



# St. Monica Catholic School Family Handbook

**2019-2020**

<sup>1</sup> Edits and/or changes are highlighted

St. Monica Catholic School Family Handbook

Last updated 5/30/19 BR

**W E L C O M E**  
**T O**  
**ST MONICA CATHOLIC SCHOOL**

*“Education in the faith by parents...is being given when the members of a family help each other to grow in faith through the witness of their Christian lives, a witness that is often without words but which perseveres throughout a day-to-day life lived in accordance with the Gospel.” –John Paul II*

Dear Parents,

On behalf of our dedicated faculty and staff, I welcome you to St. Monica Catholic School. In choosing St. Monica Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. I thank you for this dedication and for entrusting your children to our care each day. Together, we will work to be living examples of the Gospel message for our students, faith community, and beyond.

This Family Handbook reflects the policies of St. Monica Catholic School for the 2019-2020 school year. It has been prepared to help acquaint you with our school. I hope it proves useful to new families as well as to those families who have been with us for several years. This handbook replaces all other handbooks.

Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Monica Catholic School during the 2019-2020 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual formation in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Your Servant in Christ,

Jordon Beery  
Principal

St. Monica Catholic School Handbook - Revised May 2019

2 Edits and/or changes are highlighted

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# DIOCESE OF KALAMAZOO

## St. Monica Catholic School

### VISION STATEMENT

The **M.O.R.E.** Factor

A **M**ission **O**rded towards **R**eaching **E**ternal life.

In the spirit of Pope St. John Paul II’s call for New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharist and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other’s salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives.

### CATHOLIC SCHOOLS OF GREATER KALAMAZOO SABBATH STATEMENT

The Scriptures call us to a Sabbath way of life – to take time each week for profound rest in the reign of God (and not our own work); to step away from the attitudes and actions that hinder the reign of God; and to feast in the fullness of God’s graciousness. We Christians express this Sabbath way of life as we celebrate the Lord’s Day, commemorating the Paschal Mystery of Jesus the Christ.

As the Catholic Schools of Greater Kalamazoo, we strive to incarnate our Catholic Christian values. Therefore, we will honor the Lord’s Day, and do our best to avoid scheduling school activities on Sundays.

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## **I. WELCOME TO ST. MONICA CATHOLIC SCHOOL**

### **A. Application Process**

Applications for an upcoming school year become electronically accessible during the preceding February. Our open enrollment process encourages currently enrolled St. Monica families to complete the online application process as soon as possible.

Dates regarding enrollment are announced in electronic notifications and local parish bulletins. Information regarding the enrollment process can be found at [stmonicakzoo.org](http://stmonicakzoo.org) and [csgk.org](http://csgk.org).

### **B. Admission**

In accordance with Title IX of the Educational Amendments of 1972, St. Monica Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title.

Likewise, no student who wishes to enroll in St. Monica Catholic School, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin. St. Monica Catholic School strives to meet the needs of every child, to the extent that available resources, funding, and facilities permit and when instructional programs align with the needs of the individual learner.

Enrollment dates are established and electronically published in January. Students are accepted in the order of the completed return of the electronic enrollment process and space availability.

Children who reach their fifth birthday by September 1<sup>st</sup> of the enrolling year may be accepted for admission to our kindergarten program pending our kindergarten assessment. Students being admitted to first grade must have attended kindergarten.

#### **1. Student Records**

Student records are kept in compliance with diocesan policy #5125, which states:

"An official cumulative record shall be maintained for each student enrolled in a Catholic school in the Diocese of Kalamazoo. A diocesan permanent record card must also be maintained for each student. This permanent record card remains with the school for future reference."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child's/ren's permanent record by requesting this in writing to the school administration. A time and date for this review will be set within two working days of receipt of the written request.

#### **2. Class Size**

9 Edits and/or changes are highlighted

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Per the request of diocesan pastors, the number of K-8 students in each classroom must meet or exceed 16 prior to opening up an additional grade level section. Approval to open an additional grade level classroom with less than 16 students will be sought by the school administrator to the Office of Schools. Our Early Childhood program meets all State of Michigan licensing regulations in regard to student/adult ratios.

### **3. Parishioner Status**

A member of a supporting parish in the Catholic Schools of Greater Kalamazoo (St. Monica, St. Augustine, St. Joseph, St. Mary, St. Catherine, St. Thomas More, St. Ambrose or St. Ann parishes) is defined as a baptized Catholic who identifies with that parish by registering, worshipping regularly, participating in parish activities, and supporting the parish through regular contributions.

### **4. Non-Parishioner Status**

Families who send their children to St. Monica Catholic School and do not qualify for parishioner status as defined by the Local Advisory Council are designated as non-parishioners and pay tuition and fees that are designated for that category.

## **C. Tuition and Fees**

### **1. T.R.I.P. Program**

T.R.I.P. is a program designed to lower your tuition while funding special projects for St. Monica Catholic School. T.R.I.P. purchases can be made at the school office. Please see school website for sale hours.

### **2. Tuition/Fees**

School tuition rates are set annually by the Catholic Schools of Greater Kalamazoo. Sliding scale tuition rates vary for parishioners and non-parishioners. Parishioner status will be reviewed for all families claiming that rate at the end of each academic semester.

Tuition accounts will be maintained through the CSGK business office. Any inquiries regarding your tuition account can be made through them.

Those families with outstanding tuition, Kids' Klub charges, library fees, or cafeteria account balances at the end of the school year will not receive their child/ren's report card until arrangements for payment have been made.

### **3. Financial Aid**

Tuition assistance is available to members of St. Monica Parish who demonstrate financial need. Forms for this purpose are available in the school office or on the school website. All inquiries and grants for financial aid are kept confidential.

## **D. Back to School Sunday**

Back to School Sunday is held before school begins. The date changes yearly and is always posted on the annual calendar.

The purposes of Back to School Sunday are many. Students and parents locate classrooms and have an opportunity to meet their child(ren)'s teacher(s), school administration and staff. In addition, items such as Bibles, planners, and used uniforms may be purchased; and representatives from various school organizations are available to answer questions.

## **E. Attendance**

Regular attendance is expected of all students enrolled in the Catholic Schools of Greater Kalamazoo. Michigan state law requires parents/guardians of children 6-18 years of age to ensure attendance on a daily basis. A child's consistent attendance is vital to academic success.

We understand that certain appointments cannot be scheduled during or after school hours, yet, a student can only be considered in attendance when he/she is physically present. When possible, advanced and written notification of these instances is always appreciated.

If a child will be absent, the parent must call the school no later than 8:00 a.m. to inform of the absence and the reason. Failure to contact the school office will result in an unexcused absence for a child. If requesting homework for the day, please make your request by 8:00 a.m.

For documenting purposes, a student is considered tardy when he/she is not present or ready for instruction in the classroom at the 7:50 a.m. bell. Any student arriving after 8:05 a.m. will be considered absent for part of the day, and this will be documented accordingly. Early dismissals will also be counted against a student's tardy and/or absent record.

The following administrative actions will be followed when tardies or absences become patterned or excessive. (Excessive is defined as a student exceeding 6 tardies per semester or an absence record that exceeds 12 days per semester.)

- Phone contact followed up by a written correspondence with the child's parent/guardian to review the expectations for student attendance
- A formal letter submitted to the truant officer at KRESA and, as applicable, the implementation of medical notices signed by a physician upon the student's return to school
- Written notification by mail, citing the violation of the compulsory attendance laws of the State of Michigan with a possible referral to the court

It will be at the school administrator's discretion to determine which student absences constitute a referral to the court system.

## **II. ADMINISTRATION**

### **A. Diocesan Policies**

The Diocese of Kalamazoo has published a policy manual by which all diocesan schools are bound. These policies override any local or internal policies that a school may develop. St. Monica Parish strictly adheres to all diocesan policies in regard to the operations of its school. A copy of the Diocesan Policy Manual is available in the school office or on the school website for parental review.

<sup>11</sup> Edits and/or changes are highlighted

## **B. Local Advisory Council (LAC)**

The St. Monica Local Advisory Council is the advisory body for St. Monica Catholic School.

This organization serves in an advisory capacity to the administration. Public meetings are held most months. Meeting dates and times are published on the school calendar. The Council does not have regularly scheduled meetings in the months of July and December.

Visitors are always welcome to attend Council meetings. If you wish an item to be placed on the agenda for consideration, contact the Council president. His/her name is available through the school office.

### **1. Process for Addressing Concerns**

If a parent(s) or student(s) perceives that he or she has suffered a wrong or unjust doing, he or she will have the right to file a complaint. If a concern should arise between parents/guardian and a teacher or member of the school staff, the troubled person should follow these procedures.

With a Teacher or Staff Person

1. Always go first to the person with whom you have a difference of opinion or complaint. Use the following discourse guidelines to try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If you still have concerns, meet with the principal and the person with whom you have concerns. Discuss the situation, with the principal mediating. The principal may suggest investigating the situation further. S/he may ask for input or counsel from others, including the pastor, the diocese, members of the Local Advisory Council (LAC) or the staff. Then s/he will come to a decision.

With the Principal or School Policy

1. If your concern is with the principal or school policy, always go first to the principal to express a difference of opinion or to issue a complaint. Use the following discourse guidelines to try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If you still have concerns, complete a Request to Address the LAC form. The parties can then meet with guidance from the members of the LAC\*.
3. If the two parties cannot come to a resolution with guidance from the LAC, then further mediation may occur with the members of the Catholic Schools of Greater Kalamazoo Board.

\*Be advised that the St. Monica LAC is by its very nature, advisory to the pastor and the principal. The LAC assists the principal and pastor with some of the difficult decision-making that must be done if the school is to define and follow its mission. However, the input of the LAC is advice only and the pastor and principal must make the final decisions.

### **2. Respectful Discourse Guidelines**

12 Edits and/or changes are highlighted

Go directly to the person with whom you have the conflict. When difficult conversations are broached, it is okay to disagree. Be willing to listen, to understand, and to speak your mind in a constructive way. Share your ideas, ask questions, think critically, and engage in mutual dialog.

These guidelines should be followed to assure respectful discourse:

1. Be willing to listen and really hear the others' point of view.
2. Assume that we are all working for the best interest of the students, staff, school, and parents.
3. Approach things from a peer-relationship, where everyone deserves respect.
4. Speak for yourself and encourage others to do the same on their own.
5. Use a respectful tone, language, and gestures.
6. Take responsibility for your thoughts and feelings, using "I" statements rather than "you" statements; i.e. "I think or believe," "I want," "I like/dislike," instead of "you believe", or "you make me feel", or "you should."
7. Find things you can praise and agree on in the other person's actions, values, and words before suggesting changes or providing constructive criticism, possibilities for improvement, or problem solving.
8. Try to come to a common understanding of the conflict or problem and its causes before discussing possible solutions or suggestions.
9. Be careful not to breach the confidentiality of other students, parents, or staff. If you need to mention examples, say "a parent," "a teacher", "a student", etc.
10. Honor the burden of responsibility and authority the other person carries. A pastor, administrator, teacher, or staff person will have many different and often conflicting considerations to assess for any decision. The individuals are held responsible by the community that has hired them. A parent also has different considerations and responsibilities.
11. Understand that a person with decision-making power may still have to make a decision you don't like. That does NOT mean you haven't been heard or respected. It means there are other priorities and relationships and factors that must also be considered that may result in a different assessment of the situation.
12. After a difficult conversation, return to a state of goodwill. Express willingness to problem-solve in the future. Affirm the other person's desire for good solutions.

ST. MONICA CATHOLIC SCHOOL

REQUEST TO ADDRESS THE LOCAL ADVISORY COUNCIL MEETING

NAME:

ADDRESS:

HOME PHONE: WORK PHONE: \_\_\_\_\_

I would like to speak to the St. Monica Local Advisory Council regarding:

(Please state your subject and a concise statement of your position.)

## C. St. Monica Boosters

St. Monica Booster Club is an active parent organization, which sponsors many yearly activities to complement the school's academic offerings. Activities, which Boosters have supported, include but are not limited to: the annual winter school carnival and Silent Auction, school community events, faculty luncheons, hospitality, classroom retreats, many educational enrichment programs, enrollment and retention efforts through the Ambassador Program, and sacramental and graduation receptions.

The Booster organization updates our families with ongoing electronic notifications through Ren Web. Parents are encouraged to attend the Booster meetings held monthly. Meeting dates and times are published on the Ren Web calendar.

## D. Fundraising Policy

It is the policy of St. Monica Catholic School that all fundraising, donations, or solicitation of funds or materials for the stated or implied benefit of any part of the St. Monica Catholic School is under the direct supervision of the principal. All fundraising, donations, or solicitations will reflect the mission of our school and will be conducted to reflect the professionalism of our organization in that:

1. Clear records will be maintained on all fundraising, solicitation, and donations.
2. A clear fundraising plan will identify and schedule appropriate fundraising and solicitation activities.
3. All fundraising and solicitation activities, as well as the disbursement of funds from fundraising, solicitation, or donations, will be approved through the principal.

### FUNDRAISING PROCEDURE:

- a. **Scope:** All acquisition of resources through donations, gifts, or fundraising will follow the procedures outlined below. These procedures apply to all groups, individuals, school organizations, alumni organizations, school support organizations, student organizations, faculty, staff, board members, or others associated with the St. Monica Catholic School.
- b. **Records:** Copies of all records of gifts, donations, and fundraising will be submitted to the Local Advisory Council (LAC).
- c. **Submission Process:** In order for fundraising or solicitation activities to be approved, the group, organization, or individuals must submit a written request to the principal.

The request may be for one fundraiser or for a group of fundraisers. The request may be submitted:

- 1) In March to cover the following July 1st to June 30th school year. This method is highly encouraged.
- 2) In September for the entire school year.
- 3) At any time a group wishes to have a fundraiser. However, please note because the approval time may take up to 30 days, it is important to submit requests as early as possible.
- 4) In cases of extremely unusual circumstances, the principal of the school may approve a fundraiser that is to take place before the next LAC meeting and report that activity at the next regular LAC meeting.
- 5) **Approval Process:** Once the request has been received by the principal, it is:

- a) Approved or denied by the principal.
- b) The principal of the school will inform the sponsoring groups of the decision.
- c) An approved request is then reported to the president of the LAC.
- 6) Final Report: At the conclusion of the fundraiser, the sponsoring group will submit a Fundraising Final Report to the LAC for the recording of information.

## **E. Michigan Tax Code**

St. Monica Catholic School follows the Michigan Tax Code when purchasing items for resale.

Groups, individuals, and organizations that do not operate under these policies and procedures will not be granted future fundraising permission.

## **III. RELIGION**

The freedom to teach and practice our religion is the reason for the existence of St. Monica Catholic School. All students, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments and all students regularly take part in liturgical and Para-liturgical services. Our parish priests are available to the students and visit classrooms as time permits.

### **A. Mass Schedule for Students**

Students at St. Monica Catholic School have the opportunity to attend morning Mass, twice weekly, once as a grade level division and the other through the Wednesday All School Mass. Weeks that include a holy day of obligation or other special event may offer an additional opportunity for a Eucharistic celebration.

Students take an active part in their school liturgies. Each week, a classroom is responsible for planning and participating in the Mass. Students write and read Mass intentions, proclaim the readings, and present the gifts at Mass. Parents, grandparents, and friends are always welcome to worship with us.

## **IV. ACADEMICS**

### **A. Academic Program**

St. Monica Catholic School offers a full academic program, accredited through the Michigan Non-public Schools Accreditation Association (MNSAA). The program includes theology, mathematics, reading, writing, library, technology, science, social studies, English grammar, phonics, handwriting, physical education, Spanish, band, music, and art.

### **B. Early Childhood, Transitional Kindergarten, and Kindergarten**

#### **1. Early Childhood**

St. Monica Catholic Early Childhood (EC) Program is a curriculum based, developmental program in a multi-age environment (3 -5 years old) to help children grow socially, emotionally, physically and spiritually.



Students in EC three must reach their third birthday prior to September 1<sup>st</sup> of the enrolling year. Students in EC four must reach their fourth birthday prior to September 1<sup>st</sup> of the enrolling year.

## **2. Transitional Kindergarten**

St. Monica Catholic School offers a Transitional Kindergarten program. This program affords children the gift of time for those who have reached their fifth birthday prior to September 1<sup>st</sup> of the enrolling year, but who are not developmentally ready. This extra bit of time allows children to mature and experience all the benefits of a classroom without the pressure to perform at a level for which they may not be ready.

## **3. Kindergarten**

St. Monica Catholic School offers both a half-day and a full-day Kindergarten program for students who reach their fifth birthday prior to September 1<sup>st</sup> of the enrolling year. Core curriculum requirements are offered in the morning and extensions of the core curriculum are presented in the afternoon schedule.

An informal assessment of all incoming Kindergarten students is administered in the spring in order to create a glimpse of a child's developmental level.

# **C. Grading Scale, Report Cards and Pearson Gradebook**

## **1. Grading Scale**

Students through grade six receive a standards-based report card. Students in grades seven and eight are graded according to the following scale:

A	100 - 90
B	89 - 80
C	79 - 70
D	69 – 60

## **2. Report Cards**

Report cards are issued four times a year in grades K - 8. You can expect to receive an electronic copy of your child's report card via Ren Web. Distribution dates are published on the Ren Web calendar. Should a parent have any questions or concerns in regard to a child's report card at a time when conferences are not scheduled, an appointment should be made with the teacher.

## **3. Ren Web Gradebook - Internet Viewer**

In order to better serve our parents and to communicate the progress of our students more effectively, St. Monica Catholic School subscribes annually to Ren Web, a comprehensive student information system. In addition to electronically generated report cards, Ren Web offers parents the opportunity to keep abreast of their child's progress through a user account and also enables parents to contact teachers through an e-mail system. Visit our school website and click on the Ren Web icon to obtain more information.

## **D. Normed Assessments**

The Measures of Academic Progress® (MAP®) are administered to students in grades kindergarten through eight. The “MAP” is a complete set of assessments in grammar, reading and mathematics, aligned to the national and state curricular standards. All **normed** test results are disaggregated to assist teachers in maximizing annual student growth by aligning curriculum instruction based on student needs.

## **E. Honor Roll**

Students in grades six through eight are recognized for academic achievement by earning one of three awards: Exceptional Honors, Honor Roll, and Honorable Mention. Points assigned to each letter grade on the report card are the determining factor in Honor Roll placement.

## **F. Special Needs Program**

### **1. Basic Policy Statement**

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

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

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

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

### **2. Identification of Students with Special Needs**

St. Monica does not offer a special education program. We do, however, have Student Support Teams (SST), who work with the parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student’s needs and to provide

any records necessary for St. Monica to assess appropriate accommodations. The refusal to provide such information is grounds for terminating enrollment in the school. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at St. Monica Catholic School, the SST will meet with you to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services and/or to have your child evaluated.

The results of the evaluation will be shared with the SST, parents, and an Educational Plan will be written and implemented on behalf of the child. In order to accommodate a student who has been evaluated for special learning needs, parents are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

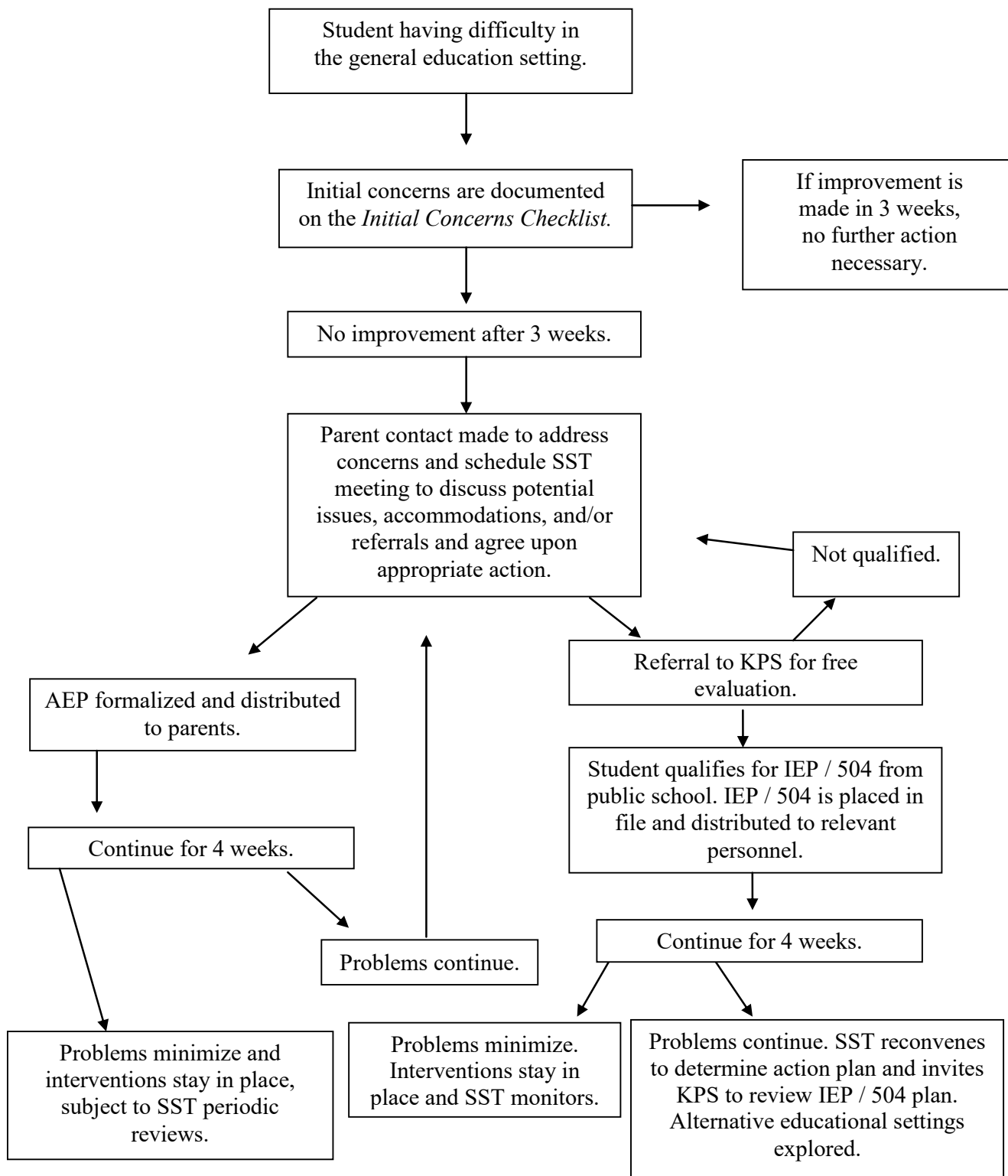
### **3. Educational Plans**

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) (provided by the public schools), 504 Plan (provided by the public schools), and/or Adjusted Educational Plan (AEP) (provided by St. Monica's) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an AEP written at St. Monica Catholic School. St. Monica Catholic School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The SST, in conjunction with the classroom teacher and parents, will monitor the student's progress throughout the year as well as the services provided by the LEA.

### **4. Student Support Team**

The SST is composed of the principal and two teachers (the child's classroom teacher as well as one other teacher or instructional specialist; with advanced notice to the SST, parents may request inclusion of another St. Monica staff member on the SST. The purpose of the team is to allow teachers to dialogue with the team and the child's parent(s) (and/or service provider) about concerns regarding the child, either academic or behavioral. A member of the SST team will schedule meetings and provide notice to the parent(s) of their time and place. Topics discussed include areas of specific concerns, and recommendations are made for classroom and home interventions. A follow up meeting is scheduled to monitor the student's progress and or to discuss further recommendations/referrals. The SST will do periodic reviews as necessary to evaluate the student's progress.

## 5. Special Needs Program Flowchart



## **G. Promotion and Retention**

Proficiency in the core subject areas of Theology, reading, math, English, science, and social studies is considered necessary for students to become a contributing member of society. The student must exhibit satisfactory growth and performance in the subjects in the grade in which he/she is presently enrolled, in order to be considered for promotion to the next higher grade.

- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Lack of satisfactory growth and performance in core subjects - any subject in which the student meets five days a week - may result in the student repeating a grade. Any score below 70% is considered unsatisfactory.
- Unsatisfactory growth and performance in two of the mentioned subject areas will necessitate a review by the teacher, parents, and the principal to determine the best placement for the student.
- It is the determination and recommendation of the homeroom teacher for the promotion of a student to the next grade level. This decision is approved by the principal. The parents have the right to appeal any such decision to the principal.

### Requirements for Graduation

The diploma of St. Monica Catholic School has special significance. It shows that a student has completed courses of study as required by state law and our accrediting agency. It also means that a student has completed this work in a Catholic faith environment.

- Unsatisfactory growth and performance in two of the above-mentioned subject areas during the eighth-grade year will necessitate a review by the teacher, parents and the principal to determine what will best benefit the student.

It is the teachers' determination and recommendation whether a student is awarded a diploma. This decision is approved by the principal. The parents have the right to appeal any such decision to the principal.

## **H. Graduation**

An end-of-year graduation Mass is held for our eighth-grade students. Following the graduation ceremony, a graduation dance is usually held in the Parish Community Building. Dates and times vary each year, but all necessary information is sent home well in advance of the event. Proper attire for both events is expected and clearly outlined by the eighth-grade teachers.

## **I. Parents as Partners in Education**

The Catholic Schools of Greater Kalamazoo recognize that parents are the primary educators of their children. When students enter our schools, the responsibility for their learning is shared by the school.

Catholic Schools of Greater Kalamazoo will provide the following opportunities for parent involvement:

- participation in school activities,

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- participation in parent education programs,
- supporting students at home, and
- partnership for effective communication between home and school.

The schools will:

- provide academically rigorous curricula and instruction in a supportive environment,
- solicit feedback from parents and use the feedback to amend the school improvement plan from year to year,
- annually communicate the Title I Parent-Student-Staff Compact via website and school handbook,
- inform parents of school’s participation in Title I through school handbook, and
- allocate Title I funds to pay reasonable and necessary expenses associated with parent involvement activities.

### **Title I Parent-Student-Staff Compact**

This compact is a promise that students, family and staff will work together to help each student reach maximum potential both in school and beyond.

Students will: attend school every day unless sick; be respectful, attentive and responsible each day; do his/her best on all assignments and homework both in and out of school; work hard to develop skills in all subject areas.

Parents will: be involved in daily learning at home; set a good example for students by providing the time and space for studying and modeling good study behavior; attend parent-teacher conferences; volunteer in the school.

Staff will: provide rigorous instruction and assist students in exceeding grade level expectations; make data driven decisions to improve teaching and learning; maintain high expectations for all students; give regular feedback to students and parents about progress; encourage family involvement in school life; be respectful, organized, attentive and responsible.

## **V. BUILDING AND LOGISTICS**

### **A. Arrival and Dismissal of Students**

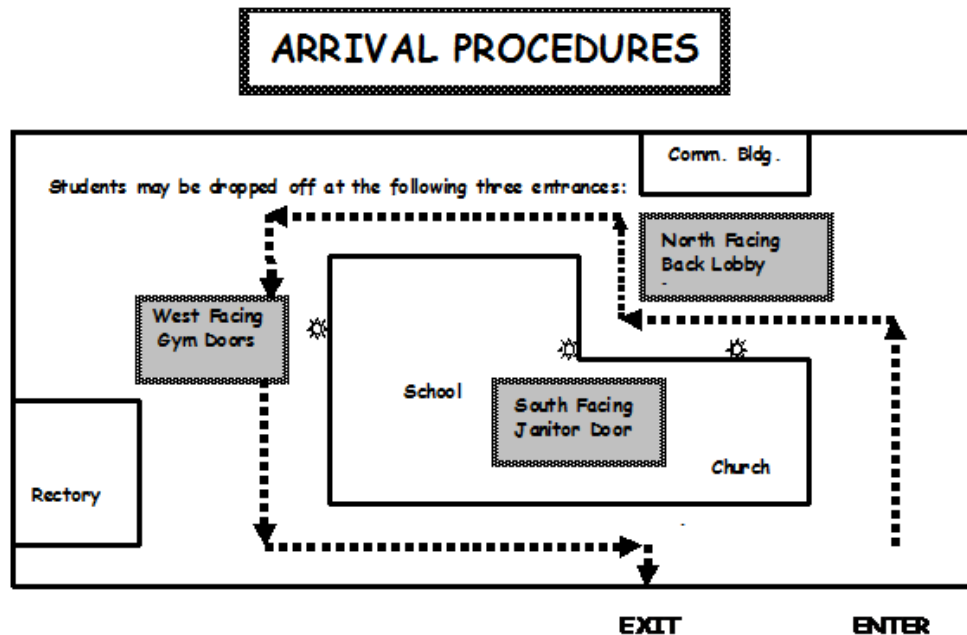
#### **1. Morning Arrival**

- Children arriving to school by car prior to 7:30 a.m. may be dropped off in the circular driveway in front of school. Students are supervised in the main school lobby from 7:15 a.m. until 7:30 a.m., at which time they are allowed to proceed to their homeroom. Students should not arrive to school prior to 7:15 a.m. The school office opens for business at 7:30 a.m.

***The circular driveway in the front of school is not to be used after 7:30 a.m. for***

***dropping off students. This area is reserved for buses.***

- Families arriving between 7:30 a.m. and 7:50 a.m. are to drive past the east end of the church, turning left and in back of the church, and lining up as indicated on the diagram.
- Parent volunteers are present to assist in a smooth arrival process. Please be courteous and attentive to their directions.
- Please pull your vehicle as far ahead as possible, allowing as many families as possible to drop off their child/ren at one time. Please DO NOT allow your child/ren to exit until your vehicle has passed the back of the church.
- Please instruct your child/ren to exit quickly, and cross IN FRONT OF YOUR VEHICLE. (If a child requires extra assistance, please proceed ahead, and park on the side parking lot, facing the Parish Community Building. To ensure their safety, escort your child across the parking lot.)
- Students may enter school through the south-facing janitor door, north-facing back lobby, or west-facing gym doors.
- Be aware St. Monica is a transfer point for Kalamazoo Public School transportation, and buses are in the gym parking area each morning. Please be prepared to stop and give right of way to any oncoming buses.
- Students arriving by Kalamazoo Public School and Portage Public Schools transportation will be dropped off in the school's front circular drive.
- At 7:50 a.m., the janitor and gym doors will be locked. Any student arriving after 7:50 a.m. is to enter school through the front or back lobby doors and visit the lobby receptionist for a tardy slip.



## 2. Tardiness

Tardiness limits a student's learning time and is extremely disruptive to your child's teacher and classmates.

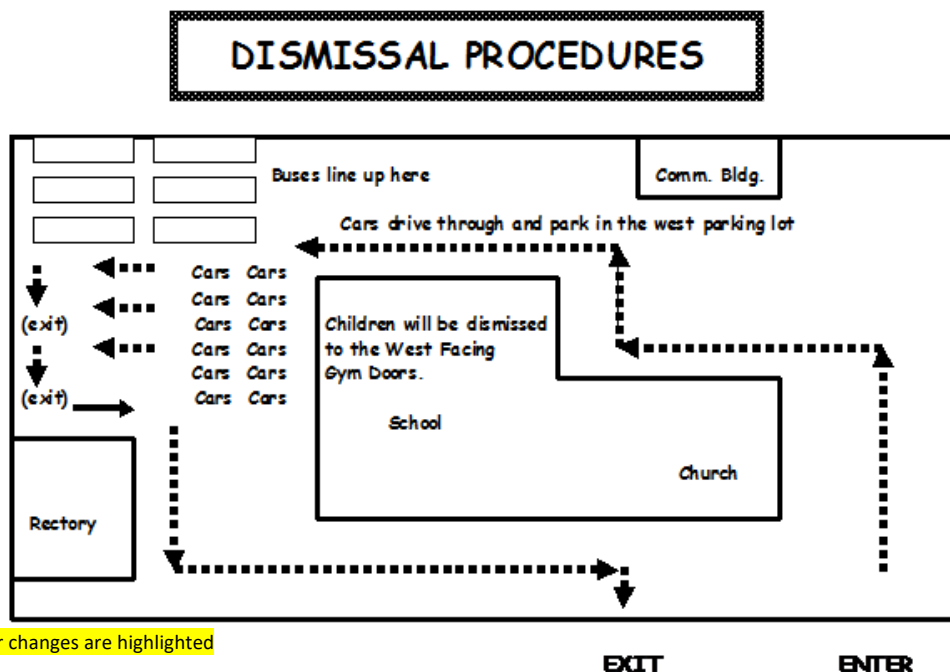
Students are expected to be in their homerooms by 7:40 a.m., seated and ready for opening prayer and announcements. Anyone not in attendance for prayer at 7:50 a.m. is considered tardy. All students who arrive after 7:50 a.m. are required to pick up a tardy slip from the Lobby Receptionist Office. Students are considered tardy unless the tardiness is the result of a late bus.

St. Monica Catholic School recognizes that occasionally extenuating circumstances will result in a child arriving late, (i.e. doctor appointments). These will be excused when accompanied by a note from a parent and/or doctor and will be documented as an absence when exceeding 15 minutes.

## 3. Afternoon Dismissal

*Please read the following details carefully:*

- Cars and Kalamazoo buses will enter the west parking lot in the same way: driving past the church, behind the school and lining up as indicated in the diagram.
- Riders will be dismissed to the gym lobby immediately following announcements at 2:50 p.m.
- Children will wait in a designated area for their parent/driver and are to be **escorted by them to their vehicle**.
- All riders who not been picked up by 3:15 will be escorted to Kids' Klub and the appropriate fees will be charged.
- For safety and speed in exiting, all cars must exit in the same direction. When the cars are ready to leave, they should pull into the open lane and travel west to the end of the parking lot (unless they are parked in the farthest south lane), then turn left and exit using the farthest south lane – i.e. follow the fencing around the perimeter of parking lot so no cars are driving/exiting in front of the gymnasium (see diagram below). All cars must have exited the west parking lot by 3:00 p.m.





**For the safety of ALL our students, please use care while exiting. PLEASE DO NOT SPEED! Be considerate of the other families and allow other vehicles to join the traffic line! Please be attentive to the school staff as they direct traffic and ensure a smooth exiting process. Please advise anyone who will be picking up your child (grandparent, sibling, care provider) of our expectations of a courteous and safe dismissal process.**

- At 3:00 p.m., cars will be prevented from proceeding into the west parking lot. Kalamazoo buses will then pull around and park in the gym parking lot.
- **Kalamazoo bus riders and walkers** will be dismissed at approximately 3:10 p.m. to the gym lobby.
- **Portage bus riders** will be dismissed beginning at 3:00 p.m. as they arrive to the main school lobby and will be picked up at the circle drive. Therefore, it is important for parents not to park in that drive during school hours.
- Parents who are picking up morning **Kindergarten, Early Childhood and Transitional Kindergarten students** at 11:15 a.m. may park either on the east side of the church or in the parking spaces along the front of the school. **Please do not park in the circle drive.**

If you need to enter the building for business, both before or after school, please park on the east side of the church or the parking spaces along the front of the school and enter the school at the flagpole entrance.

#### **4. Dismissal Procedures**

Your child's safety is our number one concern. It is imperative for clear communication from home when your child's transportation from school will be different than indicated on the enrollment form. In order to make the transition as smooth as possible, the classroom teacher must receive a written note signed by the parent in the morning, clearly indicating the dismissal procedure change for the day. In the event that a written letter signed by the parent is not received, the classroom teacher is obligated to follow procedures outlined on the enrollment form.

#### **5. Early Dismissal**

Once the school day has begun, no student may leave without authorization from the office. Due to the disruption to student learning that early dismissal requests create, requests for early dismissals during the regular school day are discouraged. If a valid reason exists for an early departure, a written request must be received by the office by 12:00, noon, on the early departure day. This notification must state the reason, the exact time of pick-up, and the name of the person who will sign the child out from the school office. Excessive early dismissal from school will affect a child's attendance record. Early dismissal of a child from school will be recorded and handled in the same manner as tardiness or absences.

When parents pick up their children, they are requested to park on the east side of the church and enter the school by the front entrance located near the flagpole.

#### **6. Weather-Related Early Dismissal**

If either Kalamazoo Public Schools or Portage Public Schools dismisses early once a school day has begun due to severe weather, St. Monica Catholic School will maintain a normal dismissal unless otherwise noted on local television, radio news or our school website. Typically, these early dismissals are needed to accommodate all

users of the public school transportation service, and allow the buses to stay on schedule with the private and parochial schools during adverse road conditions.

In the event of a weather-related early dismissal, the closure will be posted on our school website, via e-alerts and/or text message alerts. If either Kalamazoo or Portage sends buses, bus riders will be sent home. **BE SURE TO DISCUSS THIS WITH YOUR CHILD, SO S/HE KNOWS WHAT TO DO WHEN ARRIVING HOME DURING YOUR ABSENCE.** See EMERGENCY DISMISSAL.

### **7. Emergency Dismissal**

Should St. Monica Catholic School experience a non-weather-related emergency during school hours that will necessitate an early dismissal, every effort will be made to via e-alerts and/or text message alerts. No child will be dismissed to anyone other than a parent or someone listed on the authorization form in the school office. For weather-related early dismissals see WEATHER-RELATED CLOSINGS. ***Kids' Klub does not close due to weather.***

### **8. Kids' Klub**

Kids' Klub is a fully licensed after-school care program that is available to St. Monica students, who are in attendance, on regularly scheduled school days, Monday through Friday, until 6:00 p.m. If you are interested in this service, please call the school office for more information. Messages may also be left with the Kids' Klub Director at 271-3115.

## **B. Transportation and Bus Usage**

### **1. Transportation**

Both the Kalamazoo and Portage Public Schools provide transportation. Because of safety factors, it is imperative that students observe all regulations regarding conduct set down by the public school transportation department. Those who do not observe proper conduct will be denied the privilege of riding the bus. No pupil may leave school grounds while waiting for a bus.

As students are assigned to a particular bus and stop, they do not have the option to change to a bus that comes at a more convenient time or location for them. The public school transportation directors determine bus stop and assignments; their decision is supported by the administration of St. Monica Catholic School.

Students are not allowed to ride any bus other than their own, (i.e. they are not allowed to go home with another student on a different bus).

### **2. Bus Usage – St. Monica Catholic School Bus**

The Local Advisory Council of St. Monica Catholic School passed the following policy of February 26, 1996 in regard to the use of its bus:

The St. Monica Catholic School Bus will primarily be utilized for school or religious education activities. Bus usage will be determined based on the following priority status: school-sponsored activities and sporting events; St. Monica Catholic School and

26 Edits and/or changes are highlighted

Church-associated groups and clubs such as ski club, and swim club; and finally, all other groups. The bus may be made available to clubs and organizations affiliated with St. Monica Parish for trips within a fifty-mile radius of Kalamazoo. Rates for bus usage will be based upon the cost of fuel and depreciation of the bus. Groups planning a trip outside a fifty-mile radius must submit a written proposal to the school administrator and the Local Advisory Council. In-state only bus trips will be approved.

The school administrator shall see that all bus usage shall be in compliance with state laws and regulations as well as diocesan policy.

### **C. School Hours**

St. Monica Catholic School's instructional day runs from 7:50 a.m. until 2:50 p.m. for full-day students K - 8. Students are expected to be in their homeroom at 7:40 for opening business. Anyone not in their room and seated at 7:50 a.m. is marked tardy unless the tardiness is the result of a late bus. Afternoon dismissal begins with riders called at 2:50. Portage buses are called at approximately 3:00. Walkers and Kalamazoo buses are called at 3:10.

Morning Kindergarten, Early Childhood and Transitional Kindergarten have the same start time as other full day students and their dismissal is at 11:15 a.m.

Students should not arrive to school prior to 7:15 a.m. The school lobby will be open at that time where the students will wait until they are released to their classrooms at 7:30 a.m.

### **D. Office Hours**

The school's main office is open from 7:30 a.m. until 3:30 p.m., Monday through Friday.

### **E. Delayed Start and School Closings**

#### **1. Fog Delays**

St. Monica Catholic School will delay if Kalamazoo or Portage Public Schools make that announcement. Usually a delay is for two hours, which means that school would then start at 9:50 A.M. There will be no A.M. Kindergarten, Early Childhood or Transitional Kindergarten if there is a delay. Full day Kindergarten and afternoon Early Childhood will need to report.

#### **2. Emergency Communication**

Emergency communication protocols are used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school closes after school is already in session. If school is dismissed early due to severe weather conditions, parents will be notified by way of the school contact list, emergency contact information and a text message alert. The closure will also be announced on local radio and television stations specified in the school handbook. Class activities will continue until transportation arrives and students can be turned over to a parent or person(s) designated by parent.

#### **3. Weather Related Closings**

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St. Monica Catholic School (SMCS) is dependent on both Kalamazoo Public Schools (KPS) and Portage Public Schools (PPS) for busing transportation. In the event either school system is closed for **snow**, SMCS will also be closed. However, with cold days, we will make our own decision (in cooperation with St. Augustine Cathedral School and Hackett Catholic Prep). You may see a 2-hour delay due to cold weather, or we may be in session all day (in spite of the cold weather). A Ren Web text alert will be sent to all parents who have listed a mobile contact within Ren Web. Please also watch WWMT or WOOD TV for school closings. You can sign up with WWMT and WOOD TV to alert you with a text message when St. Monica Catholic School is closed. If school is cancelled due to the weather, Kids' Klub will also be cancelled.

## **F. Safety**

### **1. Emergency Management**

A detailed Emergency Management Plan is available in the school office for parents to review. Specific crisis procedures are routinely practiced throughout the year with the faculty, staff and students. Teachers and staff also receive annual training that is aligned with our Emergency Management Plan.

### **2. Fire/Tornado Drills**

Fire and tornado drills are conducted regularly in compliance with state and diocesan guidelines.

### **3. Locked Door Policy**

To ensure your children's safety, all doors to the school are kept locked during the school day. All doors can always be used to exit the building. If you are visiting the school, please enter through the doors nearest the office and sign in at the Lobby Receptionist Office.

### **4. Safety Call-In System**

St. Monica Catholic School uses a Safety Call-In System in which we ask all parents to notify the school no later than 8:00 a.m. on the day(s) your child will be absent. Messages may be left on the school answering machine any time the school office is not open.

Each school day, after 8:00 a.m., absentee lists from the teachers are checked against the messages from parents. If your child is absent and the office has not heard from you, you will be called at home or work to check on the whereabouts of your child. We take this additional step to reduce the possibility of something happening to one of our students on the way to school and having it go unnoticed for several hours.

### **5. Change of Address/Phone**

Every change of address of phone number must be reported to the office, to the homeroom teacher, and updated by the parent in Ren Web. Up-to-date records are essential in handling emergency situations.

### **6. Concussion Law**

St. Monica Catholic School will provide educational materials on the signs/symptoms and consequences of concussions to each student and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the school to keep on record.

## **G. Cafeteria, Recess, and Playground**

### **1. Cafeteria Guidelines**

The purpose of these guidelines is not to overly limit the students' activities as much as it is to provide them with a safe environment and allow them to know what is expected of them, regarding acceptable behavior. Doing our best to help the students function within these parameters will allow them to have the opportunity to eat in the best setting we can provide.

### **2. Recess-Indoor**

Students have an in-house supervised recess on rainy days or days where the wind chill drops below zero degrees. Quiet games and activities are available in the classroom.

### **3. Recess-Lunchtime**

All students in grades K - 8 have a daily scheduled supervised recess on the school playground unless the weather is severe. Only in emergency situations, will a child be excused from recess. See that your children are dressed appropriately for the weather.

We ask that you not request your student stay in at noon if s/he is recovering from an illness. Please keep your child home until s/he can fully participate in school activities

### **4. Playground Rules**

Supervision is provided and students are expected to observe the following playground rules at all times:

1. Students are to observe playground boundaries, which include the north, east, and west fence lines, as well as the buildings on the south side of the property.
2. Students are only permitted to return to the building during noon recess when an emergency has occurred.
3. Respect for all is expected: no offensive language, name-calling, inappropriate physical contact or other signs of disrespect is tolerated.
4. Space and equipment are to be shared.
5. No food, drink, or gum is allowed on the playground during recess.
6. Activities that have the potential to cause injury to oneself or others, are prohibited; this includes the use of wheeled vehicles, throwing of any objects including snowballs, and other activities deemed unsafe by the playground supervisors.
7. Proper winter attire including boots, snow pants, hats and gloves must be worn during winter weather or the children will be required to stay on the blacktop area.

Students with minor violations of playground rules will have age appropriate consequences deemed by the playground supervisors. These measures will exhibit fairness and respect for all students. If there is any

behavior that falls under our DISCIPLINE PROCEDURAL STEPS, the playground staff will send the student/s to the office for administrative intervention.

## **H. Visits to School and Building Use**

### **1. Visits to School**

For the safety of our students, we ask that all visitors to the school stop at the Lobby Receptionist Office to sign in. All visitors to the building are required to wear a visitor's pass. Those visitors who have completed VIRTUS Training will receive a "Certified Volunteer" pass. Those who have not completed VIRTUS Training will be given a "Guest Pass", which allows access to the hallways and cafeteria ONLY.

### **2. Building Use**

Parish policy as amended on January 14, 1995 states that the school building is considered parish property and may be used by parish groups with the approval of the proper authorities and if time and space permits. Any scheduled group using the facilities must be out of the school building by 8:00 p.m. The school building will be closed on weekends and through the month of July until the start of school.

Because of their nature, the school offices, library, computer lab, copier room, and the teachers' lounge may not be used by any group or individual for purposes other than which they were intended.

## **I. Other**

### **1. Lost and Found**

Lost and found articles are kept in a cabinet outside the school office. This unlocked cabinet can be checked anytime the lobby is open. All clothing or other articles bearing a child's name are returned to him or her. Unmarked articles are kept for a period of two weeks and then given to a charitable organization. In order to avoid the large masses of lost articles, please label all your child's materials.

### **2. Pesticide Use – Notification Policy**

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. You will receive advance notice of pesticide application by electronic notification. A notification will also be posted on the Early Childhood and Kids' Klub doors.

### **3. Asbestos**

In compliance with diocesan policy, St. Monica Catholic School was re-inspected in the fall of 1995, 1998, 2001, 2004, 2007, 2010, 2013, and again in 2016 for the presence of asbestos. Asbestos has been confirmed in the boiler rooms, some tunnels, and in some ceiling tiles throughout the building. Its presence is also suspected in most of the floor tiles and in exterior transite materials. The floor tiles are kept encapsulated and inspected regularly for damage. In the summer of 1996, all ceiling tiles containing asbestos were removed and replaced as well as some of the asbestos in the boiler rooms and tunnels. In the summer of 2003, a new boiler system was installed, and more of the asbestos was removed. At that time, inspectors determined that the remaining asbestos was at a level safe enough that removal was not required. The 2010 Report notes that "the floor tiles

and all visible fittings are in excellent condition. The building is very well maintained". Reports of all current and previous inspections, as well as records of corrective action in regard to asbestos, are on file in the school office. Upon request to the school administrator, these reports will be made available for your review.

#### **4. Lead Hazard Risk Assessment**

A lead hazard risk assessment was completed in the fall of 2016 at St. Monica Catholic School by a certified lead risk assessor. The results of the assessment are kept on file in the school office.

## **VI. EXTRACURRICULAR ACTIVITIES**

St. Monica Catholic School annually sponsors many extra-curricular activities, including competitive team sports for the seventh and eighth grades, Science Olympiad, Sewing Club, and Bring-It-On Book Challenge. Ski Club is offered to students in grades six, seven, and eight. Scouts are offered at most grade levels. All students are expected to adhere to the Code of Student Conduct during after school activities.

### **A. Athletics**

Because the values learned in team sports will last a lifetime, St. Monica Catholic School, in conjunction with the Catholic Schools of Greater Kalamazoo (CSGK), provides several opportunities for seventh and eighth grade students to participate in a variety of activities.

Athletes are expected to follow all school rules as published in the St. Monica Catholic School Athletic Handbook.

The following sports are offered to 7<sup>th</sup> and 8<sup>th</sup> graders throughout the year:

- Volleyball (girls only) from early September through late October
- Cross Country (boys and girls) from late August through late October
- Basketball (boys) from early November through late December
- Basketball (girls) from early January through late February
- Track (boys and girls) from early April through mid-May.

The cross-country, track and programs are unified within CSGK, and are under the direction of Hackett Catholic Central's Athletic Department.

#### **1. Spectators at Sporting Events**

A student who is not a participant in a sporting event is not allowed to stay after school, unsupervised, awaiting the start of a game.

Prior to the start of an event, students must be under the supervision of their parent or through regularly scheduled attendance at the Kids' Klub Program.

At the start of the game and in the event that the parent of a seventh or eighth grade spectator is not able to attend with their child, that student has permission to attend the event as long as he/she follows the Discipline

Code of Student Conduct and does not leave school grounds. Students younger than the seventh grade are not allowed to attend an event without their parent or legal guardian.

Spectators at sporting events are expected to obey all school rules.

## **B. Band**

### **1. Band Program**

Quality beginning, intermediate and advanced band programs are offered within the instructional day for students in grades five through eight. Concerts, which showcase the talents of these students, are held at Hackett Catholic Prep several times throughout the school year.

### **2. Portable Classroom**

Our band program is currently housed in the Portable classroom. Visitors to this classroom are expected to stop at the office to sign in and receive a visitors' pass.

## **C. Other**

### **1. Scouts**

St. Monica Catholic School has several active Scout troops, including Daisies, Brownies, and Junior Scouts for girls; Cub, Webelo, and Boy Scout packs are offered for the boys. Names of troop leaders and contact people are available in the school office.

### **2. Student Council**

The purpose of a Student Council is to help provide an environment in which desirable leadership skills and citizenship may be developed through practice. The Student Council meetings are held during the school day. The Student Council annually sponsors several school activities and service projects.

### **3. Buddy System**

The Buddy System pairs eighth grade students with first graders, seventh with second graders, and sixth graders with kindergarteners for a variety of activities. This buddy system helps to promote a sense of unity between our older and younger students and also helps to build a feeling of 'family' within the school.

By being teamed with an older student, the younger child has an opportunity to know the older buddy and see him/her in a variety of settings. Buddies will read to each other, assist with STEM activities, carve pumpkins, share meals for special days, or go to Mass together.

## **VII. COMMUNICATIONS WITH/BY PARENTS**

### **A. Student-Led Conferences**

Student-Led Conferences are held twice a year. The use of student-led conferences encourages communication between the school and parents that is child-centered. Research shows that student-led conferences encourage



students to take responsibility for their academic progress, while encouraging open communication between the parents, students and teachers.

The fall conferences provide an opportunity for the parent(s), teacher and student to discuss initial impressions of how the student is:

- adjusting to the new grade level routines and classroom setting
- developing socially and emotionally in the new classrooms and with peer groups
- developing work habits to support him/her academically and socially and
- completing home assignments

During this dialogue, the parents, student and teacher will review student work samples and identify goals (academic, social, and/or emotional) for the student at school and home.

The winter conferences will provide an opportunity for the parents and teacher to review the identified student goals from the first conference. Students will lead a discussion about their progress in reaching identified goals, using work samples to illustrate growth. This time will also be used to update student goals for the remainder of the year.

Dates and times for conferences as well as instructions for online sign-up are noted through electronic notifications. Parents will sign up for conferences online. It is the responsibility of parents to go online to sign up for conferences.

In the event that you wish to be in communication with your child's teachers prior to scheduled conferences, you may contact them directly by calling the school or through an e-mail. Teacher e-mail addresses are listed on the school's website.

## **B. Electronic Notifications**

Parents should expect to receive weekly electronic Ren Web notifications from the school office regarding upcoming events. Events are also posted to the Ren Web calendar.

Occasionally, material comes to the office that is dated and must be immediately distributed. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an as-needed basis. Every effort is made to keep these items to a minimum.

## **C. Non-Custodial Parent**

St. Monica Catholic School abides by the provisions of the Buckley Amendment<sup>1</sup> with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If

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<sup>1</sup> 20 U.S.C. § 1232g; 34 C.F.R. § 99.4.

there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of said court order.

#### **D. It Is Important to Tell the School When...**

- ...your child is on any kind of medication;
- ...a separation or divorce is pending and could affect your child's behavior or performance;
- ...a family member is seriously ill;
- ...your phone number or address changes;
- ...any event that seriously upsets your child occurs;
- ...your child has allergies, especially to bee stings or food products;
- ...YOU THINK IT'S IMPORTANT.

### **VIII. DISCIPLINE**

#### **A. Discipline Philosophy**

Underlying our basic Catholic social teaching is respect for life. Life is a gift from God and is the clearest reflection of God among us since we are created in God's image and likeness. "Each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status" (United States Catholic Conference. 1995. Political responsibility: Proclaiming the gospel of life, protecting the least among us and pursuing the common good).

The St. Monica environment must, therefore, be a community of faith which shows reverence and love for every person. Staff, students, and community members involved with the Catholic school must create an environment which is conducive to transforming all humanity and one that is free from harassment or intimidation of any type (including sexual harassment, racial harassment, bullying or hazing).

St. Monica staff implements CHAMPS as a school-wide model to encourage positive student behavior and to motivate students to be active, responsible learners. The guiding principle behind CHAMPS is to enhance student engagement and learning by empowering school personnel with techniques to help all students make responsible and respectful choices.

The CHAMPS beliefs include:

- All students must be treated with dignity and respect.
- Students should be taught skills and behaviors necessary for success.
- Staff members should encourage motivation through positive interactions and building relationships with students.
- Student misbehavior provides a teaching opportunity.

The following acronyms will be used to teach and clarify school-wide and classroom rules:

C - Conversation (What level of talk can students use during this activity?)

34 Edits and/or changes are highlighted

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- H - Help (How can students ask for help during this activity?)
- A - Activity (What is the task/objective of this activity?)
- M - Movement (What is the movement during this activity?)
- P - Participation (What does appropriate student behavior look like/sound like during this activity?)

## **B. Discipline Code of Student Conduct**

Students are expected to maintain standards of conduct, which reflect Christian principles and teachings, to respect the rights of others and to meet the responsibilities defined in the Code of Student Conduct of St. Monica Catholic School. Teachers should be allowed to teach, and students should be allowed to learn. Any behavior that interferes with this process will be addressed.

In support of these rights, all students are expected to:

1. Work diligently toward achieving educational and personal goals.
2. Accept responsibility for personal decisions and actions.
3. Be truthful.
4. Exhibit Christian behavior at all times, both at and away from the school: respect, kindness, compassion and consideration.
5. Maintain self-control; avoid disruptive behavior, harassment and abuse.
6. Treat others with respect and dignity.
7. Obey instructions of staff, teachers, and administrators.
8. Follow policies and procedures of the school.
9. Respect the property of individuals and of the school.

St. Monica Catholic School administration will enforce this Code of Conduct related to student activities at or in any way pertaining to the school and reserve the right to also enforce this and a general moral code of conduct related to student activities which do not in any way pertain to the school.

## **C. Discipline Responsibilities**

Student responsibilities are defined in the Code of Student Conduct.

Staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Teachers will review this document and answer any questions as needed.

Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their child/ren at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents will strive to cooperate with staff, teachers, and administrator in explaining and teaching student responsibilities and in the discipline process. Parents will support and reinforce the positions and decisions of staff, teachers, and administrators.

## **D. Discipline Procedural Steps**

When a student's behavior violates the Code of Student Conduct, the following actions will be taken.

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### Aggressive Behaviors

- “Aggressive Behaviors” is any look, gesture, word or action that hurts a person’s body, feelings, friendship or things. It is not how it is intended but how it is perceived.
- Behaviors on the Aggressive Behavior Consequence Rubric will be documented and reported to the administration using the Discipline Referral Form. Consequences will be determined and administered based on the Aggressive Behavior Consequence Rubric.
- When a staff member has not directly witnessed an aggressive behavior, but a student or bystander or target has reported it, the staff member has the responsibility to take action by documenting and reporting the alleged incident to the administration using the Discipline Referral Form. The incident will be investigated in a timely manner, and a plan of action/consequences will follow as deemed appropriate.

### Non-Aggressive Behaviors

Behaviors that violate the Code of Student Conduct and are considered non-aggressive will follow the “4 Rs”.

- **R1**—Redirect - visual/verbal cues to change behavior
- **R2**—Refocus - verbal reminder of expectations and next consequence
- **R3**—Reflect - reflection form, may be in another room
- **R4**—Referral - behavior will be documented and reported to the administration using the Discipline Referral Form and a plan of action/consequences will follow as deemed appropriate

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 7-8**

Behaviors include but are not limited to those listed.

**AGGRESSIVE BEHAVIORS**

**Level I**

Behavior that is horseplay	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Grabbing</li> <li>• Tripping</li> <li>• Pushing</li> <li>• Shoving</li> <li>• Name calling</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Talk about other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 3 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> <li>• Parent Conference</li> </ul>

**Level II**

**Teasing – actions that will hurt the feelings/body of others**

Teasing – actions that will hurt the feelings/body of others	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Mean notes</li> <li>• Playing mean tricks</li> <li>• Directed profanity</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 3 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 4 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> <li>• Parent Conference</li> </ul>

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 7-8**

Behaviors include but are not limited to those listed.

**Level III**

**Physical contact with others that causes injury**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Slapping/shoving</li> <li>• Tripping/pushing</li> <li>• Hitting</li> <li>• Throwing objects at a person</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/ recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 3 supervised lunches/ recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 4 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• ½ day in-school suspension</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> </ul>

38 Edits and Edits and/or changes are highlighted

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Consequences may be more severe in any category based on the seriousness of the action.

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 7-8**

Behaviors include but are not limited to those listed.

- Community service (Principal discretion)

**Level IV**

**Harassment and intimidation with intent to injure others**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Spitting and similar behaviors</li> <li>• Racial/ethnic/sexual/religious harassment</li> <li>• Severe property damage</li> <li>• Overt coercion</li> <li>• Silent treatment</li> <li>• Social alienation</li> <li>• Retaliation</li> <li>• Threatening behavior</li> <li>• Emotional blackmail</li> <li>• Electronic intimidation</li> <li>• Stealing</li> <li>• Planned exclusion</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/ recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 30 minute in-school suspension</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 hour in-school suspension</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 day in-school suspension</li> <li>• Possible expulsion</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> </ul>

**Level V**

**Physical contact and intimidation with intent to injure others**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Punching</li> <li>• Kicking</li> <li>• Fighting</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• Student sent home immediately</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• Student sent home immediately</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• Student sent home immediately</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• Student sent home immediately</li> </ul>

39 Edits and Edits and/or changes are highlighted

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Consequences may be more severe in any category based on the seriousness of the action.

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**

**Grades 7-8**

Behaviors include but are not limited to those listed.

- |  |   |   |   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>• 3 supervised lunches/ recesses upon return to school</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• Additional 1 hour in-school suspension from school</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> </ul> | <ul style="list-style-type: none"> <li>• Additional 2 days suspension from school</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> <li>• Community service (Principal discretion)</li> </ul> | <ul style="list-style-type: none"> <li>• Additional 3 days suspension from school</li> <li>• Possible expulsion</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> <li>• Community Service (Principal discretion)</li> </ul> |
|--|---|---|---|



**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 4-6**

Behaviors include but are not limited to those listed.

**AGGRESSIVE BEHAVIORS**

**Level I**

<b>Behavior that is horseplay</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Grabbing</li> <li>• Tripping</li> <li>• Pushing</li> <li>• Shoving</li> <li>• Name calling</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• Talk about other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> <li>• Parent conference</li> </ul>

**Level II**

**Teasing – actions that will hurt the feelings/body of others**

<b>Teasing – actions that will hurt the feelings/body of others</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Mean notes</li> <li>• Playing mean tricks</li> <li>• Directed profanity</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 3 supervised lunches/recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>

41 Edits and Edits and/or changes are highlighted

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 4-6**

Behaviors include but are not limited to those listed.

- Parent Conference

**Level III**

**Physical contact with others that causes injury**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Slapping/shoving</li> <li>• Tripping/pushing</li> <li>• Hitting</li> <li>• Throwing objects at a person</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 supervised lunch/ recess</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 2 supervised lunches/ recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 3 supervised lunches/ recesses</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• 1-2 hour in-school suspension</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent Conference</li> <li>• Conference with Pastor</li> </ul>

**Level IV**

**Harassment and intimidation with intent to injure others**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Spitting and similar behaviors</li> <li>• Racial/ethnic/sexual/religious harassment</li> <li>• Severe property damage</li> <li>• Overt coercion</li> <li>• Silent treatment</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• 2 supervised lunches/ recesses</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 30 minute in-school suspension</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1hour in-school suspension</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Student calls home</li> <li>• 1 day in-school suspension</li> <li>• Possible expulsion</li> </ul>

42 Edits and Edits and/or changes are highlighted

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**

**Grades 4-6**

Behaviors include but are not limited to those listed.

- |                           |                                   |                                   |                                   |                                   |
|---------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| • Social alienation       | • Recognize mean/hurtful behavior | • Recognize mean/hurtful behavior | • Recognize mean/hurtful behavior | • Time to Think form              |
| • Retaliation             | • Chance to say "I'm sorry"       | • Chance to say "I'm sorry"       | • Chance to say "I'm sorry"       | • Recognize mean/hurtful behavior |
| • Threatening behavior    |                                   |                                   | • Parent Conference               | • Chance to say "I'm sorry"       |
| • Emotional blackmail     |                                   |                                   | • Conference with Pastor          | • Parent Conference               |
| • Electronic intimidation |                                   |                                   |                                   | • Conference with Pastor          |
| • Stealing                |                                   |                                   |                                   |                                   |
| • Planned exclusion       |                                   |                                   |                                   |                                   |

**Level V**

**Physical contact and intimidation with intent to injure others**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
• Punching	• 15 sec intervention	• 15 sec intervention	• 15 sec intervention	• 15 sec intervention
• Kicking	• Documentation	• Documentation	• Documentation	• Documentation
• Fighting	• Student calls home	• Student calls home	• Student calls home	• Student calls home
	• Student sent home immediately	• Student sent home immediately	• Student sent home immediately	• Student sent home immediately
	• Time to Think form	• Additional 1hour in-school suspension upon return	• Additional 2 days of 1 hour in-school suspension upon return	• Additional 1-day suspension
	• Recognize mean/hurtful behavior	• Time to Think form	• Time to Think form	• Possible expulsion
	• Chance to say "I'm sorry"	• Recognize mean/hurtful behavior	• Recognize mean/hurtful behavior	• Time to Think form
		• Chance to say "I'm sorry"	• Chance to say "I'm sorry"	• Recognize mean/hurtful behavior
			• Parent Conference	• Chance to say "I'm sorry"
			• Conference with Pastor	• Parent Conference
				• Conference with Pastor

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 2-3**

Behaviors include but are not limited to those listed.

**AGGRESSIVE BEHAVIOR**

**Level I**

Behavior that is horseplay	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Grabbing</li> <li>• Tripping</li> <li>• Pushing</li> <li>• Shoving</li> <li>• Name calling</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Talk about other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Time out for 3 minutes</li> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Time out for 5-7 minutes</li> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Loss of 1 recess or play time</li> <li>• Administration calls home</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> <li>• Parent conference</li> </ul>

**Level II**

**Teasing – actions that will hurt the feelings/body of others**

Behavior that is horseplay	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• Mean notes</li> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Playing mean tricks</li> <li>• Directed profanity</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Time out for 3 minutes</li> <li>• Practice other responses/actions with Administration</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Time out for 5-7 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 1 recess or play time</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 2 recesses or play time</li> </ul>

44 Edits and Edits and/or changes are highlighted

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 2-3**

Behaviors include but are not limited to those listed.

- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Talk about/practice other responses/actions with Administration
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 2-3**

Behaviors include but are not limited to those listed.

**Level III**

**Physical contact with others that causes injury**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Slapping/shoving</li> <li>• Tripping/pushing</li> <li>• Hitting</li> <li>• Throwing objects at a person</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Time out for 5-7 minutes</li> <li>• Practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 1 recess or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 2 recesses or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 3 recesses or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>

**Level IV**

**Harassment and intimidation with intent to injure others**

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<ul style="list-style-type: none"> <li>• Spitting and similar behaviors</li> <li>• Racial/ethnic/sexual/religious harassment</li> <li>• Severe property damage</li> <li>• Overt coercion</li> <li>• Silent treatment</li> <li>• Social alienation</li> <li>• Retaliation</li> <li>• Threatening behavior</li> <li>• Stealing</li> <li>• Planned exclusion</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 1 recess or play time</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 2 recesses or play time</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 3 recesses or play time</li> <li>• Time to think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• 1 hour in-school suspension</li> <li>• Possible expulsion</li> <li>• Time to think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul>

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades 2-3**

Behaviors include but are not limited to those listed.

- Parent conference

**Level V**

**Physical contact and intimidation with intent to injure others**

- Punching
- Kicking
- Fighting

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• Loss of 1 recess or play time upon return</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• 30 minutes of in-school suspension upon return</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• 1 hour of in-school suspension upon return</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• Additional 1-day suspension</li> <li>• Possible expulsion</li> <li>• Time to Think form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul>

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**

**K-1**

Behaviors include but are not limited to those listed.

**Level I**

Behavior that is horseplay	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• “just kidding”</li> <li>• Play fighting</li> <li>• Goofing around</li> <li>• Grabbing</li> <li>• Tripping</li> <li>• Pushing</li> <li>• Shoving</li> <li>• Name calling</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Talk about other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Time out for 3 minutes</li> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Time out for 5-7 minutes</li> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Loss of 1 recess or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say “I’m sorry”</li> <li>• Parent conference</li> </ul>

**Level II**

**Teasing – actions that will hurt the feelings/body of others**

Teasing – actions that will hurt the feelings/body of others	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Spreading rumors</li> <li>• Playing mean tricks</li> <li>• Directed profanity</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Time out for 3 minutes</li> <li>• Practice other responses/actions with Administration</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Parent notification by phone or in front of child at pick-up</li> <li>• Time out for 5-7 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 1 recess or play time</li> <li>• Time to Think Form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 2 recesses or play time</li> </ul>

48 Edits and/or changes are highlighted

St. Monica Catholic School Family Handbook

Last updated 5/30/19 BR

Consequences may be more severe in any category based on the seriousness of the action.



**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**

**Grades K-1**

Behaviors include but are not limited to those listed.

- |  |   |   |   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• Talk about/practice other responses/actions with Administration</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> | <ul style="list-style-type: none"> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> |
|--|---|---|---|

**Level III**

**Physical contact with others that causes injury**

- Slapping/shoving
- Tripping/pushing
- Hitting
- Throwing objects at a person

**First Time**

- 15 sec intervention
- Documentation
- Administration calls home
- Time out for 5-7 minutes
- Practice other responses/actions with Administration
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference

**Second Time**

- 15 sec intervention
- Documentation
- Administration calls home
- Loss of 1 recess or play time
- Time to Think Form
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference

**Third Time**

- 15 sec intervention
- Documentation
- Administration calls home
- Loss of 2 recesses or play time
- Time to Think Form
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference

**Fourth Time**

- 15 sec intervention
- Documentation
- Administration calls home
- Loss of 3 recesses or play time
- Time to Think Form
- Recognize mean/hurtful behavior
- Chance to say "I'm sorry"
- Parent conference

**Level IV**

**Harassment and intimidation with intent to injure others**

- Spitting and similar behaviors

**First Time**

**Second Time**

**Third Time**

**Fourth Time**

49 Edits and/or changes are highlighted

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades K-1**

Behaviors include but are not limited to those listed.

- |   |   |   |   |   |
|---|---|---|---|---|
| <ul style="list-style-type: none"> <li>• Planned exclusion</li> <li>• Silent treatment</li> <li>• Threatening behavior</li> <li>• Severe property damage</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 1 recess or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 2 recesses or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 3 recesses or play time</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Loss of 4 recesses or play time</li> <li>• Possible expulsion</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> <li>• Parent conference</li> </ul> |
|---|---|---|---|---|

**Level V**

**Physical contact /harassment and intimidation with intent to injure others**

- |   | First Time  | Second Time   | Third Time  | Fourth Time  |
|---|---|---|---|--|
| <ul style="list-style-type: none"> <li>• Punching</li> <li>• Kicking</li> <li>• Fighting</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• Loss of 1 recess or play time upon return</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• Loss of 2 recesses or play time upon return</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• Loss of 3 recesses or play time upon return</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> <li>• Chance to say "I'm sorry"</li> </ul> | <ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Documentation</li> <li>• Administration calls home</li> <li>• Student sent home immediately</li> <li>• 1-2 hour in-school suspension upon return</li> <li>• Possible expulsion</li> <li>• Time to Think Form</li> <li>• Recognize mean/hurtful behavior</li> </ul> |

**St. Monica Catholic School**  
**Aggressive Behavior Consequence Rubric**  
**Grades K-1**

Behaviors include but are not limited to those listed.

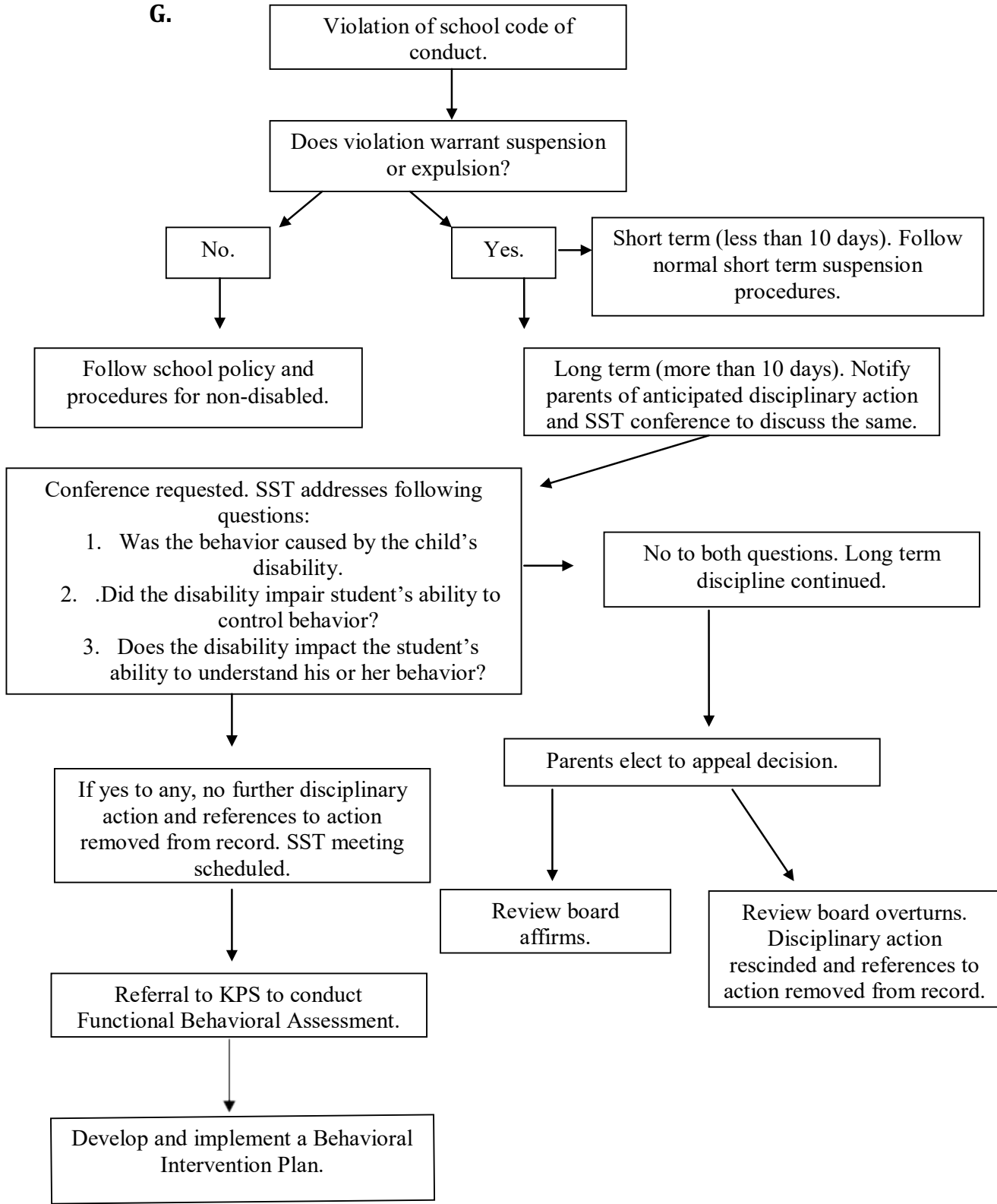
- Parent conference
- Parent conference
- Parent conference
- Parent conference
- Chance to say "I'm sorry"
- Parent conference

## **E. Special Needs Disciplinary Procedure**

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances meriting expulsion or long-term suspension under the applicable disciplinary code, the student may be immediately suspended until the process described in 2-10 can be completed.
2. Parents will be informed by written notice indicating the alleged violation and that expulsion is contemplated.
3. Within 7 school days of the notice provided at paragraph 2, a conference shall be held with the parents, their invitees, student (at the parents' discretion), and the SST, at which time the grounds for discipline will be presented and discussed to determine whether the alleged violation was related to the student's disability.
4. The SST shall document all expulsion cases, including grounds, evidence, factors underlying any ultimate decision and a record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
5. The final decision to expel a student rests with the principal, in consultation with the SST.
6. The SST, within 2 days of the meeting at paragraph 3, shall issue a notice of disciplinary action to the parents.
7. The parents or guardians of the student shall have the right to appeal the SST's action issued pursuant to no. 6 above by providing a written request for appeal to the Superintendent of Schools, within 10 days of the issuance of SST's notice. A three-person review board shall be appointed by the Superintendent, which shall consist of two SST teachers from St. Monica (who do not serve on student's SST team), to hear such appeal within 10 days of receiving the parent's request for appeal. The review board shall consider the testimony of the parents, any treatment provider providing services to the student, any other witness that the parents would like to attend, as well as the teachers, principal, and any other agent of St. Monica Catholic School. The review board shall issue a final decision concerning the parents' appeal of disciplinary action within 2 school days of said review.
8. If a school requests information regarding a student's expulsion, the principal should contact the Office of Schools for guidance.

## F. Special Needs Disciplinary Flow Chart

G.



## **Discipline Appeal Process**

1. If a parent disagrees with the handling of a situation, the parent should contact the teacher first. If the concern is not resolved with the teacher, then an administrator may be contacted.
2. Parents shall be informed of their right to further appeal and shall be assisted by an administrator in the understanding of the process and filing such an appeal. Appeals must be filed within two weeks following date of issuance.

## **H. Detention of Students**

Detention, or the removal of a student from regular activities for a period of time, is occasionally used as a means of discipline and reflection. Detentions could be served during lunchtime, after school, or result in the child being removed from the classroom for one or more days. Severity of the offense determines the type and duration of a detention. Parents are always notified unless the detention is brief and for a minor offense.

## **I. Suspension of Students**

Suspension is defined as the temporary removal of a student from the school or a classroom. Usually, decisions for suspension should follow only after all other means of motivation have failed. However, some instances could necessitate that this disciplinary action be taken immediately. In reaching a decision to suspend a student, considerations are given to the welfare and development of the student as well as the entire student body. Diocesan policy will be followed in this matter.

## **J. Expulsion of Students**

Expulsion is defined as the permanent dismissal of a student from the school. It will usually be enacted only as a last resort after all other means of motivation and correction have failed. However, in circumstances of crime, scandal, immorality, disruption, or serious infraction of school regulations, this action could be taken immediately. Diocesan policy, a copy of which is available for review in the school office, will always be followed in this matter.

## **K. Expulsion of Students with Educational Plans**

Students with disabilities are expected to follow the school's policies and honor code. Students with educational plans (IEP, 504, BIP, AEP) subject to disciplinary action are subject to the Adjusted Educational Plan (AEP) Disciplinary Procedure.

## **L. Bullying**

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs, extortion of money or possessions, and exclusions from

peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior within the school or at any school-sponsored functions.

Students who engage in any acts of bullying are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

This policy shall not be interpreted to prohibit a reasoned or civil exchange of opinions or debate, protected by state or federal law.

### **M. Hazing**

Soliciting, encouraging, aiding, or engaging in “hazing” is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights that creates physical or mental discomfort that is directed towards a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the school and whose membership is totally or predominately other students from the school.

### **N. Vandalism**

Vandalism is defined as any deliberate misuse, damage, or destruction of school property, which results in clean-up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. These costs will be assessed to the perpetrator and parents notified. Further action may be taken, based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs of their children, every effort will be made to help the student assume the financial responsibility incurred because of his or her actions.

### **O. Electronic Devices**

Because staff is unable to monitor suitable content, students are not allowed to bring any type of personal electronic playing device into the school building at any time during the school day. Devices cannot be stored in backpacks, purses, or tote/athletic bags for use before or after school.

For safety purposes, if a student requires a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, cell phones (traditional or those embedded in watches, eye glasses, etc) will be permitted on school grounds but must remain in student’s backpack and in the “off” position throughout the school day. At no time during the school day, including while on field trips, should a cell phone be out of a student's backpack or in the "on" position. Violations of this policy will result in the confiscation of items by the school administrator.

### **P. Weapons**

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapons” include, but are not limited to: guns, firearms, explosives, daggers, dirks, stiletto, knives, pocket knives opened by mechanical devices, iron bars, brass knuckles, or any object that is intended to inflict harm.

St. Monica Catholic School is a gun/weapon-free environment. Any student determined to have brought a gun/weapon to school will be expelled for a period, not less than 180 days. Any student discovered to be, or suspected of carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be suspended from school pending investigation by the appropriate public safety agency.

## **IX. CLASSROOM OPERATIONS**

### **A. Room Parents/Coordinators**

Room parents are designated by the St. Monica Booster organization. They work with the classroom teacher to help with special functions and parties. Duties vary from grade to grade.

### **B. Homework**

Homework is given regularly in all grades. It serves as an extension of classroom work and reinforces concepts covered in class. Homework time will vary upon student ability. Generally, a student will have 10 minutes of homework each day for each grade level they have attained (e.g. 10 minutes per day for a first-grade student and forty minutes per day for a fourth-grade student). A student may require more homework time if he/she has been absent and has work to make up. Homework time may also increase as special projects are assigned.

When students are absent, they are expected to make up work and tests in a timely manner. Students who have missed work and tests at the end of the marking period due to a documented illness will be given an incomplete (I) for the quarter on their report card. Work or tests that were missed will need to be made up within one week from when the report cards are issued.

### **C. Textbooks and Supplies**

When possible, all textbooks and supplies are provided by the school. Textbooks are loaned to the student for the duration of the school year. Should a textbook be damaged through misuse or carelessness, a replacement fee will be assessed to the child. This assessment must be paid before report cards are issued.

Classroom teachers will issue a list of supplies for the upcoming year that will be sent home with the final report card in June. (You may also find this list posted on our school’s website.) Included on this list will be paper, pens, crayon, etc. Every effort is made to keep this list to a minimum. Class planners and Bibles are available for purchase during our Back to School event.

### **D. Treats and Birthdays**

56 Edits and/or changes are highlighted



In order to promote healthy choices and support a culture of wellness in our schools, along with our concern for children with food allergies, diabetes, and other dietary restrictions, SMCS does not allow edible treats. Holiday parties (Christmas and Valentine's Day) are the exception and are at the discretion of the classroom teacher.

While we enjoy celebrating student birthdays, we are no longer able to share any food items. Parents should check with their child's teacher to see if classroom-specific procedures are already in place for birthday celebrations.

Any invitations to private birthday celebrations (or any other social gatherings) held outside of the classroom will not be distributed at school, unless the entire class is invited to attend.

### **E. Field Trips**

All classes take at least one school-sponsored field trip during the year. All trips have been designed for their educational value. Transportation for field trips is usually by Saint Monica School bus. ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP AND MEDICAL TREATMENT RELEASE FORM ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS! For the school's own protection, no exception can be made to this rule.

Parents are often invited to accompany students as chaperones. The number of parent chaperones is sometimes limited if space at the trip destination is limited. (Please be aware any interested chaperones MUST BE certified VIRTUS trained, have submitted a background check application to the school office, and comply with the Volunteer Code of Ethics.) Chaperones are not always admitted free at events, and if this is the case, the chaperone is asked to pay the price of their own admission. We ask that parents not bring younger siblings on field trips because they often distract from chaperoning duties.

A student's participation in a class field trip is a privilege and may be revoked at the discretion of their teacher or administration due to disruptive behavior or conduct. A student's privilege to participate in a class field trip can automatically be revoked upon receiving a discipline referral that warrants a suspension.

### **F. Family Vacations**

It is recognized that family vacations are sometimes scheduled during school time and that travel is a valuable educational experience. However, it is not reasonable to expect a teacher to spend planning time to prepare advanced lessons for students, to repeat missed lessons, outline work for a week or more in advance, or spend many extra hours helping the child recoup losses incurred by a family vacation.

### **G. Technology Use/Misuse**

Grades K-8 receive technology instruction every week. Emphasis is placed on learning skills that will enable the use of technology as a tool to gather and present information, enhancing our core curriculum. Older students will also participate in lab visits in conjunction with regular integrated classroom/lab activities under the direction of their homeroom teacher. Students must be aware

that school policy is to respect all copyright laws. Therefore, materials not owned by the school may neither be used nor loaded on our machines. Violations of the following Acceptable Use Policy & Social Media Guidelines are considered vandalism and will be handled as outlined under this policy.

## **CATHOLIC SCHOOLS OF GREATER KALAMAZOO**

### **Acceptable Use Policy & Social Media Guidelines**

*(Adapted with permission from the Archdiocese of Detroit, April 2019)*

#### **Electronic Information Access and Acceptable Use of School Systems**

*Catholic Schools of Greater Kalamazoo, (CSGK), encourages and strongly promotes the use of electronic information technologies in our ministries. As a Catholic organization we have been charged to embrace technology as a way to connect with an online community bringing the message of Jesus Christ and reflecting his character to the world.*

*Hackett Catholic Prep High School, St. Augustine Cathedral School, & St. Monica Catholic School, (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.*

*The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.*

*For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.*

*(a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.*

58 Edits and/or changes are highlighted

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*(b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees, volunteers and/or third parties with which the School does business.*

*(c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.*

*(d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.*

*(e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.*

*(f) “School Systems” means the School Equipment and the School Networks*

*(g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.*

*(h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.*

## **SCOPE**

*This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.*

*To the extent this Policy applies to School faculty and/or employees, and volunteers, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.*

*To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.*

*To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.*

## **POLICY**

*The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or*

*School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.*

*The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.*

*No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.*

*The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.*

61 Edits and/or changes are highlighted

## School Responsibility

### Internet Safety Provisions

*Principals will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.*

*The School will implement filtering software intended to block access to materials that are obscene, pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).*

*Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.*

*The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.*

*It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.*

*The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.*

### **CSGK School Network**

*Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:*

- 1. Students. Students who are currently enrolled in the School will be granted a School Network account upon agreement to the terms stated in this Policy.*
- 2. Faculty and Staff. Staff members currently employed by the School will be granted a School Network account upon agreement to the terms stated in this Policy.*
- 3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.*

### **Privileges and Responsibilities of Users**

#### **Privileges**

*Subject to the terms of this Policy, Users have the privilege to:*

- 1. use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.*
- 2. access information from outside resources which facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.*
- 3. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.*

## Responsibilities

*Users are responsible for:*

1. *using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.*

2. *attending appropriate training sessions in the use and care of School Systems.*

3. *seeking instruction for the use of any available technology with which they are not familiar.*

96.

4. *adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.*

5. *refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.*

97.

6. *maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. students may use e-mail, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.*

7. *having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.*

8. *material received, created or distributed using School Systems.*

9. *maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the*



system administrator may delete files and messages, freeze the account, and/or close the account.

10. preventing material considered inappropriate or pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.

11. awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.

12. using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.

13. financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.

14. any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.

15. abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

98.

**Users are prohibited from:**

1. using the technology for a "for-profit" business, for product advertisement or political lobbying.

2. the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).

99.

3. *accessing, using, disclosing or disseminating personal identification information about minors.*

100.

4. *using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.*

5. *participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.*

101.

6. *vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.*

### **Social Media Use**

*All communication with minors (in person, via social media, websites, text messages, etc.) must adhere to:*

*The Charter for Protection of Children and Young People*

*<http://usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>*

*The Children's Online Privacy and Protection Act*

*<http://usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>*

*With the continuing evolution of new media and next generation communications tools, the way in which our parishes, schools and families can communicate internally and externally continues to develop at a rapid pace. While this creates new opportunities, it also creates new responsibilities.*

*Electronic communication with minors must not be undertaken lightly. School, parish and other Affiliate Employees and Volunteers must consistently adhere to Catholic values and transparency with respect to such communications.*

Many Web 2.0 tools commonly used for instruction have social media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for a particular classroom or group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience. The following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; filters to restrict access to obscenity, child pornography, or other material harmful to minors; and educating minors about appropriate online behavior, social networking safety, and cyberbullying.

In light of School's mission to create a Catholic culture for instruction and faith formation and out of respect for the primary role that parents have as the first educators of their children, the following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

#### **General Standards for Staff and Volunteers:**

It is the responsibility of the organization and staff members to know and adhere to the standards reflected in the Social Media Policy established by the CSGK. When communicating with minors:

1. Use of communication tools between adults and minors should be confined to content that is ministerial / educational in nature and directly relates to the work around the subject matter at hand.
2. Use of communication tools between adults and minors such as instant messaging, chat, email, or text messaging for topics that are personal or that do not relate to ministerial / educational work are prohibited.

3. *Do not accept friend or follow requests from minors on your personal accounts.*

4. *While it is understood that faculty/ staff may use communication tools outside of conventional work hours to fulfill professional obligations such as responding to email, facilitating forum discussion or blog commentary. Each staff member will define the norms for electronic communication in his or her setting.*

103.

5. *It is the responsibility of the staff member to set the proper security guidelines and monitor social media tools as used for educational / ministerial purposes, as well as instruct minors in appropriate use.*

104.

#### **General Standards for Minors:**

*It is the responsibility of the user to utilize tools in a responsible manner that adheres to Acceptable Use Policy and the Code of Conduct established by Hackett Catholic Prep School.*

1. *You are a representative of your family, your Church and your school. Bring pride to each of these important aspects of your life.*

2. *Following, linking, or “friending” official professional social media accounts of the parish / school and is acceptable and encouraged.*

3. *Following, linking, or “friending” personal accounts of adults is not acceptable.*

105.

4. *Respect all people, whether you know them or not. Keep all chat positive.*

106.

5. *Be careful about "kidding" and "joking". Not everyone will see it as kidding and/or joking.*

107.

6. *Ask permission before posting photos and video of others; remove photos and*

68 Edits and/or changes are highlighted

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*videos of others if requested.*

108.

*7. While it is understood that users may use communication tools outside of conventional hours to participate in programs; i.e. email, research, etc. users should exercise a balanced approach to online interaction.*

109.

#### **General Standards for Parents / Guardians:**

*It is the responsibility of parents / guardians to be aware of social media use by their children and to communicate with the parish, school or affiliate organization if they have concerns. For additional resources, visit our Web portal at: <http://www.grlearners2leaders.org/documentation/>.*

*1. Establish clear guidelines for use in the home, i.e.; hours of disconnect or charging a device in a common area (not stored in the bedroom overnight)*

*2. Participate with your children in their online activities;*

110.

*2.1 know and follow your children on Instagram, Twitter and other social accounts*

*2.2 read and comment on program blogs*

*2.3 play a game across the room*

*3. Following, linking, or “friending” official professional social media accounts of the parish / school and is acceptable and encouraged.*

*4. Model and support responsible use as outlined here and in the Acceptable Use Policy.*

111.

**Declaration -- All users are required to sign this form. All minors are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, minors in grades K-6 will not be required to sign the form; however, minors in grades 7-12 must read and sign the form in addition to their parent(s) or guardian(s).**

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*The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.*

*I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.*

*I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.*

*In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.*

*User's Signature:*

\_\_\_\_\_

*Print User's Name:*

\_\_\_\_\_

*Date:* \_\_\_\_\_

**Parent or Guardian (only needed for users under the age of 18)**

*As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.*

*Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.*

*Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.*

*As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.*

*Parent/Guardian Signature:*

\_\_\_\_\_

*Print Parent/Guardian Name:*

\_\_\_\_\_

*Date:*

\_\_\_\_\_

## **X. HEALTH, WELLNESS and DIET**

<sup>71</sup> Edits and/or changes are highlighted

## **A. Medical Policy**

School policy prohibits the administering of medication, including non-prescription drugs, to any pupil without written permission from a parent and written instructions from a doctor. Parents must supply all medications that are to be administered to their children. All prescription and non-prescription medications that students bring to school must be in the original container and be accompanied by a doctor and parent/guardian signed "Authorization for Administration of Medications by School" form, which may be obtained at the school office. The child's name, room number, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at the end of the school day. A daily log is maintained for all medications administered to a student.

In the event of an emergency, first aid will be administered, and the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other emergencies, so that the proper procedures might be followed with the least possible trauma for the child.

## **B. Wellness Policy**

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

### Nutrition Education

Every year, all students shall receive nutrition education that is aligned with the Michigan Health Content Standards and Benchmarks. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

### Nutrition Standards

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

### Physical Education and Physical Activity Opportunities

St. Monica Catholic School shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.

Every year, all students shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

72 Edits and/or changes are highlighted



The principal shall implement this policy and measure how well it is being managed and enforced. The principal shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, and the Local Advisory Council shall be considered before implementing such rules.

### **C. Immunizations**

All students entering St. Monica Catholic School for the first time must be immunized in accordance with state law. Immunization records or a signed waiver must be on file in the school office before a child may start school. In addition, the immunization status of each kindergarten and 7<sup>th</sup> grade student will be assessed for compliance with state guidelines.

### **D. Sick Children**

If it is necessary to keep your child home because of illness, we ask that you call the school office no later than 8:00 a.m. to alert us to this fact. Messages may be left on the answering machine prior to school hours. Once this is done, the teacher will be alerted. Only in cases of excessive absence does the school require a physician's note to excuse the absences upon a child's return to school.

If your child becomes ill at school, they will remain in the office until they are picked up in order to reduce the chance of contaminating other children.

Homework can also be requested for a sick child; please make your request no later than 8:00 a.m. Homework may be sent home with a sibling or can be left in the gym lobby for a 3:00 to 6:00 p.m. pickup.

### **E. Communicable Disease**

If your child has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the children and teachers, until symptom-free for 48 hours.

- Diarrhea or vomiting
- Oral temperature above 100 degrees
- Consistent cough or runny nose
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- Chicken Pox, Mumps, or Measles
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

For communicable diseases, a child must be on prescription medication for 24 hours before returning to school.

St. Monica Catholic School will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in the school.

St. Monica Catholic School may exclude a child, who is out of compliance with the required immunization schedule. School personnel will coordinate all immunization data, waivers, and exclusions to provide for preventable communicable disease control.

The decision to close the school due to communicable disease outbreaks is at the discretion of St. Monica Catholic School's administration.

## **F. Injured Student**

The first priority of every faculty and staff member of St. Monica Catholic School is for the safety of all children entrusted to our care. You will receive an immediate notification by the school office, should your child become injured during the school day. A written notification will be sent home for minor scrapes or "boo-boos".

## **G. Insurance**

St. Monica Parish carries liability insurance through Gallagher/Bassett in Lansing. The diocese also provides student accident / medical coverage for all students, which includes all interscholastic sports programs and day care students. Specific details and claim forms are available in the school office should a more serious accident occur where you are advised to seek medical help for your child.

Supplemental insurance is additional coverage in excess of insurance carried by the parents. Details of coverage and claim forms are available in the school office.

## **H. OSHA Standards for Blood-Borne Pathogens**

St. Monica Catholic School adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff has been appropriately trained in these standards. The school plan of action in regard to this matter is available in the school office should you wish to review it.

## **I. Hot Lunch Program**

The Catholic Schools of Greater Kalamazoo hot lunch program is under the direction of Hackett Catholic Prep. Elementary menus within CSGK are the same with four entrée choices each day. The hot lunch program meets the Federal Lunch Guidelines. Every effort is made to offer choices enjoyed by students without compromising nutrition and quality.

Lunch orders for an upcoming month are placed and prepaid at [www.boonli.com](http://www.boonli.com). Milk is included in the cost of a lunch. Milk orders, for those students who bring their own lunch, are also available on a monthly basis.

If a student forgets to bring a lunch, a sandwich lunch is provided for the student, and parents will be billed for the meal.

Free or reduced-cost lunches are available to families who demonstrate financial need. Forms for this purpose are available in the August electronic notification or school office.

## **J. Food Allergies**

St. Monica Catholic School recognizes the need and responsibility to address the safety and well-being of students with food allergies within the school. We work to eliminate potential life-threatening risks of exposure to contact-related allergens by implementing allergen-free areas. Specific classrooms may require very stringent guidelines that will ensure the safety of these students. Parents of students in these classrooms are expected to respect and adhere to these guidelines.

## **XI. SPECIAL ISSUE POLICIES**

### **A. Drugs and Alcohol**

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or at any of its activities is absolutely prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also forbidden.

Students who violate these standards of conduct will be promptly disciplined. Such discipline may include any or all of the following actions:

1. a mandatory conference with student, parents, administrator, and/or teacher;
2. suspension from school for a period to be determined by the administrator;
3. a mandatory evaluation and/or enrollment in a drug and alcohol counseling program,
4. the attendance at which must be verified to the school on a regular basis;
5. permanent expulsion from school;
6. referral to law enforcement agencies for prosecution;
7. other action as the administration deems appropriate.

A student maintains his or her right to notification of violation of these standards of conduct and a hearing in regard to such violations.

The following are suggested as suitable agencies for counseling, rehabilitation, and re-entry programs for anyone who has a drug or alcohol abuse problem:

Bridges Program (Catholic Family Services)  
1819 Gull Road  
Kalamazoo, MI 49001  
(269) 381-9800

MidAmerica Psychological Services (MAPS)  
8036 Moorsbridge  
Portage, MI 49002  
(269) 327-1438

Compliance by all students is mandatory. If a student is found in violation of these standards of conduct regarding the use or possession of drugs or alcohol, the student's parents will be notified.

### **B. Suicide Prevention/Intervention**

Staff members in grades five through eight and administration participated in professional development for Dealing with Harmful Adolescent Behavior, including the proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.

The risk of suicide is raised when any peer, teacher, or other school employee identifies someone as potentially suicidal because s/he has directly or indirectly expressed suicidal thoughts (ideation) or demonstrated warning signs.

In this instance, these steps will be followed:

1. Take the threat of self-harm seriously.
2. Take immediate action. Contact the building administrator to inform them of the situation.
3. A teacher or other school personnel, close to the student, talks with him/her in a quiet, private setting to clarify the situation and provide appropriate support.
4. Parents must always be notified when there appears to be any risk of self-harm, unless it is apparent that such notification will exacerbate the situation. The individual who notifies the parent should be an administrator or other person who has the experience/expertise and/or a special relationship with the student and parents.
5. Provide parents with resource information.
6. Follow-up with the parents within a few days to determine what has been done and the next steps.
7. If deemed necessary, or if the student refuses to give any information, contact the prearranged crisis service agency or call the statewide crisis hotline (1-888-568-1112) to find the appropriate crisis intervention agency in your area.
8. Document actions taken as required by school protocol.

## **XII. FACULTY/STAFF/VOLUNTEERS**

### **A. Criminal Background Check**

All administration, faculty, staff, and volunteers at St. Monica Catholic School are required to submit to a criminal background check, which will be confidentially managed by St. Monica Catholic School and the Office of Schools – Diocese of Kalamazoo.

### **B. VIRTUS Training**

VIRTUS Training (also known as Protecting God’s Children) is a mandatory awareness seminar every adult within our school must complete prior to supervising or working with St. Monica students. Administration, faculty, staff, and adult volunteers must complete this course, and submit to a Criminal Background Check, prior to participating in any school related function, program, or activity in which they directly supervise a St. Monica student.

These training sessions are held throughout the year, at various locations in Southwestern Michigan. Dates, times, locations, and registration for a training session can be found at [www.virtus.org](http://www.virtus.org). Criminal Background Check Authorizations are available in the school office.

## C. Volunteers

Volunteers help with many aspects of the school program and are crucial to the overall success of St. Monica Catholic School, and its students. All volunteers in the school must have completed the VIRTUS training, comply with the volunteer Code of Ethics, and have had a criminal background check. If you would like to volunteer, please call the school office at 345-2444.

### GOALS FOR OUR SCHOOL VOLUNTEER PROGRAM

- **TO PROVIDE DIRECT ASSISTANCE** to children in curriculum areas such as reading, math, art and other areas of special needs.
- **TO RELIEVE TEACHERS AND STAFF** of clerical or routine work.
- **TO EFFECTIVELY ENLARGE STAFF** so as to permit instructional strategies essential to individualization.
- **TO ENRICH AND AUGMENT THE SCHOOL PROGRAM** by bringing in special skills, talents, and experiences from community members.
- **TO ASSIST TEACHERS** in increasing children's motivation for learning.
- **TO PROVIDE GREATER OPPORTUNITY FOR THE POSITIVE PERSONAL RELATIONSHIPS** between children and adults and between older and younger students which can contribute to improved student self-image.
- **TO INCREASE COMMUNITY KNOWLEDGE** and understanding of the school programs and improve school-community communications.

### CODE OF ETHICS FOR CATHOLIC SCHOOL VOLUNTEERS

As a volunteer serving in a Catholic school, I:

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will sincerely promote the mission of Catholic education within the school community;
- recognize that I do not officially represent the school administrators, education commission, or C.S.G.K board unless explicitly authorized to do so;
- will be fully and carefully prepared for each day of service;
- will support the administrators and teachers in requested functions and consult administrators and teachers when questions arise;
  
- will implement educational and disciplinary decisions made by school administrators, even though I may be personally opposed to them, and respond in a positive and supportive manner indicating the rationale for the decision;
- will disqualify myself from serving in functions where there may be a conflict of interest because of my family or business interests;
- will keep all student and staff information confidential;
- will realize that the welfare of the school children must come first in all decisions;
- will refer individual concerns to the appropriate school personnel.

I understand that if my words or actions are in direct conflict with any of the outlined items listed above, my status as a school volunteer will be withdrawn.

### **XIII. UNIFORMS and DRESS CODE**

#### **A. Gym Uniform**

There is no official gym uniform for grades K-4. Students should have shoes appropriate for running on the gym floor; for safety reasons, slip-on shoes are not acceptable.

Students in grades 5 - 8 are required to change into tennis shoes, white socks, a green "Irish" t-shirt and black uniform gym shorts. Shorts should extend to the top of the knee while standing up straight. Students are required to change back into their school uniforms after class.

#### **B. School and Classroom Uniform Policy**

Wearing of uniforms begins the first day of school. Used uniforms are available in the uniform closet; parents may bring out-grown uniforms that are clean and in good condition to the school office for donation or exchange.

- All shirts must be tucked in. Please make sure shirts are long enough to stay tucked in.
- The St. Monica logo is allowed on all shirts, ordered through [Flynn O'Hara](#).
- Shorts, skirts and jumpers should extend to the top of the knee while standing up straight.
- Pants must be classic style.
- Uniforms must be clean and in good repair.
- Hairstyles should not be overly conspicuous or distracting. Some examples of this include (but are not limited to) non-natural coloring and partial shaving. Hairstyles must be neat in appearance.
- Body art such as piercings and tattoos, if in any way distracting, as determined by the administration, is not allowed.

All items listed in the tables below may be found online at [Flynn O'Hara](#).

Our uniform policy allows only the below-mentioned wear. Students who do not follow the dress code will be given one verbal warning for the first infraction. A second infraction will be addressed through a written "write-up", and a third will result in a Uniform Holiday privilege being revoked.

**The uniform components are as follows:**

## SMCS 2019-2020 GIRLS' UNIFORM POLICY

Clothing Item	Requirements	Grade
<b>Tops</b>		
Knit (polo) Shirt	Navy blue, or hunter green collared, two or three button, long or short sleeved	Early Childhood - 8 <sup>th</sup> Grade
Sweater w/ Knit shirt	Navy blue or hunter green, long sleeved, V-neck cardigan	Early Childhood - 8 <sup>th</sup> Grade
Turtleneck	Navy or Hunter Green only, worn under jumpers only	Early Childhood – 4 <sup>th</sup> Grade
Button-down Collar, Oxford Shirt with Criss-Cross Girl's Tie or Sweater Vest	White, long or short sleeved, Oxford Shirt – allowed only when wearing Criss-Cross Navy tie or Navy, V-Neck Sweater Vest	5 <sup>th</sup> -8 <sup>th</sup> Grade
¾ zip pullover Fleece	Navy blue or hunter green	Early Childhood - 8 <sup>th</sup> Grade
<b>Dresses</b>		
Jumper	Uniform plaid	Early Childhood - 4 <sup>th</sup> Grade
Skirt	Uniform plaid – 'At the Knee' or 'Below the Knee' style	Grades 5 - 8
<b>Bottoms</b>		
Shorts	Navy blue or khaki and may be worn April 1 - October 31 <sup>st</sup> <i>Shorts must extend to the top of the knee while standing up straight.</i>	Early Childhood - 8 <sup>th</sup> Grade
Slacks	Navy blue or khaki	Early Childhood - 8 <sup>th</sup> Grade
<b>Required Accessories</b>		
Belts (with slacks and shorts)	Brown or black	Grades 2 - 8
Socks and Tights/Leggings	Navy blue or hunter green, or white athletic socks	Early Childhood - 8 <sup>th</sup> Grade
	Navy blue or hunter green knee-high socks or ribbed tights	Early Childhood - 8 <sup>th</sup> Grade
	Navy only, cotton & spandex leggings – must be worn under plaid jumper or skirt	Early Childhood – 8 <sup>th</sup> Grade
	White Knee-high socks	5 <sup>th</sup> – 8 <sup>th</sup> Grade
<b>Shoes</b>		
Flat Dress Shoes	May be worn year round, closed back only	Early Childhood - 8 <sup>th</sup> Grade

79 Edits and/or changes are highlighted

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Sandals	Closed back only, April 1 - October 31 <sup>st</sup> with socks	Early Childhood - 8 <sup>th</sup> Grade
Tennis Shoes	May be worn year round, no light-up shoes allowed	Early Childhood - 8 <sup>th</sup> Grade
<b>Optional Accessories</b>		
Jewelry	Simple earrings, wrist watches and religious necklaces	Early Childhood - 8 <sup>th</sup> Grade
Hair Accessories	Navy blue , hunter green, white, or uniform plaid headbands, barrettes, ribbons, bows, etc.	Early Childhood - 8 <sup>th</sup> Grade
Light Make-up		Grades 7 - 8 only
<b>Gym Uniform</b>		
	Green "Irish" shirt, with black micromesh nylon gym shorts <i>Shorts must extend to the top of the knee while standing up straight.</i>	Grades 5 - 8
<ul style="list-style-type: none"> <li>All uniforms must be purchased through "Flynn O'Hara". Any other uniform clothing may not be worn.</li> <li>Uniform gift cards for Flynn O'Hara are available in the school office for families in need.</li> </ul> <p>112.</p>		

<b>SMCS 2019-2020 BOYS' UNIFORM POLICY</b>		
<b>Clothing Item</b>	<b>Requirements</b>	<b>Grade</b>
<b>Tops</b>		
Knit (polo) Shirt	Navy blue, or hunter green collared, two or three button, long or short sleeved	Early Childhood - 8 <sup>th</sup> Grade
Button-down Collar, Oxford Shirt with Plaid Tie or Sweater Vest	White, long or short sleeved, Oxford Shirt – allowed only when wearing Green Plaid tie or Navy, V-Neck Sweater Vest	5 <sup>th</sup> -8 <sup>th</sup> Grade
Sweater w/ Knit Shirt	Navy blue or hunter green long sleeved, V-neck cardigan	Early Childhood - 8 <sup>th</sup> Grade
¼ zip pullover Fleece	Navy blue or hunter green	Early Childhood - 8 <sup>th</sup> Grade
<b>Bottoms</b>		
Shorts	Navy blue or khaki and may be worn April 1 - October 31 <sup>st</sup> <i>Shorts should extend to the top of the knee while standing up straight.</i>	Early Childhood - 8 <sup>th</sup> Grade
Slacks	Navy blue or khaki	Early Childhood - 8 <sup>th</sup> Grade
<b>Required Accessories</b>		

80 Edits and/or changes are highlighted

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Belts	Brown or black	Grades 2- 8
<b>Socks</b>	Navy blue or hunter green, or <b>white athletic socks</b>	<b>Early Childhood - 8<sup>th</sup> Grade</b>
<b>Shoes</b>		
Dress Shoes	May be worn year round, closed back only	Early Childhood - 8 <sup>th</sup> Grade
Sandals	Brown or black, closed back only, April 1 - October 31 <sup>st</sup> with socks	Early Childhood - 8 <sup>th</sup> Grade
Tennis Shoes	May be worn year round, no light-up shoes allowed	Early Childhood - 8 <sup>th</sup> Grade
<b>Optional Accessories</b>		
Jewelry	Wrist watches and religious necklaces only	Early Childhood – 8 <sup>th</sup> Grade
<b>Gym Uniform</b>		
	Green “Irish” shirt, with black micromesh nylon gym shorts <i>Shorts should extend to the top of the knee while standing up straight.</i>	Grades 5 – 8
<ul style="list-style-type: none"> <li>• All uniforms must be purchased through “Flynn O’Hara”. Any other uniform clothing may not be worn.</li> <li>• Uniform gift cards for Flynn O’Hara are available in the school office for families in need.</li> </ul>		

### C. Uniform Holidays

Every first Friday of each month is designated a uniform holiday. On uniform holidays, students are to wear clean, modest clothes, which are in good repair and in good taste. Items such as crop tops which expose body parts or tight-fitting clothing which emphasizes body parts are not meant to be seen in school; shirts with reference to bands, drugs, tobacco, sex, or alcohol, and other articles of clothing which interfere with any student’s ability to concentrate or study, shall be considered in violation of this policy. Shorts are included as an option as long as they meet the uniform standards for length. The classroom teacher and/or administration shall judge whether clothing meets the uniform criteria.

Students who wear inappropriate clothing on uniform holidays will be issued clean, used uniforms from our used uniform supply or parents will be called and asked to bring in appropriate clothing.

### D. Spirit Wear Day

Every third Friday of each month is designated a spirit wear day. On spirit wear day, students may wear any approved spirit wear top, jersey for a sport’s team, sponsored by SMCS or scout uniform with the appropriate uniform bottom. Students may also wear their school uniform on Spirit Wear Day, if they choose to do so.

### E. Uniform Violations

81 Edits and/or changes are highlighted

Parents will be notified in writing of uniform violations. A student may receive a discipline referral with repeated violations.

### **F. Dress Code**

Modesty is a requirement at all special school events, including but not limited to: Father-Daughter Dance, First Eucharist, Eighth Grade Confirmation, Graduation and the Graduation Dance. For these school functions, male students should wear a shirt and tie. Jackets are highly recommended, but not required. Ladies may wear dresses, skirts or a nice pant suit. Dresses should be modest in length and should have sleeves at least a hand width. If straps are narrower, a light sweater, shrug or shawl is required. Shoes should be dressy but also provide the opportunity to walk comfortably.

## **XIV. AMENDMENT TO HANDBOOK**

### **A. Amendment to Handbook**

St. Monica Catholic School administration reserves the right to amend any portion of this Handbook at any time. Generally, annual amendments are presented to the LAC by the school principal by or before the August LAC meeting for implementation into the Handbook for the then imminent school year.

# EARLY CHILDHOOD ADDENDUM

## ST. MONICA CATHOLIC EARLY CHILDHOOD PROGRAM

### STATEMENT OF PURPOSE

St. Monica Catholic Early Childhood Program is a curriculum based, developmental program in a multi-age environment (3 -5 years old) to help children grow socially, emotionally, physically and spiritually.

### SCHEDULE OF OPERATION/ARRIVAL AND DISMISSAL PROCEDURES

Students must be signed in daily with the exact time of arrival and signed out, with exact time, at the end of the school day.

Students may be dropped off M-F between 7:30 - 7:50 a.m. Children should be escorted to the classroom by a parent or guardian and signed in with the exact time of arrival. Morning drop-off is available at the gym doors M-F between 7:40-7:50 a.m. for all returning EC families and beginning in November for new families to the program. These students will be escorted to the classroom by a seventh or eighth grade student.

It is very important that students arrive no later than 7:50 a.m. Late arrivals make it very difficult for the class to begin in a timely fashion.

Morning students should be picked up at 11:15 am in the front school lobby.

Full day students will be dismissed to the Gym lobby M-F at 2:45 pm for dismissal. Parents may park in the Gym parking lot and wait for their child outside the Gym lobby doors.

#### All Early Childhood Students:

A parent or authorized adult must drop-off and pick-up EC students.

It is our first priority for the young child's day to begin in a positive way. Leaving an older sibling in charge of drop-off to the Early Childhood classroom, many times, results in the young child being unsettled for morning routine and learning. We respectfully request parents or guardians to assume this responsibility on a daily basis.

Students will not be dismissed to older siblings. Children will only be dismissed to an adult who is listed on the Child Information Record (Emergency Card). If you will not be picking up your child, you must send a note in with the child stating the name of the adult who will be picking them up.

### CORRESPONDENCE

Newsletters about themes and activities, a calendar with upcoming events (early childhood-specific and all-school), will be emailed to parents. Other correspondence will be emailed directly to parents as need be.

## **DAILY/WEEKLY ROUTINE**

Morning Prayer (daily) - We gather in prayer as a school family to start our day.

Gym (weekly) – We work with the students on a wide variety of large-motor activities in the school gym.

Mass (weekly) – We come together with our school family to celebrate.

Group Time (daily) – Our first Group Time is spent singing, playing instruments and movement games, and figuring out the day, month, and date on the calendar.

Snack (daily) – We pray and thank God for the gifts He has given to us, and we enjoy snacks we bring from home.

Choice Time (daily) – A large, uninterrupted block of time set apart for the students to choose and carry out their own work. Each student’s concentration is respected and not interrupted, and they may choose from activities in all of the areas of the classroom.

Recess (daily) – Outdoor or indoor!

Catechesis of the Good Shepherd (weekly) – We spend time in the Atrium getting to know God better.

Dismissal or lunch

Rest time

Afternoon snack

Afternoon Choice Time/Recess

Dismissal

## **DISCIPLINE**

All members of the St. Monica Catholic School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

Our discipline policy centers around helping the child maintain self-control and preserve his or her dignity. We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises, and we stay in close contact with parents, communicating the good and the bad. When necessary, time outs are used as an opportunity for a child to calm down and regain control. No child will be excluded from learning time or outdoor play as a disciplinary action if the child has not been provided with these opportunities at other times of the day.

Our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called, and termination will be immediate.

## **ADMISSION CRITERIA**

St. Monica Catholic Early Childhood Program admits children of any race, nationality, or ethnic origin.

The following forms MUST be submitted before a child may attend the program:

- Student Information form
- Household Information form (one per family)
- Early Childhood Tuition Forms and required attachments
- Optional: Automatic Debit form
- Health Appraisal
- Parental Agreements
- Child Information Record
- Birth Certificate and Baptismal Certificate

\*Three-year-old students must be three by September 1st of the enrolling year and must be completely toilet trained. Pull-ups are not an option.

\*Four-year-old students must be four by September 1st of the enrolling year.

## EARLY CHILDHOOD FEES

### THREE AND FOUR-YEAR-OLD EARLY CHILDHOOD SCHEDULES

Meets Monday through Friday; two, three, four or five days per week

- **2 Days:** M/T Half Day \$1380; Full Day \$2450, annually
- **3 Days:** W/Th/F Half Day \$2020; Full Day \$3600, annually
- **5 Days:** M-F Half Day \$2980; Full Day \$5400, annually

**Half-day:** 7:50 a.m. to 11:15 a.m.

**Full-day:** 7:50 a.m. to 2:50 p.m.

In order to create the most successful learning environment for every child, student schedules will be set by the Director and Lead Teacher following an interview with parent and child.

The annual tuition rate is based on a school year of 36 weeks. Absences and vacation days are not deducted from the total. The daily rates are listed to help you calculate your tuition. Your annual tuition will be your price per week multiplied by 36 weeks.

## FIELD TRIPS

Notification of field trips that require driving will be given in advance for parental planning purposes. A parent or other guardian is required to drive and accompany each student, due to the fact that the children must ride in car seats.

## HEALTH CARE PLAN

The EC's complete Health Care Plan is available in each of the EC classrooms for your examination. Copies are also available. Listed below are the topics listed in the plan:

Hand washing policies and procedures

85 Edits and/or changes are highlighted

Handling of Bodily Fluids policies and procedures

Cleaning and Sanitizing policies and procedures

Controlling Infection - Universal Precautions

Illness and Criteria for Keeping your Child Home

Health Resources

### **ILLNESS AND CRITERIA FOR KEEPING YOUR CHILD HOME**

If your child has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the children and teachers, until symptom-free for 48 hours.

Diarrhea or vomiting

Oral temperature above 101 degrees

Consistent cough or runny nose

Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis Undiagnosed rash

Chicken Pox, Mumps, or Measles

Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

If the center becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease. For communicable diseases, a child must be on prescription medication for 24 hours before returning to school.

Parents are asked to notify the school (345-2444) if a child will not be attending school for any reason. If a child is not attending school due to illness, parents are asked to be specific in reporting the illness, for record keeping purposes. If an illness becomes common throughout the school, parents will be alerted, therefore, specific symptoms or diagnoses are appreciated.

### **ILLNESS OR ACCIDENT DURING THE SCHOOL DAY**

If your child becomes ill at school, you will be notified and will be expected to pick him/her up as soon as possible. Medications cannot be administered unless prescribed by a doctor. In the event of an emergency, first aid will be administered, and the school will attempt to notify the parent immediately. The school must be notified if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

If your child becomes ill at school, our exclusion policy for child illness requires your ill child to remain in the office until they are picked up in order to reduce the chance of contaminating other children.

Staff members or volunteers who become ill at school will also be immediately removed from the Early Childhood classroom.

### **NUTRITION AND FOOD SERVICE PROGRAM**

A parent provided, healthy snack (labeled with name and date for consumption) will be offered every morning and every afternoon. A parent provided beverage (water is recommended) will be offered as well. Water is available for all children on demand. Full day students will be offered lunch at approximately 11:15 am. Lunches may be purchased through the school or provided by the parent. A school lunch menu will be posted in the classroom, on the school website, and at [www.boonli.com](http://www.boonli.com) each month, along with nutritional information. Please let the early childhood teachers know if your child has any special dietary needs or limitations.

\*No child will be denied the opportunity for a snack/lunch. If the child does not bring a snack/lunch for the day and requests one, the center will provide a snack/lunch and the parents will be charged accordingly.

### **STAFFING AND TRAINING**

St. Monica Catholic School adheres to the rules and regulations of the state of Michigan when staffing the early childhood program. In addition to the rules and regulations, the staff is directed by a Michigan certified teacher. St. Monica Catholic School has criminal history background screenings and child protection registry checks done on all teachers and staff.

Early childhood staff receives yearly training in CPR and Blood Borne Pathogens, and training in First Aid every three years. Other training includes, but is not limited to, child abuse and neglect, emergency evacuation procedures, health care services plan, diocesan wide in-service trainings, and the St. Monica policy regarding the release of children, administration of medications, supervision, and communication with parents. In addition, each member of the EC staff is required to complete 16 hours of early childhood training annually in a curricular area, such as literacy, math, or science and is required by the Diocese of Kalamazoo to participate in at least 5 hours of catechetical training each school year.

### **TERMINATION OF EARLY CHILDHOOD CONTRACT OR EARLY WITHDRAWAL**

As stated under DISCIPLINE, our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called, and termination will be immediate.

If a child is prematurely withdrawn from the EC program due to a change of address or illness, and IF tuition was paid in full at the beginning of the school year, a refund may be requested for the balance of the school year.

Parents always have the right to request that records, such as cumulative files, be transferred to the child's new school. Please contact the school office if you wish to have your child's records transferred.

### **LICENSING NOTEBOOK**

The Child Care Organizations Act (1973 PA116) requires providers to maintain a licensing notebook which includes all licensing inspections and special investigation reports and related corrective action plans. This notebook will be available to parents for review during regular school hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).



## **XV. SIGNATURE PAGE**

Parents share the responsibility for their child’s understanding of the philosophy of the school and the rules that flow from that philosophy. We ask that Parents or Guardians please discuss the St. Monica Catholic School Family Handbook with the children. In this way, the family is able to participate as a unit in the life of the school. Parents (both) or guardians (both) and students (all in family) are asked to sign this statement that you have received and have read and discussed the school handbook. Parents / Guardians and students agree to be governed by the policies and regulations set forth in the St. Monica Catholic School Family Handbook.

_____	_____
Parent / Guardian	Signature Date
_____	
Parent / Guardian	
_____	
Student Signature	
_____	
Student Signature	
_____	
Student Signature	
_____	
Student Signature	