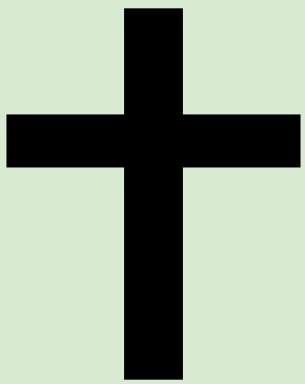


2023-24 Parent-Student Handbook



Learning Today, Leading Tomorrow

Our School



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 and Sacred Heart Parish in Riggsville and 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.

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 21st century skills, and inspiring lifelong 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.

Nondiscriminatory Policy

Bishop Baraga Catholic school admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission Information

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Bishop Baraga Catholic School. The recommendation and decision of the school is final. Bishop Baraga Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Bishop Baraga Catholic School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Bishop Baraga Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Bishop Baraga Catholic School is made by the school, the student's tuition due would be prorated.

Policy on the Human Body As A Constitutive Aspect of the Human Person

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies - including our sexuality - are gifts from God. In fact, "'being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body - soul union, and the body created male or female - is a constitutive aspect of the human person. Having a proper understanding of the human body-and more generally, of the moral law - enhances, rather than restricts, man's freedom.

- 1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.**
- 2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.**
- 3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and partners (or legal guardians) shall conduct themselves in accord with their God-given biological sex.**

Admissions 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.

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.

School Responsibilities

- To provide instruction and opportunities for growth and practice of Catholic, Christian faith in a positive community atmosphere.
- 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.
- To regularly review and update curriculum for continuing excellence in instruction.
- To regularly review and update school lunchroom, library, playground and bus regulations.
- To regularly review and update safety procedures for fire, tornado, and lockdown drills.
- To provide for parental input and representation through the School Board and the PTO (Parent and Teacher Organization).
- 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.
- To provide a disciplined and caring environment within classrooms and the total school community.
- To keep student files current and within the guidelines of the law.
- To provide regular newsletters and updates on school activities.
- **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.
- Digital content may be used as teaching resources: G/PG rating for elementary and middle school. PG 13 movies may be used for upper grades with parental permission.

School Procedures

School Day

1. School begins at 7:55 a.m. for Kindergarten through 7th grade, and students may enter the building no earlier than 7:30 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. The school's hot lunch program will return this year. Partnering with Chartwells Food Service, hot lunch will be offered Monday through Thursday for \$3.75/lunch. Pizza will continue to be offered on Fridays through a separate vendor. Pizza prices will remain at \$2/slice. White milk will also be offered daily for students at \$0.25/glass. Students ordering hot lunch will have milk included. Popcorn will be offered on the 1st and 3rd Monday of each month for students. Popcorn is \$0.50/bag. Students not wishing to order hot lunch should continue to bring a cold lunch. The hot lunch menu and all ordering of student lunches, pizza, and popcorn will take place through FACTS-Renweb Family Portal.

Lunch, Pizza & Popcorn Ordering & Payments

- *Lunch, Pizza & Popcorn ORDERING can be done on online through your Parent Portal account.*
- *Orders will be processed after your child has received lunch on the day in which it was ordered.*
- *Once the order is processed, you will be billed through the school and a transaction will be added to your FACTS management account.*
- *From there, you can pay manually by logging into your account and making a payment, or simply allow for the charges to be added to your monthly tuition payments.*
- *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.*

Lunch & Recess Times:

- a. The students will go outside for recess unless they have a doctor's note. (They will remain indoors when inclement weather dictates.) 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 except during inclement weather. Rainy conditions and wind chill temperatures 10° F or less is considered indoor recess.
 - b. **Lunch hours are as follows:**

Kindergarten-3rd Grade	Recess 12:00 - 12:30	Lunch 11:30-12:00
Grade 4-7	Lunch 12:00 -12:30	Recess 12:30-1:00
3. Regular dismissal for K-7 is at 2:50 p.m. The early bus arrives at 2:55 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 or school parking lot. A Christian manner patiently waiting and vigilance is appreciated keeping everyone safe during pick-up and dismissal times.

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 fifteen 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.

School Procedures Cont.

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. In event 12 absences are unexcused 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 kindly ask that tardiness does not become a regular occurrence.
3. **All absence notifications are to be directed to the school office by 9:00 a.m. via email to office@bishopbaraga.com, or by phone (627-5608).** Teachers are unable to check for text messages or emails with early morning school details and starting the school day. Students will be marked unexcused absence without a note or call to the office 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 by Noon 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 and will be distributed by office staff.
 - C. Office staff 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.

School Procedures Cont.

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. All completed fire and tornado drills will be posted on the school website at www.bishopbaraga.com.

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 \$7,800.

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.
3. School Income – This is primarily income from school fundraising efforts, although it can also include donations from supporters and supplementary sources.

General Information

- Written hard copy 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.
- Dress code is enforced from the first until the last school day. Dress-up days are as designated by the principal. Jean and Baraga shirt days are on Monday unless specified for special occasions.
- 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.
- The tops of lockers are to be kept cleared. All items are to be stored inside
- Throwing snowballs or ice is prohibited at all times on school grounds.
- No running is allowed in the school building.
- Students are responsible for keeping books in good condition. 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
- BBCS will not be in session when weather (snow days, ice storms, etc.) makes it unsafe or unreasonable to hold classes. Bishop Baraga School will ALWAYS be closed when Public School is closed when it is weather related. Communications regarding school closings will be communicated to parents via email as well as Remind101.
- **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 the principal's office. There will be no a.m. sessions for 3 year old Preschool on those days. **NO** announcement about a.m. cancellations for Preschool will occur on TV or radio. Starting in January, the full-day Preschool program will start at 10:00 in the event of a 2-Hour Delay. Pizza will still be served on Friday.
- Gum chewing is prohibited. The principal may rescind this in special cases.
- **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. 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.
- Parents are asked to notify the school office **immediately** if they experience an address or telephone change, email, or a change in health insurance.
- The following items **are not to be brought to school**: skateboards, skate shoes, roller blades, or any other toy unless specified by the teacher.
- 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**.
- Flowers and/or gifts are not to be delivered to students at any time.
- 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. If sending a fast food item to school, please consider sending in a non-labeled container or wrapping.
- 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.
- 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 by Cheboygan School Bussing is paid by Bishop Baraga 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 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:

Emergency Procedure:

- Hallways are cleared of all students and visitors – everyone is secured in classrooms or waiting areas
- Classroom doors are locked, lights off, windows are covered
- Students are moved to inside classroom walls, out of sight
- Students are reassured and kept calm and quiet
- Wait for all clear from the office or authorities
- No one is allowed to enter or exit the building except critical incident authorities.

Lock Down Secure Mode:

- School is in a lock down mode – no outside recess or outside activity
- School classes continue as usual
- Wait for all clear from the office or authorities

Bomb Threat:

- All personnel check for anything suspicious
- 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
- Wait for all clear from authorities
- Shelter in Place:
 - i. Move everyone to hallways by the lockers
 - ii. Shut all windows and doors
 - iii. Turn off ventilation system
 - iv. 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.

- The school will practice critical incident modes during the school year. All completed critical incident school practices will be posted on the school website.
- 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.
- 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.

Principal Absence

When the principal is not available or not in school, a lead teacher or school secretary will assume the principal’s duties. Lengthy absences may require a qualified substitute principal decided by the pastor.

Faith Formation & Liturgy Experiences

- 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.
- 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.
- Students Kindergarten through seventh grade attend mass in the school Chapel on Friday morning.
- Fourth through seventh grade students fully initiated in the Church 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.
- Students in grades fourth through seventh who have completed the Sacraments of First Communion and Confirmation may serve as altar servers in the Chapel.
- 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.
- All classes are involved in some level of community action projects as related to the Gospel.
- Students in K-7 will experience a full day retreat during the school year. Grades 6 and 7 may have additional retreats scheduled.
- Confessions will be heard on the first Friday of the month while school is in session.
- 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.

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 K-7 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, in our church bulletin, and the local newspapers. Letters are mailed to all identified parishioners of 3, 4, and 5 year olds for preschool 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.** All families need to register with FACTS.
- Children being registered for kindergarten must be **5 years old by September 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
- **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.
- 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.

Scholarships & Tuition Assistance

To be eligible for school scholarships, specific criteria for each offered scholarship must be met. Tuition Assistance is offered to all families that are eligible through FACTS Grant & Aid, or have an extenuating circumstance. All tuition assistance disbursements are decided by the Tuition Assistance committee. It should be noted that no family will receive no more than 50% tuition assistance unless an extenuating circumstance has been taken into consideration. The FACTS Management Company will handle tuition assistance requests. Please visit the FACTS website by clicking on the FACTS link on the school website, www.bishopbaraga.com for application requirements. If you do not have online access, a designated computer will be available at the school.

TUITION REBATES THROUGH RAISERIGHT

RaiseRight, formerly known as SCRIP, will donate 90% of any rebates you earn through the RaiseRight program to a school family you designate. RaiseRight will make donations for tuition three times a year: August, January, and May..

Families can enroll in the RaiseRight Program online at 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. RaiseRight 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 dropbox anytime. Be sure to alert the office when using the dropbox. During the summer, orders can be placed and picked up with the school RaiseRight coordinator or sent to you in the mail.

Health Requirements for Attending School

Preschool

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

Kindergarten – Requirements

Official State Birth Certificate w/seal (available from County Clerk's Office)

1. 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.*
2. Vision test
3. Hearing test
4. A physical (within the last year), signed by your child's doctor (These forms are available in the school office.)
5. 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.

7th Grade – All 7th 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
5. Two doses of varicella (chicken pox), or a history of the disease

6th and 7th Grade Health Requirements for Sports:

A yearly sport physical is required to be on file with the school **before** a student may begin gameplay 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.

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 username 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 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 **make appointments with teachers** outside of 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.

Other Related Information

- Academics for BBCS are determined by the standards set by the Michigan Non Public School Accreditation Association 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 2023.
- 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 for academics.
- Students will be using Chromebooks for Math, Science, Social Studies and Language Arts. Students will also be able to access these subjects online at home. Chromebooks will remain in school but will travel with students during the school day. A waiver will be signed by each student and their parents or guardians if extenuating circumstances arise. 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, project-based learning and teacher observation.
- NWEA (Northwest Evaluation Association) is administered to students grades K through 7 twice a year and kindergarten in the spring. This Spring-to-Spring test is used as a tool to help 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 mandatory standardized testing includes: A.C.R.E Religion Test for 5th Grade and Math/ELA cumulative quarterly testing.

Honor Roll

There will be an Honor Roll for students in grades 2-7. A student must have an A or B in all core academic subjects 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 scale in grades K – 1:

O = outstanding

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

Academics Cont.

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:

1 day late = 10% penalty
2 days late = 20% penalty
3 days late = 30% penalty
4 days late = 40% penalty
5 days late = 50% penalty
Over 5 days late = 0 credit

"M" indicates Missing
"A" indicates Absent
"E" indicates Excused
"P" indicates Pending
"I" indicates Incomplete

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". At teacher's discretion modifications may be made.

Note: Missing work policy is ultimately at the discretion of the classroom teacher and can be modified based on extenuating circumstances and/or student needs.

Academic Assistance: Response to Intervention (RTI)

This is a process to identify 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 2:50-3:50 pm after school Monday thru Thursday. Help will be given with missing, late, or academic help in areas of weakness.
- Students 2nd -7th 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 by email so alternative pick-up plans after school can be made. If a parent does not respond to the email alert the student will go home as normally scheduled.

Tuition & Financial Aid

Bishop Baraga Catholic School works in partnership with the FACTS Management Company to manage our tuition payment and scholarship programs. This system is only used to handle our tuition and scholarship processes, not enrollment. Each family still needs to enroll their child by completing the necessary paperwork. **Families intending to pay their tuition in full prior to the start of the school year, will still need to enroll in the FACTS system so all families are accounted for at Bishop Baraga.** When using an installment plan to pay tuition, you must register in the FACTS program. More information about the FACTS tuition payment and scholarship applications can be found on the school's website, www.bishopbaraga.com.

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. **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:

Monthly Payment Plans (Payable on the 20th of the month):

- 10 monthly payments, August through May
- 12 monthly payments, June through May.

Arrival & 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 front of the drop-off/pick-up area. When traffic is busy, local law enforcement have asked Bishop Baraga 'parent drop-off and pick-up' to use the school back 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) 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. When excused, students may leave the building when the 2:50 p.m. bell rings. Exceptions are those with notes and early bus riders.

As of now, students will continue to enter the school as early as 7:30 am. All student drop off will remain at the main doors in the front of the school. If you are entering the building with your child, please park in one of the designated areas in the parking lot and check in at the main office. Once checked in, we are asking that you remain in the foyer while the teacher or staff member you are requesting to meet with is alerted. Once they are ready, they will come to the foyer to escort you to where the meeting is being held.

When picking up your child, we will now have a designated area in the parking lot for car seat loading.

Look for the sign that indicates where this designated area is located. Once parked in the loading area, a staff member will assist in dismissing your child safely. Thank you for helping out by utilizing this area and keeping the parent pick up lines flowing.

Also new this year, **bus loading will occur on the South drive near the playground**. Students will be directed to the back hallway if riding a bus, where Mrs. Franz will coordinate bus pick up.

We are asking that each family indicates on their child's emergency contact card up to 4 authorized contacts that will be able to pick up your child. The emergency contact card will go home with your student the first week of school. In your packet, you will receive 4, colored name plates to place in your windshield. Please distribute the name plates to all of the individuals you listed on your emergency contact card. Please keep in mind that we will only release your child to these individuals without a written permission slip.

Upon dismissal, the parent pick up line will continue to function as it did last school year, with teacher teams working dismissal to safely dismiss students. **We ask that parents wanting to load their children or get out to greet your children park in the designated parking areas to continue the flow of traffic with the parent pick up lines.**

Parents are NOT to congregate in the school foyer before and after school. We are asking that if you would like to speak with a school staff member, or conduct school business, that you make an appointment through the school office, or simply park and conduct business at the school office when the party you are seeking is available. All visitors must sign in at the school office upon entering the building.

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 do not park in reserved/handicapped spaces unless you have authorization.**

Dress Code for Students K-7



	Bottoms	Tops	Extra Layers	Shoes	Accessories	Hair
Clothing Type Example	Pants, shorts, skorts, skirts, capris (Shorts may be worn from 5/1 - 9/30) Length must be no shorter than 1" above knee	Short sleeved Polo Shirts or long sleeved Polo Shirts	Pullover, Cardigans, Crewneck Sweatshirts, Baraga Hoodies, Zip Ups, Vests	Tennis Shoes Casual Shoes	<u>Belts</u> Solid color-navy blue, black, or brown, no design or patterns <u>Socks</u> Must be solid colored and not impede on any student's learning	<u>Hair Color</u> Must be natural colors <u>Hair Style</u> Conservative and out of eyes Must not impede on student learning
Mondays	Standard Jeans Allowed (must NOT have holes)	Baraga t-shirt or long sleeve shirt	Baraga Hoodies Baraga Pullovers Baraga Crewneck Sweatshirt	Tennis Shoes and/or casual shoes	<u>Misc.</u> Students may wear watches Students may wear a necklace with Christian symbolism	<u>Hair Accessories</u> Hair accessories of any type should be subtle and not impede on student learning or cause distractions to others
Tuesday - Friday	Navy Blue or Khaki Solid Colored Standard Uniform Pants and/or shorts of appropriate length Girls may wear navy or khaki capri length pants or uniform skorts of appropriate length Girls' tights or leggings (with no lace or skin showing) must be solid forest green, solid navy blue or white and are to be worn under a skirt, dress or jumper.	Collared Shirts must be Solid Colored and can be: - Navy - Blue - Forest Green - White Can be either long sleeve or short sleeved **MUST be purchased through the School Store	Pullover & Crewneck Sweatshirts must be Solid Colored and can be: - Navy - Blue - Forest Green - Gray **MUST be purchased through the School Store Cardigans, other acceptable layers must also be Solid Colored and can be: - Navy - Blue - Forest Green - White	Athletic sneakers or casual shoes are highly recommended All footwear must be close-toed Dress shoes may also be worn, but students may be asked to bring athletic shoes to be worn in the gym (Students must have a change of shoes in the winter months)	<u>Earrings</u> Students wearing earrings must wear studs	
NOT Permitted	Cargo style pants, camouflage, wind pants or stretch pants	Light Blue collared shirts, excessive shirt logos, extreme variations of blue and green tops	Excessive shirt logos, extreme variations of blue and green tops	Clog shoes, open-toed sandals, heels, platform, boots	Distracting jewelry, jewelry on body, makeup	Non-traditional hair colors or highlights
Special Occasion Days	<ul style="list-style-type: none"> - Team sport jerseys with a white collared shirt underneath may be worn on game days or on Fridays if the game is on Saturday. - Athletes will follow gameday dress policies as noted in the Athletics Handbook - Special Occasions may dictate uniforms or "Sunday-Best" attire 					

Discipline Policy



Discipline Points System

1 Point

- Inappropriate behavior, and/or language on school grounds or at any school event
- Continuous Class disruptions
- Repetitive Dress Code Violations
- 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 (games on devices, inappropriate communication during school hours, inappropriate websites found on student devices, etc.)
- Plagiarism

4-5 Points

- Excessive physical contact and/or verbal taunting (1st offense)
- Harassment (sexual, racial, or gender), refer to school handbook pg. 6

6 Points

- Excessive physical contact and/or verbal taunting (2nd offense)
- Stealing or Possession of property not belonging to student
- Fighting or intentional harm
- Willful destruction of school property (under \$100 damages)

9 Points

- Excessive physical contact and/or verbal taunting (3rd offense)
- Willful destruction of school property (over \$100 damages)
- Prank fire alarms

15 Points

- Bomb Threats
- Possession of Weapons
- Physical Assault

Note:

- If a student is point-free for 30 school days, he/she will lose 2 points from his/her record.
- After 1 event of ineligibility, student's discipline points will be reduced by 1 point.
- Students that end the school year with points on their record will be placed on a probationary period for the first 30 days of the following school year; points from the previous year will then return at the student's first disciplinary violation
- 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.

Discipline Policy



Points

Action to be taken

- (3)**
- Students will contact parents by phone, informing them of incident.
 - Meeting with Principal, teacher(s) and parents
 - A written reflection and apology will be issued to the involved constituents
- (5)**
- Students will contact parents by phone, informing them of incident.
 - Meeting with Principal, teacher(s) and parents
 - A written reflection and apology will be issued to the involved constituents
 - Loss of next school and/or class incentive
- (6)**
- Students will contact parents by phone, informing them of incident.
 - Meeting with Principal, teacher(s) and parents.
 - A written reflection and apology will be issued to the involved constituents
 - Loss of next school and/or class incentive
 - Student will have limited recess choices for 1 week.
- (9)**
- Students will contact parents by phone, informing them of incident.
 - Meeting with Principal, teacher(s) and parents.
 - A written reflection and apology will be issued to the involved constituents
 - Loss of next 2 school and/or class incentives
 - Student will have limited recess choices for 2 weeks.
 - Behavior Management plan to be formed and signed by all constituents
- (12)**
- Parents will be contacted by phone and/or mail.
 - Meeting with Principal, teacher(s) and parents.
 - A written reflection and apology will be issued to the involved constituents
 - Student will serve (1-3 day) In-School Suspensions (all student work will result in a 0 for those days)
 - The student will be prohibited from attending school activities such as class parties, class trips, and incentive days for the remainder of the school year
 - Student will agree to 5 hours of school service, to be coordinated with school principal and involved parties
- (15)**
- Parents will be contacted by phone and/or mail.
 - Meeting with Principal, teacher(s) and parents.
 - A written reflection and apology will be issued to the involved constituents
 - The student will be prohibited from attending school activities such as class parties, class trips, and incentive days for the remainder of the school year
 - 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.
 - Students referred for discipline for any 15-point offence will be immediately suspended and expulsion proceedings before the Superintendent will be initiated.

BISHOP BARAGA DISCIPLINE PLAN

This discipline plan shall apply to any Bishop Baraga 2nd – 7th 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.