



Battle Creek Area
Catholic Schools
Education for Living – Faith for Life

St. Joseph Catholic Middle School
Parent and Student Handbook
2022-2023

St. Joseph
elementary &
preschool

St. Joseph
catholic
middle school

St. Philip
catholic central
high school

Students will know the Faith, share the Faith,
and live the Faith.



ST. JOSEPH MIDDLE SCHOOL

44 N. 25th STREET

**BATTLE CREEK, MI
49015**

(269) 963 – 4935

Dear Parents and Students of St. Joseph Middle School,

The purpose of this handbook is to share information with you and acquaint you with the middle school. It provides an overview of what students and parents can expect.

We share the responsibility of educating with you. We strongly believe that you are the primary educator and that you know your child better than anyone. We also believe that you have a responsibility to be an advocate for your child and that we will do our best to support that advocacy. Our ministry is to support and be a partner in the education of your child. We do this with compassion, care and competence. We continually strive to bring about positive intellectual, social and spiritual skills and realize the importance of your cooperation and support in doing this.

We strongly encourage you to read the Mission and Belief Statements that are part of this document. These statements truly articulate the foundations and ideals from which all of our decisions are made.

Please communicate with us. Your concerns, questions, ideas, and input are never trivial: it is what makes us a true learning community.

Sincerely,

Katie Reed, Assistant Principal
St. Joseph Middle School

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St. Joseph Middle School is part of the educational system established by the Diocese of Kalamazoo and is subject to the policies of the Diocesan Office of Schools. St. Joseph is accredited through the Michigan Association of Non-Public Schools (MANS).

ST. JOSEPH MIDDLE SCHOOL
MISSION

Battle Creek Area Catholic Schools, 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.

BATTLE CREEK AREA CATHOLIC SCHOOLS
VISION

Students are engaged in a meaningful, relevant and secure learning environment that utilized 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.

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

Office Hours: 7:30 a.m. - 3:30 p. m.

Phone: (269) 963-4935

Fax: (269) 359-3709

Pastor Representatives

St. Philip Catholic Church

Fr. James Richardson

St. Joseph Catholic Church

Fr. Christopher Ankley

Fr. Jacob Thomas

Fr. Pius Cung

St. Jerome Catholic Church

Fr. Christopher Ankley

Fr. Jacob Thomas

Principal

Miss Katie Reed

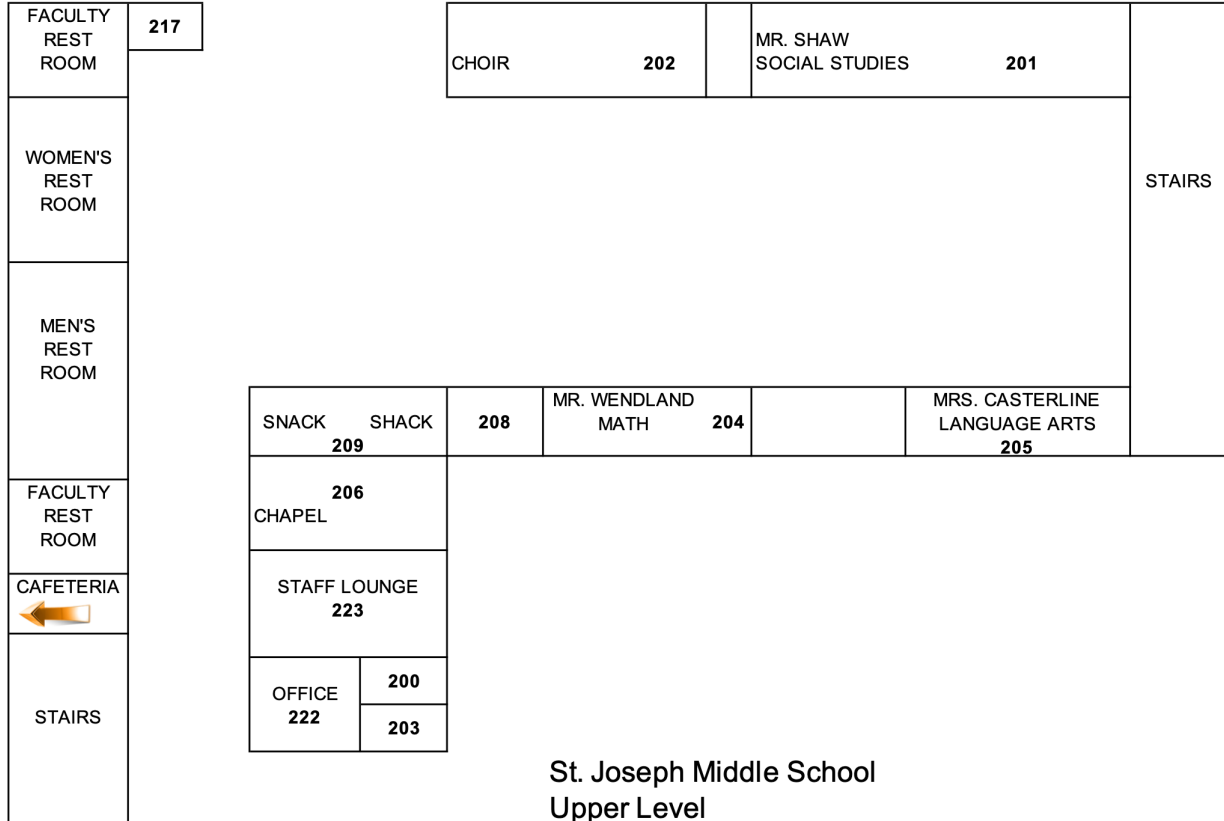
Email: kreed@bcacs.org

Athletic Director

Mrs. Vicky Groat

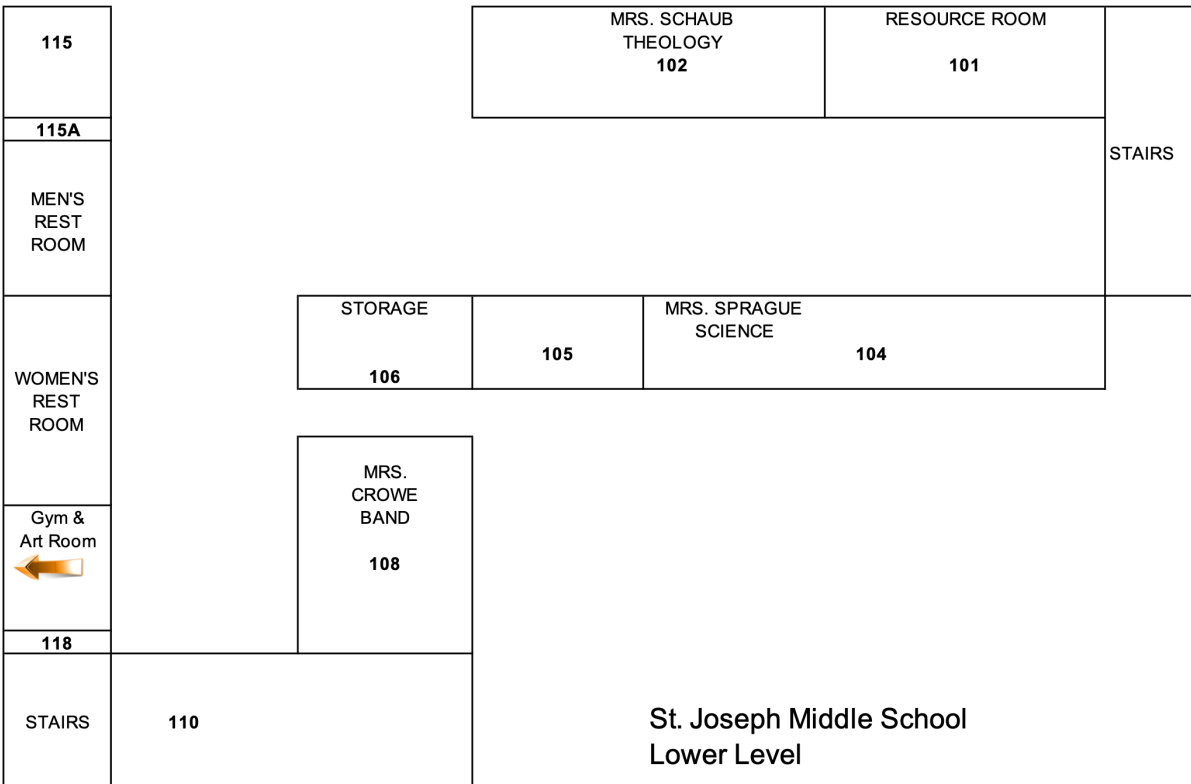
Email: vgroat@bcacs.org

Middle School Upper Level



Middle School Lower Level

revised: 8/30/22



ABSENCES

If it is necessary to keep your child home because of illness, we ask that you call our office and alert us prior to 8:15 a.m. This helps to assure us that your child is safe and accounted for. Messages may be left on our phone system. You will be contacted if we do not hear from you regarding your child's absence.

When a child becomes ill at school, the parent (or emergency contact person) is called and the child is sent home. The child may either return to class to wait for their parent to arrive or he/she may sit in the office, depending on the nature and severity of their illness. **All students must be fever-free for 24 hours before returning to school.**

Often, parents request homework for a sick child. This should be done with the morning phone call. Homework may be sent home with a sibling or friend, or parents are welcome to pick-up homework in the school office between 3:00 and 3:30pm. Assignments can also be found on FACTS under the "Announcements" tab. These are updated by 3:30pm.

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.

ACADEMIC ELIGIBILITY

Saint Joseph Middle School has decided to initiate academic eligibility standards for athletics and extra-curricular activities. Student participation in athletics and extra-curricular activities is viewed as an integral component of the learning process, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. Saint Joseph Middle School stresses that academic learning and achievement remain the top priority for every student.

Eligibility Requirements

- Students must maintain a course average of 60% or better in their core classes (math, science, language arts, social studies and theology) in order to participate in extra-curricular activities and athletic events. This is determined on a weekly basis. Eligibility is checked every Tuesday morning at 8:00am by administration.
- Allowances may be made for students who have special needs or accommodations.

Parameters of Ineligibility

- Students who are ineligible may not participate in games, practices, scrimmages or any other school extra-curricular activity.

Length of Ineligibility

- Eligibility will run from Tuesday to Tuesday to determine if students are eligible to participate in athletic practices, scrimmages, games, practices and extra-curricular activities for that week. Students are expected to complete and hand in missing

assignments, tests, retakes and late work by 3:00pm the Friday before the eligibility report is generated to allow teachers time for grading. Eligibility will start on the third Tuesday of each quarter.

Communication

- Administration shall be responsible for ensuring that accurate, up-to-date information concerning the academic eligibility policy is communicated to coaches, activity advisors, teachers, students and parents.

ACADEMIC PROBATION

Homework is expected to be handed in on the due date at the beginning of the class period. If homework is not turned in on time, the following procedures apply:

STEP 1 - If the student does not turn in homework at the beginning of the assigned class period:

- Teachers will note any assignment at this point as M (missing) with a zero for a grade in FACTS.
- The student must bring the missing assignment to the teacher the next day. If the class does not meet the next day, the assignment is still due to the office and it will be placed in the teacher's box. Since the assignment is late, the student may receive 10% off of the earned grade.
- If the assignment is not turned in the next day, the student's work is considered **incomplete**. The student will stay in at lunch to complete the work and/or should complete the work at home. If it is more than a day late, it will receive 30% off of the earned grade.
- Our goal is that all homework is completed and turned in. The school, parents, and students need to be working together to ensure all students are completing their work.

STEP 2 - If the student receives three lunch detentions in the same quarter:

- An "After School Detention" will be issued, and served on the Thursday that follows.
- Students will be required to **not participate** in:
 - athletic events during the following 7-day period (must attend the event dressed up and on the bench supporting their team, but will not be allowed to play; participation in all athletic practices will be allowed and expected during that time, as usual.)

*If detentions and/or written plans prove to be ineffective in solving either behavioral or academic problems, the principal will meet with the parents, advisory teacher, and student to discuss the situation further. Every attempt will be made to resolve the problem. The administration reserves the right to amend this policy to ensure success for each student.

ACCREDITATION

St. Joseph Middle School is accredited by the Michigan Non-Public School Accrediting Association, a chapter of the National Federation of Non-Public School State Accrediting Associations. BCACS went through the MANS accreditation process in March of 2020.

ADMISSIONS

In accordance with Title XI of the Educational Amendments of 1972, our Catholic middle school does not discriminate on the basis of sex 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 the coordinator for this title.

New students are accepted on a 90-day probationary period.

Likewise, no student who wishes to enroll in our Catholic middle school, provided there is room for additional students, shall be denied admission to the school on the basis of race, color or national origin.

Michigan law requires that each child be immunized in accordance with Michigan state law. Parents are required to submit proof of an up-to-date immunization record prior to admission.

If it is determined that St. Joseph Middle School is unable to meet the needs of a particular student, the principal reserves the right to deny admission.

Record of acceptable behavior and proof of reasonable academic records, including attendance, are especially important in determining the admission of a transfer student.

ARRIVAL/DISMISSAL

Parents are to drop-off and pick-up students at the main entrance on 25th Street. **Students are not to arrive prior to 7:30 a.m. since supervision is not available until that time.**

School is dismissed at 2:50 p.m. All students are to be picked up by 3:15 p.m. Since the safety of each child is our primary concern, please make the necessary arrangements to work within these timeframes. Outdoor supervision ceases at 3:00 p.m. Students who are not picked up by 3:15 are subject to being billed.

Students are not allowed to go out onto Walsh or 25th Streets for drop-off or pick-up. Parents must wait in line for student drop-off and pick-up at the base of the main school sidewalk that leads from the office area to the middle school parking lot. If time is an issue for parents, we ask that cars are parked in a legal parking spot and that the student(s) is escorted from the building to the parked car by their parent(s). Do not park in the driveway that separates the middle school from the playground area. That area is designated for emergency vehicles.

During each athletic season, athletes are to be picked up by parents after school and brought back to practice/game at the designated time. NON-ATHLETES (including siblings of athletes) are not allowed to attend athletic practices.

ASBESTOS

Each school building within our diocese has a management plan on file describing the following information:

- Areas of testing and location of any liable materials
- Results of tests, past and present
- Results of air sampling (if done)
- Recommendations of consultants
- Asbestos projects completed and final test clearance, etc.

It is important to note that not all asbestos-containing building materials need to be removed from our school building. If identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

ATHLETICS

The following interscholastic sports are offered:

Boys

Football (fall)
Basketball (winter)
Track (spring)
Cross Country (fall)

Girls

Basketball (winter)
Volleyball (fall)
Track (spring)
Cross Country (fall)

There is a middle school athletic fee of \$50/student per sport.

MHSAA physical forms need to be updated yearly and kept on file at school, per state regulations. Physicals must be completed **BEFORE** the first day of practice.

The staff at St. Joseph Middle School feels that involvement in athletic opportunities is an important aspect of the middle school experience. Sports give students an excellent opportunity to develop self-esteem and leadership skills. At this level, it is important that all interested students are given the opportunity to participate. However, it is essential that students understand that their academic education is the priority and their participation in athletic activities can only occur if their best effort is shown in the classroom.

Students will not be permitted to participate in any athletic competition if he/she is under Step 2 of Academic Probation or Step 3 of Behavioral Probation (SEE "ACADEMIC PROBATION" or "BEHAVIORAL PROBATION").

At the end of a student's 8th grade year, one or two students will be chosen by the middle school staff for the "Scholar Athlete Award". The criteria considered includes grades and the number of school-sponsored sports he/she has participated in. Club sports do not count towards this award.

ATTENDANCE

Regular attendance and punctuality are expected of all students enrolled at St. Joseph Middle School. They are essential for a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism causes a genuine hardship for most students. Classroom instruction and student interaction are vital parts of the learning process. Written work is only one part of the school day. A student's continual presence in school is the most comprehensive way for learning to take place.

The following attendance codes are recorded in FACTS

A	Excused Absence	I	Ill
AP	Appointment	ISS	In-School Suspension
S	School Activity	OSS	Out-of-School Suspension
V	Vacation	T	Unexcused Tardy
F	Funeral	E	Excused Tardy

We, at St. Joseph Middle School, believe that good attendance is critical to a child's continued growth and academic success. If a child has ten (10) absences, tardies, and/or early dismissals without medical documentation, they will be recorded as "unexcused". The absences may be investigated and a meeting with the principal may be required.

Excessive tardies are a concern, because important announcements and opening routines are held at the beginning of the day. If a child has ten (10) unexcused tardies, a meeting with the principal may be required. Five unexcused tardies will result in a lunch detention. All tardies are considered "unexcused" unless a doctor's note is provided. Exceptions to this policy must be determined by the administrator.

Early dismissals are also a concern, and highly discouraged. The last part of the school day is just as important as the rest of the day. If a child has ten (10) unexcused early dismissals, a meeting with the principal may be required. In the case of repeated absences, tardies, or early dismissals, a county attendance officer will be notified.

We highly recommend that vacations be scheduled for days when school is not in session. We are aware, too, that occasionally circumstances may warrant an exception to this stated policy. Please contact the office at least one week prior to the start of your scheduled vacation. The office will alert each teacher as to the student's absence and length of that absence.

Students are required and expected to make up all missed assignments. Work will be provided for them upon their return and they will have as many days as were missed to make up that work. The final responsibility for all missed assignments, and their impact on the student's grades, lies with the parent and student. 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.

Homework assigned can be looked up daily on FACTS under the "Announcements" tab.

BIRTHDAY TREATS/PARTIES

Students are welcome to bring birthday treats to share with their classmates. Please work out the details, in advance, with your child's advisory teacher. If it is your intention to provide the class with a special lunch to celebrate your child's birthday, a parent/guardian or grandparent who is VIRTUS trained must provide adult supervision in your child's classroom during the designated lunchtime. Special lunch parties cannot be celebrated in the cafeteria. Since this is also the classroom teacher's lunchtime (and often their only break from classroom responsibilities), it is unreasonable to expect the classroom teacher to give up his/her lunchtime to sit with the class. Please avoid any treats that contain peanuts or tree nuts.

Do not send party invitations to students through school unless ALL students from the class are invited. Gifts of any kind should be given outside of school.

BULLYING

St. Joseph Middle 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, non-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 so 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(s).

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, 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). "I was just kidding around" is not an acceptable excuse for unkind behavior.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational 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

Middle school students who plan to ride the Lakeview bus(es) must inform their advisory teacher of their intent by 8:05am each day. The office calls those numbers into Lakeview Public Schools daily. A Lakeview bus form must be completed at the beginning of each school year prior to riding the bus.

CAFETERIA

St. Joseph Middle School has a closed lunch policy, which requires that all students remain at school during the lunch period. Students have the option of participating in our hot lunch program on a daily or part-time basis, or they may choose to bring a sack lunch and purchase milk, water, or juice. A nutritious basic meal is prepared and served each day. The school lunch is prepared by professional cooks, with the advice of a skilled dietitian. Lakeview Public School's food services department determines the daily menu. It is sent by email monthly. Extra copies of the menu are available in the office and you can also access the menu from the website.

Middle school students may pay for hot lunch daily or their parents may deposit funds into an "account" established by the Lakeview Lunch program (all checks should be made payable to Lakeview Schools). Each student is issued an account number that he/she will use to charge their lunches. Once an account reaches a \$5.00 deficit, students will no longer be allowed to charge lunches until the balance is paid (if this is the case, students will be provided with a peanut butter and jelly sandwich). To check the balance or to view your child's purchases, go to www.sendmoneytoschool.com. Our cashiers are very good about verbally notifying students when their lunch account balances are getting low (or in the negative). Please also check this information online so that a positive balance can be maintained.

Our lunch program provides a variety of beverage choices including milk juices, and water. A-la-carte items (such as chips, cookies, etc..) are also available and can be charged on their account. Students are asked not to bring/consume soda pop during the school day (including lunchtime). Please refrain from sending it in as part of your child's lunch.

CALENDAR

Our annual school calendar is sent home to parents each year. Additional copies of the calendar are available in our office. The calendar is also posted on the BCACS website.

CHANGE OF ADDRESS

Every change of address or phone number must be reported to **both** the middle school office and the BCACS office immediately. Up-to-date records are essential when handling emergency situations.

CHEATING

Cheating is a serious compromise of a student's integrity and it will not be tolerated. If cheating occurs, the assignment(s)/test(s) will be confiscated. A failing grade will automatically be recorded for the work, and the student will be given a principal's referral and an After School Detention. Students "sharing" assignments with classmates will also be disciplined accordingly. The classroom teacher will notify parents.

CHILD ABUSE AND NEGLECT GUIDELINES

Childcare 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 (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 (616) 977-1154 or (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 and staff are responsible to read and respond to the VIRTUS follow-up bulletins.

CODE OF CONDUCT/DISCIPLINE

Our discipline policies and procedures are established to create the best possible safe and healthy environment to promote learning and to protect and develop the physical, social, intellectual, emotional, and spiritual growth of each student. They specifically limit the opportunity for an individual to interfere with the educational rights of other students, as well as those of the individual.

Our school strives to create an environment that encourages mutual respect and cooperation, while providing opportunities for students to make choices regarding their behavior. We feel we have an understanding of the developmental characteristics of the middle school student as they transition from childhood to adolescence.

We believe as students mature they will develop more self-direction. Our discipline policies and procedures have been designed to encourage this development. Each student has dignity, worth and rights... and with these rights come responsibilities. The students are responsible for their

choices and the consequences of their behavior. Thus, our discipline guidelines are designed to teach and reinforce behavior that is conducive to learning, living, and working together in a harmonious manner within our school/faith community.

St. Joseph Middle School provides a unique experience for students. The home, school, and church work together in assisting students in dealing with their new interests, feelings, and anxieties, which are a part of adolescence. It is difficult, if not impossible, to list or state what is “acceptable” behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected here, we encourage and support these general guidelines:

- Students attend school regularly.
- Students are prompt in arriving at their assigned places, prepared to participate fully in class.
- Students understand and follow school policies.
- Students respect the worth and dignity of each individual.
- Students respect the rights of their classmates.
- Students respect the rights and responsibilities of faculty members as they perform their duties.
- Students respect the rights and responsibilities of support staff, such as custodians, administrative assistants, and cafeteria staff.
- Students observe a code of conduct for all citizens by the use of proper language, etiquette and appearance.

Following are some general expectations that are important to the learning environment of St. Joseph Middle School:

- Students are expected to arrive at school on time and go to all of their classes prepared with all of the necessary supplies.
- The appearance of our school will reflect the pride we take in it. Marking or damaging walls, desks, restrooms, etc...will not be tolerated. Students who are responsible for malicious damage to buildings, equipment or classroom materials will be disciplined appropriately and required to pay for damages.
- Gum chewing is not permitted at any time. All food items are to be consumed in the cafeteria during the lunch period (or in designated classrooms during snack time). Students are asked to bring in snacks that have nutritional value (or they may be purchased here at school).
- In the cafeteria, students are expected to clean up after themselves. Food throwing is not permitted and will result in disciplinary actions.
- Good sportsmanship at athletic contests has long been one of our finest traditions. Positive school spirit is encouraged and must not be confused with unsportsmanlike acts such as booing, hissing, etc. It is important to remember that the poor behavior of just one or two individuals may reflect poorly on our entire school.

- Outward displays of affection, such as kissing or inappropriate touching, are unacceptable.

COMMUNICABLE DISEASES

Parent/Guardians are required to report to the school office any communicable diseases their child(ren) may have.

Whenever a student is suspected of having a communicable disease, immediate arrangements will be made for the student to leave the school environment. Students are excluded from classes and school-sponsored events for the following diseases: COVID 19, Diphtherias, Whooping Cough, Chicken Pox, Meningitis, Tuberculosis, Smallpox, Pediculosis (Head Lice), Conjunctivitis (Pink Eye), German Measles, Ringworm, Impetigo, and Streptococcal Infections (including Scarlet Fever and Strep Throat), H1N1, and any other infectious diseases.

COMMUNICATIONS

Emails will be sent home on a weekly basis. They contain upcoming events, due dates and information from the principal. It also includes items of interest and activities as well as important parent information.

*Any parent wishing to send information home via email must first have any communication(s) approved by the principal. Approval must be sought at least four full days before the email is sent home.

RenWeb is your online connection to your child's grades, attendance record, daily assignments, and announcements (found under the "announcement" tab).

Student assignment books are a daily resource for students and families. Your student should fill out their assignment notebook at the end of each class session to note assignments, tests and project dates. This is the student's responsibility.

We have a "Parent Communication Rack" next to the cafeteria doors in the middle school foyer. Parents are welcome to stop by any time and pick up current information. This information can also be accessed on our website.

CONCUSSION LAW

We are in compliance with diocesan policy regarding concussion laws and procedures. See attachments at the back of this document for "Concussion Awareness Acknowledgement" that is to be completed and returned to the middle school office.

CONFERENCES

Parent-teacher conferences occur during the fall and spring sessions of school. Specific appointments can be made with individual teachers, regardless of the progress of their child.

These conference times, if spent wisely, can be valuable to the overall education program. It is never necessary to wait for the regular conference time if a parent has a specific concern. Parent conferences are encouraged and can be arranged at any time during the school year. Conferences with the building principals are also welcome. Please call in advance so that a designated appointment time is made.

CONSEQUENCES

Teaching appropriate behavior and responsibility are important functions of St. Joseph Middle School. It is important that the consequences for chosen behaviors that do not align with the expectations set forth by the school are appropriate and consistent with the philosophy of our school. Possible consequences for violations of rules and school or classroom expectations are as follows:

- **CLASSROOM CONSEQUENCES** - Each classroom teacher has outlined expectations for their particular class and what the appropriate consequence is should the student choose to disregard that particular expectation. Students are made aware of these expectations and both the expectations and consequences are discussed in the classroom.
- **LUNCH DETENTION** - Students may be assigned a lunch detention for violation of dress code, inappropriate cafeteria behavior, and/or other actions that require a consequence but do not warrant an After School Detention. If a student is assigned a lunch detention, he/she will either serve it that day (if the violation occurs before lunch), or the following school day (if the violation occurs after lunch). Lunch detentions require that the student eat their lunch in a designated location and miss recess. Parents are notified of a first lunch detention within an academic quarter by email. Parents will receive a written "warning letter" if a child receives a second lunch detention within the quarter. Three lunch detentions (for ANY reason) during a quarter will result in an After School Detention. Parents will be notified of a third lunch detention (thus an "After School Detention").
- **AFTER SCHOOL DETENTION** - After school detentions can occur for a number of reasons; three lunch detentions, principal referrals, cheating, swearing, excessive disrespect or any behavior that puts another student at risk, etc... after school detentions are held on Thursdays from 3:00-4:00 p.m. in a designated teacher's classroom. If a student is assigned an After School Detention, parents will be informed of the reason(s) for the detention. If a student receives an After School Detention, he/she is automatically placed on probation (see either "Academic Probation" or "Behavioral Probation"). Three (or more) after school detentions may result in an "In-School Suspension".
- **IN-SCHOOL SUSPENSION** - The student attends school, but does not attend any classes. In a designated space (usually the office), the student will be supervised by an adult and will be required to complete all assignments, which can be completed without teacher instruction, for that day from each class (this may include additional work to reinforce the curriculum). The student will receive credit for the completed assignments. However, teachers will not be responsible for teaching the content which was missed during this period. The student will also eat lunch in this room and will not be permitted to have

contact with other students. Parents are notified by a letter, email, or phone call of any “In-School Suspension” and a copy may be placed in the student’s CA-60 file. The student is then placed on “Behavioral Probation” for a period of seven days following the day that the “In-School Suspension” is served.

- **OUT-OF-SCHOOL SUSPENSION** - The student does not attend school. The student is required to be in a parent/guardian’s care out of the school building and will be required to complete all assignments, which can be completed without teacher instruction, for that day from each class (this may include additional work to reinforce the curriculum). The student will receive credit for these assignments. However, teachers will not be responsible for teaching the content which was missed during this period. Parents are notified by a letter, email, or phone call of any “Out-Of-School Suspension” and a copy may be placed in the student’s CA-60 file. The student is then placed on “Behavioral Probation” for a period of seven days following the day that the “Out-Of-School Suspension” is served.

*If detentions and/or suspensions prove to be ineffective in resolving either behavioral or academic concerns, the administrator will meet with the parents, classroom advisor, and student to discuss the status of the student’s enrollment at St. Joseph Middle School.

CORPORAL PUNISHMENT

In accordance with diocesan policies, corporal punishment is strictly prohibited.

CRISIS MANAGEMENT (EOP) PLAN

All schools with the Diocese of Kalamazoo are mandated to keep a Crisis Management Plan in the school office. Parents are welcome to examine the plan at any time.

In the event of a crisis, we will contact you via email or phone regarding any changes in dismissal information. For this reason, please keep your email address and phone numbers updated with the school office or in the RenWeb system.

CLASS LISTINGS

Core Subject Areas:

Each core class is taught daily.

- Language Arts
- Mathematics
- Science
- Social Studies
- Theology

Non-Core/Elective Classes (subject to change):

6th Grade:

- Art
- Band or Choir

- Physical Education
- Technology

7th Grade:

- Art
- Band or Choir
- Physical Education

8th Grade:

- Art
- Band or Choir
- Physical Education

DANCES & SCHOOL-SPONSORED SOCIAL EVENTS

Any school-sponsored social event must be approved by the school principal or assistant principal.

Dances will usually be held in the school cafeteria. Students will be chaperoned by a combination of parents and teachers. No participant will be allowed to leave the premises unless they are not planning on returning to the dance. Students who wish to bring a guest who is not a St. Joseph Middle School student must pre-register him/her in the school office in by Wednesday before the dance. Only middle school (grades 6, 7, 8) students will be allowed as guests.

Standards of behavior will be the same as those for any other school activity. Students are expected to wear modest clothing at all school-sponsored events (including dances). No spaghetti straps, strapless (or one shoulder strapped) tops for girls. Midriffs should not be exposed. Skirts and shorts must meet regular school dress code standards (with regard to length).

Every student will need to leave with a parent or guardian. If a student is leaving with another parent, a note or verbal permission must be given. ***COVID may impact availability of this opportunity for our students.**

DELAYS/CANCELLATIONS

Cancellation of school (or school delays) takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation or delay including radio and television (specifically WBCN-95.3 FM, 103.3 FM, and television channel 3 and 8). In addition, please check our website- www.bcacs.org and Facebook page. In the unusual circumstances when school must be cancelled during the school day, school personnel will determine that all students have satisfactory transportation and supervision before releasing them from school. A student will not be released without parental knowledge. No child will be left unsupervised.

DISCIPLINE

Also see "CODE OF CONDUCT"

DRESS CODE

Our dress code is included at the back of this handbook as a reference.

All students are expected to dress in a manner that reflects self-respect and simplicity. Neatness and cleanliness are the marks of a mature student. It is the responsibility of students and parents to cooperate with the school to meet the standards set at school. The dress code applies to every school day (including field trips, unless otherwise specified). Students will have opportunities to have “Out of Dress Code Days” as well as “School Spirit Days”. **“Out of Dress Code” slips may only be used on Mondays when we do not have Mass.** The administrator has the final word regarding what is acceptable, and in compliance with, the intent of the code. Dress code violations may result in a lunch detention. Repeated dress code violations may result in the student leaving the classroom and calling a parent/guardian for a change of clothes or staff may find a change of clothing for students from our used uniforms.

DROP-OFF & PICK-UP

All middle school students should be dropped off and picked up from the parking lot adjacent to 25th Street. Please enter Walsh St. from 23rd St. and into the parking lot by making a right turn off of Walsh Street. Exit the parking lot via the driveway onto 25th Street. If your child has elementary school siblings, your middle school student may go to the elementary for pick-up.

DRUGS (ILLEGAL SUBSTANCES)

Alcohol, mind-altering substances, look-alike drugs, counterfeit drugs, and tobacco:

Any student who gives evidence of having consumed or has in his/her possession any alcoholic beverage, any illegal substance, or any paraphernalia pertaining to these while attending class, on school premises, or any school-sponsored activity shall be suspended (either “In-School” or “Out of School Suspension”) and is subject to expulsion from St. Joseph Middle School. The location of the activity or whether the substance was taken on or off school grounds has no bearing on this ruling.

Drugs, as defined above, are not to be carried onto, purchased, sold, or consumed by the students on the property of the Catholic school and/or parish, or at any event sponsored by the school/parish.

POLICY BOUNDARIES INCLUDE:

- School Activities (both at St. Joseph and elsewhere)
- BCACS and Lakeview bus transportation (for field trips, athletics, etc.).
- Private social activities which become public also run the risk of falling under school discipline procedures
- Anywhere on BCACS/parish grounds

1st OFFENSE - “Behavioral Probation” and the student will serve a “School Suspension” (Time and place will be determined by the school principal). There will be no participation in any school-

sponsored activity for seven days. A conference will be required between the student, parent(s) and the school administrator before the student will be permitted back into his/her classes. Expulsion may be considered.

2nd OFFENSE - In addition to the above stated consequences, the student must agree to be assessed and receive treatment, if necessary, from a certified substance abuse program or counselor at the parents' expense before returning to his/her classes. It is the parent's responsibility to provide written documentation of counseling. Any expense incurred for an assessment and counseling is also the responsibility of the parent. Expulsion will be considered.

3rd OFFENSE - The student is recommended for continued counseling and is subject to expulsion from St. Joseph Middle School. It is the parent/guardian's responsibility to provide regular documentation that professional counseling is taking place. Any expenses incurred as a result of the required action is the responsibility of the parent.

EARLY DISMISSAL

Students who leave school during the regular school day must have a note stating why they are leaving. Parents may also call the office with this information. Please call as early as possible so that teachers can be notified. This note should be dated and signed by a parent/guardian. Students are to take early dismissal notes to the school office prior to first block where an "early dismissal" slip will be issued. The student keeps this slip and presents it to the teacher of the class he/she is in when it is time to leave. Early dismissal slips are only issued when there is a note from the parent/guardian. Students report to the school office prior to leaving the building. Parents are required to come into the school office to sign students out. Upon the student's return, parents are required to sign their student in at the office.

ELIGIBILITY

A student may not be permitted to participate in extra-curricular activities (including athletic competitions) or middle school sponsored social events if he/she is under STEP 2 of "Academic Probation" or STEP 3 of "Behavioral Probation" (SEE appropriate sections for details).

A student/athlete must be in attendance at school for ALL periods of the school day in order to be eligible to participate in any extra-curricular or social activity after school. Exceptions to this policy include medical appointments and funerals. Evidence of a scheduled appointment and times must be submitted to the school office prior to the start of practice/competition or after school activity. Please also refer to the "Athletic Agreement" at the back of this document.

EMERGENCY DRILLS

Fire drills are conducted six times per academic year and severe weather (tornado) drills are held twice each year. Escape plans are posted inside the door of each classroom. For fire drills, each classroom has a pre-determined escape route to an outside area a safe distance from the building. During severe weather drills each classroom goes to a designated area within the building. All students kneel with their heads covered and faces toward a wall. All students are expected to conduct these drills in a completely quiet, orderly, and safe manner. Lock-down drills are also

practiced twice each year. Students are to remain at their designated “safe zone” until an “all clear” is given by the middle school principal or designated staff member. Dates of completed emergency drills will be posted on the BCACS website.

EXPECTATIONS

We have high expectations for our students. We expect that, together, we will help them meet and exceed these expectations:

- Homework is completed and turned in on time
- Assignments notebooks are filled in daily
- Written communication handed to your student at school is safely delivered home to your attention

EXTRA-CURRICULAR ACTIVITIES

Students who qualify and/or are interested may participate in the following extra-curricular activities:

BCACS Ski Club

St. Joseph MHSAA Sports

National Junior Honor Society*

Chapel Society

*Students meeting the GPA/academic requirements are encouraged to apply. Written invitations and information are mailed home.

FIELD TRIPS

Occasionally classroom teachers schedule field trips within our city and nearby areas. These trips are designed to supplement different educational, social, or spiritual aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive written notification of field trips in advance of the scheduled date. Each notice from the teacher will contain complete details of the trip. Field trip permission slips must be signed by a parent/guardian and returned to the school office before students will be allowed to participate in field trips of any kind.

Students whose behavior indicates that they would hinder the learning opportunity of a class field trip may not be permitted to attend. Those with a history of inappropriate behavior in the classroom or on previous field trips will not be allowed to participate. Those who may not attend a field trip because of a behavior-related incident may be required to stay home on the day of the event. Field trip opportunities are a privilege, not a right.

FIGHTING

Fights, including assaults on other students or adults, or verbal or written confrontations against any student or employee of St. Joseph Middle School will result in at least a lunch detention or an After School Detention, and most likely, an “In-School Suspension”. In severe cases, the police may be called and expulsion may be considered. While many fights begin (or are rationalized) as

“just playing around”, it is important that students understand that rough play can result in physical injury. Thus, even “play fighting” will result in consequences.

FUNDRAISING RESPONSIBILITIES

All of our middle schoolers are expected to fundraise during their middle school years. The following experiences/trips are what those fundraising efforts support:

- Our 6th grade students attend Sherman Lake YMCA Camp each fall as part of their curriculum. A portion of the camp experience is paid directly by the students and/or their parents. A larger portion is paid through fundraising activities.
- Our 6th & 7th graders go to Eagle Lake at the end of the year.
- Our 8th graders go on an end-of-year trip to Cedar Point.

Traditional fundraising efforts include:

- Daddy/Daughter Dance (sponsored by the 6th grade)
- Annual candy bar sale (each student sells candy bars and the proceeds go to each class's account accordingly)

GRADING/REPORT CARDS

Report cards will be issued at the end of each quarter. As soon as parents receive them, they should be carefully examined and discussed with students. Students are graded according to their academic achievement and the amount of individual effort demonstrated while mastering the various subject areas. Work habits and citizenship are also a vital part of the quarterly report. Our grading scale is based on the Deca System, with a Grade Point Average attached to each letter grade.

A	=	4.0 (93-100%)
A-	=	3.7 (90-92%)
B+	=	3.3 (87-89%)
B	=	3.0 (83-86%)
B-	=	2.7 (80-82%)
C+	=	2.3 (77-79%)
C	=	2. (73-76%)
C-	=	1.7 (70-72%)
D+	=	1.3 (67-69%)
D	=	1.0 (63-66%)
D-	=	0.7 (60-62%)
E	=	0 (Below 60%)

An “I” (Incomplete) is used during extraordinary circumstances such as when a student has been away from school due to a long illness, or other circumstances beyond the student's control. The student will have fourteen calendar days from the end of the marking period to make up any incomplete or missing work, projects, tests, or quizzes.

HANDLING OF BODILY FLUIDS/ OSHA REGULATIONS

Faculty and staff members have been trained in the proper handling and disposal of bodily fluids. Staff members have access to kits that contain latex-free gloves and various other materials that enable them to help in a medical emergency without endangering themselves.

HARASSMENT

In order for St. Joseph Middle School to maintain a nurturing environment for all students, staff, and volunteers, harassment of any type, including sexual and racial harassment, will not be tolerated.

Harassment refers to inappropriate behavior that is personally offensive to someone and fails to respect the rights of others. Examples include, but are not limited to, the following: innuendos of a sexual, racial, or otherwise intimidating nature; propositions; suggestive pictures or cartoons; foul and/or obscene language, jokes or gestures; unwanted and unnecessary physical contact; and unwelcome comments, which are intimidating. It also includes conduct or communication that has the purpose or effect of substantially interfering with another students' education, or creating an intimidating, hostile, or offensive educational environment.

Racial harassment includes making negative references to a person's cultural or racial background and creating a hostile or offensive environment through such conduct.

Other harassment or intimidation of any nature includes any conduct, which may reasonably be determined to be offensive to others in an educational setting.

Teachers and/or the administrator will investigate harassment concerns as they arise.

HOMEWORK

Homework is important and is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their child by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. All homework is expected to be submitted on time. Failure to do so will result in the student receiving a parent notice that must be signed by a parent and turned back into the teacher who issued it at the beginning of the next class period.

All students will be provided an assignment spiral at the beginning of each year. If a student loses his/her assignment book during the year, they are encouraged to come to the office and purchase a new one. Utilization of these planners is a practical skill that students will utilize throughout their lifetime.

HONOR ROLL

The Honor Roll is a very special recognition for academic achievement that is recognized at the end of the school year. It is based on the total grades received during the first three quarters of the school year. We have three designated levels for Honor Roll recognition:

- Highest Honor (3.7-4.0)
- High Honor (3.5-3.69)
- Honor (3.0-3.49)

IMMUNIZATIONS

State law requires all students to be properly immunized and their school records reflect up-to-date requirements. For information regarding required immunizations please feel free to call our office or consult your child's physician. Students not meeting state requirements will not be allowed to attend school until the proper documentation is on file in our school office. Parents are encouraged to make sure their child's immunizations are current by June for the upcoming school year. Summer doctor appointments are often difficult to get. Waiting until the week or two prior to the opening of school could result in your child not being allowed to begin the new academic year on time. If you waive immunizations, you must contact the Health Department, set up a meeting and get a signed form from them to give to the school.

INAPPROPRIATE LANGUAGE

No student shall use profane, indecent or immoral language, or make obscene gestures in any building, or on the grounds of the Battle Creek Area Catholic School system/parish. This expectation also applies to any school sponsored activity (on or off school grounds). No ethnic, racial, or gender slurs will be tolerated. Students who choose to violate this expectation may receive a principal referral and/or an After School Detention. Repeat offenders should expect more severe consequences.

INSURANCE

St. Joseph Middle School carries liability insurance through Gallagher/Bassett of Lansing. The diocese also provides accident coverage for all students, which includes interscholastic sports programs sponsored by our school.

LEARNING DIFFERENCES

It is recognized that not all students learn in the same way. Recognizing these limitations in multi-student classrooms, every effort is made to teach to the abilities of all students so that all may experience success.

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
Assistant Principal/Principal
Pastor
Superintendent of Schools
Bishop

LOCKERS

Hallway lockers are provided as a convenience to each student for the sole purpose of storing materials that may be required for classroom work and necessary outdoor apparel. These lockers are school property and the individual student’s responsibility. Guidelines regarding lockers are as follows:

- A locker is provided for every student in the middle school. The lockers remain the property of St. Joseph Middle School and are loaned each year for student use. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities (for any reason) may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. School personnel will open lockers when there is a reason to believe that a locker contains stolen items or materials and/or substances that may be harmful to the student body. Any illegal items found in lockers will be considered the property of the student who is assigned that locker.
- Each locker has a built-in combination lock, which students are expected to use. Students should not share their locker combination with anyone. St. Joseph Middle School will not be held responsible for any items lost or stolen from student lockers.

- Lockers must be free from any permanent markings or adhesives at all times. If a student's locker is found to have cosmetic damage, a fee for locker cleaning may be given at the conclusion of the school year.

MASS

Students will attend Mass each Tuesday at 8:00 a.m. and Thursday morning at 9:00 a.m. There are some instances where the school Mass will take place on a different day other in addition to Thursday. Look for those dates in emails from the office. Please join us for Mass each week or whenever your schedule allows. During these weekly Masses, students in each grade plan and participate in the various parts of the Mass. Students serve the church community by participating as altar servers, ushers, greeters, readers, and choir members.

Our middle school students partner with an elementary grade (8th/2nd; 7th/1st; 6th/Kindergarten) and sit together at Mass. You are always welcome to sit with your student.

Students will receive the Sacrament of Reconciliation twice (or more) a year during the school day. Students who are not Catholic, but desire to receive Communion are asked to meet with the theology teacher, the building principal, or one of the parish priests to discuss the Catholic guidelines for receiving Communion.

MEDICATIONS

State law and diocesan policy state that we limit the dispensation of medications to only those students who suffer from chronic health conditions. Parents are required to obtain a copy of the "Authorization for Administration of Medication" form from our office for each and every medication dispensed at school. The form must be completed and signed by both the parent/guardian **AND** the child's physician.

Parents are also required to deliver any prescribed and/or over-the-counter medications in person to the school office IN THE ORIGINAL CONTAINER. We CANNOT accept medications delivered by students. We are not allowed to accept more than a 30-day supply of medication.

All medications will be counted when they are brought to our office. They will be kept in a locked cupboard and dispensed according to the doctor's order on the "Authorization for Administration of Medication" form.

Students who use inhalers for asthma and other respiratory problems must also provide the school with the "Authorization for Administration of Medication" form completed by the parent and signed by the child's physician. The doctor must indicate on the form whether the student may carry their inhaler or whether it should be kept in our locked storage cabinet. If the doctor indicates that the student may "self-medicate", it is the student's responsibility to inform our office when they have used the inhaler so that it can be properly recorded.

We will keep Epi-pens for students who suffer from specific allergies, (such as bee stings and/or food allergies). Parents must provide our office with the Epi-pen (also packaged in its original

container), along with the “Authorization for Administration of Medication” form completed by the parent or guardian and signed by the child’s physician.

We do not “stock” Tylenol or Advil type products. If a parent feels it may be necessary for their child to receive any kind of over-the-counter medication, parents are required to bring in the medication (again in its original container and not more than a 30-day supply) to be stored in our locked cabinet. We can only dispense medications with the “Authorization for Administration of Medication” form completed by a parent or guardian and signed by the child’s physician.

If a student is feeling ill, we will do all that we can to make them comfortable. If it appears that the student is in need of a medication that we do not have permission to dispense, we will make every effort to contact the parent or emergency contact person by phone. At that point the parent may bring in medication and dispense it themselves, or they may take the student home for the remainder of the day.

All medications prescribed or over-the-counter must be delivered to the school office by a parent or guardian. An “Authorization for Administration of Medication” form completed by a parent or guardian and signed by the child’s physician must accompany each individual medication.

NON-CUSTODIAL PARENTS

St. Joseph 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 to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of said court order.

Non-custodial parents who would like copies of communications or copies of report cards are asked to provide the school with their email and mailing addresses.

OFF LIMIT AREAS

Our schools are maintained and operated for the benefit and safety 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 being in these areas.

PARENT/STUDENT CONCERNS

Diocesan policy states that proper channels be followed in sharing concerns with school personnel. Parents and/or students are asked to discuss concerns/disagreements with the specific person with whom you disagree. If no resolution is reached after such meeting, you are to go to the next level, which is the building principal. If, after meeting with those parties, a solution is still not reached, a meeting with the pastor administrator should occur. The final step in resolving differences rests with the Diocesan Office of Schools. Parents/students may request a copy of the

Diocesan “Grievance Form” from the building administrator. The grievance must be submitted to the Diocesan Office of Schools within 28 days of the act or condition, which is the basis of the grievance.

PESTICIDE NOTIFICATION

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture’s Pesticide notification of schools, we are required to inform you of scheduled pest control service days. Pesticide inspections occur on the third Tuesday of every month.

POPCORN SALES

Volunteers meet to prepare popcorn. The bagged popcorn is then distributed from the middle school office. We do offer a one-time payment option of \$4.50 for popcorn for the entire school year. The money raised from this project is used by Moms’ Club.

RECESS RULES

Students have recess for approximately 10-15 minutes after lunch. Recess will be outside, weather permitting. Students are expected to observe the following recess rules at all times:

- Students are to observe the designated playground boundaries.
- Students are not allowed to leave the area without permission.
- Respect for all is expected; no offensive language, name calling, or other signs of disrespect will be tolerated.
- Space and equipment are to be shared.
- Playground equipment is to be taken care of and used appropriately.
- Rough play and physical contact are not permitted.
- Students are expected to wear appropriate outerwear for the weather.

REPORT CARDS

Report cards are emailed home following the completion of each grading period. Please review your child’s progress carefully and determine specific areas where you would like to see improvement. Be sure to make note of areas of improvement as well. You need not wait for a formal conference time to contact your child’s teacher with questions or concerns.

RETENTION

Determination of retention is done on an individualized basis. We do not have a “No Retentions” policy.

SCHOOL BOARD

The School Board is part of the Battle Creek Area Catholic School system. Each of the Battle Creek parishes (St. Philip, St. Joseph, and St. Jerome) are represented on the board.

Positions may be elected or appointed by the parish priests. Anyone interested in serving a term on the board is welcome to call the BCACS Pastor Administrator or any building principal to find out more information. BCACS Board members are expected to serve on a committee that will work for the benefit of our system. Parents at large and school personnel members also serve on these important school committees. Any time spent working on any of these committees counts toward required parent volunteer hours. Meetings are open to the public.

The current BCACS Board President is Patrick Downey. The BCACS Foundation Representative is Nicole Shugars.

SCRIP

Parents are encouraged to learn about and utilize the SCRIP program sponsored by BCACS. Many families have cut their tuition bills significantly as a result of their use of the program. The SCRIP office is located just inside the front door of the St. Joseph Parish Center. If you have any questions regarding the SCRIP program, give their office a call at 963-3034.

SICK CHILDREN

If it is necessary to keep your child home because of an illness, **we ask that you call the school office by 8:15am** to alert us. 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 fever 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., he/she may 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 8:30am**. 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.

SNACK

Snacks are offered daily around 10:45am. Since middle school lunch is at 12:30pm, this break helps keep energy and attention up throughout the morning. Students may bring a healthy snack from home or may choose from a variety available for sale in the Snack Shack. The cost for snacks is between \$.25-\$.75.

SPECTATORS AT ATHLETIC EVENTS AND AFTER SCHOOL ACTIVITIES PARTICIPANTS

Students who stay for after school events are required to make arrangements with their parents before leaving for school. Students will not be allowed to use the phone during the school day to make arrangements. All students need to check into After School Club before any after school athletic events.

Athletes waiting for their games are to be supervised by either a coach or a parent volunteer. It is the responsibility of the coach (in coordination with the team parents) to develop a schedule to ensure student supervision. Siblings of athletes are not allowed to wait with athletes unless their parent is the designated supervisor. Siblings of athletes may attend the After School Club until the athletic event start time. If a coach or a parent volunteer is unable to supervise the athletes prior to a game, those students may also attend the "After School Club" until their coach arrives. In both cases, parents will be billed accordingly.

Athletes are not to leave the premises without a signed, dated note from a parent. We do not allow students to walk off of the premises (to McDonald's, friend's house, etc). unless we have a signed note from a parent. This is for the safety of all of our students. Spectators are a very important part of any sporting event, so please come out and support our teams! If you are tempted to criticize, please refrain. We need to do all that we can to encourage, instruct and applaud our athletes. Never yell or do anything to humiliate a player who has made a mistake. We are working very hard at teaching Christian values and sportsmanship at St. Joseph. Our sporting events are designed for our students to participate in an atmosphere of friendly competition. Student spectators are to stay in the gym (unless using a restroom or purchasing an item from the concession stand) to support the team.

STANDARDIZED TESTING

Teachers give tests quite frequently for diagnostic purposes and to assist in evaluating a pupil's progress in school. National and state achievement and assessment tests are given to reveal specific skills that pupils have or have not attained in reading, math, science, and general academic ability. Three times per year (September, January and May) all middle school students will be tested using the web-based NWEA-Map assessment.

STUDENT RECORDS

Student records are kept locked in the administrative offices. Parents may view these records upon written request with either a teacher and/or an administrator present. While a parent may request a copy of anything in their child's record, original documents may not be removed from the office unless they are formally requested (in writing) from the school a student is transferring into.

STUDENT SERVICE HOURS

All middle school students are required to fulfill student service hours as part of the theology curriculum. These hours are split into semesters and the required number of hours is below:

6th Grade: 10 hours for the year. Five hours due at the end of semester one and five due at the end of semester two.

7th Grade: 15 hours for the year. Eight hours due at the end of semester one and seven due at the end of semester two.

8th Grade: 20 hours for the year. Ten hours due at the end of semester one and ten due at the end of semester two.

NJHS students are also required to fulfill five additional student service hours, to be completed any time throughout the year, by May.

TARDIES

It is important that all students are punctual in arriving at school. If a student is not in his/her advisory classroom by 7:50 a.m., he/she will be marked as an “unexcused tardy”. Students who are tardy to school are to report directly to the school office upon arrival where they will be issued a tardy slip. Students who come in after 7:50 will be considered “unexcused”. Excused tardies will be issued for **appointments and funerals**, and will not count towards a consequence. Excessive tardiness (just like excessive absences) may be a detriment to your child, as the classroom teacher has already begun lessons or other activities that are difficult to duplicate upon a child’s late arrival. In addition, much social interaction takes place during the first few minutes of the school day. The “settling in” period is important for each child.

Students are also expected to arrive to each class and be seated on time. Students have ample time between classes to get to their locker and still arrive to class on time. Students who know that they will be late to class and have a valid reason must obtain the teacher’s permission PRIOR to the beginning of class.

Five unexcused tardies will result in a lunch detention. After ten tardies, a parent meeting may be set with an administrator to work on a plan to correct this. Tardies (like absences) become part of your child’s permanent school record.

TECHNOLOGICAL DEVICES

Students are discouraged from bringing personal electronic devices to school. These devices should never be brought to a classroom. **If a student carries a personal cell phone, iPod, iPad, or e-reader, it must remain locked in his/her locker and off throughout the school day.** Students carrying these devices (or leaving them in places other than the office or a locked locker) are subject to having them confiscated. If an electronic device is taken from a student, a parent must come in personally to pick it up from the office.

St. Joseph Middle School is not responsible for any lost or stolen devices.

TECHNOLOGY AGREEMENT

All students have access to computers and teachers often use websites to supplement and enrich their curriculum. Students and a parent/guardian are required to sign a “Technology Use Agreement” during the completion of the enrollment packet in FACTS. Our technology agreement is included at the back of this handbook as a reference.

TELEPHONE

The office telephone is a business phone and should not be used by students, except in an emergency. Students are not allowed to use the phone to make personal last-minute arrangements such as requesting to go home with a friend or to stay for an after school activity. Students MAY NOT call home to have parents bring in forgotten homework or materials.

Whenever there is an emergency, students will be allowed to call a parent, guardian, or emergency contact person. Students must obtain permission from office personnel prior to using the phone.

TEXTBOOKS

Textbooks are the property of St. Joseph Middle School. Textbooks, which are covered, tend to be better protected. All textbooks need to be returned in the same general condition in which they were given to the student. It is expected that students respect the textbooks as they are expected to respect all school property.

All textbooks are numbered and assigned to specific students. If the student hands in any textbook other than their assigned book, parents will be billed for replacement costs.

Lost, stolen, or damaged textbooks must be replaced. Parents may contact our office to inquire about the value of a textbook. Again, parents will be billed for replacement costs.

TUITION/FEES

All tuition records and accounts are kept at the BCACS office. Parents who have questions regarding any financial matters pertaining to the school are welcome to call the BCACS office (963-1131).

VIRTUS

All students K – 8 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.

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.

Notice of upcoming vacations must be submitted to the office **one week prior to leaving**.

VISITS

Parents are welcome at St. Joseph Middle School. We ask that all parents and visitors to the school stop at the office first and sign in with the administrative assistant. All visitors must wear a visitor badge provided by the front office. All visitors must also use the front entrance. All doors will be locked after the beginning of the day. If you are picking up your student at a time other than dismissal, please inform the office in advance and sign him/her out on the clipboard on the office counter. Parents should not proceed to classrooms or lockers. Instead, please stop at the office, and we will call for your child.

VOLUNTEERS

Volunteer help with many aspects of the school program are crucial to the overall success of St. Joseph School and 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.

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 OPPORTUNITIES

The following opportunities exist for middle school parents:

- Cafeteria - serving food (11:20-1:15)
- Transportation for service learning activities, field trip, etc.
- Dance chaperone
- Box Tops
- Sam's Club Shopper

WEAPONS

The safety and welfare of all students is our primary priority. Therefore, all school and parish grounds must be kept free of all weapons and explosive devices. Students who use, possess, handle, transmit, or conceal any object, which is, or could be considered, a dangerous weapon or instrument of violence, shall face immediate suspension and/or expulsion. This includes during school or parish sponsored activities off of school grounds, as well. The proper police or juvenile authorities will be notified.

ATTACHMENT included in this handbook:

- Concussion Law Acknowledgement
- Dress Code
- Technology Agreement
- Athletic Agreement
- Vaccinations
- Handbook Agreement

The purpose of this handbook is to give all students and their parents a general overview of the rules and activities of St. Joseph Middle School. This handbook does not claim to contain each and every rule/policy of the school. Further, such rules and/or policies are subject to change during the course of the school year. Attempts will be made to communicate any changes or adjustments as they are determined.

This school and administration reserve the right to establish fair and reasonable rules and regulations for issues requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with established precedents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school. The policies and regulations within this handbook apply to all school sponsored activities, including those held before or after school and those held away from St. Joseph Middle School.

Diocese of Kalamazoo Office of Schools



Concussion Awareness Educational Material Acknowledgement

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students provided by Battle Creek Area Catholic Schools.

Student Name (Printed)

Parent or Guardian Name (Printed)

Student Name Signature

Parent or Guardian Signature

Date

Date

Please return this signed form to the School/Parish office. The School/Parish must keep this on file for the duration of enrollment/ participation and until age 25.

Students and parents should review and keep the educational materials available for future reference.

DRESS CODE 2022-2023
ST. JOSEPH MIDDLE SCHOOL

*This dress code applies to every school day unless excused by the school administrator.
At all times, attire must be neat and clean.*

SHIRTS

- “Uniform” is defined as an approved shirt that bears the official crest of St. Philip/ St. Joseph Catholic School, which can be obtained through the official vendor of St. Philip Catholic Schools, Action Gear.
- All students must wear the school’s uniform shirt that displays the St. Philip/ St. Joseph Catholic School logo.
- Students may wear the following color *uniform* shirts: red, white, or black (long or short-sleeves are permitted).
- Shirts may be worn outside the pants and shall be appropriately sized. Only the top button may be unbuttoned. Shirts must never be form-fitting, and they shall fall below the beltline. **Only plain, white non-logo t-shirts may be worn under the approved uniform shirt. No undershirt of any color shall extend past the hemline of the uniform shirt at any time. Colored undershirts (t-shirts) are not allowed.**

SWEATERS/SWEATSHIRTS

- 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. Sweaters must be red, white, or black.
- Only St. Philip/ St. Joseph/BCACS crew-neck sweatshirts may be worn, and St. Joseph uniform shirts must be worn underneath. The collar of the shirt must be visible. School sweatshirts in red, black, white, or gray can be worn.
- Torn sweatshirts are **strictly prohibited** and may 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 khaki or black are required – not tapered at ankle. Corduroys are not permitted. Capri pants may only be worn during the “Shorts Season”.
- Jeans, denim, knit, legging, jogger or yoga-style pants are not permitted.
- Pants with cargo pockets are not permitted.
- Pants with outside stitching or metal rivets on seams or pockets are not permitted.
- Pants must fit a student properly. Form-fitting pants or pants that cannot be held up without a belt are not permitted.

SKIRTS

- Skirts, culottes, or jumpers in khaki or black are permitted for girls. Jean skirts in denim material are not permitted at any time.
- Leggings are not permitted to be worn under a skirt or jumper. **Skirts must be knee length** (this standard also applies to skirts on “Out-of-Dress-Code” Days).

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 khaki or black are 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.
- **Shorts shall measure no more than 3” above the knee/** (this standard also applies on “Out-of-Dress-Code Days).

- **Gym shorts** must be modest in length (basketball or soccer). Spandex and short running shorts are not permitted during gym class.

SOCKS

- Plain white or black socks are required when wearing shorts. Socks should match at all times.

SHOES

- Boots and heels are not permitted.
- Sandals (non-plastic/rubber) will be permitted during “Shorts Season” only.
- Shoes shall match at all times.

ADDITIONAL ITEMS

- Hats, coats, and jackets are not to 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.
- Mohawk-style hair is not permitted.
- 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.
- Makeup must be minimal (no heavy eye makeup allowed).

SPIRIT DAYS

- On announced Spirit Days, clean, neat jeans or sweatpants may be worn. Torn jeans, pants or shorts shall not be permitted at any time. Pajama pants may not be worn.
- 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. Torn jeans, pants or shorts shall not be permitted at any time. Pajama pants may not be worn.
- Legging or yoga-type pants may be worn on out of dress code days with a long tunic top.
- Out-of-Dress-Code slips may be given to students to use on Monday’s only, and only on a Monday when we do not have Mass.
- 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 principals have the final word in what is considered acceptable and in compliance with the intent of the code. Dress code violations may result in a “lunch detention”. 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.**

SCRIP certificates are available for purchase of the above items from many stores and companies (with the exception of the polo shirts, which must be purchased from Action Gear), including JCPenney, Sears, and Target.

Battle Creek Area Catholic Schools
Agreement for Student Access, Use of Technology and
Polices for Device Loan and Internet Technology

Polices for Computer/Device and Internet Technology

1. BCACS reserves the right to monitor usage of the Internet and related technology including but not limited to electronic mail and frequented websites. ***Periodic device checks will occur throughout the school year for the purpose of routine maintenance and assurance of appropriate use.***
2. Use of the Internet, computer equipment and computer software must be in support of the educational program at BCACS.
3. Internet, computer equipment and computer software will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit or receive offensive violent or discriminating materials or media.
4. Students shall not intentionally seek information on, obtain copies, or modify files, other data, or passwords belonging to other users or misrepresent other users on the BCACS network or Internet.
5. Students shall only use their assigned device, not that of any other student.
6. The downloading and usage of unauthorized games, programs, or files or other electronic media, including music is prohibited. **Downloading of Apps is to be done by technology personnel only.**
7. The network shall not be used to disrupt the work of others. Hardware or software shall not be destroyed, modified or abused in any way.
8. User shall be responsible for reporting damages to equipment, system, and software.
9. Apps purchased by BCACS may be installed (by technology staff only) and will be used on school devices and networks. Unauthorized apps and all associated files will be deleted if found during periodic device checks.
10. The use of technology resources, including the Internet, is a privilege. Failure to follow the policies listed above may result in the student losing all technology privileges.

Examples of Inappropriate Use of Technology, Internet and Devices

- Using, obtaining, or sharing anyone's password other than your own.
- Harassing, insulting, or bullying others via technology resources. (See Diocesan policy in handbook)
- Accessing inappropriate web sites (i.e. sites containing information that is violent, illegal, satanic, sexual, racist).
- Sending, displaying, downloading, or printing offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- Posting false or hurtful information (on social media) about other people, the schools, or other organization may result in the loss of technology privileges for the remainder of the school year.
- Plagiarism of materials found on the Internet or other electronic sources.
- Posting inappropriate information, conversations, pictures about the school or school staff within social networking sites.
- Downloading Apps, music, or movies legally or illegally is prohibited.

- Disabling or changing another student's passcode
- Playing games during instruction time

Consequences for Inappropriate Use of Technology or Violation of Agreement

- Detention
- Suspension of technology and/or Internet access
- Complete loss of technology and/or Internet access
- Legal action, if necessary

Policies for Device Loan and Internet Technology

Devices are owned and remain the property of the Battle Creek Area Catholic Schools.

Damaged Devices

- Your device is not covered for the potential loss of data, so backup your important files and keep your device safe.
- There is a \$100 fee for each repair incident. This includes: broken screen, liquid spill, or any damage caused to the assigned device. Parents will be notified of the cost of the repair incident. It is the responsibility of the student to pay all the damage for the assigned charger.

Damage or Hardware/Software Issue (resulting in the device becoming unusable)

Turn the device into the technology department for repairs. DO NOT attempt to repair on your own. BCACS will assess damages and communicate all results and costs associated with damage.

Device Usage Rules

- Devices must never be left unattended. During the day, students must have their device with them. They may not be left in lockers.
- At the end of each day, the device must be plugged in and charging in the advisory classroom.
- Devices must be kept in an approved case.
- BCACS staff reserves the right to view the contents of the student devices and will do so during periodic checks. Students with any derogatory or inappropriate music, pictures, or additional paraphernalia will have their device wiped clean. **If there is a second offense with any inappropriate or derogatory music, pictures, or additional paraphernalia all technology privileges can and may be taken away for the remainder of the school year.**

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 District technology resources and the District's Internet and wide area connections until this agreement has been signed by both my student and me. I also understand that my student has been taught proper use of District technology resources and the District's Internet and wide area connection. I agree to indemnify the District for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.

Middle School Athletics

2022/2023

"The Battle Creek Area Catholic Schools is dedicated to personal, athletic, and academic excellence and is committed to providing an accepting and nurturing Catholic Christian environment. BCACS fosters the development of faith by building a strong relationship with God through spiritual formation at all levels, and in every part of our schools."

Academic Eligibility:

Saint Joseph Middle School has decided to initiate academic eligibility standards for athletics and extra-curricular activities. Student participation in athletics and extra-curricular activities is viewed as an integral component of the learning process, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. Saint Joseph Middle School stresses that academic learning and achievement remain the top priority for every student.

Eligibility Requirements

- Students must maintain a course average of 60% or better in their core classes (math, science, language arts, social studies and theology) in order to participate in extra-curricular activities and athletic events. This is determined on a weekly basis. Eligibility is checked every Tuesday morning at 8:00am by administration.
- Allowances may be made for students who have special needs or accommodations.

Parameters of Ineligibility

- Students who are ineligible may not participate in games, practices, scrimmages or any other school extra-curricular activity.

Length of Ineligibility

- Eligibility will run from Tuesday to Tuesday to determine if students are eligible to participate in athletic practices, scrimmages, games, practices and extra-curricular activities for that week. Students are expected to complete and hand in missing assignments, tests, retakes and late work by 3:00pm the Friday before the eligibility report is generated to allow teachers time for grading. Eligibility will start on the third Tuesday of each quarter.

Communication

- Administration shall be responsible for ensuring that accurate, up-to-date information concerning the academic eligibility policy is communicated to coaches, activity advisors, teachers, students and parents.

Attendance:

School attendance: In order to participate in games and practices a student must be in school all day. If a student arrives 10 minutes after the start of class (7:50am), he/she is considered to have an unexcused absence and will not be able to participate in practice/competition for that day. An excused absence would be considered for an appointment, funeral, etc. with appropriate documentation.

After School Detention: A student will not be eligible to participate in one game/competition within the week following the After School Detention.

In-school suspension: A student will not be eligible to practice or participate in games on suspension days. They are required to be at the game and sit with the team, but are not to dress for the sport. If there are no scheduled games during the suspension then the student will be required to sit out the next scheduled game.

Out-of-school suspension: A student serving an out-of-school suspension is not eligible to practice or play in any game on suspension days. If there are no scheduled games during the suspension then the student will be required to sit out the next scheduled game.

Entrance Fee:

Spectators, including parents and students (non-competing athletes), are to pay the entrance fee of \$4.00 when attending a game. Children 5 and under are free as well as senior citizens (65+). Season passes are available for purchase at St. Philip Catholic Central High School.

Game/Practice Pick-Up

For practices and games, athletes are expected to be picked up **on time**. Failure to do so will result in a \$2.00/minute fee charged to the family.

Participation Fee:

Each year a participation fee must be paid. This fee covers the current school year. It is expected that the participation fee be paid before an athlete begins practicing.

Physicals:

Each student participating in athletics is required to have a MHSAA physical card with a doctor's signature on file in the office. Only physicals given after April 15th of the previous school year will be accepted for the current school year. In addition, the St. Philip Athletic Department will provide physicals before practices officially begin for a nominal fee. No student can begin practices without a completed physical. Physical cards must be in the office and completely filled out in order for an athlete to participate. **Practicing without a physical will result in a loss of 20% of the season.**

Recognition:

Student athletes will be recognized at a school Mass. We do ask for a suggested \$5.00 donation to purchase a gift for each coach. This can be turned in any time throughout the season.

Travel:

Behavior on all away trips holds the same expectations as in the classroom as stated in the disciplinary handbook. Food and beverages on the bus are prohibited unless prior approval has been given. It is the responsibility of the students and the coaches that the bus is clean and that all trash is picked up and taken off the bus. The coach is required to ride the bus on all trips, unless he/she has permission from the Athletic Director.

If athletes choose to go home with their parents from an away competition, they must sign out with the coach. Not doing so could prevent the athlete from participating in future competition.

Uniform/Inventory:

All equipment and uniforms are the property of the Battle Creek Area Catholic Schools. Equipment and uniforms must be turned in at the end of the season. The athletic director will be informed of any missing equipment and/or uniforms. A replacement charge will be issued to any students that fail to turn in their uniform and/or equipment within five days of the last competition. Outstanding obligations must be taken care of before being allowed to participate in the next sport.

I acknowledge that I have received and read the guidelines and policies regarding the middle school athletic program.

Student Signature

Date

Parent Signature

Date

**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 (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.

St. Joseph Middle School Wellness Policy

June 2022

Preface

The Michigan State Board of Education recognizes and acknowledges that “schools cannot achieve their primary mission of education if students and staff are not physically, mentally and socially healthy.” The Board believes that schools should provide a campus-wide environment where students are taught healthy eating and physical activity knowledge, skills, and values. In addition, the campus-wide environment should provide ample opportunity to practice these skills on a daily basis.

A local school wellness policy is a written document that guides the building administrator’s efforts to establish a school building environment that promotes students’ health, well-being, and ability to learn. The wellness policy requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004, and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level so the unique needs of each school can be addressed.

This State Board of Education Model Local School Wellness Policy was developed to assist Michigan school districts in developing their own local wellness policies. This document supersedes the 2005 model policy and must be modified to reflect local school district policy and procedure. Evidence-based goals must be specific, measurable, achievable, realistic, and time based (SMART).

Wellness Committee and Policy Leadership

Committee Role and Membership

Action: The building administrator will convene a representative wellness committee to establish goals for and oversee school health policies and programs, including development, implementation, and periodic review and update of this local wellness policy.

The committee will represent all school building levels where appropriate (elementary and secondary schools) and include to the extent possible, but not be limited to: parents and caregivers, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services), mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists), school administrators, school board members, health professionals (e.g., dietitians, doctors, nurses, dentists). When possible, membership will also include Supplemental Nutrition Assistance Program Education (SNAP-Ed) coordinators.

Wellness Policy Leadership

The Office of Schools will establish wellness policy leadership of one or more official(s) (e.g., superintendent, building principals) who have the authority and responsibility to ensure each school building complies with this policy.

Nutrition

Nutrition Education

Action: Create evidence based SMART goal(s) for Nutrition Education.

Every year, all students, Pre-K-12, shall receive nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors and shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

SMART goal(s) for Nutrition Education:

1. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.

Nutrition Promotion

Action: Create evidence based SMART goal(s) for Nutrition Promotion.

The school will promote healthy food and beverage choices for all students throughout the school campus (as well as encourage participation in school meal programs). Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices (and participation in school meal programs). Students and staff will receive consistent nutrition messages throughout school buildings, classrooms, gymnasiums, and cafeterias.

SMART goal(s) for Nutrition Promotion.

1. Encourage students to increase their consumption of healthful foods during the school day;
2. Create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

Standards and Nutrition Guidelines for all Foods and Beverages

Action: The school will establish nutrition standards for all foods and beverages provided, but not sold, to students during the school day (e.g., classroom parties, classroom snacks provided by parents, or other foods used as incentives).

The school shall encourage students to make nutritious food choices.

Reimbursable school meals must meet requirements found in United States Department of Agriculture (USDA)'s Nutrition Standards for School Meals.

Food and Beverage Marketing

Action: The building administrator will review existing contracts and when considering new contracts, equipment and/or product purchasing and replacement, decisions will reflect these marketing guidelines.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

It is the intent of the school to protect and promote student's health and to provide consistent health-related messaging. Any foods and beverages marketed or promoted to students on the school campus during the school day should meet the USDA Smart Snacks in School nutrition standards.

Physical Activity and Physical Education

Action: Create evidence-based SMART goal(s) for Physical Education.

The school shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Action: Create evidence-based SMART goal(s) for Physical Activity.

Students, Pre-K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Physical Activity and Physical Education

St. Joseph Staff offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

SMART goal(s) for Physical Education:

1. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
2. All students in grades K - 8th, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education.
3. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
4. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
5. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
6. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
7. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
8. Properly certificated, highly qualified teachers shall provide all instruction in physical education.
9. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
10. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

11. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
12. Planned instruction in physical education shall include cooperative as well as competitive games.
13. Planned instruction in physical education shall take into account gender and cultural differences.
14. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

Students, Pre-K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Other School-based Activities that Promote Student Wellness

SMART goal(s) for Physical Activity:

1. Physical activity shall not be employed as a form of discipline or punishment.
2. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
3. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
4. All students in grades K - 8 shall be provided with a daily recess period at least twenty (20) minutes in duration.
5. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
6. The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.
7. All students in grades K-8th shall have the opportunity to participate in extracurricular activities.
8. All students in grades 6 -12 shall have the opportunity to participate in interscholastic sports programs.
9. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

Other School-based Activities that Promote Student Wellness

Action: Create evidence-based SMART goal(s) for other school based activities that promote wellness.

The school will implement other evidence-based programs across the school setting to create environments that are conducive to healthy eating and physical activity and convey consistent health messages.

SMART goal(s) for other school-based activities that promote student wellness:

1. The schools shall provide at least twenty five (25) minutes daily for students to eat.
2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

3. The school shall provide attractive, clean environments in which the students eat.
4. Students will be permitted to have bottled water only in the classroom.
5. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
6. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
7. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

Implementation, Assessment, Documentation, and Updates

Implementation

The school will develop and maintain a plan to manage and coordinate the implementation of this wellness policy. The plan will delineate roles, responsibilities, actions, and timelines specific to each school building. It is recommended that school buildings use the Healthy School Action Tool (HSAT)²⁴ to complete a school-level assessment and create an evidence-based action plan that fosters implementation.

Assessment

Action: Conduct triennial policy assessment

The Wellness Policy Leadership (Office of Schools) will conduct an assessment of the wellness policy every three years, at a minimum. The assessment will determine: building level compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

Documentation

Action: Create link to wellness policy on school website; denote location at which the required documentation will be maintained.

The building administrator will retain records to document compliance with the wellness policy requirements. Documentation maintained will include: a copy or web address of the current wellness policy, documentation on how the policy and assessments are made available to the community, and the most recent assessment of implementation of the policy.

This wellness policy can be found at: BCACS.org

Required documentation will be maintained at: -

St. Joseph Middle School
44 N. 25th St.
Battle Creek, MI 49015

Policy Updates

Action: Update wellness policy at least every three years

The School Advisory Board will update or modify the wellness policy as appropriate, including as school priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance or standards are issued. The wellness policy will be updated at least every three years.

St. Joseph Middle School

Parent/Student Handbook Agreement

Parents and students are required to sign the acknowledgement below and return this form to the middle school office within five days of receipt.

I have read and reviewed the contents of the St. Joseph Middle School Handbook with my student:

Student Name: _____
(Print first and last name)

Student Signature: _____
(Cursive first and last name)

Date: _____

Parent/Guardian Signature: _____

Date: _____



Battle Creek Area Catholic Schools, 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.