

Bishop Baraga Catholic School

Family Handbook



Centered in Christ  Believe and Achieve

**Bishop Baraga Catholic School
406 West B Street
Iron Mountain, Michigan 49801**

**P: (906) 774-2277
W: BaragaUP.com**

**Fax: (906) 774-8704
E: office@baragaup.com**

Revised August 2020

CONTENTS

ACADEMICS	5
ADMINISTRATION	5
PROFILE OF THE GRADUATE AT GRADUATION	5
ADMISSIONS AND REGISTRATION	5
ADVISORY COUNCIL	6
AFTER SCHOOL PROGRAM	7
ARRIVAL AND DISMISSAL POLICY	7
ABSENCES	7
TARDIES	7
BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS	8
BISHOP BARAGA CATHOLIC SCHOOL SEAL	8
BUILDING	9
BUILDING AND GROUNDS SAFETY	9
BUSING	10
BUSING CONDUCT	10
CATHOLIC SCHOOLS IN THE DIOCESE OF MARQUETTE	10
CHANGE OF CONTACT INFORMATION	11
CHILD ABUSE AND NEGLECT REPORTING	11
CLASSROOM PLACEMENT	11
COMMUNICATION	11
CODE OF CONDUCT	12
CLASSROOM RULES	12
SERIOUS MISCONDUCT	14
OTHER ACTS OF MISCONDUCT	14
CONSEQUENCES	15
DETENTION	15
SUSPENSION	15
EXPULSION	15
CRIMINAL BACKGROUND CHECKS	15
CURRICULUM	16
CUSTODY/NON-CUSTODIAL PARENT RIGHTS	17

EMERGENCY SAFETY DRILLS	18
FIRE DRILL PROCEDURES	18
SEVERE WEATHER DRILL PROCEDURES	18
ENDOWMENT FUND	18
FIELD TRIPS	19
FINANCIAL ASSISTANCE	19
GRADING SCALE	19
GRADUATION POLICY	19
GRIEVANCES	19
HEALTH SERVICES-ILLNESS, IMMUNIATION, MEDICATIONS	20
ILLNESS IN SCHOOL	20
MEDICINE	20
COMMUNICABLE DISEASE	20
IMMUNIZATIONS	20
HISTORY	21
HOMEWORK/MAKE UP WORK/INCOMPLETE WORK	21
MAKE UP WORK	21
INCOMPLETE WORK	21
HONOR ROLL	22
LEAVING SCHOOL GROUNDS	22
LOST AND FOUND	22
LUNCH CONDUCT	22
MISSION STATEMENT	22
NON-CATHOLIC PARTICIPATION IN MASS	23
OFFICE HOURS	23
OFFICE AND CLASSROOM PHONES	23
PARENTAL RIGHTS	23
PARENT CONTACT	23
PARENT RESOLUTION/GRIEVANCE PROCEDURE	24
PARENT/TEACHER CONFERENCES	24
PHILOSOPHY OF RELIGIOUS EDUCATION	24
PROMOTION AND RETENTION	24
RECESS AND PLAYGROUND	25

RECESS RULES	24
CONSEQUENCES	24
RELIGIOUS OBSERVANCES	25
REPORT CARDS AND PROGRESS REPORTS	26
SCHOOL CLOSINGS	26
SCHOOL PROPERTY	26
LOCKERS	26
TEXTBOOKS	26
SCRIP	27
SEXUAL HARASSMENT POLICY	27
SMOKING/VAPING	27
SPECIAL NEEDS	27
STANDARDIZED TESTS	28
STUDENT PLANNERS	28
STUDENT RECORDS	28
TEMPORARILY DISABLED STUDENTS	28
TRANSFERS	28
TECHNOLOGY USAGE	29
CELL PHONE USAGE AND ELECTRONIC DEVICES	29
TUITION	29
TRANSPORTATION PROCEDURE	31
UNIFORM/DRESS CODE	32
VIRTUS TRAINING	34
VISION STATEMENT	34
VISITORS	34
RIGHT TO AMEND	34

ACADEMICS

ADMINISTRATION

Superintendent.....	Mr. Mark Salisbury
Principal.....	Ms. Angela Oller
Business Manager.....	Mrs. Debbie Emond
Administrative Assistant.....	Mrs. Mary Steinbrecher

PROFILE OF THE GRADUATE AT GRADUATION

ACADEMICS

“I accounted wealth as nothing in comparison with her (wisdom)...all gold is but a little sand in her sight.” (Wisdom 7:8-9)

- ❖ Achieves high understanding in all disciplines to be well-prepared for success in high school.
- ❖ Expresses himself/herself clearly in speaking and writing.
- ❖ Has a love of reading and learning.
- ❖ Masters organizational skills.
- ❖ Uses technology purposefully and proficiently.

FAITH

“But these are written that you may believe that Jesus is the Christ, the Son of God, and that believing you may have life in his name.” (John 20:31)

- ❖ Develops the ability to articulate the faith.
- ❖ Grows in his/her love for the Eucharist and the Holy Mother.
- ❖ Is an active example of the faith, living out the Theological and Cardinal Virtues.
- ❖ Prays daily and participates in the sacramental life of the Church in a full, active, and conscious manner.

SOCIAL & PHYSICAL

“Let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity.” (1 Timothy 4:12)

- ❖ Promotes respect through virtuous interactions.
- ❖ Values lawful authority and God’s creation.
- ❖ Acts in charity, believing each person is created in the image and likeness of God.
- ❖ Leads by example and takes responsibility for his/her own actions.
- ❖ Understands his/her inherent dignity as a person, being a temple of the Holy Spirit.
- ❖ Displays good sportsmanship and teamwork.

ADMISSIONS AND REGISTRATION

Bishop Baraga Catholic School admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It accepts students of any religious conviction; however, we fully and firmly believe, teach, and practice the magisterial teachings of the Catholic Church. We are committed to living as disciples of Christ and seek to maintain a personal

relationship with the Person of Jesus Christ. For example, we teach that all Catholics have a serious obligation to attend Mass on Sundays and Holy Days of obligation. We teach that life is a sacred gift from God that begins at conception and ends at natural death. We also believe and teach that marriage is ordained by God to be an indissoluble bond between one man and one woman. We attend Mass twice a week and believe that Jesus Christ is truly present in the Eucharist.

The Catholic Christian faith and culture are integrated into every subject taught at our school. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of the Catholic Faith to every aspect of life.

Children must be age three for preschool, age four for pre-kindergarten or age five for full day kindergarten on or before September 1. Students will be admitted to Bishop Baraga Catholic School according to the following criteria:

1. Catholics with older brothers and/or sisters currently enrolled at BBCS
2. New Catholic families
3. Non-Catholic families with older brothers and/or sisters currently enrolled at BBCS
4. New non-Catholic families

An appeals process will be made available to families who are refused admittance to BBCS. (Diocesan/EACBE Policy #5111.1)

Registration is held in the month of March for the upcoming school year. It is important that families turn in their forms as soon as possible so texts and supplies can be ordered for the year. We base our staffing needs on this information. Your prompt cooperation is essential for us to make the best use of our budget.

After the enrollment deadline, enrollment is open to parishioners and non-parishioners on a first come first serve basis.

ADVISORY COUNCIL

The Advisory Council is based on a belief in the importance and power of shared leadership. Parents, faculty, administration, and the community work together to provide advice regarding school policies in accordance with the mission of the school and the policies of the Diocese of Marquette.

The primary function of the council is to provide advice and assistance to the pastor-principal leadership team. Council members offer their experience and expertise to strengthen the decision making process. This assistance is provided through the function of committees such as: Catholic Identity, Finance, Buildings and Grounds, Marketing, Home and School, and Strategic Planning.

Membership consists of individuals from our four parishes; American Martyrs, Immaculate Conception, St. Mary & St. Joseph and St. Mary Queen of Peace.

The BBCS Advisory Council meets on the fourth Tuesday of every month in the AV room at 7:00 p.m. Meetings are open to the public.

AFTER SCHOOL PROGRAM

The after-school program is offered Monday-Friday from 3:00-5:30 p.m. If school is closed for any reason there will be no after school program that day. This includes school breaks. If school is in session for a half day, there will be no after school program.

The program is located in the BBCS Multipurpose Room-next to the main office on the first floor. The outline consists of 45 minutes of quiet time for homework completion, 10-60 minutes of outdoor activity weather permitting, board games, Legos, city blocks, dominoes, card games and Movie Day Friday with popcorn.

ARRIVAL AND DISMISSAL POLICY

- ❖ Classes start promptly at 7:50 a.m..
 - Students must be present at 7:45 a.m. for the first bell.
 - **Wednesday and Friday are Mass days.** Each class leaves to walk to Mass promptly at 7:50 a. m.
- ❖ Students must report to the art room (K-3) or the A.V. room (4-8) after entering the school in the morning. Pre-K students should report directly to their classroom.
- ❖ Classes dismiss at 3:00 p. m.
 - Any student still at school past 3:15 p.m. will be sent to the after school program. Charges will apply.

ABSENCES

The school is in session from 7:45 am to 3:00 pm. Daily attendance is required of the students, in accordance with state law and school policy.

Parents are asked to call the school office by 9:00 am if their child will be absent. Students are responsible for all work missed due to an absence, and should consult their teacher upon their return. The parents of students with continued and excessive absences without serious reason shall be contacted for a conference with the teacher or Principal.

Excessive absences may result in retention in the current grade, or dismissal from the school. In the event that a lengthy absence is necessary due to a serious health reason, a plan for completion of schoolwork must be developed.

Students are to be fever-free for a minimum of 24 hours before returning to school. Students who are sent home during the day with a fever will not be allowed to return to school the next day, as this would not allow for the 24 hour protection of the entire school community.

TARDIES

Please be aware of the school's tardy policy:

- ❖ The school day begins at 7:45 a.m. and students are required to be on time daily.
- ❖ Students are tardy if they are not in their classroom at 7:50 a.m. when the second bell rings.

- ❖ Students are excused through an email, phone call, or written note from the parents to the office on the day of the late arrival.
- ❖ If a student has no note or the parent provides no explanation to the office, the tardy will be considered “unexcused”.
- ❖ The tardy will be excused for unforeseeable reasons such as car trouble, a traffic accident, or poor road conditions due to weather.

The parents of students with continued and excessive unexcused tardiness shall be contacted for a conference with the Principal. A student will not be promoted to the next grade if his or her unexcused tardiness exceeds that of 35% of the total days of attendance required.

BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS

BBCS is not responsible for damaged or lost items on the school grounds.

BISHOP BARAGA CATHOLIC SCHOOL SEAL



Centered in Christ

Believe and Achieve

The seal of Bishop Baraga Catholic School symbolizes the mission of our school and honors our patron Venerable Bishop Frederic Baraga.

At the center of our seal is the Cross of Christ epitomizing our school which is *Centered in Christ*. The two B's flanking the cross refers to Bishop Baraga. In his ministry Bishop Baraga lead people to Christ, the B's in our seal focus our attention on Christ. The treflee cross was chosen to reflect the cross that is behind Bishop Baraga's episcopal coat of arms.

The color blue was chosen to symbolize Bishop Baraga’s devotion to the Blessed Virgin Mary, who was represented in his episcopal coat of arms. The color white was chosen to contrast with the blue and thus making the cross preeminent in our school seal.

Our school motto, *Centered in Christ – Believe and Achieve*, embodies the mission of our Catholic School and reflects Pope Benedict XVI’s mission for Catholic schools.

Catholic identity is . . . namely that each and every aspect of your learning communities reverberates within the ecclesial life of faith. Only in faith can truth become incarnate and reason truly human, capable of directing the will along the path of freedom (cf. Spe Salvi, 23). In this way our institutions make a vital contribution to the mission of the Church and truly serve society. They become places in which God’s active presence in human affairs is recognized and in which every young person discovers the joy of entering into Christ’s “being for others” (cf. ibid., 28).¹

¹Pope Benedict XVI, “Address to Catholic Educators,” Apostolic Journey to the United States of America. Catholic University of America, Washington, D.C. 17 April 2008

BUILDING

Lower elementary classrooms (preschool through grade three) are located on the first floor of the building; along with administrative and business offices, restrooms and multipurpose room (used for computers, art, lunch and the after school program). Upper elementary and middle school classrooms (grade four-eight) are located on the second floor. Also, on the second floor are the Audio Video (AV) room, teacher’s lounge, and restrooms.

- ❖ Licensed Preschool and Pre-Kindergarten
 - 3 year old Afternoon Preschool: Monday, Wednesday, Friday or Tuesday and Thursday, 12:00-3:00 p.m.
 - 4 year old Morning Pre-Kindergarten: Monday-Friday, 7:45-11:00 a.m.
 - 4 year old All Day Pre-Kindergarten: Monday-Friday, 7:45 a.m.-3:00 p.m.
- ❖ Elementary: All-Day Kindergarten-5th Grade
- ❖ Middle School: 6th-8th Grade

BUILDING AND GROUNDS SAFETY

The following procedures are established to ensure safety during school hours:

- ❖ Prior to 7:15 a.m. all school doors are locked. At 7:15 a.m. only the school front entry doors are unlocked. Visitors are admitted to the school during school hours and must sign in in the office.
- ❖ Front entry doors relock at 7:50 a.m. and are not unlocked until 2:50 p.m.
- ❖ Parents, visitors, and/or volunteers need to check into the office when they are in school. (This is not necessary when bringing children to school or picking them up after school.)
- ❖ Visitors need to sign out when they leave the building.

- ❖ Parents are not to interrupt classroom instruction. Parents/guardians are to report to the school office. The office will contact the classroom to have the student released.
- ❖ When picking up a student in the school at the end of the day, parents/guardians should remain on the first floor near the main entry as not to disrupt classrooms.

BUSING

Bishop Baraga Catholic School students use R & A Transportation for busing services. Students may only ride their assigned buses unless they have a written note from a parent or guardian. If a proper written request is not received, the child will be sent home on his/her regular bus, except in emergencies. For more information on bus routes and rules, contact the transportation director, Paul Skoglund, at 906.239.2806. Families must contact R & A before each school year to ensure they are included in the schedule.

BUSING CONDUCT

The safety of bus students is a basic concern, therefore, students and parents are asked to cooperate in the application of those regulations set by R & A Transportation regarding bus procedures and safety. Habitual misbehavior may result in the student losing the privilege of riding public school buses.

CATHOLIC SCHOOLS IN THE DIOCESE OF MARQUETTE

Communities of Faith

- ❖ In communion with the Bishop and Pastors
- ❖ In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- ❖ In Christian collaboration among the staff, teachers and parish
- ❖ In respectful personal relationships between teachers and students



Committed to the integral formation of the student

- ❖ Through educational practice founded upon an understanding of children as persons created in the image of God
- ❖ By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- ❖ Through curricula which brings the study of faith, life, and culture into harmony
- ❖ Through teachers and staff who understand their mission as a vocation from God to form the whole child
- ❖ By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- ❖ Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- ❖ To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- ❖ To continually assess student learning and adjust teaching to meet learning goals and student needs
- ❖ To provide and coordinate learning support services to meet the unique learning needs of all students
- ❖ To offer a progressive technology infrastructure designed to support teaching and learning goals

Committed to excellence in all co-curricular and extracurricular areas of programming

- ❖ To imbue in students a culture of charity through community service programs
- ❖ To establish co-curricular programs that enhance the core curriculum
- ❖ To provide team sports and other extra/co-curricular programs as a means to a well-rounded formation of students

CHANGE OF CONTACT INFORMATION

Any change of address or telephone number must be submitted promptly to the school office. We must be able to contact you in case of an emergency.

CHILD ABUSE AND NEGLECT REPORTING

Under Michigan Statue, a professional or professional's delegate who is engaged in the practice of education (including teachers, administrators, coaches, day care providers, counselor, paraprofessionals, and bus drivers) is mandated to report if she/he knows or has reason to believe that a child is being neglected or physically or sexually abused, or that a child has been neglected or physically or sexually abused within the preceding 3 years.

CLASSROOM PLACEMENT

At the end of each school year teachers place students in a homeroom they think will best maximize the students' learning potential for the next year. Teachers take into consideration personality mixes and conflicts, gender mix, academic ability, socialization skills and more. If parents have a special request it must be submitted in writing to the principal by end of the current school year for consideration. Doing this does not guarantee that the request will be granted. Changes will not be made unless they are deemed necessary by the principal and the teachers involved. Classroom homeroom lists will be posted the day of fall open house, about one week prior to the first day of class.

COMMUNICATION

It is the desire of the school to have effective communications with all parents. The school will communicate with families through the Monday Mailer, SchoolSpeak, Remind, parent/teacher conferences, and general parent meetings. Any questions or concerns should be directed to the principal and/or the teachers. Please call or email, and we will be happy to meet with you.

CODE OF CONDUCT

CLASSROOM RULES

The following rules and guidelines will be adhered to in all classrooms, in conjunction with the classroom management/ behavior expectations of each teacher. All students will follow these rules and parents are expected to fully support the teachers in their implementation.

1. Keep your hands to yourself.
2. Use a pleasant voice and always speak at an appropriate volume.
3. Use acceptable language.
4. Do not run in the hallways.
5. Respect the personal property of others.
6. Respect the rights and feelings of others.
7. Respect and obey all supervisors.
8. Bring in only those articles that are related to school.
9. School property is to be removed only with the proper authorization.
10. Place litter in wastebaskets.
11. Learn and follow fire/tornado drills and emergency procedures.
12. Leave the classroom only with permission from a teacher or supervisor.

Bishop Baraga Catholic School has a code of conduct. A code of conduct is a discipline plan for helping children learn to function in the society of the school and in the wider world. A discipline plan applies to the school as a whole as well as to the classroom. However, discipline is nothing more than Christian formation. It is the individual formation of each child which enables him to see himself and the world as God sees it, and to act as God would have him act at all times. The goal, then, of discipline is true cultivation of virtue, so that the child is interiorly directed away from a pattern of behavior which needs to change in order for him to mature in virtue. This means that all discipline plans must be rooted in God Himself, from Whom the dignity of the human person is derived, and needs to take into consideration the workings of grace and sin.

When a student's behavior is inconsistent with the expectations set forth in the school and/or classroom policies, the first response is to assist the student in understanding the wrongdoing. This can take place by a simple glance, a touch on the shoulder, a brief conversation, or saying the student's name. Extreme Care is taken to not 'overdo it' and embarrass or demoralize the child. An effective discipline plan provides an atmosphere of harmony and the freedom to respond to God's grace and love. The teachers instruct the students in the academic disciplines while giving each child the opportunity to develop and flourish as a child of God.

The word "discipline" comes from the same root as the word "disciple." Therefore, discipline is seen as something essentially positive, coming from each student's following of the precepts of Christ. The emphasis is placed on each student's development of self-discipline and responsibility based on Christian

virtue. Students are expected to conduct themselves at all times according to the highest standards of polite, respectful, Christian conduct. Actions, behaviors, or items contrary to teachings of Christ and His Church are inappropriate in our Catholic school.

The greatest obligation for teaching a child good moral conduct and self-discipline rests with the parents; the school accepts the responsibility of assisting the parents with that task. It is imperative that the student be convinced that his/her parents fully support the school and expects the student to adhere to the school's rules. Without this understanding, the student may think that home and school bear no relation to one another. This can cause the student to behave/communicate differently at home and school. Even in situations of disagreement, it is in the best interest of the student that parents and teachers come to an understanding which will safeguard the student's respect for parental and school authority. We can best serve the children by working together.

Bishop Baraga Catholic School's Code of Conduct shall include, but not be limited to, the following principles:

- ❖ A Bishop Baraga Catholic School student is considered a student 24 hours a day, and is expected to act in a manner consistent with being a disciple of Christ at all times.
- ❖ Students shall treat each other, school employees, and guests with Christian charity, courtesy, and respect at all times.
- ❖ Any disruption of the learning environment is considered an infringement on the rights of others and will be handled accordingly.
- ❖ Students shall use material items with care and respect to show that they understand the necessity to be good stewards of creation.
- ❖ Being mindful that their dignity comes from being made in the image and likeness of God, students are expected to strive to live virtuously, knowing that this is the only means to peace and happiness.
- ❖ Students are expected to view and treat the human body as a gift from God; therefore, they are expected at all times to treat their own bodies and the bodies of others as the temples of Holy Spirit.
- ❖ Students are expected to observe the dress code which requires each to dress in conformance with his or her biological sex.
- ❖ Students may only use restrooms, locker rooms, and changing facilities conforming to their biological sex.
- ❖ Public displays of intimate affection are not permitted.

The teacher is the key person in school discipline. The teacher is expected to make every effort to handle personally the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough, the teacher will seek the Principal's assistance. Parents are expected to fully support the teachers and the Principal in the implementation of their plan to cultivate virtuous behavior. This cooperation is essential in assuring an environment of respect and order, and for a classroom to run in an efficient manner.

Normal disciplinary procedures in the classroom include, but shall not be limited to, the following:

- ❖ warnings, written or verbal
- ❖ loss of free time or recess
- ❖ contacting the parents
- ❖ detention scheduled by the teacher
- ❖ a visit to the Principal's office
- ❖ student contract

All school rules govern student behavior (1) on the school grounds at any time and (2) off the school grounds at a school activity, function, or event.

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. Bishop Baraga Catholic School reserves the right to judge the seriousness of the actions and the disciplinary consequences which will arise from them, including detention, in school suspension, out of school suspension, or expulsion. Examples of behaviors worthy of stringent disciplinary action include, but are not limited to, the following:

SERIOUS MISCONDUCT

- ❖ Disruption and or obstruction of any lawful mission, process, or function of the school
- ❖ Damaged or attempted damage of the school property or the property of another
- ❖ Bullying, physical or verbal assaults
- ❖ Sexual harassment
- ❖ Use of profane or vulgar language
- ❖ Cyber bullying or using blogs, email, or social media to express defamatory comments regarding the school, the faculty, or other students or their families
- ❖ Possession of knives, firearms, weapons etc.
- ❖ Obscene conduct; possession of obscene literature or images, possession of obscene literature or images on electronic devices; trying to use school provided technology to access pornography
- ❖ Stealing, gambling, extortion
- ❖ Cheating, forgery, or plagiarism

OTHER ACTS OF MISCONDUCT

- ❖ Truancy, excessive absenteeism, tardiness, self-dismissal;
- ❖ Violation of the uniform code;
- ❖ Missing or late homework assignments;
- ❖ Disrespectful language or actions towards any staff member faculty or other students or family members.

CONSEQUENCES

DETENTION

If the principal/teacher deems it necessary, the student will be given a detention.

- ❖ Detentions will begin at 7:00 a.m.

SUSPENSION

In reaching decisions on student suspension, consideration is given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

Parents shall be notified of a suspension. A student will never be asked to leave the school before parents have been contacted and they have granted permission for the student to proceed home.

Suspension, while investigation takes place, shall be limited to no more than three school days. Reasons for the suspension shall be in writing. The duration of the suspension shall be determined by the principal.

A serious violation of the Bishop Baraga Catholic School code of conduct will result in a temporary suspension from extra-curricular activities. Suspension from school for any length of time may result in permanent suspension from extra-curricular activities.

EXPULSION

Expulsion shall be defined as the permanent dismissal of a student from the school. Like suspension, it shall be enacted only as a last resort after all other means of motivation and correction have failed.

Parents and students may seek a review of the matter with the Advisory Council if they so desire (Diocesan Policy #5114.1).

CRIMINAL BACKGROUND CHECKS

It is policy of all schools in the Diocese that criminal background checks are performed on all employees as well as volunteers who have regular or unsupervised contact with minors.

CURRICULUM

	Religion	Literature	Grammar Composition	Math	Science	Social Studies
Pre-K	Bible Stories Prayers	Happily Ever After (fairy tales) Nursery Rhymes	Zaner-Bloser Handwriting Readiness	Number Recognition Early Math Concepts	Animals Weather The Human Body	Holiday Families and Community
K	Faith First: Knowing Jesus as our Friend (RCL)	Superkids K Nursery Rhymes Fairy Tales Fables	Zaner-Bloser Handwriting Introduction to Sentences	Singapore Math – K	Plants Farming Seasons Weather The Five Senses	Columbus Pilgrims Native Americans Kings and Queens Colonial Towns American Symbols
1 st	Our Heavenly Father: <i>An invitation to know love and trust God.</i>	Superkids 1	Zaner-Bloser Handwriting Superkids Grammar	Singapore Math – 1	Plants and Animals Living Together About Our Earth Natural Resources Weather, Seasons, Sky Investigating Matter Energy in Our World Recycling	U. S. Geography Early Explorers Voting Veterans Civil Rights Leaders Presidents Continents Our Community
2 nd	Jesus Our Life: <i>Preparation for First Reconciliation and First Communion</i>	Superkids 2	Grammar 2 (Shurley) Institute for Excellence in Writing	Singapore Math – 2	Physical Properties of Matter Rocks and Minerals Forces and Work Simple Machines Birds (Nancy Larson Science)	The Story of the World <i>Volume 1: Ancient Times</i>
3 rd	Our Life with Jesus: <i>The Sacraments, Old Testament, Life of Christ</i> The Catholic Bible Story Workbook <i>Bible Stories</i>	Alice in Wonderland; Charlotte’s Web; Farmer Boy; The Moffats; Twenty and Ten; Paddington Bear Sarah, Plain and Tall; Aladdin and the Wonderful Lamp; Poetry	Grammar 3 (Shurley) Institute for Excellence in Writing	Singapore Math – 3	Solar System Elements and Compounds Physical Changes Atmosphere Seed Plants Amphibians and Reptiles (Nancy Larson Science)	Meet Michigan <i>Michigan History</i> Geography of Michigan
4 th	Jesus Our Guide: <i>Salvation History</i>	Heidi Lassie Lolek Trumpet of the Swan The Lion, The Witch, and the Wardrobe St. Catherine Laboure	Voyages in English 4 Institute for Excellence in Writing	Singapore Math – 4	Cells Botany Zoology Ecosystems Energy Electricity (Nancy Larson Science)	American Revolution U.S. Constitution The Geography of the U.S. Early Presidents and Social Reformers

	Religion	Literature	Grammar Composition	Math	Science	Social Studies
5 th	Credo: I Believe <i>A Study of the Creed</i>	The Silver Chair Hans Brinker, or The Silver Skates The Secret Garden Little Men Saint Biography Catholic & Classic Poetry and Short Stories	Voyages in English 5 Institute for Excellence in Writing	Singapore Math – 5	Astronomy Chemical Properties of Matter Earth Systems Force and Motion Engineering (Nancy Larson Science)	From Sea to Shining Sea: <i>United States History</i> States and Capitals
6 th	Following Christ: <i>The Ten Commandments, the Beatitudes, and the Mass</i> Encounter Bible Study	The Magician’s Nephew Outlaws of Ravenhurst Treasure Island Saint Biography Catholic and Classic Poetry and Short Stories	Voyages in English 6 Institute for Excellence in Writing	Math Connects – 6 th Grade <i>MacMillan McGraw Hill Glencoe</i>	Life Science	All Ye Lands: <i>Prehistory – Reformation</i> Famous Men of Greece Western World Western Hemisphere
7 th	The Life of Grace: <i>The Seven Sacraments</i>	The Horse and His Boy A Christmas Carol The Bronze Bow The Gospel of Luke Saint Biography Poetry and Short Stories	Voyages in English 7 Institute for Excellence in Writing	Pre-Algebra <i>MacMillan McGraw Hill Glencoe</i>	Physical Science	Light to the Nations: Book 1 Easter World: Eastern Hemisphere Geography and History
8 th	Our Life in the Church: <i>A Study of the Church</i> Theology of the Body	The Hobbit Julius Ceasar The Strange Case of Dr. Jekyll and Mr. Hyde Saint Biography Catholic and Classic Poetry and Short Stories	Voyages in English 8 Institute for Excellence in Writing	Algebra <i>McGraw Hill Glencoe</i>	Earth Science	U.S. History through Reconstruction Government; Constitution; Bill of Rights WWII to Present Current Events

CUSTODY/NON-CUSTODIAL PARENT RIGHTS

Divorced or separated parents or other guardian relationships, must file a **court-certified copy of the custody section** of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Both parents have the right of access to a child's grades and information unless one parent produces a legal (court-certified) document to the contrary. The school will supply current grade information to the non-custodial parent upon receipt of a written request.

EMERGENCY SAFETY DRILLS

Fire and tornado, evacuation and lockdown drills are held on a periodic basis for safety. All plans are reviewed by local safety officials.

FIRE DRILL PROCEDURES

Fire drills will be held regularly with appropriate exits assigned for each class. Exits are clearly marked and escape routes posted in each classroom. Students are to leave the building in an orderly, quiet manner by the nearest exit. Windows and doors are to be shut and lights turned off upon leaving the classroom. Teachers will take attendance as soon as the students are safely away from the building. Students are to remain outside with their teacher until signaled to return to the building. All adults in the building are to follow the same procedure. From time-to-time, an exit may be blocked to practice an alternate escape route.

SEVERE WEATHER DRILL PROCEDURES

Severe weather drills will be held during the school year. The signal for a severe weather drill is a continuous ringing of the school bell or the special 'ambulance' beeping on our P.A. system. Students are to leave the classroom and go to the nearest area without windows. The classroom door is to be shut if it is a tornado emergency. Students and teachers should meet on the first floor in the 1st grade hallway, squat facing the wall with their heads down, and covered with their hands. Students are to remain in this position until the all-clear signal. Students in kindergarten, pre-kindergarten and preschool should move further up the hallway until they are away from the end hall window. Students in the middle school will squat behind the youngest students and shield them. All volunteers and adults in the building must follow the same procedure.

ENDOWMENT FUND

The endowment fund exists as an incorporated entity under the governance of the Bishop of Marquette. The board exists to oversee the investment of funds gifted to the endowment fund. The interest from such investments, by charter; is used for capital improvements, tuition assistance and some general operations.

FIELD TRIPS

Field trips are part of the overall curriculum. Students engage in a field trip experience to help achieve educational goals. Parents will be notified about these trips and will be required to complete the formal permission request. ALL parents and volunteers MUST have Virtus training to assist on field trips. Students must be buckled in seat belts at all times while in the vehicle. Students under age eight may not ride in the front seat of a vehicle with passenger-side air bags. Younger children will be in approved car seats as required by law.

FINANCIAL ASSISTANCE

Families who feel they cannot commit to the published tuition rates are encouraged to request financial assistance. Funds for this purpose are provided through the scholarship fund, tuition angels, and our special needs fund. **Requests for tuition assistance must be initiated at the time of registration prior to March 15.** A SMART Aid application must be submitted online.

GRADING SCALE

Grades on report cards and progress reports are given in letter form. This is the percentage/letter equivalencies:

Lower Elementary Scale (K-3)

97-100	X
91-96	S+
78-90	S
77-70	S-
64-69	I
0-63	U

Upper Elementary and Middle School Scale (3-8)

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	U/F

GRADUATION POLICY

Students in the eighth grade will not be allowed to participate in graduation if they:

1. have repeatedly refused to complete their work
2. are habitually truant from school
3. have for an average, incompletes or 'U's in several subject areas
4. have not paid in full: tuition, book fines, Scrip fee, etc.

GRIEVANCES

Complaints from individuals concerning instruction, discipline, or learning materials are to be directed to the appropriate level for response according to the following sequence: Classroom teacher – Principal - Bishop Baraga Catholic School Advisory Council

Criticism made to the Advisory Council as a whole or to any individual member must be submitted in writing and will be referred to the school for study and recommendations. Complaints concerning individual employees or volunteers of the school will not be accepted by the council without specific documentation. Such complaints will be referred to the council and addressed by the council in an Executive Committee meeting when such action is necessary as recommended by the school principal.

The council will address complaints only after they have been explored by the appropriate administrative level according to the above sequence. Complaints about the principal are to be submitted in writing to the council chair and addressed at an Advisory Council meeting when such action is deemed necessary. (Policy 1312CS)

Concerns or questions regarding school policy should be brought to your parish priest.

HEALTH SERVICES-ILLNESS, IMMUNIZATION, MEDICATIONS

ILLNESS IN SCHOOL

1. If your child becomes ill during the school day, you will be contacted and requested to pick up your child. Parents should make every attempt to retrieve their sick child from school within 1 hour of being contacted. After 1 hour, the emergency contact person will be called.
2. Children must be symptom free for 24 hours before returning to school. In the event of a contagious illness a doctor's note must accompany the child upon their return. Examples include but not limited to: head lice, strep throat, pinkeye, ringworm, etc. When a case of head lice has been identified, it is necessary for the child to be cleared by the office staff before returning to class. We want to ensure the safest and healthiest school environment for all children.

MEDICINE

All medications taken at Bishop Baraga Catholic School must be administered in the office under the supervision of staff. No medication will be administered to children by staff unless the appropriate form has been filled out and signed (forms can be obtained from the secretary or principal). Medication must be brought to school by a parent in the original prescription container in order to have it distributed to your child. Example: If your child has a headache and needs medication, we will only give them medication if we have the appropriate form AND medication in the original container with their name on it.

COMMUNICABLE DISEASE

Bishop Baraga Catholic School will follow the recommended guidelines from the Michigan Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

If, at any time, a child is exposed to a contagious disease or parasite, the parent will be notified. All parents are requested to follow simple precautionary rules for the benefit of all our children. Do not send children to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school. Please keep children home if there is any doubt.

IMMUNIZATIONS

State law requires that each student must have current immunizations or a signed waiver on file with the Dickinson-Iron Health Department. If a family has a waiver on file, a new waiver will need to be signed every school year. **Noncompliance is reason for exclusion from school.** Preschool students must submit proof of immunizations prior to the start of school.

Hearing and vision screening is done on a regular rotating basis for all students. Recommendations for follow-up are sent home to parents.

HISTORY

St. Mary & St. Joseph Parochial School opened on September 6, 1954 at the current location. Over the years and change in enrollment with the both American Martyrs and Immaculate Conception Catholic Schools, they eventually merged in the 1970's to form Dickinson Area Catholic School which was later renamed Bishop Baraga Catholic School (BBCS) in 2009. Currently; American Martyrs, Immaculate Conception, St Mary Queen of Peace and St. Mary & St. Joseph parishes provide support and guidance for our school. Bishop Baraga Catholic School provides a strong education for children in preschool through eighth grade. To read more about our history visit BaragaUP.com.

HOMEWORK/MAKE UP WORK/INCOMPLETE WORK

Homework assignment guidelines were developed using the NEA-National Education Association suggestions. Guidelines were adopted in 2012. As parents you can expect:

- ❖ **Grades K-2 20-30** minutes a day
- ❖ **Grades 3 30-45** minutes a day
- ❖ **Grades 4-5 30-45** minutes a day
- ❖ **Grades 6-8 60-70** minutes a day
 - Homework is due by assigned due dates.
 - There will be occasions when there is a valid reason in writing from parents for not completing homework on time, and this will be taken into consideration by the teacher.
 - Students should expect daily homework.
 - It is the student's responsibility to write down the assignments and complete those assignments in the appropriate time frame.
 - If a student is absent it is the student's responsibility to find out what the missing assignments were and the specific deadlines (Grades 2-8.)
 - School absences do not excuse a student from completing their assignments. Grades are not given—they are earned!

MAKE UP WORK

When a child is absent make-up work is the responsibility of the student and parents. When parents call to report their student absent a request can be made to have the assignments and materials available in the office for pick-up or to be sent home with a sibling.

INCOMPLETE WORK

Students must make up any incomplete work due to illness or an unexpected reason. For each day absent the student has the equal number of school days to make up work (unless otherwise arranged.) If the work is not completed within this period, the student receives a 'U.' Students not turning in work for reasons other than an excused absence have one day to make up this work.

HONOR ROLL

Students in grades 5-8 are recognized for their academic achievement through the publication of an honor roll.

- ❖ All A's – 4.0
- ❖ B or Better – 3.1- 3.9
- ❖ B average – 3.0

The students are honored through a school announcement. Middle School students have their names published in the local newspaper.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the school day without written permission. Written requests for early dismissals for doctor or dental appointments, which should be made only if another time cannot possibly be arranged, are made to the homeroom teacher. All other written requests for early dismissal are made to the school office. Those who leave without permission will be considered truant. Students leaving the school grounds during school hours must have a parent/guardian sign a dismissal form in the school office before leaving.

LOST AND FOUND

The school office is not designated as the lost and found department. Lost articles are located in a bin in the Kindergarten hallway. Any items of great value should be brought to the office. Students and parents should check this frequently. Twice a year, items that are not taken home over Christmas or summer break will be donated to St. Vincent DePaul.

LUNCH CONDUCT

The usual standards of courtesy and good manners are to be followed in the cafeteria.

1. Use good table manners. No throwing or playing with food.
2. Clean the area where you have eaten: table, chair, and floor. Food stays in the lunchroom.
3. Talk quietly.
4. Walk at all times.
5. Be respectful to the monitors.

MISSION STATEMENT

Bishop Baraga Catholic School is a ministry of the parishes of American Martyrs, Immaculate Conception, St. Mary and St. Joseph, and St. Mary Queen of Peace. Guided by the Holy Spirit, we are built upon the Cornerstones of our Catholic Faith, Academic Excellence, Family Atmosphere, and Structure and Discipline. Our school offers the challenging and rewarding Classical Curriculum that parents want for their children. Ultimately, our mission is helping students reach their highest potential while laying the foundation for their God-given vocation.

NON-CATHOLIC PARTICIPATION IN MASS

Non-Catholics families are welcome to participate at our Masses; however, according to Canon Law, they are not allowed to receive communion. Non-Catholics students are expected to participate in all religious activities held during school hours.

OFFICE HOURS

School year office hours are from 7:30 a.m. to 3:30 p.m.
Summer hours are Tuesday-Thursday from 9:00 a.m.-2:00 p.m.
Please leave a message if your call is not answered.

OFFICE AND CLASSROOM PHONES

Students are not allowed to use the phone in the office or their classroom except in case of emergency or for disciplinary reasons. Exceptions may be made by the teacher or principal. Plans for after-school activities must be made in advance. Students may not use the phones to order lunch.

Please leave phone messages for your children only when it is absolutely necessary. The message must be at school prior to 1:00 p.m. to insure that your child will receive it before dismissal.

Phone messages after these times may not get to your child. Phone calls are not sent to the classrooms during instructional times.

PARENTAL RIGHTS

Parents have the right to:

1. have their children receive an academically sound education
2. talk with school personnel and to have requests for meetings answered in a timely manner
3. receive fair hearings on concerns and grievances
4. have students supervised in a safe and appropriate manner
5. review their child(ren)'s records
6. participate in the life of the school

Cooperation and communication between parents and teachers is vital for the success of the children. Parents who have a concern should first bring the concern directly to the teacher. If a concern cannot be resolved successfully with the teacher, parents are invited to make an appointment with the principal.

PARENT CONTACT

Parents who plan to be away from home are asked to notify the school in writing of the name and telephone number(s) of adults who will be responsible for their children.

Parents should also notify the school if there have been any life-altering changes in a student's home life. Students often react in different ways to the loss of a pet, severe illness of a parent, parents' divorce,

family member moving, etc. Having this knowledge helps our teachers and staff deal effectively with children.

PARENT RESOLUTION/GRIEVANCE PROCEDURE

The dispute/grievance procedure is a process to resolve concerns or disputes that may arise. The following chain of command should be taken by a person seeking resolution; steps are successive only if resolution is not achieved:

1. Work with the teacher first
2. If you cannot resolve your differences please schedule a conference with both the teacher and principal
3. If further discussion is necessary, please schedule a meeting with the principal
4. If you need further assistance a meeting will be set up with the teacher, principal, and pastoral delegate

PARENT TEACHER CONFERENCES

Conferences are scheduled at the end of the first marking period for all students. Conferences are scheduled as needed for the remainder of the school year. Additional individual conferences may be initiated by parents, teachers, and/or the principal. Parents are encouraged to keep in close contact with their child(ren)'s teacher throughout the year.

PHILOSOPHY OF RELIGIOUS EDUCATION

We believe that faith formation takes place in the family, parish, and school. Faith is founded in the teachings of Jesus Christ – “In scripture...in prayer...in the events of human life and history...in the church, where all these things converge.” (NCD, 104)

Such vital, traditional faith involves the WHOLE PERSON. It involves the head with its facts and truths, the heart with its trust and love, and the hands and feet with their actions of care and service.

We provide a program of religious formation which is built on a firm foundation of scripture and gives emphasis to the Trinity, sacraments, church, morality, and Christian works.

Our goal is to help our students grow in their faith as Catholics. A Catholic faith that is alive and growing is grounded in a deepening relationship with God, in Jesus Christ, through the Holy Spirit.

PROMOTION AND RETENTION

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Parents will be kept informed of their child's progress throughout the year. The school will keep documentation. Students who fail two or more 'core' subjects may be retained in the same grade for the coming school year. Parents will be notified by mid-April if there is a strong possibility of retention. Every effort will be made

to assist students and parents if special help is needed. All requests for outside intervention must be processed through the children's teacher and/or the principal.

RECESS AND PLAYGROUND

Students are expected to go outside for recess on a daily basis and should come to school dressed for the weather (snow pants, mittens, boots, hats, etc.). Students must have a written excuse to stay in for recess. Acceptable excuses are for medical reasons (e.g. sprained ankle). *If a student is too sick to go out for recess*, he/she is too sick to be in school. In case of severe weather, students will have indoor recess.

Students are supervised on the playground during recess periods by parent monitors, faculty, and/or the principal. Courtesy, respect, and safety are expected at all times. Students are prohibited from playing contact sports such as tackle football and king-of-the-mountain. Skateboards, roller skates, scooters and rollerblades are not permitted on school grounds.

RECESS RULES

1. Respect playground authority
2. No rough play during competitive sports
3. Feet first on slides
4. No climbing up slides
5. No throwing woodchips
6. No throwing snowballs
7. One person on swings at a time
8. Sitting only on swings
9. No writing on fences with chalk
10. Use appropriate language
11. Respect other students
12. No tackling or wrestling
13. Children must have a jacket on when weather is below 50 degrees
14. Must stay on black-top when there is snow if they do not have snow-pants

CONSEQUENCES

- 1st: Verbal warning and instruct student in appropriate behavior-5 minute on wall if deemed necessary
- 2nd: Verbal warning and action: Student is instructed in appropriate behavior and told to stand by the wall for the rest of recess or 5 minutes (left to discretion of authority).
- 3rd: Student is brought to the office.

RELIGIOUS OBSERVANCES

We begin and end our day with prayer. Masses are held at St. Mary and St. Joseph Church on Wednesdays and Fridays at 8:00 a.m. Parents and friends are encouraged to celebrate with us. Students in first through eighth grades prepare the liturgy for the weekly Mass. Students are expected to attend Mass in

their own parishes on Holy Days and weekends. The Angelus is prayed every day at noon. Classes often participate in prayer services in their classroom or chapel.

We celebrate special feast days and the liturgical seasons when they fall within our school calendar. Parents and students are encouraged to be active participants in their parish life. This should include sharing time, talent, and treasure.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued to students at the end of every marking period. Grades are managed through PowerSchool. Parents are expected to monitor student progress through PowerSchool. Parents are encouraged to contact teachers with questions or concerns about their child(ren)'s progress.

Kindergarten students receive a report card at the end of the 2nd, 3rd, and 4th quarters. Pre-Kindergarten students receive a progress report mid-year and preschool does not receive a formal report.

SCHOOL CLOSINGS

Please listen to WJNR 101.5, WMIQ 1450 AM, WZNL 94.3, TV-6 or check out website, BaragaUP.com, Remind and Facebook.com for weather updates. In the event of a two hour delay, there will be no Pre-Kindergarten.

SCHOOL PROPERTY

Students and teachers are responsible for the furniture and equipment in the school. Repairs to school property because of abuse will be made at the expense of the individual who has caused the damage.

LOCKERS

Lockers are the property of Bishop Baraga Catholic School and are provided for the convenience of the students. Students are assigned lockers by their homeroom teacher. Students should not allow waste paper or articles of food to collect in their locker. The outside of the lockers should not be marred in any way. Lockers should be cleaned weekly and gym/athletic clothes brought home for laundering.

TEXTBOOKS

All books received are expected to be handled with care. Any books taken from the building for homework or study will be expected to be in a bag or have adequate cover. Books that are damaged or lost will need to be replaced.

All school-owned textbooks are required to be covered with a removable cover. All books are to be cared for by students as their private property. Replacement charges will be assessed for loss, unusual wear, or destruction.

SCRIP

Scrip is a program of purchasing gift certificates at face value. The participating businesses give Bishop Baraga a percentage of the total sale. This profit is used in our general fund to reduce the overall cost of running the school and to keep down tuition costs.

Families will be required to earn \$200.00 scrip credit each year. After this, families can use scrip credit to reduce their tuition bill.

Those families who opt out of this requirement must pay a \$250 Scrip Buy-out Fee.

Scrip is sold in the school office and after Mass at American Martyrs, Immaculate Conception, St. Mary and St. Joseph, and St. Mary Queen of Peace including their general business hours.

SEXUAL HARASSMENT POLICY

Under State and Federal Law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students.

The diocesan policy is as follows:

- A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.
- B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II.

The policy definitions and procedures can be found in entirety on the internet at dioceseofmarquette.org.

No personal locks may be used on the hall lockers. Valuables should never be kept in lockers. Large sums of money should not be carried by students. Students are never to tamper with another student's locker. If students discover something missing from their lockers, they need to notify their homeroom teacher immediately.

SMOKING/VAPING

It is law that smoking is not allowed on school property so smoking is not allowed on Bishop Baraga Catholic School grounds or property. This includes outside doors and the pick-up line. Smoking is not allowed by volunteers or chaperones on school sponsored field trips. BBCS is also a vape-free environment. We are trying to set a good example for our students by modeling correct behavior. We ask that all adults and visitors abide by this rule

SPECIAL NEEDS

For students who have learning difficulties, the Dickinson-Iron Intermediate School District (DIISD) offers assistance in testing, speech therapy, occupational therapy, and counseling. Our Title I program

assists students in the area of reading and RTI assists with reading, writing and math. Our faculty and staff will accommodate special needs to the best of our abilities.

STANDARDIZED TESTS

BBCS participates in the Iowa Standardized Test (Grades 3-8), ACRE Test (Grades 5 and 8), Diocesans Writing Test (Grades 5 and 7) and Dibels Testing (K-5).

STUDENT PLANNERS

Students are issued a student planner at the beginning of the school year. It is the student's responsibility to fill out the pages with homework, test dates, and messages to parents from teachers and vice versa. Parents should check their child(ren)'s planner daily to see that they are keeping up with assignments and to communicate with their child(ren)'s teacher(s) between progress reports and report cards. Teachers will check the planners to see that students are recording assignments and will sign the planner indicating completion of assignments when requested by parents.

STUDENT RECORDS

The school maintains records of students while they are in attendance. Records or data may mean any or all of the following:

- ❖ Identifying data
- ❖ Academic work completed
- ❖ Level of achievement (grades, standardized achievement test scores)
- ❖ Attendance data
- ❖ Health data
- ❖ Family background information
- ❖ Official correspondence

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren's) records. An appointment with the principal should be made in advance of requesting to review records.

TEMPORARY DISABLED STUDENTS

Students must have a signed medical certification of disabilities. They will be excused from physical education class and re-scheduled into another activity if the disabilities are for a long period. They must have a signed medical certification to re-enter class after the disabilities have terminated.

TRANSFERS

Sufficient notice should be given to the school office and student's homeroom teacher if he/she transfers from Bishop Baraga Catholic School. All records are sent by mail directly to the new school upon receipt of a written records request from the school. Records for Iron Mountain High School and Kingsford High School for our graduating eighth grade students are hand-delivered to the proper authorities prior to the beginning of their freshman year.

Upon a mid-year transfer, tuition is prorated according to the number of days in attendance at BBCS.

TECHNOLOGY USAGE

It is the policy of Bishop Baraga Catholic School to require the responsible, legal, and ethical use of the Internet and related technologies by all employees, volunteers, and students of BBCS. Access may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that are illegal, irresponsible, or unethical.

CELL PHONE USAGE AND ELECTRONIC DEVICES

In our effort to continue to foster and preserve the community and family atmosphere at BBCS, students are to leave all electronic devices - other than cell phones - at home. No other non-school issued devices shall be used on school grounds.

Cell phones must remain off and in the student's backpack until 3 p.m. when they may be used for parent communication only. If a student is caught with their cell phone during school hours the cell phone will be sent to the office where it can be picked up by parents.

TUITION

Each year Bishop Baraga Catholic School, in consultation with the Diocese of Marquette, sets the rate of tuition. Set tuition payment schedules and payment options are available through FACTS.

The success of Bishop Baraga Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their student(s) education; and
- Make their tuition and other payment(s) on a timely basis.

The tuition contract is a binding agreement between the school and the family. The school relies upon the tuition and fee payments to operate an excellent spiritual and educational program. Every effort will be made to ensure a Catholic school education will be affordable to all. When tuition and fee payments become delinquent it is a serious matter. When families' circumstances change to such a degree that it warrants re-evaluation of the tuition and fee payment commitment, it is the responsibility of the family to contact the school administration as soon as possible. Typically, this occurs when there is an emergency such as illness or unemployment. For the purpose of this policy, payments shall include, but are not limited to, tuition, after-school fees, late payment fees, lunch fees, and SCRIP fees.

When payments are not made in the manner agreed upon by a parent/guardian's contractual agreement, the following steps will take place:

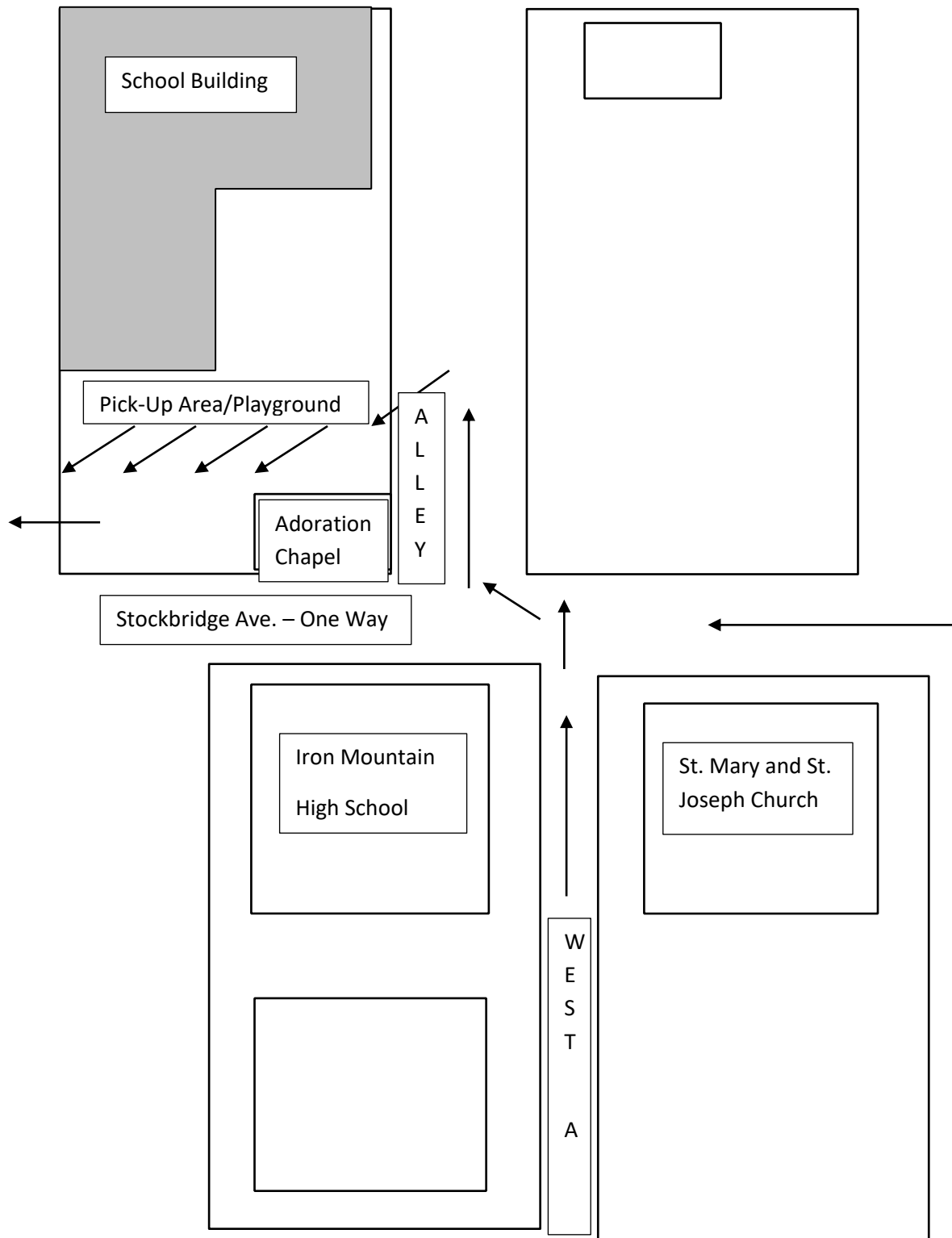
1. When an account becomes past due, the family will receive a Past Due Notice from FACTS. It is the responsibility of the family to contact FACTS within 15 days of the receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
2. When an account becomes 60 days past due and the family has not contacted the school administration, a 60 day past due letter will be sent. A student will not be permitted to register for

the following academic year until the account is brought current or other arrangements have been made with the school administration.

3. When an account become 90 days or more past due with no communication from the family a past due letter will be sent. School administration (or designated individual) will personally contact the family to discuss the past due account. If in the judgement of the school the parent/guardian refuses to act in good faith regarding their tuition obligation the school may pursue legal action against the parents/guardians for failure to honor their tuition and fees commitment. Action could include dismissal of the students and/or legal actions including collection agency or small claims court.
4. If a parent/guardian refuses to act in good faith, the administration will refuse to accept the children as students in the school for the following year. The school administration reserves the right to withhold report cards, transcripts, diplomas, and/or other records of students whose parents have an outstanding debt and have made little or no effort to reconcile the account.

Bishop Baraga Catholic School follows the policies of the Diocese of Marquette regarding financial and tuition policies. Those policies can be found on the website for the Diocese of Marquette (www.dioceseofmarquette.org). in their Personnel Policies and Budget Finance Policies for Catholic Schools Handbook.

TRANSPORTATION PROCEDURE – Drop Off and Pick Up



UNIFORM CODE/DRESS CODE

BOYS: Grades K-8th

REQUIRED

SHIRTS

- Collared shirt (Polo or Oxford style)
- Solid in color
- Short or long sleeve
- Collar must remain down

REQUIRED

BOTTOMS: PANTS

- Khaki, corduroy or dress pants – SOLID NAVY, BLACK, GREY, BROWN or TAN
- Waist of the pants must be above the students' hipbones.

REQUIRED

FOOTWEAR

- Footwear is at the discretion of parents – no open toe shoes for safety reasons
- All shoes must have backing
- No Flip Flops

GIRLS: Grades K-8th

REQUIRED

SHIRTS

- Collared shirt (Polo or Oxford style)
- Solid in color
- Short or long sleeve
- Collar must remain down

REQUIRED

BOTTOMS: PANTS

- Khaki, corduroy or dress pants – SOLID NAVY, BLACK, GREY, BROWN or TAN
- Waist of the pants must be above the students' hipbones.

OPTIONAL

TOPS-to be worn over collared shirt

- Middle School BBCS Jacket
- Solid in color
- Sweaters
- Sweater vests
- Cardigans

OPTIONAL

BOTTOMS: SHORTS

August, September, May, and June ONLY

- Khaki – SOLID NAVY, BLACK, GREY, BROWN or TAN
- Knee length

VIOLATION OF DRESS CODE (Not limited to)

- T-shirts
- Sweatshirts including hoodies
- Cargo pants
- Jeans
- Skinning style pant
- Holes

OPTIONAL

TOPS-to be worn over collared shirt

- Middle School BBCS Jacket
- Solid in color
- Sweaters
- Sweater vests
- Cardigan

OPTIONAL

BOTTOMS: SHORTS

August, September, May, and June ONLY

- Khaki – SOLID NAVY, BLACK, GREY, BROWN or TAN
- Knee length

OPTIONAL

BOTTOMS: DRESSES/SKIRTS

- Knee length uniform jumper, skort, skirt or polo dress
- Must wear solid color leggings/tights or shorts

REQUIRED

FOOTWEAR

- Footwear is at the discretion of parents – no open toe shoes for safety reasons
- All shoes must have backing
- No Flip Flops

VIOLATION OF DRESS CODE (Not limited to)

- T-shirts
- Sweatshirts including hoodies
- Cargo pants
- Jeans
- Skinning style pant
- Holes

ALL: K-8th

CLOTHES FOR MASS

- Students are not allowed to wear shorts to Mass.
- Students may change into shorts after Mass once they are back at school.
- Students are not allowed to wear sweatshirts of any kind during Mass. If worn as a jacket they must be removed for Mass.

CLOTHES FOR GYM

- Gym clothes are optional for gym class K-3rd grade.
- Gym clothes are required for 4th-8th grade.
- Appropriate shoes and clothing must be worn at all times.

DRESS DOWN DAYS

- Periodically, students will have the opportunity to participate in dress down days per school policy.
- School policy for dress down days will be sent home.

DRESS CODE ENFORCEMENT

- Policy will be monitored and enforced by all Bishop Baraga Catholic School Staff.
- Principal has final say on all dress code matters.

CONSEQUENCES FOR DRESS CODE VIOLATION

- Verbal warning
- Written warning sent home to parents
- Call home to parents
- Student sent home to change into correct uniform

VIRTUS TRAINING

VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Further information on the program, policies, and training can be found at <http://www.archspm.org/pcyi/>

VISION STATEMENT

Bishop Baraga Catholic School will establish itself as the school of choice in the Iron Mountain/ Kingsford area. We will do this by focusing our professional attention on religious formation as well as schooling our students in phonics, grammar, mathematics, and all the subjects that make us a vibrant and distinctively Catholic school. Through individualized attention, we will meet the intellectual needs of all students so as to prepare them for success even in the most rigorous high schools.

VISITORS

State law requires that visitors to the school report to the school office to receive authorization to go to other areas of the building. All parents, visitors, and/or volunteers need to sign in and out of the school office. This includes parents who come to eat lunch with children. Please wear the visitor badge provided by the office.

Visitors are always welcome at Bishop Baraga Catholic School and we ask that upon entering the school, visitors report to the office. Students should always show friendliness and courtesy to visitors in the building. They should offer to be of assistance whenever a visitor is in the school. Students should courteously respond to a visitor who enters the classroom. Students should never leave the building with a visitor without written permission and being signed-out in the office.

RIGHT TO AMEND

Since situations can arise that are not foreseen at the time of writing a handbook, the principal reserves the right to amend the handbook. Parents and students will be notified of any amendments in a timely fashion. Amendments will be distributed in writing via the school website or special distribution. This handbook is reviewed and updated annually. It provides information of a general nature. Special handbooks are available for pre-school, half-day kindergarten, full-day kindergarten, middle school, and the athletic programs. Comments and/or suggestions for improvements to these handbooks can be made to the principal. Thank you.



Centered in Christ  Believe and Achieve

Prayer for Catholic Schools

O Christ, our Teacher,

You invite Your faithful people to make disciples in Your name and to announce good news to the poor. We thank You for the gift of Catholic schools, where the message of Your life, death, and resurrection is proclaimed, Christian community is experienced, service to our brothers and sisters is modeled, and worship of You is cultivated.

Increase our zeal for ensuring that all children and families can benefit from a high quality Catholic education, and that Catholic schools grow in their ability to nurture the soul of our nation.

We ask this through the intercession of Our Lady, Mother of Catholic Schools. **Amen.**

PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT PAGE

The 2019-2020 Bishop Baraga Catholic School Family Handbook has been made available to me in electronic form on SchoolSpeak and on the Bishop Baraga Catholic School website (www.baragaup.com). I can also request a copy from the school office. I understand that it is my responsibility to read and comply with the policies and procedures as stated in the handbook.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parents and students must sign. Please return signed form to the office.

Thank you.