

Parent/Student Handbook 2019-2020

Welcome to St. Stanislaus School. This handbook has been prepared to help acquaint you with our school. We hope it proves useful to new families as well as those families who have been with us for several years. This handbook replaces all other handbooks.

MISSION STATEMENT FOR SAINT STANISLAUS SCHOOL

St. Stanislaus School and community are dedicated to academic excellence fostering faith and hope in Jesus and Eucharistic love in spirit, mind and body of every learner.

PHILOSOPHY STATEMENT

The educators, parents, and staff of St. Stanislaus Catholic School strive to help each child develop God given talents to the best of his or her ability. By providing various learning experiences, we endeavor to reach the whole child spiritually, intellectually, physically, and socially. Thus, each child will have the greatest opportunity to become a unique, contributing, member of the community.

Following the methodology of Jesus, who began with the learners' own context, we help learners discover truth for themselves. We take advantage of teachable moments and provide our students with opportunities to serve Christ in the world community. Christianity is not merely taught but lived at our school.

We believe that parents are their children's primary educators. It is our responsibility to support, assist, and involve parents in this role by helping develop their children's academic skills, instilling in them a sense of responsibility.

ABSENCES

If your child is ill, or it is necessary for them to be absent from school, parents are asked to call the school office by 8:30 am. The office phone number is 269-793-7204. Please feel free to leave a voicemail if you call when the office is not open.

If your child/ren have to leave early, or are absent for part of the day, please send in a note. Parents must check in the office to pick up children early. Parents requesting homework for an extended absence are required to notify the teacher(s) in advance, unless an emergency situation occurs.

Absent student homework will be available for pick up in the school office starting at 3:15PM upon request.

ACADEMIC PROGRAM

Saint Stanislaus School offers a full academic program, including religion, math, reading, science, social studies, English, spelling, handwriting, physical education, and art. Computers are incorporated into the curriculum at each grade level. During the 2018-2019 school year, a STREAM initiative was introduced which incorporates our Catholic faith into the other components of a 21st century education.

ADMISSIONS

In accordance with Title IX of the Educational Amendments of 1972, Saint Stanislaus 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 Stanislaus School, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin.

Michigan School Law requires that each child be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, Hepatitis B, and varicella before entering school for the first time. In accordance with this law, Saint Stanislaus School requires all students to submit proof of these immunizations prior to admission. See REGISTRATION.

Children entering Kindergarten must be 5 years old on or before September first of that school year.

ASBESTOS

In compliance with diocesan policy, Saint Stanislaus School was re-inspected in the fall of 1995, the summer of 1998, the spring of 2002 and in November of 2004 for the presence of asbestos. Asbestos was confirmed in the boiler rooms, some tunnels and in some ceiling tiles throughout the building. Its presence is also suspected in all floor tiles. In the summer of 1996, all asbestos-containing ceiling tiles were removed and replaced. The asbestos in the boiler room and tunnel was removed in July of 2002. Floor tiles are kept encapsulated and inspected regularly for damage. 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.

ATHLETICS

We believe the values learned in team sports will last a lifetime; therefore, Saint Stanislaus School provides several opportunities for grades five through eight to participate in a variety of team sports. The goals of our Athletic Program include the following, to:

- Develop a positive attitude
- Encourage teamwork and sportsmanship
- Build leadership skills
- Foster confidence and team spirit

We offer the following sports as part of the GRACEA (Grand Rapids Area Catholic Elementary Athletics Council).

Students at St. Stanislaus School are always welcome to play sports offered locally through Dorr Recreation or Hopkins and Wayland organizations.

It is expected that the athlete maintain a C average in all subjects in order to participate in any sports. Should a student fail to meet this weekly requirement, the student will not be allowed to participate until such time as the grade requirements are once again met. It will be up to the discretion of the parent and the coach as to whether the student is required to attend practices and/or games during this period of time.

ATHLETICS PHYSICALS

All students in grades five through eight who are planning to participate in any school-sponsored sports team must submit a clean bill of health, signed by a doctor, proving that the student is in good health and able to safely participate in that sport. No student may begin practicing for a sport without a physical form on file with the school office and the medical exam given after April 15th of the previous spring in order to participate in any practice or game.

ATTENDANCE

Regular attendance is expected of all students enrolled in Saint Stanislaus School. Chronic absence or tardiness by a student will result in contact to the parents by the school administrator in an effort to resolve the problem. If this is not successful, the matter will be turned over to the attendance officer at the local Intermediate School District.

If a child is absent, the parent should call the school to inform of the absence and the reason. If doctor's appointments cannot be made outside school hours, advance notification should be given to the school.

It is recognized that family vacations are sometimes scheduled during school time and that travel is a valuable educational experience. But, it does not seem just 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 the time to offer this extra service; please know that school policy does not require it.

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.

BLOOD BORNE PATHOGENS

All of the staff at St. Stanislaus School has been instructed in blood borne pathogen precautions.

BUILDING USE

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.

BUS SERVICE---See TRANSPORTATION

CELLULAR TELEPHONES

The possession of cell phones by students will be permitted as long as the phone is turned off and stored in the student's locker during the school hours of 7AM-3:30PM.

CHANGE OF ADDRESS / PHONE / EMERGENCY NUMBER

Every change of address or phone number must be reported to the office immediately. Up-to-date records are essential in handling emergency situations. The school must have an up to date emergency card on file for every student. The card must include a current phone number and alternative phone number of a relative or neighbor for emergencies when the parent cannot be reached.

COMPUTER USE (also see ELECTRONIC INFORMATION ACCESS & ACCEPTABLE USE CONTRACT FOR STUDENTS (K-8))

Saint Stanislaus School owns many excellent computers. Students are actively encouraged to use them in the classroom setting. Proper use of the equipment is required of all students. Students must be aware that school policy is to respect all copyright laws; therefore materials not owned by the school may not be used or loaded on our machines. Violations of this policy are considered vandalism and will be handled as outlined under that procedure. ---See VANDALISM.

CONCUSSION LAW

St. Stanislaus School adheres to State of Michigan Concussion Laws. All staff are expected to complete initial training and annual updates will be offered. The school plan of action in regard to this matter is available in the school office for review and parents are required to sign off on training.

CONFERENCES

Conferences are at the end of the first trimester and again at the end of any other trimester at the request of the parent or the teacher.

In the event a problem does arise before scheduled conferences, normal procedure is to contact the teacher directly by calling the school office or sending a note to the teacher expressing your concerns and requesting a meeting with the teacher if necessary.

CRISIS PLAN

St. Stanislaus School has a crisis plan in place and it is available for parents to read, if interested, in the school office.

CODE OF CONDUCT

St. Stanislaus School is a Christ-centered community. Each student is called to act in accordance with expected standards of behavior. Together, staff and students share in the Gospel message. We strive to make our school environment encouraging and conducive to learning at all times. Responsibility for self-discipline should come from within each individual. Therefore, we commit to providing instruction for our students to learn about the virtues so that they may form habits and dispositions necessary to live as disciples of Christ.

Teachers and staff will make use of peaceful conflict resolution techniques. Students will be instructed in ways to manage any conflicts in which they find themselves and encouraged to use these skills. Peaceful conflict resolution is one tool to give our students the intellectual and emotional skills that they need to effectively communicate their needs and resolve disputes responsibly and respectfully.

We will provide opportunities for students to cultivate virtues within themselves, and take responsibility for their own behavior. Students who choose to compromise the learning environment will be held accountable for their actions. Communication and cooperation among the students, parents, and teachers will help nurture a productive learning environment and will encourage responsible behavior. We pray that our emphasis on living a virtuous life will assist St. Stanislaus School students in developing positive Christian attitudes and social skills that are necessary for caring, successful lives.

Parent Notification

Virtuous Reminders can be issued by any administrator, teacher or school supervisor. A finding of a violation of the code of conduct by the appropriate personnel at the school is binding and final. Inappropriate student behavior is communicated to the parent via this form. A Virtuous Reminder is given to the student to be taken home, signed by the parent and returned to school the next day. If the student fails to return the Virtuous Reminder, consequences will be applied.

If a student completes three weeks without any Virtuous Reminders being issued, first occurrence consequences will be re-established. This is intended to be used for guidance. Staff will use discretion as necessary to meet the needs of each child.

In-School Suspensions and Out-of-School Suspensions are cumulative over one school year. When a student reaches a total of fifteen (15) days of ISS and/or OSS, he/she is recommended for expulsion from St. Stanislaus School.

Aggressive behavior is any look, gesture, word or action that hurts or could hurt a person's body, feelings, friendships, reputation or property.

Christian behavior is a look, gesture, word or action that encourages, builds up, and protects others as people of God in body, spirit, friendships, reputation or property.

St. Stanislaus School

Aggressive Behavior and Misbehavior Prevention Rubric

BEHAVIOR	First Occurrence	Second Occurrence	Third Occurrence	Subsequent Occurrences
Type A Eye Rolling, Horseplay, Intimidating Stare, Leering, Gossiping, Mean or Rude Gestures, Aggressive or rude comments, Gum, Excessive Talking, Public Display of Affection, Electronic Devices, Possession of Potentially Dangerous Objects, Inappropriate Behavior, Homework Inconsistency	Verbal Reminder	Verbal Reminder Conduct Communication	Verbal Reminder Conduct Communication	Verbal Reminder Conduct Communication Student calls parent Detention
Type B Spreading Nasty Rumors, Name Calling/, Mean Teasing, Taunting, Ridiculing, Humiliating, Disrespect, Disruptive/Disorderly Behavior, Failure to Follow Directions, Teasing, Obscene/Lewd/Vulgar/Abusive Language, Forgery/False Representation, Academic Cheating	Verbal Reminder Conduct Communication	Conduct Communication Student Calls Parent 1 detention	Conduct Communication Student calls parent 2 days detention	Conduct Communication 1 day ISS Parent Conference
Type C Threatening, Stealing, Graffiti and Damaging Property, Sexual, Racial, Cultural Harassment, Stalking, Intimidation, Extortion, Pushing, Shoving, Hitting, Punching, Kicking, Use of or Purported Use of	Conduct Communication 2 days detention	Conduct Communication 2 days ISS Parent Conference	Conduct Communication 1 - 3 days OSS Parent Conference	Conduct Communication 3 - 5 days OSS Parent Conference

Potentially Dangerous Objects/Substances, Lying, Indecency/Obscenity, Vandalism, Misuse of Computers		
Type D	Conduct	Recommendation for Expulsion
Making a Bomb Threat, Flashing a Weapon, Stabbing, Shooting, Alcohol, Tobacco, and other Substances, Stealing, False Fire Alarms, False 911 Calls, Extortion/Blackmail/Coerci on, Physical Assault, Striking or Threatening School Personnel, Destruction of Computers, Lighters/Combustibles	Communication 3 - 5 days OSS Parent Conference	*St. Stanislaus School will uphold all state and federal laws regarding Type D behavior violations and proper authorities will be notified.

This rubric is intended to be used for guidance. Staff will use discretion as necessary to meet the needs of each child.

PERSISTENT DISOBEDIENCE

When a student reaches a total of fifteen (15) days of In-School Suspension and/or Out-of-School Suspension, he/she will be recommended for expulsion from St. Stanislaus School.

It is not possible, nor is this document intended to identify all infractions that may occur. Teachers have latitude in the setting of their own classroom rules and expectations. Consequences stated must be understood to be the minimum disciplinary action taken. Depending on severity, the student may receive up to the maximum consequence upon the first occurrence. The administrator has the authority in his/her discretion, to identify other acts that constitute infractions under this policy, and to establish appropriate discipline.

An Intervention Team may be assembled to address specific student needs at the discretion of the administrator.

Therefore, the following guidelines are established for detentions suspensions:

Detention Guidelines

1. Detention is served under the supervision of the homeroom teacher or other designated staff during lunch/recess or after school, as designated by the teacher.
2. Detention is served following parent notification.
3. Students who need to reschedule an assigned detention must meet with the teacher for permission prior to the scheduled detention.
4. Failure to serve an assigned detention results in one (1) additional detention.
5. Failure to arrive on time for an assigned detention results in one (1) additional detention.

6. It is the responsibility of the family to make necessary and proper arrangements for transportation.
7. Failure to comply with the expected behavior, as defined by supervising staff, results in one (1) In-School Suspension.
8. Students who are in the Athletic Program, who receive a detention will not be allowed to practice the night of the detention.

In-School Suspension (ISS) Guidelines

1. Students are to report immediately to the ISS room when they enter the school building.
2. Students are required to bring their lunch from home on the day of their ISS, if a school lunch has not been purchased. Students eat in the ISS room.
3. If a student is absent on the day of his/her assigned ISS, the student is required to make up the ISS.
4. If a student becomes ill during the ISS and needs to go home, the time spent does not count and the student is required to make up an entire ISS day.
5. Students are allowed only to work on assigned schoolwork.
6. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the homeroom teacher.
7. When all schoolwork is complete, the following behaviors are expected:
 - a. Students remain seated throughout the entire ISS period.
 - b. No talking is to take place during the ISS period.
 - c. Students are not allowed to place their heads down or sleep.
 - d. Recreational reading of any kind is not allowed.
 - e. No eating or drinking is allowed except during the designated lunchtime.
8. Without exception, all regular school rules contained in the parent/student handbook are in effect while in ISS.
9. A student serving ISS cannot participate in any school activity on the day suspension is being served. This includes Athletic practice and competitions.
10. Students who do not cooperate during ISS are assigned one (1) Out-of-School Suspension for the following school day.

Out-of-School Suspension (OSS) Guidelines

1. Students do not report to school, school related extracurricular activities, or any school event on the day of the OSS.
2. A parent conference with the administrator is required before re-admittance.
3. Students who do not comply with these guidelines are immediately recommended for expulsion.

Expulsion Guidelines

1. An immediate conference involving parent(s), teacher(s), principal, and pastor.
2. A committee of LCAB members reviews each case and makes a recommendation to the administrator.
3. The administrator's decision regarding expulsion is made within three (3) business days.
4. If a student is expelled, all such expulsions are final and the student is ineligible for re-admission to the school.

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 which a school may develop. Saint Stanislaus 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.

DRESS CODE- SEE UNIFORMS

DROP-OFF POINTS

Students who are driven to school may enter the building between 7:00am and the start of school at 7:30am in the morning. **Please do not drop off students before 7:00am as we cannot be responsible for their safety.**

Walkers and riders are dismissed from the classroom after the dismissal bell rings at 3:00 p.m. Parents who arrive before that time are asked to wait in their cars until the dismissal bell rings.

Between 2:45 and 3:45 P.M., cars arriving to pick up students must park behind the church in the north lot or in the parking lot west of school. The east parking lot will be used strictly for bus drop off and pick up of students. Note, because of heavy traffic and other safety concerns, students are not allowed to enter the parking lot unescorted at dismissal time.

If you need to enter the building for business either before or after school, park on the west side of the school and enter the school at the side entrance.

Parents picking up or dropping off preschool students at noontime may park in the parking lot on the west side of the school.

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. Parents must report to the office. Office staff will either notify the classroom teacher, or get the student themselves.

ELECTRONIC DEVICES

IPODs of any kind, handheld games, or any electronic device that has the capability of Internet access or electronic texting is strictly prohibited.

ELECTRONIC INFORMATION ACCESS & ACCEPTABLE USE CONTRACT FOR STUDENTS

(K-8)

Students and their parents will be expected to sign Electronic Information Access & Acceptable Use Contract for Students (K-8) each year to insure that proper use of school computers is being maintained.

TEXTING & EMAILING STAFF MEMBERS

St. Stanislaus School recognizes that electronic mail (email) is a valuable communication tool that is widely used across our society. Texting and email is a fast and convenient way for you to send messages, but this is not always the case with educators. It is our practice to respond to parent communication as quickly as possible, but understand that communication during instructional time is impossible due to the focus on teaching and learning (Diocesan Policy #6150). It is our desire to answer all correspondences by the end of the following work day.

Staff member to student email communication should only take place using school assigned websites or through

the school appropriate email accounts at the middle school level.

Please do not use email for matters of controversy or real distress. Your child's academic progress, learning expectations or behavioral issues are best addressed through a phone conversation or by scheduling a personal conference with your child's teacher.

Generic Email Response If a teacher chooses not to use email as a communication tool or feels like the topic is too sensitive for an email reply, the following generic responses could be used:

"Thank you for your email. St. Stanislaus School does not use email to discuss student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (XXX- XXXX) and I will be happy to discuss this with you further."

"Thank you for your email. I believe this concern is too sensitive for email. I would prefer to speak with you regarding this matter. I will call you on (insert date and time) to discuss this matter further."

EMERGENCY DISMISSAL

Should Saint Stanislaus School experience a non-weather related emergency during school hours, necessitating an early dismissal, every effort will be made to get a message to parents via Parent Alert System. 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.

EXTRA-CURRICULAR ACTIVITIES

Saint Stanislaus School annually sponsors many extra-curricular activities, including competitive team sports. All students are expected to adhere to the Student Code of Conduct during after school activities. See ATHLETICS.

FAMILY VACATIONS (See ATTENDANCE)

FAMILY MEDICAL LEAVE ACT

Family and Medical Leave Act entitles eligible employees to take up to 12 workweeks of unpaid, job- protected leave in a 12-month period for specified family and medical reasons. Employees may elect to use other accumulated paid leave credits for the leave, consistent with normal requirements for receiving approval for such leave.

FIELD DAY

An annual end of the year field day is held late in the spring. It includes a picnic lunch and outdoor games.

FIELD TRIPS

All classes take at least one school-sponsored field trip during the year. All trips have been designed for their educational value. It is our intent to provide our students with a broad educational experience. This often includes specially selected field trips that enhance, clarify or provide hands-on experience of the subject matter taught in the classroom.

Transportation for field trips is provided by Hopkins transportation or parent drivers. ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS! For the school's own protection, no exception will be made to this rule.

Parents are often invited to accompany students as chaperones. Please Note: Virtus training is required by the Diocese of Kalamazoo of all adults chaperoning school events. The number of parent chaperones is sometimes

limited if space at the trip destination is limited. 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.

It is expected that all students attend classroom field trips. If for some reason, a parent does not wish for their child to attend a particular field trip, that student will be expected to attend school that day and fulfill whatever educational requirements are set forth by the classroom teacher. Failure to fulfill these requirements will result in a zero grade for that day.

FINANCIAL ASSISTANCE

Here are a few of the programs in our financial assistance package:

1. Tuition Reduction Incentive Program (T.R.I.P.) This program allows families to earn tuition reductions by buying normal everyday items from vendors who participate in the T.R.I.P. program consequently earning “credit” toward their school tuition. A minimum involvement would be about \$400 to \$500 per year.
2. St. Stanislaus Scholarship Fund Each year funds are allocated in the budget for tuition grants to families who apply. (Forms are available in October of each year.)

FINANCIAL SUPPORT

St. Stanislaus Catholic School is a parish school meaning that it is dependent upon the parishioners of the parish for financial support. Parishioners support the school in three basic ways:

1. Through the regular Sunday collection.
2. Through tuition paid by families with children in school (tuition rates vary).
3. Through the monthly use of Education Envelopes (PINK).

FIRE/SHELTER IN PLACE/TORNADO DRILLS

Fire, shelter in place, lockdown and tornado drills are conducted regularly in compliance with state and diocesan guidelines.

FOG –WEATHER DELAYS

When fog delays the start of school, students are to follow the schedule of the Hopkins Public School District as announced on radio, television or through the Parent Alert System. As an example, a announced two-hour delay means buses will come approximately two hours later than their normal time. In the event of a two hour delay, the preschool will begin at the same time as K-8th grade.

GRADING SCALE

Students through grade six do not receive letter grades on their report cards. Students in grades seventh through eight are graded according to the following scale:

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

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

GRADUATION

End-of-year graduation ceremonies are held for students in the eighth grade. Dates and times vary each year, but all necessary information is sent home well in advance of the event. It has been tradition at St. Stanislaus School for the seventh grade class, along with their parents, to host the eighth grade graduation celebration. Home and School provides financial assistance for this undertaking as stated in their By-Laws.

GYM UNIFORM

There is no official gym uniform for Saint Stanislaus School students. However, students are expected to wear indoor or outdoor tennis shoes and may bring a suitable t-shirt to wear during their physical education class. T-shirts must have sleeves. The 5th- 8th graders are required to have a change of clothes for P.E.

HANDLING COMPLAINTS OR CONCERNS

1. A concern should only go to the **LCAB** if it is about a school board policy. All other complaints should be handled at the lowest level: talk with the teacher first, then the principal, then the pastor and finally the Office of schools, if necessary.
2. **LCAB** Members need to listen to concerns and ask: Did you talk about this issue with the teacher? Principal?
3. **LCAB** members need to realize that individually they are NOT in a position to handle concerns. They only function as a **LCAB** member at school meeting.
4. Principals need to keep the LCAB president informed of issues, disputes, concerns, or questions, as needed.

HOME AND SCHOOL

St. Stanislaus School has a very active Home and School Association. It is expected that families with children at St. Stanislaus will do their share through the Home and School Association to ensure the continued success of our school.

HOMEWORK

Homework is given regularly in all grades. It serves as an extension of classroom work and reinforces concepts covered in class.

IMMUNIZATIONS

All students entering Saint Stanislaus 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. See ADMISSIONS.

INFECTIOUS DISEASES

In the event of a disease epidemic or pandemic, St. Stanislaus School will follow the regulations and recommendations given by the Allegan County Health Department in conjunction with Allegan County Emergency Management.

INSURANCE

Saint Stanislaus 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 claims forms are available in the school office. See SUPPLEMENTAL INSURANCE.

INTERNET USAGE

St. Stanislaus School has high speed Internet service on all of our computers and mini-iPads. This will necessitate parental permission for each of our students before allowing them to access the Internet when using these devices. Be assured that St. Stanislaus School will take all precautions possible to protect our students from unacceptable websites and will only allow the student's access to the Internet while under adult supervision. (Please see Electronic Information Access & Acceptable Use Contract for Students (K- 8) as well)

KINDERGARTEN

Saint Stanislaus School offers a developmentally appropriate kindergarten for our students. Age appropriate materials are used for readiness and activities helping to build social skills. Early assessment testing provides basic information for reading readiness. Each student in kindergarten receives individual attention in reading based on assessment testing. Although every student may not be ready to read in Kindergarten, all will advance along the path to independent reading skills during this year.

LEARNING DIFFERENCES

In recognition of the fact that not all students learn in the same way, every effort will be made by teachers and tutors to teach to the abilities of their students, not to their disabilities, so that all may experience success.

LOCAL CONSULTATIVE ADVISORY (LCAB) formally known as Board of Education

St. Stanislaus Local Constitutive Advisory, LCAB (LCAB) is a consultative / advisory, policy-making body operating educational facilities of S. Stanislaus School, subject to such regulations that might proceed from the Ordinary of the Dioces and /or the Diocese of Kalamazoo Office of Catholic Schools. Public meetings dates and times will be sent home the first weeks of school. Visitors are always welcome to attend LCAB meetings. If you wish an item to be placed on the agenda for consideration, contact the LCAB chairperson. His/her name is available at the school office.

LOST AND FOUND

Lost and found articles are kept in a bin inside the school by the North door. This bin can be checked anytime the lobby is open. All clothing or other articles bearing a child's name is returned to him or her. Unmarked articles are kept for a period of two weeks and then given to a charitable organization.

MASS SCHEDULE FOR STUDENTS

Students in Saint Stanislaus School attend Mass each Wednesday at 10:30AM. Weeks which include a holy day of obligation or other special event will have a different schedule.

Students take an active part in the school liturgies each week by grade level. Parents, grandparents and friends are always welcome to worship with us.

MEDICAL POLICY

The Diocese of Kalamazoo prohibits the administering of medication, both prescription and non-prescription medications taken by mouth, by inhaler, and those that are injectable, to any pupil without written permission from the student's doctor; however, the school may give emergency first aid. Parents must supply all medications administered to their children. Each medication must accompany an Authorization for Administration of Medication by School Personnel Form which is available in the school office.

Over the counter non-spray topical medications may be given to the student with written permission from parent / guardian. This includes but is not limited to ChapStick, sunscreen, bug repellent & first aid ointments.

All prescriptions and over-the-counter medications that parents bring to school must be in the original container and kept at the school office. The child's name, grade, 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. All medications given to students are entered on the daily SCHOOL MEDICINE DISPENSING SHEET each time they are administered. Antibiotic medications will not be given at school as the school does not have the necessary equipment to store the antibiotics properly (i.e. locked refrigerator for medication only). All antibiotics can be given in doses that do not require dispensing at school.

In the event of an emergency, 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 which might cause fainting or other emergencies, so that the proper procedures might be followed with the least possible trauma for the child.

MICHIGAN TAX CODE

St. Stanislaus School follows the Michigan Tax Code, which states that items purchased for resale must add sales tax at the time of sale.

NEWSLETTER/COMMUNICATIONS EMAILS

The Wednesday newsletter is an important communication tool between school and home. Included will be the monthly calendar and pertinent information. In our effort to continue to be a Green School, this newsletter is emailed to parents. Every effort is made to send all home/school information through this channel. This eliminates many lost pieces of information in the bottom of book bags! Occasionally, material comes to the office that is dated and cannot wait until the next Parent Newsletter. 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. Also any item that needs a parent signature will be sent home in hard copy format for your convenience!

PESTICIDE USE -- NOTIFICATION POLICY

As a part of the St. Stanislaus School pest management program, pesticides are occasionally applied. You have the right to and will be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. You may also contact Shannon Saxton-Murphy at 269-793-7204 if you have any questions regarding our pesticide management program.

PICTURE POLICY

Students who attend St. Stanislaus Catholic School may occasionally be asked to participate in school publications and/or public relations activities. These activities may include videotaping, recording and/or photographs which

may be published, displayed, distributed, or broadcast outside by the School or third parties with School's consent. Publications also may include use of the student's name, photograph, art, written work, voice, verbal statements or portrait (video or still) in school publicity, videos, digital or electronic media or on the School's website. For example, pictures and articles about school activities may appear in local newspapers or School publications.

The school does not anticipate commercial use or sale of your student names, pictures, art, written work, voice, verbal statements, portraits, (video or still). However, to the extent works described in this form result in any profits, by signing this form you and your student agree to waive any and all right to any copyright interest in such works and any royalties that may be paid. Any profits generated by the works described in this form will be used to benefit St. Stanislaus School and its programs.

No monies or other compensation will be or become due to you, your student, or your heirs, agents or assigns at any time because of participation in publication activities. Consent for your student's participation in School publication activities may be rescinded at any time by written notice to the school principal.

PLAGIARISM

Plagiarism is defined as passing off someone else's work (including that of other student's) as your own. It is a form of cheating. Students are expected to use research references as guidance to help them understand the material in question but must then relay that information in their own words. Rearranging words or sentences or cutting and pasting information from the original source still constitutes plagiarism. This includes any written word, graphics, statistics, theories, opinions, etc. If a student feels the need to use information directly from a reference source, they must cite that source so that credit is given where it is due. Students are encouraged to enlist the help of their teachers if they need assistance in understanding and avoiding the issue of plagiarism.

PLAYGROUND POLICY

Our playground policy goes hand in hand with our Code of Conduct and the Aggressive Behavior and Misbehavior Prevention Rubric will be used when needed.

Recess Rules and Expectations (revised August 2018)

Rules

- Students may not exit or enter the building without permission from the person in charge; including restroom use.
- No touching walnuts.
- No eating or drinking on the playground.
- No computer use during recess unless supervised by the teacher.
- No baseballs.
- Touch football only.
- No sticks.
- No climbing on the shed or greenhouse.
- Disagreements need to be brought to the person in charge of recess.
- FOLLOW THE GOLDEN RULE!
-

Facilities

The main playground area consists of the grassy area on the North & West side of school, back into the field where the baseball diamond and soccer fields are located. The surrounding fields, woods and area

behind Father's house are off limits. Preschool through 2nd grade only are allowed to play on the equipment East of the building.

Responsibilities

Appropriate Clothing

Preschool to 4th grade students are required to wear jackets coats if determined by the person in charge. Students may remove jackets if they desire. Students in grades 5th to 8th will be left to their own judgement. Snow pants and boots must be worn if brought to school when snow is on the ground. Students without will be told to stand where designated by the person in charge. Students will not be allowed to call home for other clothing.

Entering & Exiting the Playground

All students are to enter and exit the playground through the north double doors. They are dismissed for recess when the person in charge is ready for duty. When the bell is rung to end recess, the student's line up on the cement at the north entrance. They are expected to be quiet waiting for the person in charge to allow them to enter and change their shoes/clothes. 5th -8th grade will be dismissed into the building first.

Equipment

All equipment will be returned to the appropriate place before entering the building.

Equipment

Monkey Bars

No walking up and over the top of arched shaped monkey bars.

No jumping from top of monkey bars or from monkey bars to monkey bars.

Balls

Balls are to be used for structured games only, such as kickball, soccer, basketball, Gaga ball ball tag, or Lightening.

Swing sets

Each swing is intended for one student sitting on their bottom. Swinging forward and back is the only acceptable form of swinging. No jumping off the swings is allowed. No walking or running in front, underneath, or behind swings. Swing set bars are off limit,

Basketball

Kindergarten to 3rd grade is to play on the small court. 4th-8th grade on the large courts behind the church.

Wooden Ship & Castle

Students 4th grade and younger only. No jumping off the wooden ship and castle. Ramp and ladder are to be used to climb onto.

Gaga Pit

No walking on top of Gaga pit. No sitting on the edge. All rules are to be followed.

Weather

Indoor Recess

Indoor recess will be called when it is raining, if the playground is saturated with puddles and/or mud, or if the outdoor temperature with wind-chill is 0 degrees Fahrenheit or below or as determined by the person in charge. No computers during indoor recess. Students will be in designated area as determined by the person in charge.

Snow on the Playground

Snowball throwing is not allowed. Students must be in view of the person in charge at all times when playing on snow piles. The game King of the Hill is not acceptable.

Monitoring the Playground

The person in charge should be standing between the castle/ ship and gaga pit area so that they can see the whole facilities. The second person should be at the North-East end of the building by Preschool playground. Phones are to be used to check time only.

PROMOTION TO NEXT GRADE

Promotion to the next grade is based on several factors, including mastery of needed skills for the next level, maturity of student and work/study habits. Should retention be a consideration, dialogue between parents and teachers will be an on-going factor as this decision is reached. Occasionally, due to various reasons, it becomes necessary to recommend that a child repeat a grade. These reasons can include lack of mastery of necessary material to be successful at the next grade, immaturity and/or work/study habits.

This decision will be reached only after conferences with the parents and, if it can be determined, it will be in the best interest of the child.

RECESS-LUNCH

All pupils in grades K - 8 go out to the supervised playground daily, weather permitting. On rainy days, or days when the wind chill factor drops below 0, students will have recess in the classroom or assigned area. Quiet play is encouraged for indoor recess.

In emergency situations, children may be kept in at noon if they have a signed note from a doctor or parent. If your child has a serious medical problem that may be aggravated by outdoor play, the parent is to contact the office. Please see that your child (ren) is dressed appropriately for the weather.

REGISTRATION

Families who wish to register their child (ren) for school should contact the school office to request a registration packet. Pre-registration for the next year for students already attending St. Stanislaus School takes place in the spring. New families may register at any time by contacting the school office.

RELIGION The freedom to teach and practice our religion is the reason for the existence of Saint Stanislaus 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. All students regularly take part in liturgical and para liturgical services.

REPORT CARDS

Report cards are issued at each trimester: three times a year. Dates on which you can expect your child to receive his/her report card via email 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.

SCHOOL HOURS

A Saint Stanislaus School instructional day runs from 7:30 am until 3:00 pm for students in Kindergarten through eighth grade.

SCHOOL VISITORS

For the safety of our students, faculty and staff, we require all visitors to stop at the office first before going to different parts of the building, including classrooms. If you are visiting the school to help in a classroom, deliver forgotten items to your child, or for any other reason, you must first check in with the office secretary.

SMOKE FREE BUILDING

Since 2005, St. Stanislaus School has abided by the Tobacco Free Schools Policy 129976.

SNOW DAY (SEE EMERGENCY DISMISSAL)

SNOW DAY E-LEARNING

In an effort to both reach the needs of all learners as well as be understanding to the needs of our families, we will begin to implement e-learning and /or blizzard bags. After the 6 waived snow days by the MDE, this procedure will be implemented as the administration sees fit to make-up school days. More information will be shared in this regard as needed.

SPECIAL NEEDS STUDENTS

Many various services are available through Allegan County and Hopkins Public Schools for students who require them. The student's parent or teacher may request these special needs services for a student. The request will be evaluated by the appropriate personnel to ascertain the appropriate steps to take.

STUDENT RECORDS

Student records are kept in compliance with Diocesan Policy #5125. It states: "An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a Catholic school in the Diocese of Kalamazoo. The Cumulative Record is the property of the school and the school administrator has jurisdiction over its contents. The school administrator is charged with seeing that these records are stored in a safe and secure place."

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 (ren)'s permanent record by requesting this in writing to the school administration. Forms are available for this purpose in the school office. A time and date for this review will be set within two working days of receipt of the written request.

SUPPLEMENTAL INSURANCE

Defined as that additional coverage in excess of insurance carried by the parents. The diocese now provides this. Details of coverage and claim forms are available in the school office. See INSURANCE.

TARDINESS

Saint Stanislaus School opens daily at 7:00 am. Early arrivals should report to the cafeteria until approximately 7:25 at which time students will be dismissed to report to their classrooms for the start of the school day at 7:30. Anyone not in attendance by 7:30 is considered tardy, unless the school busses are late. School begins at 7:30. The classroom doors will be closed and any student not in their seat at that time must go to the office to obtain a tardy pass. The time which the student arrived at the school office will be written on the pass.

TEXTBOOKS AND SUPPLIES

Parents are expected to purchase for their students the necessary supplies from the school supply list each summer. Textbooks are supplied by St. Stanislaus School for a yearly rental fee.

TITLE IX COORDINATOR

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to St. Stanislaus School, the principal is appointed the Title IX coordinator. St. Stanislaus School abides by Policy #4166.4 and its accompanying regulations found in the Policy Manual of the Catholic Schools – Diocese of Kalamazoo regarding avoidance of harassment. The principal will answer questions and disseminate information about Policy #4166.4, investigate complaints, and take appropriate corrective action pursuant to this policy. The principal's contact information is as follows: 1861 136th AVE, Dorr, MI 49323, 269-793-7204.

TRANSPORTATION

Hopkins 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.

Students may be suspended from riding the bus by the administration whenever actions warrant such a decision. Students are to be on time at designated bus stops. They are expected to respect the bus driver and conform promptly to suggestions by the driver. A note from the student's parents must be provided if a student is to get on or off at a stop other than their regularly scheduled stop. Before a student(s) can be released to the parent or another responsible adult, they must sign that student(s) out on the sign out sheet available from the adult in charge of after school dismissal.

TUITION REIMBURSEMENT INCENTIVE PROGRAM (T.R.I.P.)

This program is designed to lower your tuition while funding special projects for Saint Stanislaus School.

The program works for you when you buy certificates from some of your favorite retailers and merchants. These retailers and merchants sell their certificates to Saint Stanislaus School at less than their face value. The discount savings will then be applied directly to your tuition bill.

More information may be obtained by calling 793-7204 or stopping in to the school office and asking to speak with the TRIP coordinators.

TUITION/FEES

School tuition rates are set annually by the LCAB. St. Stanislaus has a flat-rate tuition program. In order to register for an upcoming school year, all outstanding tuition, book rentals and afterschool bills for the current school year must be paid in full by May. If payments cannot be paid in full by that date, arrangement for payments must be made with the LCAB President.

Tuition assistance is available to families who demonstrate financial need. Forms for this purpose are available in the school office. All inquiries and grants for tuition assistance are kept confidential. Please refer to the St. Stanislaus School Tuition Policy and Tuition Payment Guidelines that were sent with your tuition payment booklet for further tuition information.

UNIFORMS

Although the manner of dress is not the most important aspect of the education program, a regulated dress code, which has many desirable aspects, is required at St. Stanislaus at all grade levels. Below are the uniform requirements we expect of all students who attend our school. A copy of these guidelines is available upon registration.

The school administrator shall be the judge on any style of dress that is questionable.

Shirts/Blouses

- Colors- White, light blue or green (green may only be purchased through school). *Long sleeve white t-shirts may be worn under short sleeve uniform polo.
- Polo shirts, plain broadcloth, oxford button down or turtle neck, long or short sleeves, (must have collars with front button closure, no lace, no frills or other ornamentation. NO t-shirts.
- Shirts must be tucked in at all times.

Pants

- Navy, cotton twill or corduroy.
- All pants are to be plain styled, having no excess pockets, zippers, or elastic at the ankles. No knit pants or those that have Jean detailing. No hip huggers.

Shorts

- Navy cotton twill, uniform style.
- Length to be no shorter than 2 inches above the knee. Skirts/ Jumpers- Girls Only
- Navy or Uniform plaid in Classic Navy Large Plaid purchased from Lands' End.
- Length to be no shorter than 2 inches above the knee.
- Jumper and skirt must be purchased from Lands' End. Existing Dennis Uniform and Educational Outfitters items are acceptable.

Belts

- Black, brown, or blue belts with no ornamentation and with a standard buckle.
- Socks & Shoes- Socks and shoes must be worn at all times.
- Solid white, black or navy socks (knee hi or anklets). No sport logos or ornamentation. Solid white or navy tights.
- Solid color black, brown, or dark blue hard-soled dress shoes. No platforms or heels more than 2 inches in height. Must be closed heel and toe. No boots. Gym shoes or other for outdoors. Solid color white or black tennis shoes are allowable as indoor shoes. Students may not have any other color on their shoes; this includes shoe laces, logos, bottoms, etc.

Sweaters/ Sweatshirts

- Navy (plain knit only, no cables). Cardigan, crew or V-neck.
- Solid navy, crew or hooded sweatshirts, with or without approved St. Stanislaus logo.
- The “Cool to be Catholic” navy blue, hooded sweatshirts from Totally Catholic Apparel may also be worn. All sweatshirts must be worn over a uniform compliant shirt.

Accessories

- Clean Shaven –Boys Only.
- NO MAKE-UP of any kind.
- Nail polish-one shade only, no black.
- No dyed hair.
- Hair must not be longer than shirt collar length. (Mohawks or ponytails are not permitted.) – Boys Only.
- Headbands and scrunchies: black, navy blue, white or uniform plaid. No hanging ribbons on any headbands, scrunchies or hair ties.
- No hair feathers.
- No visible body art, including fake tattoos.
- One pair of small and simple earrings with no hanging parts- Girls Only
- No beaded or rubber band type necklaces or bracelets.
- One religious type necklace maybe worn.

UNIFORM HOLIDAYS

The first Friday of every month is designated as a uniform holiday (“color day”). Occasionally, other special days are designated uniform holidays. These will be noted on the monthly calendar.

On uniform holidays, students are to wear clean clothes in good repair and in good taste. The following lists articles of clothing that do not conform to school policy: items which expose body parts, shirts with reference to drugs, tobacco, sex, or alcohol and other articles of clothing which interfere with any student’s ability to concentrate or study. No shirts with spaghetti straps or tank tops will be allowed. No Make-up. . No leggings; unless worn with skirt over top. These items are in violation of this policy. Sleeveless shirts and shorts of an appropriate length (no shorter than two inches above the knee) are included as an option as long as they meet the above standards. Hats may be worn outside only. Sandals are permitted but it is expected that students will have tennis shoes for recess. The school administrator shall be the judge on any style of dress that is questionable.

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

UNIFORM VIOLATIONS

School policy is to send home a written reminder with the first uniform violation. Subsequent violations will result in students being issued uniform components from our used uniform collection or parents called to bring in the child's uniform.

VANDALISM

Vandalism is defined as any deliberate misuse, damage, or destruction of school property, that results in clean up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. Any costs incurred from vandalism will be assessed to the perpetrator. The family will be notified. Based on the severity of the

incident, the school may take further action as necessary.

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.

VOLUNTEERS

Volunteers help with many aspects of the school program and are crucial to the overall success of Saint Stanislaus School. Volunteers are needed in the lunchroom, playground, as classroom helpers, as chaperones on field trips, etc. Please note: Virtus training is required by the Diocese of Kalamazoo for any volunteers at the school. If you would like to volunteer in any of these capacities, please call the school office at 793-7204.

WEAPON POSSESSION

St. Stanislaus School is a weapon free school. See the Code of Conduct for consequences of weapon possession.

WEATHER-RELATED CLOSINGS

Because Saint Stanislaus School is dependent on the Hopkins school systems for bussing, we will close if Hopkins district announces a closing due to weather conditions. Snow, bad weather and other emergencies will be announced on local T.V. and radio stations and additionally you will be notified through our Parent Alert System.

In the event of a severe storm warning or other grave emergency and the children are already in school, we will not dismiss walkers and riders without first making contact with the parent. If Hopkins Public 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.

Right to Amend St. Stanislaus Catholic School reserves the right to amend this Handbook.

Notice of amendments will be sent to parents through email communication.