

# **Bishop Baraga Catholic School**

**Parent/Student  
Handbook**

**2009/2010**

## *Mission Statement*

*To provide the highest  
quality Catholic School  
education with a  
commitment to academic  
excellence and to support  
families with the spiritual  
development of their  
children.*

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## **SCHOOL RESPONSIBILITIES**

1. To provide instruction and opportunities for growth and practice of Catholic, Christian faith in a positive community atmosphere.
2. To provide qualified teachers and an environment conducive to learning. State standards are to be met or exceeded with regard to teacher qualifications, days or hours of instruction, and curriculum.
3. To regularly review and update curriculum for continuing excellence in instruction.
4. To provide for parental input and representation through School Advisory Council and the Home and School organization.
5. To keep parents continually updated on student progress as well as issuing appropriately timed progress reports and report cards.
6. To provide a disciplined and caring environment within classrooms and the total school community.
7. To keep student files current and within the guidelines of the law.
8. To provide regular newsletters and updates on school activities.

## **PARENTAL RESPONSIBILITIES**

1. To support the school to the best of one's ability through stewardship of time, talent, and treasure. This includes a twenty-five (25) hour family volunteer commitment per year.
2. To be living examples of actively practicing one's faith.
3. To uphold and support school policies, school rules, and school reputation.
4. To monitor children's progress by frequently checking and reviewing children's work.
5. To stay informed of school activities by reading information coming home from school, i.e., classroom notes, newsletters and the Baraga Buzz.
6. To notify the school about health and learning difficulties. This includes contacting the school about absences.
7. To maintain and monitor the financial commitment made to Bishop Baraga Catholic School in a timely fashion to support your child's/children's Catholic education.
8. Non-payment of tuition may result in withholding of field trip privileges, non-participation in graduation exercises, and/or withholding of report cards, and may ultimately result in referral to a collection agency. This excludes any family having met with the principal working towards completion of tuition payments.

## STUDENT RESPONSIBILITIES

Being always mindful of Bishop Baraga Catholic School's Mission Statement, the approach to students' rights is the realization and practice of responsibility and respect for others' rights as well as our own. Building a spirit of community calls each person to continuing concern for one another. Students are always to conduct themselves as Bishop Baraga students and to exhibit the behaviors expected of such students.

1. Each person has a right to personal safety and respect.

Fighting, name calling, gossiping, disrespect for persons' bodies or harassment of any kind, or leaving the school building without permission are violations of safety and respect. The purpose of the harassment policy is to promote and insure a Christian, professional and supportive school environment for all parish employees, volunteers and students which is free from physical, psychological or verbal intimidation and harassment. The Diocese of Gaylord prohibits any form of harassment by anyone in the school setting. Harassment encompasses a broad range of verbal as well as physical behavior, which could include, but is not limited to:

- Physical or mental abuse
- Verbal intimidation, bullying, harassment or demeaning behavior;
- Racial insults;
- Derogatory ethnic slurs;
- Unwelcome sexual advances or touching;
- Sexual comments or sexual jokes.

2. Each person has the right to have his or her learning environment respected.

Behavioral class disruption, failure to follow class rules, unpreparedness with homework or materials, copying or cheating, are examples of violations of respect for learning.

3. Everyone has the right to have personal and community property respected.

Stealing, destruction or defacement of learning materials, personal belongings and furnishings are examples of violations of respect of property.

4. Each person has the responsibility to respect and follow the directives of those in authority.

Disrespect to authority, disobedience, failure to adhere to the dress code and failure to follow consequences for actions, are examples of disregard for this responsibility.

Violations will result in personal apologies, and may involve a conference with the authority involved, or the principal, notification or conference with parents, reimbursement, after school detention, suspension of school privileges or suspension/expulsion from school. Any or all of the above consequences may be applied.

## **GUIDELINES FOR NON-ACADEMIC DETENTION & SUSPENSION**

### **I. Lunch Detention:**

- A. Student will serve the detention the day of the offense or the following day with the principal or teacher
- B. Discussion will take place concerning the offensive behavior
- C. Alternative ways of solving behavior problems will be explored

### **II. After School Detention:**

- A. Call will be made to parent/s of student prior to detention
- B. Form will be sent home with student before the detention is to be served, for parent signature
- C. Form must be signed and returned the next day before the student may return to class
- D. Detention will be served from 3:30 p.m. – 4:30 p.m. on Mondays, Tuesdays, Wednesdays, or Thursdays
- E. Student will address the following through writing:
  - 1. What the student did wrong
  - 2. Student describes the expectations that were not followed
  - 3. How their behavior affected themselves and other students
  - 4. What is expected
  - 5. Student makes a commitment to improve
  - 6. List positive ways of handling a similar situation in the future
  - 7. Form is sent home for parent discussion and signature and returned the next day before the student may return to class

### **III. In-School Suspension (1-3 days):**

- A. Student is segregated from student body
- B. Student must bring brown bag lunch – no hot lunch
- C. Student responsible for getting and making up missed assignments
- D. No credit is given for assignments
- E. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any Bishop Baraga School or sport function will be allowed for the day/s of In-School Suspension

### **IV. Out of School Suspension (1-5 days):**

- A. The student is not allowed on the school grounds during this time period
- B. Student is responsible for getting and making up missed assignments after they return to school
- C. No credit will be given for any assignments due during this time period
- D. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any Bishop Baraga School or sport function will be allowed for the day/s of the Out of School Suspension

### **V. Expulsion:**

Severe Clause – May move to any step III – V, depending on the infraction

Major Infraction – Will be handled on an individual basis. Major infractions are listed under the Student Responsibilities section of the Bishop Baraga Catholic School Parent/Student Handbook. The Principal will be responsible for dealing with all major infractions. The Principal will make contact with the parent, student/s, and teachers. The Administrator/Principal reserves the right to waive and /or deviate from any and all disciplinary regulations for just cause at his/her discretion.

### Due Process Procedures

The Bishop, in his pastoral appointment, delegates complete authority for a school to the pastor. The pastor, in turn, shares this authority by hiring a principal who shares the authority by hiring teaching personnel. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with this school community in a cooperative relationship.

In cases of individual parent concerns regarding this relationship, **the parent first attempts resolution with the child's teacher**. Following this step the principal of the school is involved, i.e., the parent attempts resolution with the principal. Still failing to obtain satisfactory resolution, the parent approaches the pastor for resolution. If satisfactory resolution is still not obtained, the parent may enter into the diocesan grievance procedure. Neither the School Advisory Board nor leadership of the Home and School Association is involved with these individual concerns.

\*Please refer to Rubric for Addressing Bullying or Aggressive Behavior on the following page.

**Bishop Baraga Catholic School**  
**Rubric for Addressing Bullying or Aggressive Behavior**

<b>Behavior</b>	<b>Consequences First Time</b>	<b>Consequences Second Time</b>	<b>Consequences Third Time</b>
<b>Teasing or Harassment</b> Name calling, mean look, gesture, spitting, sticking out tongue, hurtful comments, or similar behavior	1. Warning 2. Discussion 3. Apologize	1. Parent contact 2. Apologize 3. Second warning (K-2) One recess (3-6)	1. Call parents 2. Lunch detention 3. One point
<b>Mild Physical Contact or Harassment</b> Flicking, pushing, poking, shoving, pinching, taunting, argumentative, teasing, grabbing, cutting in line, elbowing, or similar behavior	1. Warning 2. Discussion 3. Apologize	1. Call parents 2. One inside recess 3. Apologize 4. Parent sign written apology and return	1. Principal 2. Call parents 3. After school detention 4. One point 5. One inside recess
<b>Moderate Verbal Harassment or Physical Contact</b> Gossiping, excluding, slapping, tripping, hitting, jumping on, defacing property, deliberate embarrassment, spreading rumors, swearing, pushing in lockers, or similar behavior	1. Call parents 2. Two day lunch detention 3. Written apology 4. Restitution	1. Principal 2. Call parents 3. Parent conference 4. Two day lunch detention 5. Two day after school detention 6. Restitution	1. Principal 2. Call parents 3. In school suspension 4. Restitution 5. Two points
<b>Severe Physical Contact or Verbal Harassment</b> Fighting-punch thrown, throwing objects, biting, choking, kicking, stealing, stabbing with an instrument, threats, blackmail, derogatory ethnic slur, unwelcome sexual advance, or similar behavior	1. Principal 2. Call parents 3. Parent conference 4. Restitution 5. One to three points 6. ISS	1. Principal 2. Call parents 3. One to three points 4. Restitution 5. ISS/OSS 6. Counseling	1. Principal 2. Call parents 3. Restitution 4. Three points 5. OSS/Expulsion 6. Counseling

Bullying may take the following forms:

- 1) Physical Aggression
- 2) Social Alienation
- 3) Verbal Aggression
- 4) Intimidation

The above list includes, but is not limited to, many types of bullying or aggressive behavior that is unacceptable. Violations will result in personal apologies, and may involve a conference with the authority involved, or the principal, notification or conference with parents, reimbursement, lunch or after school detention, suspension of school privileges or suspension/expulsion from school. Any or all of the above consequences may be applied.

Lunch detention will be served the day of the offense or the following day.  
 After school detention will be served the day after the offense.

ISS - In School Suspension

OSS - Out of School Suspension

Bullying – Repetitive intimidation, intentionally hurtful, unbalanced power

Conflict – Occasional or isolated, unintentionally hurtful, disagreement, balanced power

## SCHOOL PROCEDURES

### School Day

1. School begins at 8:05 a.m. for Kindergarten through 6<sup>th</sup> grade and students may enter the building when the bell rings. In case of inclement weather with the temperature and/or wind-chill factor of 10 degrees or below or raining, students will be permitted to enter the building and remain in the gym no earlier than 7:30 a.m. Please do not bring your child to school before 7:30 a.m. (or 9:30 a.m. on a delay day) as there is no adult supervision before that time. Students are expected to be in their class and ready to begin their day by 8:10 a.m. Students are considered tardy if they are not in class by 8:15 a.m. When a student is tardy, they lose valuable learning time in the classroom and also interrupt teaching that is in progress when they enter the room. To insure that your child receives proper class instruction time, we will be instituting the following policy:  
When a student accumulates five tardies within a semester, they will be required to serve an after school detention from 3:30 p.m. – 4:30 p.m. with the teacher. You will be informed in advance of the date of detention and must make arrangements to pick your child up at the end of the detention.
2. Breakfast Program begins at 7:40 a.m. until 8:00 a.m. Cost is \$1.00.
3. A hot lunch program is available to students every day. Milk is available separately. (Peanut butter sandwiches and milk will be provided when a student forgets his/her lunch.) After eating, the children will go outside for recess. (They will remain indoors when inclement weather dictates.) Parents are asked not to bring in fast food lunches for their children at the lunch hour. Lunch hours are as follows:  
11:30 a.m. – 12:10 p.m. Kindergarten – Third Grades  
12:15 p.m. – 12:55 p.m. Fourth – Sixth Grades
4. All students are expected to participate in all classes and recess. If a student is too ill to go outside for recess, he or she is generally too ill to be in school. Please be sure your child has boots, snowpants, and all winter gear with them throughout the winter season, as they will go outside daily unless the weather is too inclement.
5. Regular dismissal is at 3:30 p.m. when the final bell rings for grades Kindergarten through sixth. The early bus arrives at 3:15 p.m. Half day dismissal is 11:30 a.m. Parents are expected to pick up their children on time and may wait in the school parking lot or school foyer.

### Attendance

1. School attendance is crucial in affecting learning. Absences are lost learning time, and the complete experience cannot be “made up”. Vacations during school time are discouraged.
2. Parents are expected to **notify the office by 9:00 a.m.** in the event of student absences.
3. Students are responsible for missed work during absences. Requests for homework should be made by 10:00 a.m. and picked up no earlier than 3:30 p.m. Homework missed during undesignated vacation times will be requested and made up by students upon their **return**.

## Release of Students

1. A note is required if a parent wishes to pick up a child during the school day. The student should take the note to the teacher when they enter the classroom in the morning. When picking up the child, please report to the school office. The parent/guardian must sign the student out of school. When you return with your child, please report to the school office and sign the student back in.
2. If your child is going home by a different means of transportation, you **must** send a note to your child's teacher in the morning to inform them of the change.
3. When possible, doctor and dental appointments should be scheduled after school hours.

## Emergencies and Medication

1. An emergency student information form must be filled out and on file in the school office. If parents cannot be reached, emergency number contacts will be called for instructions or assistance.
2. The general procedure is for school personnel not to dispense any medicine to students. If your child is taking prescription medications and he/she needs it while at school, the following guidelines will be followed:
  - a. A completed permission form must be on file in the school office.
  - b. Bring medication in the original container prescribed by your doctor. All medication is kept in the school office.
  - c. We cannot dispense medication to your child unless these steps are followed. (This includes cough drops and over-the-counter medication such as Tylenol, etc.)
3. ILLNESS/INJURY – If a student is injured or becomes ill at school, these procedures will be followed:
  - a. Assessment of the situation
  - b. Common sense first aid
  - c. The principal will be notified
  - d. The parents or authorized person will be notified if necessary
  - e. The parents will decide if the child should stay in school, go home, or go to the hospital (doctor's office) and they will make the necessary arrangements
4. SERIOUS ACCIDENT/INJURY – If a student is involved in a serious accident or injury at school, these procedures will be followed:
  - a. Assessment of the situation by the principal
  - b. Common sense first aid
  - c. The parents will be notified and decide if the child should stay in school, go home, go to the hospital (doctor's office), and they will make the necessary arrangements
  - d. In the event the parents cannot be reached right away, the principal will follow the instructions on the student's emergency form as to where the child will be taken (hospital or doctor's office)
  - e. A report form will immediately be completed noting the circumstances of the accident or injury and filed with Gallagher Bassett, the Michigan Catholic Conference Insurance Company, in compliance with their regulations

5. FIRE AND TORNADO PROCEDURES -

- a. Fire – Students are to follow the directions of the teachers and proceed to their outside designated area. These identified areas are posted in each classroom. In accordance with fire regulations, at least six fire drills are conducted each year. Students are instructed in proper conduct during the drills. All classroom doors and windows must be closed before leaving the building. No talking or running is allowed. No one is to stop for a coat or other items during a fire drill.
- b. Tornado – In the event of a tornado watch, the children will remain in school. Weather reports will be monitored. In the case of a more severe weather development, the procedure for a warning is to take cover. Students will be instructed to take cover in designated locations. These identified areas are posted in each classroom. Safety, calm and quiet are the key guidelines.

**BISHOP BARAGA CATHOLIC SCHOOL  
CRITICAL INCIDENT POLICY**

In an effort to insure as much as possible the safety of all persons within our school building and grounds the following procedures have been instituted as components of our Critical Incident Policy:

1. Installation of a security system on all doors into the school.
2. All doors into the school building are kept in a locked position with the exception of the front doors.
3. All parents, guests and visitors are required to sign in at the office and wear a Visitor Identification Badge.
4. Classroom doors are to be kept in a locked state at all times.
5. All teachers adopt the “partner system” to check on each other, or on a substitute teacher if their partner is gone.
6. Cheboygan County Sheriff Department Critical Incident Procedures:
  - A. Emergency Procedure:
    1. Hallways are cleared of all students and visitors – everyone is secured in classrooms or waiting areas
    2. Classroom doors are locked, lights off
    3. Students are moved to inside classroom walls, out of sight
    4. Students are reassured and kept calm and quiet
    5. Wait for all clear from the office or authorities
    6. No one is allowed to enter or exit the building except critical incident authorities
  - B. Lock Down Secure Mode:
    1. School is in a lock down mode – no outside recess or outside activity
    2. School classes continue as usual
    3. Wait for all clear from the office or authorities

C. Bomb Threat:

1. All personnel check for anything suspicious
2. Evacuations are coordinated with the police or fire department and may include shelter in the Cheboygan Area High School Gym or the Faith Baptist Church
3. Wait for all clear from authorities

D. Shelter in Place:

1. Move everyone to hallways by the lockers
2. Shut all windows and doors
3. Turn off ventilation system
4. Wait for all clear from authorities

Parents are not to come to the school for their children during any critical incident. In addition, phone lines must remain clear for use by authorities. The doors will not be opened once we lock the students in until the critical incident is under control. The majority of schools in Cheboygan County have had this training, as well as all law enforcement personnel so that the procedure followed will be the same. Authorities assume control in the event of a critical incident and will determine when it is safe to open the school. All media information is disbursed in cooperation with the Diocese of Gaylord, the school administration, and the Pastor.

7. The school will practice critical incident modes during the school year.
8. If a critical incident would occur while children are outside at recess, the students would be taken directly into the school building for Shelter in Place safety.
9. A Weapons Policy is part of our Student Handbook.
10. In accordance with state requirements, two lockdown drills are conducted during the school year. Every adult and child within the building will participate in these drills. Instruction for participation is given at the beginning of the school year and reviewed periodically throughout the year. The entire school will be locked and no one will be allowed to enter the building during a lockdown drill.

Weapons Policy

Bishop Baraga Catholic School will not allow weapons in school or on school property. “Weapons” shall be defined as, but not limited to, guns, firearms, knives, clubs and explosive devices. The administration reserves the right to determine what constitutes a weapon. A student who is found to be in possession of a weapon will be immediately removed from the student population, and appropriate disciplinary action will be taken. Likewise, Bishop Baraga Catholic School will not accept for enrollment any student who has been expelled from another school for violation of its weapons policy.

Student Progress

1. Four formal report cards will be issued during the school year approximately every nine weeks.
2. A parent orientation meeting at the start of school and parent/teacher conferences in November and April will take place.

3. Four formal progress reports will be sent home with students to update parents about work and study skills. These will be sent home during the school year approximately four weeks into each new marking period.
4. When occasions arise and parents have concerns or want information about their child's progress and would like to meet with a teacher, arrangements can be made by calling the school office to make an appointment. Parents should **not** come to see teachers during school hours. Teachers will call parents when they have a concern or wish to share information about their students. The key to a successful school year is consistent communication between home and school.

### Faith Formation and Liturgy Experiences

1. Parents are the first and foremost educators of their children. As a Catholic School we strive to reinforce the Christian faith that is an integral part of the homes of our students.
2. A major part of the curriculum at Bishop Baraga Catholic School is religious education. We teach the Roman Catholic Faith. We welcome students of all faiths, however, all students are expected to participate in religion classes and liturgical functions.
3. Students Kindergarten – sixth grade attend Mass in the school Chapel twice a week on Thursday and Friday mornings at 8:20 a.m. and on other special days.
4. Third – sixth grade students plan and participate through the Readings, Prayers of Petition, being greeters, and present the Gifts at the Altar through their individual classrooms on a rotating basis.
5. Students in grades fourth through sixth may serve as altar servers.
6. Parents, grandparents, family members and parishioners are always welcome to attend Mass in the school Chapel. Students are expected to sit with their respective classes during Mass.
7. All classes are involved in some level of community action projects as related to the Gospel.

### Honor Roll

There will be an Honor Roll for students in grades 3-6. A student must have an A or B in all core academic subjects and a 1 or 2 in all areas of conduct to make the Honor Roll. The following subjects will be used for the Honor Roll: Math, Reading, Language Arts, Science, Social Studies, Religion, Spelling.

### Marking System

We will use the following grading scale in grades K – 1:

- S = satisfactory
- P = progress shown
- N = needs improvement
- NE = not evaluated at this time

The following will be used in grades 2

A+ 100%	C 76 – 80%	<b>Conduct Scale</b>
A 94 – 99%	C- 74 – 75%	1 = Excellent
A- 92 – 93%	D+ 72 – 73%	2 = Good
B+ 90 – 91%	D 67 – 71%	3 = Needs Improvement
B 85 – 89%	D- 65 – 66%	4 = Poor
B- 83 – 84%	F 64 and below	5 = Unsatisfactory
C+ 81 – 82%		

### Academic Detention

Students are required to follow the directions of their teacher regarding assignments and homework. If assigned work is not completed for the third time, the student will serve an academic detention that day, or the following day, after school. This policy is in effect beginning with the third grade. Academic detentions are served Monday through Friday from 3:35 p.m. until 4:30 p.m. Parents will be notified during the school day and must pick up their children from the detention room at 4:30 p.m. This policy is designed as an impetus for on-time completion of academic assignments, projects, and homework. Detention time will not be used as an individual tutoring arrangement between the teacher and the student.

Students coming to class with missing, incomplete, or late work will be given two opportunities to meet the expectations and fulfill their responsibilities. The third missing, incomplete, or late assignment, and each one thereafter, will result in a one hour detention.

Work brought to school but that is left in another classroom may be brought to the teacher immediately after class during class change, otherwise this work will be considered late. Incomplete work due to absences will be completed and turned in within the same amount of days the student was absent.

Warnings of late, incomplete, or missing work will be identified in the student's daily planner. Parents are expected to review this on a daily basis. The student will begin each of the four marking periods with a clean homework record.

Students receiving a detention are required to serve the detention **on that day or the following day**. Parents may authorize a person other than themselves to pick up their child from detention. They must provide the secretary or the principal with the name and phone number of the person picking up their child. Children walking to a sitter or day care will be allowed to walk after the detention is served. If the child is walking, the teacher will notify the sitter or daycare, through the phone number you provide, when the child leaves the building. Extenuating circumstances for scheduling detentions will be dealt with on an individual basis.

When the principal is not available or not in school, the principal appoints one of two senior teachers to be in charge. Both designated teachers have lengthy experience within the school.

### **EXTRA CURRICULAR SCHOOL ACTIVITIES**

Students currently enrolled in Bishop Baraga have the privilege of enrolling free of charge in after school programs. Students not enrolled in Bishop Baraga Catholic School will be charged a \$25 fee for each different after school program they attend that is offered at Bishop Baraga School. This cost will cover wear and tear on the building and the custodian in the building. Any damages incurred will be paid by the parties involved.

## **BISHOP BARAGA CATHOLIC SCHOOL DRESS CODE**

Uniforms will be worn every day unless designated as a Color Day. Scheduled color days will be the first and third Mondays of each month.

Uniform code pertains to grades Kindergarten through sixth. Uniforms are worn from the first day of school until the last day of school. Uniforms may be purchased through French Toast (school code QS455H5) and Land's End (school code 9001-0169-2) catalogs or some items are available at the Cheboygan K-Mart store. Uniforms may be purchased from any store as long as they conform to the uniform guidelines. Spirit wear sweatshirts are available through the school office.

### **BOYS**

Pants, shirts with collar and socks are to be worn at all times. A sweater or sweatshirt is optional.

**PANTS: K-5 NAVY BLUE, 6<sup>th</sup> GRADE NAVY BLUE OR KHAKI SOLID COLOR DRESS PANTS** – No denim, cargo style, camouflage or knit allowed. If the pants have belt loops, a solid color (navy blue, black, or brown) belt is requested.

**SHORTS: K-5 NAVY BLUE, 6<sup>th</sup> GRADE NAVY BLUE OR KHAKI UNIFORM SHORTS** – Walking dress short length (this means just above the knee). Shorts may be worn from May 1<sup>st</sup> to October 1<sup>st</sup>. Same belt requirement as pants. No denim, knit, camouflage, or cargo styles allowed.

**SHIRTS:** Plain oxford, turtleneck or collared knit sport shirts – K-5 white, 6<sup>th</sup> Grade white, hunter green, navy blue or light blue. No logos, unless it is the authorized Bishop Baraga School logo, or monograms allowed. No t-shirts, no colored or printed t-shirts underneath. Shirts are to be properly tucked in at all times.

**SWEATERS: K-5 NAVY BLUE OR WHITE, 6<sup>th</sup> GRADE NAVY BLUE, LIGHT BLUE, FOREST GREEN OR WHITE SOLID COLOR** – May be a pullover (crewneck style), cardigan or vest. No logos, unless it is the authorized Bishop Baraga School logo, allowed. Monograms are allowed. No hoods are allowed. No fleece.

**SWEATSHIRTS:** All students may wear the Bishop Baraga solid hunter green or navy blue sweatshirt with the Bishop Baraga logo as part of the uniform. A K-5 white, 6<sup>th</sup> Grade white, hunter green, navy blue or light blue collared shirt must be worn with it. No hoods are allowed.

**BELTS:** Only solid color navy blue, black, or brown. No patterns allowed.

### **GIRLS**

Uniform jumper or skirt, pants and blouse with a collar and socks are to be worn at all times. A sweater or sweatshirt is optional.

**UNIFORMS:** Uniform navy blue jumper for grades Kindergarten through fourth.  
Uniform navy blue skirt or jumper for fifth grade.  
Uniform navy blue or khaki skirt for sixth grade.

**PANTS: K-5 NAVY BLUE, 6<sup>th</sup> GRADE NAVY BLUE OR KHAKI ONE SOLID COLOR** – No denim, no cargo style, camouflage, stirrups, leggings, tear away, knit, form fitting, ankle slits or stretch pants are allowed. If the pants have belt loops, a solid color (navy blue, black, or brown) belt is requested.

**SHORTS: K-5 NAVY BLUE, 6<sup>th</sup> GRADE NAVY BLUE OR KHAKI UNIFORM SHORTS, UNIFORM SKORTS, OR CAPRIS** – Walking short length (this means just above the knee). Capris may be worn from May 1<sup>st</sup> to October 1<sup>st</sup> only if they meet the school pant requirements. Shorts and skorts may be worn from May 1<sup>st</sup> to October 1<sup>st</sup>. Same belt requirement. No denim, camouflage, knit or cargo styles allowed.

**BLOUSES:** Plain oxford, turtleneck, Peter Pan or collared knit sport shirt. K-5 white, 6<sup>th</sup> Grade white, hunter green, navy blue, or light blue. No logos, unless it is the authorized Bishop Baraga School logo, or monograms allowed. Navy piping on Peter Pan collars permitted. No t-shirts; no colored or printed t-shirts underneath and no form fitting or sleeveless tops are allowed. Blouses must be long enough to be kept properly tucked in at all times.

**SWEATERS: K-5 WHITE OR NAVY BLUE, 6<sup>th</sup> GRADE WHITE, FOREST GREEN, LIGHT BLUE OR NAVY BLUE SOLID COLOR** – May be a pullover (crewneck style), cardigan or vest. Monograms are allowed. No logos, unless it is the authorized Bishop Baraga School logo, allowed. No hoods are allowed. No fleece.

**SWEATSHIRTS:** The Bishop Baraga solid hunter green or navy blue sweatshirt with the Bishop Baraga logo may be worn as part of the uniform. K-5 white, 6<sup>th</sup> Grade white, hunter green, navy blue, or light blue collared shirt must be worn with it. No hoods are allowed.

**BELTS:** Only solid color navy blue, black, or brown. No patterns allowed.

### **BOYS AND GIRLS**

Dress or athletic shoes and socks must be worn at all times. School shoes should have a 1” or less heel height. This is for safety, but we are also mindful of the stress or injury that higher heels may cause on anklebone and muscle development. Socks include navy, white and black solid color. There are no logos or colored stripes allowed on socks and they must be above the anklebone. Girls’ tights may be K-5 white or navy blue, 6<sup>th</sup> Grade white, navy blue or hunter green. All shoes must have a support strap around the heel. Outside boots/shoes and clogs are not acceptable in the classroom. Clogs are a hazard during drills falling off causing students to trip. All athletic shoes must have light colored soles. A separate pair of light colored soled tennis shoes are to be kept in the student’s locker reserved for gym class to protect the surface of the floor. Jackets, head coverings and hats are not to be worn in school. Boy Scout, Cub Scout, Girl Scout or Brownie uniforms may be worn on meeting days. Team sport jerseys may be worn on game days or Friday if game is on Saturday. A turtle neck or collared shirt is to be worn underneath the jersey.

### **COLOR DAYS**

**BOYS:** Dress pants. **NO** jeans, camouflage, sweats, tear away, or wind pants. Shirts with collar, turtleneck or crew neck or sweaters with collared shirt underneath. **NO** t-shirts, unacceptable pictures or wording, sweatshirts, or camouflage. Shoes and socks are required.

**GIRLS:** One piece dresses with or without collars and skirts are of appropriate length (this means just above the knee), dress pants, dress bibs, shirts or blouses with collar turtleneck or crew neck or crew neck or sweaters with collared shirt underneath. No v-neck, camisoles or scoop neck from or back, tank tops, sleeveless tops, bare midriff, t-shirts, sweatshirts, pants or stretch pants, jeans or sweats. (Denim skirts or jumpers are allowed.) Tops must be long enough so that no skin shows when the arms are raised. Shoes and socks or nylons are required. Nylons are acceptable for 5<sup>th</sup> and 6<sup>th</sup> graders.

**SHORTS: Only uniform style and knee length shorts, skorts and capris are allowed on color days. (This allows for different color shorts; however, the length and style must be the same as the uniform short.) Shorts, skorts and capris are only allowed in May, June, and September.**

#### Dress Down Day-Dress Code

To support our foster child Susanna and St. Thomas Pantry, a Jean Day will be offered on the last Wednesday of the month. Students will be notified when to bring in either \$1.00 or canned goods for these worthy events. Dress Down Day attire is as follows: Jeans, cargo pants, camouflage (during September, May and June shorts of appropriate length or jean capris) must cover underclothing. Jean skirts or dresses one inch or less above the knee are allowed. Team shirts or other appropriate T-shirts are also allowed. Tennis shoes, low heeled shoes or sandals with a back strap and stockings can be worn. Tops must be modest and long enough so that no skin or under garments show when the arms are raised. Sleeved scoop neck tops or v necks are worn over a camisole top. Hoods may be worn on sweater, sweatshirts or shirts. Any clothing that has inappropriate designs or sayings, torn or with holes is not to be worn.

Students are to attend school in their appropriate uniforms at all times. Parent cooperation is required to see that children have the proper uniform attire.

Students who disregard the dress code will be removed from the classroom.

- Notification to the parents will be made.
- Students will sit in the school office until the appropriate uniform is brought to school.
- Detentions will be given after two warnings for shirts/blouses not properly tucked in.

#### **GENERAL INFORMATION**

1. Written communications from school will be sent home with the youngest child in the family (Kindergarten - 6). When deemed necessary, communications will be sent home with every child. The Baraga Buzz is our major source of communications with parents.
2. Dress code is enforced from the first until the last designated day. Dress-up days (Color Days) are every first and third Monday and/or as named by the principal. Jean days are the last Wednesday of the month.
3. All parents and visitors that enter the school must check in at the school office and wear a visitor badge. To insure the safety of our students, we must request that all parents and visitors register in the office BEFORE they go to the playground or to the lunchroom. The supervisors and/or teachers will be checking for the visitor badge on all non-employees on campus.
4. The tops of lockers are to be kept cleared. All items are to be stored inside lockers.
5. Throwing snowballs or ice is prohibited at all times on school grounds.

6. No running is allowed in the school building.
7. Girls' hairstyle must be conservative and out of the eyes. A single pair of very small, plain earrings may be worn in the lower ear lobe.
8. Boys' hair must be cut above the shirt collar, above the ears and out of the eyes. Earrings are not allowed.
9. Students are responsible for keeping books in good condition. **All textbooks will be covered.** Fines or book replacement charges will be assessed for damaged or lost books. This includes library books as well. Due to the high cost of textbooks and other books, we have the following student replacement policy in place in the event of damage:
  - \* If the textbook is no longer usable.....charge the full cost of replacement
  - \* If the textbook needs to be repaired.....charge the full repair cost
  - \* If the textbook is damaged, but usable.....charge 25% of the book cost
10. Our school will not be in session when weather (snow days, ice storms, etc.) makes it unsafe and/or unreasonable to hold classes. Listen for school closing information regarding our school on TV Channel 9 & 10 and 7 & 4 News.
11. FOG DAYS: We have a two-hour delay due to fog policy. Please listen for delay information regarding our school as part of the Cheboygan Area Schools on TV Channel 9 & 10 and 7 & 4 News. There will be no a.m. sessions for Preschool on those days. **NO** announcement about a.m. cancellations for Preschool will occur on TV or radio. On delay days, NO HOT LUNCH will be available Monday through Thursday. Pizza will still be served on Friday.
12. Gum chewing by students is prohibited.
13. FIELD TRIP POLICIES: Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements or non-payment of tuition. In case of field trips, students must have on file in the office a signed and authorized medical release form and present a signed permission slip in order to participate with their classmates.
14. Parents are asked to notify the school office **immediately** if they experience an address or telephone change, or a change in health insurance.
15. The following items are not to be brought to school: skateboards, skate shoes, roller blades, cell phone or pagers (Michigan law forbids communication devices in school.), CD, MP3 or tape players, ipods, or hand-held video games. Parents send their children to Bishop Baraga to focus on their faith and education during school hours.
16. Birthday Celebrations: Birthday treats are not necessary, but may be brought at any grade level. Birthday parties: When you are having a birthday party for your child and you are inviting **all** the girls in the class, or **all** the boys in the class, or the **entire** class, birthday invitations may be distributed at school. When you are inviting only a few children from the class, the invitations are **not to be brought to school.**

17. Flowers or gifts will not be delivered to students during the school day.
18. Parents are asked **not** to bring in fast food lunches for their children at the lunch hour. No pop is allowed unless authorized by the classroom teacher for an occasional special event.
19. Library books may be checked out for 2 weeks. If the student wishes to renew a book, it is to be brought back for renewal.

Only 1 book is to be checked out at a time. If a book that has been checked out is not returned, another book may not be checked out.

Lost books must be paid for. If a book is found after being paid for, there will be no refund.

At the end of the school year in May, all library books must be returned. Report cards will be withheld until books are returned or paid for.

### **BISHOP BARAGA CATHOLIC SCHOOL ADMISSION AND ENROLLMENT POLICY AND REGISTRATION FEES (NON-REFUNDABLE)**

Bishop Baraga Catholic School is dedicated to ensuring a quality education for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. By enrolling in Bishop Baraga School, students and their parents or guardians accept and agree to abide by the requirements, policies, and regulations of Bishop Baraga Catholic School and the Diocese of Gaylord. Bishop Baraga Catholic School is open to students whose needs can be met by our school staff without jeopardizing the education of other students.

Bishop Baraga Catholic School does not discriminate on the basis of race, gender, national origin, age (in accordance with the law), or special needs condition (if, with reasonable accommodation on the part of the school, the person could be accommodated), in compliance with all requirements and regulations of the U.S. Department of Education and Federal Regulations. Our school will not deny admission to students because of a demonstrated financial need.

- A religious educational institution may give a preference in employment to individuals of the particular religion, and may require that applicants and employees conform to the religious tenets of the organization.
1. The primary factor considered for families enrolling their children in Bishop Baraga Catholic School will be the presence of other siblings within the school. These families will be allowed to register first during In-school Registration. Registration fees are non-refundable.
  2. Open Registration will follow the specific day set aside for In-School Registration. All registration dates will be advertised in our church bulletin and bulletins of other Catholic Churches, the Baraga Buzz, local newspapers and by means of an advertising sign placed in front of the school. Letters are also enclosed in the 2<sup>nd</sup> quarter report cards, or mailed to all identified parishioners of 3, 4, and 5 year olds for preschool registration.
  3. Bishop Baraga Preschool is a separate program from the elementary school and operates on a first come, first served basis during both the In-School and Open Registration periods. Registration forms are numbered for this purpose. The registration fee is non-refundable.

4. Each family is required to pay a \$25.00 Technology Fee due at the time of registration for K-6.
5. Non-refundable registration fees are \$35.00 per child, due at the time of registration.
6. Children being registered for kindergarten must be **5 years old by December 1** and must have the following **at the time of registration**:
  - A. Official State Birth Certificate with Seal (available from County Clerk's Office)
  - B. Baptismal Certificate (if applicable)
  - C. Up-to-date Immunization Record (see page 19 for more details)
7. Transfer student process: An interview between the principal, the transfer student and his/her parents will be required, along with a copy of the most current report card and a statement of history of discipline from the former school. The principal will approve or deny admission.
8. Parents wishing to transfer their child into Bishop Baraga School from another school or from home schooling may be required to complete an enrollment contract prior to admission.
9. Administration, in conjunction with Faculty determine student placement in the best interest of the child through consideration of academic, behavioral and social development. We do not accept parent placement requests.

## **SCRIP**

Home and School will donate 75% of any rebates you earn through Scrip to a school family you designate. Home and School will make donations for tuition three times a year: September 15, January 15, and May 15. Statements will go home so families know how much was donated.

Families can enroll themselves by going online to [www.shopwithscrip.com](http://www.shopwithscrip.com) (Our school code is 9F439A129962.) Print out a receipt for your order and bring it to school. Scrip orders are due to the office by Monday at 8:15 a.m. and cards will arrive by Friday morning at the latest. If school is out on Monday, the order will go in on Tuesday. You can leave your order or payment at the office anytime. During the summer, Scrip orders can be placed and picked up after Masses at St. Mary's/St. Charles.

## **BISHOP BARAGA CATHOLIC SCHOOL PROFESSIONAL DEVELOPMENT**

All staff of Bishop Baraga Catholic School will be offered the following training opportunities:

1. A bi-annual CPR Class is offered to the entire staff in the Fall for those who wish to take advantage of this opportunity. For Preschool staff, these classes are required by law to be updated every year.
2. A bi-annual First Aid Class is offered to the entire staff in the Fall for those who wish to take advantage of this opportunity. For Preschool staff, these classes are required by law to be updated every three years.
3. A mandatory staff orientation is held before school begins each Fall. As part of this orientation, our Handbook, which includes our discipline policy, dress code and emergency evaluation procedure, is

reviewed. Also during this time Blood Borne Pathogen training, and Critical Incident Training is presented for the entire staff.

4. Child abuse and neglect training will be provided to the entire staff at the Fall orientation through the Child Abuse and Neglect Council personnel.
5. Ongoing professional staff development is offered in every area of the curriculum to all faculty members throughout the year as opportunities occur. Title II-A funds support a major portion of the staff development opportunities, with the school budget adding additional funds for this purpose.
6. Bi-weekly faculty meetings are held and participation is a requirement of employment. A variety of issues are discussed and information is shared concerning curriculum and school issues.
7. In-service opportunities are available through the Diocese of Gaylord on a yearly basis.
8. Technology training is offered through our computer department on an as needed basis.

### **ARRIVAL AND DISMISSAL**

For the safety of our students, please enter the school property at 5 mph or below and observe that speed limit at all times on school grounds. Vehicles must enter the North driveway and proceed straight ahead to the drop-off/pick-up area. If other cars are in the student drop-off/pick-up area, ***do not pass them.*** Once they have completed drop-off/pick-up and drive away, the next car(s) can move into the area. Students must exit vehicles from the passenger side to avoid stepping into the path of another vehicle. When busses are present, please keep your child/children with you in your vehicle until all busses have left the bus lane. Students may leave the building when the 3:30 p.m. bell rings. Exceptions are those with notes and early bus riders ***Please exercise patience and a Christian attitude, and remember the safety of our students is of utmost importance.***

### **LEAVING AN UNATTENDED VEHICLE PARKED IN THE STUDENT DROP-OFF/PICK-UP AREA IS STRICTLY PROHIBITED**

Parents are expected to park in the designated parking area, exit their vehicle and **walk** their children to the designated area when arriving before school, or come to the designated area to **walk** students safely to cars after school if they do not wish to wait in the drop-off and pick-up lane of traffic. When busses are present, please keep your child/children with you in your vehicle until all busses have left the bus lane. Do not cross in front of the buses.

**\*Please refrain from parking in the reserved or handicapped spaces unless you are authorized to do so.**

## **HEALTH REQUIREMENTS FOR ATTENDING PRESCHOOL:**

3-year old program - Up-to-date immunization record on file by the 1<sup>st</sup> day of school.  
A physical (within the last year) signed by your child's doctor.

4-year old program - Up-to-date immunization record on file by the 1<sup>st</sup> day of school.  
A physical (within the last year) signed by your child's doctor.

## **HEALTH REQUIREMENTS FOR ATTENDING SCHOOL:**

**Kindergarten** – To enter school you are required to have the following:

1. Official State Birth Certificate w/seal (available from County Clerk's Office)
2. Up-to-date Immunization Record – this includes at least one dose of each of the following: Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B and a varicella (chicken pox) vaccination.\*
3. Vision test
4. Hearing test
5. A physical (within the last year), signed by your child's doctor (These forms are available in the school office.)

\*Before a child can be permitted to enter or attend school, parents or guardians must present documentation that their child has received all required doses of vaccines, or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals.

**6<sup>th</sup> Grade** – All 6<sup>th</sup> graders must have documentation showing that they have had the following immunizations:

1. Two doses of MMR
2. Three doses of Hepatitis B
3. Four doses (complete series) of DTaP/Td (with one dose in the last 10 years)
4. Three doses of Polio – **one dose must be after the child's 4<sup>th</sup> birthday**
5. One dose of varicella (chicken pox), or a history of the disease

## **6<sup>th</sup> Grade Health Requirements for Sports:**

A yearly sport physical is required to be on file with the school **before** a student may begin practice for any sport offered through the school. The coach records these on his/her team roster. Sport physical forms are available in the school office

## BISHOP BARAGA CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES

Volunteers benefit our school in a number of ways, including improving school climate, student learning, and they serve as examples of charity and service for students. Volunteerism is a necessity so that we may continue to offer the variety of quality programs that benefit your children. We offer many areas to select from for your 25 hour commitment. When you registered you agreed to a Parent Service Contract which stated that ten of your required 25 hours would be used in some way to assist with the Baraga Boosters “Gala”. The remaining 15 hours may be used throughout the year through the Home & School St. Pat’s Party, or in many other areas. Below is a list of potential opportunities to fulfill your commitment to our school:

- \* There is a Volunteer book located in the school office to record your hours.
  - \* There will also be a **traveling** Volunteer book for your convenience in recording your hours for times when the office is closed and you are working on a special project, such as making decorations for the gala in the Gym, and it will also be taken to the K of C Hall when working on the Gala and St. Patrick’s Day Party.
1. School Advisory Board Member
  2. Baraga Boosters Board Member
  3. Home and School Association Officer
  4. Marketing Board Member
  5. Educational Foundation Board Member
  6. Working on the Baraga Boosters Gala
  7. Assisting with the Home & School St. Patrick’s Day Party
  8. Spaghetti Dinner Volunteer
  9. Battle of the Books Volunteer
  10. Track & Field Day Helper
  11. Fall Fling Helper
  12. Dance Chaperone – 6<sup>th</sup> grade parents
  13. Homeroom Parents
  14. Classroom Helper
  15. Library Helper
  16. Coaches
  17. Lunchroom Volunteer
  18. Cutting Soup Labels
  19. Grant Writing Assistance
  20. Uniform Exchange Helper
  21. Field Trip Chaperone or Driver
  22. Special Classroom Presentations
  23. SCRIP Helper
  24. Pizza Day Volunteer
  25. Ice Cream Day Volunteer
  26. Popcorn Day Volunteer
  27. Baking for Special Events
  28. Assisting with Sixth Grade Graduation – 5<sup>th</sup> grade parents
  29. Bishop Baraga Scrapbook
  29. Other
- \* All volunteers, as stated by the Diocese of Gaylord, must attend a Safe Environment Program and have a background check (ICHAT) completed if you are involved with school children. Please see the Principal to complete the requirements stated.