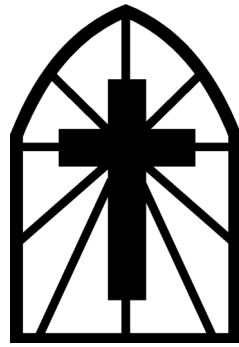


ST. JOSEPH ELEMENTARY AND PRESCHOOL



2020- 2021

PARENT/STUDENT HANDBOOK

Sara Myers - Principal
smyers@bcacs.org
269-965-7749 ext. 3651



St. Joseph Elementary and Preschool
47 N. 23rd 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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Battle Creek Area Catholic Schools

Mission

Battle Creek Area Catholic Schools, in partnership with parents, community and the Catholic Church, provide students with an excellent education and a solid faith formation. Students will know the Faith, share the Faith and live the Faith.

Vision

Students are engaged in a meaningful, relevant and secure learning environment that utilizes current, state-of-the-art resources. We inspire, excite, and challenge a diverse student population to reach their potential. As the times change, we adapt and grow always focusing on the most important part of what we do: creating and implementing Christ-centered, nurturing and disciplined education programs.

St. Joseph Preschool and Elementary, St. Joseph Middle School, and St. Philip Catholic Central High School are dedicated to the deepest level of spiritual, moral, and academic growth for your students.

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.

Strategic Goals & Objectives

Academics

- Objective 1:** Provide a student-centered environment that promote top quality academic programs.
- Objective 2:** Go beyond standard textbook learning with programs that teach critical and strategic thinking.
- Objective 3:** Give students exposure and proficiency in other cultures and languages that will give them a competitive advantage and prepare them to be global citizens.
- Objective 4:** Develop partnerships with colleges, businesses and specialized programs to offer students unique academic experiences.
- Objective 5:** Promote our academic excellence in the community.

Catholic Identity

- Objective 1:** Foster the development of faith by building a strong relationship with God.
- Objective 2:** Catholic teachers, administrators, and support staff model their faith.
- Objective 3:** Provide spiritual formation opportunities for the whole family.
- Objective 4:** Connect our curriculum and service learning with the principles of Catholic Social Teaching.

Diversity

- Objective 1:** Identify and support parents and students from underrepresented groups by providing resources.
- Objective 2:** Provide diversity training and support for our students and staff.
- Objective 3:** Ensure our enrollment reflects the diverse makeup of our community.
- Objective 4:** Promote our inclusive environment to leverage our position in the community.

Facilities

- Objective 1:** As a top priority, provide a safe and secure learning environment for students, faculty and community.
- Objective 2:** Ensure our public entrances and areas are attractive and inviting.
- Objective 3:** Create a procedure for communicating facility needs and addressing them.
- Objective 4:** Prioritize, improve, and maintain energy efficiency to reduce costs and create a comfortable learning environment.
- Objective 5:** Establish building use policies for internal and external use to properly care for our facilities and grow our community.
- Objective 6:** Ensure all school buildings are in good repair and are used efficiently.

Finance

Objective 1: Structure tuition scale to increase revenue, align education costs and tuition rate, and meet family financial needs/values expectations in order to increase enrollment.

Objective 2: Prioritize support of the BCACS Foundation's mission.

Objective 3: Identify additional revenue streams to support school operations.

Objective 4: Build a long-term financial roadmap for sustainability.

Leadership/Staffing

Objective 1: Establish aspirational system-wide (Bishop, pastors, superintendent, school staff, committees, board, etc.) organizational structure including a staffing model that separates educational staff and administrative staff.

Objective 2: Attract and retain highly qualified teachers and staff.

Objective 3: Maximize shared time programs to reduce expenses while still maintaining course offerings and standards, ensuring dedication to our school community with respect to our mission.

Objective 4: Secure parent engagement and involvement in school leadership boards and committees including new families and underrepresented groups.

Recruitment/Retention

Objective 1: Develop a very clear and focused message illustrating the connection between strong, cohesive family values (Catholic Identity) and academic success.

Objective 2: Recruit and retain school-aged children of parishioners to our Catholic schools.

Objective 3: Implement an intentional formal program to incorporate new families once enrolled.

Objective 4: Implement strategy for retention of students at transitional/exit years.

Objective 5: Recruit students from the broader community (outside of parish population), focusing on Christian families in the Battle Creek area.

Student Life

Objective 1: Create an environment of inclusion that encourages the student to be their authentic self.

Objective 2: Offer a variety of activities and extracurricular that build fellowship and engage the student population.

Objective 3: Provide student life opportunities that reflect our Catholic Identity and support spiritual growth.

Objective 4: Create partnerships between our students and our Catholic community.

Objective 5: Provide proactive and reactive social and emotional support for students.

Technology

Objective 1: Ensure a cohesive, consistent technology roadmap that includes an efficient, cost-effective manner of enacting sun-setting technology platforms.

Objective 2: Utilize technology platforms to enable communication between the school and families.

School Hours: 8:00 a.m. - 3:00 p.m.

Student Drop-Off - Begins at 7:45 a.m. (bell rings at 8:10; students must be in classroom by 8:10 a.m.)

Student Dismissal - Begins at 2:45 p.m.

Office Hours: 7:30 a.m. - 3:30 p.m. Phone Number: 269-965-7749

Extended Day Hours: 3:10 p.m. - 6:00 p.m. Phone Number: 269-969-0056

Pastor Representatives

St. Joseph Catholic Church Fr. Christopher Ankley

St. Jerome Catholic Church Fr. Christopher Ankley

St. Philip Catholic Church Fr. John Fleckenstein

St. Joseph Elementary Staff

Administrative Staff:

Sara Myers - Principal (smyers@bcacs.org)

Katie Reed - Assistant Principal (kreed@bcacs.org)

Christy Riley - Administrative Assistant (criley@bcacs.org)

Lee Papke - Administrative Assistant (lpapke@bcacs.org)

Teaching Staff:

Kelly Francisco - Preschool (kfrancisco@bcacs.org)

Amiee Downey - Preschool & Transitional Kindergarten (adowney@bcacs.org)

Brooke Schmitz - Kindergarten (bschmitz@bcacs.org)

Nancy Lussier - Kindergarten (nlussier@bcacs.org)

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

Barbie Carrier - 2nd Grade (bcarrier@bcacs.org)

Susie Labrecque - 2nd Grade (slabrecque@bcacs.org)

Patti Kuenzel - 3rd Grade (pkuenzel@bcacs.org)

Angela Greenfield - 3rd Grade (agreenfield@bcacs.org)

Rachel Andersen - 4th Grade (randersen@bcacs.org)

Linda Hamel - 4th & 5th Multi-Age Class (lhamel@bcacs.org)

Heather Wordern - 5th Grade (hwordern@bcacs.org)

Specials Teachers:

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

Sarah Miller - Physical Education (smiller@bcacs.org)

TBD - Art

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 (269-963-1131, 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 34 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”, pages 27-28. 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 8:10 a.m.

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. – 3:30 p.m.		
Elementary School Hours	8:10 a.m. – 2:45 p.m. (Full Days)		
	8:10 a.m. – 11:20 a.m. (Half Days)		
	Grades:	Lunch Times	
	PreK & TK	10:45-11:15	
	K, 1, & 2	11:15-11:45	
	3, 4 & 5	11:45-12:15	
3 Year Old Preschool Hours	8:00-11:15		
4 Year Old Preschool & Child Care	8:00-11:00 Morning Class Time 11:00-1:30 Lunch & Rest Time 1:30-3:00 Afternoon Class Time		
Enrichment for TK	8:00 a.m. – 12:15 p.m.		
Transitional Kindergarten	12:15 p.m. – 2:45 p.m.		

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.

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 were re-accredited in March 2020.

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 1st during the year of requested admission would not be accepted for kindergarten. Children who reach their sixth birthday after September 1st 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 a.m. – 4:45 p.m.. Benediction follows 4:45-5:00 p.m.

Arrival and Dismissal

Drop Off and Pick Up Procedures - Kindergarten - 5th Grade

*Preschool and TK have separate procedures that are communicated to parents by Mrs. Downey and Miss Kelly.

*These are subject to change. Updated procedures will be communicated if changes are made.

Morning Drop Off

7:30-7:40 - Teachers & Staff Temperature and Health Screening

7:45 - Student Drop Off begins

8:10 - First Bell

Families with last names A-K will drop off at the front door on 23rd Street.

Families with last names L-Z will drop off in the back parking lot by the triple gym doors.

- We do not have staff this year to open the vehicle doors when you arrive. Therefore, kids will need to let themselves out of the vehicle. **Parents must stay in their vehicles.**
- Please do not allow your child to get out of the car until you have reached the sign that says, **“Kids Exit Here”**.
- Make sure that your child is wearing a mask when exiting your vehicle and entering the building.
- Staff will be at each door to check student temperatures when entering the building.

- Staff will give a wave to the parent when the temperature check is complete. This will be the signal to the parent that it is okay to go.
- If there is an issue, staff will wave a red card to indicate that a staff member will be walking back with your child to the vehicle.
- Students will proceed right to their lockers and then to their classrooms.
- Teachers and staff will be in the classrooms and hallways to monitor students.
- If you arrive at the school after 8:10, all students should be dropped off at the front door on 23rd Street.

Dismissal

2:45 Dismissal Begins

Families with last names A-K will pick up at the front door on 23rd Street.

Families with last names L-Z will pick up in the back parking lot by the triple gym doors.

- Please have your car tag displayed in the front window.
- A staff member will be at both locations to call into office the names of families that are in line.
- The office will announce the names of families to dismiss.
- Kids will be wearing masks in the hallways and as they exit the building.
- If you arrive at the school after 3:10 all students should be picked up at the front door on 23rd Street.

Please be patient through this time. The health and safety of all students, staff, and families depends on your patience and cooperation!

Asbestos

Our required three year school inspection for asbestos has been completed. 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 8:10 a.m. It is very important that students arrive at school at or before 8:10 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. **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 the student will 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 2:45 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 and office, preferably in the form of a written note or email.

When it is necessary to pick up a student during school hours, please call the school office. The office will call the student from the classroom on the PA. 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 will not 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 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 15, you will find a rubric that outlines what we consider to be inappropriate behavior and a plan for addressing these behaviors.

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

Birthdays

At this time, due to COVID, we cannot allow birthday treats in the classroom in order to minimize student exposure.

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, volunteers 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, 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

Not available at this time. Questions regarding bus transportation? Please call the Lakeview Bus Garage at 269-565-2490.

Cafeteria Rules

- Use an indoor voice.
- Practice social distancing.
- 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 or back to your classroom.

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. **Extended Day Care is not available on days when school is cancelled.**

Change of Address/Phone

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

Child Care - Extended Day School Care

St. Joseph Elementary School offers an after school day care program. There is a fee for this service. **Pre-registration is required for Extended Day.** If you are interested in this program and would like more information, please contact the school office at 965-7749.

Extended Day hours:	3:10 – 6:00 p.m.	Fees:	\$6.00/hour
	For ½ day use		\$6.00 /hour

Child Abuse and Neglect Guidelines

Child care providers are mandated reporters. Under the Child Protection Law, childcare 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. 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

Children showing signs of a communicable disease (e.g. head lice, pink eye, chicken pox, etc.) 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 36-37 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.

Every Friday, an email containing items of interest and upcoming important dates will be sent.

All notes going home from anyone outside of teachers or administrative staff must be approved by an administrator. If approved, the office will distribute the notes to the teacher. 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) and email (StJosephElem@bcacs.org).**

Conferences

Parent-teacher conferences occur after the first marking period and in mid-February. 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 email or phone regarding any change in dismissal. For this reason, please keep your email and phone numbers updated in our school office.

Dress Code

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

Masks

- Masks must be worn at school at all times inside the school building, except for when eating. Masks cannot have any words or pictures on them that could be deemed offensive or distracting to other

students. The principal will make the final determination on any mask that is in question. If a mask is determined to be inappropriate, a replacement mask will then be given to that student for the day.

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 or BCACS crest may also be worn (in navy, red, or white only).
- All shirts must have collars and fit properly.
- No crew neck, sleeveless shirts (including tank tops) or emblems (other than St. Philip/St. Joseph/BCACS crested emblems may be worn on the shirts).
- Shirts must always be tucked in and no more than one button is to be unbuttoned.

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 are not permitted.
- Only St. Philip/St. Joseph/BCACS crew-neck sweatshirts may be worn with a uniform shirt underneath. Sweatshirts are allowed in the following colors: red, white, black, gray or navy blue.
- Hooded sweatshirts are not allowed.
- Torn sweatshirts are strictly prohibited and should not be worn at any time.
- Black or red nylon/fleece jackets ordered through our spirit shop may be worn.

Pants

- Cotton twill/Docker-style, waisted pants in solid navy, khaki or black are required. No leggings, 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, metal rivets, or decorations on the 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. Leggings are not allowed as pants.

Skirts/Jumpers

- Skirts, culottes, or jumpers in navy blue, khaki 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) school code S1500.
- Black or navy blue leggings are permitted to be worn under a mid-thigh or longer, skirt or jumper. They must be plain with no ruffles and frills.

Shoes

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

Shorts and 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 the school year.
- Cotton twill/Docker-style, waisted shorts and capris in navy blue, khaki or black shall be permitted.
- Cargo pockets on shorts and capris are not allowed.
- Shorts and capris with outside stitching, metal rivets, or decorations on the 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 blue, red or black socks are required with shoes.
- Socks **MUST** be worn at all times, with all shoes and sandals.

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.
- 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. 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. Sleeveless shirts (including tank tops) are never allowed.
- 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.
- No high-heeled shoes/boots are to be worn on out-of-dress-code days.
- Fashion Boots can be worn only on out-of-dress code days.

***The school principals have 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.**

Emergency Drills

Fire drills are conducted five times a year, severe weather drills are conducted twice each year, and we practice three lock-down drills per year. Escape plans are posted inside the door of each classroom. During severe weather 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 for emergency contact
5. Physician's name and phone
6. Medical alert information

Enrichment

Enrichment is offered in the Extended Day room 8:00 a.m. until 12:15 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 16 of this handbook for available hours and fees.

Extra-Curricular Activities

*Availability of these activities is dependent on COVID restrictions.

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 (3rd – 5th grades)
- St. Philip summer sports camps
- Diocesan Bring-It-On Book Challenge (4th and 5th grades)
- After school enrichment programs, vary in age and program.

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, Diarrhea, and Nausea

Every child needs to be **fever/diarrhea/nausea free (has not vomited) for 24 hours WITHOUT THE USE OF MEDICATION** before returning to school. Any child with a fever or that vomits will be sent home. Diarrhea will be handled on a case by case basis, varying with cause. If caused by a food issue, your child may leave for clean up and return, or a parent can aid in clean up right at the school.

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 a sample permission slip on page 32 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. Due to trained staff not always being able to attend a field trip, medical conditions requiring the administration of shots or the drawing of blood will require a parent to accompany the child on all field trips.**

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 medical 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. ten 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 fifth grade 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, diarrhea, and/or nausea (vomit) free for 24-hours WITHOUT the use of medicine to return to school. Due to trained staff not always being able to attend a field trip, medical conditions requiring the administration of shots or the drawing of blood will require a parent to accompany the child on all field trips.

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 2:45 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 issue 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. This 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 10:45 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 prepaid 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 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. notices of overdrawn balance will be sent home once a week. Overdrawn balances must be paid in full immediately.**

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 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. Volunteers MUST be approved by school administrators.**

Mass/Chapel

Students will attend Mass once a week. Grades K, 2 & 3 celebrate Mass on Tuesdays at 9:00 a.m. Grades 1, 4 & 5 celebrate Mass on Wednesdays at 9:00 a.m. All students and staff are expected to be silent while entering and leaving the church. Due to COVID restrictions, parents and guests are not allowed to attend school Masses this year.

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 33 (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 for all prescriptions being administered by school personnel.** 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 or parent note, 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.
- Without a parent note, 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.
- **Due to trained staff not always being able to attend a field trip, Medical conditions requiring the administration of shots or the drawing of blood will require a parent to accompany the child on all field trips.**
- 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. Please be sure to read this newsletter and make note of the information they contain. Updates may be sent home during the week, 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 email (StJosephElem@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

*At this time, popcorn days are suspended due to COVID restrictions.

One day each month, the students and staff may dress in out-of-dress code clothing (see Dress Code). 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

Toys (with the exception of playground balls), CDs, 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, Heelys, 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 3 times during the school year. We will notify families 48 hours, or more, in advance of pest control treatments.

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 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 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 one 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. 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. 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.

Promotion/Retention

Upon the successful completion of the present grade level requirements, students will be promoted to the next 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), principal, and parents or guardians. We do not have a "no retentions" policy.

Protecting God's Children

See VIRTUS, page 29.

Recess

Students have a half-hour daily recess. At that time, children may play on the playground, grass field, or on the blacktop, depending upon where their class is assigned for that day. Teachers or staff will 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, Heelys, 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 5⁰F, 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.). If your child has an illness he/she should not be at school. Permission to stay in will be given only under extreme circumstances, via a doctor's note. We believe that if your 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.

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 Finnilla 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 the office at StJosephElem@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 is 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 diarrhea/fever and/or nausea (not vomited) free for 24-hours without the use of medication 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 parents 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 16.

Standardized Testing

As a diocesan school, we administer 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, social work services and a school psychologist. St. Joseph Elementary also receives Title 1 funds for tutors to help with support in reading and math.

Tardiness

It is important that all students be punctual in arriving to school. School begins at 8:10 a.m. It is very important that students arrive at school at or before 8:10 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.

Technology Use

All students (PK-5) have access to the use of technology in their classrooms - iPads, computers, Chromebooks, etc. Technology use agreements are signed by a parent and student(s) each year. See page 35 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 a cell phone to school must leave it in the office during school hours.**

Textbooks

If a book is lost, misused, or damaged beyond reasonable wear, parents may be required to replace the book(s). This may also include resource materials.

Tuition

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

Uniforms

Please refer to Dress Code on pages 17-19.

Used Uniforms

Slightly worn or outgrown uniforms are available to buy throughout the year. They are located in the resource/used uniform room by the cafeteria. Please call the office to schedule an appointment to shop for used uniforms. Items chosen for purchase can be paid for in the school office. Please bring small bills when coming to shop, the office rarely has change and does not have a debit/credit card reader.

Vacations

***During this time of COVID-19, it may be necessary for the student to quarantine at home before they return to school after the vacation, depending upon the destination and the risk level of activities.**

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 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

Visitors

***At this time, due to COVID restrictions, visitors admitted to the building will be on a limited basis and must be approved by administration.**

Due to increased 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

***At this time, due to COVID restrictions, volunteers will be allowed on a limited basis and must be approved by administration.**

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, have a temperature and health screening, and pick up a volunteer badge.**

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 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.

Weapons Free Policy

The possession or use of weapons, ammunition*, firecracker-type objects, "look-alike" weapons, or objects that could be considered weapons are 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 5th grade. Order forms are sent home with the students in April. You can also purchase 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 the beginning of the following school year.

APPENDIX

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

Permission for medical treatment: As a parent/guardian, I do hereby authorize the treatment by a qualified and licensed physician of any condition that, in the opinion of the physician, is deemed necessary and appropriate. This authority is granted only after a reasonable effort has been made to reach me.

Parent Signature

Date

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 Name (print): _____ Parent 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 2020-2021

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.

Student's Name- PRINTED	Student's SIGNATURE	Grade in 2020-2021	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

DISEASE (INCUBATION PERIOD)	HOW SPREAD	EARLY SIGNS	CONTACTS	RETURN TO SCHOOL
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.
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 the Calhoun County Health Department (269) 969-6384
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 (6th 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

There are vaccines that can protect preteens and adolescents from other serious diseases. 6th 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.