

*Lake Michigan Catholic  
Elementary School*



*Student & Family  
Handbook  
2018-2019*

# Lake Michigan Catholic Elementary School Handbook

## MISSION STATEMENT

Nourishing the human spirit ~ *Mind, Body, and Soul* ~ through Jesus Christ

## VISION

Lake Michigan Catholic School will be recognized as the region's best Preschool through High School learning institution rooted in superior academics, Christ-centered values, and a commitment to spiritual growth that unites our LMC family and community in living our Catholic Faith

## VALUES

Living Faith

Accepting Responsibility

Achieving Excellence

Inspiring Leadership

Building Character

## **KALAMAZOO DIOCESAN EDUCATIONAL COMMUNITY**

Bishop Paul Bradley – Bishop of Kalamazoo Diocese  
Very Reverend Fr. Robert Creagan, St. Joseph Parish and Ss. John and Bernard Parish  
Margaret Erich – Superintendent of Schools  
Terry Nugent – Associate Superintendent of Schools

### **ADMINISTRATION**

John Berlin, President  
Jody Maher, Principal  
Larry Hoskins, Principal

### **STUDENT & FAMILY SERVICES**

Business Office Director – Larry Glendening, 983-5529  
Cafeteria Services Director – Gay Story, 429-0227  
Counseling & Social Work – Kathleen Smart, 429-0227 or 983-2511  
Development Coordinator – Chris Glendening, 429-0227  
Librarian & Media Center Director – Janice Mathews, 429-0227  
Liturgist – Juanita Grover, 429-0227  
Maintenance – Joe Martin, 983-2511, Ext. 29  
SCRIP – 429-0227  
Technology Coordinator – Pam Barden, 429-0227 or 983-2511

### **INTRODUCTION**

Welcome to Lake Michigan Catholic Elementary School! This handbook provides an effective means to communicate our guidelines and procedures to parents and students. However, there are times when unforeseen circumstances occur that fall outside the scope of the handbook. The Administration reserves the right to handle these circumstances on a situational basis.

### **HISTORY & INFORMATION STATEMENT**

The merger of St. John and St. Joseph Catholic Schools in 1969 marked the new beginning of Lake Michigan Catholic Middle/High School. Since then, LMC has been a K-12 system serving southwestern Michigan with Catholic education tradition. We are grateful to SS. John & Bernard and St. Joseph parishes and the Twin-City Area Catholic School Fund, Inc. for their generous financial support.

LMC schools are a part of the educational system established by the Diocese of Kalamazoo and are subject to the policies of the Diocesan Office of Schools.

LMC is accredited by the Michigan Non-public Schools Accrediting Association.

In accordance with Title IX compliance, LMC does not discriminate on the basis of sex, religious affiliation, race, color, physical challenges, or national origin in admissions or employment opportunities. LMC operates as a drug and weapon free school.

### **DIOCESAN EDUCATIONAL COMMUNITY**

Bishop Paul J. Bradley – Bishop of Kalamazoo Diocese  
Margaret Erich – Superintendent of Schools  
Terry Nugent – Associate Superintendent of Schools

## ACADEMIC PROGRAM

Lake Michigan Catholic Elementary School offers a full academic program, including religion, math, reading, science, social studies, English, spelling, handwriting, physical education, music, art, Spanish and computers. A band program begins in the 5<sup>th</sup> grade.

## ACCREDITATION

The Michigan Association of Non Public Schools (MANS) accredits Lake Michigan Catholic Elementary School.

## ADMISSION POLICY

Lake Michigan Catholic Schools is dedicated to an integrated ministry championing the four dimensions of Catholic education: message, community, service, and worship. Our mission has established a holistic education of Catholic students as its priority.

In accordance with Title IX of the Educational Amendments of 1972, Lake Michigan Catholic Schools does not discriminate on the basis of sex in either its admission policies or its employment practices. John Berlin, Executive Director, shall be considered the coordinator of this title.

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

### Registration Priorities

Families who are presently enrolled, and whose accounts are current, shall have first priority in registering for the following year. Contributing members of the Bi-Parish and any Parish subsidizing their members' Catholic education at Lake Michigan Catholic shall be next priority. Open enrollment will be held for other individuals interested in attending Lake Michigan Catholic Schools on a first come first serve basis until enrollment is completed.

Register by completing an application. A conference with principal, parents/guardians and the student will be required. The philosophy, mission, goals, and the applicant's previous academic and social record will be reviewed. If enrollment is acceptable for both parties, the student will be conditionally accepted.

Registration with the Business Office follows the conference. Any admittance to the Lake Michigan Catholic Schools is to be regarded as probationary until the student's previous school permanent record is on file.

Children entering our 3 or 5-day three-year-old preschool must reach his/her 3<sup>rd</sup> birthday prior to September 1, 2017. Children entering our 3 or 5-day four-year-old preschool must reach his/her 4<sup>th</sup> birthday prior to September 1, 2017. Parents must submit a copy of their child's birth certificate.

Children entering Transitional Kindergarten/ Kindergarten must reach his/her 5<sup>th</sup> birthday prior to September 1, 2017. Children entering Kindergarten may be administered the Gesell Developmental Assessment to determine school readiness. A recommendation will be made to place the child in Kindergarten or Transitional Kindergarten. Parents must submit a copy of their child's birth certificate.

Vision and hearing screening must be completed prior to entry into Transitional Kindergarten or Kindergarten. This can be done by the child's pediatrician or through the County Health Department.

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

## ABSENCE/ATTENDANCE

If a child is absent, the parent should call the school (269-429-0227) to inform us of the absence and the reason. If doctor's appointments cannot be made outside of school hours, advance notification should be given to the school.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Should absence for any reason other than illness seem imperative, parents are requested to present a written reason for the absence. Teachers will NOT be giving assignments in anticipation of a vacation. Students will be responsible to make up missed assignments upon their return. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Lake Michigan Catholic Elementary School has created steps to improve the absenteeism. We believe that there is a direct relationship between regular attendance and a student's academic and job success. The steps are as follows:

1. **After 3 consecutive days of absence**, a note is required from the doctor stating the reason for the absence.
2. **After 3 days of absence per quarter**, we send a note stating our concern.
3. **After 5 days of absence per quarter**, we refer your child to the school Social Worker.
4. **After 10 days of absence per quarter**, we turn the matter over to the Truant Officer at the Berrien RESA.

## ALLERGY POLICY

Lake Michigan Catholic Elementary School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

The school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff are provided with training on allergies at the start of every school year. Training is updated as needed.

## AFTER-SCHOOL CARE PROGRAM

License No. DC110021928

The following material is presented as an “ongoing handbook” for the LMCES After-School Care Program. We have tried to include all information considered important to your child’s safety and for the basic operation of the program but we realize some things may have to be modified or changed. As the year progresses, you too may have some ideas which should be included. We welcome your suggestions as we all work together to make this a happy and worthwhile place for both child and family.

Jody Maher, Director Sue Zilke, After-School Lead Teacher, 429-1522 or 429-0227

**Program Philosophy** – Open from 2:50 p.m. until 5:30 p.m. each school day, the After-School Care Program provides professional care, supervision, and recreation and enrichment activities for preschool through grade 5 students. It serves working families who desire both grammar school education and supplementary after-school care in a Catholic environment for children enrolled in Lake Michigan Catholic Elementary School.

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment. The activities are planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, science experiments, games and recreation, and snack time are just a few of the activities planned. There is also a time set aside for homework completion with resource materials available. Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

The After-School Care program is staffed by an experienced director and a number of devoted and committed teachers/teacher aides. These people work together to help each child grow in maturity and self-respect as well as to maintain an atmosphere wherein respect and understanding for others is realized.

### **Important Parental Responsibilities**

**Emergencies/Safety** – With the children’s safety and wellbeing in mind, it is MOST important that the parent fill out an emergency card and then adhere to the following rules:

- Parents or guardians will sign children out on the daily log. (daily control sheet)
- Parents or guardians should not take children from the schoolyard or other areas without notifying the After-School Care staff.
- Parents or guardians should not send persons whose names are not on the emergency card to ask for the release of children.
- Photo identification is required for those on the card other than the parents.

**Fees and “Pick-ups”** – Fees are to be paid biweekly upon receipt of an invoice. **Please pay all fees by check.** Checks should be made out to “Lake Michigan Catholic Schools.” Checks should be sent to school with your son/daughter and sent to the School Office through the classroom teacher or mailed directly to the school.

<b><u>Fee Schedule</u></b>		
	1 Child	\$10.00/day
	2 Children	\$20.00/day
	3 Children	\$28.00/day

Late Fee – \$10.00 first offense  
Any additional lateness, fees are \$25.00

Staff members are employed until 5:30 p.m. It is only common courtesy to respect the time of closure. A \$10.00 per child fee will be assessed for the first late pick-up. An additional fee of \$25.00 will be charged for further late pickups.

**Illness or Accident** – In cases which appear to be of minor nature, first aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out instructions as given on the emergency card.

PARENTS WILL BE EXPECTED TO MAKE PROVISIONS FOR TAKING SICK CHILDREN HOME. The After-School Care program does not have the facilities to care for sick children.

The Lake Michigan Catholic After-School Care program follows the same policy regarding dispensing medication as Lake Michigan Catholic Elementary School and the Diocese of Kalamazoo. See **Medication Policy**.

**Drop-In After-School Care** – Our After-School Care program is available not only on an all week schedule but also on a drop-in or occasional basis. **A request for drop-in care must be made 24 hours in advance.** This allows the staff to know the number of children who will be present, to plan for the appropriate number of staff, and to stay within license parameters.

To request drop-in care, please call the School Office the day before you want to use the service. Please indicate when you will pick your child(ren) up. The Program Director will okay the request, unless the After-School Care enrollment is full.

### **Schedule of Operation**

The program will follow the Lake Michigan Catholic Schools system calendar. A specific calendar will be published per year with days of operation. Please note: if the school closes due to weather conditions After-School Care is also closed.

**Admission and Enrollment** – Children must be enrolled students at Lake Michigan Catholic Schools. They must have a completed health form and have it on file with the school.

If a parent wishes to withdraw a child, the withdrawal must be discussed with the Director. If the program does not meet the needs of the child, he/she may be withdrawn. It may be possible that a child would need more supervision than we are able to provide.

**Typical Activities** – 2:50-5:30 p.m.

Attendance	Indoor play
Change clothes	Indoor music/art
Gym or outside play	Clean up
Homework help	

### **Expectations for Children's Behavior**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the staff of the After-School Care program. Such permission will only be granted by order of the parent or guardian.

To maintain a professional atmosphere, we ask that all staff members be formally addressed as adults—that is, “Mr. Smith,” “Mrs. Jones,” or “Miss Andrews.” Informal use of staff members’ first names by students is inappropriate in the school setting.

**Discipline** – Children are expected to accept and follow the rules of the program. We will help children learn how to arbitrate their own disputes. A TIME OUT or separation from the group and activity will be used as needed. We will work with your child(ren) to help each child develop social and group skills. We do reserve the right to drop a child from the program who for reasons of maturity, behavior, etc. is disruptive to the program. This step will only be taken when absolutely necessary.

**Electronics** – Students attending After-School Care are not allowed to bring or use any hand-held electronics; this includes iPads, iPods or MP3 players, PSPs or Gameboys, and cell phones. Our After-School Care provides enough activities that additional devices are not to be brought to school for after-school use.

## **BAND**

The school offers a quality band program under the direction of Mr. Joseph Jarvie for students in the 5<sup>th</sup> grade. Band is required and instruments will be provided for those with financial constraints. Concerts, which showcase the talents of these students, are held at Christmas and in the spring.

## **BIRTHDAY TREATS & INVITATIONS**

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 students in your son’s/daughter’s classroom have food allergies, please be conscious of this when preparing a treat. If treats are brought to the school, they are to be provided for everyone in the class.

Invitations to private parties will not be handed out at school unless all children receive one, or all boys or all girls are invited.

## **BOMB-THREAT POLICY**

A policy outlining procedures, which will be followed in the event of a bomb-threat at school, is on file in the School Office and published in the school crisis management plan. All necessary personnel are aware of this policy and are trained in its implementation. A copy is available in the School Office for parental review.

## **BOOKS AND SUPPLIES**

As much as possible, all books and supplies are provided by the school. Books are loaned to the student for the duration of the school year. Should a book (or library book) be damaged through misuse or carelessness, a replacement fee will be assessed. This assessment must be paid before report cards are issued.

Classroom teachers will issue a list of supplies that need to be purchased by the parent. Included will be paper, pens, crayon, etc. Every effort is made to keep this list to a minimum.

## **BUILDING USE**

The school building may be used by parish groups with the approval of the principal.

## **BUCKLEY AMENDMENT**

Lake Michigan Catholic Elementary School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts.

## **BULLYING AND CYBERBULLYING**

Lake Michigan Catholic Elementary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face disciplinary action.

## **CAFETERIA RULES**

Lunch period is designed to provide ample time for students to eat lunch yet minimize restlessness prior to recess. During lunch students should:

1. Respect supervisors, both staff and volunteers.
2. Eat neatly, talk quietly, and remain seated at all times.
3. Raise your hand for assistance or for permission to use the restroom.
4. Clean up your own area: empty trays/waste in garbage can and return to seat.
5. Observe silence when the supervisor claps or rings bell.
6. Remain in the lunchroom until dismissed.
7. Table cleaners are assigned by the classroom teachers. Table cleaners get a cloth from the bucket on the cart by the salad bar, and wipe off the tables. Start cleaning after the 5 minute announcement.

## **CHANGE OF ADDRESS/PHONE**

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

## **CONFERENCES**

Conferences are held at the end of the first quarter, and at the request of parent or teacher mid-way through the third quarter. 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

## **DETENTION**

Detention, or the removal of a student from regular activities (with supervision) for a period of time, is occasionally used as a means of discipline and reflection. Detention 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.

## **DISABILITY POLICY STATEMENT**

Lake Michigan Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

Lake Michigan Catholic Schools provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan (“AEP”), or Individualized Education Plan (IEP), or a 504 Accommodation Plan, and/or a Behavior Intervention Plan (BIP). Direct special education services are provided by the public school district in which the child resides with input and support from the Lake Michigan Catholic Schools.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

Lake Michigan Catholic Schools strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students’ learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Lake Michigan Catholic Schools will attempt to assist families in finding appropriate alternatives.

## DISCIPLINE CODE OF STUDENT CONDUCT

All members of the Lake Michigan Catholic 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 toward others.
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 property of individuals and of the school.

## DISCIPLINE RESPONSIBILITIES

Student responsibilities are defined in the Discipline Code of Student Conduct.

Staff, teachers, and administrator 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 question 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 the 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, teacher and administrator in the explaining and teaching student responsibilities and in the discipline process. Parents will support and reinforce the positions of staff, teachers and administrator.

### **Incidents on the Playground**

The supervising adult will resolve minor offenses on the playground. Any incident more serious than a minor offense 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, impairs the normal activities of the school. Before the student is readmitted, a meeting will be held with the student, parent, teacher(s), administrator and pastor to resolve the situation. There will be no student participation in school events while under suspension, including sports.



**LAKE MICHIGAN CATHOLIC SCHOOL ELEMENTARY DISCIPLINE RUBRIC**

<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<p align="center"><b>Mild Behaviors</b></p> <p>Any behavior that demonstrates a lack of respect for the feelings and well-being of others</p> <p>Such as: name calling, mocking, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), taunting, writing on school property</p>	<ul style="list-style-type: none"> <li>✓ Conversation about behavior</li> <li>✓ Conference with the victim</li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Teacher &gt; No parent Notification</p>	<ul style="list-style-type: none"> <li>✓ Student generated plan                             <ul style="list-style-type: none"> <li>• Completed at recess</li> <li>• Parent signature</li> </ul> </li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Teacher &gt; Parent Notification</p>	<ul style="list-style-type: none"> <li>✓ Plan revision followed by conference with student, parent, teacher, social worker and principal</li> <li>✓ Loss of 3-5 recesses</li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 1 day</li> <li>✓ Individual behavior plan developed by student, parent, teacher, social worker and principal</li> </ul> <p align="center">Principal</p>
<p align="center"><b>Moderate Behaviors</b></p> <p>Any behavior that may cause injury</p> <p>Such as: damaging property, exclusion, gossip, grabbing hair pulling, insults, kneeling, mean tricks, negative written notes, pinching, pushing, repeated behaviors toward specific person, stealing, shoving, slapping, spreading rumors, tackling, tripping</p>	<ul style="list-style-type: none"> <li>✓ Student generated plan                             <ul style="list-style-type: none"> <li>• Completed at recess</li> <li>• Parent signature</li> </ul> </li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Teacher &gt; Parent Notification</p>	<ul style="list-style-type: none"> <li>✓ Plan revision followed by conference with student, parent, teacher, social worker and principal</li> <li>✓ Loss of 3-5 recesses</li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 1 day</li> <li>✓ Individual behavior plan developed by student, parent, teacher, social worker and principal</li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 3 days</li> <li>✓ Student referred to Child Study Team</li> </ul> <p align="center">Principal</p>
<p align="center"><b>Severe Behaviors</b></p> <p>Any behavior that may cause injury</p> <p>Such as: biting, harassment (racial, ethnic, gender or religious), hitting, kicking, punching, repeated/chronic failure to comply with classroom rules, spitting, starting a rumor, vandalizing, verbal or written threats</p>	<ul style="list-style-type: none"> <li>✓ Generate plan followed by conference with student, parent, teacher, social worker and principal</li> <li>✓ Loss of 3-5 recesses</li> <li>✓ Restitution                             <ul style="list-style-type: none"> <li>• Letter of apology</li> <li>• Replacement</li> <li>• Monetary</li> <li>• Time</li> </ul> </li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 1 day</li> <li>✓ Individual behavior plan developed by student, parent, teacher, social worker and principal</li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 3 days</li> <li>✓ Student referred to Child Study Team</li> </ul> <p align="center">Principal</p>	<ul style="list-style-type: none"> <li>✓ In-School Suspension for 5 days</li> <li>✓ Child Study Team Meeting</li> </ul> <p align="center">Principal</p>

**Please note:**

- ✓ Threats of harm to self or others will be dealt with immediately on an individual basis in relation to severity.
- ✓ The severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by building principal.
- ✓ Multiple infractions in close proximity may result in additional consequences as determined by the building principal.
- ✓ After 4<sup>th</sup> offense, individual behavior plans will replace the rubric.

# DISMISSAL

Traffic congestion is a concern. For the safety of all students we ask that the published dismissal procedures be followed.

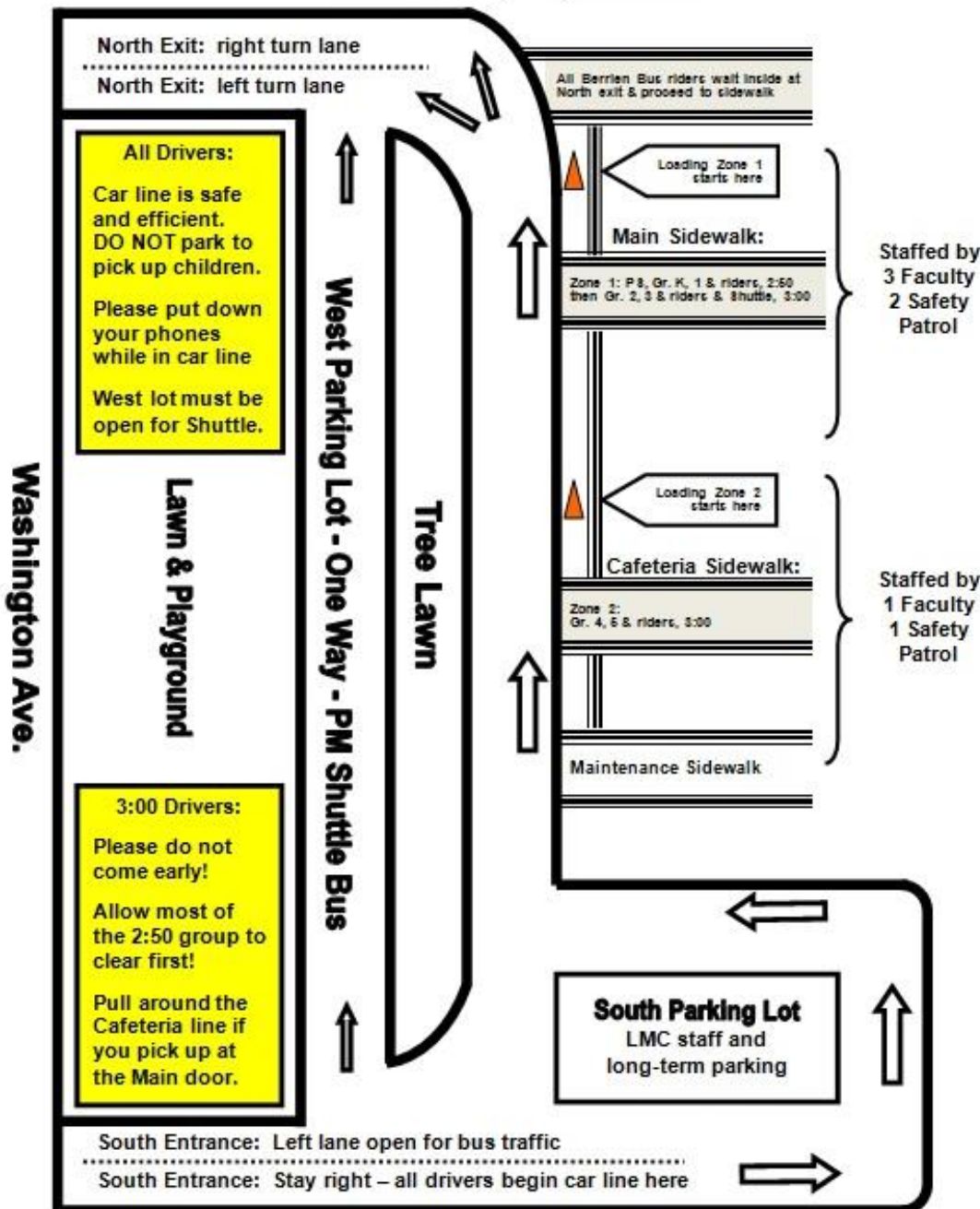
**Regular Daily Dismissal** – School dismisses at 2:50 p.m. and at 3:00 p.m. Students are to be picked up by parents immediately after school. Teacher’s supervisory obligations end at 3:15 p.m. Students not picked up by that time will be supervised by the After-School Care staff. The fee is \$10.00 per child per visit. Children cannot be left unsupervised.

**Half-Day Dismissal** – Half-days are published on the school calendar. Regular dismissal procedures are followed starting at 11:15 a.m. with the second group dismissing at 11:25 a.m. to avoid traffic congestion.

**Emergency Dismissal** – If school is dismissed early due to serious deteriorating weather conditions or other emergencies (such as extended loss of power or water), announcements will be made via local media and by phone. The Lake Michigan Catholic School website, [www.lmclakers.org](http://www.lmclakers.org), will also be a means of notification, as well as instructions for school dismissal, emergency evacuation sites, or pertinent information in case of emergency. All children must be accounted for with the classroom teacher or through the Office before leaving the building. During emergency closings, please follow these guidelines:

- **Stay with your car.** Staff will be on hand to identify cars and drivers, check permission, and will call the students over the PA system.
- **Never take a child who is not in your regular carpool without parent’s permission.** LMC accepts phone permission in this circumstance only.
- **Teachers will mark each child as dismissed** upon receiving notice from the Office that the child may leave.

Dismissal Map – Updated 8/15



## DRESS CODE – Lake Michigan Catholic Elementary School

**Students' Regular Uniform** - acceptable all year  
Grades TK - 2

- Long or short sleeved PLAIN white dress shirt
- Long or short sleeved **white, logoed light blue, or logoed hunter green** polo shirt
- Long or short sleeved plain white polo shirt (colored shirts **must be logoed**)
- Lands' End Hunter/Classic navy **plaid jumper page 17 #A**
- Navy blue DRESS slacks (corduroys may be worn in colder months.) Dress slacks should not have rivets, patch pockets or be jean-style.
- Dark or white crew socks (**boys**)
- White, navy or hunter green socks or tights or full-length leggings (**girls**)
- Navy or white cardigan or sweater vest
- Laker logoed sweatshirt (**only**)
- Tennis shoes or dress shoes (No boots, sandals, flip flops, clogs, or Crocs)

Grades 3 - 5

Same as above except with the following additions:

- Long or short sleeved plain white polo shirt (colored shirts **must be logoed**-see below)
- ALL COLORED POLO SHIRTS MUST BE **LOGOED** from *United Sports Apparel* 650 W John Beers Rd, Stevensville, MI 49127  
<https://united-sports-apparel.myshopify.com/collections/lake-michigan-catholic-schools>
- Lands' End Hunter/Classic navy **plaid A-line skirt, (girls, Grades 4 & 5 only) page 15 #P**
- Lands' End Hunter/Classic navy **plaid skort (girls, Grades 4 & 5 only) page 15 #G OR Educational Outfitters skort – Educational Outfitters – <http://lansing.educationaloutfitters.com/skort-2-pleat-4083/>**

**All Students' Summer Uniform** –First Day of School-October 15 and May 1-Last Day of School

Same as above except with the following additions:

- Navy blue DRESS short (**girls or boys**) Dress shorts should not have rivets, patch pockets or be jean-style. **NO** short shorts.
- Navy blue DRESS skort (**girls only**)
- White crew socks

**All Students' Dress Uniform** – Required for ALL Mass days and other occasions as requested by the teacher/school. **NO shorts.** - Scout uniforms may be worn to school on scout meeting days even if the meeting day is a Mass day.

**Girls**

- Lands' End Hunter/Classic navy **plaid jumper (Grades TK-5) page 17 #A**
- Lands' End Hunter/Classic navy **plaid A-line skirt (Grades 4 & 5) page 15 #P**
- Lands' End Hunter/Classic navy **plaid skort (Grades 4 & 5) page 15 #G OR Educational Outfitters skort - Educational Outfitters – <http://lansing.educationaloutfitters.com/skort-2-pleat-4083/>**
- Long or short sleeved PLAIN white DRESS blouse
- Navy or white cardigan or sweater vest
- PLAIN white, navy or hunter green socks or tights or full-length leggings
- Tennis shoes or dress shoes (No boots, sandals, flip flops, clogs, or Crocs)

**Boys**

- Navy dress slacks, **NO** shorts. Dress slacks should not have rivets, patch pockets or be jean-style.
- Long or short sleeved white DRESS shirt **ONLY**
- Navy or white cardigan or sweater vest
- Dark or white crew socks
- Tennis or dress shoes.
- Necktie (Grades 2-5)

**Non-Uniform Days**- The first Friday of every Month.

The first Friday of every month will be a non-uniform day. Occasionally, other special days will be designated a non-uniform day. On these days, students are to wear clean clothes that are in good condition 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 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. **Only uniform shorts may be worn on non-uniform days during shorts' season.** **NO** sweatpants or nylon running pants may be worn. Pants must be worn around the waist, not hanging low.

**\*\*NOTES\*\***

- A separate pair of gym shoes is required for physical education class. They are to be kept in the student's classroom.
- **No** hats or scarves during the school day.
- **No** colored hair dye. **No** temporary tattoos. **No** clip-on hair feathers, etc.
- **No** boots (as shoes)
- Boys' hair should be neatly trimmed, well groomed and not extend below the bottom of the collar.
- All students' hair should be out of their eyes.

## **DRUG PREVENTION PROGRAM**

An age-appropriate, developmentally-based drug and alcohol education and prevention curriculum has been implemented at Lake Michigan Catholic Elementary School. The curriculum addresses the legal, social, moral, and health consequences of drug and alcohol use or possession. This curriculum also provides information about effective techniques for resisting peer pressure to engage in the illicit use of drugs and alcohol. This curriculum piece is provided by Kathleen Smart, our social worker.

## **EARLY CHILDHOOD EDUCATION PROGRAM**

Lake Michigan Catholic Elementary School offers early childhood programs that include a preschool program for 3-year olds, 4-year-olds, Transitional Kindergarten, Kindergarten, and Kindergarten Enrichment.

### **Little Laker Preschool**

Three-Year-Old Programs: Age requirement: 3 by September 1, 2017.  
Meeting Monday -Wednesday-Friday from 8:00-10:50 a.m. OR  
Meeting Monday-Friday from 8:00-10:50 a.m.

Four-Year-Old Programs: Age requirement: 4 by September 1, 2017.  
Meeting Monday-Wednesday-Friday from 8:00-10:50 a.m. OR  
Meeting Monday-Friday from 8:00-10:50 a.m.

Little Laker Preschools allow youngsters to ease into one of the most exciting chapters of their lives in an environment that celebrates our Catholic faith and reinforces the values established in the home. Loving our neighbors, doing what Jesus would do, and finding God in one another are at the core of what is taught every day. We develop in the children a positive self-image, independence, self-control, along with a sense of responsibility, respect, cooperation, and trust.

Learning activities include: large group learning, play, snack time, and small group learning. The five major areas of early childhood growth and development covered throughout the year are: gross-motor coordination, visual motor, language skills, reasoning abilities, and auditory learning.

Uniforms are not required for preschool.

**Transitional Kindergarten** Age requirement: 5 by September 1, 2017.

Transitional Kindergarten is a half-day program that meets Monday-Friday from 8:00-11:15 a.m. It emphasizes social and emotional growth and maturity. At the end of the transitional kindergarten year, parents will see more readiness for kindergarten. Their children will have achieved longer attention spans, improvement in fine motor skills, social, emotional, and spiritual growth, and gain an overall maturity for reading and writing in Kindergarten. Transitional Kindergartners wear the school uniform.

**Kindergarten** Age requirement: 5 by September 1, 2017.

Kindergarten meets Monday-Friday from 8:00-11:15. Kindergartners wear the school uniform. Kindergarten can best be described as a place where children *can learn, do learn and like to learn*. It is just a beginning! It ascribes to the “whole child” philosophy. It exists to develop the personal readiness of children and to help them take the first steps in the total educational process. Within its carefully planned framework, children easily go from task to task, laying a foundation for future growth. In such a flexible and supportive structure, children learn to love and support themselves and show concern for others and all created things.

### **Kindergarten Enrichment**

Enrichment is an optional but highly recommended program in that it continues our philosophy to educate the “whole child.” Our academic Kindergarten leaves little time for the fine arts. To help solve this situation, we added a few hours to our day, and devoted these hours to fine arts instruction.

Students enrolled in the Kindergarten Enrichment program will have lunch in the cafeteria at 11:15 a.m. and after a ½ hour recess the children go back to their classroom. Enrichment includes: social studies and science units, health, physical education, music, drama, computers, art and field trips.

### **Early Childhood Screening**

If parents desire to place their child in the Transitional Kindergarten program, the School will NOT do a placement screening.

Children meeting the Kindergarten age requirement will automatically be screened. Based upon on birthdate the Gesell Developmental Assessment will be administered. After the screening, parents will be notified of the results, and a Transitional Kindergarten or Kindergarten recommendation will be made. Our experience has been that these test recommendations are highly reliable, and we are confident that whatever recommendation is made, your son/daughter would best thrive in that environment.

**Further information regarding our Early Childhood Programs is available in our Elementary School Office.**

## EARLY DISMISSAL

Once the school day has begun, no student may leave without authorization from the Office. When a family emergency requires an early dismissal, parents are asked to contact the Office so arrangements can be made. When parents pick up their children early, they are requested to report to the Office. Parents are to notify the teacher if there is a change in the children's after-school routine. Refer to ABSENCE/ATTENDANCE for homework policy for missed assignments due an early dismissal.

## EDUCATION COMMISSION

The Catholic Community Education Commission is the policy-making advisory body for Lake Michigan Catholic Elementary School. Meetings are held at 7:00 p.m. at Lake Michigan Catholic Middle/High School on the third Thursday of every month with the exception of July.

## ELECTRONICS/CELL PHONES

Students attending Lake Michigan Catholic Elementary School are not allowed to use any personal electronic devices; this includes iPads, iPods or MP3 players, PSPs or Gameboys, and cell phones. If a student is required by a parent to bring any of these devices to school they must be left in the office during the school day. The school is not responsible for lost or damaged electronics or cell phones.

## EMERGENCY SCHOOL CLOSINGS

Snow and bad weather closings will be announced on area radio stations beginning at 6:30 a.m. Please listen to local radio stations, Channel 16-WNDU TV, Channel 22-WGBT TV, or refer to [www.wsjm.com](http://www.wsjm.com). School closings will also be posted on our school's website, [www.lmclakers.org](http://www.lmclakers.org). Parents who provide a cell phone number will also receive a text and/or email through Parent Alert on Renweb.

## EXTRA-CURRICULAR ACTIVITIES

Lake Michigan Catholic Elementary School sponsors many extra-curricular activities such as Mini-Laker basketball for boys and girls, coed soccer, girls' volleyball, Trekking Club, Girls on the Run, safety patrol, Boy and Girl Scouting, Young Rembrandts, and drama.

## 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 Lake Michigan Catholic bus. ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS. Permission slips signed by parent or guardian must be in the Office 24 hours before the date of the trip. Telephone calls cannot be accepted to give permission for field trip participation. For the school's own protection, no exception can be made to this rule. A faxed permission slip will be accepted in cases of extenuating circumstances, such as an absence on the day the slips were distributed.

Field trips with outdoor activities will be cancelled due to inclement weather, unless a make-up date can be scheduled within calendar restraints.

Since field trips are a privilege, any child who does not complete school work or who displays improper behavior will not be allowed to participate on the field trip. Those who may not attend a field trip due to these reasons are expected to attend school, and will remain in the school building under supervision doing appropriate academic activities.

Parents are often invited to accompany students as chaperones. Parents who want to chaperone **must** complete the *Protecting God's Children Program*, and submit to a background check. The number of parent chaperones is sometimes limited if space at the trip destination is insufficient. Chaperones are not always admitted free at events, and if this is the case, the chaperones are asked to pay the price of their admission. Parents who chaperone a field trip may not bring preschool or school-age sibling on the field trip. All chaperones must be 25 years or older.

## FINANCIAL SUPPORT

LMC is financially supported by student tuition and fees, Bi-Parish contributions, the Twin-City Area Catholic School Fund, Inc., and special fund-raising projects. Except for limited auxiliary services and Title funding, LMC does not utilize state aid.

The Twin-City Area Catholic School Fund (TCACSF) is an organization that has established a base of financial support, a self-perpetuating endowment fund for the Lake Michigan Catholic School System.

Support of LMC goes beyond finances. It involves parents and students working on projects and programs. People giving time and talent help assure a quality educational system.

## FIRE/TORNADO/SHELTER IN PLACE DRILLS

There will be 5 fire drills, 2 tornado drills and 3 shelter-in-place drills conducted each year. This is in compliance with state and diocesan guidelines. Notification of these drills will be placed on our website [www.lmclakers.org](http://www.lmclakers.org) within 30 days of the drill being completed.

## FUND-RAISERS

**QSP Magazine Sale** – The QSP magazine Sale has been part of Laker fund-raising for many years and is held in September. The proceeds are used throughout the year to pay for various school projects, including all our field trip transportation costs. The magazine sale is a perfect opportunity for Laker families to renew magazines that are already received in the home, order a new subscription or give subscriptions as Christmas gifts.

**Gift Wrap Sale** – Lake Michigan Catholic Elementary School has participated in the Gift Wrap Sale which has become a system wide success. They offer high-quality paper and gift products are offered in the fall so that Christmas items are received in time for the holidays. Proceeds supplement the school's general operating fund.

**Burger King Coupon Books** – The sale is held beginning Catholic Schools Week, in January and February each year. The coupon books cost \$3 apiece and are worth over \$80 in Burger King and affiliated restaurants' menu items. The proceeds from the Burger King Coupon Sale supplement the school's general operating fund.

**SCENE AUCTION** – The SCENE (Strong Catholic Education Needs Everyone) Auction is THE major fund-raiser for the Lake Michigan Catholic School system. This event is held in the spring each year. It is through the time, effort and hard work of hundreds of people (work that begins shortly after the school year begins!) that the SCENE Auction has been so successful. You will be given an opportunity to offer your help and services with this year's Auction, and we hope you will welcome the opportunity to meet other Laker families through your support of this fund-raiser. NEW faces and new ideas are always welcome. Proceeds from the SCENE Auction supplement the general operating budget of the school.

**SCRIP** – The Lake Michigan Catholic Scrip Program has become a solid foundation of income for our school's families. This is a fund-raising program that does not ask for any more money than you would normally spend on gas, groceries, gifts, etc. Place an order with LMC for scrip (gift certificates) which you use in place of money at participating stores. LMC purchases scrip at a discount, and sells it to you at face value. The parents receive 100% of the profits, which can be used toward next year's tuition, contributed to the parish, other school families, or the general operating fund. The discounts range from 2% to 20%. Order forms are available from all the School Offices.

A complete list of these and subsequently adopted fund-raising programs is available at [www.lmclakers.org](http://www.lmclakers.org) under "Information > Fund-Raising."

## HARASSMENT

Lake Michigan Catholic students are directed not to be party to any form of racial, ethnic, sexual, and/or emotional conflict or to any harassment. **Encounters of this nature should immediately be brought to the attention of the administrator.** Harassment of any type is not tolerated. The principal investigates all complaints of harassment. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## HOMEWORK

Homework is given regularly in all grades. It is assigned as a means to help students review, strengthen, and enrich subject matter taught in the class that day. Written homework is not the only type of work given; oral and study assignments are also assigned. The student needs to realize that homework is a responsibility, with an emphasis on completeness, accuracy and neatness. NO homework will be given on Holy Days.

The amount of homework varies from grade to grade. It is important to find out from the teacher(s) what is expected with regard to homework. Homework policies are established by grade level teachers and are explained at Back to School night. It is each student's responsibility to abide by the teacher's policy and turn in quality work on a timely basis.

Homework due to a vacation/planned absence will NOT be given in anticipation of the vacation. There will be no exceptions to this policy. Missed assignments are the student's responsibility.

## HOT LUNCH PROGRAM

Hot lunches and/or milk may be purchased monthly. Menus and cost are published on a monthly calendar and sent home with the students. Money is presented to the homeroom teacher for lunch/milk and then forwarded to the Office, or can be paid on the portal provided on our Laker website. If a student forgets his/her money or sack lunch, they are never allowed to go hungry. We provide a hot lunch, and send a note home asking parents to reimburse us for the lunch.

## HOURS

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

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

After School Care 2:50 p.m.-5:30 p.m.

Messages may be left on our answering machine after hours.

## IMMUNIZATIONS

ALL students entering Lake Michigan Catholic Elementary 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.

## INSURANCE

Lake Michigan Catholic Elementary School carries liability insurance through Gallagher/Bassett in Lansing. The diocese also provides student accident/medical coverage for all students. Specific details and claims forms are available in the School Office.

## IT'S 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.
- Any change in custodial rights, or names.
- A family member is seriously ill.
- Your phone number or address changes.
- Any event that seriously upsets your child.
- Your child has allergies, especially to bee stings or food products.
- YOU think it is important.

## LAKER FAMILY UNITY NETWORK (Laker F.U.N.)

The purpose of Laker F.U.N. is to promote and enhance the family atmosphere within our school community, support student involvement in school activities, provide additional opportunities to interact with school staff, and raise money to support school projects. Laker F.U.N. is open to everyone interested in LMC and LMC's students. Watch monthly calendars for meetings dates and times.

## LINE OF AUTHORITY

If you have a school related concern that you wish to address openly, you are asked to follow this line of authority: Teacher, Principal, President, Catholic Community Education Commission, Pastors and the Diocesan Office of Schools. Parents who call the school with concerns will be asked to follow this policy strictly!

## LOCKED DOOR POLICY

To ensure your children's safety, all doors to the School are kept locked during the school day. All doors can always be used to exit the building. The cafeteria and Office entrance doors are opened from 7:30-8:00 a.m. and then locked, with a camera/buzzer system in place to allow entrance into the school at the Office entrance. All visitors are required to sign in at the office and pick up a "visitor" badge.

## LOST AND FOUND

Lost and found articles are kept in a basket outside the Cafeteria. All clothing or other articles bearing a child's name are returned to him/her. Unmarked articles are kept for a period of four weeks and then given to a charitable organization.

## MEDICATION POLICY

### I. Policies and Procedures for Administering Medications

The following definition of "medication" is adopted for use in the Diocese of Kalamazoo schools: medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medication applied to skin.

#### A. Policies

1. The pupil's parent/guardian will give the school written permission and request to administer medications to their child.
2. Written instructions from a physician, which includes the pupil's name, name of medication, dosage of medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
3. Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.
4. The building administrator will designate the individual(s) responsible for administering medications to pupils at that school.
5. Medications must be administered by one adult in the presence of another, except where the person administering the medications is a licensed nurse or when emergency threatens the life or health of the pupil.
6. Each building shall have a plan for handling medical emergencies.
7. Students with disabilities should be included under the policy and procedures that govern administration of medications.

#### B. Procedures

1. A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this time and communicate such to the child's physician. The school may request that the physician send a written explanation if an exception to the school's designated time is necessary.
2. A building administrator shall request that the pharmacy supply the oral medication in the exact dosage prescribed so the person administering the medications is not responsible for dividing or splitting pills.

3. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent immediately.
4. Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the students' school record. The school administrator is responsible for reporting the medication error to the pupil's parent immediately.
5. When it is necessary for a pupil to have medication administered while on a school-sponsored field trip, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip.

## II. Policies for Self-Administration/Self-Possession of Medications

The following definition of "self-administration/self-possession" is adopted for use in diocesan schools. Self-administration means that the pupil is able to consume or apply medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

1. A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his or her own medication. Each of the student's teachers will be notified of the student's self-possession/self-medication permission by the building administrator.
2. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
3. A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent and/or guardian.

## III. Policies and Procedures for School Staff Training

### A. Policy

All individuals designated to administer medication are encouraged to receive in-service training on all district policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

### B. Procedures

1. In-service training is recommended to be four hours in length and actual "hands-on" practice in identifying and dispensing medications.
2. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health-care professional.
3. Documentation that school personnel have completed such in-service training shall be maintained by the school and made available, upon request, to a pupil's parent/guardian, physician, licensed registered professional nurse, or by a school district official.

## IV. Policies and Procedures for Storage and Access to Medications in Schools

### A. Policies

1. All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and frequency of administration.
2. Medications shall be stored in a school location that is kept locked.
3. Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
4. All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log.

### B. Procedures

1. It is recommended that medications be brought to the school by the pupil's parent or guardian.
2. No changes to medication dosage or time of administration will be made except by instruction from a physician.
3. Parent or guardian request/permission and physicians' instructions for administration of medications shall be renewed every school year.
4. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year and results recorded.
5. Medication left at the end of the school year, or after a student has left the school, shall be picked up by the parent or guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed in by a second adult.

## V. Policies and Procedures for Record-Keeping Related to Medications at School

### A. Policies

1. A log of medication administration shall be kept in a School Office and filed in a pupil's permanent record at the end of each school year.
2. The individual pupil log shall be kept until one year after the student's graduation from high school.

### B. Procedures

1. The medication log shall include the pupil's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by another adult.
2. If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.



## **NON-CUSTODIAL PARENT**

Lake Michigan Catholic Schools abide 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 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.

## **OSHA STANDARDS FOR BLOOD-BORNE PATHOGENS**

Lake Michigan Catholic Schools adhere 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 is available in the School Office should you wish to review it.

## **PARENTS AS PARTNERS**

As partners in the educational process at Lake Michigan Catholic Elementary School, we ask parents to:

1. Set rules, times, and limits so that your child:
  - gets to bed early on school nights;
  - arrives at school on time and is picked up on time at the end of the day;
  - is dressed according to the school dress code;
  - completes assignments on time; and
  - has lunch money or nutritional sack lunch every day.
2. Actively participate in school activities such as Parent-Teacher Conferences;
3. See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. Notify the school with a written note when the student has been absent or tardy;
5. Notify the school office of any changes of address or important phone numbers;
6. Meet all financial obligations to the school;
7. Inform the school of any special situation regarding the student's well-being, safety, and health;
8. Complete and return to school any requested information promptly;
9. Read school notes and newsletters and to show interest in the student's total education;
10. Support the religious and educational goals of the school;
11. Attend Mass and teach the Catholic faith by word and example;
12. Support and cooperate with the discipline policy of the school;
13. Treat teachers with respect and courtesy in discussing student problems.

## **PARENTS' ROLE IN EDUCATION**

We, at Lake Michigan Catholic Elementary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of LMCES involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at LMCES, we trust you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **PARTIES**

Students may share a treat with classmates to celebrate their birthdays. In addition, parties are usually planned for Fall Festival, Christmas, and Valentine's Day. Volunteer sheets will be available at parents' Back to School night.

## **PESTICIDE USE – NOTIFICATION POLICY**

Annually, schools must advise parents of their rights to be informed when any pesticide application is made to the school grounds or building. If you want this information, you must request so in writing to the school. This letter 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 the application.

## **PETS**

Due to students with allergies, pets will not be allowed to visit the building.

## **PICTURES**

School pictures are taken during the fall and spring. Pictures of the second grade are also taken in First Communion clothes on May Crowning Day.

## **PLAYGROUND RULES**

1. All students go out for recess unless in Study Hall or with a *written doctor's excuse*.
2. Students are to observe playground boundaries.
3. Students are not permitted to return to the building during lunch recess unless an emergency has occurred.
4. Respect for **all** is expected; no offensive language, name-calling, inappropriate physical contact or other signs of disrespect are tolerated.
5. Space and equipment are to be shared.
6. No food, drink or gum is allowed on the playground during recess.
7. Activities which, because of their nature, have potential to cause injury to oneself or others are prohibited; this includes throwing of objects, such as snowballs or rocks, and any other activity deemed unsafe by the playground supervisors.
8. Pushing, shoving, kick karate or latching onto another student's clothing is not allowed.
9. If play is deemed too rough privileges will be withdrawn from those students.
10. Hardballs are not to be brought to school.
11. No one may play on the tree lawn area due to proximity to moving traffic.
12. At the end of recess, students will clean up equipment and line up immediately by grade level in straight, quiet lines.
13. Enter the building silently to avoid disturbing classes in progress.

**Indoor Recess:** Gym shoes must be worn. Appropriate indoor equipment will be provided.

**Winter:** Proper winter attire, including boots, snow pants, hats and gloves, must be worn or the children will be required to stay on the blacktop.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) academic, b) physical or social immaturity, and c) frequent or long absences. All retentions are done rarely and only after lengthy consideration and parent contact through conferencing.

## **RECESS – NOON**

All students K-5 go out to the supervised playground daily unless the weather is severe. Please see that your child(ren) is/are dressed appropriately for the weather. Students who wish to stay in must have a doctor's excuse. If your child is too sick to go outside, then he/she is too sick to come to school.

## **REGISTRATION PRIORITIES**

1. Students enrolled the previous year and whose accounts are current
2. Contributing parishioners' children
3. Open enrollment for those interested in attending Lake Michigan Catholic Elementary

## **RELIGION**

The freedom to teach and practice our religion is the reason for the existence of our school. We are a Catholic school, and all 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 school as time permits.

Mass is celebrated every Thursday and all Holy Days of Obligation at 9:15 a.m. for grades K-5, and the public is always welcome. Two penance services are celebrated each year, one prior to Christmas and one prior to Easter. The Rosary is recited school-wide every morning in the months of October and May. Stations of the Cross are celebrated during Lent. Our students also have the opportunity for Eucharistic Adoration the first Friday of every month. Catechesis of the Good Shepherd is attended by our three-year-old preschoolers through third grade on a weekly basis.

## **REPORT CARDS**

Report cards are issued four times a year in grades K-5. Transitional Kindergartners and preschoolers receive a report card at the end of the second and fourth quarters. Dates on which you can expect your child to bring home his/her report card are published on the monthly calendar.

## **REPORTING OBLIGATIONS**

School staff and Administration are obligated by law to report the reasonable suspicion of physical abuse and/or neglect. The school cannot contact parents in advance of making a report to Child Protective Services. This is followed up by a written report within 72 hours of the original complaint.

## **RETURNING TO SCHOOL AFTER DISMISSAL**

Students are not permitted to return to the school building after 3:30 p.m. This policy is designed for protection of your child in addition to helping your child to become more organized and personally responsible. The After School Care Staff are not permitted to open classroom doors for any student.

## **SAFETY CALL-IN SYSTEM**

Lake Michigan Catholic Elementary uses a safety call-in system in which we ask all parents to notify the school before 8:15 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. 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.

## **SCOUTING**

Lake Michigan Catholic Elementary has several active Scout troops, including Daisies, Brownies, and Junior Scouts for girls; Cub, Webelo, and Boy Scout packs for boys. Names of troop leaders and contact people are available in the School Office.

## **SEARCH**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **SICK CHILDREN**

When a child becomes ill at school, the parent is called and the child is sent home. We ask that the parents be prompt in picking up a sick child. Often, parents request homework for a sick child, and this can be done with the morning phone call. Homework may be sent home with a sibling if so requested.

## **SMOKE-FREE ENVIRONMENT**

Lake Michigan Catholic Elementary School is a smoke-free environment.

## **STANDARDIZED TESTING**

Lake Michigan Catholic Elementary administers the NWEA (Northwest Evaluation Association) Test at least three times a year to students in grade K-5. These tests allow teachers to identify students' academic strengths and weaknesses, as well as evaluate our curriculum. The students will become skillful, confident test-takers. Parents will receive results of all tests.

## **STUDENT PHOTOGRAPHS**

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing immediately.

From time to time, photos will be taken of students, student activities, etc. The School reserves the right to use these photos for news releases, the School's website, the yearbook, school-related video and slide presentations, marketing purposes, etc.

The School will allow members of the media to take pictures of students, athletic events, and other school activities for publication. At times, photographers will take photos for resale and make them available to students and parents. The School feels that these are legitimate opportunities for students to be in the "limelight" and also promote the School.

## **STUDENT RECORDS**

Student records are kept locked in the Guidance Office. Parents may view these upon written or phone request. After the request, the records will be made available within 24 hours, and a school employee may be present while the records are viewed.

## **SUSPENSION**

In-School Suspension can occur in response to a disciplinary violation. These suspensions will take place in the principal's office and a parent will be notified.

Out-of-School Suspension is an extreme measure and is enforced when serious misbehavior takes place. A conference among the student, parents, teacher and pastor must take place before the student may return to school.

For any severe disruption, possession and/or use of drugs/alcohol, students will be removed immediately to the principal's office, after which parents and/or law enforcement officials will be called, and suspension will take place.

The teachers will provide work for classes missed. A contractual agreement will be determined by the proper authorities before the student returns.

## **TARDINESS**

Lake Michigan Catholic Elementary School opens daily at 7:30 a.m. Students are to be in their classroom, seated and ready for opening prayer at 8:00 a.m. Anyone not in attendance for this will be considered tardy. Tardy students are to report to the office for an admission slip. Excessive tardiness will be handled using the following procedure:

1. After 3 tardies in a quarter, Lake Michigan Catholic Elementary School will send a note stating our concern, and is considered a one-half day absence.
2. After 5 tardies in a quarter, Lake Michigan Catholic Elementary School will refer your child to the school social worker.

## **TRANSPORTATION**

Transportation is provided by the St. Joseph Public School district for students living within their district. Because of safety factors, it is imperative that students observe regulations regarding conduct set down by the 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.

## **TUITION/FEES**

School tuition rates are set annually by the pastors and published in the spring for the upcoming year. Tuition rates vary for Catholics and non-Catholics.

Tuition assistance is available to families who demonstrate financial need. Forms for this purpose are available in the Business Office. All inquiries and grants for tuition are kept strictly confidential.

## **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, software, website and network. These costs will be assessed to the perpetrator and parents will be notified. Further action may be taken, based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs perpetrated by their child(ren), every effort will be made to help the student assume the financial responsibility incurred because of his/her actions.

## **VISITS TO SCHOOL**

Parents are always welcome to observe a classroom. We do ask that you call in advance to make an appointment for this visit. This is done in fairness to you as a parent, the teacher and the student. It also allows time to gather any information or documentation possibly needed to enhance the visit.

We ask that all visitors to the school stop and sign in at the School Office first and receive a visitors' badge.

## **VOLUNTEERS**

Volunteers help with many aspects of the school program and are crucial to the overall success of Lake Michigan Catholic Elementary School. Volunteers are asked to fill out the "Family Volunteer Sheet" at the beginning of the school year. Volunteers will be contacted by the School and assigned tasks. All volunteers have to have successfully completed the *Protecting God's Children Program* offered through the Diocese of Kalamazoo, as well as submitted to a background check.

During volunteering, sensitive issues may arise and it is paramount that these be kept confidential. If at any time the Administration feels that a student or his/her family's situation is being compromised or not being kept in the strictest confidence, a volunteer may be asked by the Administration to no longer volunteer.

## **WEAPONS FREE POLICY**

Unauthorized possession of any form of weapon or look-alike weapon in school, on school property or at a school-related event may result in immediate suspension or expulsion. Professional counseling at parental expense may be mandated.

The Diocese of Kalamazoo has a weapons policy regarding suspension and expulsion that the school will follow if the need arises. The policy book is available in the School Office.

## WELLNESS POLICY

Lake Michigan Catholic Elementary School is committed to creating a healthy school environment that enhances the development of lifelong practices to promote healthy eating and physical activities that support student achievement.

Lake Michigan Catholic Elementary shall provide meals that meet the program requirements and nutrition standards found in federal regulations. Lake Michigan Catholic Elementary School encourages and offers nutritious food choices.

Lake Michigan Catholic Elementary 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 understand the short and long term benefits of a physically active lifestyle.

\*All contents of this handbook are informational not contractual. The principal or other administrator may amend the handbook at any time. Parents will receive amended items in writing as soon after changes are made as is possible.



***Nourishing the human spirit ~ Mind, Body, and Soul ~ through Jesus Christ***