



MUSKEGON CATHOLIC CENTRAL
ELEMENTARY SCHOOL
Kindergarten – Grade 8

Parent/Student Handbook
2009 - 2010

FOREWARD

*This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, **each student is responsible for knowing its contents.** Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal.*

MISSION STATEMENT

***Muskegon Catholic Schools educate each student
in spirit, mind, and body
by fostering personal excellence within the Catholic tradition.***

ACADEMIC HONORS AND AWARDS

Honor rolls are compiled at the conclusion of each term for Grades 6 – 8. Students with a 4.0 – 3.5 GPA will be placed on the Gold Honor Roll. Students with a 3.49 – 3.0 GPA will be placed on the Green Honor Roll.

An academic awards ceremony will be held each Spring to honor students in Grades 6 – 8 for their academic achievement and excellences.

ACCIDENTS

In case of illness or injury at school, emergency first aid will be administered. Every effort will be made to contact the parent. In case of failure to contact the parent at home or at work, an authorized contact person on the student's Emergency Contact form will be contacted. If there is a failure to reach a contact person, the school will seek medical care as deemed necessary. Many medical facilities are now requiring written permission to treat a child in the parents' absence. To insure that your child will receive prompt medical attention in an emergency, you must sign a Medical Treatment Release Form, which was included in the registration packet or is available from the school office. Parents are responsible for liability and any fees incurred.

You must provide the school office with current phone numbers, addresses and emergency care information to include a current, notarized Medical Treatment Release Form. The school should be notified of changes immediately.

ADMISSIONS POLICY

The MCS Board of Education has established policies governing admission requirements and priorities. Parents should begin the enrollment process by scheduling an interview with the building Principal. At this interview, parents can receive a tour of the school, registration materials and copies of curriculum guidelines, handbooks and relevant policies, if they desire. This meeting will also give parents an opportunity to ask questions and schedule a visit to the classroom for their child. At this time parents will be made aware of the school's expectations and mission statement. Parents will be asked to make a commitment to the partnership that is required to achieve the goals set forth in the mission statement. Also at this time the Principal will review any request for services for special needs and discuss the Individualized Educational Plan, if one is in place.

Enrollment will not be confirmed until completed forms and registration fees have been submitted to the MCS Business Office. The school then requires a minimum waiting period of two business days to make the necessary arrangements for the student's entry.

For entry to Preschool and Kindergarten, a Health Form is required, which includes an up-to-date immunization record, and a signed doctor's physical health assessment. The student's birth certificate must also be submitted for enrollment. Early Childhood Programs are created to meet the needs of children according to the following age guidelines:

- Two Day Preschool (Three years old by December 1st),
- Three and Five Day Preschool (Four years old by December 1st),
- Kindergarten (Five years old by December 1st).

ASSESSMENT

Parent Conferences

School-wide parent/teacher conferences will be scheduled at two times during the school year. This provides parents and teachers a formal opportunity for an exchange of information. Conferences may also include the student, who may lead the discussion regarding their goals, needs and achievement. Additional conferences may be requested at any time by a student's teacher or parents, whenever a need is perceived.

Progress Reports

Parents with students in grades K – 8, will receive a formal report of their child's progress (report card) four times each year. In addition, students in grades 3 – 8 will receive an informal mid-term progress report.

Testing

Standardized testing is administered to monitor students' progress, assess ability and readiness, and provide data to help teachers meet students' needs individually and as a part of a class. The MAP test is currently given to all students Kindergarten through Grade 8. Specific information about this test is given through the regular school newsletter. Each child's test results are shared with his/her parents, and are recorded in the student's permanent record.

Other diagnostic testing may be requested for suspected learning impairments, at either parents' request or teacher's recommendation. Please call the Principal if you would like more information about testing.

ATTENDANCE

Regular attendance at school is very important. Daily attendance is recorded. If your child is kept home from school, please contact the office before 9:00 a.m. (755-2201 Ext. 470). Calls may be made before office hours as the answering machine is operating at all times. Absences not reported to the school will necessitate a call to the parent's home or work. School assignments must be made up.

If a student knows he/she will be absent, the teacher will try to accommodate both the student and parent by giving the child the assignments ahead. Please note that this is not always possible and sometimes the work will need to be completed when the student returns.

It is the students' responsibility to check with the teacher about missing work. This is not the teachers' responsibility.

Students must present a dated, written note from a parent/guardian to the homeroom teacher in case of 1) tardiness, 2) change in transportation arrangements, 3) request for early dismissal, 4) appointments during school hours or 5) family trips at times other than scheduled school vacations. It is in the best interest of your child's education to keep requests to interrupt a child's time at school to a minimum.

Tardiness is defined as a child's being late in reporting for class. In case of tardiness, parents are required to call the school by 9:00 a.m. to report a child's tardiness and to order lunch for the student if required. When students arrive after the school day begins, they must report to the office to receive a tardy slip. Unexcused tardiness is defined as any child who arrives at school after the school day has begun if the parent has not notified the school office.

AUXILIARY SERVICES

Auxiliary services may be provided by Muskegon Public Schools and the Muskegon County Health Department and include the following:

Social Worker
Remedial Reading
Occupational Therapy

Homebound Services
School Psychologist
Physical Therapy

Speech Correction Service
Vision and Hearing

BOOKS

Tuition fees for Grades Kindergarten through Grade 6 cover the cost of textbooks, workbooks, tests, equipment, art materials, handwriting paper and various other materials. All students are expected to bring some of their own materials according to the supply list sent home each spring, or upon registration. Each student must supply a protective book bag in which to carry books to and from school. Lost or damaged books will be replaced or repaired at the student's expense. Responsible care of materials, equipment and books is expected of all students.

Each student in Grades 3 through 8 is provided with an assignment notebook and is expected to use it daily.

BUSSING

Bus transportation is provided to eligible students through the Muskegon Catholic Schools. There is a fee for the MCS bus. Information may be obtained through the school office. Students must submit a bus service request form prior to riding.

Parents are required to **provide written notice when there are changes** in a child's transportation routine. The school cannot allow children to ride a different bus, or go home with another party or to a different address unless we have parents' permission. A note, FAX or email saves time and confusion, for us and for your child.

At all times, the school reserves the right to deny bussing to students who are not eligible according to the guidelines of the district, or who have been unable to follow the bus rules. A copy of the bus rules will be given to each rider during the first week of school, and the drivers will review rules and procedures with students as well.

The parent will be notified if their child receives a report of misconduct from the bus driver. If a second infraction occurs, the student will be suspended from riding the bus for one week. A third infraction will result in the complete loss of bus-riding privileges for that student for the remainder of the school year.

Parents may obtain more information about bussing from the school office, or by calling the transportation department directly - MCS Transportation, Ernie Gannon 616-402-8986.

CALENDAR

Each family will receive a calendar for the school year. In addition, a more detailed monthly calendar of events will accompany the weekly newsletter at the end of each month. A weekly calendar is printed in each edition of the school newsletter. You may also visit www.muskegoncatholic.org for many calendar options. Please be sure to save each monthly calendar and hot lunch menu to post in an accessible location at home.

CELEBRATIONS (Birthdays/Class Parties)

We are happy to celebrate your child's birthday at school and share in his/her excitement. You may send an appropriate treat (excluding gum) for your child's class to enjoy on the special day. Please check with your child's teacher to find an appropriate time to do this. Students whose birthdays fall during the summer months may celebrate at school on their "half-birthday". Parents may also wish to honor their child on their birthday by the gift of a book for the school library, which will be labeled accordingly.

School parties are scheduled with the classroom teachers and are often organized with the help of room parents. Parents are invited to join in the fun during our Halloween, Christmas, Valentine's Day parties and any other such event as occasionally occurs.

CHILD PROTECTION

Enacted in 1988, the Child Protection Law requires school teachers and administrators to report suspected cases of child abuse or neglect to the proper state authorities. An oral report must be made immediately; followed by a written report within 72 hours any time there is any indication to suspect abuse or neglect.

"Child abuse" means harm or threatened harm by a person to a child's health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation or maltreatment.

“Child neglect” means harm to a child’s health or welfare by a parent, legal guardian, or someone who has custodial care of the child. This occurs through failure to provide adequate food, clothing, shelter, or medical care; or putting a child at unreasonable risk by failure to eliminate that danger when you have knowledge of the risk.

As a school, we are mandated by the state to report anything that comes to our attention that could be a possible case of neglect or abuse. This information may come to us through the verbal statements of a child, an observation in the classroom or written work of the student.

CLOSINGS

School closings due to unforeseen events such as heavy snowfall, power failures, etc. will be announced on local radio and television stations, usually by 6:00 a.m.

COMMUNICATION

A successful partnership between parents and their child’s school depends heavily on good communication. At Muskegon Catholic Elementary School we work hard to stay “in touch”. We encourage parents to visit and volunteer often, to call the teacher whenever a question arises, to send notes, email or call the office as needed and to request an appointment with the Principal on matters of broader concern.

As a staff we try to keep you informed and involved in the following ways:

- Early and frequent contact from teachers, especially by phone
- Parent/Teacher Conferences (fall and spring)
- Parent Information Night
- Open Houses
- Parent/Student Handbook
- Weekly Newsletter from each teacher (Kindergarten through Grade 5)
- Weekly Newsletter from the office
- MCS and Diocesan bulletins as they arrive
- An open door policy in the office
- Open monthly meetings of the MCS Board of Education
- Town Hall Meetings on various topics
- Home and School Association Meetings
- www.muskegoncatholic.org

You can keep us informed in the following ways:

- Completely fill out both sides of the registration form and the emergency contact form.
- Update the office of any change of home address or phone number.
- Notify the office of changes in work locations and phone numbers.
- Keep us up to date on child care arrangements & emergency contacts.
- Supply us with documentation if there is a change of legal custody.
- Respond promptly to requests for information, returning forms, etc.
- Tell us about your child’s accomplishments outside of school.
- Send a note if transportation plans vary from normal.
- Let the teacher know immediately if your child is having a problem.

- Warn us about bad haircuts, new glasses, braces, loss of a pet, etc.
- Send notes of appreciation to teachers and staff members.
- Share media articles of interest and new ideas.
- Attend as many school functions as you can, including Board meetings (MCS or Home & School Association).

We live in an information age. Access to information is the key to success. Let's work together to keep the lines of communication among our school community open and clear. Information may be transmitted by written note, FAX 231-755-2744 or email pjohnson@muskegoncatholic.org.

COMPUTERS/COMPUTER NETWORK POLICES

All students in Kindergarten through Grade 5 will have a scheduled instruction time on the classroom computers. In addition, teachers may schedule other work in the lab for their classes or individual students according to need and availability. Parent assistance is needed and appreciated in the lab. Teachers will inform students and parents about "acceptable-use" policies for classroom computers and Internet access. All students and staff must have on file a signed copy of the MCS Acceptable Use Policy (AUP). Internet access is available on classroom computers for all students, unless parents have indicated on their permission form that they wish their child to be excluded from this service. All software used on school computers must be approved by the MCS Technology Coordinator, and must be accompanied by licensing literature and/or receipt of purchase.

The use of the MCS Network is a privilege. MCS students may make educational use and *limited* personal use, when space is available, of all hardware and software authorized for their use and for which they have received training. Please review the MCS Acceptable Use Policy for the complete list of rights and responsibilities.

- ☞ An AUP, signed by both the student and a parent, must be on file with the Director of Technology before a student is issued a network account. A complete list of network policies is included in the AUP.
- ☞ Internet use is allowed only with a parent's permission on the AUP.
- ☞ Always use the computer and Internet according to the school's code of conduct.
- ☞ Instant messaging or electronic chatting of any form are not allowed on the MCS network. With parental permission, only school-approved email is allowed.
- ☞ Only educational games approved by your teacher or computer supervisor are allowed.
- ☞ You are responsible for all activity during a login session, and you are not to leave your station or allow another person to use it.
- ☞ Passwords must be kept secret. *Do not give out your password to anyone for any reason.*
- ☞ Printing is limited to school work only. There may be a fine for excessive printing.
- ☞ Scanning is limited to school work only.
- ☞ Each student has limited storage space on the MCS servers. When a class project needs it, extra space may be requested.
- ☞ Do not download music/video files from file sharing services or stream audio/video for any reason not approved by your teacher or computer supervisor. This limits the available bandwidth and may violate copyright laws.
- ☞ Do not install, remove, move, or change any hardware or software. This includes reading, copying, changing or using other's files; trying to learn, change, or use other's passwords; or attempting to gain unauthorized access to system programs or computer equipment. This is illegal, even if you are only "looking."
- ☞ Do not connect any personal device to the MCS network without permission. This includes, but is not limited to, laptop computers, gaming devices, storage devices, telephones, PDA's, digital cameras, and MP3 players. The MCS Administration and/or Technology staff may look at the contents these devices at any time.
- ☞ Report to your teacher or other adult any security problems, or any information that makes you uncomfortable.

The contents of personal files are not private on the MCS network. While correcting assignments or fixing network/Internet problems, we may find a violation of a MCS policy or the law. Intent to violate policy will be considered the same as a policy violation. Students may have to pay for damage to the MCS network system.

Depending on how serious the policy violation is and on existing handbook procedures for inappropriate behavior, the technology instructor/supervisor or school administrator may choose one or more of the following consequences: verbal or written warning, temporary access denial, permanent access denial, suspension, expulsion, or alternative punishment.

This policy is updated from time to time. Your signature and your parent's signature on the Acceptable Use Policy applies to later Acceptable Use Policies. A copy of the most recent AUP is available at <http://www.MCS.org>. Using a MCS computer means you agree with the new policy.

CONCERNS – GRIEVANCE PROCEDURE

A grievance procedure is not a routine matter, but rather a circumstance thought to be unjust or injurious involving a consequent element of resentment. The grievance can arise from a situation that is impeding a student's academic progress or his/her social development. No matter what the situation, the school is always concerned. The grievance procedure that must be followed is:

- Contact the teacher involved first.
- If, after consulting with the teacher, a problem still exists, contact the Principal. Many problems can be resolved through open communication.
- If the problem is still unresolved, contact the Superintendent of the Muskegon Catholic Schools.

CONTROLLED SUBSTANCES

This policy shall be in force for all situations for which school officials have general supervisory jurisdiction including school functions held away from Muskegon Catholic Elementary School.

Search and Seizure:

The Administration reserves the right to conduct a reasonable search of an individual, his/her person, locker, purse, backpack/book bag or vehicle when there is a reasonable cause to believe the student is in possession of alcohol, a narcotic, marijuana, or other controlled substance. "Possession" is used to denote drugs, alcohol, marijuana, look-alikes or other drugs and/or paraphernalia to be on a student's person, in his/her locker, purse, etc.

Sale or Distribution:

Where school officials have evidence that a student has distributed any drugs, alcohol, marijuana, controlled substance or any look-alike drug, regardless of quantity, the Administration will recommend expulsion of the student.

Possession:

Where school officials have found a student in possession of any drug, alcohol, marijuana, controlled substance or look-alike drug in any quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

Where a student is in possession of any drug, marijuana, seeks, scraps, paraphernalia, pills, capsules, controlled substance, look-alikes, or alcoholic beverages on school property or at any Muskegon Catholic School sponsored activity where quantity suggests personal use, the Administration will place the student on a five day "in-school suspension" and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the building Administrator which may include, but is not limited to, expulsion of the student from school.

Under the Influence:

When a student exhibits behaviors of or actions similar to being "under the influence" of a controlled substance, narcotic, marijuana, alcohol or look-alike drug on school property or any Muskegon Catholic School sponsored activity: (a) the Administration will inform the parents; (b) if the parents cannot be reached, or in case of an emergency, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance; (c) the Administration will place the student on a five day "in-school suspension"

and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the building administrator, which may include but is not limited to the expulsion of the student from school.

CRISIS RESPONSE

Crisis Intervention

In the event of a crisis, the school staff will respond according to established procedure. Our crisis intervention plan has been designed to minimize danger to anyone occupying our school should an emergency situation develop. Your child's physical, spiritual and emotional well-being is very important to us. The main objective of this plan is to attend to the health and welfare of your child(ren) in the event of a crisis.

Crisis Response Plan / Crisis Procedures

In most emergencies, students will remain at school and be cared for here. In the rare event of an emergency prohibiting re-entry to the building (such as broken gas or water main, fire, toxic chemical spill, or bomb threat), students will be relocated.

We ask that you follow this procedure if you hear of any school emergency:

- **Turn on your radio or television.** We will keep the media informed of any and all emergency information.
- **Please do not call the school.** Our telephone lines must be kept open to respond to the emergency.
- **Please do not come to school unless you are requested to pick up your child.** Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

In the event of a chemical spill or disaster of similar nature, the building will be locked and closed off to all outside air. This is called sheltering in place, and we will not open the building until we receive an all clear from local authorities. Do not come to pick up your child in this event because you will not be allowed to enter the building.

In the event of an any emergency or disaster your child(ren) may be seen by a trained crisis response team member.

Fire and Severe Weather Procedures

Your child will participate in six practice fire drills during the school year. Silence and order with a calm atmosphere will be maintained. The safety of your child is the first priority of the teacher. The civil defense department has advised us of safe locations should a tornado occur. DO NOT pick up your child unless you are notified to do so.

In the case of severe weather during the winter, if school is to be cancelled or dismissed early, it will be announced on the local radio stations. Listen for "Muskegon Catholic Schools" which includes Muskegon Catholic Elementary School.

Your child will participate in two tornado drills during the school year. In the event of a tornado alert during school hours, we will be notified through the Civil Defense Office. The children have practiced for such an emergency and will be as safe at school as they would be at home. During a *watch*, we continue to conduct business as usual, but will monitor local weather information sources continually. If you wish, you may pick-up your child during a *watch*.

However, if the watch becomes a **warning**, we will take cover immediately according to approved procedures. At that point, no child will be released until the **warning** is cancelled. Please do not call school. Staff will be taking cover with the children, and the phone lines may be needed.

CURRICULUM

Our curriculum is the vehicle with which we carry out our mission. It includes formal and informal learning, Catholic Christian values lessons that are modeled, observed and experienced; research, discovery and guided exploration; cooperative projects and direct instruction.

Working with the Diocesan Office of Catholic Schools, as well as our local public schools and the Muskegon Area Intermediate School District, we strive to provide a curriculum befitting our mission that is appropriately challenging, individualized and current.

A complete listing of curriculum goals and objectives, by grade level and by subject area, can be obtained for review from the office. Specific questions regarding your child's curriculum should be directed to the teacher. Parents are also always welcome to make an appointment to visit their child's classroom for a better understanding of, and hands-on experience with, the curriculum. We always appreciate parents' input and support, especially with regard to areas or topics in a personal or professional area of expertise. The MCS Board Academics/Curriculum Committee is open to ad hoc members who wish to share their expertise as well.

DAMAGE

The school plant, facilities and furnishings provided for our use must be respected. The student or his or her parent or guardian must pay for any defacement, breakage, or damage done through carelessness or inappropriate behavior.

DISCIPLINE

The basic foundation for the child's conduct is love for God and love for others. **RESPECT**, respect for God, self, others, and property will be the guideline for the student's actions. In general, students are expected to devote their energies to learning and are expected to make a sincere effort to do their best work. They will accept responsibility for their own actions and respect the authority of school personnel. In addition, students should respect the personal rights and property rights of others and conform to the laws of the community, state and nation. We consider discipline to be an essential part of a child's total growth and development.

Our discipline plan includes the following components:

- An emphasis on curriculum that provides students with life skills which promote understanding of themselves and others as children of God. These include activities which foster self-esteem, acceptance of self and others, non-violent conflict resolution, responsibility, integrity and respect.
- Clear and concise school rules and procedures which are communicated to parents, students and staff. This includes our EXPECT RESPECT policy and rubric.
- Teachers' responsibility for planning developmentally appropriate instructional programs, and implementing productive classroom management techniques. Each teacher will establish classroom rules and procedures designed to maintain a climate conducive to learning. These will be posted in each classroom, explained to all students and reviewed periodically. A copy of classroom-specific rules and procedures will be provided to parents within the first two weeks of school. Each student will be expected to take responsibility for the consequences of his/her own actions.
- A procedure for involving parents in working with the school to alter their child's behavior (e.g., phone calls, conferences, behavior modification plans, behavior contracts, consultation with the school counselor).
- Corporal punishment **is never administered** by teachers, administrators, staff members or volunteers at Muskegon Catholic Elementary School.

Our aim is to provide all students with a Christ-centered environment. The school has formulated a list of general rules in order to promote fair and consistent discipline based upon strong Christian values.

The disciplinary guidelines will maintain a safe environment which will be conducive for learning, help the students grow in self-discipline, and provide the students with duties and responsibilities as part of the education process.

It is the right of every student, staff member and parent/guardian to expect an atmosphere of peace and justice within our school.

DISCIPLINE PROCESS FOR DRESS CODE VIOLATIONS GRADES 6 – 8

Dress Code violations each semester will be handled in the following manner:

1st Verbal warning and violation fixed.

2nd Loss of next Dress Down Day.

3rd 30 minute after school detention and loss of next Dress Down Day.

4th 60 minute after school detention and loss of next Dress Down Days for the next two months.

5th two 60 minute after school detentions and loss of all remaining Dress Down Days.

DISCIPLINARY ACTIONS

Detention

Students may be detained during lunch/recess or before/after school for a minor violation of school or classroom policy. The student will be given notification by the teacher and/or Principal. It is the student's responsibility to make any special transportation arrangements on the day of the detention.

Sometimes work detentions will be assigned and the student will perform tasks such as cleaning up the school grounds. A student absent on an assigned detention day will be reassigned to another day.

Students skipping a detention will automatically be assigned an extra penalty detention. Subsequent skipping will result in a one day suspension. Participation in school activities is not an excuse to miss a detention.

Examples of offenses which may warrant detention include, but are not limited to: Possession of matches or lighters, running or yelling in the halls, not identifying oneself, use of profanity, abusive remarks, throwing objects, dress code violations, obscene gestures, out of bounds without a proper pass, skipping detention, gambling, possession of water guns, snowballs, etc.

All discipline notes must be signed and returned to the Elementary School office.

Suspension

Suspension for a serious or continuous breach of school rules is the withholding of the privilege of attendance to class/school for one or more school days.

The Administration will notify a parent of the suspension and the reason for it.

A conference with the parent and student is required before the student will be readmitted to class.

Suspended students are expected to make up all assignments for a maximum of 75% of the earned grade. Assignments not satisfactorily made up will receive a zero. All assignments are due the first day the student returns to class. Projects and tests will receive full credit. Projects are due on their **assigned** date.

On the first day back, students must also arrange a day and time to make up tests. It is the student's responsibility to contact teachers for assignments and arrange for make-up tests.

For any suspension, students are not allowed to participate in extracurricular activities during the period of their suspension.

Types of suspension include:

1. **Class Suspension** – A disciplinary action by administration involving a student's separation from a regular class. The student will remain in the school office for the duration of the class.
2. **In-School Suspension** – The student spends all or a portion of the school day in the school office and is not permitted to attend classes.
3. **Out-of-School Suspension** – The student is not allowed in the school building or at any school function except for scheduled conferences with a counselor or administrator.

If a student has served three administrative detentions and has not noticeably changed his/her behavior, a period of suspension will be assigned.

Examples of offences warranting immediate suspension include, but are not limited to fighting; arson; vandalism; graffiti; bomb threats; theft; burglary; robbery; trespassing; possession, use, sale or distribution of intoxicants; possession of tobacco products; food throwing; unauthorized medicine or drugs; unlawful interference with or intimidation of students or school employees; forgery, false alarms; gross, deliberate, malicious or willful misbehavior; assault; violence or threat of violence; repeated verbal or physical harassment; extortion; possessing, using or threatening to use any weapons, explosives, or instruments capable of inflicting bodily harm; public misbehavior that reflects negatively on the school; and defiance of school personnel.

Any violation of federal, state or local law will generally be reported to the appropriate law enforcement authorities. Disciplinary action may be taken by the school regardless of whether criminal charges result.

The school may seek to recover damages from parents for any minor or from any person who has initiated or taken part in any act of destruction/damage of property, vandalism, arson or theft.

Disciplinary Probation and Contract

A student is placed on probationary status when involved in serious or continuous rule violations or when receiving a third suspension from school. The student will be placed on a contract which outlines the terms the student must follow to remain a student at Muskegon Catholic Elementary School. The contract will be agreed upon and signed by the Principal, student and student's parents. Any violation of the terms of the agreement by the student may lead to expulsion from school after a disciplinary review.

Expulsion

Expulsion is the permanent dismissal of a student from the school. It is enacted by the Muskegon Catholic Schools Superintendent when there is a repeated or prolonged and open disregard for school authority or when circumstances of crime, scandal, morality, safety or disruption necessitates this extreme disciplinary action.

Any student in possession of a weapon or firearm at school, on school property, in school vehicles or at a school sponsored event will be expelled. "Possession" includes on ones person, in ones locker, car, purse, etc.

The Superintendent, acting with the authority of the Muskegon Catholic Schools School Board, shall exercise the right of expulsion only after suspension and having had a conference with the student and the student's parents/guardians. Parents/guardians of the expelled student have the right to appeal to the full Muskegon Catholic School Board of Education within thirty (30) days of the effective date of an expulsion. The written request for appeal should be made to the Superintendent.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process. Every effort shall be made by administrators and faculty members to resolve problems through effective use of school and community resources in cooperation with the student and parents/guardians.

All appeals should be made at the level where an issue originates. If adequate resolve is not attained, the next level of authority should be petitioned: teacher/staff, Principal, Superintendent, School Board, and Diocesan Superintendent of Catholic Schools.

**DRESS CODE
KINDERGARTEN – GRADE 5**

All uniform clothing is to be solid in color without embellishments of any kind (for example: embroidery, accent colors, colored zipper tags).

Tops:

- Solid white blouse (girls) dress shirt (boys) with a collar and buttons.
- Solid white polo with a collar and buttons.
- White MCS logo shirt – available at Trophy House.
- Shirts may have long or short sleeves.
- Shirts must be tucked in.

Pants/Shorts:

- Solid navy blue cotton twill dress pants.
- Solid navy blue cotton twill dress shorts and capris (girls) no shorter than 2 “ above the knee in September, May and June as announced.
- No corduroy, denim, stretch pants or leggings.
- Cargo pants are allowed – no more than one pocket per pant leg.

Skirts/Skorts/Jumpers: (Girls)

- Solid navy blue skirt, jumper or skort (length may be no shorter than 2” above the knee).

Sweaters:

- Solid navy blue or white cardigan, crew neck, v-neck or vest.
- No hoods.
- No fleece.

Sweatshirt:

- There will be a school sweatshirt available in the fall. It will be a green crewneck with the MC logo. Students will be able to wear this during the school day.

Socks

- Solid navy blue or white.
- Solid navy blue or white tights (girls).

Shoes:

- Tennis or dress shoes.
- No open toe or open heel shoes (examples: Crocs and Keens).
- Sandals are not allowed.

Belts:

- Solid black, blue, or dark brown.

Makeup and Jewelry: (Girls)

- No makeup is allowed.
- Clear nail polish only.
- Stud or post earrings in ears only – no hoops or dangling earrings.

**DRESS CODE
GRADES 6-8**

SHIRTS:

- White polo shirts.
- White or green MC logo shirts – available at Trophy House.
- Shirts may be short or long sleeved.
- Shirts do not need to be tucked in.
- The length must be no shorter than the top of the pocket and no longer than the bottom of the pocket.
- Plain white t-shirts may be worn underneath, but may not hang below the polo shirt.
- Long sleeved undershirts may not be worn under short sleeved polo shirts.

PANTS/SHORTS:

- Navy or khaki/tan cotton twill pants may be worn.
- Pants should be ankle length and worn at the waist.
- No corduroy, denim, stretch pants or leggings.
- Cargo pants are allowed – no more than one pocket per pant leg.
- No tight fitting or excessively baggy pants, leggings, sweatpants or other athletic attire.
- Solid navy blue/khaki/tan cotton twill dress shorts and capris (girls) no shorter than 2 “ above the knee in September, May and June as announced.

SKIRTS/SKORTS/JUMPERS: (Girls)

- Navy or khaki/tan skirts, skorts or jumpers may be worn.
- Skirt hemlines must be no higher than one inch above the knee.

SWEATSHIRTS:

- There will be a school sweatshirt available in the fall. It will be a green crewneck with the MC logo. Students will be able to wear this during the school day.
- MCC “hoodie” sweatshirts may be worn in gray or green only.

NOTE: *The “hoodie” sweatshirts are being phased out. We will allow this year’s 6, 7 and 8th graders to wear them. They have been allowed to in the past and have already purchased them, but for the 2010 - 11 year, only 7th and 8th Graders will be allowed to wear them. In the 2011 - 12 school year only 8th Graders will be allowed to wear them. In the year 2012 - 13 no student K-8 will be allowed to wear “hoodie” sweatshirts.*

SHOES:

- Tennis or dress shoes.
- No sandals or Crocs.

SOCKS:

- Solid navy blue or white.
- Girls may wear navy blue or white tights.

SWEATERS:

- Solid navy blue or white cardigan, crew neck, v-neck or vest.
- No hoods.
- No fleece.

ELIGIBILITY

With their parents' permission, eligible students may choose to participate in extracurricular activities such as sports, Destination Imagination, etc. In order to remain eligible to participate, a student must maintain satisfactory conduct and effort. Teachers will evaluate students in each area. The following situations will be considered unsatisfactory and a violation of the eligibility code:

1. If a student has been given two or more Learning Center times in a two week period, he/she will be ineligible for extracurricular activities.
2. If a student's grade in any subject drops below a 70% (C-), that student will be ineligible for extracurricular activities until the grade is brought back to 70% or above.
3. Detention or misconduct slips are issued to students who do not follow school rules. These are indications of unsatisfactory conduct. Any student who receives two detentions within the same quarter will be ineligible for one week, following the second detention.
4. The Principal reserves the right to bypass these procedures in the case of a modified curriculum or in the event of serious or chronic violations.

The period of ineligibility will normally last for one week (Monday through Sunday). An exception is a violation of #2. The teachers and principal will evaluate the student's progress weekly until the end of the quarter. If a student has made satisfactory improvement, she/he will be reinstated for the following week. If improvement has not been noted, the period of ineligibility will be extended another week. The third time a student is marked ineligible within an academic season, for any reason(s), she/he is removed from extracurricular activities.

Students deemed ineligible may participate in practice sessions if parents, teachers, coach and Principal approve. Students must attend, but may not participate in, competitions held that week. Parents and coaches will be promptly notified if a student is ineligible.

EXPECTATIONS AND RESPONSIBILITIES

The integration of religious truths and values into each child's life is brought about in the Catholic school, not only by its unique curriculum and dedicated staff, but more importantly by the lived example of parents who are the prime educators in a Catholic/Christian home. To be effective, the doctrine, traditions, spirituality and morality taught in the school must be consistently reinforced by the witness of the families of the Muskegon Catholic Elementary community.

Every student participates in regular religion classes and daily prayer experiences, as well as weekly and seasonal liturgies and para-liturgies. Parents are always welcome to join us in prayer, study and worship.

In order to work toward becoming productive Christian citizens at school and in their future lives, we expect all students to demonstrate responsibility at an appropriate developmental level in the following ways:

1. Making good choices. ("Good" is defined as that which is morally right and leads to spiritual, social, emotional, physical and intellectual growth).
2. Using effective conflict resolution skills. ("Effective" is defined as that which produces a solution that is acceptable to all parties, which maintains their dignity and which does not violate any social or moral law.)
3. Gaining and retaining control of their own behavior.
4. Producing their personal best work and behavior.

5. Applying the principles of academic integrity. Students are expected to do their best work, alone or in cooperation with others, as the assignment calls for. In all their work students are expected to exercise the life skill of integrity (honesty), and to honor the seventh and eighth Commandments, according to their age and level of understanding. Specifically, this means to refrain from copying others' work, to give appropriate credit for sources of information used in their work, and to rely only on their own knowledge and ability in testing situations.

In addition, students are expected to at all times:

- Respect the rights and property of others.
- Follow directions from those in charge.
- Keep hands, feet and objects to themselves.
- Use polite language. Teasing, bullying or threats are not acceptable. (See MCS Policy 4400 – Human Dignity)

On the playground:

- Use all equipment in the proper manner.
- Stay in designated play areas.
- Play in a safe and responsible manner.
- Respect and obey the assigned supervisors.

At lunchtime:

- Enter quietly, and sit quietly at assigned tables.
- Use acceptable table manners.
- Walk to and from tables.
- Notify supervisors of spills and help to clean them up.
- Use furniture, paper supplies, condiments and utensils properly.
- Show respect for God's generous gifts by not wasting food.
- Dispose of waste properly.
- Leave a clean place for the next person.
- Wait quietly to be excused.

In the hallways:

- Walk quietly, keeping hands and feet to themselves.
- When walking with a group, walk in a line, keeping to the right side. Respect the right of others to pass.
- Do not lean on, or touch, artwork on the walls.

In the classroom:

- Follow classroom expectations and procedures. These will be explained by each teacher to their students during the first week of school. Parents will receive this information at the parent Open House on September 8, 2009.

MUSKEGON CATHOLIC ELEMENTARY SCHOOL
Expect Respect Rubric
Kindergarten through Grade 5

Behavior	1 st Time	2 nd Time	3 rd Time	4 th Time
<u>Low Level Behaviors:</u> <ul style="list-style-type: none"> • "Horseplay" • Mean/Rude Gestures • Mean/Rude Comments • Rumors • Name Calling/Teasing 	Δ 15 Second Intervention Δ Behavior Report	Δ 15 Second Intervention Δ Behavior Report Δ 1 Silent Noon Recess Δ Time to Think Form	Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Parent	Δ 15 Second Intervention Δ Behavior Report Δ ISS (Time Age Appropriate) Δ Conference with Student, Parent, Teacher, Principal
<u>Moderate Level Behaviors:</u> <ul style="list-style-type: none"> • Pushing/Shoving • Hitting/Punching/Kicking • Threatening • Taunting/Ridiculing • Unacceptable Behavior Towards Any Adult 	Δ 15 Second Intervention Δ Behavior Report Δ 1 Silent Noon Recess Δ Time to Think Form	Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Parent	Δ 15 Second Intervention Δ Behavior Report Δ ISS (Time Age Appropriate) Δ Conference with Student, Parent, Teacher, Principal	Δ 15 Second Intervention Δ Behavior Report Δ 1 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school
<u>High Level Behaviors:</u> <ul style="list-style-type: none"> • Graffiti • Damaging Property • Stealing 	Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Parent Δ Restitution (if Applicable)	Δ 15 Second Intervention Δ Behavior Report Δ ISS (Time Age Appropriate) Δ Conference with Student, Parent, Teacher, Principal Δ Restitution (if Applicable)	Δ 15 Second Intervention Δ Behavior Report Δ 1 – 3 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school Δ Restitution (if Applicable)	Δ 15 Second Intervention Δ Behavior Report Δ 3 – 5 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school Δ Restitution (if Applicable)
<u>Severe Level Behaviors:</u> <ul style="list-style-type: none"> • Fighting • Harassment (Sexual, Racial, Cultural, Religious) • Stalking • Intimidation/Extortion 	Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Home	Δ 15 Second Intervention Δ Behavior Report Δ ISS (Time Age Appropriate) Δ Conference with Student, Parent, Teacher, Principal	Δ 15 Second Intervention Δ Behavior Report Δ 1 – 3 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school	Δ 15 Second Intervention Δ Behavior Report Δ 3 – 5 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school
<u>Extreme Level Behaviors:</u> <ul style="list-style-type: none"> • Possession of Weapons, Fireworks, Explosives • Bomb Threats • Stabbing w/ sharp object or knife • Shootings 	Δ Immediate Suspension Δ Conference	Recommendation for Expulsion All state and federal laws regarding extreme level behavior violations will be upheld. Proper authorities will be notified		

Notes:

1. The above rubric is intended to be used for guidance. The school administration and staff reserve the right to evaluate each situation and respond as necessary.
2. After the fourth time a student repeats a behavior, an individual behavior/action plan will be developed.

MUSKEGON CATHOLIC ELEMENTARY SCHOOL
Aggressive Behavior Rubric Grades 6 – 8

Behavior	1 st Time	2 nd Time	3 rd Time	4 th Time
<p><u>Low Level Behaviors</u></p> <ul style="list-style-type: none"> • Horseplay (not done in anger) • Teasing 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 1 Silent Lunch & Recess Δ Time to Think Form 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Parent 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 60 Minute Detention Δ Conference with Student, Parent, Teacher, Principal
<p><u>Moderate Level Behaviors</u></p> <ul style="list-style-type: none"> • Moderate Physical Contact: done in anger • Moderate Intimidation: threats of emotional or physical violence, intimidation or exclusion 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 60 Minute Detention Δ Time to Think Form Δ Written Apology Δ Student Calls Parent 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ Detention Δ Conference with Student, Parent, Teacher, Principal) Δ Written Behavior Plan 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ Follow Behavior Plan
<p><u>High Level Behaviors</u></p> <ul style="list-style-type: none"> • Disrespect, defiant, or refusal behavior to any MCS employee or volunteer • Stealing • Damaging others' property 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 2 Silent Lunch & Recess Δ Time to Think Form Δ Student Calls Parent Δ Restitution (if Applicable) Δ Letter of Apology 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ 60 Minute Detention Δ Conference (with Student, Parent, Teacher, Principal) Δ Behavior Plan Written Δ Restitution (if Applicable) Δ Letter of Apology 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ Follow Behavior Plan 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Behavior Report Δ Follow Behavior Plan
<p><u>Severe Level Behaviors</u></p> <ul style="list-style-type: none"> • Severe Physical Contact – punching, kicking, fighting (intent to do great harm) • Severe Intimidation • Harassment (racial, ethnic, sexual, religious) 	<ul style="list-style-type: none"> Δ Student sent to office Δ Parents called Δ 1 – 3 day suspension 	<ul style="list-style-type: none"> Δ Student sent to office Δ Parents called Δ 3 day suspension Δ Conference (with Student, Parent, Teacher, Principal) Δ Behavior Plan Written 	<ul style="list-style-type: none"> Δ Follow Behavior Plan 	<ul style="list-style-type: none"> Δ Follow Behavior Plan Δ Possible expulsion
<p><u>Extreme Level Behaviors</u></p> <ul style="list-style-type: none"> • Possession of Weapons, Fireworks, Explosives • Bomb Threats • Stabbing w/ sharp object or knife • Shootings • Gang Activity 	<ul style="list-style-type: none"> Δ Immediate Suspension 	<p>Recommendation for Expulsion</p> <p>All state and federal laws regarding extreme level behavior violations will be upheld. Proper authorities will be notified</p>		

Notes:

1. The above rubric is intended to be used for guidance. The school administration and staff reserve the right to evaluate each situation and respond as necessary.

2. After the fourth time a student repeats a behavior, an individual behavior/action plan will be developed.

FIELD TRIPS

Each class will be encouraged to take at least two educational field trips during the school year. These trips offer the students opportunities to broaden their experiences and reinforce the curriculum. A note and permission slip will be sent home informing the parent of each field trip. For local trips, parents may also be asked to volunteer as drivers. Field trip drivers will be required to make assurances regarding adequate insurance coverage and safe driving record.

In keeping with the school philosophy, alcohol or drug use by parents or students on school trips is strictly forbidden.

FILMS

All films viewed by our children in school are to be rated G by the Motion Picture Association. Parental permission must be given before films with other ratings are shown. Films shown for entertainment purposes are reserved for special occasions. All non-educational films must be approved for viewing by the Principal.

GRADING SYSTEM GRADE 6 – 8

Report Cards will be given to the students every nine weeks.

Students will have an exam in their core classes in January and June. Exam grades will be averaged with the two preceding nine week grades to give each student a semester grade. At the 6th Grade level, the exam will count as 5% of the semester grades; at the 7th Grade level, the exam will count as 10%; and at the 8th Grade level, the exam will count as 15%.

Percentage	Grade	GPA Equivalent
93-100	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.67
0-59	F	0.0

GUN-FREE POLICY

(Policy 5115 MCS) Any MCS student in grades K – 12 who is caught with a firearm or a weapon at school, on school property, in school vehicles, or at a school sponsored event, will be immediately expelled.

(Policy 5116 MCS) Students who have been expelled from another school because of a weapons violation will not be admitted to the Muskegon Catholic Schools system.

HARASSMENT

In keeping with our Christian values, harassment directed toward students, staff and parents will not be tolerated.

This refers to behavior that is personally offensive, fails to respect the rights of others, or creates an intimidating/hostile educational environment.

Statement of Employee and Student Dignity (Policy 4400 MCS Human Dignity)

The Muskegon Catholic Schools expect all Board Members, employees, volunteers and students to conduct themselves with dignity and with respect to the dignity for fellow employees, students, faculty and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school system, it is against the policy of this school system for any employee, student, teacher, or volunteer, male or female, to sexually harass another employee, student, teacher or volunteer.

HEALTH

In order to protect the health of all children, a child who does not feel well should be kept home. A child who is in school is expected to participate in all school activities: recess, physical education, field trips, etc. A note from the child's/family's doctor is necessary for the school to excuse a child from gym or recess (this includes noon recess).

All children are expected to meet current Health Department standards for immunizations. Call the office if you have a question. Please make certain your child is dressed warmly during cold weather and has an adequate amount of sleep each night.

What follows is a summary of the Health Department publication entitled, "When to Keep Your Child Home." The school also uses these guidelines to determine if a child should be sent home from school as well.

Fever (100 degrees or more): Do not allow child to return to school until **free** from fever for 24 hours.

Cold, Sore Throat, Cough

"Heavy cough" and hacking cough, home in bed even though no fever. Sore throat, but no other symptoms...go to school, **BUT** check the throat for spots and check for a fever. If either is present, keep the child home and call doctor.

Rash

Do not send a child with a rash to school until your doctor has said that it is safe to do so.

Headache

Usually, there is no need to be kept home. If you wish your child to take medication for headache, you will need to send the medication to the office in a labeled container, with a permission form indicating your doctors' instructions regarding administration (see "Medications").

Earache, Eye Discharge, Yellow Skin or Eyes

Consult your doctor without delay.

Toothache

Consult your dentist.

Vomiting, Diarrhea

Keep the child home. Consult your doctor if it persists.

Head Lice

Head lice among children in school is common and not cause for panic or embarrassment.

If your child is found to have lice, you will be called and you will need to treat your child before he/she can return to school. Many products are on the market for treatment of head lice and are very effective.

Recent reports indicate that other treatments involving olive oil or baby oil may also be used. The latest information on head lice from the Health Department is available in the office. Students may return to school after they have been treated.

A child should be completely well before returning to school after an illness. The ability to participate in all school activities including recess is a good indicator if a student is ready to return. Exceptions are made when unusual circumstances merit special attention to a student's health needs.

HOME AND SCHOOL

Education is a shared responsibility of students, teachers and parents. The development of genuine communication and cooperation is imperative for effective education. Parental involvement and participation are expected because they unite the home and the school in a common goal - the total education of the child.

These are some means for parental involvement in the elementary school:

- Home and School Association Board ~ Elections take place in May for the following year's board.
- Home and School Meetings ~ Monthly meetings beginning in August and continuing through June.
- Home and School Fund-Raising ~ Two major fund-raising projects are held each year.
- Check the Opportunity Book for ways to share your time and talents with MCCE.
- Home & School Activity/Family nights.

HOMEWORK/STUDY SKILLS

Homework is a part of the curriculum at all grades, K – 8. A distinction is made between homework and assignments. Children most often have assignments in relation to classes. Assignments not finished during school hours become homework.

In addition, there will be assignments that are specifically homework. The resources needed may only be available at home, extra practice may be needed, or the teacher may wish to have parents involved.

Each teacher will make her/his style of assigning homework known to students and parents at the beginning of the year, either by newsletter or during the Parent Information Night.

Parents' support is critical for successful completion of homework. Please help your child find a special place to study and assign a location for notes and papers. Perhaps the hardest part of homework is seeing that it gets turned back in to the teacher. You can help your child develop a consistent routine for placing completed work into their book bags. Students from Kindergarten through college can learn to be responsible about their homework with your support. If your child is having trouble in this area, contact the teacher for suggestions early in the year.

A parent can help his/her child by being aware of skills and techniques which make learning easier, and more enjoyable. The following are student guidelines for achieving good study habits.

- Come to class prepared, with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well, and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Teachers will post assignments on our website, www.muskegoncatholic.org. Click on "For Students" or "For Parents", then "Teacher Pages" and select the teacher. This website is used as supplemental tool for assignments. It is not meant to replace the assignment book.

IMMUNIZATIONS

Immunizations must be kept current and within state guidelines. Per State of Michigan requirements, students will be excluded from school if immunizations are not up to date.

KINDERGARTEN

Kindergarten students may attend either a half day (8:00 a.m. – 11:30 a.m.) or a full day (8:00 a.m. – 3:00 p.m.). Several years ago kindergarten was expanded to a full day program to provide enrichment to the morning's structured lessons. This is still in effect now.

Academic lessons are usually taught in the morning. The afternoon provides enrichment to the morning lessons. Some field trips/special visitors are only scheduled for the afternoon students. All classroom parties are scheduled for the morning to accommodate both morning and all day students.

LEARNING CENTER

Our Learning Center is designed to assist students who are having difficulty completing their homework and returning it to school. If your child has missing work, his/her teacher will call you and assign a Learning Center time for your child.

Learning Center will be held for students in Grades 3 through 5 on Wednesdays from 3:15 to 4:15 p.m. in the Reading Room.

Learning Center for students in Grades 6 through 8 will take place on Tuesday and Thursdays from 3:10 to 4:00 p.m. in the Reading Room. If students in Grade 6 through 8 are tardy for Learning Center, they will be assigned an additional day.

Classroom teachers will be staffing the Learning Center. Your child needs to remain in Learning Center the entire assigned time. If all homework is completed, students may read.

LIBRARY

With the help of volunteers, as well as the diligent efforts of our staff Librarian, the school Library is available to students on a weekly schedule. Books are taken out and returned on library days. Books may be checked out for a week and then renewed for one additional week. A student may not check out another book until the late book is returned. Children are encouraged to take good care of books and to be responsible for the condition of the books while in their care. Lost or damaged books will be replaced at the student's expense.

LITURGICAL CELEBRATIONS

Students in Kindergarten – Grade 8 attend Mass or Prayer Service each week. Watch the monthly calendar for dates, times, and locations. Other para-liturgies and prayer experiences will be announced in teachers' weekly bulletins. Students will be involved in these events in a variety of ways. Please join us for worship and prayer whenever you can!

LOCKERS

Students in Grades 3 through 5 will be using lockers to store their backpacks, coats, etc. They will not be using locks.

Students in Grades 6 through 8 will also be using lockers. In addition to using their lockers for their backpacks, coats, etc., they will store their text books, notebooks and other school supplies in their lockers. Students in Grades 6 through 8 will be issued a lock and are expected to use it. Locks will be collected at the end of the school year. If a student fails to turn in their lock, there will be a replacement fee charged.

LOST AND FOUND

While the school cannot assume responsibility for items students lose, we do maintain a lost and found box. If you or your child finds an item that does not belong to you, please turn it in to the office. If your child loses an item, please check the list in the weekly newsletter or the lost and found box to see if it has been turned in. All items in the lost and found box will be disposed of or donated to charity at the end of each month.

LUNCH PROGRAM

Classroom teachers will ask students what they wish to order each morning from the following choices:

1. The main entrée listed on the monthly menu.
2. A turkey and cheese sub with fruit, vegetable of the day and milk.
3. A ham and cheese sub with fruit, vegetable of the day and milk.
4. A peanut butter and jelly sandwich with fruit, vegetable of the day and milk.
5. A chef salad with fruit of the day, bread and milk.

All lunches and milk must be paid for in advance. You may send payment weekly or if you prefer, you may pay ahead for a longer period of time.

Payments will be deposited into your family's Kindergarten through Grade 5 or Grade 6 through Grade 8 lunch account and purchases made by your student(s) will be deducted weekly.

You may call the office at 755-2201 Ext. 345 to inquire about your balance.

Prices for the 2009-2010 School Year:

ITEM	Kindergarten – Gr. 5	Grades 6 - 8	Adult
Hot Lunch, Subs, PBJ Sandwich or Salad (includes Milk)	2.25	2.75	3.50
Extra Portion	1.50	2.00	2.00
Milk Only	.50	.50	.50
Reduced Lunch *	.40	.40	N/A

*** You must apply and qualify for Reduced Price or Free Lunch status. The application must be completed even if you qualified last year. You will be notified of your acceptance into this year's program. Please note that THERE WILL STILL BE A CHARGE for an Extra Portion or Milk Only EVEN IF YOU QUALIFY FOR REDUCED PRICE OR FREE LUNCH.**

A monthly menu will be sent home and posted on the MCS website.

In the interest of good nutrition, and in appreciation for God's gifts, we urge children to eat most if not all the food provided for them. If your child is routinely bringing food home, you may want to reduce the amount you send.

Microwave ovens are not available to warm student lunches.

MEDICATIONS

Prescription Medication/Non-Prescription (over the counter) Medication

If your child is required to take medication during school hours, the following State laws must be followed:

1. In order for any medication, either prescription or non-prescription, to be taken by a student at school, a Medication Administration Release Form must be completed and signed by the parent. This form is available in the school office and will remain in effect for the duration of the school year. No medication will be made available to a student without the completed Medication Administration Release Form on file in the school office.
2. A new Medication Administration Release Form must be completed and signed each school year, for each different medication your child takes.
3. Non-prescription medication must be sent to school in the original, unopened container in which it was purchased. The seal on the medication must be intact. Dosage information must be outlined on the Medication Administration Release Form.
4. Students may not carry the medication with them during the school day. All medication must be brought to the school office by the parent/guardian and it must be in the original prescription bottle, bearing the name of the medication, the child's name, dosage, and physician's name. All medication must remain locked in the school office.
5. It is the responsibility of the student to come to the school office at the appointed time, retrieve and take the medication in the presence of an adult school employee.
6. A medication log is kept on file in the school office, indicating the day and time the medication was taken.

MESSAGES (Telephone/Notes/Deliveries)

Students may not call home for forgotten lunches, books, etc. No social calls are allowed.

Messages of an urgent nature may be left with the secretary or the Principal, who will make certain the child or teacher receives the information. Please avoid calling the school close to dismissal time with last-minute messages since we cannot guarantee the message will be delivered on time.

Any items dropped off for a student should be left in the office.

MONEY

Students are discouraged from bringing money to school other than for school functions and events. All money should be sent in a sealed envelope and labeled with the student's name, amount, and purpose for the money. Please do not combine lunch payments with any other payments sent to school.

PARENT INTERNET VIEWER GRADES 6 – 8

The Parent Internet Viewer gives parents the opportunity to continually check their student's grades and attendance through the internet. The program and how to access it will be explained at Parent Information Night. If you were not able to attend, please call the principal to set up an appointment.

PARENTAL REQUESTS

At the end of the school year, there are many of factors that are taken into consideration as children are placed into classes for the next year. We try to balance classes on the basis of gender, academic abilities and leadership qualities. We take into consideration the children's personalities. We separate children who have

relationships that interfere with the learning process. Input is taken from the classroom teachers who have worked with the children. If you feel your child requires a particular classroom environment, please pick up a request form in the office. **Requests will be considered only on these forms.** We do respect and appreciate the concerns of parents regarding their child's placement for the next year; although it is impossible to honor every request. Please be assured that we put much thought and prayer into this process. The school newsletter will announce when request forms are available and when the deadline is to hand in the forms.

PESTICIDES

Routine pest inspections are made after school hours by a professional service. If necessary, pesticides are applied at that time. If you would like to be informed of these tests or applications, please notify the school office.

PHYSICAL EDUCATION

For safety, athletic type shoes **MUST BE** worn during gym class, or students will not be allowed to participate for that day. Shorts or slacks may be worn by girls during gym class. Those excused from gym must have a parent note or a doctor's excuse.

PHYSICAL EXAMINATION

All students must comply with the State of Michigan regulations regarding entrance into a Michigan School. A record of a physical examination signed by a doctor must be on file in the school office when a student enters a Michigan School for the first time.

PRESCHOOL

We currently offer three different preschool options. There is a two day program for three year old students. The four year old students are offered either a three day program or a five day program.

RADIOS/TAPE/CD PLAYERS/ELECTRONIC GAMES/TOYS

It is recommended that radios and CD/tape players, electronic games, etc. be left at home unless there are specific days or periods of time when these are requested for school activities. The school cannot be responsible for loss, theft or damage of such items.

Any items that are a distraction from schoolwork or a source of conflict among students will be confiscated. Parents may call for them in the office if that happens, but the student will be responsible for letting parents know that an item needs to be retrieved.

SACRAMENTAL PROGRAM

Students are prepared for reception of the sacraments through their home parishes. Parents should contact the Religious Education Director or Pastor in the parish where they are registered.

SAFETY PROCEDURES AND RULES

In the interest of the safety of all in our building, we will keep all doors, except the door nearest the office, locked from the outside. Please enter through the front door and check in at the office.

Additional safety guidelines for students:

- Respect and obey supervisors and other school personnel.
- Go home immediately after school is dismissed.
- Don't talk to or accept anything from a stranger.
- Do not ride bicycles on the school grounds.

- Keep bicycles locked after they are ridden to school.
- Do not leave school grounds after arriving in the morning until you are dismissed at the end of the day.
- Children who are waiting for rides after 3:20 p.m. must wait inside the school building.

These safety rules and regulations are enforced at noon recess:

- Obey the supervisors and follow their directions.
- Ask permission if you need to re-enter the school building during recess.
- Do not leave the playground area during recess times.
- Play away from school building, school windows, new trees, flowers and shrubs.
- Use all playground equipment as it is intended to be used.
- For safety and health reasons, throwing snowballs, pulling on others' clothing, taking hats, skateboarding, climbing on snow hills are not permitted.
- Rough, physical play will not be allowed.
- The school reserves the right to restrict any unnecessary roughness or objects on the playground which may be hazardous to the safety of the students.
- Students are expected to respond positively to teachers and playground supervisors.
- Students must respect the property and rights of others.

In the winter, students go outside every day unless the wind chill factor is below ten (10) degrees Fahrenheit. All students must wear snow pants, hats, boots and gloves from first snowfall until Spring Break, and are required to have other footwear to change into before they enter the classroom.

Students are not allowed to throw snow or snowballs, or to play "King of the Mountain" type games. The playground is supervised by two school employees during the noon recess.

Playground rules and expectations will be discussed and reinforced throughout the year.

SCHEDULE

<i>Office Hours:</i>		7:45 a.m. – 4:00 p.m.
<i>Teachers' Hours</i>		7:45 a.m. – 3:30 p.m.
<i>Pre-School:</i>	Morning Session:	8:30 a.m. – 11:00 a.m.
	Afternoon Session:	12:15 p.m. – 2:45 p.m.
<i>Kindergarten:</i>	Morning only:	8:00 a.m. – 11:30 a.m.
	All Day:	8:00 a.m. – 3:00 p.m.
<i>Grades 1-8:</i>	All Day:	8:00 a.m. – 3:00 p.m.
	Half Day:	8:00 a.m. – 12:00 p.m.
Lunch Hour:	K – 2	11:35 a.m. – 12:00 p.m.
	3 – 5	12:00 a.m. – 12:25 p.m.
	6 – 8	10:46 a.m. – 11:10 a.m.
Recess:	K – 2	12:00 a.m. – 12:25 p.m.
	3 – 5	11:35 a.m. – 12:00 p.m.
	6 – 8	11:10 a.m. – 11:35 a.m.
Early Dismissal Days:		8:00 a.m. – 12:00 p.m. (no lunch is served)

Students should not arrive before 7:45 a.m. since there is no supervision before that time. On arrival, students should remain in the safe area. While in the safe area, students are expected to stay in their assigned places. No running or throwing games are allowed. Supervisors will dismiss students into the building before 8:00 a.m. In case of rain or when temperatures drop below 10 degrees wind chill, students will wait inside in the school hallway.

SERVICE LEARNING & PHILANTHROPY

Every class is responsible for special tasks that they perform regularly as a service to the school community. These tasks include things such as raising and lowering the flag each day, and taking care of the paper to be recycled. These will change from year to year. Ask your child to tell you about his/her class' job.

We also encourage appropriate opportunities for students to perform works of service in their homes, parishes and the community at large. There will be opportunities during the year for children to contribute their time, talent and treasure to support social justice endeavors.

Please encourage your child to give from his/her own earnings so that they may begin to understand the concepts of sacrifice and compassion.

SEVERE WEATHER

In case of severe weather or if school must be closed or dismissed earlier than usual, we will have it announced on the local radio stations: WTRU, WMUS, WKBZ, WQWQ, WZZM TV-13. Closings will be announced as "Muskegon Catholic Schools".

SIGN-OUT PROCEDURE

- No child is allowed to leave the school building unless accompanied by an approved adult.
- Approved adults are parents/legal guardians with either partial or full custody rights to the child, those listed as emergency contacts, or another adult named in writing by the parent/legal guardian. If a parent does not have custody rights to the child, the custodial parents must provide the school office with legal documentation supporting this.
- During school hours, students must be signed out in the school office only, not the classroom, cafeteria, gym, playground, etc.
- When signing a child out, the child's name, adult's signature and time of departure must be noted.

SPECIAL NEEDS SERVICES

Students with disabilities may qualify for Special Education or for accommodations under the American's With Disabilities Act as described below:

Special Education

Resident public school districts provide services for students identified as having a learning disability defined by the Individuals With Disabilities Act (IDEA). Documentation, including current IEPC, must be on file here at Muskegon Catholic Central Elementary School and the local public school providing the services.

A student can access Special Education services at their resident public school district through proper evaluation and placement procedures. Parent/guardian involvement in this procedure is required. Qualified students may take up to two classes with modified curriculum per semester at their resident public school and are eligible for teacher-consultant services through Muskegon Public Schools. To inquire about Special Education programs, please contact the Principal.

Americans With Disabilities Act – Section 504

Muskegon Catholic Central Elementary School complies with the Americans With Disabilities Act (ADA) to ensure that individuals will not be discriminated against on the basis of a disability. Students with disabilities may be served within the regular education program based on an accommodation plan developed by the school in conjunction with parent/guardians.

Documentation of a student's disability must be on file. For ADD or ADHD students, the physician may provide needed documentation. The accommodation plan developed by the school staff together with parent/guardians must be included in the student's records. Parents/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal.

SPIRITUAL GROWTH

The integration of religious truths and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but more importantly by the examples of the home life. The religion and morality taught in the school will hold little value in the life of a child if the home is not imbedded with a Christian atmosphere. Every child enrolled has regular classes and partakes in daily prayer activities.

Specially planned liturgies are held weekly. Please refer to the school newsletter for dates, times and locations. Throughout the year, special Church feasts are observed with all-school liturgies, either a Mass or a prayer service.

SPORTSMANSHIP

All Muskegon Catholic Elementary students, fans and athletes are expected to display and encourage good sportsmanship. Good sportsmanship is based on respect, fairness, courtesy, hospitality and graceful acceptance of the results of friendly competition. Cheering and displays of school spirit should support our teams and the good efforts of our opponents and should never be used to ridicule or taunt the visiting team, coaches or fans.

SUPPLY LISTS

In June, supply lists for each grade are made available to parents of returning students. New students will receive a supply list in the summer mailing. These lists help with early shopping and also limit shopping to necessities. Children are encouraged to bring to school only the supplies requested.

VISITORS TO SCHOOL

All visitors must report to the office. Teachers are involved with children from 8:00 a.m. to 3:00 p.m.

In order to teach without interruption, it is requested that parents make an appointment by writing a note to the teacher or calling the office. This is to assure the parent sufficient time for consultation.

Parents are requested to leave lunches, books, homework, instruments, etc. in the office rather than interrupt class.

VOLUNTEERS

We love you! We need you! We can't live without you! Training provided! All volunteers must complete an Applicant Criminal History Report form enabling a background check to ensure the safety of our students. This form is kept on file and is valid for three years.

Parent involvement is both a prerequisite and a perk of Catholic education. Our Faculty, Staff and Administration congratulate the parents of Muskegon Catholic Central Elementary School on their excellent history of involvement and support. We look forward to working with you again this year.

WEB SITE

You can find us on the internet at www.muskegoncatholic.org.