

ST. JOSEPH THE WORKER SCHOOL

Parent and Student Handbook



MISSION STATEMENT:

As a Community grounded in Faith,
St. Joseph the Worker Catholic School
Seeks to inspire its students
And encourage them to live according
To the Gospel of Jesus Christ.

Admission Guidelines for St. Joseph the Worker Catholic School

January 2011

As a community grounded in Faith, St. Joseph the Worker Catholic School
Seeks to inspire its students and encourage them to live
According to the Gospel of Jesus Christ.

Parents have the first and foremost responsibility for their child's/children's education and spiritual formation. St. Joseph the Worker School assists and supports you in these responsibilities and values. Open communication and mutual support between home and school is an important ingredient in Catholic School Education.

Tuition at St. Joseph the Worker Catholic School is based upon whether parents or guardians are practical parishioners. The definition of a **practical parishioner** is one who has demonstrated a commitment to be actively engaged in living the Catholic way of life as a member of St. Joseph the Worker Parish. This means:

- **Registered parishioner of St. Joseph the Worker Church from the time of arrival in the area.**
- **Weekly attendance at Mass at St. Joseph the Worker Church**
- **Support the parish financially with your weekly Sunday contribution-5% tithe**
- **Using your time and talents in volunteering**
- **Annually complete the Take a Step Commitment Form**
- **Attend mandatory parent meeting**

An enrollment committee is in place consisting of representatives from Pastoral Council, Finance and School Committee, along with Father Patrick and Mary Hauck. All families currently attending, and new families wishing to attend, St. Joseph the Worker School will be assessed in July and again in December as to whether they are practical parishioners. At that time, the school and church will make changes to tuition accordingly. *Special circumstances involving new parish families and references from their former parish will be addressed on an individual basis.*

Tuition for Practical Parishioners is \$1,200 per family; all others pay \$3,500 per student. The first payment of \$600 (\$1,750) is due August 15, 2011 and second payment on or before January 15, 2012. Payments of \$300 are due on the first day of June, September, December, and March for those who prefer a quarterly plan. Those who chose to pay monthly are to make payments of \$100 each month, beginning June 1, 2011 and the final \$100 is to be paid May 1, 2012.

At time of enrollment for 2011-2012, a \$100 per student (non-refundable) fee is to be paid

ST. JOSEPH THE WORKER SCHOOL BEAL CITY

WE BELIEVE:

The purpose of our Catholic School is: To be a center where families, teachers, students and principal, together create a Christian Education. It is a community where human culture and knowledge is enlightened and enlivened by Faith and is shared by all in a spirit of freedom, love and respect. (Ref. Documents of Vatican II)

At St. Joseph the Worker School our chief concern is the child.

- We believe that the child is a unique individual --- emotionally, physically, socially, intellectually and spiritually.
- We believe that a child's belief in herself/himself is essential to her/his development as a total person.
- We believe that it is important for the child to develop a sense of responsibility to herself/himself as an individual, and as a member of society.
- We believe that it is important for the child to respect and care for others.
- We believe in the importance of our curriculum to meet the individual needs of the child.

This Booklet of Information is made available to parents, teachers and students for the purpose of mutual understanding of the guidelines and expectations of all the co-workers in our St. Joseph the Worker Catholic School.

BE PROMPT AND PREPARED

1. Come on time.
2. Come with needed materials.

Be on guard, therefore. The Son of Man will come when you least expect it.

Luke 12:40

RESPECT AUTHORITY

1. Listen to those in charge.
2. Follow directions promptly and thoroughly.
3. Accept responsibility for your behavior.

Pay attention and you will have understanding. What I am telling you is good, so remember it.

Proverbs 4:2

RESPECT THE RIGHT OF OTHERS

1. Accept and tolerate others.
2. Respect opinion of others.
3. Listen to speaker.

Whatever you do for the least one of these you do for me.

Matthew 25:40

RESPECT PROPERTY

1. Respect property of others as well as your own.
2. Use materials and equipment appropriately.

Every good gift and every present come from God.

James 1:17

DISPLAY A CONCERN FOR LEARNING

1. Actively participate.
2. Remain on task.
3. Allow others to remain on task.

If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance.

Sirach 1:26

DISPLAY APPROPRIATE SOCIAL SKILLS

1. Display good manners and tact.
2. Cope with upsets.
3. Use appropriate voice and language.

Love your neighbor as yourself.

Matthew 22:39

DISPLAY APPROPRIATE CHARACTER

1. Practice Christian behavior.
2. Live by high standards.

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God.

1 Peter 4:10

CONSEQUENCES FOR NONCOMPLIANCE

The following consequences have been designed to require a minimal amount of teacher time to enforce, include a maximum amount of student responsibility, and inform and involve parents. The noncompliant student will progress from one step to the next for each infraction.

1. Warning with an interaction.
2. Time out with interaction
3. Write a behavior improvement plan.
4. Phone call to parents by student.
5. Student meets with principal.
6. Meeting with parents.
7. In-school suspension.
8. Out of school suspension.
9. Expulsion.

****In the event of severe noncompliance, the student will move immediately to step 4, 5 or 6.**

ADDRESS/TELEPHONE CHANGE

The school office depends on parents to notify us of any changes of family status, address, telephone, medical needs or family emergency procedures which we may need to use.

ATTENDANCE

Regular attendance is necessary for success in studies. **Parents are expected to call the school in the morning** when their child will be absent or tardy that day.

Students are expected to be here at 7:45 AM. Tardiness causes unnecessary classroom disruption.

BEFORE AND DURING SCHOOL HOURS

Once students have arrived on school grounds, they remain there at school.

BAND and PHYSICAL EDUCATION

Students in Grade 6 may attend Band Class at Beal City Public High. Grades K-6 students have physical education classes at Carl Mayes Elementary.

BLOOD-BORNE PATHOGENS

Students and all who work with them are expected to take proper care for protection from blood and other body fluids.

BOOTS

Children are expected to wear boots during recess and lunchtime in the winter months. When the ground is wet during the fall and spring months, boots or a second pair of shoes must be worn during recess and lunchtime.

BUS BEHAVIOR

Students who ride the Beal City Public School buses are expected to follow the bus behavior guidelines and **Transportation Procedures**.

CAR PICK UP

Parents picking up children at dismissal time are to park **behind** the school or in the church parking lot. Children **wait in the office** to be picked up. This request is for the **safety of your child** and to ease congestion on Winn Road.

CIVIL RIGHTS POLICY

It is the policy of St. Joseph the Worker School that no person, on the basis of race, color, religion, natural origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, be denied benefits or otherwise be subjected to discrimination, in any program or activity for which it is responsible.

COLOR DAY

First Friday of the month we are in session is color day. Students need not follow the dress code that day, **but are expected to dress appropriately** for school.

CONFERENCES

Parent-Teacher Conferences are scheduled at the end of the first quarter. Parents, as well as teachers are encouraged to request other conferences whenever there is a need.

COLLECTIONS

Collections authorized by the school are kept at a minimum and primarily to teach stewardship. Therefore, students are encouraged at such times to contribute from their own savings and allowances whenever possible.

DAILY SCHEDULE . . . (Subject to change as needed)

7:45 AM Entrance bell (earlier if bad weather)
7:55 AM Classes begin
9:45-10:00 AM Recess for Grades K-6, if not in PE

Lunch & Noon Hour: Starting at 11:25 AM & staggered every five minutes for each ascending grade.

11:40 AM Parent Supervision begins
12:20 PM Bell for Grades K, 1 & 2 return to classes
12:25 PM Bell for Grades 3 & 4
12:30 PM Bell for Grades 5 & 6
1:45-2:00 PM Recess for Grades K-3, if not in PE
2:40 PM Dismissal

DRESS CODE

See Dress Code-Appendix A.

DURING THE PRINCIPAL'S ABSENCE

When the principal is away on business the faculty will share her responsibilities on a rotation basis. At these times a note will be posted on the office door directing visitors to the teacher in charge.

EMERGENCY ANNOUNCEMENTS

St. Joseph the Worker School will always be closed when Beal City Public School is closed due to inclement weather. If severe weather conditions make it impossible to have school, the notice will be given on radio stations CFX & WCZY (Mt. Pleasant), and TV Channel 9 & 10 and WNEM TV5 between 6:30 AM and 7:30 AM. If there is need for early dismissal during the day, the announcement will also be as placed. Parents should, at the beginning of the school year, explain to their child/ren what they are to do in such an emergency.

FIELD TRIPS

Field trips can provide a valuable enrichment of the classroom curriculum. To participate in field trips, each child must have their parent's signature on a permission slip. Students who fail to submit a proper form will not participate in the field trip. Telephone calls will not be accepted in lieu of a proper form. All permission slips are kept on file in the office until after the trip. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

DRIVER REQUIREMENTS:

Driver must be 21 years of age, with a valid license, the necessary insurance coverage, and have completed the Volunteer Driver Information Sheet. A photocopy of the driver's license should be attached to the driver information form.

\$500,000 combined single limit of general liability coverage is necessary on vehicles of those driving to and from school events. This coverage requirement is designed to protect volunteer drivers as well as protect the self-insured fund in case of a catastrophic accident.

FUND RAISING and DONATIONS

We try to keep money-raising activities to a minimum. Yet, because tuition does not cover the cost per pupil, we must rely on donations and fund raising as well as parish support. Our Country Auction is the main fundraiser for our school. **All parents are expected to assist in this fundraiser by making cash/item donation and working the night of the auction.**

GUNS

As specified by the U.S.A. 1994 Gun Free Schools Act, any student with a gun or life-threatening weapon will be expelled from our school.

HARASSMENT, BULLYING, RACIST OR ETHNICALLY SLANDEROUS OR MORAL AFFRONTS

St. Joseph School prohibits any form of harassment by staff members, volunteers, supervisors, or students. Sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remarks, harassment will also include racist ethnically slanderous or moral affronts to others. Any speech or action that creates a hostile, intimidating or offensive learning environment may constitute a violation of the code of conduct. Any student who believes he/she is the victim of these behaviors should notify the principal. The principal will investigate all complaints promptly.

Disciplinary Action

The discipline administered will depend on the severity of the infraction. The Pastor will be informed of all cases that may involve a staff member. Parents/guardians will be notified in all cases that may involve a student. Disciplinary action could be up to and including discharge or expulsion.

HEALTH

Each child must have all necessary immunization shots as required by the State Health Department.

HOLY CHILDHOOD ASSOCIATION

Holy Childhood Association is part of the Catholic Church's official response to the need of the world's missions. Students, therefore, are encouraged to donate money and pray for missionaries and the people they serve as well as reach out to parishioners and others.

HOMEWORK

Homework is an integral part of education. It helps the student to develop a sense of responsibility while strengthening newly learned concepts. Homework and/or leisure reading should be about 20 minutes for Grades 1 & 2, 45 minutes for Grades 3 & 4, and 1 hour for Grades 5 & 6 each school day.

HOT LUNCH POLICY

Tasty, well-balanced meals are served daily. Weekly payments are due on Monday; monthly payments on the first Monday of the month; and yearly payments before first day of classes. Checks should be made payable to St. Joseph the Worker School. You may deduct sick days and snow days. Free lunches or reduced cost lunches are available for families who qualify. Lunches are \$2.40 a day. Students purchasing milk only, the cost is \$.30. Students may charge up to 10 meals. **Parents will be contacted after the tenth charge. If payment is not made and the balance not paid, students will not receive hot lunch until the account is paid in full.** Families that have extenuating financial circumstances should contact the principal or pastor. It is necessary that lunch accounts be up to date in order to maintain funding for the program.

HUMAN GROWTH AND DEVELOPMENT

Students will have classes fitting to their age level in human growth and development. National Catholic Education guidelines are followed.

ILLNESS OR ACCIDENT

Parents will be notified of illness and accidents experienced by their child/en during the school day.

INSURANCE

The Michigan Catholic Conference provides student insurance free of charge, as a supplement to your family insurance. Those families whose income can't provide medical insurance are urged to call 1-800-543-7765 - Caring Program for Children or contact our school office.

INVITATIONS

If your child is going to bring invitations to school for a party at home, make sure that **all children in the class are invited**. Otherwise, **make other arrangements** to distribute invitations. If more than two extra children will be riding the bus to your home with your child, please contact the bus driver regarding available space.

LIBRARY BOOKS

All students are encouraged to use our library. They may sign out books and take them home as long as they are cared for properly. **No new books will be issued to students who have overdue books**. If a book is lost, the student is expected to pay for it.

LOST AND FOUND

We ask that all jackets, sweatshirts, sweaters, mittens, boots and personal property be marked clearly. A lost and found box is kept near the office.

MASS and PRAYER SERVICES

Weekly and on special occasions, the students of St Joseph the Worker worship together as a total school community. Parents and friends are always welcome.

MEDICATION

See Medication Policy-Appendix B

MESSAGES

Materials or forgotten books, etc. should be brought to the office, not to the classroom. We encourage children to be responsible and not to call home for forgotten materials or messages.

MONTHLY NEWSLETTERS

In order to facilitate communication and keep parents informed of what is happening at St. Joseph's, we send a monthly newsletter home with the youngest child of each family in our school. It can be expected the first week of each month.

NOT FOR SCHOOL

Besides guns and knives, water guns, gum, rubber bands, radios, hand-held video games, cell phones, etc. are not acceptable at school. If here, they will be confiscated and not returned. Gum chewers will be fined 25 cents and be expected to pay from their own funds, not by parents.

NOTES

Parents are expected to send a note when a child returns after an absence (if you have not called the office earlier), wishes to leave school early, and before vacations. **Bus passes are needed when riding to another location other than the usual destination. Passes must be three days in advance and approval from BCPS. Pick-Up passes are needed when being picked and/or leaving early.**

PARKING CARS

Volunteers or school visitors should park in the parking lot across from the church so as to keep students safe at all times and not hinder busing. **The mailbox area especially needs to be clear between 11AM and 1 PM.**

PARTIES

Students may celebrate Halloween, Christmas and Valentine's Day with a class party. Birthday treats are also acceptable.

PLAYGROUND REGULATIONS

Safety is a must, especially when and where large numbers of students are playing. The basic rule is **RESPECT SELF AND OTHERS**. Specifics of these expectations are discussed within the classroom and home. Playground Supervisors have a copy of expectations.

PLAYTIME SUPERVISION

At all times there is adult supervision. School staff supervises recesses. Parents supervise noontime. Each family is responsible for **3 or more** noon times, 11:40 AM-12:30 PM.

REPORT CARDS

The report cards for Grades K-2 will show * for Outstanding, + for Satisfactory, and for Needs Improvement; Grades 3-6 will show a Grade mark, Effort, and Comments by the teacher, This system is to assist parents in knowing how the child is doing and also to help each child be challenged to work up to her/his ability.

A	95-100%	A-	93-94%	B+	91-92%
B	87- 90%	B-	85-86%	C+	83-84%
C	79- 82%	C-	77-78%	D+	75-76%
D	72- 74%	D-	70-71%	E	69% and below

SACRAMENTAL PREPARATION

Parents are expected to participate in the preparation for first reception of the sacraments of Confirmation, Eucharist and Reconciliation. The preparation is pursued outside of school hours, within the parish family.

SAFETY

Precautions are taken to keep our students well and safe. We have in place a Critical Incident Plan; test our well water and possible asbestos and seldom used pesticides. If anyone needs to be alerted before application, they are to inform us in writing.

SCHOOL COMMITTEE

The St. Joseph the Worker School Committee is a committee of 7 to 12 parents who meet with the pastor and principal to provide advice and assistance in matters concerning the school.

SCRIP

The SCRIP program is an ideal way for St. Joseph the Worker families to raise money for educational needs, speakers, programs, assemblies, and students services. Participants purchase gift certificates (SCRIP) at face value that will provide the St. Joseph the Worker School SCRIP program a substantial discount.

This is a way to raise money every time you buy food, clothing, gas, gifts, and other purchases. You generate funds by making your regular purchases at stores that accept SCRIP. These merchants reimburse a percent of your purchase to St. Joseph School.

SERVICE SQUAD

Students in Grade 6 are expected to help in the lunchroom, in the classrooms at noon hour on days of inclement weather and at dismissal, and do other services.

SPECIAL EDUCATION SERVICES

Students who have special educational needs receive the help through federally funded educational programs namely: Remedial Reading, Speech and the School Psychologist Services. St. Joseph the Worker also has hearing and vision testing and the service of a Health Department Nurse.

STUDENT FEES

A non-refundable fee per student is collected at the time of registration each year. This money is to help pay for textbooks and other teaching supplies.

TEXTBOOKS

The school provides all textbooks. Students are expected to care for them properly. All books are to be covered at all times and should be taken to and from school in back packs or book bags. Students will pay for lost or ruined books.

TITLE 1

Title 1 at Mayes Elementary is a “targeted assistance” program providing supplementary reading to children identified as at risk of failing to master the state’s challenging content and student performance standards in reading.

One full time teacher and one part time paraprofessional direct reading instruction to approximately 60 students in Grades 1-4 on a daily basis. Most often this instruction is on a pull out basis. Sometimes the teacher and the paraprofessional work with regular education students in the general classrooms.

Criterion for selection of students for the Title 1 service is based on teacher evaluation and referral. Because this is a federally funded program, the same services are offered to students from St. Joseph the Worker School.

TUITION

Practical parishioners pay yearly tuition to help pay the cost of their child's/children's education at St. Joseph the Worker. Semester payments are due before the beginning of each semester. Arrangements to pay in other installments such as quarterly or monthly, June to May can be made with the principal.

All others pay in two payments: one by August 15 and the second one by January 15.

★**N.B.** *A **practical parishioner** is one who has demonstrated a commitment to be actively engaged in living the Catholic way of life as a member of St. Joseph the Worker Parish. This means weekly attendance at Mass at St. Joseph the Worker Parish, support of the parish financially with your Sunday contributions-5% tithe, using your time and talents in volunteering to be of service to others in the parish, and annually completing the **Take a Step Commitment Form** (due in office by September 6). **Attend mandatory Parent Meeting in July or August.***

VISITORS IN SCHOOL

We invite parents and interested people to visit our school.

However, all classroom visitors should arrange at least one day in advance for visiting.

ALL Parents delivering items or picking up students will please report to the office first.

Classes should not be interrupted.

VOLUNTEERS

We welcome assistance from volunteer workers. Your talents and generosity can be used in various important areas of concern: playground supervision, library work, assisting small groups of children, etc., etc. We encourage you to sign the Volunteer Sheet. Volunteers help reduce the cost of education; volunteers help make our school SPECIAL.

All volunteers must report to the office when entering the building.

Virtus-All volunteers are required by the Diocese to attend a “Protecting God’s Children” training session before they are allowed to volunteer in the school. Please contact Mrs. Hauck for more information.

NON-CUSTODIAL PARENT

St. Joseph the Worker School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If necessary, the divorced parents will be asked by the principal for a copy of the divorce decree.

**The principal is the final recourse and reserves the right to amend this handbook.
Parents will be given prompt notice.**

St. Joseph the Worker School

Dress Code for the 2011 - 2012 School Year

Shirts

Students may wear **navy, light blue or white, long or short sleeves**, cotton knit polo shirts. White cotton blouses (with collar and sleeves) may also be worn. These tops are plain unless they have the St. Joseph logo, and must be tucked in. Polyester, satin, ruffles and lace are not permitted.

Turtlenecks

Plain cotton turtlenecks in **navy, light blue or white** may also be worn, and must be tucked in. These do not include velour, ribbed, or with zippers.

Sweatshirts

A St. Joseph School or plain sweatshirt (**no hoods or zippers**) in **navy, light blue or white** is worn over the shirt or turtleneck, but not as substitutions for the dress code shirt.

Sweaters/Vests

Navy blue or white traditional button-down cardigan may be worn with a dress code shirt or turtleneck. Knit vests, crew neck sweaters in **navy, light blue or white** may be worn with dress code shirts. (**NO hoods or zippers**)

Polo Dress/Jumpers and Skirts

Navy blue or denim (length should be at the knee or just above) with a dress code shirt or turtleneck. (Shorts need to be worn under dresses/skirts.).

Shoes

Students need proper footwear (tennis shoes) for gym and recess. Sandals and high-heeled shoes are not allowed.

Shorts

Uniform dress navy blue shorts can be purchased at J.C.Penney, Kohl's, Meijer, Old Navy, Sears or Target.

Pants

Plain pocket jeans or **navy blue dress pants** are to be worn. **NO stretch pants, leggings, or Capri pants.**

Students are not to wear hooded sweatshirts or hooded sweaters in the classroom.

Students have Color Day the first Friday of every month.

Out of dress code students will receive a written warning that will be sent home for a parent signature.

St. Joseph the Worker School

MEDICATION POLICY

In compliance with State regulations for safe administration and use of medications, St. Joseph the Worker School will follow the following:

1. It is preferable that parents come to school to administer any needed medications. If not possible, a parent or another authorized adult needs to bring the medicine directly to the school office to be locked in a safe place. Any unused medicine needs to be picked up by a parent or another authorized adult.
2. **ALL** medicine must be in original prescription bottle/or packaging and properly labeled by a registered pharmacist.

3. Use a consent form for administration of any medication. Parent and physician signatures are necessary for all prescription medication; only parent's signature needed on form if for non-prescription medicine, **including cough drops**. **IMPORTANT: MEDICATIONS GIVEN TO CHILD WILL BECOME PART OF THEIR PERMANENT RECORD. WE WILL NOT ACCEPT NOTES FOR COUGH DROPS!**

4. Parents communicate to the school any changes or adverse effects that may be expected during the course of administration.
5. Two adults will be present at time of administration of medication; both adults will sign the Student's Log of Medication Administration that is filed in the school office.

ST. JOSEPH THE WORKER SCHOOL

Parent and Student Agreement

**We have read the St. Joseph the Worker Mission Statement.
We have read and agree to be governed by the
St. Joseph School Parent-Student Handbook,
and also read and signed the following:**

**Dress Code
Playground Rules
Beal City School Bus Rules**

(The principal of St. Joseph the Worker School retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.)

Signatures of Parent(s) and Student(s)

This agreement is to be returned to school by Tuesday, September 6, 2011.