mrs. Franklin lives in Hastings with her husband, Rich, and children Zach and Zara.

**Caroline Greenman- Enrichment & Transitional Kindergarten (cgreenman@bcacs.org)**

Caroline received her Bachelor of Education degree from CMU in 1986. She is certified to teach kindergarten through 8<sup>th</sup> grade in all subject areas. She is married to Todd and they have 3 daughters, Jenna(Stephen), Anna, and Carrie, and one son, Jack, that have all graduated from St. Philip Catholic Central. Teaching some of our smallest students in our Transitional Kindergarten & Enrichment program s, she smiles everyday as your students share their stories, giggles, and love of family and faith.

**Beth Hutchison- Instructional Specialist (bhutchison@bcacs.org)**

Beth earned her Bachelor of Science degree in Home Economics/Family Living from Michigan State University in 1978 and her Masters degree in Reading from Western Michigan University in 2004. She joined St. Joseph Elementary in 2001 and has taught first and second grades. In 2006, Mrs. Hutchison developed the Learning Zone which provides a literacy intervention program for students. She continues to teach to individuals and small groups in the Learning Zone. Mrs. Hutchison's husband, Jerry retired after working for the City of Battle Creek for 32 years. They have two adult daughters and one precious granddaughter.

**Tina Sprague- Elementary Technology & Middle School Science -(tsprague@bcacs.org)**

Tina graduated from Western Michigan University with a BS in Elementary Education. She and her husband Dave have three boys that attend our Catholic schools, and one son that graduated in 2016 from St. Philip Catholic Central and currently attends Columbia University. Tina started teaching at St. Joseph in 1994 and returned in 2011 after taking time off for her family. She is excited to return to the middle school classroom this year.

## **BCACS School Board**

**The BCACS School Board is a consultative body for St. Joseph Elementary, St. Joseph Middle School and St. Philip Catholic Central High School.**

Please contact the BCACS (269-965-7749, [cerskine@bcacs.org](mailto:cerskine@bcacs.org)) offices for a list of current board members.

**Meetings are held once per month. A schedule is published at the beginning of each school year. Location of meetings changes between St. Joseph and St. Philip. Meetings are open to the public. Please see page 40 for a page detailing the protocol for “Guests at Board Meetings.” Please call Cathy Erskine at 963-1131 for more information.**

# GUIDELINES AND PROCEDURES

**Absence:** See “Sick Children”, page 30. When a student is absent during the school day, we strongly encourage that she/he not attend any after-school or evening activities, including scouts, sports practices, etc.

## Absence/Tardy Policy & School Hours

Any time a student arrives to school late or leaves school early is considered part of a child’s overall attendance record. Parents of students whose attendance may be of concern will receive a letter outlining their child’s attendance history and requesting that they take steps to ensure that the student is at school all day, every day.

**School starts when the bell rings at 8:00 a.m.**  
**Children should be in school by this time.**

**If student ARRIVES:**            8:10 a.m. – 9:30 a.m. they are marked **tardy**.

9:30 a.m. and on they are marked for a ½ **or full day absence** as applies.

**If student DEPARTS:**        Before 1:30 p.m. they are marked for a ½ **day absence**.

After 1:30 p.m. it is not counted as an absence or tardy because the student has attended a majority of the school day.

## SCHOOL HOURS

Office Hours	7:30 a.m. – 4:00 p.m.	
Elementary School Hours	8:00 a.m. – 3:10 p.m. (Full Days)	
	8:00 a.m. – 11:20 a.m. (Half Days)	
	Grades:	Lunch/Recess Times
	3, 4, & 5	11:05 – 11:50
	K, 1, & 2	11:35-12:20
2 and 3 Day Preschool Hours	8:10 a.m. – 11:00 a.m. 12:15 p.m. – 3:00 p.m.	
5-Day Preschool and Child Care	7:30 a.m. – 5:30 p.m. (Preschool 12:15 – 3:00 daily)	
Enrichment for TK	8:00 a.m. – 12:15 p.m.	
Transitional Kindergarten	12:15 p.m. – 3:10 p.m. If a student arrives after 12:30 they will be marked Tardy.	

## **Academic Program:**

Our Catholic Elementary School offers a full academic program, including theology, math, reading, English, spelling, writing, science, social studies, handwriting, physical education, music, and art. Additional offerings include computer class, library skills, and fifth grade band and choir.

## **Accreditation:**

St. Joseph Elementary School is accredited by the Michigan Non-Public School Accrediting Association, a chapter of the National Federation of Non-Public School State Accrediting Associations. The Battle Creek Area Catholic Schools re-accredited in April 2015.

## **Admissions:**

In accordance with Title XI of the Educational Amendments of 1972, our Catholic Elementary School does not discriminate in either its admission policies or its employment practices on the basis of sex, race, national origin, and/or handicapping condition, if, with reasonable accommodations the child can be serviced and/or the teacher/staff can perform their required duties. The school administrator shall be considered the coordinator for this title.

Children who reach their fifth birthday after September 1<sup>st</sup> during the year of requested admission would not be accepted for kindergarten. Children who reach their sixth birthday after September 1<sup>st</sup> of the requested admission year will be evaluated on an individual basis for first grade. Students being admitted for first grade must have attended kindergarten. A birth certificate must be provided for all children registered at our school.

All children of Kindergarten age that are enrolling at St. Joseph will be screened and assessed using the Gesell Developmental Assessment. Based on those results and the professional observations of the teacher giving the assessment, children will be placed in either Transitional Kindergarten or Kindergarten to best meet each child's developmental needs.

Michigan Law requires that each child be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, Hepatitis B, and chicken pox before entering school for the first time. In accordance with this law, our Catholic Elementary School requires all students to submit proof of these current immunizations prior to admission.

A copy of a Baptismal certificate is needed for any child baptized in the Catholic Church, and planning to receive First Communion.

## **Adoration:**

St. Joseph Parish holds adoration of the Blessed Sacrament every Friday from 8:30 – 4:45. Benediction follows 4:45-5:00.

## **Arrival and Dismissal:**

**See the St. Joseph Elementary Student Drop-Off and Pick-up Procedures Sheet (page 34 ).** For their safety, children should always be supervised. Students should not arrive at school any earlier than 7:30 a.m., unless they sign-in for Early Morning Care. Students are not allowed to remain on the church side of the school parking lot at any time. Any student being delivered by automobile should be dropped off and picked up in the designated area of the school parking lot to prevent injuries. Parents are to remain in their car during 7:30-8:00 drop-off and during pick-up. In

## **Arrival and Dismissal (cont'd):**

the morning, children should remain in the safe, supervised fenced area. Children should not be dropped off in the front of the school, unless they are late (with the exception of preschool parents who walk their children in). Preschool parents must sign your student in at the main office and get a pink preschool pass to gain access to our hallways.

## **Asbestos:**

Our school has been inspected for asbestos. At this time all material has been brought up to code. Upon request of the school administrator, this report will be made available for your review. The asbestos binder is kept in the custodian's office.

## **Attendance:**

It is important that all students be punctual in arriving to school. School begins at 8:00 a.m. It is very important that students arrive at school at or before 8:00 a.m. **Excessive tardiness may be a detriment to your child as the classroom teacher has already begun lessons or activities that are difficult to duplicate exactly upon a child's late arrival.** In addition, much social interaction takes place during the first few minutes of the school day. That settling-in period is important for your child to have. **If a student is not in their classroom by 8:10 a.m., he or she will be counted tardy.** Students who are tardy to school are to report to the school office upon arrival, with their parents. Parents must sign students in and students need to receive a tardy slip to be admitted into class.

Tardies (like absences) become part of your child's permanent school record.

Classroom activities are often in progress right up until our 3:10 dismissal time. **Please avoid early pick-ups whenever possible.** If doctor appointments, etc. cannot be made outside of school hours, advance notification should be given to the teacher preferably in the form of a written note or e-mail.

**When it is necessary to pick up a student up during school hours, please come directly to the school office.** The office will call the student from the classroom on the PA. Please DO NOT go directly to the room as this disrupts the class. Students entering or leaving the building at any time other than the start or end of the day, must report to the office and be signed in or out by the person picking them up or dropping them off.

## **Behavior Guidelines:**

Our Catholic Elementary School provides a unique experience for students. We provide a well-rounded, structured elementary program. During these formative years, new interests, feelings, and anxieties develop and the student must deal with them. The home, school, and church, working together, can assist the student in coping with their maturational development. The primary aim in establishing any behavior guideline is to have students gain respect for others and to learn in a safe, secure setting.

Our staff operates in a fashion according to commonly accepted forms of human behavior and relationships. However, there are certain forms of behavior which cannot be tolerated, particularly when these behaviors threaten the physical and emotional well-being and safety of the student or others. When improper conduct interferes with the educational advancement of students, this is a matter of serious concern.

As school personnel, we are responsible for your child's safety and conduct in your absence. Students are expected to maintain standards of conduct which reflect Christian principles and teaching.

**An important philosophical viewpoint of our school is that “teachers are allowed to teach, and students are allowed to learn.”** Any behavior of a child that interferes with this process will be addressed. Students are expected to adhere to rules that help maintain St. Joseph Elementary as a clean, safe, and orderly environment.

Misbehavior that is repetitious or serious in nature often indicates a deeper emotional problem that the student is experiencing. Thus, applying regular discipline measures does not get to the root of the problem. Our staff will keep constantly alert to the possibility of this kind of situation.

The school faculty and staff will do all in their power to maintain correct order and discipline, and to see that firm, fair and consistent measures of correction and consequences are applied whenever necessary. However, the school strongly believes that the home is basically accountable for the correction of offenses that are repetitious and/or serious in nature.

The administration of the school has the right to make exceptions to either the guidelines and/or consequences for behavior. Where the diocese has a policy in place to deal with violations, that policy will take precedence over all others. Corporal punishment is unacceptable and will, at no time, be used in our disciplinary procedures.

On page 16 is a rubric that outlines what we consider to be inappropriate behavior and a plan for addressing these behaviors.

<p><b>Level 1</b> <b><u>Behavior that is horseplay</u></b></p> <ul style="list-style-type: none"> <li>Shoving</li> <li>Grabbing</li> <li>Tripping</li> <li>Pushing</li> <li>Name calling/teasing</li> </ul>	<p><b>First Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>verbal reminder</li> <li>documentation</li> <li>apology of action</li> </ul>	<p><b>Second Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>verbal reminder</li> <li>documentation/note home</li> <li>apology of action</li> <li>1 day loss of recess/lunch in office</li> </ul>	<p><b>Third Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>verbal reminder</li> <li>documentation/note home</li> <li>apology of action</li> <li>2 days loss of recess/lunch on office</li> <li>Time to Think Form</li> </ul>	<p><b>Fourth Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>documentation/note home</li> <li>apology of action</li> <li>student calls parents</li> <li>3 days loss of recess/lunch in office</li> <li>Time to Think Form</li> </ul>
<p><b>Level 2</b> <b><u>Mild Aggression/Teasing</u></b></p> <ul style="list-style-type: none"> <li>Teasing</li> <li>Name-calling</li> <li>Put-downs</li> <li>Insulting remarks/rumors</li> <li>Mean/rude gestures</li> <li>Mean notes/playing a mean trick</li> <li>Swearing/inappropriate language</li> <li>Threatening</li> <li>Taunting/ridiculing/humiliating</li> <li>Verbal retaliation for someone reporting others</li> </ul>	<p><b>First Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation/note home</li> <li>Apology of action</li> <li>1 day loss of recess/lunch in the office</li> <li>Time to Think Form</li> </ul>	<p><b>Second Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation/note home</li> <li>Apology of action</li> <li>2 days loss of recess/lunch in office</li> <li>Time to Think Form</li> </ul>	<p><b>Third Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Student calls parents</li> <li>Apology of action</li> <li>3 days loss of recess/lunch in recess</li> <li>Time to Think Form</li> </ul>	<p><b>Fourth Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Conference with parents</li> <li>Apology of action</li> <li>4 days loss of recess/lunch in recess</li> <li>Time to Think Form</li> </ul>
<p><b>Level 3</b> <b><u>Moderate Aggression</u></b></p> <ul style="list-style-type: none"> <li>Hitting/kicking</li> <li>Pinching</li> <li>Spitting/biting</li> <li>Throwing objects</li> <li>Physical retaliation for someone reporting</li> </ul>	<p><b>First Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation/note home</li> <li>Apology of action</li> <li>2 days loss of recess/lunch in the office</li> <li>Time to Think Form</li> </ul>	<p><b>Second Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Student calls parents</li> <li>Apology of action</li> <li>3 days loss of recess/lunch in the office</li> <li>Time to Think Form</li> </ul>	<p><b>Third Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Conference with parents</li> <li>Apology of action</li> <li>½ day in-school suspension</li> <li>Time to Think Form</li> </ul>	<p><b>Fourth Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbaremind</li> <li>Documentation</li> <li>Principal calls parents</li> <li>Apology of action</li> <li>1 day in-school suspension</li> <li>positive behavior plan with parents</li> </ul>
<p><b>Level 4</b> <b><u>Severe Physical Contact/Aggression</u></b></p> <ul style="list-style-type: none"> <li>punching/fighting</li> <li>stealing</li> <li>damaging/destruction of property</li> <li>racial/ethnic or sexual name calling</li> <li>severe harassment or behavior that may injure self or others and/or disrupts the learning environment</li> </ul>	<p><b>First Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Principals calls parents</li> <li>Apology of action</li> <li>Suspension remainder of day plus one day-out-of-school suspension</li> <li>Time to Think Form</li> </ul>	<p><b>Second Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Principal calls parents</li> <li>Apology of action</li> <li>2 days out-of-school suspension</li> <li>Time to Think Form</li> <li>Parent meeting before student returns</li> </ul>	<p><b>Third Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Principal calls parents</li> <li>Apology of action</li> <li>3 days out-of-school school suspension</li> <li>Parent meeting before student returns</li> </ul>	<p><b>Fourth Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Verbal reminder</li> <li>Documentation</li> <li>Principal calls parents</li> <li>Apology of action</li> <li>4 days out-of-school suspension</li> <li>Parent meeting before student returns</li> </ul>
<p><b>Level 5</b></p> <ul style="list-style-type: none"> <li>Behavior that results in injuring another</li> <li>severe harassment or behavior that may injure self or others and/or disrupts the learning environment</li> <li>Having a weapon at school</li> <li>Aggressive behavior requiring calls to either police or EMS</li> </ul>	<p><b>First Time</b> <b>Date:</b> _____</p> <ul style="list-style-type: none"> <li>Principal calls parents</li> <li>Out-of-school suspension and/or expulsion</li> <li>Parent meeting</li> <li>Individual Behavior Plan if allowed to return</li> </ul>	<p>*This rubric is intended to be used for guidance. Administrative discretion will be used to meet the needs of each child and adjust consequences as needed.</p>	<p><b>St. Joseph Elementary will uphold all state and federal laws and proper authorities will be notified.</b></p>	

## **Birthdays:**

Often students wish to bring a special treat on their birthday. Please work out details for this in advance with the child's teacher. If treats are brought to school, they are to be provided for everyone in the class. Please provide treats that are in individual portions. It is difficult and time-consuming for a teacher to cut up a cake or cookie and pour juice. Also, it is helpful if you can provide plates and napkins along with your treat.

## **Birthday Parties:**

**Invitations to a party being held outside of school are to be mailed from home.** An exception to this rule would be when the entire class is invited, or all girls or all boys from the same class. We strongly discourage pick-up of students for birthday parties directly from school, as this causes many hurt feelings.

## **Bullying Policy:**

St. Joseph School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **Bus Transportation:**

Afternoon bus transportation is provided for all students living in the Lakeview School District within one mile or more from their particular Lakeview neighborhood school. After school, Lakeview busses pick students up at St. Joseph to take them to their designated stop. Students are expected to follow bus rules, which are posted and discussed for the children's safety. If a problem occurs, parents will be notified, and students may lose the privilege of riding the bus. Questions regarding bus transportation? Please call the Lakeview Bus Garage at 269-565-2490.



# Cafeteria (see Lunch Program):

## CAFETERIA RULES:

- Use an indoor voice.
- Do not save seats. Welcome anyone who would like to sit next to you.
- When you need something, please raise your hand and ask for assistance. Permission must be given to be out of your seat.
- Stay in the cafeteria unless you have been given permission to go to the bathroom, to get a drink, or retrieve something from your classroom or locker.
- Practice good table manners and avoid disturbing other students.
- Show respect to all, and follow the directions of all supervisors.
- Avoid the use of improper language.
- Fighting is not allowed.
- Walk at all times in the cafeteria.
- Lights out means complete silence.
- Please remain in your seat until your table is dismissed.
- When dismissed, clean up all of your garbage, and walk out for recess.

## Cancellation of School:

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation. **Cancellations are always shown on our Facebook page – Battle Creek Area Catholic Schools.** You can also find cancellation information on the radio and television (specifically WBCK 95.3FM, 104.9 FM and television channels 3 or 8). In the unusual circumstance where school must be cancelled during the school day, teachers and office staff will determine that students have satisfactory transportation and supervision before releasing them from school.

**Before and after school care is not available on days when school is cancelled.**

## Change of Address/Phone:

Every change of address or phone number must be reported to the office. Up-to-date records are essential in handling emergency situations.

## Child Care - AM (Early Morning Care) and PM (Extended Day) School Care:

St. Joseph Elementary School offers both a before school and after school day care. There is a fee for these services. Parents must sign students in for the Early Morning Care. **Pre-registration is required for Extended Day.** If you are interested in either program and would like more information, please contact the school office at 965-7749 or Extended Day at 969-0056.

Early Morning Care hours:	7:00 – 7:30 a.m.	Fees:	None
Extended Day hours:	3:10 – 6:00 p.m.	Fees:	\$5.00/hour
	For ½ day use		\$5.00 /hour

## **Child Abuse and Neglect Guidelines:**

Child care providers are mandated reporters. Under the Child Protection Law, child care providers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling 1-855-444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to 1-616-977-1154 or 1-616-977-1158 or emailed to [DHS-CPS-CIGroup@michigan.gov](mailto:DHS-CPS-CIGroup@michigan.gov). Reporting the situation to administration or other staff does not relieve the caregiver of their mandated responsibility to report to CPS.

When child abuse and/or neglect is suspected, the caregiver/licensee needs to only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the caregiver/licensee must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The caregiver/licensee must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

To assist in protecting children from sexual abuse, BCACS adheres to the Diocesan requirements of Protecting All God's Children. All staff members will participate in the initial three-hour training. Teachers are responsible to read and respond to the VIRTUS follow-up bulletins.

## **Communicable Diseases:**

(e.g. head lice, pink eye, chicken pox, etc.) Children showing signs of a communicable disease are sent to the office. Parents are called to pick the child up as soon as possible. A note will be sent home to all families within an affected classroom to make parents aware of the exposure to a particular communicable disease. We are also required to report the number of cases of communicable diseases to the health department on a weekly basis. See pages 47, 48 & 49 for additional information on communicable diseases.

## **Communications:**

Teacher newsletters are sent home (via e-mail or hard copy) on a regular basis, communicating specific classroom information to parents.

A school newsletter and calendar containing items of interest to students and parents will be distributed once a month. Parents can choose to receive this newsletter and calendar via e-mail by notifying the school office. Please keep them posted for quick reference.

All notes from parents involved with such groups as Moms' Club and Dads' Club, Boy Scouts, Girl Scouts, etc. must go through the office and be approved by an administrator. If approved, the office will distribute the notes to the teacher. Notes should NOT be delivered to the classroom teacher before approval. All notes must be brought to the school office by Wednesday of the week they are to be sent home.

Non-Custodial Parent – For children living in two separate residences communications will be sent to each home upon request. Contact the school office to make this request.

Other means of communication between the school/BCACS and parents are as follows:  
**BCACS website ([www.bcacs.org](http://www.bcacs.org)), and E-mail ([jwinkler@bcacs.org](mailto:jwinkler@bcacs.org)).**

## Conferences:

Parent-teacher conferences occur after the first and third marking periods. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conferences will be arranged by the teacher in advance of the conference day. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## Crisis Plans:

Crisis plans are in place for addressing emergency situations. All teachers and staff review plans on an annual basis. In the event of release of students before the end of the school day, teachers and office staff will determine that all students have satisfactory transportation and supervision before releasing them from school. Parents will be contacted via e-mail or phone regarding any change in dismissal. For this reason, please keep your e-mail and phone numbers updated in our school office.

## Dress Code:

See pages 35 and 36 of this handbook for the full dress code regulations. **Students are expected to adhere to this dress code.** If a student is in violation, a notice will be sent home to notify the parent of the first violation. If the student violates dress code again, a phone call will be made requiring appropriate uniform clothing be brought to school. An exception is on out-of-dress-code days, when students may wear clean, non-uniform clothing. If a student arrives at school out-of-dress code on a regular school day we will provide clothes from our used uniforms for that day. Shorts, skorts, skirts, or jumpers worn on dress code or out-of-dress-code days **must be mid-thigh or longer** in length.

## Early Morning Care:

Supervision is offered in the Extended Day room from 7:00 a.m. – 7:30 a.m. each morning.

## Emergency Drills:

Fire drills are conducted five times a year, tornado drills are conducted twice each year, and we will practice three lock-down drills per year. Escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Lockdown drills are done to practice student and teacher safety in the event of a crisis within the building or in the neighborhood. In all cases a supervising adult conducts children to these designated areas in a safe, quiet, and orderly manner.

## Emergency Information:

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone, cell phone, and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

## **Enrichment:**

Enrichment is offered in the Extended Day room 8:00 a.m. until 12:10 p.m. for students who attend Transitional Kindergarten in the afternoon. On days when Transitional Kindergarten is not in session, there will not be Enrichment.

## **Extended Day:**

The St. Joseph Extended Day Program is run in the elementary building. Our Extended Day program is a licensed child-care program that offers a safe, comfortable environment for children school age through 12 years old.

Please see “Child Care” on page 18 of this handbook for available hours and fees.

## **Extra-Curricular Activities:**

There are many extra-curricular activities for various age groups within our elementary school. **We look to adult volunteers, within our school system, to lead/coach the following activities:**

- Cub Scouts/Boy Scouts and Brownies/Girls Scouts (K-5)
- Girls on the Run (3<sup>rd</sup> – 5<sup>th</sup> grades)
- St. Philip summer sports camps
- Diocesan Bring-It-On Book Challenge (4<sup>th</sup> and 5<sup>th</sup> grades)
- After school enrichment programs, varies in age and program. (paid instructor programs)

Fees vary depending upon activity, and from year to year. Contact the school office for information regarding these various activities. Please remember that the principal must approve all extra-curricular activities.

## **Fever and Nausea:**

Every child needs to be **fever/nausea free (has not vomited) for 24 hours** before returning to school. Any child with a fever or that vomits will be sent home.

## **Field Trips:**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. The field trips are a privilege for students, and not a right. **If discipline is an issue with a child, we reserve the right to determine a student’s participation on a field trip.** The classroom teacher will decide how many chaperones are necessary per field trip. Parents will be asked to complete a field trip permission slip prior to the event. See sample permission slip, page 37 of this handbook. Parents are asked to pay a nominal fee for bus transportation on field trips. **All chaperones must have completed a background check and Virtus class to accompany the class on a field trip.**

## **Food Allergies:**

Parents should notify office staff of any food allergies. This should also be noted on the student information form that parents complete at the beginning of each school year. Parents will communicate with and work with staff on developing an individual management plan for their student. Plans shall include type of allergy, level of severity, symptoms, treatment, and special accommodations that are necessary for their student's health and safety. These plans will be reviewed and shared with all staff that are responsible for the care of the student at the beginning of each school year.

The school will maintain a safe environment for students with food allergies. Classrooms and other locations known to be used by students with a food allergy must be kept free of the allergen. Identification of "Peanut Free/Tree Nut Free Zones" will be used as needed. Activities, projects, and special events in the classroom will remain free of foods that contain identified allergens.

All school staff that are responsible for the care of a student with a food allergy, will review the student's individual management plan and sign off that he/she has reviewed the plan. Copies of the plan will be kept in the student's file, in the student's med binder, and with the classroom teacher.

At any time, parents may ask to make revisions to their student's individual management plan.

## **Friday Folders:**

In order to streamline communication from school to home, important papers such as teacher notes, newsletters (unless you opted to receive newsletters via email), student work, etc. are usually sent home with all children in their "Friday Folders."

## **Harassment Policy:**

Our Catholic school shall maintain an environment for all staff, volunteers, students, and community members, which is free from discrimination and/or sexual insult, intimidation, bullying or harassment. Harassment of any type, including sexual or racial harassment, will not be tolerated. (Diocesan policy # 4166.4)

## **Homework:**

Homework is assigned as part of the child's learning experience. Parents should provide a suitable atmosphere for study and set aside a specific time for study. Parents are encouraged to help with the homework, but should not themselves do the homework assignment for their child(ren). Homework does not always mean a written assignment. It can be working on a project, extra reading or research work, preparing a chart, some creative activity, practicing spelling words or studying math facts. A general guideline when your child does not have any specific homework would be to work approximately 10 minutes per grade your child is in (i.e. 10 minutes-first grade, 20 minutes-second grade, etc.) This study time may include practicing math facts, reading and general studying. This allows for establishing good study habits and discipline regarding schoolwork.

## **Human Sexuality**

Students in grade 5 participate in lessons in human sexuality as required by the diocese.

## **Illness/Injury:**

In case of illness or injury, a child will be cared for temporarily by a member of the school staff while the parent is being contacted. Because there is little space available for sick children at school, the child must go home as soon as possible. School personnel will render very basic first aid treatment only. We do not have a nurse on staff. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor, along with insurance information, must be on file at the school. **Please remember the child must be fever and/or nausea (vomit) free for 24-hours and on proper medicine as needed to return to school.**

## **Immunizations:**

State law requires that every child who is attending school must have evidence of vaccination for diphtheria, tetanus, pertussis, (4 doses DTaP), polio (4 doses), measles, mumps, and rubella (2 doses), hepatitis B (3 doses) and chicken pox (2 doses). A document, which verifies that the student has up-to-date immunizations in accordance with the State of Michigan guidelines must be presented to the office before the first day of school.

If you waiver immunizations, you must contact the Health Department and get a form from them to give to the school.

## **Labeling Possessions:**

All items brought to school must be labeled with the child's full name and grade in permanent marker, including backpacks, lunch boxes and clothing such as sweatshirts, jackets, etc. All unclaimed items will be taken to a charitable organization each quarter.

## **Leaving Campus:**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Please send a note to your child's classroom teacher or call the office if your child has to leave school early. **All students leaving for appointments must be signed out and picked up at the school office.** Please remember (especially after holiday parties, or special events) to sign your child out if they are taken out of school before 3:10 dismissal!

## **Lice:**

If a student is suspected to have head lice, the child's parents will be notified. The child will need to be picked up from school immediately and then the parent can begin treatment. The health department recommends that we adopt a "NO NIT" policy, which means that until treatment has been completed at home (thorough cleaning, as well as removal of all lice, eggs (nits) and egg cases), that the student not be allowed back into the classroom environment. It is critical that parents continue screening for lice up to a month after diagnosis .

It is never our intent to embarrass a child when we conduct lice screenings. Screenings are done in a professional and confidential manner. Due to the highly contagious nature of head lice, it is important that as a school, we communicate any outbreaks to parents.

Keep in mind that head lice do not necessarily reflect unsanitary households or neglected children. What is important to remember is that immediate treatment and continuous home screening will help to prevent re-infestation and further transmission. Any student who has been sent home for lice treatment must report to the school office to be re-checked PRIOR to returning to the classroom.

## **Line of Authority:**

If you and/or your child have a school problem you wish to address openly and honestly, we ask you to follow this line of authority:

Teacher  
Principal  
Pastor  
Superintendent of Schools  
Bishop

## **Lost and Found Items:**

When a student finds any item, it should be turned in at once to the lost and found area. The Lost and Found area is located at the top of the gym stairs. If your child has lost something, he or she should check first with their teacher. If it has not been turned in there, he or she should get permission to go to the lost and found area. All clothing or other articles bearing the child's name will be returned to him or her. All unclaimed items will be taken to a charitable organization each quarter.

## **Lunch Program:**

Lunch is served in the cafeteria from 11:00 a.m. to 12:15 p.m. Hot lunch is provided through Lakeview Public School's Hot Lunch Program. Students have the option of participating in the hot lunch program on a daily or part-time basis. Students also have the option to bring a bag lunch and purchase milk. Lakeview prefers that hot lunches are pre-paid by sending in a check (made payable to Lakeview Schools) or cash to be deposited into an account for each student. When your student eats a hot lunch, the charge for that lunch is then deducted from that account. Our office has your child's ID# to begin to access this account. Once the account is established, you create your own password and then you will have access to check the balance on your child's account. If sending one check for multiple students please place all of their names on the check. **If your account is overdrawn the student will be allowed to eat a lunch, but their choice of selection will be limited.**

## Lunchroom Volunteers:

We rely greatly on volunteers to help serve our students. Volunteers should report to the cafeteria by 10:45 a.m. Volunteers take lunch slips; help serve food, and clean tables. If you are interested in helping, please attach a note to your child's lunch slip or contact the school office. Last minute volunteers are always welcome. The children love having their parents serve them. **Just a reminder all volunteers need to complete VIRTUS requirements.**

## Masses/Chapel:

Students take an active part in their school liturgies, usually by altar serving, doing readings, intentions, and presenting the gifts. Parents, grandparents, and friends are always welcome to worship with us. Please check your parent newsletter or the on-line calendar for Mass schedules. Typically, school **Mass will be celebrated at 9:00 on Thursday mornings**. All students, staff and parents are asked to be silent while entering and leaving church.

## Medications:

Policy and Guidelines for Administering Medications to Pupils in Diocesan Schools are as follows:

- Medication is defined as any prescription, over-the-counter, cough drops, ointments, lotions, drops, alcohol, peroxide, inhaler, Tylenol, Motrin, or any other pain reliever, as well as holistic and organic soaps and hand sanitizers, etc.
- We will only dispense medication to those children with chronic health conditions.  
Included in this handbook is a sample of the Authorization for Administration of Medication by School Personnel form, see page 39 (hereby referred to as an Authorization form). **This authorization form must be completed by the doctor prescribing the medicine and signed by both the doctor and a parent/guardian.** An authorization form must be completed for each type of medication (see the definition of medication above) that you would like the school to administer to your child. **Without this form, correctly signed by the doctor AND a parent/guardian NO MEDICATION CAN BE GIVEN TO ANY CHILD.**
- Phone authorization for dispensing medication is not permitted.
- We cannot administer: antibiotics, ointments, lotions (including sunscreen), eye drops, or eardrops, over-the-counter; cough drops, ointments, lotions, drops, alcohol, peroxide, inhaler, Tylenol, Motrin, or any other pain reliever, as well as holistic and organic soaps and hand sanitizers, chapsticks, etc.
- A parent/guardian must bring any and all medication into school along with the signed authorization form. **Any medication brought to school by a student will not be given to the student.**
- Medications must be in the original prescription bottle from the pharmacy, correctly labeled with the dosage, type of medication, pharmacy name and address, prescribing doctor's name, and the student's name.



## Medications(cont'd):

- We are only allowed to have in our possession a 26 school day supply of the medication. If you would like to leave a bottle of non-aspirin pain reliever, or any over-the-counter medication, for your child to take as needed, we will still need an authorization form completed by the doctor and correctly signed stating that the medication can be given on an as needed basis. We again, must have an original bottle of the medication, clearly labeled with the child's name and dosage to be given. This label cannot cover any part of the bottle that states the name of the medication contained in the bottle. Again, we can have on hand only up to a 26 school day supply of the medication.
- If you have more than one child who may need to take the same medication, EACH CHILD must have an authorization form on file and his/her own bottle correctly labeled.
- We must be notified at once of any changes to the medication your child is taking. Whether it is discontinued or if the dosage, time of administering, etc, change.
- You will receive a call from the office when there is only medication left for one week. It is expected that you will bring in the refill in a timely manner.
- If you tell us to stop giving your child a certain medication, we will note this in the file. Getting another authorization form from the doctor, with the proper signatures, is the only way that medication can be started again.
- We cannot split, crush or otherwise alter the form of any medication we give to your child. If a pill needs to be split you must do that prior to bringing the medication into the school office.
- With regards to inhalers, students who can responsibly self-administer will be allowed to keep the inhaler with them, but only if we have on file an authorization form from the doctor that states this.

## Newsletter:

A school newsletter is sent home via email each Friday. In this newsletter you will find school notes, updates, and important upcoming dates as well as information on various school activities. There is always a "Dates to Remember" section and the current month's student and staff birthdays. Please be sure to read this newsletter and make note of the information they contain. Updates may be sent home daily from the office so we ask that you check email daily.

## Non-Custodial Parent (see also Communication):

Any non-custodial parent wishing to have communication from the school should call the school office (965-7749), or e-mail (jwinkler@bcacs.org) to request that communication be mailed to your home. The school reserves the right to ask for a copy of the divorce decree stating how custody is arranged.

## Off-Limit Areas:

Our schools are maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. **These areas include the boiler room, storage areas, teachers' lounge, kitchen, maintenance area, areas outside of the fenced-in playground, and trash collection area.** Students are expected to cooperate and refrain from playing or visiting in these areas.

**Out-of-Dress Code/Popcorn Days:**

Typically one day each month, the students and staff may dress in out-of-dress code clothing (excluding clothing with any inappropriate language or advertising). Also on that day or on another scheduled day each month, popcorn will be sold for 50 cents a bag. (Purchasing popcorn is optional.) We do offer a one time payment option of \$4.50, for popcorn for the entire school year.

**Parent Rights Regarding Records:**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. Parents also have the right to challenge any of the contents of said records to ensure their accuracy and fairness.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Personal Property- Technological Devices:**

Gum, candy, toys (with the exception of playground balls), CDs, tape recorders, Gizmos, phones, tablets, Ipods/Ipads, radios, electronic games, recording devices, Fidget Spinners, etc are not to be brought to school unless the classroom teacher gives permission for special occasions.

Cell phones are to be brought to school only if parents require this. However, cell phones may NOT be on or used during school hours and the phone must be left in the office during the school day. If a child needs to contact a parent during school hours he or she is to use the office phone. If parents want or need to speak to their child during the school day they may call the school office.

Scooters, heelies, or any other type of wheeled toy, cannot be brought to school for safety reasons.

**Pest Control:**

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture’s Pesticide notification of schools, we are required to inform you of your scheduled pest control service days. Pest control will be performed \_\_\_\_\_ during the school year.

## Playground Guidelines:

Students are expected to observe the following playground guidelines at all times. Students must:

1. observe playground boundaries.
2. not return to the building during noon recess unless an emergency has occurred, or the playground supervisor has been notified.
3. share space and equipment.
4. not have food, drinks, or gum on the playground during recess.
5. not bring toys from home to be used on the playground. (with the exception of playground balls)
6. not engage in activities, which, because of their nature, have the potential to cause injury to oneself or others, including hitting, grabbing someone, knocking others down, as well as the following playground rules:

### PLAYGROUND RULES:

1. Tire swings are for 3 people at a time. **Do not stand** on the tire swings.
2. The tire swings are not soft. Push children on the swing from a safe distance. Do not follow the swing you push. Only 1 person can push the swing.
3. Only preschool-first graders are allowed on the springy toys and the small child swings. Do not stand on this equipment.
4. No balls, or other objects, in your hand while on the equipment.
5. Ground covering needs to stay on the playground. Do not carry any with you anywhere or throw it up in the air or at someone, or something. Please do not pile wood chips at all, especially on the equipment.
6. Do not climb up the slides.
7. Do not climb on the outsides of the slides.
8. Slide down the slides facing forward, on your bottom.
9. Do not jump off the bridge, or any other playground equipment.
10. Do not climb from the ladder to the bridge. Get up on the bridge by using the stairs.
11. Please do not climb on top of, or sit on top of, the blue monkey bars.
12. After playing in the sandbox, brush yourself off well.
13. Stay out of puddles or wet sand/mud.
14. When the whistle blows at the end of recess, please line up immediately.
15. The use of wheeled vehicles is prohibited.
16. Throwing of any objects, except balls, is not allowed.
17. No snowball throwing.
18. Remain inside fenced areas at all times unless otherwise directed by a supervisor or teacher.

## Popcorn Sales:

Volunteers meet at 8:00 a.m. to begin preparing the popcorn. The bagged popcorn is then taken to each classroom and sold for 50 cents per bag. We do offer a one time payment option of \$4.50, for popcorn for the entire school year. The monies raised from this project are used for Parent Connection projects.

## **Promotion/Retention:**

Upon the successful completion of the present grade level requirements, students will be promoted to the next higher grade level with the recommendation of the teacher(s) and the building principal.

A student will be placed in his/her present grade level, as a retention, when it is determined to be in the best interest of the student. This determination shall be made only after a consultation with the teacher(s), building principal, and parents or guardians.

We do not have a “no retentions” policy.

## **Protecting God’s Children:**

See VIRTUS, page 32.

## **Recess:**

Students have a half-hour daily lunch recess. At that time, children may play on the playground, grass field, or on the blacktop. (During recess, three grade levels are outside during each half-hour period.) Supervisors monitor this area for the safety of the children. Playground equipment is provided for the children. Students must remain inside the fenced areas unless otherwise directed by a supervisor or teacher. Students are allowed to bring balls from home. Please remember to mark them with a name before they are brought to school. The school will not be responsible for any items brought from home. Scooters, hee-lies, or any other type of wheeled toy, cannot be brought to school.

**Indoor Recess** – In the event of rain, or when the wind chill/air temperature is below 5<sup>0</sup>F, students will have an indoor recess. Indoor recess is typically held in the classroom, gym, Extended Day room, or the library. Supervisors will be present. Indoor recess activities are dependent upon the supervisor and location. **Students will not be allowed to stay in during their recess time because of illness (cough, cold, etc.) unless the office has given permission. Permission will be given only under extreme circumstances, via a doctor’s note. We believe that if you child is well enough to attend school, he or she is well enough to go outside.**

## **Report Cards:**

Report cards are issued following the completion of each grading period. Please carefully review your child’s progress and contact the teacher if you have a question regarding grades.

## **School Pictures:**

School pictures are taken twice a year at St. Joseph Elementary. Traditional fall pictures are taken in September. We ask that students dress in uniform for fall pictures. Additional school pictures are taken in the spring and students are allowed to dress-up. Watch for specific information coming home with your child.

## **Scouting:**

Our Catholic Elementary School has several active Scout troops for boys and girls. Open registration takes place in early fall. Names of troop leaders and contact people are available in the school office.

## **SCRIP (School Cost Reduction Incentive Program):**

SCRIP is a national program that is offered to **help your family decrease the cost of tuition** and/or support the BCACS. SCRIP is very easy to use. Families purchase certificates (identical to those you would purchase at the merchant of your choice). Instead of using cash to pay for groceries, gas, toys, etc., you pay using your pre-purchased certificates.

The SCRIP office is located in the BCACS office building across the parking lot from St. Joseph Elementary, behind St. Joseph Church. The office is run under the direction of Joy Finnila and is staffed by parent volunteers. SCRIP order forms are available in the school office as well as the SCRIP office. Please call the SCRIP office at 963-3034 for more information.

## **Sick Children:**

If it is necessary to keep your child home because of illness, **we ask that you call the school office (965-7749) by 8:30 a.m.**, or email Mrs. Winkler at [jwinkler@bcacs.org](mailto:jwinkler@bcacs.org), to alert us of this fact. Once this is done, the teacher will be notified. It is not necessary to send a note when the child returns.

When a child becomes ill at school, a parent is called and the child sent home. We ask that parents be prompt in picking up a sick child. Once the child has been taken home from school, he or she should not return until the following day. **Please remember the child must be fever and/or nausea (not vomited) free for 24-hours and on proper medicine as needed to return to school.**

On days when it is necessary for a student to be absent due to illness, etc., it is strongly encouraged that she/he not attend any after-school or evening meetings/activities.

Often parent's request homework for a sick child, and this can be done with the morning phone call. Homework may be sent home with a sibling or can also be left in the office or extended day for pick up, **at the end of the school day**. In order to have your child's work ready to be sent home at the end of the day with another student or **to be ready for pick up, you need to call the office by 8:30 a.m.** If a request for homework is not made by that time, we cannot guarantee that work will be able to be sent home or picked up.

## **Snow Day:**

See "Cancellation of School", page 18.

## **Standardized Testing:**

As a diocesan school, we are administering the NWEA-MAP Test three times per year to all students in grades K through 5. The NWEA-MAP Test will allow for immediate feedback. It will allow teachers to identify areas of strength and weakness, which will help to inform instructional planning.

## **Support Services:**

Our local ISD (Calhoun ISD) provides speech therapy, occupational therapy, learning disability support, ELL (English Language Learners), social worker, school psychologist, Title 1 services, and other services. St. Joseph Elementary also provides Reading Instructional Support for our students in kindergarten through fifth grade.

## **Tardiness:**

It is important that all students be punctual in arriving to school. School begins at 8:00 a.m. It is very important that students arrive at school at or before 8:00 a.m. **Excessive tardiness may be a detriment to your child as the classroom teacher has already begun lessons or activities that are difficult to duplicate exactly upon a child's late arrival.** In addition, much social interaction takes place during the first few minutes of the school day. That settling-in period is important for your child to have. **If a student is not in their classroom by 8:10 a.m., he or she will be counted tardy.** Students who are tardy to school are to report to the school office upon arrival, **with their parents. Parents must sign students in** and students need to receive a tardy slip to be admitted into class. Once a student is tardy 5 times, a letter from the office will be sent home. Once the student is tardy 10 times, a parent meeting will be set with an administrator to work on a plan to correct this.

## **Technology Use:**

All students (P-5) have technology class each week. Technology use agreements are signed by a parents and student(s) each year. See page 41 of this handbook.

## **Telephone:**

The office telephone is a business phone and is not to be used by students, except in an emergency. **Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another child's home after school.** Students bringing cell phones to school must leave them in the office during school hours.

## **Textbooks:**

If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book. This may also include resource materials.

## **Tuition:**

For tuition policies and information, please call the BCACS office at 963-1131.

## **Uniforms:**

Please refer to the Uniform Requirements Sheet on pages 35 and 36 of this handbook. School sweatshirts are permissible (red, black, gray, white, or navy). Approved sweatshirts vary slightly in design and are available from two primary sources:

- Schoolbelles Uniform Company 1-888-637-3037 [www.schoolbelles.com](http://www.schoolbelles.com) Our school code is S1500. Plaid code is #526.
- Spirit Shop – call the SCRIP office 963-3034

## **Used Uniforms:**

There is an annual Used Uniform Sale during Meet the Teacher Day. In addition, slightly worn or outgrown uniforms are available to buy throughout the year. They are located in the girls' locker room next to the gym. Please come to the office to check in, shop for used uniforms, and then bring your items back to the office to purchase.

## **Vacations:**

We highly recommend that vacations be scheduled on days when school is not in session. We are aware, however, those occasional circumstances may warrant an exception to this stated policy. Students are required to make up all missed assignments either before or after the vacation, **at the teacher's discretion**. Additional work related to the educational aspects of the vacation may also be required. Please be aware that some lessons are activity-based. Unfortunately these are often impossible to “make up” or to duplicate at home, and therefore some concepts may be missed.

## **VIRTUS:**

All students K – 5 participate in lessons in Touching Safety as required by the diocese. In addition, the Diocese of Kalamazoo requires all volunteers within the parish and schools who work with children to participate in the VIRTUS Safe Environment program. This consists of a three hour “Protecting God’s Children” presentation and authorizing permission for a criminal background check to be done on each volunteer. To register for a Protecting God’s Children session go to [www.virtus.org](http://www.virtus.org) and click on the registration tab. Follow the prompts choosing the Diocese of Kalamazoo and then Battle Creek Area Catholic Schools. The Safe Environment Coordinator for the Battle Creek Area Catholic Schools is Lee Papke. She can be reached at 269-965-7749 or [lpapke@bcacs.org](mailto:lpapke@bcacs.org)

## **Visitors:**

Due to increase safety and security measures, we require that all parents and visitors to the school stop at the office first and sign in with the secretary. All visitors must wear a visitor badge located in the front office. All visitors must also use the front entrance, as all other doors will be locked after the beginning of the day.

## **Volunteers:**

Volunteer help with many aspects of the school program are crucial to the overall success of St. Joseph Elementary School and the BCACS. **All volunteers must sign in at the office upon arrival and pick up a volunteer badge.** Any volunteering can work toward fulfilling the 25-hour volunteer requirement. If you would like to volunteer at the elementary school, please call the school office at 965-7749.

Per the policy of the Diocese of Kalamazoo (#4500-P), all school volunteers are to abide by the regulations set forth in the Charter and to participate in the diocesan VIRTUS program. Volunteers who have regular contact with children must attend or be registered for a Protecting God’s Children training session prior to volunteering. All volunteers who may have a regular contact with children are required to submit to a criminal background check to evaluate their suitability to work with children. Regular contact is defined as any contact that is planned and ongoing.

Every volunteer must complete the “Protecting God’s Children” training (see VIRTUS above) and must also submit to the school office a Criminal Background Check form.

## **Volunteer Hours:**

Volunteers are needed in the lunchroom, library, as classroom helpers, as chaperones on field trips, for Parent Connection and/or CAA projects, in the computer lab, etc. Please see page 38 for a copy of the 2017-2018 Family Service Hour Recording Form. The Family Service Hour Recording form, with 25 or more volunteer hours noted, is due to the BCACS office by May 1 of each school year in lieu of a \$250.00 fee. Please see Volunteers (pg. 32) for the policy from the diocese regarding volunteering in our schools.

## **Weapons Free policy:**

The possession or use of weapons, ammunition\*, firecracker-type objects, "look-alike" weapons, or objects that could be considered weapons is considered very dangerous and will be dealt with severely. Any student found to be in possession of any of the above objects, or involved in their use, in school or during school related activities, will be suspended immediately and an investigation begun. An extended suspension and/or expulsion from school, as well as police involvement, could result from this internal investigation. \* Empty ammunition shells or casings are also prohibited.

The safety and welfare of all students is our priority. Therefore all school and parish grounds must be kept free of all weapons and explosive devices. We respectfully ask that family members that are certified to carry a concealed weapon DO NOT carry it on or in our school grounds and facilities.

## **Yearbook:**

Every year the school publishes a school yearbook. The yearbook includes all students, preschool through 5<sup>th</sup> grade. Order forms are sent home with the students in April. You can also take out a business card size ad in the yearbook. (Some families design their own ad personalized for a student; some put in a business card to promote their business.) Forms for this are sent home with the yearbook order form. Yearbooks are distributed at our "Meet Your Teacher" Open House the following year.



## **St. Joseph Elementary**

### **Student Drop-Off and Pick-Up Procedures**

#### **A.M. – Drop-Off Procedures**

**All car riders are to be dropped off in the rear parking lot behind the school, near the fenced area.** A supervisor will be in the fenced area, beginning at 7:30 a.m. to greet your child. Students will play on the playground until the bell rings at 8:00. When it is dark and/or too cold outside, students will gather in the cafeteria and then move outdoors around 7:50. Supervision will be provided. (\*\*On rainy days or during severe weather, please pull into the fenced area to the gym doors, making a loop, and exit the same way you entered. Once they arrive, students will stay in the cafeteria until the bell rings.\*\*)

Please **DO NOT** drop your child off on 23<sup>rd</sup> Street or by the front entrance to the school. There are no supervisors out front in the morning.

Preschool parents should bring their children to the front entrance, and walk their children to their preschool room. You will need to sign your student in and get a pink preschool pass to be in our hallways during this time.

#### **P.M. – Pick-Up Procedures**

- **Every car should have the family name tag displayed in the front window when picking up your child throughout the year.**
- **There can be absolutely NO PARKING on Walsh or 23<sup>rd</sup> Sts. at the end of the school day (2:45-3:30).**
- **Please also remember to not leave your car unattended in the circle drive during dismissal.**
- **If you arrive early please turn your vehicle off until the students are dismissed from the building. This will allow all of us to breath a bit easier.**

Families with last names beginning with letters **A-K** will pick up students in the **front of the school** by pulling in the circle drive. Please approach the school from Highland Blvd., driving south on 23<sup>rd</sup> Street, and enter the circle drive entrance closest to the church and form 2 lines. **Remain in your car and we will deliver your child to you.** Students will wait on the sidewalk in front of the school, except on rainy days or in severe weather, when they will remain in the school entrance. After you have your child proceed out the south end of the circle drive.

Families with last names beginning with letters **L-Z** will pick up students in the **parking lot behind the school**. Please enter the parking lot from 24<sup>th</sup> St., go through the gate, and form a triple line of cars once inside of that fenced area. **Remain in your car and we will deliver your child to you.** Exit the fenced area through the gate, and proceed to 23<sup>rd</sup> or 24<sup>th</sup> Streets. On rainy days or during severe weather, students will wait in the Extended Day room. Parents are to drive up to the building in triple lines, wait for your child to be delivered to you, and exit as usual. **Please do not park your car and walk over to get your child.**

**DRESS CODE – 2017-2018**  
**ST. JOSEPH ELEMENTARY SCHOOL**

**This dress code applies to every school day and every field trip unless excused by the school administrator. At all times, attire must be neat and clean. Preschool and Transitional Kindergarten do not follow the dress code.**

**SHIRTS**

- Shirts must be solid colored: red, white or navy.
- Approved shirts include: knit polo, turtleneck (not sweater), solid white oxford.
- Knit polos with the St. Joseph/St. Philip crest may also be worn (in navy, red, or white colors only).
- All shirts must have collars.
- No crew neck, sleeveless shirts or emblems (only St. Philip/St. Joseph crested shirts may be worn).
- Shirts must always be tucked in!

**SWEATERS / SWEATER VESTS / SWEATSHIRTS**

- Sweaters & sweater vests must be Red, White, or Navy Blue.
- V-neck, crew-neck, or cardigan sweaters may be worn with the approved uniform shirt.
- The collar of the shirt must be visible.
- A cardigan is defined as a collarless, knitted sweater that opens down the front. Cardigans with hoods shall not be permitted.
- Only St. Philip/ St. Joseph/BCACS crew-neck sweatshirts may be worn, and St. Joseph uniform shirts must be worn underneath. Sweatshirts are allowed in the following colors: Red, White, Black, Gray, or Navy.
- Hooded sweatshirts will NOT be allowed.
- Torn sweatshirts are strictly prohibited and should not be worn at any time.
- Black or red fleece jackets ordered through our Spirit Shop may be worn.

**PANTS**

- Cotton twill/Docker-style, waisted pants in Solid Navy or Black are required. No Corduroys or Denim shall be worn. (Capri pants may only be worn during the “Shorts Season”)
- Jeans or denim shall not be permitted.
- Pants with cargo pockets shall not be permitted.
- Pants with outside stitching or metal rivets on seams or pockets shall not be permitted
- Pants must fit a student properly. Form-fitting pants or pants that cannot be held up without a belt shall not be permitted.
- Yoga-style or stretch pants are not allowed.

**SKIRTS / JUMPERS**

- Skirts, culottes, or jumpers in Navy or Black are permitted for girls. Jean skirts in denim material shall not be permitted at any time. **Skirts must be mid-thigh or longer in length** (this standard also applies to skirts on “Out-of-Dress-Code Days”).
- Plaid skirts and jumpers are allowed in our Schoolbelle plaid ONLY (plaid code: #526).
- Skirts, culottes, or jumpers must be plain with no ruffles and frills.
- Black or Navy leggings are permitted to be worn under a skirt or jumper.

**SHORTS & CAPRI PANTS**

- Shorts and capri pants may be worn from the beginning of the school year until October 31, and from the first day following Spring Break until the end of school.
- Cotton twill/Docker-style, waisted shorts and capris in Navy or Black shall be permitted.
- Cargo pockets on shorts and capris are not allowed.
- Shorts and capris with outside stitching or metal rivets on seams or pockets are not allowed. They must be plain with no ruffles and frills.
- **Shorts shall measure mid-thigh or longer in length** (this standard also applies on “Out-of-Dress-Code Days”).

**SOCKS**

- White, Navy, Red, or Black socks are required with shoes.
- Socks **MUST** be worn with sandals.

**DRESS CODE – 2017-2018 (con't.)**  
**ST. JOSEPH ELEMENTARY SCHOOL**

**SHOES**

- Boots, Uggs, heelies, and flip-flops are not allowed. Boots can only be worn to and from school and during recess.
- Students may wear dress or athletic shoes.
- Sandals with a strap on the back will be permitted.
- Shoes shall match at all times.

**ADDITIONAL ITEMS**

- Hats, coats, and jackets shall not be worn in class.
- For boys, the length of hair may not exceed the bottom of the collar or a ponytail must be worn. Hair must **always** be kept trimmed and groomed in such a way that a student's eyes and face are clearly visible at all times. Designs cut into hair are not allowed.
- For boys and girls, hair coloring (including colored sprays) that are unnatural are unacceptable. Facial hair is not permitted, and sideburns may be worn only to the bottom of the ear.
- Visible tattooing or body-piercing is not permitted.
- Simple jewelry may be worn. Due to safety issues, dangle and large hoop earrings are not allowed.

**SPIRIT DAYS**

- On announced Spirit Days, clean, neat jeans or sweatpants may be worn. Torn jeans or sweats shall not be permitted at any time.
- St. Philip/St. Joseph T-shirts may be worn on Spirit Days.
- Unless otherwise announced, the regular dress code shall be followed if "St. Philip/ St. Joseph spirit attire" or red, white and black spirit colors are not worn.

**OUT OF DRESS CODE DAYS**

- Occasionally, the school administrator may announce an out of dress code day. Clean, neat, and appropriately sized clothing may be worn.
- Articles of clothing may never advertise or refer to tobacco or alcoholic products, or anything contrary to the mission of a Catholic school, as determined by the school administrator.

**\*The school principal has the final word in what is considered acceptable and in compliance with the intent of the code. Dress code violations will result in a dress code notice. Dress code violations may result in the student being asked to leave the classroom to call their parent/guardian for an appropriate change of clothes.**

*If you have any questions regarding the dress code for St. Joseph Elementary School,  
please ask before purchasing or wearing questionable items.*

**SCRIP certificates are available for purchase of the above items from many stores and companies, including JCPenney, Sears, and Target. Web address for Schoolbelles Uniform Company ([www.schoolbelles.com](http://www.schoolbelles.com)); school code: #S1500)**

**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school premises. This activity will take place under the guidance and supervision of employees from **St. Joseph School and/or Parish**

**Name of Event:**

Destination:

**Designated Supervisor of Activity:**

**Date and Time of Departure:**

**Method of Transportation:**

**COST:**

If you would like your child to participate in this event, please complete, sign, and return this complete statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

\*\*\*\*\***STATEMENT OF CONSENT**\*\*\*\*\*

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from school/parish grounds ( ) and that my child will be under the supervision of the designated school/parish employee(s) on the stated date. I further consent to the conditions stated above on participating in this event, including the method of transportation. In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of myself and my child, to release St. Joseph Elementary School and/or Parish, the Roman Catholic (Arch) diocese of Kalamazoo, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releasees"), from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child arising from or relating to my child's participation in the field trip. This release or indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

\_\_\_\_\_  
(Print Parent's Name)

(Parent Signature)

\_\_\_\_\_  
(Date)

Please return this entire form by:

# Battle Creek Area Catholic Schools

## 2017-2018 Family Service Hour Recording Form

Parents make many sacrifices of time, talent and treasure to give the gift of Catholic education to their children. A commitment of twenty five hours of volunteer service is required. It is each family’s willingness to work on school projects that contribute to the success of the schools, as well as, to promote a sense of community among parents. If you have chosen to volunteer your time in lieu of the \$250 fee, please record the project, the date and the total time spent on that activity.

**Parent’s Name (please print):** \_\_\_\_\_

Project	Date	Hours	Project	Date	Hours
			<b>Total Hours</b>		

We appreciate your service to our schools. Please be sure to return your form by **May 1, 2018** to the BCACS Office Attention: Cathy Erskine  
63 North 24th Street Battle Creek, MI 49015  
Please feel free to turn your record in as soon as you have completed your 25 hours. **If you find that you cannot accomplish all 25 hours as you had intended, turn in what hours you have completed. This will allow us to prorate your fee at \$10 an hour.** If we haven’t received your form by the May 1st deadline, we will forward you a duplicate Service Hour Recording Form and/or a statement reflecting your support fee balance.

# Authorization for Administration of Medication by School Personnel

PHYSICIAN / PROVIDER ORDER

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Birth date: \_\_\_\_\_

Condition for which the drug is needed to be administered during school hours: \_\_\_\_\_

Drug (dose, quantity, frequency, route): \_\_\_\_\_

Time(s) of administration: \_\_\_\_\_ OR  at lunch

Medication shall be administered from: Start date \_\_\_\_\_ through End date \_\_\_\_\_

Side effects to look for: \_\_\_\_\_

If there are side effects, plan for management: \_\_\_\_\_

For inhalers or insulin: is the child sufficiently responsible to permit unsupervised self-administration of medication?  Yes  No

May the child omit this medication during a field trip?  Yes  No

Medical Provider: \_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature of Medical Provider

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

## Authorization by Parent/Guardian for the administration of the above medication by school personnel:

To School Personnel,

I request that the above medication, ordered by his/her medical provider for my child,

\_\_\_\_\_ be administered by school personnel. I give permission for exchange of verbal and written communication between the physician and the school regarding my child's medication regime. I request that my child be assisted in taking the medicine described above at school by authorized persons or permitted to medicate herself/himself as also authorized by me and my physician. I understand that I must supply the school with prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than 30 school day supply. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or a week beyond the close of school.

I understand that school officials may not be held liable for reactions if medication is administered per these directions and at request of appropriate guardian.

Parent/Guardian Name (print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# GUESTS AT BOARD MEETINGS

Guests are always welcome at BCACS's School Board meetings.

The BCACS School Board agenda will provide an opportunity for guests to be introduced and to speak during the opening portion of the BCACS's School Board meeting.

Some guests attend purely from interest to listen and to observe. Others attend and, when acknowledged, may wish to make some brief comment.

Other guests may wish to bring a matter to the board for its consideration. To receive the board's consideration:

1. Contact the President to be on the agenda.
2. The president of the School Board will introduce each guest who wishes to speak. Each guest will be provided a two-minute time limit to allow all guests an opportunity to be heard.
3. Since the purpose is to receive input from guest(s), board members ask clarifying questions only and refrain from comment or reaction.
4. Items identified during the guest(s) participation will be reviewed at the end of the meeting for the next meeting agenda.
5. This policy specifically prohibits guest(s) comments in regard to individual student problems, parent complaints about staff, or the airing of any grievance. These items are to be handled through appropriate administrative channels.

These procedures for guests shall be communicated to parents annually.

**Agreement for School Internet  
Access and Technology Use  
2017-2018 School Year**

Use of the school computer and connection to the Internet is only for schoolwork. Using the Internet in school is a privilege for the following purposes:

- Gathering information
- Learning about technology
- Learning how to find information and communicating with others
- Expanding upon what is being taught in a particular class

B. Use of school computers and the Internet may be terminated at any time. There may be disciplinary action including loss of all computer privileges if the computer or the Internet is misused or used inappropriately.

C. I agree to the following:

1. The following actions are not permitted and may result in a loss of all technology privileges and/or facing disciplinary action.
  - a) Getting into someone else’s file
  - b) Copying or deleting files or software
  - c) Using or sharing IDs or passwords
  - d) Breaking into files or systems
  - e) Making, reading, or sending inappropriate files
  - f) Using technology to buy, sell, trade, or advertise
  - g) Using technology to damage school equipment. This includes but is not limited to:
    - Doing anything that brings a virus into school equipment
    - Purposely destroying hardware, software, or information
    - Trying to learn or use other people’s passwords or identification
2. Payment for damages to the technology hardware or software is the responsibility of the student.
3. The school’s technology is only for those people registered to use it. Each student is responsible for his or her own account and password.
4. The school has the right to check anything that is done on school equipment.

**\*\*One form per family. Each child in the family who is attending BCACS is required to read and sign this form.**

Student’s Name- PRINTED	Student’s SIGNATURE	Grade in 2017-2018	Date

As the student’s parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use school technology resources and the school’s Internet and wide area connections until both my student and I have signed this agreement. I also understand that my student will be taught proper use of the school’s technology resources and the school’s Internet and wide area connection. I agree to indemnify the school for any fees, expense, or damages incurred as a result of my student’s use or misuse of these tools.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# COMMUNICABLE DISEASE INFORMATION

<b>DISEASE (INCUBATION PERIOD)</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CONTACTS</b>	<b>RETURN TO SCHOOL</b>
Chicken Pox (2 – 3 weeks)	Secretions of nose and throat; discharges from skin lesion; scabs not infectious	Mild fever at time of eruption which looks like water blisters	Exclude only with first signs of illness	When scabs are dried up and crusted
Common Cold (1 – 3 days)	Direct contact, secretions of nose and throat	Running nose, eyes water, slight fever, feels “bad”	Exclude only with first signs of illness	Minimum of 3 days
Diarrhea (variable)	Contaminated food or water	Diarrhea, fever, cramping, nausea, gas	Encourage extra care with hand washing	When recovered
Fifth’s Disease <i>Erythema Infectiosum</i> (4 – 15 days)	Personal contact by droplet spread	Usually an initial rash (slapped cheek appearance) which may spread to the extremities and trunk. It disappears in a few weeks, but may reappear. Complications are rare and generally mild. Fever is rare except in adults.	With first sign of symptoms, have parents check with their family physician to rule out other serious rash illnesses, pregnant women should consult with obstetrician	Children who feel well need not be excluded from school
German Measles <i>Rubella</i> (14 – 21 days)	Secretions of nose and throat	Mild symptoms of head cold for 1 or 2 days followed by eruption on face and body	Children not properly immunized will be excluded from school	Upon recovery, with minimum of 4 days
Head Lice <i>Pediculosis</i> (variable)	Infected persons and/or their clothing	Lice and nits in the hair	Observe daily. Check family members	After prescribed treatment by a physician and when free from lice & nits
Impetigo (4 – 10 days, variable)	Discharge from lesions	Blisters appearing on the skin	Exclude only with first signs of illness	After seen by a physician and under treatment for 24 hours
Influenza (1 – 3 days)	Discharge from nose and throat	Fever, discomfort, aching in back and limbs, sore throat	Exclude only with first signs of illness	When recovered
Hepatitis A (15 – 50 days, average 30 days)	Contaminated food or water, feces from infected person	Unusually tired with yellowish complexion	Exclude only with first signs of illness. Household contacts should have medical care	Written approval from physician with statement on any limitation of activity

<b>DISEASE (INCUBATION PERIOD)</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CONTACTS</b>	<b>RETURN TO SCHOOL</b>
Measles (Hard) <i>Rubeola</i> (10 – 15 days)	Secretions from nose and throat	High fever, runny nose, cough, watery eyes, for 1 to 3 days, followed by rash first seen on face, then spreading over rest of body	Children not properly immunized will be excluded from school. Any children with symptoms are to be excluded with first signs of illness	When recovered
Mumps (12 – 26 days, average 18 days)	Secretions from nose and throat	Swelling of glands in neck below and in front of ears	Children not properly immunized will be excluded from school	When swelling and fever have gone down
Pink eye (2 – 5 days)	Discharge from eyes and nose	Red eyes and lids	Observe daily, exclude with first signs of illness	Upon recovery
Ringworm or skin and scalp (4 – 14 days)	Direct contact with infected articles, personal contact	Circular patches of dry skin on any part of body and/or scalp	Inspect skin for evidence of infection	24 hours after proper treatment by physician, exclusion from showers and pools
Scabies (days, maybe weeks)	Close contact with source	Extreme itching of skin where mites have burrowed under the skin	Exclude with first signs of illness	After prescribed treatment by a physician
Scarlet Fever <i>Scarlatina</i> (2 – 5 days)	Discharge from upper respiratory tract of cases and carriers	Sudden onset, usually with fever, sore throat, vomiting, and headaches	Observe daily, exclude with first signs of illness	Upon recovery when signs of illness are completely gone
Shingles <i>Herpes Zoster</i>	Person to person by direct contact	Painful small waterlike blisters in groups on the skin along nerve pathways	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after eruption first appears
Strep Sore Throat (1 – 3 days)	Discharge from upper respiratory tract of cases and carriers	Rapid onset with fever, sore throat, and exudative tonsillitis or pharyngitis	Exclude with first signs of illness	After seen by a physician and under antibiotic treatment for 24 hours
Whooping Cough <i>Pertussis</i> (5 – 21 days, usually 7)	Discharge from nose and throat	Begins as ordinary cough becoming more persistent and worse at night with vomiting	Children not properly immunized will be excluded from school and contact with others for the same length of time as patient	Upon recovery with a minimum of 21 days after development of cough

**For the best protection of your child, call a doctor early in any illness.  
For more information, Please Call: (269) 969-6384  
Calhoun County Health Department  
Protect your child from serious diseases that can affect  
preteens and adolescents**

- ❖ Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step to maintain your child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infect the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6<sup>th</sup> graders).
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.
- Ask your child's health care provider if he/she needs meningococcal vaccine.
- To obtain meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.
- For more information about meningococcal vaccine or other immunizations talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website: [www.cdc.gov/nip](http://www.cdc.gov/nip)

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**There are vaccines that can protect preteens and adolescents from other serious diseases. 6<sup>th</sup> graders and teens need the following shots if they have not already received them:**

- 1 dose of meningococcal vaccine (MCV4)
- 1 dose of tetanus, diphtheria and pertussis vaccine (Tdap)
- 3 doses of hepatitis B vaccine (hep B)
- 2 doses of measles mumps and rubella vaccine (MMR)
- 2 doses of chickenpox vaccine (var), if they did not have the disease
- At least 3 doses of polio vaccine (IPV or OPV)
- Some children & teens may need hepatitis A and flu vaccine

The Michigan Department of Education, in cooperation with the Michigan Department of Community Health, is required by law (2005 PA 240, MCL 380.1177a) to develop and make available to school information on Meningococcal Meningitis.

## 1<sup>st</sup> Semester

<b>M</b> August 21	Teachers' First Day
<b>W</b> August 23	Preschool Open House 4:00pm - 6:00pm
<b>Th</b> August 24	Elementary Meet Your Teacher 4:00pm – 6:00pm Middle School Open House 4:00pm – 6:00pm High School Freshman/New Student Orientation 9am-11am
<b>M</b> August 28	**School Begins – Half Day

<b>F</b> September 1	**No School – Labor Day Weekend
<b>M</b> September 4	**No School – Labor Day Weekend
<b>F-Su</b> September 22-24	Superfest
<b>F</b> September 29	**No School - Professional Development

<b>M-F</b> October 2-6	Homecoming Week
<b>W-F</b> October 4-6	Middle School Parent Conferences
<b>F</b> October 6	**Half Day – Middle School Only/Conferences PM
<b>S</b> October 7	Homecoming High School Game and Dance
<b>F</b> October 13	**No School - Teachers Diocesan Catechist Conference
<b>T &amp; Th</b> October 24 & 26	High School Parent Conferences
<b>F</b> October 27	1 <sup>st</sup> Quarter Ends

<b>W-F</b> November 8-10	Elementary School Parent Conferences
<b>F</b> November 10	**Half Day - <b>Elementary School Only/Conferences PM</b>
<b>W</b> November 22	**No School – Comp Day for Conferences
<b>Th-F</b> November 23- 24	**No School - Thanksgiving Break

<b>W-T</b> Dec. 20 – Jan. 2	**No School - Christmas Break
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<b>W</b> January 3	School Resumes
<b>W-F</b> January 17-19	High School Exams
<b>Th &amp; F</b> January 18 & 19	**Half Days – <b>High School Only</b>
<b>F</b> January 19	2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Ends

St. Joseph Elementary 8:00am-3:10pm                      St. Joseph Middle School 7:50am-3:10pm  
St. Philip Catholic Central 8:20am-3:00pm (M-Th) and 7:55am-2:40pm (F)

**\*\*Unless otherwise noted, “Half Days” and “No School” days refer to all schools.**

## 2nd Semester

F- February 9	**Half Day – Teacher Professional Development
<b>T-Th</b> February 20-22	Elementary & Middle School Parent Conferences
<b>Th</b> February 22	**Half Day – <b>Elementary &amp; Middle Schools Only/Conferences PM</b>
<b>F</b> February 23	**No School - Mid-Winter Break – Comp Day for Conferences
<b>T &amp; Th</b> March 13 & 15	High School Parent Conferences
<b>F</b> March 16	**Half Day – Teacher Professional Development
<b>F</b> March 23	3 <sup>rd</sup> Quarter Ends
<b>F</b> March 30	**No School – Good Friday
<b>M-F</b> April 2-6	Spring Break
<b>M</b> April 9	School Resumes
<b>F</b> May 4	**Half Day – Teacher Professional Development
<b>W</b> May 23	Last day for Seniors & All High School Mass & Senior Honors
<b>Th-F</b> May 24-25	Senior Exams
<b>M</b> May 28	**No School - Memorial Day
<b>S</b> June 3	St. Philip Graduation
<b>T</b> June 5	Last Day for 8 <sup>th</sup> Grade
<b>W-F</b> June 6-8	**Half Days – <b>High School Only</b> - High School Exams
<b>Th</b> June 7	8 <sup>th</sup> Grade Graduation
<b>F</b> June 8	**Half Day - Last Day of School
<b>F</b> June 15	Teachers Last Day

**\*\*Unless otherwise noted, “Half Days” and “No School” days refer to all schools.**

**\*\*On Half Days:**

**The Elementary and Middle Schools dismiss at 11:20am.**

**The High School dismisses at 11:15am.**

**Mass Day/Time for 2017–2018 School Year:**  
 Elementary and Middle Schools – Thursday at 9:00am  
 High School – Friday at 8:00am

Mass date and times may change due to holy days or special occasions.