

# BISHOP BARAGA CATHOLIC SCHOOL



2020 – 2021  
PARENT – STUDENT  
HANDBOOK



## *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.*

## *Vision Statement*

*Transforming lives by encouraging a lasting relationship with Christ, instilling 21<sup>st</sup> century skills, and inspiring learning in every student. Helping and encouraging all learners to believe in their power to embrace learning, to excel, and to own their future. Lifelong learners will demonstrate the knowledge, skills, and values required for productive global citizenship and a long-lasting relationship with Christ.*

*Learning Today, Leading Tomorrow*

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The principal is the final recourse and reserves the right to amend this handbook.  
Parents will be given prompt notice.

Due to the many updates to school procedures from COVID19 a section at the front of this Handbook will cover those changes.

### **OVERVIEW OF PARISH AND SCHOOL RESPONSIBILITIES**

Welcome to Bishop Baraga Catholic School! Our school is a part of the Cheboygan Catholic Community, which includes the parishes of St. Mary/St. Charles in Cheboygan, Sacred Heart Parish in Riggsville, St. Clements in Pellston and St. Mary in Burt Lake. This parish community, under the direction of our Pastor, is responsible for the development of the school's budget, assists in determining the school's direction and subsidizes the cost of school operations. Immediate supervision of the school and its daily functions is the responsibility of the school's Principal. The Principal works in close conjunction with the Pastor and Parish Finance Council to ensure the smooth operation of the school.

### **ADMISSION AND ENROLLMENT**

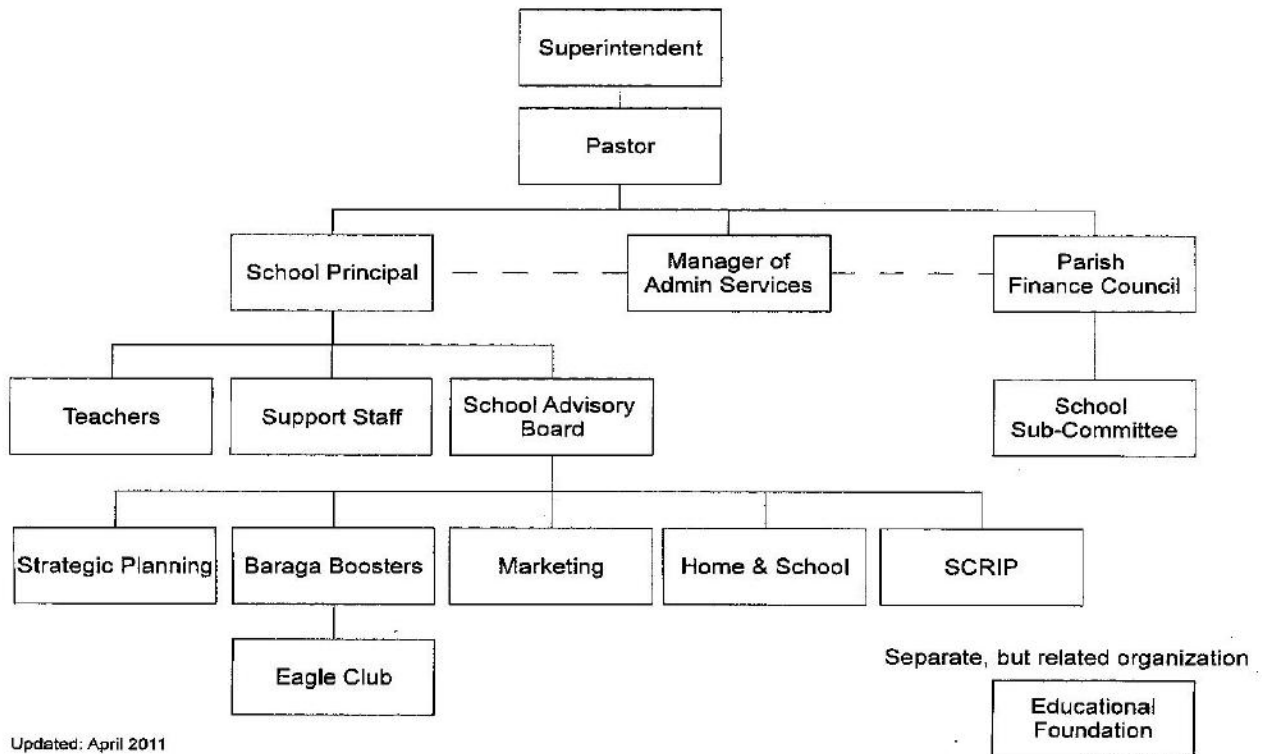
Bishop Baraga Catholic School is dedicated to ensuring a quality education for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. By enrolling in Bishop Baraga School, students and their parents or guardians accept and agree 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.

All actions by students and/or parents, teachers and staff that reflect negativity on Bishop Baraga Catholic School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

### Bishop Baraga Catholic School Organization Chart



### 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 regularly review and update school lunchroom, library, playground and bus regulations.
5. To regularly review and update safety procedures for fire, tornado, and lockdown drills.
6. To provide for parental input and representation through the School Board (Advisory Board) and the PTA (Parent Teacher Organization).
7. To keep parents continually updated on student progress as well as issuing appropriately timed progress reports and report cards, through email, weekly newsletters, daily student planners and folders.
8. To provide a disciplined and caring environment within classrooms and the total school community.
9. To keep student files current and within the guidelines of the law.
10. To provide regular newsletters and updates on school activities.
11. **Cultural Sensitivity Clause:** Bishop Baraga School is open to cultural differences that

may conflict with school policy. Reasonable allowances may be granted upon approval from the administration.

12. Videos/DVD's may be used as teaching resources: G rating for elementary, G or PG for middle school. PG13 movies may be used for upper grades with parental permission.

### **PARENTAL RESPONSIBILITIES**

1. To support the school to the best of one's ability through stewardship of time, talent, and treasure. This includes the completion of the school's "Volunteer Contract", issued two times per year (the first week of school and during spring registration).
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 from school, i.e., classroom notes, newsletters, texts, Remind 101, and the school's Web site ([www.bishopbaraga.com](http://www.bishopbaraga.com))
6. To attend school functions, Ice Cream Social-Parent Orientation, Parent Information Night, Parent/Student/Teacher Conferences, and Easter Program.
7. To notify the school about health and learning difficulties. This includes contacting the school about absences.
8. 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.

### **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 their 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, unprepared 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, sending inappropriate texts, 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

This discipline plan shall apply to any Bishop Baraga 2<sup>nd</sup> – 7<sup>th</sup> grade student while on school grounds or attending any school event. Students will receive discipline points for the infractions outlined and will have the opportunity to have points removed from their total. The discipline associated with student point totals is outlined below. When a student has accumulated the point totals listed, the following actions will be taken.

**All disciplinary actions are subject to review and will be carried out through the discretion of the school administrator.**

## Discipline Points System

### 1 Point

- Inappropriate behavior, dress and/or language on school grounds or at any school event
- Class disruption
- Misuse and or abuse of school equipment
- Playground Offense based on playground contract

### 2 Points

- Insubordination
- Disrespect to an authority figure
- Failure to comply with discipline consequences
- Dishonesty, lying, deceit

### 3 Points

- Cheating...discipline points and no credit for the assignment
- Misuse of electronic devices (ChromeBooks, cell phones, iPod, etc.)
- Violation of Internet Use Policy
- Plagiarism

### 4-5 Points

- Harassment (sexual, racial, or gender), refer to school handbook pg. 6

### 6 Points

- Stealing or Possession of property not belonging to student
- Fighting or provoking a fight
- Willful destruction of school property (under \$100 damages)

### 9 Points

- Willful destruction of school property (over \$100 damages)
- Prank fire alarms
- Extortion or physical threats

### 15 Points

- Bomb Threats
- Possession of Weapons
- Physical Assault

## **DISCIPLINE PLAN**

This discipline plan shall apply to any Bishop Baraga 2<sup>nd</sup> – 7<sup>th</sup> grade student while on school grounds or attending any school event. Students will receive discipline points for the infractions outlined and will have the opportunity to have points removed from their total. The discipline associated with student point totals is outlined below. When a student has accumulated the point totals listed, the following actions will be taken.

<b>Points</b>	<b><u>Action to be taken</u></b>
(1)	<ul style="list-style-type: none"> <li>• Parents will be contacted by phone and/or mail.</li> </ul>
(3)	<ul style="list-style-type: none"> <li>• Parents will be contacted by phone and/or mail.</li> <li>• Meeting with Principal, teacher(s) and parents</li> </ul>
(5)	<ul style="list-style-type: none"> <li>• Parents will be contacted by phone and/or mail.</li> <li>• Meeting with Principal, teacher(s) and parents</li> <li>• Student will serve 1 week of Lunch/Recess Monitor</li> </ul>
(6)	<ul style="list-style-type: none"> <li>• Parents will be contacted by phone and/or mail.</li> <li>• Meeting with Principal, teacher(s) and parents</li> <li>• Student will serve 1 week of Lunch/Recess Monitor</li> <li>• Student will serve a(1-3) day suspension depending on the severity of the violation</li> <li>• The student's following extracurricular event/session will be revoked.</li> <li>• Student Athletes will be disciplined according to the athletic code.</li> </ul>
(9)	<ul style="list-style-type: none"> <li>• Parents will be contacted by phone and/or email</li> <li>• Meeting with Principal, teacher(s) and parents</li> <li>• Student will serve 1 week of Lunch/Recess Monitor</li> <li>• Student will serve a (1-3) Saturday Detentions from 8 AM to 10 AM</li> <li>• The student's following extracurricular event/session will be revoked.</li> <li>• Student Athletes will be disciplined according to the athletic code.</li> </ul>
(12)	<ul style="list-style-type: none"> <li>• Meeting with Principal, teacher(s) and parents</li> <li>• Student will serve 1 week of Lunch/Recess Monitor</li> <li>• Student will serve a (1-3) Saturday Detentions from 8 AM to 10 AM</li> <li>• The student's following extracurricular event/session will be revoked.</li> <li>• Student Athletes will be disciplined according to the athletic code.</li> <li>• Student will be suspended (3-5 days) until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved.</li> <li>• The student's following extracurricular event/session will be revoked.</li> <li>• The student will be prohibited from attending school activities such as dances, sporting events, class trips, and incentive days.</li> <li>• Student will be prohibited from attending overnight school trips for the remainder of the school year.</li> </ul>
(15)	<ul style="list-style-type: none"> <li>• Meeting with Principal, teacher(s) and parents</li> <li>• Student will serve 1 week of Lunch/Recess Monitor</li> <li>• Student will serve a (1-3) Saturday Detentions from 8 AM to 10 AM</li> <li>• The student's following extracurricular event/session will be revoked.</li> <li>• Student Athletes will be disciplined according to the athletic code.</li> <li>• The student will be prohibited from attending school activities such as dances, sporting events, class trips, and incentive days.</li> <li>• Student will be prohibited from attending overnight school trips for the remainder of the school year.</li> <li>• Student will be suspended (up to 10 days) and may be recommended for long-term suspension or expulsion until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved.</li> </ul>



- The student will be prohibited from attending school activities such as dances, sporting events, class trips, and incentive days.
- Students referred for discipline for any 15-point offence will be immediately suspended and expulsion proceedings before the Superintendent will be initiated.

Note:

- If a student is point-free for 30 days, he/she will lose 2 points from his/her record.
- After 1 event of ineligibility, student's discipline points will reduce by 1 point.
- Any points earned during the last 30 days of the school year will carry over to the following school year.
- Depending on severity of offense, suspension may be in school or out of school.
- All disciplinary actions are subject to review and will be carried out through the discretion of the school administrator.

### **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. The School Board is not involved with these individual concerns.

## **SCHOOL PROCEDURES**

### **School Day**

1. School begins at 7:55 a.m. for Kindergarten through 7<sup>th</sup> grade. Students may enter the building from recess 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 hallways no earlier than 7:45 a.m. Students are expected to be in their class and ready to begin their day by 8:00 a.m. The first bell will ring at 7:55 a.m. with the Tardy Bell at 8:05 a.m.
2. A hot lunch program is available to students every day. White milk is included with the hot lunch and separately for cold lunch. Our Wellness Plan includes healthy lunches, therefore parents are asked **not** to bring in pop or fast food lunches for their children at the lunch hour.

#### **Lunch, Pizza & Popcorn Menu Calendars & Orders**

The monthly lunch calendar menu is online at ParentWeb. A hardcopy is available upon request for students to participate in the lunch program. Check the "order box  " option. For Fridays, fill in your child's Pizza & Ice Cream order. Check the "order Popcorn" on days indicated (Mondays). This will provide information required to order food and supplies for the month.

**Lunch, Pizza & Popcorn Payments** Lunches, Pizza & Popcorn payments may be made online at RenWeb/FACTS.

**Prices:**

**Hot lunch:** \$3.50 each, **Pizza:** \$2.00 a slice, **Ice Cream:** \$1.00, **Popcorn:** .50

**White Milk:** \$30.00 for the year for cold lunch. Milk is included with hot lunch.

*Billings over \$10 for lunches, pizza, popcorn and ice cream will be sent out daily. Lack of payment will result in loss of ordering these items. Reinstatement may be done after full payment is made on the account in the school office. Students without a lunch receive a jelly sandwich, fruit and milk.*

**Lunch & Recess Times:** Students will go outside for recess unless they have a doctor's note. (They will remain indoors when inclement weather dictates.) Lunch hours are as follows:

Kindergarten – Grade 3: Lunch 12:00 – 12:30 Recess 12:30-1:00

Grades 4 – 7: Recess 12:00 -12:30 Lunch 12:30-1:00

4. All students are expected to participate in all classes and recess. Please be sure your child has their name labeled in their boots, snow pants, and all winter gear with them throughout the winter season, as they will go outside daily unless of inclement weather. **Wind chill temperatures 10° or less is considered indoor recess.**

5. Regular dismissal is at 3:05 p.m. when the final bell rings for grades Kindergarten through seventh. The early bus arrives at 3:10 p.m. Half day dismissal is 11:15 a.m. Parents are expected to pick up their children on time and may wait in the pick-up line, school parking lot or school foyer. Entering and exiting the parking area and school driveway is at a 5 mph speed. Students being picked up in the “pick up” line should be able to buckle up by themselves to avoid delaying other cars following behind that may need to return to work. Students unable to buckle themselves up needing assistance, need to have their adult driver park in the main parking area for drop off and pick up. A Christian manner patiently, waiting and vigilance is appreciated keeping everyone safe during pick-up and dismissal times. Exit from the parking area is out the south-east driveway behind the school.

**Attendance/Tardy****Regulations Regarding School Attendance Policy**

In accordance with the State of Michigan Compulsory Attendance Law (380.1561) “Every parent and guardian or other person in this state having control and charge of a child from the age of 6 to the child’s sixteenth birthday, shall send that child to school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

The total number of allowable excused absences per school year is **15**. This does not include school excused/imposed absences or an absence due to extenuating circumstances. School imposed absences do not count toward the 15 day limit. These absences include:

- School related absences such as field trips, athletic events, service clubs, etc.
- School imposed absences, such as in/out school suspensions.

Extenuating circumstances may also be taken into consideration. These absences may include:

- Serious illness, hospitalization, or immediate family emergencies with a written medical note.
- Attendance at a funeral or death in the family verified by a parental written excuse.

- Professional appointments that cannot be scheduled after school: dentist, physician and court appointments verified with a parental verbal or written excuse submitted to the main office. Otherwise absences are deemed unexcused. All absences must be reported to the school office to be noted as an excused absence.

### **Truancy Protocol:**

**After 9 absences:** A school official will hold a conference with the student, and will also attempt to make contact with the parent or guardian of the student to discuss the attendance issue. Contact may be by person, phone or letter.

**After 12 absences:** A school official will contact a parent/guardian to discuss the student's ongoing attendance issue. A restricted certified letter will be sent to the adult responsible for the student explaining attendance. A meeting time will be assigned to meet and discuss the student's attendance issues. At this point, failure of the parent/guardian of the student to contact school officials may result in a referral to law enforcement and/or a complaint being forwarded to the county prosecutor.

**After 16 unexcused absences:** As required by Compulsory School Attendance Act, the school will file a complaint with the Prosecutor's office for review and disposition.

1. School attendance is crucial in affecting learning. Absences are lost learning time, and the complete experience cannot be "made up". **Vacations and unrelated sports events to school during school time are marked unexcused.**

2. Students are considered tardy if they are not in class by 8:05 a.m. When a student is tardy, they lose valuable learning time in the classroom and also interrupt teaching that is in progress. To insure that your child receives proper class instruction time, we will be instituting the following policy:

When a student has accumulated five tardy slips within a semester, they will be required to serve an after school detention from 3:05 p.m. – 4:00 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. Tardy offenses will be strictly enforced. All tardy notices are added to attendance at 2.5 per notice. Four tardy slips equals one unexcused absence.

3. **All absence notifications are to be directed to the school office by 9:00 a.m. via email to [acouture@bishopbaraga.com](mailto:acouture@bishopbaraga.com) or by phone (627-5608).** Teachers are often unable to check for text messages or emails with early morning school details and starting the school day. Students will be marked unexcused absent without a note explaining the absence.

4. 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 3:15 p.m. Class work missed during undesignated vacation times will be made up by students upon their **return**.

Students taking school time for vacations will complete work on their return.

5. An absence of one hour or more in the a.m./p.m., is recorded as a ½ day absence.

### **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, a note **must** be sent to your child's teacher in the morning to inform them of the change. It is the parent's responsibility to notify the bus garage when your child does not ride the bus or takes a different bus. (**Cheboygan Bus Garage: 231-627-4422**)

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.)
  - d. Students using an EpiPen need to provide two: one for the office and one for the classroom.
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, and parents or authorized person will be notified if necessary.
  - d. The principal or parents will decide if the child should stay in school, go home, or go to the hospital or doctor's office, making 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 parent will be notified and a decision will be made if the child should stay in school, go home, go to the hospital (doctor's office)
  - 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 designated area. These identified areas are posted in each classroom. In accordance with fire regulations, at least five 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.

- c. All completed fire and tornado drills will be posted on the school website at [www.bishopbaraga.com](http://www.bishopbaraga.com).

### **COVID19 Social Distancing and Health Precautions:**

- Temperature scan check
- Social distancing, including student seating
- Masks are required (dependent on health issues)
- Washing of hands (20 seconds warm soapy water)
- Cover the mouth or cough/sneeze into one's sleeve
- Sanitization measures taken
- Lunch eaten in classrooms
- Small grouping
- Avoid sharing of materials
- Stay at home if sick
- PA health announcements and School Flyer Health Precautions Posted

### **CRITICAL INCIDENT POLICY**

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 exterior doors.
2. All doors into the school building are kept in a locked position with the exception of the front doors, which will be locked when Preschool begins at 8:10 am.
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 and waiting areas.
2. Classroom doors are locked, lights off, windows are covered
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. All completed critical incident school practices will be posted on the school website <[bishopbaraga.com](http://bishopbaraga.com)>.
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 or an outside predetermined enclosure.
9. A Weapons Policy is part of our Student Handbook.
10. In accordance with state requirements, three 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.

No concealed weapons of any kind will be allowed on school property. Those holding a Concealed Weapon Permit who wish to request a variance must send a letter stating the reasons why they would like to be considered for the

exemption or variance to the Weapon Free Zone Policy above. This letter may be sent to Reverend Duane Wachowiak, Cheboygan Catholic Community, P.O. Box 40, Cheboygan, MI 49721.

### **Principal Absence**

When the principal is not available or not in school, the assistant administrator/vice principal will assume the principal's duties. Lengthy absences may require a qualified substitute principal decided by the pastor.

### **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 through seventh grade attend mass in the school Chapel on Friday morning at 9:00 a.m.
4. Fourth through seventh grade students fully initiated in the Church plan will participate through the readings, prayers of petition, being greeters, and present the gifts at the altar through their individual classrooms on a rotating basis. Students in fourth through seventh grade not fully initiated in the Church may participate through being greeters, and presentation of the gifts.
5. Students in grades fourth through seventh who have completed the Sacraments of First Communion and Confirmation may serve as altar servers in the Chapel.
6. Parents, grandparents, family members and parishioners are always welcome Attend Mass in the school Chapel. Students are expected to sit with their respective class during Mass.
7. All classes are involved in some level of community action projects as related to the Gospel.
8. Students in K-7 will experience a full day retreat during the school year. Grades 6 and 7 may have additional retreats scheduled.
9. Confessions will be heard on the first Friday of the month while school is in session.
10. All students will be taught their grade level Circle of Grace Safe Environment Program. This program educates and empowers children to actively participate in a safe environment for themselves and others.
11. Family Life will be taught to 5<sup>th</sup> grade students. Qualified doctors/or speakers will teach materials in separate presentations for the boys and then for the girls.

## ACADEMICS

### Student Progress

1. Four formal report cards will be issued during the school year, approximately every nine weeks.

Parents may view their child's real-time academic progress online at ParentsWeb by using a school-assigned user name and password. Parents have an option to choose email reports (example: when a grade falls below 80%).

2. A parent orientation meeting before the start of school and parent/teacher conferences will take place in November. April conferences are scheduled on request from the teacher or parent.

3. Four informal progress reports will be sent home with students K-1 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 contact 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.

Academics for BBCS are determined by the standards set by the Michigan Non Public School Accreditation Association (MANS) and curriculum from the Diocese of Gaylord. BBCS was last accredited in 2015 in a seven year cycle. The school will go through the self study accreditation process in 2022.

BBCS works in conjunction with the COPESD-(Cheboygan Otsego Presque Isle Education Service Department) and the Cheboygan Public Schools to provide services for students with special needs. These services include: speech therapy, hearing therapy, occupational therapy, social worker, and Title I.

Students in grades 5-7 will be using Chromebooks for Math, Science, Social Studies and Language Arts. Students will also be able to access these subjects online at home. Cost for damaged Chromebooks by a student will be billed to the student's parents or guardians.

Grades on report cards consist of informal and formal testing, standardized tests, diagnostic testing, outcomes based testing, oral and visual presentations, and teacher observation.

NWEA (North West Evaluation Association) is administered to students grades 1 through 7 twice a year and kindergarten in the spring. This Spring-to-Spring test is used as a tool to make decisions about curriculum instruction and identify



strengths and weaknesses in student understanding. Fall test results are discussed and reviewed with parents during the November scheduled Parent/Teacher Conferences. Winter testing may occur to monitor school wide goals in specified areas of the curriculum.

Other testing includes:

EasyCBM (Curriculum Based Measurement-math and reading) for grades 2-7.

Starfall for K-1 targets phonics, vocabulary, fluency and comprehension.

A.C.R.E Religion Test for 5<sup>th</sup> Grade and Math accumulative quarterly testing.

**online Supplemental Assessment Tools:**

IXL math and L.A. curriculum may be accessed at school and home by students K-7<sup>th</sup> grades

**Honor Roll**

There will be an Honor Roll for students in grades 3-7. A student must have an A or B in all core academic subjects and a 1 or 2 in all areas of conduct and effort to make the Honor Roll. The following subjects will be used for the Honor Roll: Language Arts, Math, Reading Religion, Science, Social Studies, Spelling.

End of year academic awards will consist of cumulative scores per subject throughout the school year.

**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 letter and percentage scores will be used in grades 2 - 7

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%			

**Missing Work Policy Grades 4-7**

Students in grades 4-7 will be held accountable for the completion and submission of assignments and schoolwork according to the following policy.

In order to receive full credit on graded assignments, students must submit completed work to the teacher upon the assignment's due date. If a student fails to submit an assignment on the assignment's due date, students will receive a 10% penalty for each day the assignment is missing. Assignments can be turned in up to 5 school days late

until being deemed a “0” in the grade book. In the event of excused absences, students will be granted the appropriate extension based on the Absence Policy. The missing assignment breakdown is as follows:

<b>1 day late = 10% penalty</b>	<b>“M” is “Missing”</b>
<b>2 days late = 20% penalty</b>	<b>“A” indicates absent</b>
<b>3 days late = 30% penalty</b>	
<b>4 days late = 40% penalty</b>	
<b>5 days late = 50% penalty</b>	
<b>Over 5 days late = 0 credit</b>	

Once an assignment has been turned in to the teacher, grades will then become valid and will show the amount of points lost due to penalties. Once the “over five days late” rule goes into effect, grades in FACTS/RenWeb will be changed to a “0”.

#### **Academic Assistance-Response to Intervention (RTI) Study Table**

This is a process to identify and respond to students at risk academically. Evidence based interventions are used in and out of the classroom to support academically struggling students.

- RTI will be implemented, consisting of teachers, aids, or volunteers.
- RTI is available 3:05-4:00 after school Monday thru Thursday. The program will focus on students in grades 3-7 with teacher recommendation. Help will be given with missing, late, or academic deficiencies in areas of weakness. Any recommendations from parents must go through the student’s teacher first.
- Students 3<sup>rd</sup> -7<sup>th</sup> grades receiving accumulative scores below 75% in any core subject will attend the Study Table until grades are raised. The program begins the third week of school. Parents will be alerted to allow alternative pick-up plans after school.

#### **SCHOOL DRESS CODE**

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**Monday:** Jean and Baraga Shirt day for K-7

**Wednesday:** Jean and Baraga Shirt Day for 7<sup>th</sup> Grader’s having completed required volunteer hours. All other days, the uniform will be worn.

\*Special Occasions may dictate uniforms or “Sunday-Best” attire. Watch for Special Occasions in your student’s Newsletter.

Uniform code pertains to grades Kindergarten through 7th grade. Uniforms are worn from the first day of school until the last day of school. Uniforms may be purchased from any store as long as they conform to the uniform guidelines. Bishop Baraga sweatshirts are available through the school office.

Students are to attend school in their appropriate uniforms at all times. Reasonable accommodations that involve a departure from the dress code may be made in the case of medical injury, etc.

Parent cooperation is required to see that students have the proper uniform attire.

Students who disregard the dress code will be asked to change, and their parents will be notified. Students disregarding the warning a second time, will be unable to participate in the next Monday Jean Day, asked to change, and parents will be notified.

A Uniform Exchange is made possible by the donation of high quality, outgrown uniforms made available to school families throughout the school year. There is no fee for these items, but parents are asked to replenish the stock with their own outgrown good quality items.

### **Dress Code Regulations For All Students**

#### **Pants:**

- K-7 navy blue or khaki solid color dress pants

#### **Shorts (may be worn from May 1<sup>st</sup>---September 30<sup>th</sup>)**

- K-7 navy blue or khaki uniform shorts of appropriate length (just above the knee)
- Girls may wear navy or khaki capri length pants or uniform skorts of appropriate length (just above the knee)
  - Shorts/skorts/capris must be dress shorts/capris/skorts and have no patterns or designs.

#### **Shirts**

- Plain white or navy oxford, turtlenecks, collared knit sport shirt
- Girls may wear Peter Pan collared knit sports shirts (navy piping is permitted)
- All shirts may have the authorized Bishop Baraga School logo or a monogram
- All shirts must be tucked in at all times
- Sixth and seventh grade students may wear white, hunter green, navy blue, or light blue shirts meeting uniform standards

#### **Uniform Jumpers and Skirts**

- K-7th grade girls may wear solid uniform navy blue or khaki skirts, jumpers or navy blue or khaki polo type dresses of appropriate length (just above the knee)

#### **Sweaters**

- Vest
- Pullover crewneck style
- Cardigan (with or without a hood)
- K-5 solid white or solid navy blue
- 6-7<sup>th</sup> grade students solid white, solid navy blue, solid light blue, or solid hunter green
  - All sweaters may have the authorized Bishop Baraga School logo but no other monogram.
  - 7<sup>th</sup> grade students ONLY are permitted to purchase Bishop Baraga blazer with the school logo from the school office. Orders will be placed in September and January of each year.

**Bishop Baraga Logo Sweatshirts**

- Logo crew neck sweatshirts with white or navy collared shirt underneath
- K-5 must wear a solid white or navy collared shirt underneath
- 6-7th grade students must wear a solid white, hunter green, navy blue, or light blue collared shirt underneath
- No hoods are allowed

**Footwear**

- Dress shoes
- Athletic shoes with light colored soles
- No heels allowed
- All shoes must have a support strap around the heel
- Solid white, navy blue, or black socks that reach the anklebone
- K-5 girls' tights or leggings (with no lace or skin showing) must be solid white or solid navy blue
- 6<sup>th</sup>-7<sup>th</sup> grade girls' tights must be solid white, solid navy blue, or solid hunter green

**Belts**

- Solid color-navy blue, black, or brown, no design or patterns

**Hair**

- Boys-conservative cut above the shirt collar, above the ears, and out of eyes
- Girls-conservative and out of eyes

**Jewelry**

A watch and necklace with small cross may be worn

**Team or Group Jerseys or Uniforms**

- Boy Scout, Cub Scout, Girl Scout, or Brownie uniforms may be worn on meeting days.
- Team sport jerseys with a white collared shirt underneath may be worn on game days or on Fridays if the game is on Saturday.

**Jean and Baraga Shirt Monday**-Students are allowed to participate in Jean Days on Monday's with the donation of a canned good or \$1.00.

- Plain blue jeans, navy blue or khaki uniform pants
- Bishop Baraga t-shirts with or without a Bishop Baraga logo sweatshirts
- Students choosing not to wear the above items, need to wear a standard uniform

**The Following Items Are Not Permitted**

Cargo style pants, camouflage, Capri leggings or stretch pants, earrings on boys, colored shirts underneath uniform shirts, clog shoes, boots (students must have a change of shoes in the winter months), wind pants, jeans with holes, makeup is not permitted, any item not listed

**GENERAL INFORMATION**

1. Written hardcopy communications from school will be sent home with the youngest child in the family (Kindergarten - 7). When deemed necessary,

communications will be sent home with every child. A weekly Class Newsletter with school information will be sent home online by e-mail or by means of a paper copy upon request. Communication by Remind 101 may be used by teachers.

2. Dress code is enforced from the first until the last school day. Dress-up days are as designated by the principal. Jean days are on Monday unless specified for special occasions.
3. All parents and visitors that enter the school must check in at the school office and wear a visitor badge. The supervisors and/or teachers will be checking for the visitor badge on all visitors and guests on campus.
4. The tops of lockers are to be kept cleared. All items are to be stored inside.
5. Throwing snowballs or ice is prohibited at all times on school grounds. Exception is throwing at the wooden constructed target on the playground.
6. No running is allowed in the school building.
7. Students are responsible for keeping books in good condition. To protect schoolbooks: **all textbooks will be covered by the end of the first week of school.** 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. The following student replacement policy is 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
8. BBCS will not be in session when weather (snow days, ice storms, etc.) makes it unsafe or unreasonable to hold classes. Listen for school closing information regarding our school on TV channel 9 & 10 and 7 & 4 News, Radio channel WCBY, check email/Remind 101 text or: [communication@bishopbaraga.com](mailto:communication@bishopbaraga.com).
9. 2-HOUR DELAY: We may have a two-hour delay due to weather 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, radio channel WCBY or check email from: [communication@bishopbaraga.com](mailto:communication@bishopbaraga.com).
10. Gum chewing is prohibited. The principal may rescind this in special cases.

11. FIELD TRIP POLICIES: Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may 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.
12. Parents are asked to notify the school office **immediately** if they experience an address or telephone change, email, or a change in health insurance.
13. The following items are not to be brought to school: skateboards, skate shoes, roller blades, electronic devices, cell phone or pagers, CD, MP3 or tape players, ipods, hand-held video games or any other toy unless specified by the teacher. Parents send their children to Bishop Baraga to focus on their faith and education during school hours, including before or after school.
14. 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**.
15. Flowers or gifts will not be delivered to students during the school day.
16. Parents are asked **not** to bring in fast food or pop for lunches for their children. Pop may be allowed by the classroom teacher for a special event.
17. Library books may be checked out for 1 week. 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.
18. Students in sixth and seventh grade have the option of playing an instrument with the public school program as their elective. The Band program is one hour five days a week. All students in a grade will collectively agree to be either in the woodwinds or brass section of the band. Students taking this elective will miss electives being offered at the same time at Bishop Baraga School. Band students will miss band when special events are happening at Bishop Baraga School such as the School Retreat, Catholic Schools Week or Easter Program. Band transportation is by Cheboygan School Bussing.

### **ADMISSION AND ENROLLMENT POLICY**

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.

### **OVERVIEW OF SCHOOL FINANCIAL STRUCTURE**

Bishop Baraga Catholic School is just one unit of the larger Cheboygan Catholic Community. As such, the school's budget and other financial processes are directly tied to those of the St. Mary's / St. Charles and Sacred Heart Parishes. The school budget is considered in conjunction with the church and cemetery budgets to achieve the overall parish budget. The Parish Finance Council is responsible for advising and making recommendations to the Pastor for managing and maintaining these three operational budgets. The Finance Council is appointed by the Pastor and is responsible for reviewing and analyzing the financial activities of the parish and school. This group monitors compliance with the annual budget, reviews quarterly financial reports and approves most school-related expenditures.

### **SCHOOL FUNDING**

The cost of educating each student at Bishop Baraga Catholic School is approximately \$7,100.

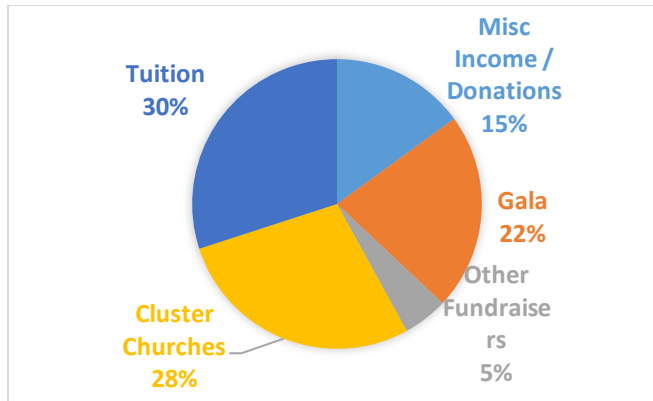
The school relies on three primary sources to fund these operating expenses:

1. Subsidies from St. Mary's/St. Charles and Sacred Heart Parishes – A portion of the weekly offertory receipts are used to subsidize school operating costs.
2. Tuition – Tuition paid by enrolled families.

- School Income – This is primarily income from school fundraising efforts, although it can also include donations from parishioners made directly to the school via the “blue” offertory envelopes.

<b>SCHOOL EXPENSES</b>
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<b>PAID BY:</b>
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### STUDENT REGISTRATION & FEES

- 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 School Registration. The Registration Fee of \$50.00 per child is non-refundable. Late registration after May 31 is \$200 per family. Technology Fees are integrated into tuition costs. Registration fees may be paid at the school office. Classes will be capped at 25 students K-7.
- Registration dates in March will be advertised in newsletters, the school website, [www.bishopbaraga.com](http://www.bishopbaraga.com), in our church bulletin, and the local newspapers. Letters are mailed to all identified parishioners of 3, 4, and 5 year olds for registration.
- Bishop Baraga Preschool is a separate program from the elementary-middle school and operates on a first come, first served basis during registration periods. Current families will be given first consideration for enrollment. Registration forms are numbered for this purpose. The registration fee of \$50.00 per child is non-refundable, paid at the time of registration, and may be paid in the school office. **Please refer to the TUITION section for information regarding the FACTS Management Program, which will be used for tuition arrangements and payments.**
- Children being registered for kindergarten must be **5 years old by September 1** and must have the following **at the time of registration**:
  - Official State Birth Certificate with Seal (available from County Clerk’s Office)
  - Baptismal Certificate (if applicable)
  - Up-to-date Immunization Record
- 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. After registration, testing documentation, and tuition has been processed then attendance will be a one month trial basis to



determine if the needs of the student can be met. Students will not be allowed to begin at BBCS until all forms of documentation have been reviewed and submitted to the school office.

6. Parents wishing to transfer their child into Bishop Baraga School from another school or from home schooling may be required to complete testing and an enrollment contract prior to admission. To assist students receiving the optimum success, enrolling after the first term is strongly discouraged.
7. Students from other schools in the immediate vicinity may enroll for the following school year during Open Registration in March thru December. Students moving into the area may register at any time.
8. Students withdrawing before March will have a \$200 fee added to their total tuition cost to cover office administrative and mailing of records costs.

### TUITION AND FINANCIAL AID

Bishop Baraga Catholic School works in partnership with the FACTS Management Company to manage our tuition payment and tuition assistance programs. This system is only used to handle our tuition and tuition assistance processes, not enrollment. Each family still needs to enroll their child by stopping by the school office and completing the necessary paperwork. If you intend to use an installment plan to pay tuition, you must register in the FACTS program. More information about the FACTS tuition payment and tuition assistance applications can be found on the school's Web site ([www.bishopbaraga.com](http://www.bishopbaraga.com)).

### TUITION RATES

IN-PARISH Tuition		NON-PARISH Tuition	
\$2825	for the 1 <sup>st</sup> child	\$3599	for the 1st child
\$2783	for the 2 <sup>nd</sup> child	\$3542	for the 2nd child
\$2699	for the 3 <sup>rd</sup> child	\$3430	for the 3rd child
\$2618	for the 4 <sup>th</sup> child	\$3321	for the 4th child

**For families who wish to choose a payment plan**, Bishop Baraga School is partnered with the **FACTS** Management Company for online tuition arrangements and payments. A link on the school website, [www.bishopbaraga.com](http://www.bishopbaraga.com), will open the FACTS site to enable creation of a family account. If you do not have online access, a designated school computer will be available for your use. The family enrollment fee of \$45.00 for using the FACTS program **will be paid by the school**. **Please note:** if you choose to pay tuition via a credit card, a 2.5% convenience fee charged by the credit card company will be paid by the enrolling family. Using the **FACTS** system, parents may select one of the following payment plans:

**Two-Payment Plan:** One-half due in September, the balance in January.

**Monthly Payment Plans (Payable on the 20<sup>th</sup> of the month):**

- 9 monthly payments, September through May
- 12 monthly payments, June through May.

### **SCHOLARSHIP AND TUITION ASSISTANCE**

The FACTS Management Company will handle tuition assistance requests through Grant and Aid. Please visit the FACTS website by clicking on the FACTS link on the school website, [www.bishopbaraga.com](http://www.bishopbaraga.com) for application requirements. If you do not have online access, a designated computer will be available at the school. Families are required to use Scrip as a self help paying tuition costs.

### **TUITION REBATES THROUGH SCRIP**

Scrip a sub-committee of the Parent Teacher Organization (PTO) donates 90% of any rebates you earn through Scrip to a school family you designate. Scrip will make donations for tuition rebates three times a year: August 1st, January 1st, and May 1st. Statements may be checked on your FACTS account to know how much Scrip credit was earned. Part of the remaining 10% is used for processing fees with the remainder for Scholarship.

Families may enroll in the Scrip Program online at [www.shopwithscrip.com](http://www.shopwithscrip.com). For the school code, assistance or questions, please call the school office. 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 may leave your order or payment at the office anytime. During the summer, Scrip orders can be placed and picked up at St. Mary's/St. Charles Parish Office.

### **PROFESSIONAL AND SPIRITUAL DEVELOPMENT**

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

1. A bi-annual CPR/First Aid Class is offered to the entire staff in August. For Preschool and After-School Care staff, these classes are required by law to be updated every year. For Preschool staff, First Aid is required by law to be updated every three years.
2. In August, a mandatory staff orientation is held before school begins. As part of this orientation, this Handbook, which includes discipline policy, dress code and emergency evaluation procedure, is reviewed. During this time, Blood Borne Pathogen training, and Critical Incident Training is presented for the entire staff, substitute teachers, aides, and volunteers.
3. Circle of Grace and child abuse and neglect training will be provided to the entire staff at the August orientation through the Child Abuse and Neglect Council personnel and Circle of Grace review.
4. 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 some of the staff development opportunities, with the school budget adding additional funds for this purpose.
5. MANS 2-day conference for professional development is slated tri-annually. All teaching staff attend with school being closed on those days.

6. 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 program upgrades.
7. In-service opportunities are available through the Diocese of Gaylord on a yearly basis.
8. Technology training is ongoing by teachers and offered through our computer department on an as needed basis.
9. All staff will attend a yearly Spiritual Retreat, and are required to complete 15 hours yearly of Catechetical Formation.
10. All new staff attend a Diocese of Gaylord Orientation.

### **ARRIVAL AND DISMISSAL SAFETY**

For the safety of our students, please enter the school property at 5 mph at all times on school grounds. Vehicles must enter the North driveway and proceed straight ahead to the front of the drop-off/pick-up area. When traffic is busy, local enforcement have asked Bishop Baraga ‘parent drop-off and pick-up’ to use the back of the campus west entrance to alleviate traffic. 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) may 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 3:05 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. During pickup, display your family “dash- board” name card for easier vehicle identification.**

### **LEAVING A VEHICLE PARKED IN THE BUS OR DROP-OFF 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 do not park in reserved/handicapped spaces without authorization.**

### **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: 2 doses Measles/ Mumps/ Rubella; 3 doses Polio; 4 doses Diphtheria/ Tetanus/ Pertussis; 3 doses Hepatitis B; 2 doses 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.)
6. Baptismal record for those of Catholic denomination.

\*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.

**7<sup>th</sup> Grade** – All 7<sup>th</sup> graders must have documentation showing that they have had the following immunization:

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
5. Two doses of varicella (chicken pox), or a history of the disease

### **VOLUNTEER OPPORTUNITIES**

Volunteers benefit our school in a number of ways, including improving school climate, student learning, and providing 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 all children. During registration families sign a “Volunteer Contract” indicating their commitment to help. The annual September GALA fundraiser, Parent Teacher Organization (PTO) St. Patrick's Party and numerous in-school activities provide a large selection of opportunities at various times of the year. Some available tasks can be done during the summer or from home.

More information concerning Volunteer Opportunities and their related timeframes may be found under School Volunteer Opportunities. ***All parents agree to provide 25 hours of volunteer service by helping with the GALA, St. Patrick Party, or other school event as listed in the Volunteer Opportunities, if not, parents will pay an equivalent \$500 fee.***

### **SCHOOL VOLUNTEER OPPORTUNITIES**

#### **Boards:**

**Baraga Boosters board and sub committees**

**Education Foundation**

**Eagle Club**

**Marketing**

**Parent Teacher Organization (PTO)**

**School Board (Advisory)**

**Scrip**

**Strategic Planning**

**Technology**

If you are unable to join a board or club, there are many different ways in which you can offer your time and talents to the school. The following is a list of activities that rely on family and community volunteers. If you have a volunteer idea or would like more information about how to help, please contact the school office at (231) 627-5608.

- After School Tutoring
- Archery-after school
- Assisting with Seventh Grade Graduation
- Baking for Special Events
- Bishop Baraga Scrapbook
- Chess Club-during lunch
- Classroom Helper
- Clean Trophy Cases
- Coaching basketball, volleyball, track & field, archery
- Coca Cola Gives
- Concession stand
- Cribbage Club
- Family Fare Receipts
- Fall/Winter/Spring Fling Helper
- Field Trip Chaperone or Driver
- Grant Writing Assistance
- Ice Cream Friday Volunteer-Prepare and hand out servings
- LEGO Robotics-after school
- Library Helper
- Lunchroom or Kitchen Volunteer
- Mailings-Ed. Foundation, Appreciation Breakfast
- Pizza Day Volunteer
- Playground Committee
- Playground Volunteer-Level by raking pea gravel over black cloth and under swings and slides, monitor students on the morning and/or lunch recess
- Popcorn Day Volunteer-
- Rosary Club-Make rosaries with students K-7, pray the rosary, read stories from the Bible; Selected day after school
- Running Club-Run in good weather on the Rail Trail, record miles of students running during lunch recess, twice weekly
- Scholastic Book Fair (Mid November)
- Score board for basketball and volleyball games
- SCRIP Helper-Place the order or sort weekly Scrip
- Sell Raffle Tickets before and after church masses
- Summer Dinners w/Knights of Columbus
- Spanish Club
- Spaghetti Dinner Volunteer at the K of C Hall
- Special Classroom Presentations
- Spring Program Helper-Sew, put on make-up, or create scenery
- Track & Field Day Helper-Chaperone students or run an event
- Uniform Exchange-Sort, hang, dispose of poor quality clothing, and organize uniforms

*\*Please note:* All volunteers in the school and working with students, as stated by the Diocese of Gaylord, must attend a Safe Environment Program and have a background check (ICHAT) completed to be involved with school children. Please talk with the principal or visit the school's Web site for more information on how to complete your Safe Environment requirements.

## CALENDAR

~~Tentative~~-Calendar for 2020-2021

This calendar may have different in/out school days than the public school due to professional development for the public school or Bishop Baraga.

Sept. 1-2	Kindergarten and New Parent Orientation
Sept. 3	Ice Cream Social
Sept. 8	School Begins
Sept. 14	First day Preschool 4's and Student Council Speeches during Assembly
Sept. 15	First day Preschool 3's and PTO 6:00
Sept. 16	Parent Information Night
Sept. 18	Constitution Day and Student Council Elections
October	Month of the Holy Rosary
Oct. 29	All Saints Day
Nov. 9	End Term 1
Nov 10	Veteran's Program
Nov 16	Diocese Retreat NO SCHOOL
Nov. 22	7 <sup>th</sup> Gr. Meat Raffle Begins
Nov. 26-27	Thanksgiving-NO SCHOOL
Dec. 21-31	Christmas Break Thru New Year's NO SCHOOL
Jan. 4	School Resumes
Jan. 19	Bishop Baraga's Feastday
Jan. 25-29	CSW
Jan. 27	End of Term and Spaghetti Dinner
Feb. 13	Dad/Daughter Dance @ K of C Hall 6-8:00
Feb. 17	Ash Wednesday
<b>March</b>	<b>Registration</b>
Mar. 22-26	Spring Break NO SCHOOL
Apr. 2-5	Good Friday, Easter, Easter Monday, NO SCHOOL
Apr. 13	End Term 3
May	Month of Our Holy Mother Mary
May 1	Tuition Credit Draw for Registered Families
May 7	May Crowning at 9:00 Mass/1 <sup>st</sup> Friday/Confessions (Dress Up)
May 10-17	Seventh Grade D.C. Trip and Preschool 4's attend Mass
May 13	Last Day Preschool 3's and Preschool 4's Graduation
May 14	Last Day Preschool 4's
May 31	Memorial Day NO SCHOOL
May 31	Late registration goes up to \$250 per family
June 15	Track and Field Day
June 16	End of 4 <sup>th</sup> Term, Graduation/Academic Awards & Last Day of School

## Bishop Baraga Catholic School

623 W. Lincoln Ave, Cheboygan, MI 49721 231-627-5608 Fax: 231-627-6048

[www.bishopbaraga.com](http://www.bishopbaraga.com)

St. Mary/St. Charles: 231-627-2105 Sacred Heart: 231-539-8805

Cheboygan Bus Garage: 231-627-4422

### HANDBOOK ACKNOWLEDGEMENT

The Parent-Student Handbook can be found on ParentsWeb and the school website, <[www.bishopbaraga.com](http://www.bishopbaraga.com)>.

By returning this signed form you are indicating to us that you have access to the Handbook and are aware of school policies. No attempt is made in this handbook to cover every possible policy, regulation, situation, or disciplinary action. Students and parents are notified and reminded throughout the school year of policies and regulations through verbal and written announcements. Thank you for your continued support and cooperation. We have read and discussed the contents of the Bishop Baraga Parent-Student Handbook.

Student Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Name

(Printed): \_\_\_\_\_

Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MEDIA RELEASE

**Photo Permission:**

I understand that during the course of school sponsored events, students will occasionally be photographed and/or videotaped for various school publications, school website, social media, Facebook, newspaper articles, fundraisers, etc. I hereby authorize permission for my child's photo to be used.

Student Name and Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_