

**Saint Monica School  
Family Handbook**

**2009 - 2010**

**WELCOME  
TO  
SAINT MONICA SCHOOL**

This handbook has been prepared to help acquaint you with our school.

We hope it proves useful to new families as well as to those families who have been with us for several years. This handbook replaces all other handbooks.

A Table of Contents is found at pages 5-7.

# CATHOLIC SCHOOLS OF GREATER KALAMAZOO

## MISSION STATEMENT

In partnership with parents, we provide the Kalamazoo-area community a Catholic faith-based education that focuses on high achievement, a caring environment and the responsible sharing of time, talent, and treasure.

## VISION STATEMENT

Catholic Schools of Greater Kalamazoo will continue to proclaim the vision of Jesus and the mission of the Catholic Church through an unparalleled school system that nurtures an attitude of life-long learning, commitment and service to our church and civic community.

## CORE VALUES

- We reflect the morals and values of our Catholic faith through the doctrines of the Catechism of the Catholic Church. We teach, model, and integrate Gospel values into daily life and service to others. We are rooted in the Christian life to embody the spirit of Christ in the world.
- We will achieve academic excellence by providing researched-based competency in the core curriculum, involvement in enrichment activities and a safe and nurturing environment. All of this will give each child the opportunity to reach his or her full potential.
- We believe well-educated, well-rounded students are the result of the active involvement of parents, teachers and the entire parish community. Parish life, school life, and home life are integrated in faith to ensure life-long growth.
- We will be accepting in educating, to the best of our abilities and in an environment of the respect and care, children from all races, faiths, academic abilities, physical abilities and socioeconomic levels.
- We give witness to our vision through worship, prayer, setting a Christian example, collaboration and unity through diversity.
- Catholic Schools of Greater Kalamazoo is a mission of the parishes.

# SAINT MONICA SCHOOL

## MISSION STATEMENT

St. Monica School is dedicated to continuing the work of Christ by developing a Catholic spirit-filled community of parents, teachers, and parishioners who help students to blend learning with faith and faith with daily life.

## PHILOSOPHY STATEMENT

We believe each child will be provided a challenging academic Catholic education based in Catholic doctrine, academic knowledge, and life experience.

We believe children are instilled with responsibility, self-sufficiency, and teamwork with respect for self and others.

We believe service to Church and community is recognized as the duty of all, grounded deeply in a relationship with God.

We believe the growth and development of the whole child is accomplished in a nurturing Catholic environment and is sustained by an active partnership of devoted families, dedicated staff, and supportive parishes.

We believe there is a need to balance the scope of core curricular offerings with specials classes such as art, physical education, library, computers, music, and hands-on science.

We believe in maintaining financial sustainability by being fiscally responsible with our budget.

We believe the curriculum offered prepares children for the future and inspires a life of service to others.

# St. Monica School Family Handbook

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## **I. WELCOME TO ST. MONICA SCHOOL**

### **a. Application Process**

Applications for an upcoming school year become available the preceding February. Our open enrollment process encourages currently enrolled St. Monica families to return their application forms as soon as possible.

Dates regarding enrollment are announced in the Parent Pak and local parish bulletins. Application forms are available in the school office.

### **b. Admission**

In accordance with Title XI of the Educational Amendments of 1972, Saint Monica School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title.

Likewise, no student who wishes to enroll in Saint Monica School, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin. St. Monica School strives to meet the needs of every child, to the extent that available resources, funding, and facilities permit and when instructional programs align with the needs of the individual learner.

Application dates are established and published in January. Students are accepted in the order of the return of application paperwork and space availability.

Children who reach their fifth birthday by November 30<sup>th</sup> of the enrolling year may be accepted for admission to our kindergarten program pending our kindergarten assessment. Children who reach their sixth birthday after November 30<sup>th</sup> of the requested admission year will not be accepted for first grade. Students being admitted for first grade must have attended kindergarten.

## **i. Student Records**

Student records are kept in compliance with diocesan policy #5125, which states "An official cumulative record shall be maintained for each student enrolled in a Catholic school in the Diocese of Kalamazoo.

A diocesan permanent record card must also be maintained for each student. This permanent record card remains with the school for future reference."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child's/ren's permanent record by requesting this in writing to the school administration. A time and date for this review will be set within two working days of receipt of the written request.

## **ii. Class Size**

Recommended class size at Saint Monica School is 30 students in grades 1 – 8, and these guidelines are exceeded only with strong extenuating circumstances. Kindergarten class size does not exceed 28 per session, and an aide is hired for kindergarten if session size exceeds 24. Our preschool program does not exceed 15 students and therefore meets state licensing requirements for staff-to-student ratios.

## **iii. Parishioner Status**

A member of a supporting parish in the Catholic Schools of Greater Kalamazoo (Saint Monica, St. Augustine, St. Joseph, St. Mary, St. Catherine, St. Thomas More, or St. Ann Parish) is defined as a baptized Catholic who identifies with that parish by registering, worshipping regularly, participating in parish activities, and supporting the parish through regular contributions.

## **iv. Non-Parishioner Status**

Families who send their children to Saint Monica School and do not qualify for parishioner status as defined by the Local Advisory Council are designated as non-parishioners and pay tuition and fees that are designated for that category.

## **c. Tuition and Fees**

### **i. T.R.I.P. Program**

T.R.I.P. is a program designed to lower your tuition while funding special projects for St. Monica School. The T.R.I.P. office is located in the Parish Office Building.

### **ii. Tuition/Fees**

School tuition rates are set annually by the Catholic Schools of Greater Kalamazoo. Sliding scale tuition rates vary for parishioners and non-parishioners. Parishioner status will be reviewed for all families claiming that rate at the end of each academic semester.

Tuition accounts will be maintained through the independent payment-processing agency, FACTS. Any inquiries regarding your tuition account can be made through them.

Those families with outstanding tuition, Kids' Klub charges, library fees, or cafeteria account balances at the end of the school year will not receive their child/ren's report card until arrangements for payment have been made.

### **iii. Financial Aid**

Tuition assistance is available to members of St. Monica parish who demonstrate financial need. The Bishop's Scholarship Fund is available to any member of a supporting parish of the Catholic Schools of Greater Kalamazoo. Forms for this purpose are available in the school office. All inquiries and grants for financial aid are kept confidential.

## **d. Orientation Day**

Orientation Day is held the Friday before school begins. The date changes yearly, but is always posted on the annual calendar.

The purposes of Orientation Day are many. Students and parents locate classrooms and have an opportunity to meet their child(ren)'s teacher(s). In addition, items such as Bibles, planners, and used uniforms may be purchased; representatives from various school organizations are available to answer questions.

## **e. Attendance**

Regular attendance is expected of all students enrolled in the Catholic Schools of Greater Kalamazoo. Michigan state law requires parents/guardians of children 6-16 years of age to ensure attendance on a daily basis. A child's consistent attendance is *vital* to academic success.

We understand that certain appointments cannot be scheduled during or after school hours, yet, a student can only be considered in attendance when he/she is physically present. When possible, advanced and written notification of these instances is always appreciated.

If a child will be absent, the parent must call the school no later than 9:00 a.m. to inform of the absence and the reason. Failure to contact the school office will result in an unexcused absence for a child.

For documenting purposes, a student is considered tardy when he/she is not present or ready for instruction in the classroom at the 7:50 a.m. bell. Any student arriving after 8:05 a.m. will be considered partially absent and will be documented accordingly. Early dismissals will also be counted against a student's tardy and/or absent record.

The following administrative actions will be followed when tardies or absences become patterned or excessive. (*Excessive is defined as a student exceeding 6 tardies per semester or an absence record that exceeds 12 days per semester.*)

- Phone contact followed up by a written correspondence with the child's parent/guardian to review the expectations for student attendance
- A formal letter submitted to the truant officer at KRESA and, as applicable, the implementation of medical notices signed by a physician upon the student's return to school
- Written notification by mail, citing the violation of the compulsory attendance laws of the State of Michigan with a possible referral to the court

It will be at the school administrator's discretion to determine which student absences constitute a referral to the court system.

## **II. ADMINISTRATION**

### **a. Diocesan Policies**

The Diocese of Kalamazoo has published a policy manual by which all diocesan schools are bound. These policies override any local or internal policies that a school may develop. Saint Monica Parish strictly adheres to all diocesan policies in regard to the operations of its school. A copy of the Diocesan Policy Manual is available in the school office for parental review.

### **b. Local Advisory Council (LAC)**

The Saint Monica Local Advisory Council is the policy-making and advisory body for Saint Monica School. This organization is responsible for setting school policy and serving in an advisory capacity to the administration. Public meetings are held on the first Thursday of most months in the Parish Community Building at 7:00 p.m. The Council does not have regularly scheduled meetings in the months of July and December.

Visitors are always welcome to attend Council meetings. If you wish an item to be placed on the agenda for consideration, contact the Council president. His/her name is available through the school office.

## i. Process for Addressing Concerns

If a parent(s) or student(s) perceives that he or she has suffered a wrong or unjust doing he or she will have the right to file a complaint. If a concern should arise between parents/guardian and a teacher or member of the school staff, the troubled person should follow these procedures.

### With a Teacher or Staff Person

1. Always go first to the person with whom you have a difference of opinion or complaint. Use the following discourse guidelines to try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If you still have concerns, meet with the principal and the person with whom you have concerns. Discuss the situation, with the principal mediating. The principal may suggest investigating the situation further. S/he may ask for input or counsel from others, including the pastor, the diocese, members of the Local Advisory Council (LAC) Board\*, or the staff. Then s/he will come to a decision.

### With the Principal or School Policy

1. If your concern is with the principal or school policy, always go first to the principal to express a difference of opinion or to issue a complaint. Use the following discourse guidelines to try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If you still have concerns, complete a *Request to Address the LAC* form. The parties can then meet with guidance from the members of the LAC\*.
3. If the two parties cannot come to a resolution with guidance from the LAC, then further mediation may occur with the members of the Catholic Schools of Greater Kalamazoo Board.

\*Be advised that the St. Monica LAC Board is by its very nature, *advisory* to the pastor and the principal. The LAC Board assists the principal and pastor with some of the difficult decision-making that must be done if the school is to define and follow its mission. However the input of an advisory board is advice only and the pastor and principal must make the final decisions.

The board may:

- Give support and encouragement to the pastor, principal, and faculty of the school
- Assess the school's needs and find ways to meet those needs
- Take leadership in public relations and development efforts for the school

The board does NOT:

- Administer the school or tell the principal how to administer the school
- Abuse its authority or shirk responsibilities
- Hire, evaluate or terminate faculty and staff; nor do they advise principals in personnel matters
- Act as a grievance committee or solve individual problems

## RESPECTFUL DISCOURSE GUIDELINES

**Go directly to the person with whom you have the conflict.** (Don't talk about the situation with others.) When difficult conversations are broached, it is okay to disagree. Be willing to listen, to understand, and to speak your mind in a constructive way. Share your ideas, ask questions, think critically, and engage in mutual dialog.

These guidelines should be followed to assure respectful discourse:

1. Be willing to listen and really hear the others' point of view.
2. Assume that we are all working for the best interest of the students, staff, school, and parents.
3. Approach things from a peer-relationship, where everyone deserves respect.
4. Speak for yourself and encourage others to do the same on their own.
5. Use a respectful tone, language, and gestures.
6. Take responsibility for your thoughts and feelings, using "I" statements rather than "you" statements; i.e. "I think or believe," "I want," "I like/dislike," instead of "you believe", or "you make me feel", or "you should."
7. Find things you can praise and agree on in the other person's actions, values, and words before suggesting changes or providing constructive criticism, possibilities for improvement, or problem solving.
8. Try to come to a common understanding of the conflict or problem and its causes before discussing possible solutions or suggestions.
9. Be careful not to breach the confidentiality of other students, parents, or staff. If you need to mention examples, say "a parent," "a teacher", "a student", etc.
10. Honor the burden of responsibility and authority the other person carries. A pastor, administrator, teacher, or staff person will have many different and often conflicting considerations to assess for any decision. The individuals are held responsible by the community that has hired them. A parent also has different considerations and responsibilities.
11. Understand that a person with decision-making power may still have to make a decision you don't like. That does NOT mean you haven't been heard or respected. It means there are other priorities and relationships and factors that must also be considered that may result in a different assessment of the situation.
12. After a difficult conversation, return to a state of goodwill. Express willingness to problem solve in the future. Affirm the other person's desire for good solutions.

SAINT MONICA SCHOOL

REQUEST TO ADDRESS THE LOCAL ADVISORY COUNCIL MEETING

NAME:

ADDRESS:

HOME PHONE: WORK PHONE: \_\_\_\_\_

I would like to speak to the Saint Monica Local Advisory Council regarding:

(Please state your subject and a concise statement of your position.)

### c. St. Monica Boosters

Saint Monica Booster Club is an active parent organization, which sponsors many yearly activities to complement the school's academic offerings. Activities, which Boosters have supported, include but are not limited to: the annual winter school carnival, the Summer Fest Carnival, faculty luncheon, hospitality, classroom retreats, many educational enrichment programs and sacramental and graduation receptions.

The Booster organization updates our families with the Booster Banner, a publication sent home in the monthly Parent Pak, as well as through E-Alerts. Parents are encouraged to attend the Booster meetings held monthly in the Parish Community Building. Meeting dates and times are published in the school calendar.

#### i. Booster Directory

The Boosters annually publish a school directory that alphabetically lists all the students in the school with their addresses, grade, phone numbers (unless unlisted), e-mail addresses, and parent names. This directory can be purchased from the Boosters for a nominal cost.

### d. Fundraising Policy

It is the policy of St. Monica School that all fundraising, donations, or solicitation of funds or materials for the stated or implied benefit of any part of the St. Monica School is under the direct supervision of the principal. All fundraising, donations, or solicitations will reflect the mission of our schools and will be conducted to reflect the professionalism of our organization in that:

1. Clear records will be maintained on all fundraising, solicitation, and donations.
2. A clear fundraising plan will identify and schedule appropriate fundraising and solicitation activities.
3. All fundraising and solicitation activities as well as the disbursement of funds from fundraising, solicitation, or donations will be approved through the Principal.

#### PROCEDURE:

A. Scope: All acquisition of resources through donations, gifts, or fundraising will follow the procedures outlined below. These procedures apply to all groups, individuals, school organizations, alumni organizations, school support organizations, student organizations, faculty, staff, and board members or others associated with the St. Monica School.

B. Records: Copies of all records of gifts, donations, and fundraising will be submitted to the Fundraising and Development Committee of the Local Advisory Council (LAC).

C. Submission Process: In order for fundraising or solicitation activities to be approved, the group, organization, or individuals must submit a Fundraising Project and Event Request to the principal.

The request may be for one fundraiser or for a group of fundraisers. The request may be submitted:

1. In March to cover the following July 1<sup>st</sup> to June 30<sup>th</sup> school year. This method is to be highly encouraged.
2. In September for the entire school year.
3. At any time a group wishes to have a fundraiser. However, please note because the approval time may take up to 30 days, it is important to submit requests as early as possible.
4. In cases of extremely unusual circumstances, the principal of the school may approve a fundraiser that is to take place before the next LAC meeting and report that activity at the next regular LAC meeting.

D. Approval Process: Once the request has been given to the principal, it is:

- a. Approved or denied by the principal
- b. The principal of the school will inform the sponsoring groups of the decision.
- c. An approved request is then given to the chairman of the Fundraising and Development Committee.

E. Final Report: At the conclusion of the fundraiser, the sponsoring group will submit a Fundraising Final Report to the Fundraising and Development Committee for the recording of information.

F. Groups, individuals, and organizations that do not operate under these policies and procedures will not be granted future fundraising permission.

# ST. MONICA SCHOOL FUNDRAISING

## PROJECT AND EVENT

### REQUEST FORM

**SECTION ONE: TO BE FILLED OUT BY THE ORGANIZATION REQUESTING THE FUNDRAISING ACTIVITY. FORWARD ALL REQUESTS TO: Principal**

Today's Date \_\_\_\_\_ Date of Fundraiser \_\_\_\_\_

Sponsoring Group \_\_\_\_\_

Address & Phone \_\_\_\_\_

Description of Fundraiser \_\_\_\_\_

Purpose of Fundraiser \_\_\_\_\_

Anticipated Financial Goal \_\_\_\_\_

Time Frame of Fundraising Activity: Begins \_\_\_\_\_ Ends \_\_\_\_\_

Location of Fundraiser \_\_\_\_\_

Signature of Sponsoring Adult \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION TWO: TO BE COMPLETED BY PRINCIPAL**

\_\_\_\_\_ This fundraising activity has been approved

Note: \_\_\_\_\_

\_\_\_\_\_ This fundraising activity has been rejected

Note: \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Date \_\_\_\_\_

**If the use of CSGK facilities is needed, then an Activities Request Form is required along with this form.**

# ACTIVITY REQUEST FORM

**SECTION ONE:** To be filled out by the organization requesting the activity and submitted two (2) weeks prior to the event. *FORWARD ALL REQUEST TO: Principal*

Today's Date \_\_\_\_\_ Date of Activity \_\_\_\_\_

Sponsoring Group \_\_\_\_\_

Description of Activity \_\_\_\_\_

If Fundraiser, Purpose \_\_\_\_\_

Time Activity Begins \_\_\_\_\_ Ends \_\_\_\_\_

Location \_\_\_\_\_ Transportation Needed? \_\_\_\_\_

Special Needs \_\_\_\_\_

Signature of Staff  
Chairperson \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**SECTION TWO:** To be completed by Principal

\_\_\_\_\_ This event has been approved and placed on the school calendar.

NOTE: \_\_\_\_\_

\_\_\_\_\_ This event has been rejected because \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form, WHEN RETURNED, is official approval of your event.**

## **e. Insurance**

Saint Monica Parish carries liability insurance through Gallagher/Bassett in Lansing. The diocese also provides student accident / medical coverage for all students, which includes all interscholastic sports programs and day care students. Specific details and claim forms are available in the school office.

### **i. Supplemental Insurance**

Supplemental insurance is additional coverage in excess of insurance carried by the parents. Details of coverage and claim forms are available in the school office.

## **III. RELIGION**

The freedom to teach and practice our religion is the reason for the existence of Saint Monica School. We are a Catholic school, and all students, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments and all students regularly take part in liturgical and Para-liturgical services. Our parish priests are available to the students and visit classrooms as time permits, though always if requested.

### **a. Mass Schedule for Students**

Students in Saint Monica School attend Mass each Wednesday at 8:00 a.m. Weeks that include a holy day of obligation or other special event will have a different schedule.

Students take an active part in their school liturgies. Each week, a classroom is responsible for planning and participating in the Mass. Students write and read Mass intentions, proclaim the readings, and present the gifts at Mass. Parents, grandparents, and friends are always welcome to worship with us.

## **IV. ACADEMICS**

### **a. Academic Program**

Saint Monica School offers a full academic program, accredited through the Michigan Non-public Schools Accreditation Association (MNSAA), that includes theology, mathematics, reading, creative writing, library, technology, science, hands-on science, social studies, English grammar and composition, phonics, handwriting, physical education, Spanish, band, choir, drama and art.

### **b. Preschool, Young Fives and Kindergarten**

St. Monica School offers a state-licensed morning 3 year-old Preschool program, both half and full day 4 year-old Preschool programs, a Young Fives program, and both half-day and full-day Kindergarten programs.

### **i. Preschool**

St. Monica Preschool is a state-licensed program that provides an age appropriate faith and academic experience for three and four year olds. It offers students an excellent opportunity for a safe, inviting and educational opportunity that emphasizes developmentally appropriate activities for growth socially, emotionally, physically and spiritually.

### **ii. Young Fives**

Saint Monica School offers a Young Fives program that gives children who are eligible for Kindergarten, but not developmentally ready, time to mature and experience all the benefits of a classroom without the pressure to perform at a level for which they may not be ready.

### **iii. Kindergarten**

Saint Monica School offers both a half-day and a full-day Kindergarten program for students who reach their fifth birthday prior to November 30<sup>th</sup> of the enrolling year. Core curriculum requirements are offered in the morning and extensions of the core curriculum are presented in the afternoon schedule.

An informal assessment of all incoming Kindergarten students is performed in the spring in order to create a glimpse of a child's developmental level.

## **1. Kindergarten Recognition**

An evening of recognition will be held for our Kindergarten students at the end of the school year. Dates and times of the event with all necessary information will be sent home well in advance of the event.

### **c. Grading Scale, Report Cards and Web Grader**

#### **i. Grading Scale**

Students through grade five receive a standards-based report card. Students in grades six through eight are graded according to the following scale:

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60

See individual classroom teachers for their specific grading guidelines, procedures for handling late work, etc.

## **ii. Report Cards**

Report cards are issued four times a year in grades K - 8. Dates on which you can expect your child to bring home his/her report card are published on the monthly calendar. Should a parent have any questions or concerns in regard to a child's report card at a time when conferences are not scheduled, an appointment should be made with the teacher.

## **iii. Web Grader**

In order to better serve our parents and to communicate the progress of our students more effectively, St. Monica School subscribes annually to Web Grader, through Collaborative Learning, an electronic grading program. In addition to an electronically generated report card, Web Grader offers parents the opportunity to keep abreast of their child's progress through a user account and also enables parents to contact teachers through an e-mail system. Visit our school website and click on the Web Grader icon to obtain more information.

## **d. Standardized Testing**

Students in 3<sup>rd</sup>-7<sup>th</sup> grades are given the Iowa Test of Basic Skills as a means of measuring our student's academic knowledge with that of other local/national elementary and middle school students who have completed the test. Third, Fourth, Fifth, Sixth, Seventh and Eighth grade students are also evaluated with the state MEAP test. Test results for both evaluations are available to parents. Faith 2000 Assessments are also administered to students of differing grade levels each year. All standardized test results are disaggregated and assist teachers in aligning curriculum.

## **e. Honor Roll**

Students in grades six through eight are recognized for academic achievement by earning one of three awards: Exceptional Honors, Honor Roll, and Honorable Mention. Points assigned to each letter grade on the report card are the determining factor in Honor Roll placement.

## **f. Math Placement Guidelines and Appeal Process**

### **i. Math Placement Guidelines**

In order to provide a solid foundation of basic math skills, design a challenging curriculum for all, and create classroom environments where all students can find success in math, St. Monica School tracks students in grades six through eight. The following guidelines were adopted in the spring of 2007 and were revised in May 2008.

## MATH PLACEMENT GUIDELINES

### 1. Fifth graders entering Sixth Grade

- a. Fifth grade Harcourt math to sixth grade Pre-Algebra\*
  - i. Iowa overall math score is in 95<sup>th</sup> percentile or higher
  - ii. Overall grade in math and reading for the school year to date is 93% or higher
  - iii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iv. Shows ‘good’ or ‘very good’ effort according to the student report card
  - v. The Glencoe Diagnostic Test 2 results show that Pre-Algebra is the best placement
- b. Fifth grade Harcourt math to sixth grade Harcourt math

### 2. Sixth graders entering Seventh Grade

- a. Sixth grade Pre-Algebra to seventh grade Algebra\*
  - i. Successfully complete Pre-Algebra with 85% average or higher (otherwise, repeat Pre-Algebra)
  - ii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iii. Shows ‘good’ or ‘very good’ effort according to the student report card
  - iv. The Glencoe Diagnostic Test 4 results show that Algebra is the best placement
- b. Sixth grade Harcourt math to seventh grade Algebra \*
  - i. Iowa overall math score is in 95<sup>th</sup> percentile or higher
  - ii. Overall grade in math and reading for the school year to date is 93% or higher
  - iii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iv. Shows ‘good’ or ‘very good’ effort according to the student report card
  - v. The Glencoe Diagnostic Test 3 results show that Algebra is the best placement
- c. Sixth grade Harcourt math to seventh grade Pre-Algebra\*
  - i. Iowa overall math score is in 65<sup>th</sup> percentile or higher
  - ii. Overall grade in math and reading for the school year to date is 77% or higher
  - iii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iv. Shows ‘good’ or ‘very good’ effort according to the student report card
  - v. The Glencoe Diagnostic Test 3 results show that Pre-Algebra is the best placement
- d. Sixth grade Harcourt math to seventh grade Pre-Algebra A (first year of a two-year sequence)
  - i. Iowa math score below 65<sup>th</sup> percentile
  - ii. Benefit from extra time to grasp math concepts to mastery
  - iii. The Glencoe Diagnostic Test 3 results show that Pre-Algebra A is the best placement

### 3. Seventh Graders entering Eighth Grade

- a. Seventh grade Algebra to eighth grade Geometry\*
  - i. Successfully complete Algebra with 85% average or higher (otherwise, repeat Algebra)
  - ii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iii. Shows ‘good’ or ‘very good’ effort according to the student report card
- b. Seventh grade Pre-Algebra to eighth grade Algebra\*
  - i. Successfully complete Pre-Algebra with 77% average or higher (otherwise, repeat Pre-Algebra)
  - ii. Consistently completes daily work and projects *on time* (absence of comment #8 on report card)
  - iii. Shows ‘good’ or ‘very good’ effort according to the student report card
- c. Seventh grade Pre-Algebra A to eighth grade Pre-Algebra B (completes the second year of this course)

\*Eligible students should expect *daily homework* of 25 - 40 problems

## **ii. Appeal Process**

Parents or teachers who feel that further consideration should be given to the *initial or continued* placement of a student in the math program may appeal this matter to a Placement Review Panel. The panel will be made up of four individuals: one administrator, one middle school teacher, one elementary teacher, and one special services teacher (instructional specialist, psychologist, etc). After reviewing a placement appeal, the decision of the Placement Review Panel will be final.

Parents or teachers who wish to present a case for appeal should submit their request in writing to the building principal. The request should include a rationale as to why the student should be considered for program entry. The principal will forward the request to the review panel.

A Placement Appeal must be received within 2 weeks of placement notification from the school. The Placement Review Panel will review the appeal and provide a written response within 2 weeks.

## **g. Special Needs Program Flowchart (following page)**



## **h. Graduation**

An end-of-year graduation Mass is held for our eighth grade students. A graduation dance is usually held the evening after graduation in the Parish Community Building. Dates and times vary each year, but all necessary information is sent home well in advance of the event. Proper attire for both events is expected and clearly outlined by the eighth grade teachers.

### **i. Promotion and Retention Policy**

Proficiency in the core subject areas of Religion, Reading, Math, English, Science, and Social Studies is considered necessary for students to become a contributing member of society. The student must exhibit satisfactory growth and performance in the subjects in the grade in which he/she is presently enrolled, in order to be considered for promotion to the next higher grade.

- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Lack of satisfactory growth and performance in core subjects - any subject in which the student meets five days a week - may result in the student being retained and repeating a grade. Any score below 70% is considered unsatisfactory.
- Unsatisfactory growth and performance in two of the mentioned subject areas will necessitate a review by the teacher, parents, and the Principal to determine what would best benefit the student.
- It is the teachers' determination and recommendation whether a student is promoted to the next grade level. This decision is approved by the Principal. The parents have the right to appeal any such decision to the Principal.

#### **Requirements for Graduation**

The diploma of St. Monica School has special significance. It shows that a student has completed courses of study as required by state law and our accrediting agency. It also means that a student has completed this work in a Catholic faith environment.

- Unsatisfactory growth and performance in two of the above-mentioned subject areas during the eighth grade year will necessitate a review by the teacher, parents and the Principal to determine what would best benefit the student.

It is the teachers' determination and recommendation whether a student is awarded a diploma. This decision is approved by the Principal. The parents have the right to appeal any such decision to the Principal.

## V. BUILDING AND LOGISTICS

### a. ARRIVAL AND DISMISSAL OF STUDENTS

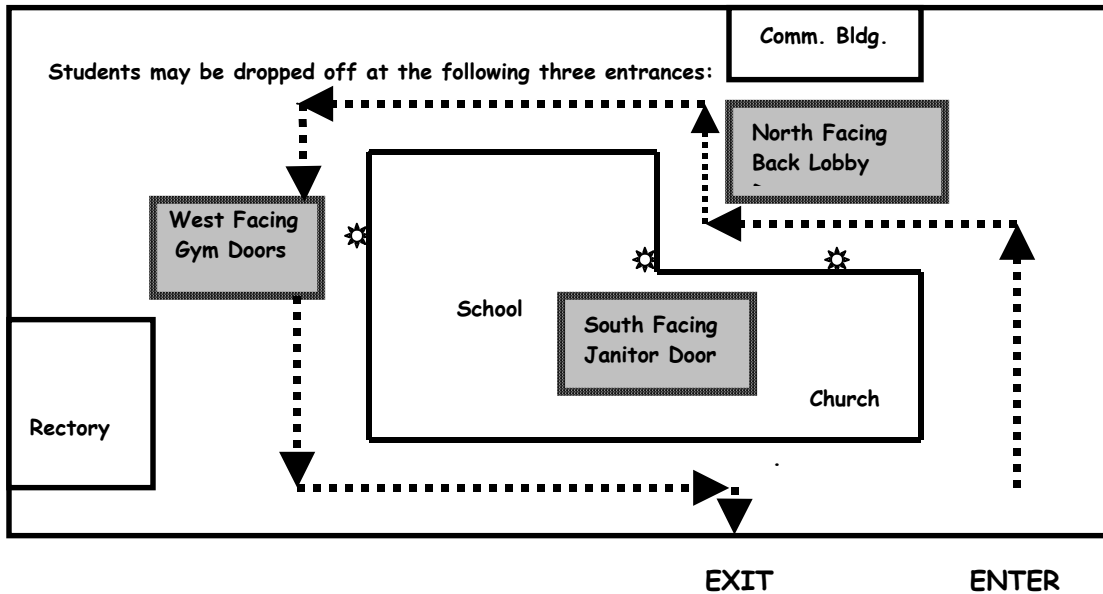
#### i. Morning Arrival

- Children arriving to school by car prior to 7:30 a.m. may be dropped off in the circular driveway in front of school. Students are supervised in the main school lobby from 7:15 a.m. until 7:30 a.m., at which time they are allowed to proceed to their homeroom. Students should not arrive to school prior to 7:15 a.m. The school office opens for business at 7:30 a.m.

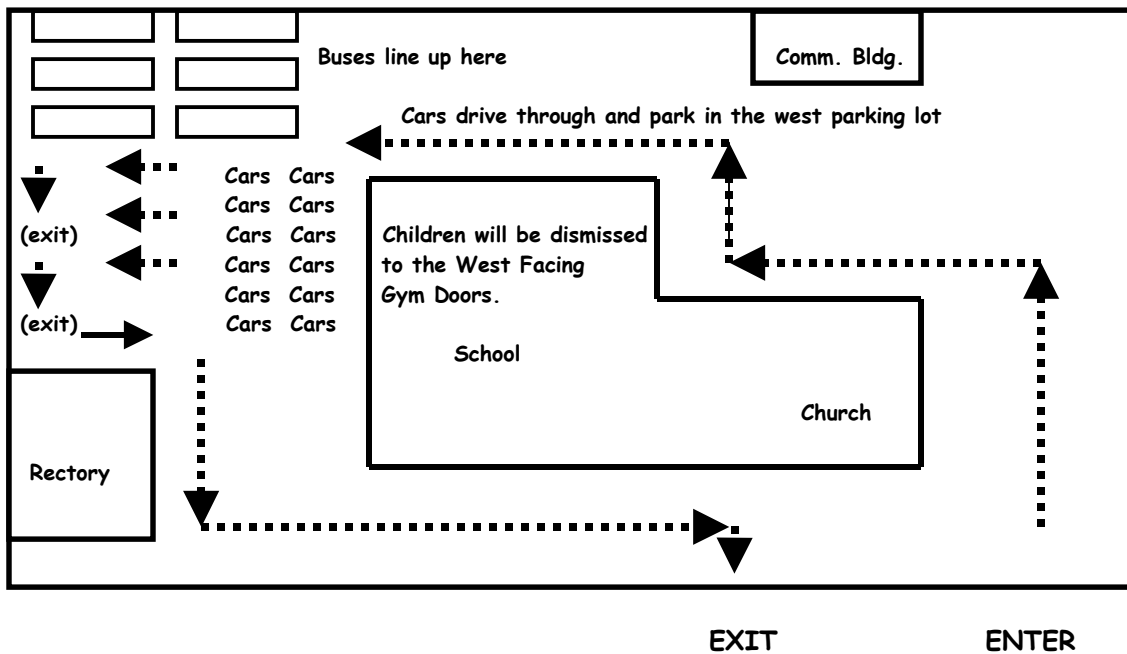
***The circular driveway in the front of school is not to be used after 7:30 a.m. for dropping off students. This area is reserved for buses.***

- Families arriving between 7:30 a.m. and 7:50 a.m. are to drive past the east end of the church, turning left and in back of the church, and lining up as indicated on the diagram.
- Parent volunteers are present to assist in a smooth arrival process. Please be courteous and attentive to their directions.
- Please pull your vehicle as far ahead as possible, allowing as many families as possible to drop off their child/ren at one time. Please DO NOT allow your child/ren to exit until your vehicle has passed the back of the church.
- Please instruct your child/ren to exit quickly, and cross IN FRONT OF YOUR VEHICLE. (If a child requires extra assistance, please proceed ahead, and park on the side parking lot, facing the Parish Community Building. To ensure their safety, escort your child across the parking lot.)
- Students may enter school through the south-facing janitor door, north-facing back lobby door, or west-facing gym doors.
- Be aware St. Monica is a transfer point for Kalamazoo Public School transportation, and buses are in the gym parking area each morning. Please be prepared to stop and give right of way to any oncoming buses.
- Students arriving by Kalamazoo Public School and Portage Public Schools transportation will be dropped off in the school's front circular drive.
- At 7:50 a.m., the janitor and gym doors will be locked. Any student arriving after 7:50 a.m. is to enter school through the front or back lobby doors and visit the lobby receptionist for a tardy slip.

# ARRIVAL PROCEDURES



# DISMISSAL PROCEDURES



## ii. Tardiness

Tardiness limits a student's learning time and is extremely disruptive to your child's teacher and classmates.

Students are expected to be in their homerooms by 7:40 a.m., seated and ready for opening prayer and announcements. Anyone not in attendance for prayer at 7:50 a.m. is considered tardy. All students who arrive after 7:50 a.m. are required to pick up a tardy slip from the Lobby Receptionist Office. Students are considered tardy unless the tardiness is the result of a late bus.

After a pattern of tardiness is documented, phone contact by the school office is made and may be accompanied by a letter from the school administrator. The purpose of this letter is to remind parents of the action the school will take should the tardiness continue. A tardy record that accumulates to an excess of 6 per semester, will be reported to the truant officer at the Kalamazoo Regional Educational Service Agency.

Saint Monica School recognizes that occasionally extenuating circumstances will result in a child arriving late, i.e. doctor appointments. These may be excused and partial absences when exceeding 15 minutes and when accompanied by a note from a parent and/or doctor.

## iii. Afternoon Dismissal

*Please read the following details carefully:*

- Cars and Kalamazoo buses will enter the west parking lot in the same way: driving past the church, behind the school and lining up as indicated in the diagram.
- Riders will be dismissed to the gym lobby immediately following announcements at 2:50 p.m.
- Children will wait in a designated area for their parent/driver, and are to be **escorted by them to their vehicle**.
- All riders who have not been picked up by 3:00 p.m. will be escorted back to their classroom. Parents picking up their student after the initial rider timeframe must park behind the school or on the East side of the church come into the school and the student will be called to the lobby.
- For safety and speed in exiting, all cars must exit in the same direction. When the cars are ready to leave, they should pull into the open lane and travel west to the end of the parking lot (unless they are parked in the farthest south lane), then turn left and exit using the farthest south lane – i.e. follow the fencing around the perimeter of parking lot so no cars are driving/exiting in front of the gymnasium (see diagram below). All cars must have exited the west parking lot by 3:00 p.m.

**For the safety of ALL our students, please use care while exiting. PLEASE DO NOT SPEED! Be considerate of the other families, and allow other vehicles to join the traffic line! Please be attentive to the school staff as they direct traffic and ensure a smooth exiting process. Please advise anyone who will be picking up your child (grandparent, sibling, care provider) of our expectations of a courteous and safe dismissal process.**

- At 3:00 p.m., cars will be prevented from proceeding into the west parking lot. Kalamazoo buses will then pull around and park in the gym parking lot.

- **Kalamazoo bus riders and walkers** will be dismissed at approximately 3:10 p.m. to the gym lobby.
- **Portage bus riders** will be dismissed beginning at 3:00 p.m. as they arrive to the main school lobby and will be picked up at the circle drive. Therefore, it is important for parents not to park in that drive during school hours.
- Parents who are picking up morning **Kindergarten, Pre-school and Young Fives students** at 11:15 a.m. may park either on the east side of the church or in the parking spaces along the front of the school. **Please do not park in the circle drive.**

If you need to enter the building for business, both before or after school, please park on the east side of the church or the parking spaces along the front of the school and enter the school at the flagpole entrance.

#### iv. Dismissal Procedures

Your child's safety is our number one concern. It is imperative for clear communication from home when your child's transportation from school will be different than indicated on the classroom Transportation Form. In order to make the transition as smooth as possible, the classroom teacher must receive a written note signed by the parent in the morning, clearly indicating the dismissal procedure change for the day. In the event that a written letter signed by the parent is not received, the classroom teacher is obligated to follow procedures outlined on the Transportation Form.

#### v. Early Dismissal

Once the school day has begun, no student may leave without authorization from the office. When an emergency requires an early dismissal, parents are asked to contact the office so arrangements can be made. Children must be signed out by their parents, (or the parents' official representative), with the Lobby Receptionist. Excessive early dismissal from school will affect a child's attendance record. Early dismissal of a child from school will be recorded and handled in the same manner as tardiness or absences

When parents pick up their children, they are requested to park on the east side of the church and enter the school by the front entrance located near the flagpole.

#### vi. Weather-Related Early Dismissal

If either Kalamazoo Public Schools or Portage Public Schools dismisses early once a school day has begun due to severe weather, St. Monica School will maintain a normal dismissal unless otherwise noted on local television, radio news or our school website. Typically, these early dismissals are needed to accommodate all users of the public school transportation service, and allow the buses to stay on schedule with the private and parochial schools during adverse road conditions.

In the event of a weather-related early dismissal, the closure will be posted on our school website and a phone tree will be enacted. If either Kalamazoo or Portage sends buses, bus riders will be sent home. **BE SURE TO DISCUSS THIS WITH YOUR CHILD, SO S/HE KNOWS WHAT TO DO WHEN ARRIVING HOME DURING YOUR ABSENCE. See EMERGENCY DISMISSAL.**

## **vii. Emergency Dismissal**

Should Saint Monica School experience a non-weather related emergency during school hours that will necessitate an early dismissal, every effort will be made to communicate this to our parents. We will update our school website, send out E-Alerts and activate the phone tree. No child will be dismissed to anyone other than a parent or someone listed on the authorization form in the school office. For weather-related early dismissals see WEATHER-RELATED CLOSINGS. *Kids' Klub does not close due to weather.*

## **viii. Kids Klub**

Kids' Klub is a fully licensed day care program that is available to St. Monica students on regularly scheduled school days, Monday through Friday, until 6:00 p.m. If you are interested in this service, please call the school office for more information. Messages may also be left with the Kids' Klub director at 271-3115.

## **b. TRANSPORTATION AND BUS USAGE**

### **i. Transportation**

Both the Kalamazoo and Portage Public Schools provide transportation. Because of safety factors, it is imperative that pupils observe all regulations regarding conduct set down by the public school transportation department. Those who do not observe proper conduct will be denied the privilege of riding the bus. No pupil may leave school grounds while waiting for a bus.

As pupils are assigned to a particular bus and stop, they do not have the option to change to a bus that comes at a more convenient time or location for them. The public school transportation directors determine bus stop and assignments; their decision is supported by the administration of Saint Monica School.

Students are not allowed to ride any bus other than their own, i.e. they are not allowed to go home with another student on a different bus, unless arrangements have been made through the school office. Portage bus riders are required to fill out a form 24 hours in advance of the requested date. These forms are available in the school office. Kalamazoo bus riders are required to supply a parent's written note, approved by the principal, to their teacher and also to the bus driver if requesting a different bus.

### **ii. Bus Usage - Saint Monica School Bus**

The Local Advisory Council of Saint Monica School passed the following policy of February 26, 1996 in regard to the use of its bus:

The Saint Monica School Bus will primarily be utilized for school or religious education activities. Bus usage will be determined based on the following priority status: school-sponsored activities and sporting events; Saint Monica School and Church-associated groups and clubs such as ski club, and swim club; and, finally all other groups. The bus may be made available to clubs and organizations

affiliated with Saint Monica Parish for trips within a fifty mile radius of Kalamazoo. Rates for bus usage will be based upon the cost of fuel and depreciation of the bus. Groups planning a trip outside a fifty mile radius must submit a written proposal to the school administrator and the Local Advisory Council. In-state only bus trips will be approved.

The school administrator shall see that all bus usage shall be in compliance with state laws and regulations as well as diocesan policy.

### **c. SCHOOL HOURS**

Saint Monica School instructional day runs from 7:50 a.m. until 2:50 p.m. for students Full Day K - 8. Students are expected to be in their homeroom at 7:40 for opening business. Anyone not in their room and seated at 7:50 a.m. is marked tardy unless the tardiness is the result of a late bus. Afternoon dismissal begins with riders called at 2:50. Portage buses are called at approximately 3:00. Walkers and Kalamazoo buses are called at 3:10.

Morning Kindergarten, Preschool and Young Fives have the same start time as other full day students and their dismissal is at 11:15 a.m.

Students should not arrive to school prior to 7:15 a.m. The school lobby will be open at that time where the students will wait until they are released to their classrooms at 7:30 a.m.

### **d. DELAYED START AND SCHOOL CLOSINGS**

#### **i. Fog Delays**

St. Monica School will delay if Kalamazoo or Portage Public Schools make that announcement. Usually a delay is for two hours, which means that school would then start at 9:50 A.M. There will be no A.M. Kindergarten, Preschool or Young Fives if there is a delay. Full day Kindergarten and afternoon Preschool will need to report.

#### **ii. Phone Tree**

A system of communication used only when Saint Monica School closes for emergencies after school is already in session.

#### **iii. Weather Related Closings**

Because Saint Monica School is dependent on both the Kalamazoo and Portage bus systems (KPS and PPS) for transportation, we will not be open if either district announces prior to the start of the school day they will not be open due to weather conditions. Snow, bad weather, and other emergencies will be announced on local stations such as WKZO radio and WWMT-TV., and a message will be posted on our school's website. If either Kalamazoo or Portage Public Schools are closed, St. Monica will be closed as well. If school is cancelled due to the weather, Kids' Klub will also be cancelled.

When delays occur due to fog, morning Kindergarten, Preschool and Young Fives will be cancelled. If there is a delay due to weather, busing procedures and class starting times will resume as indicated by either KPS or PPS media announcement. For example, if there were a two-hour delay, St. Monica

School would start at 9:50 a.m. For busing purposes, your bus would be running on a two-hour delay as well. If your scheduled pick-up time were 7:30 a.m., it would then be 9:30a.m.

## **e. SAFETY**

### **i. Crisis Management**

A detailed Crisis Management Plan is available in the school office for parents to review. Specific crisis procedures are routinely practiced throughout the year with the faculty, staff and students.

### **ii. Fire/Tornado Drills**

Fire and tornado drills are conducted regularly in compliance with state and diocesan guidelines.

### **iii. Locked Door Policy**

To ensure your children's safety, all doors to the school, with the exception of those nearest the office, are kept locked during the school day. All doors can always be used to exit the building. If you are visiting the school, please enter through the doors nearest the office and sign in at the Lobby Receptionist Office

### **iv. Safety Call-In System**

Saint Monica School uses a Safety Call-In System in which we ask all parents to notify the school no later than 9:00 a.m. on the day(s) your child will be absent. Messages may be left on the school answering machine any time the school office is not open.

Each school day, after 9:00 a.m., absentee lists from the teachers are checked against the messages from parents. If your child is absent and the office has not heard from you, you will be called at home or work to check on the whereabouts of your child. We take this additional step to reduce the possibility of something happening to one of our students on the way to school and having it go unnoticed for several hours.

### **v. Change of Address/Phone**

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

## **f. CAFETERIA, RECESS AND PLAYGROUND**

### **i. Cafeteria Guidelines**

The purpose of these guidelines is not to overly limit the students' activities as much as it is to provide them with a safe environment and allow them to know what is expected of them in regards to acceptable behavior. Doing our best to help the students function within these parameters will allow them to have the opportunity to eat in the best setting we can provide.

Lunchroom rules:

1. Use soft voices.
2. Invite any classmate to sit beside you.
3. Raise hand if help is needed and wait for an adult to come to you.
4. Clean up table area and floor.
5. Raise hand and wait to be dismissed.
6. Please place milk or juice cartons that are not empty on table, and remove straw.
7. WALK! WALK! WALK!

### **ii. Recess-Indoor**

Students have an in-house supervised recess on rainy days or days where the wind chill drops below zero degrees. Quiet games and activities are available in the classroom.

### **iii. Recess-Lunchtime**

All pupils in grades K - 8 go out to the supervised playground daily unless the weather is severe. In emergency situations, children may be kept in at noon if they have a signed note from a doctor. Please see that your children are dressed appropriately for the weather.

We ask that you not request your student stay in at noon if s/he is recovering from an illness. Please keep your children home until they can fully participate in school activities

### **iv. Playground Rules**

Supervision is provided and students are expected to observe the following playground rules at all times:

1. Students are to observe playground boundaries, which include the north, east, and west fence lines, as well as the buildings on the south side of the property.
2. Students are only permitted to return to the building during noon recess when an emergency has occurred.
3. Respect for all is expected: no offensive language, name-calling, inappropriate physical contact or other signs of disrespect is tolerated.
4. Space and equipment are to be shared.
5. No food, drink, or gum is allowed on the playground during recess.

6. Activities which, because of their nature, have the potential to cause injury to oneself or others, are prohibited; this includes the use of wheeled vehicles, throwing of any objects including snowballs, and other activities deemed unsafe by the playground supervisors.
7. Proper winter attire including boots, snow pants, hats and gloves must be worn during winter weather or the children will be required to stay on the blacktop area.

Students with minor violations of playground rules will have age appropriate consequences deemed by the playground supervisors. These measures will exhibit fairness and respect for all students. If there is any behavior that falls under our DISCIPLINE PROCEDURAL STEPS, the playground staff will send the student/s to the office for administrative intervention.

## **g. VISITS TO SCHOOL AND BUILDING USE**

### **i. Visits to School**

For the safety of our students, we ask that all visitors to the school stop at the Lobby Receptionist Office to sign in. All visitors to the building are required to wear a visitor's pass. Those visitors who have completed VIRTUS Training will receive a "Certified Volunteer" pass. Those who have not completed VIRTUS Training will be giving a "Guest Pass", which allows access to the hallways and cafeteria ONLY.

### **ii. Building Use**

Parish policy as amended on January 14, 1995 states that the school building is considered parish property and may be used by parish groups with the approval of the proper authorities and if time and space permits. To ensure that correct procedures are followed, all groups using the building must fill out a BUILDING USE REQUEST FORM available at the rectory or school office. Any approved group using the facilities must be out of the school building by 8:00 p.m. The school building will be closed on weekends and through the month of July until the start of school.

Because of their nature, the school offices, library, computer lab, copier room, and the teachers' lounge may not be used by any group or individual for purposes other than which they were intended.

## **h. OTHER**

### **i. Lost and Found**

Lost and found articles are kept in a cabinet outside the school office. This unlocked cabinet can be checked anytime the lobby is open. All clothing or other articles bearing a child's name are returned to him or her. Unmarked articles are kept for a period of two weeks and then given to a charitable organization. In order to avoid the large masses of lost articles, please label all your child's materials.

## ii. Pesticide Use – Notification Policy

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. If you wish this information, you must fill out the form found in the first Parent Pak of the school year. This form requests the school to inform you when pesticides will be used in the school. Every effort will be made to give prior notice, although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application.

## iii. Asbestos

In compliance with diocesan policy, Saint Monica School was re-inspected in the fall of 1995, 1998, 2001, 2004 and again in the fall of 2007 for the presence of asbestos. Asbestos was confirmed in the boiler rooms, some tunnels, and in some ceiling tiles throughout the building. Its presence was also suspected in most of the floor tiles. The floor tiles are kept encapsulated and inspected regularly for damage. In the summer of 1996, all ceiling tiles containing asbestos were removed and replaced as well as some of the asbestos in the boiler rooms and tunnels. In the summer of 2003, a new boiler system was installed, and some more of the asbestos was removed. At that time, inspectors determined that the remaining asbestos was at a level safe enough that removal was not required. Reports of all current and previous inspections, as well as records of corrective action in regard to asbestos, are on file in the school office. Upon request to the school administrator, these reports will be made available for your review.

## VI. EXTRACURRICULAR ACTIVITIES

Saint Monica School annually sponsors many extra-curricular activities, including competitive team sports for the seventh and eighth grades, Destination Imagination, and Bring-It-On Book Challenge. Ski Club is offered to grades six, seven, and eight. Swim Club is also offered to students in grades four through eight. Scouts are offered at most grade levels. Girls-on-the-Run is offered to all girls in grades three through five. Girls-on-Track is offered to girls in grades 6, 7, and 8. All students are expected to adhere to the Code of Student Conduct during after school activities.

### a. ATHLETICS

Because the values learned in team sports will last a lifetime, St. Monica School, in conjunction with the Catholic Schools of Greater Kalamazoo (CSGK), provides several opportunities for seventh and eighth grade students to participate in a variety of activities. Goals of CSGK Athletic Program include the development of a positive attitude, teamwork, sportsmanship, leadership, confidence, effort, and team spirit.

Athletes are expected to follow all school rules as published in this handbook as well as those published under the *Student Athlete Guidelines*.

Athletes must have passed a medical exam given prior to and within one calendar year of the sport season of participation in order to take part in any practice or game. Record of such medical exam must be on file in the school office. Medical release forms are also required for any athletic participation.

The following sports are offered to 7<sup>th</sup> and 8<sup>th</sup> graders throughout the year:

- Football (boys only) from late August through late October
- Cheer (girls only) from late August through late October
- Volleyball (girls only) from early September through late October
- Cross Country (boys and girls) from late August through late October
- Basketball (boys) from early November through late December
- Basketball (girls) from early January through late February
- Track (boys and girls) from early April through mid-May.

The football, cross-country, track and cheer programs are unified within CSGK, and are under the direction of Hackett Catholic Central's Athletic Department.

In order to build team spirit, St. Monica athletes have the option of wearing their team jerseys or shirts over their uniform shirts on all game days. Each sport has an end of the season banquet.

### **i. Athletic Eligibility**

- All children who attend St. Monica School are eligible to participate in those programs available to their grade level. Children who do not attend St. Monica School are not eligible to participate in any non-unified athletic program offered by St. Monica School. Participation in unified athletic programs by non-St. Monica School students is in the discretion and direction of CSGK and Hackett Catholic Central's Athletic Department.
- Participation can be denied any student who does not meet the academic, behavioral, medical and /or financial expectations of the school as established by the school administration and listed in the St. Monica Athletic Guidelines.
- To be eligible to compete in a contest, the athlete must be in school for at least one-half day, except as excused by the principal. To be eligible to compete in a weekend contest, the athlete must be in school for at least one-half day the Friday prior to the contest.
- Participation in athletic activities, regardless of any other standard stated herein, shall be in the sole and absolute discretion of the school.

#### Eligibility Requirements

*Academic:* All current athletes will be required to meet academic and behavior eligibility standards. Athletes are required to maintain a minimum of a C- in any subject unless the teacher determines the student is performing to the best of his/her ability. Any grade below a C- will result in academic probation. All current athletes will be checked for eligibility on Mondays during the season. If a student is placed on academic probation, he/she will be allowed to practice, but will not be allowed to participate in any games or meets until the teacher has indicated the grade has improved to a level of C- or above (or the teacher determines the student is performing to the best of his or her ability).

*Behavior:* Student athletes may also be placed on behavioral probation. If a student receives a conduct slip during a week, the student immediately becomes ineligible for the next upcoming game or meet.

*Financial:* Students participating in St. Monica sponsored sports must pay a \$30 fee prior to participation. Students participating in a CSGK Unified Sports must pay a \$60 fee prior to participation. Students will not be allowed to participate in any practices or games until the appropriate fee has been paid.

*Medical:* Each child who participates in a sport is required to submit a physical form, signed by a physician. Handicapped students may not be excluded from participation in a program solely on the basis of the existence of a handicap. Where a question arises as to the suitability of a particular program for any child, a physician's advice should be sought prior to making a determination.

*Parent Requirements:* Parents must provide timely transportation for their student athlete to all practices and games. Parents may be asked to volunteer time at game venues, providing assistance during the contest and supervision of students as well as athletes.

## **ii. Sports Physicals**

All students in grades seven and eight who are planning to participate on any school-sponsored sport team must have passed a medical exam given prior to and within one calendar year of the sport season of participation in order to take part in any practice or game. Athletes must submit proof signed by a doctor which states the student is in good health and able to safely participate in that sport.

Sports physicals are held each summer at Hackett Catholic Central High School and all in-coming seventh and eighth graders are invited to attend. The cost of these physicals is very reasonable. If a student is unable to attend the Sports Physical Night at HCC, they must go to their own doctor to get one. No student may begin practice for a sport without a physical form on file in the school office or filed with the Athletic Director.

## **iii. Spectators at Sporting Events**

A student who is not a participant in a sporting event is not allowed to stay after school, unsupervised, awaiting the start of game.

Prior to the start of an event, students must be under the supervision of their parent, or through the special limited arrangements made with the Kids' Klub Program. (Kids' Klub supervision is available for students in grades 7<sup>th</sup> and 8<sup>th</sup> who wish to be a spectator at a "home" sporting event. Students will be under their care until the start of the game. A nominal fee is charged for this service.)

At the start of the game and in the event that the parent of a seventh or eighth grade spectator is not able to attend with their child, that student has permission to attend the event as long as he/she follows the Discipline Code of Student Conduct and does not leave school grounds. Students under the seventh grade are not allowed to attend an event without their parent or legal guardian.

Spectators at sporting events are expected to obey all school rules.

## **b. BAND**

### **i. Band Program**

A quality beginning and advanced band program is offered within the instructional day for students in grades five through eight. Beginning Band sectionals meet weekly Monday through Thursday. Fridays are reserved to instruct the full beginning band. Our sixth grade Advanced Band meets weekly on Tuesdays and Thursdays and every other Friday. Our seventh and eighth grade Advanced Band meets weekly on Mondays and Wednesdays and every other Friday. Any changes within the program will be communicated through the Director. There is an additional fee for this program. Concerts, which showcase the talents of these students, are held at Christmastime and in the spring.

### **ii. Portable Classroom**

A portable classroom currently houses our band programs. Visitors to this classroom are expected to stop at the office to sign in and receive a visitors' pass.

## **c. OTHER**

### **i. Scouting**

Saint Monica School has several active Scout troops, including Daisies, Brownies, and Junior Scouts for girls; Cub, Webelo, and Boy Scout packs are offered for the boys. Names of troop leaders and contact people are available in the school office.

### **ii. Student Council**

The purpose of a Student Council is to help provide an environment in which desirable leadership skills and citizenship may be developed through practice. The Student Council meetings are held during the school day.

The Student Council annually sponsors several school activities and service projects, including food collections for Loaves and Fishes.

### **iii. Science Fair**

A formal Science Fair is held every other year in late winter for the purpose of building science awareness and skills in our children. Projects stressing the scientific method are required of each student in grades 4 - 8. Students in grades K - 3 are encouraged to do an experiment, bring in a display or project, or otherwise participate in the Science Fair. Books and materials are available in the library or classrooms to help students with this project.

#### **iv. Buddy System**

The Buddy System pairs eighth grade students with first graders, seventh with second graders, and sixth graders with kindergarteners for a variety of activities. This buddy system helps to promote a sense of unity between our older and younger students and also helps to build a feeling of 'family' within the school.

By being teamed with an older student, the younger child has an opportunity to know the older buddy and see him/her in a variety of settings. Buddies may read to each other, carve pumpkins, share meals for special days, or go to Mass together.

### **VII. COMMUNICATIONS WITH/BY PARENTS**

#### **a. Conferences**

Conferences are held twice a year.

Teachers are committed to keeping parents informed about a child's academic development. In fairness to the teachers, it is equally important for parents to take advantage of conferencing at the scheduled conference times to discuss their child's progress.

Dates and times for conferences, as well as dates when sign-up sheets are posted, are noted on the monthly calendar that comes home in the Parent Pak or E-Pak. Sign-up sheets will be posted in the school lobby; it is the parents' responsibility to come in to school to fill these out.

In the event that you wish to be in communication with your child's teachers prior to scheduled conferences, you may contact them directly by calling the school or through an e-mail. Teacher e-mail addresses are listed on the school's website.

#### **b. Parent Pak and E-Pak**

Parents elect to receive either a paper or an electronic version of a monthly correspondence, known as the Parent Pak or E-Pak, which consisting of a Principal's Letter, calendar, Boosters news, and other pertinent information. They are an important communication tool between school and home. The youngest child in every family will bring home a Parent Pak, a large manila envelope, that will have forms or information that are exclusive to your family, such as T.R.I.P. or Kids Klub statements. Then, if requested, it will also contain the paper version of the school communication. Parents who elect the electronic communication go to our school's website to view those documents.

Every effort is made to send all home/school information through this channel. The schedule is published so parents know when to expect it home. This eliminates many lost pieces of information in the bottom of backpacks! Parents may use the Parent Pak envelope to send communications to the office. As Parent Pak envelopes are re-used, it is imperative that they be returned to school as soon as possible each month. A \$1.00 fee is assessed for lost envelopes.

Occasionally, material comes to the office that is dated and cannot wait until the next Parent Pak.

Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an as-needed basis. Every effort is made to keep these items to a minimum.

### **c. Non-Custodial Parent**

Saint Monica 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.

### **d. It Is Important to Tell the School When...**

- ...your child is on any kind of medication;
- ...a separation or divorce is pending and could affect your child's behavior or performance;
- ...a family member is seriously ill;
- ...your phone number or address changes;
- ...any event that seriously upsets your child occurs;
- ...your child has allergies, especially to bee stings or food products;
- ...YOU THINK IT'S IMPORTANT.

## **VIII. DISCIPLINE**

### **a. Discipline Philosophy**

St. Monica School strives to be a true community of faith in which formational efforts of Catholic families are complemented, reinforced, and extended. It is rooted in Gospel values of peace, brotherhood, love, patience, and respect for others.

Students are expected to maintain standards of conduct, which reflect Christian principles and teachings, to respect the rights of others and to meet the responsibilities defined in the Code of Student Conduct of Saint Monica School. Teachers should be allowed to teach and students should be allowed to learn. Any behavior that interferes with this process will be addressed.

### **b. Discipline Code of Student Conduct**

All members of the St. Monica School community have rights to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and to a positive learning environment.

In support of these rights, all students are expected to:

- 1) Work diligently toward achieving educational and personal goals.**
- 2) Accept responsibility for personal decisions and actions.**
- 3) Be truthful.**

- 4) Exhibit Christian behavior at all times: respect, kindness, compassion and consideration.
- 5) Maintain self-control; avoid disruptive behavior, harassment and abuse.
- 6) Treat all members of the school community with respect and dignity.
- 7) Obey instructions of staff, teachers, and administrators.
- 8) Follow policies and procedures of the school.
- 9) Respect the property of individuals and of the school.

### **c. Discipline Responsibilities**

Student responsibilities are defined in the Code of Student Conduct.

Staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Teachers will review this document with their students at the beginning of the school year and answer any questions as needed.

Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their child/ren at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents will strive to cooperate with staff, teachers, and administrator in explaining and teaching student responsibilities and in the discipline process. Parents will support and reinforce the positions and decisions of staff, teachers, and administrators.

### **d. Discipline Procedural Steps**

Conduct Referral slips will be issued by administrators and teachers only. Non-teaching staff will report incidents to a student's teacher or to an administrator for resolution. This slip is a means of communication with parents as well as a consequence for inappropriate behavior. A slip will be given to the student to be taken home, signed by a parent, and returned to school the next day. If the student fails to return the slip, the student will not be admitted to class until a parent has been notified. Conduct Referrals are cumulative over one school year.

#### Minor Offense

A Conduct Referral slip will not be issued for a minor offense unless it is committed after repeated warnings and other attempts at resolution. Minor offenses may become serious offenses if repeated. Examples of minor offenses include, but are not limited to:

- Missing or incomplete homework
- Disruptive behavior of a minor nature
- Uniform or dress code violations
- Conduct unbecoming a Christian
- Gum chewing

#### Serious Offense

A Conduct Referral slip will be issued for serious offenses, after considering any mitigating factors. Examples include, but are not limited to:

- Violation of the Discipline Code of Student Conduct
- Abuse of any form

Bullying  
 Cheating, plagiarism, and other forms of dishonesty  
 Defiance/Insubordination  
 Disrespectful behavior toward any member of the school community  
 Disruptive behavior affecting the function of the class  
 Fighting  
 Gambling  
 Gang activity  
 Harassment of any form  
 Intimidation or threat  
 Failing to report to class or leaving without permission  
 Possession of inappropriate, immoral, or offensive materials  
 Inappropriate language or gestures  
 Violation of school or playground rules  
 Theft  
 Truancy  
 Vandalism or defacing property

### Grievous Offense

A grievous offense is any act that has grievous threat or consequence to the health, safety, or well being of oneself or other members of the school community. Examples include but are not limited to:

- Possession of illegal substances
- Possession of weapons
- Violation of laws, ordinances, safety codes, or fire codes

A grievous offense will result in the immediate suspension of a student until the parents, teacher(s), administration, and Pastor meet to determine if the student will be allowed to continue his/her enrollment.

### Disciplinary Action

Disciplinary action will depend on the grade of the student, the nature of the offense, and the number of Conduct Referral slips accumulated for the school year. In addition to issuing Conduct Referral slips, other disciplinary measures may be applied at any time as deemed necessary or beneficial to motivate change. This could include extra work assignments of a learning or corrective nature. Privileges may also be suspended.

### Incidents on the Playground

The supervising adult will resolve minor offenses on the playground. Any more serious incident will require removal of the student from the playground to the school office for implementation of the above procedures.

### Suspension from School

A student may be suspended anytime the administrator determines that a student's presence threatens the health or safety of others, or impairs the normal activities of the school. Before the student is readmitted, a meeting will be held with the student, parent, teacher(s), and administrator to resolve the situation. There will be no student participation in school events while under suspension, including sports.

GRADE	CONDUCT REFERRAL SLIPS	DISCIPLINARY ACTION
Preschool-1	None Issued	Discretionary discipline action Parent-teacher conference Possible administrator intervention Create a behavior plan. Parent-teacher-administrator contact to review options.
2-3	1st	Discretionary discipline action
	2nd	Parent-teacher contact to determine action to taken
	3rd	One-half hour of school detention Parent-teacher contact.
	4th	One hour of school detention Parent-teacher-administrator contact Create a behavior plan.
	5th	Suspension Parent-teacher-administrator contact to review options.
	6th	Possible expulsion
4-6	1st	Discretionary discipline action
	2nd	One hour of school detention Parent-teacher contact
	3rd	Two days of one-hour school detention Parent-teacher-administrator contact
	4th	One day of suspension and/or detention Parent-teacher-administrator contact to review options and create a behavior plan.
	5th	Suspension Parent-teacher-administrator contact to review options.

6th Possible expulsion

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GRADE	CONDUCT REFERRAL SLIPS	DISCIPLINARY ACTION
7-8	1st	Discretionary discipline action
	2nd	One hour of school detention
	3rd	One day of suspension and/or detention Parent-teacher-administrator contact to review options and create a behavior plan.
	4th	Suspension Parent-teacher-administrator contact to review options.
	5th	Possible expulsion

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**e. Discipline Appeal Process**

If a parent disagrees with the handling of a situation, the parent should contact the teacher first. If the concern is not resolved with the teacher, then an administrator may be contacted.

Parents shall be informed of their right to further appeal and shall be assisted by an administrator in the understanding of the process and filing such an appeal. Appeals must be filed within two weeks following date of issuance.

**f. Detention of Students**

Detention, or the removal of a student from regular activities for a period of time, is occasionally used as a means of discipline and reflection. Detentions could be served during lunchtime, after school, or result in the child being removed from the classroom for one or more days. Severity of the offense determines the type and duration of a detention. Parents are always notified unless the detention is brief and for a minor offense.

**g. Suspension of Students**

Suspension is defined as the temporary removal of a student from the school or a classroom. Usually, decisions for suspension should follow only after all other means of motivation have failed. However some instances could necessitate that this disciplinary action be taken immediately. In reaching a decision to suspend a student, considerations are given to the welfare and development of the student as well as the entire student body. Diocesan policy will be followed in this matter.

## **h. Expulsion of Students**

Expulsion is defined as the permanent dismissal of a student from the school. It will usually be enacted only as a last resort after all other means of motivation and correction have failed. However, in circumstances of crime, scandal, immorality, disruption, or serious infraction of school regulations, this action could be taken immediately. Diocesan policy, a copy of which is available for review in the school office, will always be followed in this matter

## **i. Bullying**

St. Monica School has zero tolerance for bullying. An aggressive program is in place to prevent bullying. The teachers model and enforce anti-bullying policies and practices throughout the year. Communication with parents on how to deal with bullying is available in the school office.

## **j. Vandalism**

Vandalism is defined as any deliberate misuse, damage, or destruction of school property, which results in clean-up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. These costs will be assessed to the perpetrator and parents notified. Further action may be taken, based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs of their children, every effort will be made to help the student assume the financial responsibility incurred because of his or her actions.

## **k. Drug Policy**

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or at any of its activities is absolutely prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also forbidden.

Students who violate these standards of conduct will be promptly disciplined. Such discipline may include any or all of the following actions:

1. a mandatory conference with student, parents, administrator, and/or teacher;
2. suspension from school for a period to be determined by the administrator;
3. a mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance at which must be verified to the school on a regular basis;
4. permanent expulsion from school;
5. referral to law enforcement agencies for prosecution;
6. other action as the administration deems appropriate.

A student maintains his or her right to notification of violation of these standards of conduct and a hearing in regard to such violations.

The following are suggested as suitable agencies for counseling, rehabilitation, and re-entry programs for anyone who has a drug or alcohol abuse problem:

Bridges Program (Catholic Family Services)  
1819 Gull Road  
Kalamazoo, MI 49001  
(269) 381-9800

MidAmerica Psychological Services (MAPS)  
8036 Moorsbridge  
Portage, MI 49002  
(269)327-1438

Compliance by all students is mandatory. If a student is found in violation of these standards of conduct regarding the use or possession of drugs or alcohol, the student's parents will be notified.

## **1. Electronic Devices**

Because staff is unable to monitor suitable content, students are not allowed to bring any type of personal electronic device (C.D. players, iPods, MP3 players, cell phones, etc.) into the school building at any time during the school day. Devices cannot be stored in backpacks, purses, or tote/athletic bags for use before or after school.

## **IX. CLASSROOM OPERATIONS**

### **a. Room Parents/Coordinators**

Room parents are designated by the St. Monica Booster organization. They work with the classroom teacher to help with special functions and parties. Duties vary from grade to grade.

### **b. Homework**

Homework is given regularly in all grades. It serves as an extension of classroom work and reinforces concepts covered in class. Homework time will vary upon student ability. Generally, a student will have 10 minutes of homework each day for each grade level they have attained (e.g. 10 minutes per day for a first grade student and forty minutes per day for a fourth grade student). A student may require more homework time if he/she has been absent and has work to make up. Homework time may also increase as special projects are assigned.

When students are absent, they are expected to make up work and tests in a timely manner. Students who have missed work and tests at the end of the marking period due to a documented illness will be given an incomplete (I) for the quarter on their report card. Work or tests that were missed will need to be made up within one week from when the report cards are issued.

### **c. Textbooks and Supplies**

When possible, all textbooks and supplies are provided by the school. Textbooks are loaned to the student for the duration of the school year. Should a textbook be damaged through misuse or carelessness, a replacement fee will be assessed to the child. This assessment must be paid before report cards are issued.

Classroom teachers will issue a list of supplies for the upcoming year that will be sent home with the

final report card in June. (You may also find this list posted on our school's website.) Included on this list will be paper, pens, crayon, etc. Every effort is made to keep this list to a minimum. Class planners and Bibles are available for purchase on Orientation Day.

#### **d. Birthday Treats**

Often students wish to bring a special treat on their birthday. Please work out details for this in advance with the child's homeroom teacher. If treats are brought to the school, they are to be provided for everyone in the class. Individually wrapped, nutritious treats are encouraged. Any invitations to private birthday celebrations (or any other social gatherings) held outside of the classroom should not be distributed at school, unless the entire class is invited to attend.

#### **e. Field Trips**

All classes take at least one school-sponsored field trip during the year. All trips have been designed for their educational value. Transportation for field trips is usually by Saint Monica School bus. ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP AND MEDICAL TREATMENT RELEASE FORM ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS! For the school's own protection, no exception can be made to this rule.

Parents are often invited to accompany students as chaperones. The number of parent chaperones is sometimes limited if space at the trip destination is limited. (Please be aware any interested chaperones MUST BE certified VIRTUS trained, have submitted a background check application to the school office, and comply with the Volunteer Code of Ethics.) Chaperones are not always admitted free at events, and if this is the case, the chaperone is asked to pay the price of their own admission. We ask that parents not bring younger siblings on field trips because they often distract from chaperoning duties.

A student's participation in a class field trip is a privilege, and may be revoked at the discretion of their teacher or administration due to disruptive behavior or conduct. A student's privilege to participate in a class field trip can automatically be revoked upon receiving a conduct referral that warrants a suspension.

#### **f. Family Vacations**

It is recognized that family vacations are sometimes scheduled during school time and that travel is a valuable educational experience. However, it is not reasonable to expect a teacher to repeat missed lessons, outline work for a week or more in advance, or spend many extra hours helping the child recoup losses incurred by a family vacation. Individual teachers may have opportunities to offer this extra service; please know that school policy does not require it.

#### **g. Technology Use/Misuse**

Grades K-6 receive technology instruction every week. Technology instruction for students in grades 7 and 8 is aligned in conjunction with library instruction and is offered as a nine-week course. Emphasis is placed on learning skills that will enable the use of technology as a tool to gather and present information, enhancing our present curriculum. Students will also participate in lab visits in

conjunction with regular integrated classroom/lab activities under the direction of their homeroom teacher. Students must be aware that school policy is to respect all copyright laws. Therefore, materials not owned by the school may neither be used nor loaded on our machines. Violations of the following Acceptable Use and Internet Safety Policy are considered vandalism and will be handled as outlined under that policy.

**ACCEPTABLE USE AND INTERNET SAFETY POLICY**  
**(in accordance with Children’s Internet Protection Act [CIPA])**

**PURPOSE:** St. Monica School provides all students access to the Internet as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computer requires students to abide by the St. Monica School Computer/Internet Acceptable use Guidelines as stated here and in diocesan policies. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

**TERMS OF THE ACCEPTABLE USE AND INTERNET POLICY**

Specifically, the student:

will use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.

will adhere to guidelines each time the Internet is used at home and school. Social networking will be subject to evaluation by the administration.

will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.

will use appropriate language in all communications. The student will not use profanity or obscenity and should avoid offense or inflammatory speech. The student will not participate in “cyber bullying” such as personal attacks and/or threats on/against anyone using these resources. The student will report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet of Local Area Networks (LAN) observed while using school-owned technology.

will abide by copyright laws and should only download/import music or other files to a school-owned computer that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

will use his or her real name in all educational activities that incorporate technology or the Internet (e.g. distance learning, online learning, etc.)

will respect the privacy of others. The student will re-post (to make appear online again) communications only after obtaining the original author’s prior consent.

will use technology for school-related purposes only during the instructional day.

will not make use of material (files) or attempt to locate material (files) that are unacceptable in a school setting. This includes any material (files) the administration deems unacceptable or in opposition to the St. Monica School/Diocese of Kalamazoo mission statement and the Catholic faith. The criteria for acceptability is demonstrated in the types of material made available to student by administrators, teachers, and the school media center. Specifically, all school owned computers will be free at all times of any unacceptable material (files).

will not access or attempt to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher –supervised filtered Internet communications, during the instructional day.

will not attempt to discover passwords or to control access to the Internet or the computer network.

will not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

will not download any programs, files, or games from the Internet of other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files”.

will not use this resource for any illegal activity. This includes, but is not limited to, tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

will not knowingly introduce or knowingly allow the introduction of any computer virus to any St. Monica School computer.

will not connect a personal, non-school owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the St. Monica School network (local area network [LAN], or wide area network [WAN]).

will access St. Monica School’s network only with his/her password, which will not be shared with anyone for any reason and will make every effort to keep all passwords secure and private.

will not play games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day on classroom computers.

will not download, upload, import or view files of websites that purport the use of illegal drugs, alcohol, and/or violent behavior except school approved, teacher-supervised digital media.

will not bypass or attempt to bypass St. Monica School filtering software.

While utilizing school networks, the student will not use anonymizers or any other proxy tools intended to make an internet or computer user unidentifiable and/or untraceable.

Failure to honor all the terms of this Policy may result in loss of Internet, or other electronic media, accessibility.

## **X. HEALTH, WELLNESS and DIET**

### **a. Medical Policy**

State law prohibits the administering of medication, including non-prescription drugs, to any pupil without written permission from a doctor. Parents must supply all medications that are to be administered to their children. All prescription and non-prescription medications that students bring to school must be in the original container, and be accompanied by a doctor's signed "Authorization for Administration of Medications by School" form, which may be obtained at the school office. The child's name, room number, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at the end of the school day. A daily log is maintained for all medications administered to a student.

In the event of an emergency, first aid will be administered, and the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other emergencies, so that the proper procedures might be followed with the least possible trauma for the child.

### **b. Wellness Policy**

St. Monica School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

#### **Nutrition Education**

Every year, all students shall receive nutrition education that is aligned with the Michigan Health Content Standards and Benchmarks. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

#### **Nutrition Standards**

St. Monica School shall provide meals that meet the program requirements and nutrition standards found in federal regulations. St. Monica School encourages and offers nutritious food choices.

#### **Physical Education and Physical Activity Opportunities**

St. Monica 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. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.

Every year, all students 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.

The principal shall implement this policy and measure how well it is being managed and enforced. The principal shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, and the Local Advisory Council shall be considered before implementing such rules.

### **c. Immunizations**

All students entering Saint Monica School for the first time must be immunized in accordance with state law. Immunization records signed by a doctor or a signed waiver must be submitted to the school office before a child may start school. In addition, the immunization status of each 6<sup>th</sup> grade student will be assessed for compliance with state guidelines.

### **d. Sick Children**

If it is necessary to keep your child home because of illness, we ask that you call the school office no later than 9:00 a.m. to alert us to this fact. Messages may be left on the answering machine prior to school hours. Once this is done, the teacher will be alerted. Only in cases of excessive absence does the school require a physician's note to excuse the absences upon a child's return to school.

When a child becomes ill at school, the parent is called and the child is sent home. There is no place for sick children to wait other than the lobby, so we ask that parents be prompt in picking up a sick child.

Homework can also be requested for a sick child; please make your request no later than 9:00 a.m. Homework may be sent home with a sibling, or can be left in the gym lobby for a 3:00 to 6:00 p.m. pickup.

### **e. OSHA Standards for Blood-Borne Pathogens**

Saint Monica School adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff has been appropriately trained in these standards. The school plan of action in regard to this matter is available in the school office should you wish to review it.

### **f. Hot Lunch Program**

The Catholic Schools of Greater Kalamazoo hot lunch program is under the direction of Hackett Catholic Central High School. Elementary menus within the CSGK are the same with four entrée choices each day. The hot lunch program meets the Federal Lunch Guidelines. Every effort is made to offer choices likable to students without compromising nutrition and quality.

Lunch orders for an upcoming month are placed and prepaid at [www.orderlunches.com](http://www.orderlunches.com). Milk is included in the cost of a lunch. Milk orders, for those students who bring their own lunch, are also available on a monthly basis.

If a student forgets to bring a lunch, a sandwich lunch is provided for the student, and parents will be billed for the meal. **Morning phone lunch requests will not be honored.**

Free or reduced-cost lunches are available to families who demonstrate financial need. Forms for this purpose are available in the first Parent Pak or school office.

### **g. Food Allergies**

St. Monica School recognizes the need and responsibility to address the safety and well-being of students with food allergies within the school. We work to eliminate potential life-threatening risks of exposure to contact-related allergens by implementing allergen-free areas. Specific classrooms may require very stringent guidelines that will ensure the safety of these students.

## **XI. FACULTY/STAFF/VOLUNTEERS**

### **a. Criminal Background Check**

All administration, faculty, staff, and volunteers at St. Monica School are required to submit to a criminal background check, which will be confidentially managed by the Office of Schools – Diocese of Kalamazoo. The processing fee per volunteer/employee is \$10.00 and should be made payable to St. Monica School.

### **b. VIRTUS Training**

VIRTUS Training (also known as Protecting God’s Children) is a mandatory awareness seminar every adult within our school must complete prior to supervising or working with St. Monica students. Administration, faculty, staff, and adult volunteers must complete this course, and submit to a Criminal Background Check, prior to participating in any school related function, program, or activity in which they directly supervise a St. Monica student.

These training sessions are held throughout the year, at various locations in Southwestern Michigan. Dates, times, locations, and registration for a training session can be found at [www.virtus.org](http://www.virtus.org). Criminal Background Check Authorizations are available in the school office.

### **c. Volunteers**

Volunteers help with many aspects of the school program and are crucial to the overall success of Saint Monica School. There are many areas in the school as well as the classroom that benefit from volunteers. Volunteer hours can be scheduled to fit into any time frame. All volunteers in the school must have completed the VIRTUS training, comply with the volunteer Code of Ethics, and have had a criminal background check. If you would like to volunteer, please call the school office at 345-2444.

#### **GOALS FOR OUR SCHOOL VOLUNTEER PROGRAM**

- **TO PROVIDE DIRECT ASSISTANCE** to children in curriculum areas such as reading, math, art and other areas of special needs.
- **TO RELIEVE TEACHERS AND STAFF** of clerical or routine work.
- **TO EFFECTIVELY ENLARGE STAFF** so as to permit instructional strategies essential to

individualization.

- **TO ENRICH AND AUGMENT THE SCHOOL PROGRAM** by bringing in special skills, talents, and experiences from community members.
- **TO ASSIST TEACHERS** in increasing children's motivation for learning.
- **TO PROVIDE GREATER OPPORTUNITY FOR THE POSITIVE PERSONAL RELATIONSHIPS** between children and adults and between older and younger students which can contribute to improved student self-image.
- **TO INCREASE COMMUNITY KNOWLEDGE** and understanding of the school programs and improve school-community communications.

## **CODE OF ETHICS FOR CATHOLIC SCHOOL VOLUNTEERS**

As a volunteer serving in a Catholic school, I:

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will sincerely promote the mission of Catholic education within the school community;
- recognize that I do not officially represent the school administrators, education commission, or C.S.G.K board unless explicitly authorized to do so;
- will be fully and carefully prepared for each day of service;
- will support the administrators and teachers in requested functions and consult administrators and teachers when questions arise;
- will implement educational and disciplinary decisions made by school administrators, even though I may be personally opposed to them, and respond in a positive and supportive manner indicating the rationale for the decision;
- will disqualify myself from serving in functions where there may be a conflict of interest because of my family or business interests;
- will keep all student and staff information confidential;
- will realize that the welfare of the school children must come first in all decisions;
- will refer individual concerns to the appropriate school personnel.

I understand that if my words or actions are in direct conflict with any of the outlined items listed above, my status as a school volunteer will be withdrawn.

## **XII. UNIFORMS**

### **a. Gym Uniform**

There is no official gym uniform for grades K-4. Students should have shoes appropriate for running on the gym floor; for safety reasons, slip-on shoes are not acceptable.

Students in grades 5 - 8 are required to change into tennis shoes, white socks, plain modest length (no more than 4" above the knee) shorts, and a royal blue "Spirit" t-shirt. Students are required to change back into their school uniforms after class.

### **b. School and Classroom Uniform Policy**

Wearing of uniforms begins during the first week of school; the exact date is always published in the

monthly calendar. Used uniforms are available; parents may bring out-grown uniforms that are clean and in good condition to the office for donation. The uniform components are as follows:

## 2009 - 2010

GIRLS		
Clothing Item	Requirements	Grade
<b>Tops</b>		
Blouse	White, collared, long or short sleeved, plain <b>(To be eliminated as uniform component 2010-11 school year)</b>	Preschool - 8th Grade
Knit Shirt	White, navy blue, or hunter green collared, two or three button, long or short sleeved, plain <b>(White to be eliminated as color option 2010-2011 school year)</b>	Preschool - 8th Grade
Sweater	Navy or uniform green, long sleeve, cardigan, crew neck, or v-neck	Preschool - 8th Grade
Sweatshirt	Navy or uniform green, non-hooded, must have St. Monica logo or CSGK logo	Preschool - 8th Grade
Turtleneck	White, must be worn under sweatshirt or sweater	Preschool - 8th Grade
<b>Dresses</b>		
Jumper	Uniform plaid	Preschool - 4th Grade
Skirt	Uniform plaid	Grades 5th - 8th
Polo Dress	Navy blue or Evergreen - Lands End school uniform brand only, must have St. Monica logo	Preschool - 8th Grade
<b>Bottoms</b>		
Shorts or Skorts	Navy, classic style (i.e. Dockers) only, may be worn between March 31st and October 31st.	Preschool - 8th Grade
Slacks or Cords	Navy, classic style (i.e. Dockers) only, no flares, natural waist	Preschool - 8th Grade
<b>Required Accessories</b>		
Belts (with slacks and shorts)	Navy, brown, or black, plain, no wider than 1 to 1 1/2 inches, must be visible, plain belt buckle	Grades 2nd - 8th Grade
Socks (tights)	Navy, white, or uniform green only, over ankles, crew length cuffed sock These should measure 5" above the top of the shoe (approximately a full hand width). Athletic socks may be worn with the modified uniform only between March 31st and October 31st.	Preschool - 8th Grade
<b>Shoes</b>		
Dress Shoes	May be worn year round, closed back only	Preschool - 8th Grade
Sandals	Brown or black, closed back only, may be worn between March 31st and October 31st	Preschool - 8th Grade
Tennis Shoes	May be worn year round, no rollers allowed	Preschool - 8th Grade
<b>Optional Accessories</b>		
Jewelry	Simple earrings, wrist watches and religious necklaces only	Grades 5th - 8th
Light Make-up		Grades 7th - 8th only
Hair Accessories	Only navy, green, white, or uniform plaid headbands, barrettes, ribbons, bows, etc.	Preschool - 8th Grade
<b>Gym Uniform</b>	Royal blue "Spirit" or "Royals" shirt, with appropriate lengthed shorts	Grades 5th - 8th
<ul style="list-style-type: none"> <li>- All shirts must be tucked in. Please make sure shirts are long enough to stay tucked in.</li> <li>- Shirts do not include capped or 3/4 length sleeves.</li> <li>- The St. Monica logo is allowed on all shirts if they are ordered through Schoolbelles, Lands End, or Educational Outfitters.</li> <li>- The length of skirts, jumpers, and shorts must be within 4 inches of the knee (measured from the floor as the students kneels.)</li> <li>- Pants must be classic style (i.e. Dockers). No extra pockets, loops, or buttons allowed. No flares of any width (i.e. the ankle cannot be any wider than the knee).</li> <li>- Uniforms must be clean and in good repair.</li> <li>- Hairstyles should not be overly conspicuous or distracting. Some examples of this include (but are not limited to) non-natural coloring and partial shaving. Hairstyles must be neat in appearance.</li> </ul>		

All items listed above may be found in either the Schoolbelles, Educational Outfitters, or Lands End catalog. Many local stores carry uniform school wear. If you do not purchase from these companies, you must be sure the items look exactly like those featured in either of the above-mentioned catalogs/stores.

Our uniform policy allows only the above-mentioned wear. In the past, many varieties of styles have been accepted. Current styles and fad clothing are not acceptable. Students who do not follow the dress code will be given one verbal warning for the first infraction.

A second infraction will be addressed through a written "write-up", and a third will result in a Uniform Holiday privilege being revoked.

## 2009 - 2010

## BOYS

Clothing Item	Requirements	Grade
<b>Tops</b>		
Dress Shirt	Light blue, collared, long or short sleeved, plain <b>(To be eliminated as uniform component 2010-11 school year)</b>	Preschool - 8th Grade
Knit Shirt	Light blue, navy blue, or hunter green collared, two or three button, long or short sleeved, plain <b>(Light blue to be eliminated as color option 2010-11 school year)</b>	Preschool - 8th Grade
Sweater	Navy or uniform green, long sleeve, cardigan, crew neck, or v-neck	Preschool - 8th Grade
Sweatshirt	Navy or uniform green, non-hooded, must have St. Monica logo or CSGK logo	Preschool - 8th Grade
Turtleneck	White, must be worn under sweatshirt or sweater	Preschool - 8th Grade
<b>Bottoms</b>		
Shorts	Navy, classic style (i.e. Dockers) only, may be worn between March 31st and October 31st. Khaki, classic style (i.e. Dockers) only, may be worn between March 31st and October 31st.	Preschool - 8th Grade Grades 7th and 8th Grade Only
Slacks or Cords	Navy, classic style (i.e. Dockers) only, no flares, natural waist Khaki, classic style (i.e. Dockers) only, no flares, natural waist	Preschool - 8th Grade Grades 7th and 8th Grade Only
<b>Required Accessories</b>		
Belts	Navy, brown, or black, plain, no wider than 1 to 1 1/2 inches, must be visible, plain belt buckle	Grades 2nd - 8th Grade
Socks	Blue or white only, over ankles, crew length cuffed sock These should measure 5" above the top of the shoe (approximately a full hand width). Athletic socks may be worn with the modified uniform only between March 31st and October 31st.	Preschool - 8th Grade
Shoes		
Dress Shoes	May be worn year round, closed back only	Preschool - 8th Grade
Sandals	Brown or black, closed back only, may be worn between March 31st and October 31st	Preschool - 8th Grade
Tennis Shoes	May be worn year round, no rollers allowed	Preschool - 8th Grade
<b>Optional Accessories</b>		
Jewelry	Wrist watches and religious necklaces only	Grades 5th - 8th
<b>Gym Uniform</b>	Royal blue "Spirit" or "Royals" shirt, with appropriate lengthed shorts	Grades 5th - 8th
<ul style="list-style-type: none"> <li>- All shirts must be tucked in. Please make sure shirts are long enough to stay tucked in.</li> <li>- The St. Monica logo is allowed on all shirts if they are ordered through Schoolbelles, Lands End, or Educational Outfitters.</li> <li>- Pants must be classic style (i.e. Dockers). No extra pockets, loops, or buttons allowed. No flares of any width (i.e. the ankle cannot be any wider than the knee).</li> <li>- Uniforms must be clean and in good repair.</li> <li>- Hairstyles should not be overly conspicuous or distracting. Some examples of this include (but are not limited to) non-natural coloring and partial shaving. Hairstyles must exemplify a clean-cut appearance.</li> </ul>		

All items listed above may be found in either the Schoolbelles, Educational Outfitters, or Lands End catalog. Many local stores carry uniform school wear. If you do not purchase from these companies, you must be sure the items look exactly like those featured in either of the above-mentioned catalogs/stores.

Our uniform policy allows only the above-mentioned wear. In the past, many varieties of styles have been accepted. Current styles and fad clothing are not acceptable. Students who do not follow the dress code will be given one verbal warning for the first infraction. A second infraction will be addressed through a written "write-up", and a third will result in a Uniform Holiday privilege being revoked.

### **c. Uniform Holidays**

The first Friday of every month is designated a uniform holiday. Occasionally, other special days are designated uniform holidays and these would be noted on the monthly calendar. On uniform holidays, students are to wear clean, modest clothes, which are in good repair and in good taste. Items such as crop tops or others which expose body parts not meant to be seen in school; shirts with reference to bands, drugs, tobacco, sex, or alcohol, and other articles of clothing which interfere with any student's ability to concentrate or study, shall be considered in violation of this policy. Shorts, which should be within 4 inches of the knee, are included as an option as long as they meet the uniform standards. The classroom teacher and/or administration shall judge whether clothing meets the uniform criteria.

Students who wear inappropriate clothing on uniform holidays will be issued clean, used uniforms from our used uniform supply or parents will be called and asked to bring in appropriate clothing.

### **d. Uniform Violations**

Parents will be notified in writing of uniform violations. A student may receive a conduct slip with repeated violations.