

St. Joseph Catholic School

935 W. Houghton Ave.
West Branch, MI 48661

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"Growing in Faith since 1917"

Parent Student Handbook

2023-24

SAINT JOSEPH STAFF

PASTOR: Father Emanuel.....emmafinbar@yahoo.com
PRINCIPAL: Greg Meisergmeiser@wbstjoseph.com
CHURCH SECRETARY: Mrs. Amber Bonnell.....parishoffice@stjosephwb.org
PARISH CATECHETICAL LEADER/YOUTH MINISTRY: Ms. Joanie Denemy....demenyjma@gmail.com
SECRETARY TO PRINCIPAL/SCHOOL: Ms. Rachel Brewer.....rbrewer@wbstjoseph.com
GRADE 7/8: Mrs. Sarah Meiser.....smeiser@wbstjoseph.com
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PRESCHOOL 3yr: Ms. Brianna Ridley.....bridley@wbstjoseph.com
PRESCHOOL 4yr: Mrs. Heather Kartes.....hkartes@wbstjoseph.com
MUSIC: Ms. Tina Donze.....donzemusic@gmail.com
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SPANISH MENTOR: Brianna Ridley.....bridley@wbstjoseph.com
ART: Mrs. Allison Bowenabowen@wbstjoseph.com
TITLE I Tutor: Mrs. Pam Matthews.....pmatthew@wbstjoseph.com
HOT LUNCH PROGRAM: Mrs. Stacie Mikula
CUSTODIAL: Ms. Jean Hintz

IMPORTANT PHONE NUMBERS

School: 345-0220
School Fax: 345-3030
Parish Center: 345-0064 ext. 301
Religious Education: 345-0064 ext. 304
Youth Ministry: 345-0064 ext. 304
WBRC Bus Garage: 343-2240

Saint Joseph School Mission Statement

St. Joseph Catholic School provides a Catholic environment with
Jesus at the center where we are
Called to grow in excellence
Spiritually, socially, physically and academically.

Saint Joseph School Student Philosophy Statement

We, the students of Saint Joseph School, promise to listen to the teachings of Jesus and try to follow His example in our lives.

We promise to treat each other with respect. We promise to say our prayers and to help and care for each other.

We promise to try our best in all of our studies. We will pay attention to our teacher and will participate in all of our daily activities.

We promise to use the talents and gifts God has given us.

Mission Statement Diocese of Gaylord

We, the Catholic community of the Diocese of Gaylord, have come to believe that Jesus is the fullness of God's love in the world.

Under the guidance of the Holy Spirit, it is our mission to live the Good News of Jesus Christ and to affirm and proclaim it to all people within our reach.

We believe that we are called, empowered, and sent to fulfill this mission in all that we are and do.

With God's grace we endeavor to carry out this mission by giving attention and care to the needs and circumstances of all people within our diocese, as well as to people throughout the world.

Saint Joseph School Daily Schedule

8:20 AM	School office opens
8:30 AM	Student Drop off time, Teachers in Classrooms
8:45 AM	First bell rings, students enter building
8:50 AM	Second bell rings, all school morning prayer and pledge
12:00-1:10 PM	Lunch
3:20 PM	Students lead Prayer over the P.A. system Announcements are followed by dismissal in this order:
3:25 PM	1. Transit riders
3:27 PM	2. Bus students dismissed and busses leave the lot
3:30 PM	3. Students being picked up
3:35 PM	4. Walkers and bikers crossing Husted
3:50 PM	Teachers leave - Office closes



SAINT JOSEPH SCHOOL

2023-24 Calendar



Aug. 1	School Office Opens
Aug. 21-25	Teacher PD Days
Aug. 23	Mandatory Parent Meeting
Aug. 28	First day of school
Sept. 1-4	No School: Labor Day Weekend
Sept. 5	School Resumes
Oct. 3	Picture Day
Oct. 4-6	Book Fair
Oct. 18-19	Parent Teacher Conferences
Oct. 20	No School
Nov. 8	Picture Retake Day
Nov. 15	No School
Nov. 22-24	No School: Thanksgiving break
Dec. 19	Advent Music Program 6pm
Dec. 22-Jan 1	No school: Christmas Break
Jan. 2	School resumes
Jan. 19	No School: Teacher PD Day
Jan. 29 -Feb.2	Catholic Schools Week
Feb. 10	Trivia Night
Feb. 12	No School
Mar. 20	Parent Teacher Conferences
Mar. 22-29	No school: Spring Break
April 1	School Resumes
May	Spring Music Program 6pm
May 17	Preschool Last Day
May 27	No School: Memorial Day
May 30	8 th Grade Sending Forth Mass
May 31	8 th Grade Last Day of School
June 4	Students Last Day: Half Day
June 28	School Office Closes

Several of the above dates are tentative and subject to change. Parents will be notified of any changes to the above dates as soon as they are received.

ACCIDENTS

In the event that your child is involved in an accident at school, emergency first aid will be administered. If you cannot be reached at home or work, the authorized person listed on your Emergency Form will be contacted. Keep this information up to date!

ADMISSION POLICY

St. Joseph School adheres to the Admissions policy of the Michigan Catholic Conference and Gaylord Diocese.

ADDRESS CHANGES

It is imperative that we have up to date addresses and phone information for you and the persons you authorize on the Emergency Forms. Please call the school office if changes need to be made.

APPOINTMENTS

Should you find it absolutely necessary to schedule appointments during class hours, please notify the school by note, your child will be released when you call for him/her at the office in person.

ATTENDANCE AND EXCUSES

Research in education reflects a direct correlation between attendance and academic progress. Students are expected to be in school on time and in class every day. It is the students' and parents' or guardians' responsibility for their attendance at school. In most instances, the instruction that is conducted in the classroom can't be duplicated and constitutes a valid and crucial part of course work. Consistent attendance helps develop responsibility and self-discipline. When a student arrives late, they miss valuable instructional time and it is disruptive to the entire class. The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, or whenever the principal considers that exemption from attendance is in the best interest of the student or the school. (For example-subpoenaed court appearance). Call the school office by 9:00 am when your child is absent. A written excuse including date, reason for absence and a parent/guardian signature is ALSO needed when the child returns to school.

After 5 tardies the student will need to serve detention for 30 minutes after school from 3:30-4:00.

AUXILIARY SCHOOL SERVICES

Students at St. Joseph School may benefit from services offered by the WBRC Schools, COOR ISD and the Health Department. These include busing, speech, testing, and vision and hearing screenings. Call the principal if you have questions about how any of these programs/services are accessed.

BICYCLES

Students may ride bicycles to school at their Parents discretion. Bicycles will remain in the bike rack during school hours. Bike riders will be considered "walkers crossing Husted" at dismissal and released from the front door after the buses have departed and the pick-up line is done.

BOOKS

Textbooks must be covered at all times to insure good conditions for the life of the book. If a textbook is damaged or lost, the student is responsible for replacing it. Textbooks generally run about \$45 to \$60 to replace. Book covers can be made from grocery sacks.

BOOK FAIR

In the fall we offer a Book Fair. This is an opportunity for parents to purchase reading materials for the students. The Book Fair benefits the library and classroom collections as well.

BUS/DISMISSAL

Responsible behavior is required by all students. Mr. Jason Hall has provided you with a copy of the bus discipline plan. (See Appendix) Students will lose their privilege to ride the bus due to inappropriate behavior. The driver, transportation supervisor or school principal can issue bus tickets. Parents will be notified.

If a student is going to ride a bus when he/she normally doesn't or if a student is going to ride a different bus, a note to this effect is needed from the parent with an explanation and complete information regarding destination, name, address and phone. This business should be taken care of in the morning between child and parent before he/she arrives at school. The secretary will then write a Bus Pass acknowledging the permission. The student is to present this pass to the bus driver. Information regarding bus routes, numbers and times may be obtained from the WBRC Transportation Office, 343-2240.

A child who is to be picked up by a parent or a person authorized by the parent must have a note to this effect. Please don't go to the classroom as the child must be signed out at the office. We will call your child down for you. The student with no note will be sent home on the BUS unless the parent arrives at school before the bus departs. In an emergency, a phone call to the office will suffice. Please call before 3 p.m. if possible.

We dismiss transit riders first, then bus riders, then students being picked up and finally, those crossing Husted Drive.

Parents who pick up their children follow these safety guidelines:

1. Leave both drive ways clear for the busses at all times.
2. Busses leave the school grounds at approximately 3:30 pm.
3. **NO CARS** are to be in motion until all busses have left the premises.
4. Do not park on the grass, or in front of the busses or transit.
5. Cross the road far enough in **FRONT** of the bus to be able to see the driver. Be **ALERT** for any Danger Signal from the driver.
6. **Students can no longer be picked up in the church parking lot after school.**

Many area radio stations and television channels will announce school closings, early dismissals and delays. When West Branch Rose City Schools are closed, dismissed early or delayed, St. Joseph School is closed, dismissed early or delayed. Parent Alert will also send a message to any parent/guardian that has their cell phone number listed in Renweb. We dismiss 10 minutes before the public school. If you have a bus problem, call the Office of Transportation at 343-2240.

CAFETERIA

Students eat lunch in the cafeteria. Appropriate behavior is expected. Students clear off their tables. No food is taken from the cafeteria. Upper grade students rotate kitchen duties.

CANCELLATIONS

When school is canceled or we have an early dismissal due to inclement weather, the evening activities, such as basketball games, are cancelled also. This info will be sent to all parents via a text alert. Please see "School Cancellation" information at the back of this handbook.

CHANGE IN STATUS

A change in name, address, telephone number, marital status, or any other pertinent change should be reported immediately to the principal and to the school secretary. A copy of a divorce judgment/custody order should be sent to school for the child's record.

CHAPERONES AND VOLUNTEERS

All volunteer/chaperones are expected to uphold the school rules and consequences for breaking those rules. Volunteers/chaperones must consult with school personnel/teachers/administration before an event to be sure of their duties. At no time, should volunteer/chaperone change the itinerary of a field trip-i.e. take a car-full of students for ice cream on the way back, stop for bread, milk, etc. Chaperones should arrive at least 10 minutes prior to the scheduled departure to receive instruction from the teacher. Precautions at rest areas and gas stops should be taken.

All adults working with children are required to participate in "Virtus" as well as a criminal background check. Log on to the Diocese of Gaylord website (www.dioceseofgaylord.org), go to "Offices & Ministries", proceed to "Human Resources" and finally to the "Virtus" heading. You will create a user ID and password and complete the course that is offered there for the Diocese of Gaylord. At the end of the VIRTUS course, you will be issued an online Certificate. Please print the Certificate and present it to your hiring entity (parish or school). If you have already done this in prior years it need not be repeated. If you are planning to work with children at school you must fill out the criminal background check form and turn it in to Ms. Brewer in the office.

COMMUNICATIONS

1. Monthly Newsletters, Playground schedules, as well as menus, memos and information on Community activities such as scouts etc. when we receive it, are emailed or sent home with the only or youngest child to keep the family informed of school activities. Any material for general distribution to the student body must be approved by the principal.

Party invitations and other personal communications need to be mailed FROM HOME unless there is one for every single child in the class. Personal communications need to be mailed home.

2. Please take note:

Parents sign a release at the beginning of the year granting the school permission to promote the accomplishments of our students and our teachers, whether it be through class project, artwork, essay, honor roll, awards, sports, and other such events, utilizing a variety of communication strategies to share these positive events through newsletters, brochures, other printed materials, photographs, press releases, interviews with area media, classroom, school and diocesan websites, or video presentations, etc. Please understand that we do not want parents or students to take photos of the children in school and post them on any personal network site. That is outside of the purview of the release and not approved by the school.

CONFERENCES

Parent-Teacher Conferences are held during the year in conjunction with the public school schedule. We encourage more frequent informal conferences. Parents are asked to visit the teachers by appointment. Call the school office, 345-0220, the teacher will return your call. Solving problems at the lowest level of intervention is encouraged. Please talk to the teacher first when there is a concern.

DRESS CODE

ST JOSEPH SCHOOL DRESS CODE

Shirts: Red, White or Navy Polo or Button down

Sweaters or 1/4 zip fleece: Red, White, Navy, Gray or Black **No hoods**

Pants: Uniform Style Pant in Khaki, Navy or Black only. **No leggings**

Shorts, capris, skirts: Khaki, Navy, or Black (no shorter than 2 inches above the knee)

Polo dresses, jumpers: Khaki or Navy only.

Shoes: Close toed & flat shoes required (tennis shoes, dress shoes, indoor boots) **No Crocs.**

Gym shoes: Gym shoes need to be true tennis shoes that tie or velcro on and have a rubber bottom, **NO slip-ons, Hey Dudes, Crocs, cowboy boots etc.** for gym class.

Gym Clothes for 5th-8th Grade: Athletic sweats or shorts, t-shirts or long sleeve shirts. **Shorts length must be no shorter than 2” above the knee for guys and girls. No leggings unless under an athletic short.**

Miscellaneous:

- Winter hats, gloves, snow pants, & warm coats required for winter recess
- No sleeveless shirts
- No bandanas, hats, dyed hair (outside of natural colors), or long dangling earrings
- 1-2 inch brand-embroidered logos or St. Joseph School logos are acceptable on shirts and tops.
- **Smartwatches and or cell phones are not allowed in school.** If they come to school they will stay in the office until the student leaves at the end of the day.
- **Stuffed animals and toys are also not allowed in school.**

Uniform Days: Every Mass day (Wednesdays) and Field Trips (unless advised otherwise) require use of the uniform.

Boys: Khaki dress pants & Navy blue collared shirt

Girls: Khaki dress pants, skirt, or jumper & Navy blue collared shirt

Casual Friday: The last Friday of every month will be casual dress day. Students may wear jeans with no holes or rips. **No leggings, sweatpants, athletic pants/shorts, yoga pants etc.** Shirts must be school appropriate. Shorts need to be no shorter than 2” above the knee. NOTE: ALL CASUAL CLOTHES MUST BE APPROPRIATE FOR SCHOOL.

Casual for a Cause: Extra casual days will be announced and will coincide with a cause/service project. Families/students will be asked to do a service to earn a casual day i.e. students bring in a canned good for a local food pantry or bring in \$1 in order to wear casual.

All School/Church functions including 8th Grade Sending Forth Liturgy and Reception in School: We expect our young men to wear slacks and a collared shirt. Ties, jackets, or sweaters are fine but optional. We expect our young ladies to wear a dress or skirt of an appropriate length-that is within 2 inches from the knee, or a slacks outfit. The dress, blouse, shirt or top is to have sleeves (at least a cap) and a full back and front; tops are to be long enough to be tucked in. As above, the neckline should be near the collarbone. Strapless attire is not acceptable alone; a sweater or jacket (not a shawl or scarf) worn throughout the entire Mass and reception would be allowed.

PARENT RESPONSIBILITY

Parents are responsible for ensuring that their children follow the Dress Code guidelines.

INFRACTIONS

1st infraction: warning and change of clothes given at school

2nd infraction: loss of recess

3rd infraction: detention

Updated September 2023

EMERGENCY PROCEDURES

School Closings, Delayed Start and/or Early Dismissal

In the event of inclement weather, parents are advised to listen to the local radio or T.V. announcements for special directions. Parents will also receive a "Parent Alert" via text if their cell phone is registered in the school information system. We will follow whatever procedures are broadcast for the West Branch-Rose City Schools. Students should know a routine for an early dismissal, as calling the school could be met with only a busy signal! The information on your Emergency Form is very important!

FIELD TRIPS

Field trips are a privilege. Field trips to places of cultural, educational, or religious significance are requested by teachers in accord with diocesan policies and educational goals of the school and granted by the school principal. Students may be restricted from participation in field trips due to academic or behavior reasons. **Permission slips must be signed by parents or guardians for children to go on field trips with their class.** NO NOTES, OTHER THAN THE SIGNED OFFICIAL SCHOOL FORM ARE ACCEPTABLE. Parents driving on trips are expected to keep to the speed limit and abide by the plan provided by the teacher. Chaperones agree to enforce the school rules. West Branch Rose City does not allow preschool children of chaperones on the bus for field trips. Parent drivers must file a Volunteer Driver information sheet in the office verifying:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. If a bus is used, the vehicle must have a valid state inspection sticker.
5. The minimal, acceptable liability limit for privately owned vehicles is \$500,000 C.S.L. (Combined Single Limit). Due to some insurer's limitations, limits of \$250,000 per person/\$500,000 per occurrence are acceptable. A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used.

FIRE DRILL/TORNADO DRILLS

Five fire drills, two tornado drills and three lockdown drills are held at school each year. Children and Staff proceed quickly and quietly to their spot on the basketball courts for the fire drills. Any parents in the building must exit with the students. Children, staff and parents should proceed quickly and quietly to their spot in the building for the tornado drills. Students should be in the protective position. See illustration.

FUND RAISING

*PAWS (Parents Are Wonderful Stewards) Committee sponsors the major fundraising for the school. Efforts have included but are not limited to: Lenten fish fry's and Raffle, Comedy Night, Trivia Night etc. Parents are expected to participate. If you wish to become a PAWS member, please contact the school office for more information.

*We do not have any fund raisers that would involve the children in door-to-door sales. (NOTE: The City of West Branch requires a permit if children plan to go door-to-door anywhere in the City of West Branch. Children under the age of 14 must be accompanied by a parent or adult. Accompaniment requires a physical presence within 100 feet of the said child by the parent or adult). See also Parental Involvement.

FUNDRAISING ACCOUNTING POLICIES

- All counting of money should be done on the premises of the fundraiser/event immediately after the event has ended. Under no circumstances is any money taken home.
- No less than two individuals (with ICHAT) should be handling/counting the money.
- Receipts should be issued for all money collected and deposit slip completed.
- Deposit of money must be done on a timely basis, in a locked bag and transported directly to the bank by at least two individuals. If unable to deposit the night of, the money must be placed in a locked bag and locked in the school/parish safe until transported to the bank for deposit.
- Segregate duties among people (i.e. having different individuals count, record, and deposit money) and deposited directly in the bank drop box (deposits must be made by more than one individual).

GUM

No gum is allowed in school or on the premises.

HEALTH

If your child is ill, he/she should be kept home. Call the school office by 9:00 a.m. when your child is absent. A written excuse including date, reason for absence and parent/guardian signature is ALSO needed when the child returns to school. We are required by the Health Department to submit a weekly report on illness. Your cooperation is valuable.

Some general guidelines to consider when excluding a child from classes:

1. Fever
2. Severe cold, cough, sore throat
3. Diarrhea

4. Persisting headache
5. Rashes or skin eruptions that may be contagious
6. Contact with a known communicable disease. (Notify school immediately upon diagnosis.)

If your child is well enough to be in school, he/she is well enough to participate in all school activities including physical education class and recesses, both before school and noon time. A note from a parent is necessary if activity must be curtailed. If a child has to remain indoors, they will sit by the office. If a child has to remain indoors for more than two days, a note from the Doctor is required.

Teach your children to wash their hands often with soap and water or an alcohol-based hand sanitizer. You can set a good example by doing this yourself.

Teach your children not to share personal items like drinks, food or unwashed utensils. Teach your children to cover their coughs and sneezes with tissues, and to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.

Learn the signs and symptoms of the flu. Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.

Parents, keep sick children at home for at least 24 hours after they no longer have a fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.

Do not send children to school if they are sick. Any children who are determined to be sick while at school will be sent home.

Children do not leave the premises without permission. If your child becomes ill during the day, you, or the person designated on your child's Emergency Form will be contacted to pick up the student at the school office. It is imperative that we have up to date information on the Emergency Forms you signed at registration time, including your work number and numbers of persons you authorize to assist your child if you cannot be reached.

Children who are being picked up for any reason before dismissal need to be signed out by the adult in the school office. (Also see "Bus Rules"). If you are picking up a child from church, whether for illness or other reasons, you MUST inform the teacher before you leave church and sign them out in the school office.

See the Appendix for the Medication Policy.

HOMEWORK

Expect your child to have some homework. It will average about 10 minutes for each grade in school. (I.e. grade 2 = 20 minutes, grade 7 = 70 minutes). These assignments should be done neatly and turned in on time. When absent, it is the responsibility of the student to find out from the teacher(s) the day they return to school what assignments he/she is missing. Check your child's planner daily. Require him/her to bring it home. It is a great communicating tool when properly implemented at home.

Parents may call the school office by 8:50 am if they wish to pick up homework after school by 3:50 pm. Classes will not be interrupted. **Two days make-up time** is allowed for each day of **absence due to illness**. Upon returning from **vacation** students will have **two days to get all of their missed work turned in**.

HONOR ROLL

We have an Honor Roll and Honorable Mention Program to recognize students in grades 5 through 8, who achieve academic results and conduct themselves in an appropriate manner for our Catholic School.

1. Honor Roll - 3.3 average for grades
Honorable Mention - 3.0 to 3.29 average of grades
2. No grade below a C.
3. Students with Honor Roll status for 3 out of 4 marking periods in any grade 5-8 will be recognized at the spring Honors Assembly.
4. Students with Honor Roll status for 3 out of 4 marking periods for all years from grade 5 through 8 will be recognized at the spring Honors Assembly and a special luncheon.

IMMUNIZATIONS

All students at St. Joseph School must follow the Michigan Public Health Code (P.A. 368) regarding Immunization. Parents will be required to show proof of immunization for their students or submit a signed waiver.

INSURANCE

Michigan Catholic Conference provides student accident medical coverage while at school and during school sponsored activities. It provides excess coverage, secondary to the student's health or other available coverage. Claims forms may be picked up from the school

office at the time of the accident or within 30 days. Student Assurance Services also provides the parents an option to purchase 24 hour coverage. A summary of the plan, frequently asked questions, claim forms and the enrollment for 24-hour coverage is now web based. Please go to www.sas-mn.com then K12 Students/Parents then look up your school and choose Michigan where Michigan Catholic Conference will appear. The menus then allow you to choose the information you desire.

LIBRARY

Each class has a weekly Library period. The library may be used at other times with the permission of the homeroom teacher and the Librarian and if there is an adult in the library to supervise. In the event that a library book is lost, students will be required to replace the book within the marking period in which it is lost. Paperback books \$7.00, Easy readers \$12.00, Hard-cover books \$17.00 and up and reference materials \$25.00-\$50.00 depending on the item. Encyclopedias do not leave the school. Students do not check out books if they have one overdue. If a book is overdue more than a month, it will be considered lost and a bill will be sent.

LOCKERS

Students in Grades 5, 6, 7 and 8 are assigned school lockers. Students presume to have no expectation of privacy in that locker or that locker's contents.

Following diocesan guidelines, a student/participant discovered to be, or suspected of, carrying, possessing, concealing or transferring any drugs, alcohol, cigarettes, weapons, or illicit contraband of any nature whatsoever upon school premises or in the immediate vicinity of the experience, shall be immediately subject to a search.

The search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of student's/participants' pockets (the student empties their own pockets), book bags, purse, wallet, suitcase, lunch bag, locker, automobile, or any other items the student has in their possession or control. Questioning for the same purpose may include questioning by an instructor, counselor, chaperone, or other member of the administrative/pastoral team, teacher or a person acting in the place of any of these persons.

LOST AND FOUND

Don't bring items not required for classes if you do not expect to assume complete responsibility for the care of those items. The school will not be responsible for stolen or lost items. Check the LOST AND FOUND as soon as you lose an item. Check with the office if jewelry is lost. Items may be claimed at the school office. Those not claimed are given to St. Vincent in the spring of the year. **All phones, smart watches, electronic devices, toys etc. should be left at home.**

LUNCH PROGRAM

Saint Joseph School offers hot lunch daily. The lunch calendar is sent home a week before the beginning of each month. Lunch is \$3.50 per lunch or \$17.50 for an entire ticket. Milk is included with a lunch purchase. Students who do not bring their own lunch and have not purchased hot lunch will be given a peanut butter and jelly sandwich with fruit or veggies. Please note: students will not be allowed to charge a lunch.

MASS

School Mass is Wednesday mornings at 9:30 a.m. During the celebration of Holy Mass and other prayer occasions, students are expected to be reverent. Students should follow the dress code for Mass. Classes alternate in the liturgy planning responsibilities. Parents and parishioners are always welcome at school Masses.

MEDICATIONS

Medications that are dispensed in the office must be accompanied with a medication administration form. These forms go home with the registration packets and **must be signed yearly by a parent/guardian and the child's physician.** This form is needed for both over the counter and prescription medications. All medications must be brought in from home and labeled with the child's name. No medication of any sort is kept in the office to distribute to children.

OFFICE HOURS

The school office is open from 8:30 a.m. to 3:50 p.m.

OPEN HOUSE

Open House occurs annually, usually in early spring.

PARENTAL INVOLVEMENT

St. Joseph has a PTO known as PAWS (Parents are Wonderful Stewards)! They are busy all year enhancing the school programs and environment and raising funds through their stewardship of time, talents and treasure! Parents sign up at registration to help at a myriad of activities. Active participation of all parents is the goal! Everyone is expected to help with the fundraisers. Meetings are held monthly on the third Monday at 6:00 pm at the school or as needed. Parents are encouraged to attend.

PLAYGROUND DUTY: All parents will be scheduled for playground duty. Playground duty shifts are 12:15-1:05 p.m. ALL parents on the playground are expected to walk about and be alert for potential problems. ALL parents should enforce the school rules as stated in this handbook. Efforts can be made to accommodate your schedule as to day but if you find you cannot work your shift **you** are responsible to get your own sub. Subs are listed on the playground schedule each month for this purpose. A fee of \$10.00 per shift is expected to be paid to the sub. If you arrange to exchange days or hire a sub for your day, please let the office know. If you miss your playground duty there is a \$15.00 fine for each missed day. Please pay promptly. Any unpaid playground fines will be added to your statement at the end of the year.

PICTURES:

Picture Day is generally held in the fall. Students may purchase packages. All students have a photo taken whether they purchase packages or not as they are used in the student's records and in the school yearbook.

POSITIVE BEHAVIOR

Please read and study together with your child the section in this Handbook: "Building a Caring Christian Community of Learners."

PRAYER

Since we want to teach children the importance of prayer, we will have school-wide prayer in the morning, at lunchtime and just before dismissal. This provides opportunities to use different prayer forms. Each student is responsible to learn certain prayers. See Appendix.

REGISTRATION

In order to register for the upcoming school year all fees and tuition must be paid in full from the previous school year. **There is a \$150.00 Registration Fee and a \$150.00 Book Fee per family and a \$25.00 Technology Fee per student due at the time of registration. School Fees are Non-Refundable.** All families sign a Family Commitment Form at registration time. Parish families also financially support the parish by the regular use of Sunday envelopes, knowing that the parish encourages parishioners to donate 5-7% of annual income for the day-to-day operation of the parish. The parish shares in the finances of the school and therefore, parental support of the parish needs to be before, during and after the children attend the parish school. **All families with children in the school agree to commit themselves to pray daily with their children, strive to live the Christian life and participate in Sunday worship, besides fulfilling their financial obligations to the parish/school.**

St. Joseph School is dedicated to providing a Catholic education ensuring educational quality for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. This partnership with parents is highly valued; however, situations can arise where the partnership is significantly damaged. In these situations, administrative discretion may be used to ask a family to leave the school and deny future enrollment.

REPORT CARDS

Report Cards are issued 4 times a year for Grade Kindergarten through Grade 8. It is the responsibility of the student to get the Report Card home to their parents.

SACRAMENTAL PROGRAMS

Confirmation, First Eucharist and Penance are coordinated by the Pastor and Ms. Joanie Denemy. Children and families will be prepared for these sacraments during 1st, 2nd, and 3rd grade school years. The sacrament for Penance will be offered during Lent when the child is in grade two, and the sacraments of Confirmation and First Eucharist will be offered in the 3rd grade. If children are beyond third grade, parents should contact the Ms. Denemy at the parish office to make arrangements for sacraments.

SMOKE/DRUG FREE ENVIRONMENT

Smoking shall be prohibited in all parish/school buildings and areas, during regularly scheduled times when students are present for class (academic or religious education) and/or related activities including, but not limited to, athletic events and other sponsored student-curricular activities.

SPORTS

Students in Grades 5-8 will be given an opportunity to participate either on the Girls Basketball Team early in the school year, or Boys Basketball starting sometime in late November or early December. We also have Girls Volleyball and 3-4th grade coed basketball in the spring. Participation is optional. Any student wishing to participate will need to have a physical before being allowed to start practice. There will also be a \$35.00 athletic fee per student, per year, due before uniforms are issued. Signed permission is required. Questions can be answered at the office. Please see Parental Involvement: Athletic Program. These programs are coordinated by volunteers. Students must be present in school at least ½ day on the day of a game to participate. Excused absences for doctor/dental appointments must be approved by the principal prior to the day of the absence. St. Joe's belongs to the Valley Parochial League and are guided by their policies.

SPORTS ELIGIBILITY

The student's first responsibility is for their academic studies, followed by their effort and conduct in and out of the classroom. When a student's (grade 5-8) performance, effort or conduct fall below their ability level they will be either warned of an impending ineligibility

or made ineligible. The goal is for all students to be eligible all of the time!

Below are some guidelines you need to be aware of:

- 1) Weekly eligibility will be determined by the teachers by noon on Mondays.
- 2) Students will be informed of their eligibility status by the teacher.
- 3) A student who is ineligible to play may practice with the team.
- 4) A student may play with a C- or D at the teacher's discretion. Students may not play with an E (cumulative).
- 5) Eligibility is determined by the previous week's work. Students would be ineligible for the current week and reassessed the following Monday.
- 6) Once warned in a particular class, a student must either improve and be eligible, or be ineligible for the following week.
- 7) Continuous warnings in various classes will be noted and brought to the principal's/parent's attention. Ineligibility may result.
- 8) Students earning a Saturday detention will be ineligible for the following week. (Saturday served through the following Friday).
- 9) When a student's (grade 4) performance, effort or conduct falls below their ability level, the parent will be contacted and a conference held with the student and parent. Should the problem persist, ineligibility would be a logical consequence.

STUDENT RECORDS

St. Joseph School adheres to the policies of Gaylord Diocese regarding student records. "A parent/guardian may request access to student records in writing; an appointment will be scheduled within 14 days of the request and the principal or designee will be present to interpret the records." "Unless there is a specific provision in a divorce decree to the contrary, both custodial and non-custodial parents shall have access to the student records of their minor child."

STUDENTS TO THE OFFICE

Students must have permission from teachers to go to the office for any reason. (Example: use of phone.) Teachers are to determine if it is important or not. Students that constantly forget items at home should not be calling and asking parents to make special trips. If students are sent home due to illness, the office will notify the homeroom teacher. All students having to phone home should use the phone in the school office. **Cell phones and/or smartwatches should not be used by the students for any reason.**

SUPERVISION ON THE PLAYGROUND

The playground is supervised before school from 8:30-8:45 a.m., however parents of non-bus students should not bring their children before 8:30 a.m. Busses drop off students in the parking lot. We hold indoor recess on inclement weather days only. The building is not open before 8:45 am. The lunch time and indoor/outdoor recesses are supervised by parents and staff. You are needed and expected to be on duty during your shift times-even during inside recess due to inclement weather conditions. There is no playground supervision after school. Students are expected to ride a bus or transit, walk home or be picked up promptly. (Please see "Bus Rules").

SUPPLIES

A supply list for the coming year will be sent home in the spring time.

TARDINESS

The school doors open at 8:45 am and attendance is taken at 8:50 am. If a child is tardy, he/she should stop at the school office so that they may sign in and not remain on the absent list. Students arriving after 10:00 am are considered ½ day absent. Students leaving before 2:30 pm are considered absent in the afternoon. "Where frequent tardiness exists, the teacher(s) and/or principal will confer with the parents to determine the necessary corrective action to be taken." (Diocesan Policy). Five (5) tardies will result in a 30 minute detention for students in grades K-8. Remember, your child gets the best start to a productive day when he/she is on time and does not miss opening activities.

TELEPHONE

Student cell phones and/or smartwatches are not permitted during school hours. Use of the telephone is permitted only when it is an emergency and the child is given permission by the homeroom teacher to go to the office. Children and teachers will not be called out of the classrooms to answer the telephone except in extreme emergencies. Please make sure your children are made aware of their family's daily agenda before they leave for school in the morning. Calling home to see if someone can come over after school is NOT considered an emergency. Phone calls home at dismissal time will not be permitted. Student cell phones may be collected by home room teacher during the day. If you need to get ahold of your child, please call the office.

TUITION

Payment of Tuition:

1. The undersigned agrees to pay tuition for the entire School Year (August through May) in the amount of \$2,850.00 per student. Parents shall select a payment plan for Tuition from among the options set forth in Appendix A ("Payment Plan"). All Tuition payments shall be made in accordance with the Payment Plan.
2. There will be a \$25.00 late fee added to any tuition payment received past the due date.
3. If a Tuition payment is forty-five (45) days past the due date, St. Joseph Catholic School may impose any or all of the following sanctions, at the school's sole discretion unless special payment arrangements have been made in writing and signed by the school's principal. Sanctioned actions include:
 - a. Withholding Academic Records
 - b. Disallowing Student's participation in sports or other school activities
 - c. Withdrawing Student from class participation
 - d. Withdrawing Student from school
 - e. Using a collection agency
 - f. Filing a claim in court
4. A Family with an unpaid balance for the current School Year may not register for the following School Year until the Tuition for the current School Year is paid in full, unless special payment arrangements have been made in a writing and is approved/signed by school's principal. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

Refunds:

5. If the Student is withdrawn, for any reason other than a request by St. Joseph Catholic School or mutual agreement, during the School Year, the remaining Tuition through the end of the year must be paid in full. The St. Joseph Catholic School principal may agree, in writing, to refund a portion of the remaining Tuition. Otherwise, there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.
6. If a Student is asked to leave or withdraw from St. Joseph Catholic School, the undersigned is responsible for the prorated annual Tuition through the end of the month in which the Student withdraws.
7. Prepaid Tuition will be refunded in full only if cancellation is made, in writing to the School, within 10 days prior to the first day classes are scheduled to start.

General Terms and Conditions:

8. Prior to completing the registration process, payment of a ***non-refundable*** Family Registration Fee in the amount of \$150.00 is required. The Registration Fee is non-refundable for any reason, including but not limited to, a denial of a Student's application.
9. In addition payment of a ***non-refundable*** Book Fee of \$150.00 and Technology Fee of \$25.00 is required at the time of registration for each student.
10. The term and conditions of the School's enrollment and other policy information which may be provided to the Student are hereby incorporated into this Agreement by reference.
11. It is further understood, that the Student and Student's parent(s)/guardian(s), will abide by the policies and guidelines as documented in the School handbook.
12. Returned checks: All returned checks will incur a fee of \$25. If two checks are returned for insufficient funds, School will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.
13. I/We understand that a place will be reserved for our Student(s) only if this form and the Registration Fee are submitted with this Agreement. I/We understand that acceptance of enrollment depends on Student's successful completion of the current School Year and on full payment of all Tuition and fees for the current and/or prior School Years.
14. I/We understand that School reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

TUTORING

It is the parent's responsibility to procure private tutoring for their child if there is an extended absence from school due to illness and the child's academic needs indicate that it would be prudent. We are able to provide tutoring during school through the Title I program (special funds) for children who need help acquiring reading and math skills. Check with the teacher or the principal if you think your child would benefit from this specialized resource.

VACATION

We discourage vacation during the school year, but if your family opts to vacation during school time, please let the classroom teacher know **in advance as soon as possible.**

- A written notice should also be sent to the office for attendance purposes.
- The teacher is not required to line up homework for the child to take on a trip. In some cases it is possible, depending on the length of absence.
- Some make-up work will have to be done when the child returns.
- In the case of vacation, the student will be allowed two days upon return to submit make-up work for credit.
- Students taking work with them are expected to hand that work in the day they return to class.
- The student is responsible for getting all assignments from the teacher(s).
- With the current trend towards a hands-on approach to many topics and knowing that some lectures will be missed in the upper grades, make-up and individual assignments are often difficult.

VISITORS

Because we want quality time for our students' academic endeavors, we ask that parents do the following:

1. Leave lunches, books, homework, etc. at the office, rather than interrupt the class.
2. Request appointment times with a teacher by note or leave a message with the school secretary. You will have a better conference if it is a scheduled time just for you.

All School Visitors and Parents must report to the school office to sign in while in the building. Because of student allergies we ask that pets do not come into school unless specifically invited by the teacher with certain time and space restrictions.

WEAPONS

The following weapons policy (#4112) of the Diocese of Gaylord will be enforced:

A. Definitions:

1. A "weapon" is an object that can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons", as defined by the State law, which includes a firearm, a dagger, a dirk, a stiletto, a knife with a blade 23 Revised July 2019 more than 3 inches long, a pocket knife opened by mechanical device, an iron bar or brass knuckles.
2. "School premises" include the school building and the adjacent grounds, including, but not limited to, parking lots, playgrounds, student lockers, and busses.
3. "Immediate vicinity" of the school means within a block radius of the school and any off-premises school activity site.
4. A "firearm" is defined as: Ø any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; Ø the frame or receiver of any such weapons; Ø any firearm muffler or firearm silencer; or Ø any destructive device.

B. Rules:

1. Any student discovered to be, or suspected of, carrying, possessing, concealing or transporting a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.
2. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of a student's pockets (the student empties his own pockets), book bags, purse, lunch pail, locker, automobile, or any other items the student has in his possession or control. Questioning for the same purposes may include questioning by the principal, a member of the administrative team, a teacher, the pastor/pastoral administrator or a person acting in the place of any of these persons.
3. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.
4. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.
5. Any student found to be in violation of the school's weapons policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The school principal or superintendent on a case-by-case basis can modify the rule regarding expulsion whenever, in the principal's sole judgment: Ø the weapon was not possessed by the student for use as a weapon; Ø the weapon was not knowingly possessed by the student; Ø the student did not know or have reason to know that the object constituted a dangerous weapon; 24 Revised July 2019 Ø the weapon was possessed by a student at the suggestion, request or direction of a school or police authority; Ø mitigating circumstances justify other disciplinary action besides expulsion.
6. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor to: Ø have students remain calm and avoid panic; Ø notify the police, the pastor/pastoral administrator of the parish/inter-parish school; Ø secure the school; Ø notify and consult with the Secretariat for Education and Formation. The Secretariat for Education and Formation will, in turn, notify appropriate offices in the Diocesan Pastoral Center.
7. The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

AMENDMENTS

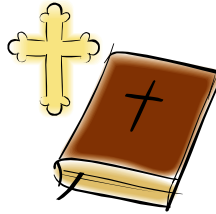
The school principal has the right to amend the handbook and send notice to parents during the school year.

Appendix

PRAYERS



1. The Sign of the Cross
In the name of the Father, and of the Son, and of the Holy Spirit.
Amen.
2. The Trinity Prayer
Glory be to the Father, and to the Son, and to the Holy Spirit as it was in the beginning, is now, and ever will be, world without end. Amen.
3. The Hail Mary
Hail Mary, full of grace, the Lord is with you; blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.
4. The Our Father
Our Father, who art in Heaven, hallowed be thy Name;
Thy Kingdom come; Thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.
5. Act of Contrition
My God, I am sorry for my sins with all my heart.
In choosing to do wrong and failing to do good,
I have sinned against you whom I should love above all things.
I firmly intend, with your help, to do penance,
to sin no more, and to avoid whatever leads me to sin. Amen.
6. Prayer to Saint Michael the Archangel
St. Michael the Archangel, defend us in battle.
Be our defense against the wickedness and snares of the devil.
May God rebuke him, we humbly pray, and do thou,
O Prince of the heavenly hosts, by the power of God,
Cast into hell Satan, and all the evil spirits, who prowl about the world
Seeking the ruin of souls. Amen.
7. The Memorare
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.
Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.
8. Prayer before Meals
Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.



Building a Caring, Christian Community of Learners

Educational success depends upon the collaboration of students, parents, and teachers and staff, in other words, the learning community.

Our Catholic school environment/climate lends itself to an education process that supports spiritual, academic, emotional, social and physical growth of young people.

Four school rules exist to help the learning community provide guidance towards assuring learning for all students:

BE CARING

BE RESPECTFUL

BE SAFE

BE INCHARGE OF YOURSELF

How these rules are lived in the various areas of the school is spelled out on the following pages. These expectations are directly taught to the students, frequently reviewed and positively reinforced.

This process supports the rights of students to learn and of teachers to teach. It guides the young people towards becoming more productive and has “the potential of improving the quality of life of everyone engaged in the teaching and learning process.”

(J.J. Thompson, Ph.D., MDE)

Classroom Rules

Be Respectful

1. Treat others as you would like to be treated.
2. Use inside voices when it is appropriate to speak.
3. Respect the property of the school and others.

Be Safe

1. Keep space clean and safe.
2. Keep four legs of the chair on the floor.
3. Walk.

Be In Charge of Yourself

1. Keep hands and feet to self.
2. Have all necessary materials and be ready for class.

Library

Be Respectful

1. Be quiet.
2. Check out and return books properly.

Be Safe

1. Walk at all times.
2. Use materials properly.

Be In Charge of Yourself

1. Work quietly.
2. Know what you should be doing.

Church

Be Respectful

Be Safe

Be In Charge of Yourself

1. Prayerful quiet is expected.
2. Be involved.
3. Use kneeler and books gently and appropriately.

Tutoring

In Small Learning Groups

Be Respectful

1. Use good manners.
2. Follow directions.
3. Participate appropriately.
4. Be ready to work.

Be Safe

1. Sit still and listen.
2. Keep four on the floor.
3. Use materials and equipment appropriately.

Be In Charge of Yourself

1. Talk appropriately.
2. Stay on task.
3. Do your best.

Cafeteria

Be Respectful

1. Listen and respond politely to adult directions.
2. Wait patiently in lines.
3. Keep eating area clean. Clean up your own mess.

Be Safe

1. Always wash your hands before eating.
2. No running
3. Keep your area clean. Report spills to an adult.
4. Stay seated until dismissed.

Be In Charge of Yourself

1. Use good manners.
2. Wait patiently in lines; use self-discipline.
3. Stay seated while eating.

Hallway

Be Respectful

1. Respect classroom displays and student's artwork.
2. Be quiet.
3. Keep hands and feet to yourself.

Be Safe

1. Walk on the right side of the hallway.
2. Place boots and shoes neatly against the wall.
3. Keep aisle clear.

Be In Charge of Yourself

1. Keep hands and feet to yourself.
2. Keep your place in line.
3. Be quiet.

Playground

Be Respectful

1. Follow adult directions.
2. Be kind. Please no name-calling.
3. Play fair, share and include others.

Be Safe

1. Use equipment appropriately.
2. Remain in playground area.
3. Listen to the playground monitors regarding all rules.
4. Stay on the playground until you are dismissed.

Be In Charge of Yourself

1. Take turns. Wait for your turn.
2. Be aware of others and where you are playing.
3. Control your emotions. Please ask for adult help if you can't resolve a problem.

In Line

Be Respectful

1. Be quiet.
2. Keep space in front of you.
3. Be helpful.

Be Safe

1. Walk.
2. Keep hands and feet and materials safe.
3. Be helpful.

Be In Charge of Yourself

1. Look and listen as line moves.
2. Be prepared.
3. Carry only necessary materials.

Restroom

Be Respectful

1. Keep restroom clean.
2. Be considerate of the privacy of others.
3. Use restroom equipment properly.

Be Safe

1. No horseplay.
2. Report any problems immediately to the office.

Be In Charge of Yourself

1. Wash your hands.
2. Tend to your business quietly and quickly.
3. Use inside voices.

On a Field Trip

Be Respectful

1. Listen to and follow directions.
2. Be a good listener.
3. Leave area as you found it.

Be Safe

1. Stay with your group.
2. Ride quietly.

Be In Charge of Yourself

1. Return permission slips and money on time.
2. Follow directions and be prepared.

Dismissal

Be Respectful

Be Safe

Be In Charge of Yourself

1. Listen and wait until you are called to leave the room.
2. Stay on your own side of the hallway.
3. Walk slowly.
4. Keep your hands to yourself.

On the Bus

Be Respectful

1. Listen to your bus driver
2. Stay seated and speak quietly.
3. Use appropriate conversation.

Be Safe

1. Keep equipment, hands, and feet to yourself.
2. Keep feet out of the aisles.

Be In Charge of Yourself

1. Be prepared with belongings to board and exit bus at your stop.
2. Sit straight with both feet on the floor.

Saint Joseph Catholic School Guidelines

Students are responsible for their actions.

Certain specific and general information is listed here for clarification:

1. The use or possession of any drugs, alcohol or tobacco is not permitted.
2. The use or possession of any explosives, guns, ammunition, knives, peashooters, Frisbees, water pistols, hard balls, stars, pins, needles, or other sharps and nun-chucks is not permitted.
3. We expect you to treat others with respect at all times.
4. We expect you to treat the school and parish property with care.
5. Conduct yourself so as to cause no harm to yourself, your neighbor and your surroundings.
6. Conduct yourself in such a manner that classroom and school routines and procedures are not interrupted.

Grade Appropriate Routines and Procedures

Teachers will individualize routines and procedures for the needs of their grade level and will send home copies of their specific information to the parents. In general their classroom Discipline Plan will include guidelines such as: 1. Warning, 2. Second Warning, 3. Consequence, 4. Contact parents, 5. Conference with parent/principal, and 6. Severe Clause: Suspension or Expulsion according to diocesan policy.

Cheating

In the spirit of our Mission and Philosophy Statements as Parish, School, and Students, we accept the responsibility that each one of us will strive to do the best we can in academic, sport, and community activities. When it is evident that a student or students have participated in the act of cheating as determined by the supervising teacher, the Grade 5-8 student or students will write a letter of admission to their parent(s) or guardian(s). This letter will be signed by the parent/guardian and returned to school the following day. The student will serve a 30-minute detention the first Thursday following the infraction and receive a zero score for the assignment(s) in question. When cheating occurs, the consequences may affect eligibility requirements for sports, honor roll, and/or others privileges. Parents of students in lower grades will be notified by the teacher and appropriate action taken.

Detention and Suspension

A 30-minute after school detention will be held from 3:30-4:00pm.

Harassment

Harmony prevails when the learning community-students, parents, faculty, staff, visitors and any others in a working relationship with the school-abide by our four school rules: Be Caring, Be Respectful, Be Safe, and Be in charge of Yourself.

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. The student should avoid any activity that may be considered discriminatory, intimidating or harassing and consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome. If a student is informed that his or her behavior is perceived as such, they must discontinue that behavior immediately.

The student should report all incidents of sexual harassment to school authority as set forth in diocesan policy. If a student is informed that he or she is perceived as engaging in sexually discriminatory, intimidating, harassing or unwelcome conduct, they must discontinue that conduct immediately.

To report allegations of sexual abuse of minors or vulnerable adults within the Diocese of Gaylord by Priests, Deacons or Others, please go to <https://dioceseofgaylord.org/how-make-report> for detailed information on the reporting process.

Playground/Recess Guidelines

Safety is a primary consideration for the playground and indoor recess during inclement weather. That is why we need parents to help supervise during the noon recess. Please follow the guidelines.

Indoor Recess Rules

1. WALK to the lavatory before returning to the classroom.
2. Indoor voices-NO screaming or shouting.
3. Indoor games. Ex: Chess, Checkers, Drawing (NO RUNNING GAMES).
4. NO running in the halls, classrooms. NO throwing objects.

Outdoor Recess Rules

1. Play on designated playground areas within sight of supervisors. Play safely.
2. Respect the rights and feelings of others. (NO pushing, fighting, teasing, or foul language).
3. OBEY the supervisors, the first time a direction is given.

4. Use the play equipment properly. Sit on the swings. Jumping off, running under or underdogs are NOT allowed.
5. Students are NOT to climb on or over the fence.
6. If a playground ball goes in the road, get permission from the supervisor before going after it.
7. Flag football and softball are played on the large field away from the building.
8. NO food, drinks, candy or gum are allowed on the playground except on special occasions.
9. Play games in the snow, but NO throwing or kicking of snow, ice snowballs or stones.
10. Students are not to re-enter the building until the bell rings.
11. When the bell rings, playtime is OVER. Line up quickly and quietly.
12. **Kindergarten-4th grade: Only plastic bats, plastic balls, or tennis balls are allowed.**
13. **5th-8th grade: Only softballs are allowed! Only pitching underhand is allowed! No balls of any kind (softballs, soccer balls, basketballs, etc.) are to be thrown against the building at ANY time, including before or after school.**
14. **No climbing up the slides. Slides are for going down only.**
15. **No electronic devices are allowed at school i.e. cell phones, smartwatches, handheld video games, electronic devices etc.**

Outdoor and Indoor Recess Discipline Plan

1. Verbal warning.
2. Separate individual(s)
3. Send student(s) to classroom teacher-loss of recess/with extra work and possible detention.
4. Conference with Principal and/or parents.
5. SEVERE CLAUSE: SUSPENSION OR EXPULSION according to DIOCESAN POLICY.

TO: Parents and School Employees
FROM: Mr. Meiser, Principal
DATE: August 2023
RE: Annual Notification of Asbestos Management Plan

St. Joseph School has inspected and tested each school facility for the presence of Asbestos Containing Materials (ACM) in the building. Materials used in construction, remodeling or renovation that contain asbestos are known as Asbestos Containing Building Materials (ACBM). Federal Law requires that the School District prepare Management Plans for each facility. These Management Plans contain information regarding

- a) The location, quantity, and type of ACM or suspected ACM;
- b) The school's plan for assuring that these materials do not pose a health threat to those persons utilizing the school building;
- c) A record of any subsequent abatement work, complete with names of those who did the work, who inspected the work, and air monitoring test results.

Also, records of subsequent inspections and periodic surveillance inspections can be found in the Management Plan.

Each school facility is surveyed every six months to inspect the conditions of ACBM to insure that it has not been disturbed. Every three years the school is thoroughly inspected by EPA accredited inspectors who not only inspect the condition of ACBM but also reassess the operation and maintenance procedures and amends the action plan to reflect any change in condition of ACBM.

The Management Plan for a particular facility is available for inspection by any interested party during normal school hours, Monday through Friday. You have the right under Federal Law, to review the Management Plan. Those wanting to review Management Plans should make the request at the school office.




DIOCESE of GAYLORD

POLICY ON THE HUMAN BODY AS A CONSTITUTIVE ASPECT OF THE HUMAN PERSON

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies –including our sexuality – are gifts from God. In fact, "being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body-created male or female-is a constitutive aspect of the human person. Having a proper understanding of the human body-and more generally, of the moral law - enhances, rather than restricts, man's freedom.

- 1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.**
- 2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.**
- 3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.**

Given at the Curia at Gaylord on this, the twenty-eighth day of June, in the year of our Lord 2021.


Most Reverend Walter A. Hurley
Apostolic Administrator
Diocese of Gaylord



Reverend James P. Hayden
Vicar General

