

ST. JOSEPH THE WORKER SCHOOL

Parent and Student Handbook

2021-2022

St. Joseph the Worker

Catholic School



Carpenters of FAITH

PARISH-SCHOOL MISSION STATEMENT

Saint Joseph the Worker Roman Catholic parish and school encourages its members to live fully the message of Jesus Christ. Inspired by the Holy Spirit through faith, love, sacraments, and service, our parish family will be a community of lifelong achievers and a center for academic excellence.

Admission Guidelines for St. Joseph the Worker Catholic School

PARISH-SCHOOL MISSION STATEMENT

Saint Joseph the Worker Roman Catholic parish and school encourages its members to live fully the message of Jesus Christ. Inspired by the Holy Spirit through faith, love, sacraments, and service, our parish family will be a community of lifelong achievers and a center for academic excellence.

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 practicing parishioners. The definition of a **practicing 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 Tom Held and Dennis Lorenz. All families currently attending, and new families wishing to attend St. Joseph the Worker School, will be assessed in November and again in March as to whether they are practicing 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 Practicing Parishioners is \$2,000 per family; (\$3,200 per family for cohort members-must bring a letter of good standing in their parish from their pastor and all others pay \$4,900 per student). Payment of \$2,000 is due August 1, 2021. Payments of \$1,000 is due August 1, 2021 and second payment on or before January 1, 2022 if you prefer a semester plan. Payments of \$500 are due on the first day of July, October, January, and April for those who prefer a quarterly plan. Those who chose to pay monthly are to make payments of \$166.67 each month, beginning July 1, 2021 and the final payment is to be paid June 1, 2022.

At time of enrollment for 2021-2022, a \$150 per student (non-refundable) fee is to be paid.

If a student would withdraw before the end of the school year. Tuition will be pro-rated for the time in attendance at St. Joseph the Worker School.

ST. JOSEPH THE WORKER SCHOOL BEAL CITY

MISSION STATEMENT:

Saint Joseph the Worker Roman Catholic parish and school encourages its members to live fully the message of Jesus Christ. Inspired by the Holy Spirit through faith, love, sacraments, and service, our parish family will be a community of lifelong achievers and a center for academic excellence.

Vision

St. Joseph the Worker School will continue its long standing commitment to providing the highest quality Catholic education to its students. Our students will represent Christian behavior in the greater community by daily living the values of the Catholic faith. We recognize there are significant trends impacting our lives which challenge educational values as well as our definition of what it means to be Catholic.

With ever changing societal values, the availability of a solid, affordable, Catholic education is more important than ever. We must continue to provide our young students with the tools and direction they need to grow amid these challenges. We encourage parents/guardians to fulfill their role as the first educators of their children.

St. Joseph the Worker School has developed a strategic plan to guide the ongoing evolution, direction, and development of our school. This plan is a living document with long term initiatives. The plan will be assessed, modified, and improved upon based on its impact and effectiveness on an annual basis. What will not be modified, however, is the unwavering commitment expressed in our Mission Statement.

St. Joseph the Worker Catholic School believes. . .

- in partnership with parents; we are committed to unlocking the full potential of each individual student, to develop confident and independent learners.
- we respect the dignity of the individual person and are sensitive to the needs of our diverse community, welcoming all, we journey together with Christ, celebrating God's love in our lives.
- we promote a safe, caring, supportive learning environment, addressing the needs of the whole child, in cooperation with families and communities.
- faith formation is a continuous collaboration between the school, family and parish community.
- our Catholic school plays a critical role in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good.
- teaching and learning should be rooted in research and evidence, aware that the 21st century fluencies of digital literacy, creativity, innovation and collaboration are essential.
- we provide an affordable opportunity for an excellent Catholic education

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.

CHRISTIAN BEHAVIOR EXPECTATIONS

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.**

ACCELERATED READER

Through the AR program in the Media Center, students have the opportunity to take tests on books they have read, either during library time or in the classroom. Teachers will set quarterly reading goals based on each student's reading level. Reading goals and percentage of goal reached by students will be indicated on report cards.

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.

ANTI BULLYING POLICY

See APPENDIX A

ASBESTOS CONTAINING MATERIAL

This is to inform you that **all** Asbestos Containing Material (ACM) has been removed or encapsulated in the classroom and restroom areas of the school. The only ACM remaining in the building are in areas inaccessible to students and school personnel. A government-required three-year inspection conducted in 2004, found damaged asbestos insulation in our tunnels. Removal of damaged asbestos was completed in July 2005. Our last yearly inspection was February 2021. A copy of the Management Plan for control of ACM is available for your review in the school office and at the Diocesan Center in the business office located at 5800 Weiss Street, Saginaw, MI 48603.

ATTENDANCE

Regular attendance is necessary for success in studies. **Parents are expected to call the school office in the morning by 10 AM** 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.

Students are expected to attend classes regularly and to be on time. They are to develop the habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by absences and tardiness. The school has the responsibility to inform parents when students are having attendance problems at school. The laws of the state of Michigan clearly state that the responsibility for attendance of children under the age of sixteen rests upon the parents.

All teachers will keep daily record of attendance for all students in her/his classes. Attendance records will also be kept in the office. Student absences will be recorded as either excused or unexcused. We feel this will help prepare you for when your child advances to Junior High and High School, and the attendance policy becomes stricter.

Please follow the rules listed below to prevent your child's absence from being considered unexcused:

1. Always send a note or call the school when your child is absent. Make sure the note is signed by a parent/adult, contains your child's name, the date she/he was absent and the reason for her/his absence.
2. If your child's absences/tardies accumulate to 5, you will receive notification by mail. A continuation of this problem (6-9 absences/tardies) will require a more detailed letter being mailed. When a child accumulates 10 or more absences/tardies, a referral will be filed with our county truant officer. She/he will determine whether or not to involve the prosecutor's office.
3. Students who come in late (after 7:55 AM) must be signed in by a parent/adult. Students leaving early from school must be signed out by a parent/adult.
4. A doctor's note is required if a student misses three or more consecutive days and is appreciated for any time a child has a doctor's appointment on a school day. A student must be fever free without fever reducing medication for a minimum of 24 hours before returning to school.
5. Unless otherwise stated, a student who has been absent will be allowed to make up work missed whenever possible. (continued on next page)

ATTENDANCE (continued)

Please refer to the following chart if you have questions concerning the attendance policy:

1-2 absences/tardies – phone call or note from home

3-9 absences/tardies - doctor's excuse required

10+ absences tardies - parent notified in writing with possible involvement of truant officer and prosecutors' office

CONSISTENT SCHOOL ATTENDANCE MAKES FOR A POSITIVE EDUCATIONAL EXPERIENCE FOR YOUR CHILD. THANK YOU FOR YOUR SUPPORT AT HOME.

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 Beal City Public School.

BEFORE AND DURING SCHOOL HOURS

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

BLOOD-BORNE PATHOGENS

Students and staff 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 riding Beal City Public School buses are expected to follow the bus behavior guidelines and transportation procedures.

See **APPENDIX B**

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.

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. (Proper footwear is still required.)

CONFERENCES

Parent-Teacher Conferences are scheduled in the fall and spring. 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.

CIVIL RIGHTS POLICY

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

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 & Lunch Recess: LUNCH: Kindergarten, 1st, 2nd, 3rd - 11:25 AM-11:50 AM

LUNCH RECESS: Kindergarten, 1st, 2nd & 3rd - 11:50 AM – 12:15 PM

LUNCH RECESS: 4th, 5th & 6th – 11:25 AM – 11:50 AM

LUNCH: 4th, 5th & 6th - 11:50 AM – 12:15 PM

1:45-2:00 PM Recess for Grades K-3, if not in PE
2:45 PM Dismissal

DIGITAL MEDIA DEVICES, FOR EXAMPLE IPODS, TABLETS, CAMERAS, CELL PHONES, AND OTHER ELECTRONIC DEVICES

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to have e-readers, iPads, iPods, electronic toys, camera, cell phones, laser pens, radios, or other similar devices at school activities or in the classroom without the permission of the principal and classroom teacher, bus driver, or person in charge. Although cell phones may be used on buses, inappropriate use of cell phones or cameras on school buses is also prohibited. The use of a cell phone while boarding and un-boarding buses is also prohibited. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

1st Offense: Item taken and may be pick up in office by student.

2nd Offense: Item taken, and may be picked up in office by parent/guardian.

3rd Offense: Item taken until principal meeting with parent/guardian.

DRESS CODE

See APPENDIX C

DURING THE PRINCIPAL'S ABSENCE

When the principal is away on business the faculty will share 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 DRILLS

Fire Drill Regulations and Emergency Exits-Steps to follow:

- Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control, and rapidity.
- Teachers must always take their class record book with them.
- A student (appointed in advance or at the time of alarm) goes directly to the door and leads the group single-file, out the designated exit, without stopping for books, papers, jackets, etc., to a location outside the building. If the designated exit is blocked, the teacher will lead the group to the nearest exit.
- All classroom windows must be closed with lights turned off as the classroom is emptied.
- All will observe the following rules:
 1. Exemplary conduct is essential-NO talking, laughing, pushing, shoving, or running.
 2. Follow the instructions of teachers.
 3. Keep calm, quiet, alert, and be safety-conscious.
 4. Students must remain with their class and teacher.
 5. When all clear is sounded, return to class in an orderly manner.
 - Students must be at least 100 yards from the building during Fire Drills.
 - Teachers who have a conference period at the time of the drill or fire will participate by assisting other teachers and checking empty rooms and areas before leaving the building.
 - All school personnel will participate in all drills, aiding evacuation of any pupils. Close all windows and doors and turn off lights.
 - Fire exits will be discussed by each classroom teacher at the beginning of the year. Posted signs in each room will help instruct you as to the way you should exit.

EMERGENCY MANAGEMENT PROCEDURE

All exterior doors will be locked at 8:00 AM each day. Visitors will need to check-in and check-out when entering and leaving the school. Emergency plans are in place that will cover such things as intruders in the school building, violence/crimes in & outside the school building, bomb threats, mechanical failure within the school, and any other incidences that would endanger students, parents should, at the beginning of the school year, explain to their child/children what they are to do in such an emergency.

EMERGENCY SCHOOL CLOSING

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. All parents should receive a Power School call announcing all school closures. 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/children what they are to do in such an emergency.

DRUGS, ALCOLHOL, TOBACCO, AND WEAPONS

The use or possession of illegal drugs, tobacco, alcohol, and weapons is prohibited within the school premise and during school functions. Expulsion will be automatic with the first offense. St. Joseph the Worker School is a drug-free zone, therefore adults are not allowed to smoke anywhere on school grounds.

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 Annual School 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.** Another fundraiser is our monthly 50/50 raffles. Parents are expected to sell tickets after Masses.

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.

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.

HEALTHY SNACKS

If your child is bringing a snack at home to eat in the AM, please make sure it is healthy: proteins, fruits, vegetables, and whole wheat items are preferred. **No sugary or salty snacks please.** Providing your child with a healthy snack supports lifelong healthy eating habits and reduces the risk of heart disease, cancer, diabetes, high blood pressure, and obesity.

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 15 minutes for Kindergarteners & Grade 1, 20 minutes for Grade 2, 30 minutes for Grades 3 & 4, 45 minutes for Grade 5 and 60 minutes for Grade 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 \$3.50 a day. Students purchasing milk only, the cost is \$.40. 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.

MEDIA USER POLICY

See APPENDIX D

MEDICATION

See APPENDIX E

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 the Worker School, we will send you an email reminder when the monthly newsletter is ready for you to view at www.bealcityparish.org. It can be expected the first week of each month. Paper copies are available upon request.

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. No bus passes except for daycare issues or emergencies. **Pick-Up passes are needed when being picked up and/or leaving early.**

NUISANCE OBJECTS (NOT FOR SCHOOL)

Any objects brought to school that interferes with the educational process such as: guns and knives, water guns, gum, rubber bands, radios, hand-held video games, cell phones, show and tell items, trading cards, toys, etc. are not acceptable at school. If here, they will be confiscated and kept from the child in the principal's office where it must be picked up by a parent. Persistent violations of this policy could result in loss of the item(s) until the end of the school year.

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 12:00-2:50 PM.**

PARTIES

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

PESTICIDE USE POLICY/INTEGRATED PEST MANAGEMENT (IPM)

St. Joseph the Worker School is required to publish notice of pesticide application prior to any applications made on the building or grounds. If pesticides are to be applied, a notice will be posted next to the office door and a copy of the notice will be sent home with your child. If you would like more information on pesticides, you may call the Department of Agriculture at 1.800.292.3939 or search on line at www.michigan.gov/mda.

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 Rules SEE APPENDIX F

REPORT CARDS

Report Cards are sent home at 9-week intervals, four times a year. Mid-term progress reports may be sent home if needed. The final report card of the year may be held if a student has outstanding debts (such as: unpaid lunch money, tuition, overdue/damaged library books, or damaged/lost textbooks).

The report cards for Grades K-2 will show 3 for Outstanding, 2 for Satisfactory, and 1 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.

SCHOOL COMMITTEE

The School Committee consists of 8 - 12 parents and the principal. They help to provide advice and counsel to the pastor and principal for the overall support of St. Joseph the Worker School. The committee assists in long-range planning, school improvement, marketing, accreditation, and the formulation of policies for the school.

This committee is not involved in personnel concerns. They plan various activities, such as Catholic Schools Week, Teacher Appreciation, Field Day, Science Fair, and many other activities.

The School Committee meets the last Tuesday of each month at 6 PM in the school library. Members have three-year terms, and may serve a second term.

SCRIP

The SCRIP program is an ideal way for St. Joseph the Worker families to raise money for educational needs, speakers, programs, assemblies, and student's 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 5 and/or 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: Resource Room, Title 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 ENROLLMENT FEE

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.

Title IX Coordinator

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student’s ability to participate in or benefit from Dioceses of Saginaw Catholic Schools’ education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator. For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Cormac Lynn., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, clynn@dioceseofsaginaw.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O’Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.

TORNADO EMERGENCY PLAN

**WARNING BELL-THREE SHORT BELLS—PAUSE AND REPEAT
TEACHERS WILL DIRECT STUDENTS TO DESIGNATED SAFE AREA**

The Department of Education suggests that during a **TORNADO WATCH**, teachers are informed to review **EMERGENCY PROCEDURES**, and that a staff member is assigned as a lookout. The destruction brought about by a tornado derives from pressure differences between the inside and outside of the buildings, causing those buildings to literally explode.

Windows and doors on the **north and east** sides of the building should be kept **OPEN** during those times when a tornado is possible.

TUITION

Practicing 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, July to June can be made with the principal.

All others pay in two payments: one by August 1 and the second one by January 1.

If a student would withdraw before the end of the school year. Tuition will be pro-rated for the time in attendance at St. Joseph the Worker School.

★N.B. *A practicing 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% tithes, 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.***
Attend mandatory Parent Meeting in August.

TUITION ASSISTANCE POLICY

St. Joseph the Worker School has a tuition assistance fund that parents may apply to use towards their unpaid tuition. The school Principal, in consultation with the Parish Priest will use the following criteria to determine eligibility:

1. Is the family attending Mass regularly?
2. Where does the family fall in the free/reduced lunch financial criteria?
3. Is the family participating in the Take-A-Step commitment?
4. Is the family participating in committee's and school activities?

Please contact Mr. Lorenz for further information.

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.

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 Mr. Lorenz for more information.

Everyone must report to the office when entering the building.

VOLUNTEERS-PARENTS-VISITORS

You are required to stop by the office upon arrival and sign yourself into our **Visitor Pass Registry Book**. (If just bringing in a forgotten item for your child, please leave it in the office for Mrs. Lorenz to deliver to the classroom.)

1. Complete the badge: by listing your name, your destination, the date, your initials, and your time of arrival ("time in").
2. Remove the badge and apply it to your clothing in a visible location. Our staff has been trained to look for badges identifying all visitors to insure our protocols are being followed.
3. Before you leave the building, please return to the office to sign yourself out, locating your initials and sign out stub. List your departure time ("time out") on the stub and return your badge.

In the event of an emergency, it is critical that everyone in the building be accounted for. Careful and conscientious observation of visitor sign in/sign out procedures will better enable the school to ensure the safety of all building occupants, including students, employees, staff and visitors.

WELLNESS POLICY

Our Wellness Policy can be found at www.bealcityparish.org. This policy promotes student health, well-being and the ability to learn. A committee is in place to oversee the school’s health policies and programs, including development and implementation, and periodic review and update of the wellness policy.

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.

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

St. Joseph the Worker School Anti-Bully/Harassment Policy (2014)

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.

St. Joseph the Worker recognizes that providing a safe and positive school environment is a vital part of meeting our mission statement. To protect the rights of all students and to provide a safe and secure learning environment, St. Joseph the Worker School prohibits acts of bullying, harassment, and other forms of aggression and violence. Such behaviors interfere with a student's self-esteem and ability to learn, as well as the teacher's ability to teach. The administrator, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment, and to demonstrate behavior that is respectful and compassionate. Such an atmosphere involves parents, staff, students, parishioners and community members working together, demonstrating and modeling respect, good communication, and Catholic Christian values. It is especially important for all adults to model these behaviors in order to provide positive examples for student behavior.

Notification

School staff and parents shall be informed of this policy annually in the school handbook. The policy will also be posted with the handbook on the school website, www.bealcityparish.org.

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Appendix A (continued)

Types of Bullying

Forms of bullying may include, but are not limited to:

- Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.
- Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.
- Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
- Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.
- Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members using the Internet, interactive and digital technologies, or inviting others to join in these acts. The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Reporting

The principal /or the principal’s designee will be responsible for receiving complaints alleging violations of this policy. Reports can be made to the teachers or other staff members, who are required by this policy to report the incident to the principal and/or the principal’s designee on the day the incident was reported. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal’s designee will conduct a prompt, thorough, and complete investigation of each alleged incident, making every good faith effort toward resolution. The investigation is to be completed within three school days after a report or complaint is made.

Reports may be made anonymously; however formal disciplinary action may not be based solely on the basis of an anonymous report.

The school shall document instances of bullying and/or harassment using the Diocesan Incident Report Form. A copy of the report will be filed in the Principal’s office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of all students involved shall receive notice from the school on the outcome of the investigation within five days after the investigation is complete.

Consequences

Consequences/remedial action taken by the school for bullying/harassment incidents shall serve the purposes of

- protecting the victim,
- supporting students in taking responsibility for their actions,
- helping students to develop empathy, and
- teaching alternative ways to achieve goals and solve problems.

Further, staff shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make positive choices. Such preventative measures may involve alterations to school schedules, levels of supervision during transitions and in common areas and classroom instructions regarding issues such as peer pressure, positive friendship, and problem solving.

Since bystander support of bullying and harassment can encourage these behaviors, St. Joseph the Worker School prohibits both active and passive support for such acts. Staff shall encourage students not to be part of the problem; not to pass on the rumor or derogatory message or to take part in teasing; to take action such as walking away and informing staff, and to reach out to the victim in gestures of friendship. Staff will conduct periodic classroom meetings/instruction designed to provide awareness and to increase student connectedness to help bystanders feel empowered to take action. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student's history of problem behaviors. The failure to follow Christian Behavior Expectations will result in the progressive consequences listed in the Christian Behavior Expectations up to and including suspension or expulsion.

St. Joseph the Worker prohibits reprisal or retaliation against any person who reports an act of bullying or harassment for cooperating in an investigation. The consequences for such retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

St. Joseph the Worker also prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions to and including suspension or expulsion, as in keeping with the developmental age of the student and the severity of the act.

Education

We believe that our Christian Behavior Expectations and Religion Curriculum teach students to attain knowledge and skills important to school success and good citizenship, and to develop a sense of ownership and responsibility for their own behavior. Skills include making good decisions, communicating effectively, developing coping skills, and resolving conflicts. Staff will receive annual notification and training/review regarding a clear understanding of their roles and responsibilities in implementing this policy.

Appendix B

BEAL CITY PUBLIC SCHOOLS TRANSPORTATION PROCEDURES

It is the policy of Beal City Public Schools not to allow students in Pre-School, kindergarten, first, second, and third grades to be dropped off at a bus stop unless there is a parent, older sibling or caregiver visible. This includes the student's home address, as well as, group stops such as the Weidman Bait Shop and the Jordan Trailer Park. Children under fourth grade must have a parent or an identified replacement (older sibling or caregiver) present when the student is dropped off. If there is not an acceptable person in view at the stop, the student will be returned to the school where they are to be picked up before 4:15 P.M. The student will be brought into the Superintendent's Office by the bus driver and will not be allowed to leave until the sign out sheet has been signed by the caregiver who is picking them up. Bus drivers will no longer be accommodating parents by meeting them along the route. The changes in this policy will be **strictly** enforced as we feel it is vital for the safety of our young children that we work with each family to ensure they are not left unattended.

1st offense – written warning

2nd offense – one week loss of transportation and mandatory meeting with the Transportation Director and Principal

3rd offense – one month loss of transportation and mandatory meeting with the Transportation Director and Principal

4th offense – loss of transportation for the remainder of the year

Extreme emergencies may be excused. Documentation may be required. Any change in destination after school must be written on a bus pass and given to the child's teacher and/or building principal. In case of an emergency, contact the appropriate office:

Mayes Elementary	644-2740
Beal City High School	644-3901
St. Joseph the Worker School	644-3970

Thank you for your cooperation!

BEAL CITY PUBLIC SCHOOL BUS RULES

School bus transportation is provided for most students living within the confines of the school district. Whether the student regards riding the school bus a privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct.

Proper student conduct is a most important factor in the safe and wholesome operation of a transportation program. The Board of Education and Administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place. Therefore, it is of utmost importance that bus drivers, the Director of Transportation, Principal, and parents continually work together to assure the best possible student behavior.

Appendix B (continued)

The school bus driver is in charge at all times when it is in operation and has authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the bus driver to maintain adequate composure for the safest operation of the school bus. A rowdy, noisy, and destructive student will not be tolerated by the bus driver or the school administration. Each driver is given authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the Director of Transportation and principal. Proper disciplinary action will be taken against the student and the incident will be recorded on his/her student record. Repeated offenders will be asked to secure their own transportation to and from school.

The following are some of the basic bus rules and regulations:

1. Obey the driver at all times.
2. Keeps hands and head inside bus at all times.
3. Maintain a classroom atmosphere, except for ordinary conversation.
4. Do not shout at passing persons or vehicles.
5. Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
6. Be at the bus stop ready to board the bus when it arrives.
7. Stay off the traveled roadway at all times while waiting for the bus.
8. Wait until the bus has come to a stop before attempting to get on or off.
9. Enter or leave the bus only at the front door except in case of emergency.
10. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
 - a. Make sure the bus is stationary.
 - b. Upon leaving the bus, go 10 feet to the front of the bus, within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, look both to the right and the left, then proceed across the roadway in front of the bus.
 - d. Walk, don't run, in front of the bus when crossing roads.
11. Report to the driver at once any damage to the bus that is observed.
12. Help keep the bus clean, sanitary, and orderly. There is to be no drinking on the bus while in operation. The only exception is at a Coach and/or advisor's discretion, and with prior administration approval. (For example: Stopping at McDonalds) **Do not throw things** on the bus - this includes water, and/or use of water.
13. Smoking, fighting, or profanity will not be tolerated at any time.
14. No writing on, marring, or defacing the interior or exterior of the bus will be tolerated.
15. Students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from parent or guardian.
16. The bus driver is in charge of the students while they are on the bus and at the bus stops, while loading and unloading students.
17. Students may be required to walk a maximum of 1/2 mile (elementary) or one mile (high school).
18. Radio and tapes are not allowed on the bus unless permission is granted by the Principal.
19. Students who damage the bus will be responsible for retribution for materials damaged and the cost of labor to repair.

**Beal City Schools will be using mounted video cameras on busses
to assist in monitoring bus behavior.**

Misconduct on School Transportation: When a student violates one or more of the above safety bus rules thereby causing an unsafe and/or disruptive condition, the following disciplinary procedure will be used:

1st Offense: Bus Misconduct Report will be sent to office; student may receive at least one-day suspension, or Saturday detention, and parents will be notified.

2nd Offense: He/She will be suspended from riding the bus at least three (3) days and up to five (5) days. Bus Misconduct Report filed in the office.

3rd Offense: Parental conference with Principal, Transportation Director, and Superintendent, if necessary. At that time it will be determined whether the penalty is for the rest of the year or not.

Student may receive an immediate three (3) days suspension by the Principal for the following reasons:

1. Fighting on the bus.
2. Smoking on the bus or lighting matches or other flammable items.
3. Complete disrespect for the driver and other passengers---swearing, improper language, or obscene gestures.

St. Joseph the Worker School

Dress Code for the 2020 – 2021 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.

Turtlenecks

Plain cotton turtlenecks in **navy, light blue or white** may also be worn, and must be tucked in.

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. St. Joseph the Worker Hoodies are the only hoodies that may be worn in the classroom. These are available from Hangin' by a Thread in Weidman, MI.

Sweaters/Vests

Navy blue, light 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 and light blue polo dresses and navy blue skirts (length should be at the knee or just above) with a dress code shirt or turtleneck. (Shorts need to be worn under dresses/skirts.). Navy, white or black ankle-length leggings may be worn under appropriate length skirts or dresses from **November to April**.

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. **NO JEAN SHORTS!**

Pants

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

Students are not to wear hooded sweatshirts or hooded sweaters in the classroom (unless it has the St. Joe logo).

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.

Media Center/Computer Acceptable Use Policy St. Joseph the Worker School Acceptable Use Policy

All users are encouraged to make use of the school's facilities in pursuit of their academic goals, but are asked to remember that an INTERNET account is a privilege, not a right offered each academic year to the following:

1. All St. Joseph the Worker students approved by their parents.
2. All St. Joseph the Worker School students approved by the principal.

Usage Guidelines

The INTERNET account holder is held responsible for his/her actions and activity with his/her account. Unacceptable uses of the network resources are reported to the Principal and will result in restrictions or suspensions of these privileges. Repeat violators will also be subject to further disciplinary actions such as in/out of school suspensions. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment, software, or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages.
11. Downloading, promoting links to, or the storing and/or printing of files or messages that are profane, pornographic, and obscene, that use language that offends or tends to degrade others or that encourage criminal activity.
12. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material.
13. Downloading, executing, or storing programs from the INTERNET on network drives or network directories. This includes files that end with the extension of exe., bat, zip or .com.
14. Violating the Content Guidelines as outlined below.
15. If a student inadvertently accesses an inappropriate site, (see #11 above) the student must immediately report this to the responsible teacher. This is necessary to update protective software packages. (Note: this provision is not intended to excuse continued misuse by students). 2/10/09

Content Guidelines

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
2. No names will appear of individuals in pictures.
3. No Instagram, Facebook, U Tube, Twitter, or Snapchat is permitted.

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
PLAYGROUND RULES

1. **Respect self** and **all** other persons.
 2. Care and share.... don't be a "loner" or an "excluder" of anyone.
 3. **Enjoy** creative, fun games. **No need for any toys from home including electronic games, cell phones, sharp instruments, skateboards, hard balls, Frisbees, boomerangs, pencils, etc.**
 4. Refrain from tackling, fighting, and rough play.
 5. Properly use equipment:
NO running or playing tag on equipment
Students sit (one only) on swing; swing forward and back only; no jumping off.
Slide down the slide on your bottom; use steps to climb slide.
Be extra careful on monkey bars; keep head above shoulders.
The gate is not a place for play.
 6. Use proper, not vulgar, abusive language.
 7. Alert office if there is an injury.
 8. Remain on the playground. (Blacktop or field-not in trees, dumpster area or by the maintenance shed, or area of rectory, nor school entrance area.) **Ask supervisor's help to retrieve a ball beyond playground. No one leaves premises without principal's permission.**
- Bathroom-Students obtain pass from supervisor (Not allowed in school without pass.)**
9. Wait until the class bell to line up and enter school.... or enter for an emergency.
 10. On very cold days, may use north entrance for a 3-5 minute warm up and then return outside.
 11. On rainy or very cold days, observe basic rules while playing a "sit down" game inside classroom.

*12. IF NOT COOPERATIVE, LOSE YOUR PLAYTIME.... THE SUPERVISOR WILL TELL YOU TO STAND BY THE WALL, OR WALK BESIDE HER/HIM. PLEASE REPORT TO OFFICE AS SOON AS POSSIBLE FOR A SERIOUS OFFENSE.

Injuries Supervisors will assist any injured child in need of it.... ask another child to help.... send to office for help.... But **DO NOT PICK UP OR MOVE** an injured person. If severe bleeding, apply pressure at once.

Protect self from possible infection by refraining from direct contact with another's wound. Use rubber gloves, etc. from your First Aid Kit. If there has been any direct contact of another person's blood or body fluids, **report** this to the principal at **once**. (Required by the U.S.A. OSHA Standards)

Equipment The Supervisor must carry the belted First Aid Kit ***as provided by our office.*** (*OSHA)

****Problems**** Supervisors **keep open communication** with the principal. **Report concerns and problems** to her so they can be addressed properly. If there is need for contact with any of the students' parents, it is principal's responsibility, not the supervisor's.

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:**

- Anti-Bullying Policy - Appendix A**
- Beal City School Bus Safety Rules – Appendix B**
- Dress Code – Appendix C**
- Media User Policy – Appendix D**
- Medication Policy – Appendix E**
- Playground Rules – Appendix F**

I understand that my child’s/children’s pictures or video images may be used for school newspapers, web pages, school newsletters, yearbooks, etc., unless a written request to prohibit such use is presented to the building principal prior to any publication.

(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)

Date