

# St. Joseph Catholic School

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West Branch, MI 48661

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*"Growing in Faith since 1917"*

## Preschool Handbook

2023-24

Ms. Brianna Ridley, Director  
[bridley@wbstjoseph.com](mailto:bridley@wbstjoseph.com)

PASTOR: Father Emanuel.....emmafinbar@yahoo.com  
PRINCIPAL: Mr. Greg Meiser .....gmeiser@wbstjoseph.com  
SECRETARY TO PRINCIPAL/SCHOOL: Ms. Rachel Brewer.....rbrewer@wbstjoseph.com  
3YR OLD PROGRAM TEACHER: Ms. Brianna Ridley.....bridley@wbstjoseph.com  
4YR OLD PROGRAM TEACHER: Mrs. Heather Kartes.....hkartes@wbstjoseph.com  
MUSIC INSTRUCTOR: Miss Tina Donze.....donzmusic@gmail.com  
PE INSTRUCTOR: Mrs. Allison Bowen.....abowen@wbstjoseph.com  
ART PROGRAM: Mrs. Allison Bowen .....abowen@wbstjoseph.com  
CLASSROOM AIDE: Mrs. Pamela Walker  
CLASSROOM AIDE: Mrs. Kathy Flynn  
CLASSROOM AIDE: Mrs. Connie Ignasiak  
CUSTODIAL: Ms. Jean Hintz

PARISH

CHURCH SECRETARY: Amber Bonnell.....parishoffice@stjosephwb.org  
PARISH CATECHETICAL LEADER/YOUTH MINISTRY: Ms. Joan Denemy.....denemyjma@gmail.com

**IMPORTANT PHONE NUMBERS**

School: 345-0220  
Parish Center: 345-0064 ext. 301  
Religious Education: 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  
Philosophy Statement**

We, the parents, teachers and staff of the Saint Joseph School community are committed to teaching as Jesus taught, through words and actions, through Scriptures and tradition, and with the guidance of the Holy Spirit.

We believe that all children can learn according to their individual talents and gifts. We believe that children who are challenged to their fullest potential, and who are given responsibilities with corresponding appropriate consequences, will learn to make choices in their daily living experiences which reflect the message of Jesus.

**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.

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.

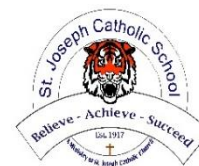
**Saint Joseph School Daily Schedule**

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 prayer and pledge
12:00-1:10 PM	Lunch
3:25 PM	Students lead Prayer over the P.A. system Announcements are followed by dismissal in this order:
3:27 PM	1. Transit riders
3:29 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 <sup>th</sup> Grade Sending Forth Mass
May 31	8 <sup>th</sup> 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/WITHDRAWAL POLICY

St. Joseph School adheres to the Admissions policy of the Michigan Catholic Conference and Gaylord Diocese. For admission into St. Joseph Preschool, all **children must be potty trained**. Students are admitted based upon the Diocese of Gaylord Admission Policy #4010.

- No Catholic child whose parents desire to enroll him/her in any Catholic school in Michigan shall be denied admission on the basis of race, color or national origin.
- No child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school in Michigan which possesses capacity for additional students, shall be denied admission to that school on the basis of race, color, or national origin.
- Catholic schools shall do everything possible to achieve their purpose in an increasingly adequate way and to show their special concern for the needs of those who are poor in the goods of this world.

St. Joseph School complies, as required by the terms of Title IX of the Education Act of 1972 and Public Law 92318 (as amended by Public Law 93568. St. Joseph School will not discriminate on the basis of race, national or ethnic origin, or gender in the administration of our hiring and personnel policies, education policies, admissions, scholarships, and loan programs.

Withdrawal requirements: If a child is withdrawing from the preschool program we will need to know the timeframe of them leaving and all tuition and fees must be paid in full.

Those of other religions may be accepted unless attendance would cause conflicts for the student due to the religious philosophy of the Catholic school.

Admission of a student for one year does not guarantee re-admission of that student in subsequent years. Families need to register their children every year.

In the event there are fewer than 10 students aged 3 & 4 for the preschool program, ST. Joseph School reserves the right to cancel the program.

For extended day students receiving child care, he/she must be enrolled in St. Joseph preschool's program to participate. Additional charges will apply for afternoon care.

## 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. 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). An unexcused absence will result in a zero for the work missed. Call the school office by 9:00 am when your child is absent. **A written excuse including date, reason for absence and parents/guardian signature is ALSO needed when the child returns to school.**

## BOOK FAIR

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

## BUS/DISMISSAL

Extended day preschool students may ride the WB-RC bus, transit, or be picked up at school.

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.

### 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. Students have the choice of either purchasing a school lunch or bringing a lunch from home. Parents will be responsible for supplying a healthy snack for afternoons. Parents will be responsible for providing a healthy snack for the entire class on a rotating schedule for the morning.

### CANCELLATIONS

When school is canceled or we have a 2-hour delay, preschool is also canceled for the day.

### 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 fill out a criminal background check which can be turned into 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 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. Non-custodial parents must send to the school office SELF-ADDRESSED and STAMPED envelopes to receive copies of student report cards and the monthly newsletters. Newsletters will be emailed to those who request that service.

### **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.

### DRESS CODE

Read and abide by the Dress Code found in the Appendix Section.

### EMERGENCY PROCEDURES

All emergency procedures are kept in each classroom.

### 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. We will follow whatever procedures are broadcast for the West Branch-Rose City Schools. We will also send out a parent alert via text. 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

Six fire drills, two tornado drills and two emergency 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.

### FUNDRAISING

PAWS sponsors major fundraising for the school. Please see the bold activities and events listed on the annual calendar. Every family is expected to sell 50 Grand Raffle tickets.

### FUNDRAISING ACCOUNTING POLICIES

- All counting of money should be done on the premises and not taken home
- More than one individual should be handling the counting of money
- Receipts should be issued for all money collected
- Deposit of money should be done on a timely basis and locked in a safe until transported to the bank
- Segregate duties among people (i.e. having different individuals count, record, and deposit money)

### GUM

**No gum is allowed in school or on the premises.**

### 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.

### HEALTH

If your child is ill, he/she should be kept home. Call the school office by 9:20 a.m. when your child is absent. A written excuse including date, reason for absence and parents/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 rub. 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.

Parents 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.

#### 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](http://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.

#### NOTIFICATION PLAN

In the case of inclement weather, school closing early, incidents in the neighborhood etc. we will send an instant parent alert to parents of the situation at hand. For any illnesses, accidents, emergency situations the parent will be called right away.

#### OFFICE HOURS

The school office is open from 8:20 a.m. to 3:50 p.m.

#### OPEN HOUSE

Open House occurs annually, usually sometime in the spring.

#### PRESCHOOL LICENSE AND LICENSING NOTEBOOK

St. Joseph Preschool is licensed by the State of Michigan. The LARA handbook of child care licensing, policies, and regulations is available at all times for parents to view. Copies are located in the preschool classroom and the principal's office.

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

#### PARENTAL INVOLVEMENT

P.A.W.S: Parents Are Wonderful Stewards at St. Joseph School! They are busy all year enhancing the school programs and environment 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 as needed.



### 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.

### PRAYER

Since we want to teach children the importance of prayer, we will have classroom 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

**\$150 registration fee per family, \$150 book fee per family and \$25 technology fee per student is due at the time of registration. School Fees are Non-Refundable. 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.

### 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 co-curricular activities.

### 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 notes from teachers to go to the office for any reason.

### SUPPLIES

A supply list for the coming year is generally sent home with the June report card.

### TARDINESS

The school doors open at 8:30 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.

### 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 a vacation the student will be allowed two days 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 and get a Volunteer/Visitor Pass to wear 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.

## **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 5<sup>th</sup>-8<sup>th</sup> 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 8<sup>th</sup> 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

1<sup>st</sup> infraction: warning and change of clothes given at school

2<sup>nd</sup> infraction: loss of recess

3<sup>rd</sup> infraction: detention

Updated September 2023

#### 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.

### **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.

#### 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.

## **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 nunchucks 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**

Preschool will use a five-step behavior plan.

1. Child is reminded of the rule or procedure.
2. Child gets a warning.
3. Child has a time out or loses some time to think and discuss the problem and find a solution. Time outs are equal or less to the child's age in minutes. I.E a four year old would be in time out for 4 mins or less.
4. Child talks to principal.
5. Parent is contacted for a meeting to decide what plan of action is best for the child.

### **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.

#### 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.

## Notes from the Director

### Arrival and Dismissal

- The morning bell rings at 8:50. Preschoolers may enter at 8:30 Mon-Fri; no sooner as teachers and staff have a meeting each morning.
- Dismissal begins at 3:00 for preschool only.
- If you are picking up your student with older siblings also, please follow the cars through the parking lot. Please pull all the way up in line before exiting your car to get your child. Your child will be brought out to you on the sidewalk.
- Students may not be picked up between 1:00 and 2:30 as this is rest time.
- If your child does something different for pick up please notify the teacher.
- Be sure any person picking up your child is on their information sheet or send in a note.

### Snack

- Each child will provide a morning snack at least once a month for everyone in their class. A schedule will be sent home each month so you know when your child's day is.
- Snacks need to be healthy and include a little bottle of water for each student.
- Afternoon snack must be provided for just your child each day they are here.
- If any student has an allergy it will be noted on the snack schedule.

### Behavior

Preschool will use a five step behavior plan.

1. Child is reminded of the rule or procedure.
2. Child gets a warning.

3. Child has a time out or loses some time to think and discuss the problem and find a solution. Time outs are equal or less to the child's age in minutes. I.E a four year old would be in time out for 4 mins or less.
4. Child talks to principal.
5. Parent is contacted for a meeting to decide what plan of action is best for the child.

#### Rest Time

- Rest time will be every day from 1:00-2:30. Your child will be required to lay down for rest each day for at least a half an hour. Your child does not have to sleep but they do need to lie down and rest. If your child falls asleep during this time they will be allowed to sleep until they wake-up or until rest time is over. If your child does not fall asleep during the first half hour they will be allowed to do other quiet activities such as read books or color.
- For rest time each child will need a small pillow and blanket they may keep at school. This needs to be kept in a separate bag to allow for easy storage and carrying back and forth to school. They will be provided a mat from school.
- Rest stuff will go home each Friday to be washed and needs to be returned each Monday clean.
- If your child wears pull-ups to bed please send some for them to keep at school for rest time.

#### Clothing

- Preschools dress code is Navy, red and white polos and navy, black or khaki bottoms. On Wednesday's preschoolers need to wear khaki bottoms and navy polo tops even though we do not attend mass. Preschoolers may not wear tank tops or sleeveless shirts, socks must be worn with shoes for safety, and girls must wear shorts under their dresses any day they wear a dress.
- Preschoolers need to have a Ziploc bag with an extra set of clothing to leave at school. This needs to contain pants, undies, shirt and socks with their name written on the bag.
- An extra set of tennis shoes need to be left at school for gym days and for winter months when they have wet shoes.

#### House keeping

- Toys from home are not allowed. We do not want hurt feelings over lost, stolen or broken toys.
- There may be times when preschool is closed even when the other students are in attendance. If this happen you will be notified in advance. This may be due to meetings and/or staff development.
- Folders are sent home each day. Please check your child's folder for daily activity in the classroom as well as important notes or school information.
- Please be sure to return any registration packet information by September 6.



**TO: Parents and School Employees**

**FROM: Mr. Greg Meiser, Principal**

**DATE: August 2023**

**RE: Annual Notification of Asbestos Management Plan**

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**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.

## **St. Joseph Catholic Preschool Pest Management Notification Plan**

St. Joseph Catholic Preschool 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 National Information Center recognized by the Department of Agriculture at 1-800-292-3939 or search on line at [www.michigan.gov/mda](http://www.michigan.gov/mda)

St. Joseph Catholic School will not apply pesticides during program hours. We will also ensure that children not use rooms where pesticides have been applied for a minimum of 4 hours after the application, or longer if required by the pesticide label use directions.

The following will be the pesticide notification that parents/guardians will receive if the use of pesticides is needed:

### **St. Joseph Catholic Preschool Pesticide Notification**

### **St. Joseph Preschool Pest Management Notification**

Dear Parents:

The following application will be delivered for the management of pests at your child's preschool building.

The target pest or purpose \_\_\_\_\_

The date of the application \_\_\_\_\_

The approximate location \_\_\_\_\_

Information regarding this pesticide \_\_\_\_\_

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Questions regarding pesticide application at St. Joseph Catholic School can be directed to Rachel Ackerman Program Director at 989-345-0220. Information on pesticides can be obtained at the National Information Center recognized by the Department of Agriculture at 1-800-292-3939 or search on line at [www.michigan.gov/mda](http://www.michigan.gov/mda)