

# 2011 - 2012 HANDBOOK

OF



## ST. JOSEPH ELEMENTARY and PRE-SCHOOL

It is the purpose of our Catholic Elementary and Pre-School to provide an education for our children that combines the highest academic standards with religious values.

To achieve this purpose, cooperation between home and school is indispensable. Cooperation requires mutual understanding. This book will bring to your attention basic policies and procedures of our Catholic Elementary School.

Please feel free to contact our office with any specific questions that may arise, or any further clarification that you may need. It is our privilege to serve you. It is our desire to keep the lines of communication open between home and school, parents and teachers.

We hope that this coming year will be an enjoyable and holy one for all of us here at St. Joseph Elementary.

Pat Riley, Principal  
priley@bcacs.org  
269-965-7749 ext. 414

Amy Doyle, Assistant Principal  
adoyle@bcacs.org  
269-965-7749 ext. 404

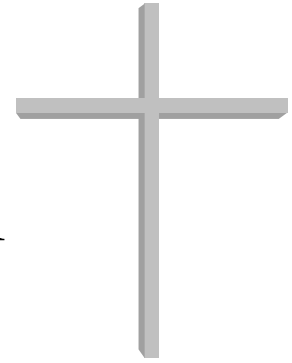


## Table of Contents

	Page
<b>Absence</b>	<b>10</b>
<b>Absence/Tardy Policy</b>	
<b>Academic Program</b>	
<b>Accreditation</b>	
<b>Admissions</b>	<b>11</b>
<b>Adoration</b>	
<b>Arrival and Dismissal</b>	
<b>Asbestos</b>	
<b>Attendance</b>	<b>12</b>
<b>Authorization for Administration of Medication by School Personnel (sample)</b>	<b>38</b>
<b>BCACS Board Members and School Board information</b>	<b>8</b>
<b>Behavior Guidelines</b>	<b>12 - 14</b>
<b>Birthdays</b>	
<b>Birthday Parties</b>	
<b>Bullying Policy</b>	<b>15</b>
<b>Bus Transportation</b>	
<b>Cafeteria</b>	<b>16</b>
<b>Calendar</b>	<b>40 &amp; 41</b>
<b>Cancellation of School</b>	
<b>Change of Address/Phone</b>	<b>16</b>
<b>Child Care</b>	
<b>Communicable Diseases</b>	<b>17</b>
<b>Communicable Disease Information</b>	<b>45 - 47</b>
<b>Communications</b>	<b>17</b>
<b>Conferences</b>	
<b>Crisis Plans</b>	<b>18</b>
<b>Discipline (see Behavior Guidelines)</b>	<b>12 - 14</b>
<b>Dress Code</b>	<b>18, 34 &amp; 35</b>
<b>Drop-Off &amp; Pick-Up Procedures</b>	<b>32 &amp; 33</b>
<b>Early Morning Care</b>	
<b>Emergency Drills</b>	<b>18</b>
<b>Emergency Information</b>	
<b>Enrichment</b>	
<b>Extended Day</b>	
<b>Extra-Curricular Activities</b>	<b>19</b>
<b>Family Service Hour Recording Form (sample)</b>	<b>37</b>
<b>Fever</b>	<b>19</b>
<b>Field Trips</b>	
<b>Friday Folders</b>	<b>20</b>
<b>Guests at Board Meetings</b>	<b>39</b>
<b>Harassment Policy</b>	
<b>Health Forms</b>	
<b>Homework</b>	<b>20</b>
<b>Human Sexuality</b>	
<b>Illness/Injury</b>	
<b>Immunizations</b>	
<b>Labeling Possessions</b>	
<b>Leaving Campus</b>	
<b>Line of Authority</b>	
<b>Lost and Found Items</b>	<b>21</b>

<b>Lunch Program</b>	<b>22</b>
<b>Lunchroom Volunteers</b>	
<b>Map of School</b>	<b>9</b>
<b>Masses/Chapel</b>	<b>22</b>
<b>Medications</b>	<b>23</b>
<b>Mission Statement</b>	<b>5</b>
<b>Moms' Club</b>	
<b>Newsletter</b>	
<b>Non-Custodial Parent</b>	<b>24</b>
<b>Off-Limit Areas</b>	
<b>Out-of-Dress Code/Popcorn Days</b>	
<b>Parent Rights Regarding Records</b>	<b>25</b>
<b>Parent Permission Slip Form For Field Trips (sample)</b>	<b>36</b>
<b>Personal Property</b>	
<b>Pest Control</b>	<b>25</b>
<b>Playground Guidelines</b>	
<b>Popcorn Sales</b>	<b>26</b>
<b>Promotion/Retention</b>	
<b>Pro-Solve</b>	
<b>Protecting God's Children</b>	<b>27</b>
<b>Recess</b>	
<b>Report Cards</b>	
<b>School Hours</b>	<b>10</b>
<b>School Pictures</b>	
<b>Scouting</b>	<b>28</b>
<b>SCRIP (School Cost Reduction Incentive Program)</b>	
<b>SCRIP order form (sample)</b>	<b>43 &amp; 44</b>
<b>Sick Children</b>	
<b>Snow Day</b>	<b>28</b>
<b>Staff Listing</b>	<b>7 &amp; 8</b>
<b>Standardized Testing</b>	
<b>Support Services</b>	
<b>Tardiness</b>	<b>28</b>
<b>Technology Use</b>	
<b>Technology Agreement</b>	<b>42</b>
<b>Telephone</b>	
<b>Textbooks</b>	
<b>Tuition</b>	<b>30</b>
<b>Uniforms</b>	
<b>Uniform Requirements</b>	<b>34 &amp; 35</b>
<b>Used Uniforms</b>	
<b>Vacations</b>	<b>30</b>
<b>Vision Statement</b>	<b>6</b>
<b>VIRTUS</b>	
<b>Visitors</b>	
<b>Volunteers</b>	<b>30</b>
<b>Volunteer Hours</b>	
<b>Yearbook</b>	<b>31</b>

# St. Joseph School Mission



Working in a Christian atmosphere with parents, staff, parish, and community, we will demonstrate respect for, and maintain the highest expectations for each individual. This environment will facilitate maximum development of each person's abilities, character, and spiritual awareness, and encourage responsibility, service, and respect for our world and its people.

## BELIEF STATEMENT

### **We believe**

We are a Christ-centered school, in which religion is to be taught on a daily basis as well as woven into the entire curriculum

Participation of the family is an essential source of support for Catholic education

Children have the right to learn in a safe, structured, and orderly environment

Positive discipline will enhance the development of strong self-esteem and responsibility

The complete development of the child goes beyond academics and incorporates spiritual and social development

Our children should be taught to be accepting and respectful of individual differences

Service to the community should be part of the educational process

Networking with the greater Battle Creek community enhances educational and social development

Learning is a lifelong process

# BATTLE CREEK AREA CATHOLIC SCHOOLS VISION STATEMENT

The Battle Creek Area Catholic Schools are a pre-school through 12<sup>th</sup> grade school system dedicated to personal and academic excellence, committed to providing an accepting and nurturing Christian learning environment. This highly respected Catholic school system fosters the development of faith by building a strong relationship with God through quality spiritual formation. Our students actively witness their faith through lifelong service within the greater community.

The Battle Creek Area Catholic Schools develop and educate the whole student – academically, morally, spiritually, emotionally, and physically. Students are engaged in a meaningful, relevant, and secure learning environment that utilizes current, state of the art resources. The schools challenge, inspire, and excite a diverse student population to reach their potential. We further believe...

<b>Learning and instruction</b>	...students are well prepared for college and have the skills and knowledge to apply what they have learned;
	...teachers and administrators are of the highest quality – dedicated, compensated fairly, and serve as role models of faith and learning through continued professional development;
	...individuals learning styles are recognized: accommodations are provided as resources permit.
	...technology and other resources are current, dynamic, and integrated in support of curriculum.
<b>School environment and culture</b>	...learning takes place in an environment in which all students are welcome; regardless of faith, socio-economic status, physical ability, or race.
	...opportunities abound for students within the academic, fine arts, and extra-curricular programs;
	...students, families, teachers, and the community form a partnership that enhances and supports student learning;
	...continuity and consistency exist in philosophy, curriculum, leadership, and governance across the pre-K-12 system.



## ST. JOSEPH ELEMENTARY STAFF

<u>Pastors :</u>	Father Matthew Manalel	St. Jerome Church	269-968-2218
	Father Mark Vyverman	St. Joseph Church	269-962-0165
	Father John Fleckenstein	St. Philip Church	269-968-6645
<u>Principal:</u>	Mrs. Patricia Riley		269-965-7749 ext. 414
<u>Assistant Principal:</u>	Mrs. Amy Doyle		269-965-7749 ext. 404
<u>Secretaries:</u>	Mrs. Jeanine Winkler		269-965-7749 ext. 401
	Mrs. Lee Papke		269-965-7749 ext. 402
<u>Faculty:</u>	Mrs. Elizabeth Casterline	Second Grade and Computer Instructor	
	Mrs. Amiee Downey	Kindergarten (half day and full day)	
	Mrs. Judy Geiger	First Grade	
	Mrs. Karla Green	Music/5 <sup>th</sup> Grade Choir	
	Mrs. Caroline Greenman	J. K. Enrichment, Kindergarten Art	
	Mrs. Linda Hamel	Fifth Grade	
	Mrs. Laura Hirleman	Band Teacher/ Kindergarten and 4 <sup>th</sup> Grade Music	
	Mrs. Beth Hutchison	Second Grade and Instructional Support/ Title I	
	Mrs. Sloane Hutson	Preschool	
	Mrs. Ann Kamm	Librarian	
	Mrs. Patti Kuenzel	Third Grade	
	Mrs. Laura LaLonde	Fourth Grade	
	Mrs. Penna Maichele	Kindergarten (A.M.)	
	Mrs. Marcia McGrath	Second Grade	
	Mr. Frank Niemann	Physical Education	
	Mrs. Diane Rench	Fifth Grade	
	Mrs. Judy Rohr	Junior Kindergarten (PM) and 2-Day, 3-Day AM Preschool	Assistant: Mrs. Kathy Valkner
	Mrs. Amy Schaub	Fourth Grade	
	Mrs. Brooke Schmitz	First Grade	
	Mrs. Ardis Vandenboss	Third Grade	
	Mrs. Julie Wyckoff	Technology Director	

Staff:	Mrs. Riki Albert	5-day Preschool Childcare	
	Mr. Myron Banfield	Maintenance	269-965-7749
	Mr. Jose DeJesus	Custodial	
	Mr. Mike Gagnon	Custodial	
	Mr. Justin Greene	Custodial	
	Mrs. Vicky Groat	Athletic Director and Transportation Director	
	Mrs. Celia Masello	Cafeteria Supervisor	
	Mr. Brett Valkner	Playground Supervisor and Extended Day Student Supervisor	

## **BCACS's School Board**

President – Jim Pearl

Enrollment Management Chairperson – Cathy Erskine

Jan Behnke, Michael Brown, Dennis Coggins, Cathy Gallagher, Chris George

Andrea Perry, Doug Riggs, Dave Sprague, Vicki Vink, Sandi Yacovoni

Fr. Mark Vyverman, Fr. John Fleckenstein, Fr. Matthew Manalel

Amy Doyle, Don Shafer, Pat Riley

**The BCACS School Board is consultative body for St. Joseph Elementary, St. Joseph Middle School and St. Philip Catholic Central High School. The Board meets every month at 5:30pm. The 2011-2012 school year meetings will be held on the second Tuesday of each month. Please call Cathy Erskine at 963-1131 for more information.**

**Meetings are open to the public. Please see page 39 for a page detailing the protocol for “Guests at Board Meetings.” A copy of the board minutes is available in the school office.**

**Map of school goes here**

# GUIDELINES AND PROCEDURES

**Absence:** See “Sick Children”, page 28. When a student is absent during the school day, we strongly encourage that she/he not attend any after-school or evening activities, including scouts, sports practices, etc.

## Absence/Tardy Policy & School Hours

Any time a student arrives to school late or leaves school early is considered part of a child’s overall attendance record. Parents of students whose attendance may be of concern will receive a letter outlining their child’s attendance history and requesting that they take steps to ensure that the student is at school all day, every day.

**School starts when the bell rings at 8:00 a.m.**  
**Children should be in school by this time.**

**If student ARRIVES:** 8:10 a.m. – 9:30 a.m. they are marked **tardy**.  
 9:30 a.m. and on they are marked for a ½ or full day absence as applies.

**If student DEPARTS:** Before 1:30 p.m. they are marked for a ½ day absence.  
After 1:30 p.m. it is not counted as an absence or tardy because the student has attended a majority of the school day.

## SCHOOL HOURS

Office Hours	7:30 a.m. – 4:00 p.m.	
Elementary School Hours	8:00 a.m. – 3:10 p.m. (Full Days)	
	8:00 a.m. – 11:20 a.m. (Half Days)	
	Grades:	Lunch/Recess Times
	3, 4, & 5	11:15 – 12:00
	K, 1, & 2	11:50 – 12:35
2 and 3 Day Preschool Hours	8:30 a.m. – 11:00 a.m. 12:30 p.m. – 3:00 p.m.	
5-Day Preschool and Child Care	7:30 a.m. – 6:00 p.m. (Preschool 12:30 – 3:00 daily)	
Half-Day Kindergarten	8:00 a.m. – 11:35 a.m.	
Enrichment for JK	8:00 a.m. – 12:20 p.m.	
Junior Kindergarten	12:30 p.m. – 3:10 p.m. If a student arrives after 12:30 they will be marked Tardy. <b>(Please do not arrive any earlier than 12:20 p.m. as there will not be a teacher available to supervise.)</b>	

## **Academic Program:**

Our Catholic Elementary School offers a full academic program, including theology, math, reading, English, spelling, writing, science, social studies, handwriting, physical education, music, and art. Additional offerings include computer class, library skills, and fifth grade band and choir.

## **Accreditation:**

St. Joseph Elementary School is accredited by the Michigan Non-Public School Accrediting Association, a chapter of the National Federation of Non-Public School State Accrediting Associations. The BCACS were re-accredited in April 2008. Our mid-cycle visit took place in April 2011.

## **Admissions:**

In accordance with Title XI of the Educational Amendments of 1972, our Catholic Elementary School does not discriminate in either its admission policies or its employment practices on the basis of sex, race, national origin, and/or handicapping condition, if, with reasonable accommodations the child can be serviced and/or the teacher/staff can perform their required duties. The school administrator shall be considered the coordinator for this title.

Children who reach their fifth birthday after December 1<sup>st</sup> during the year of requested admission would not be accepted for kindergarten. Children who reach their sixth birthday after December 1<sup>st</sup> of the requested admission year will be evaluated on an individual basis for first grade. Students being admitted for first grade must have attended kindergarten. A birth certificate must be provided for all children registered at our school.

Michigan Law requires that each child be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, Hepatitis B, and chicken pox before entering school for the first time. In accordance with this law, our Catholic Elementary School requires all students to submit proof of these current immunizations prior to admission.

A Baptismal certificate is needed for any child baptized in the Catholic Church, and planning to receive First Communion.

## **Adoration:**

St. Joseph Parish holds adoration of the Blessed Sacrament on the first Friday of each month from 8:30 – 1:00. Our students participate in this adoration.

## **Arrival and Dismissal:**

**See the St. Joseph Elementary Student Drop-Off and Pick-up Procedures Sheet (pages 32 and 33).** For their safety, children should always be supervised. Students should not arrive at school any earlier than 7:30 a.m., unless they sign-in for Early Morning Care. Students are not allowed to remain on the church side of the school parking lot at any time. Any student being delivered by automobile should be dropped off and picked up in the designated area of the school parking lot to prevent injuries. Parents are to remain in their car during 7:30-8:00 drop-off and during pick-up. In the morning, children should remain in the safe, supervised fenced area. **Children should not be dropped off in the front of the school, unless they are late (with the exception of preschool parents who walk their children in).**

## **Asbestos:**

Our school has been inspected for asbestos. At this time all material has been brought up to code. Upon request of the school administrator, this report will be made available for your review. The asbestos binder is kept in the custodian's office.

## **Attendance:**

Regular attendance is expected of all students enrolled in our Catholic Elementary School. **It is critical that students are at school by 8:00 a.m.** Chronic absence or tardiness by a student will result in parent contact by the school administrator in an effort to resolve the problem. The bell rings at 8:00 a.m. **Students are considered tardy if they are not in their classroom before 8:10 a.m.** If a child is absent, the parent should call the school secretary, by 8:30 a.m., to inform us of the absence, the reason, and to request homework. We have voicemail, ext. 401, so a message can be left even before the school office opens for the day. For every five unexcused absences and/or tardies a student will attend one noon school (during lunch recess). Parents will be notified the day before if a child must attend a noon school.

Classroom business is often in progress right up until our 3:10 dismissal time. **Please avoid early pick-ups whenever possible.** If doctor appointments, etc. cannot be made outside of school hours, advance notification should be given to the teacher preferably in the form of a written note or e-mail.

**When it is necessary to pick up a student up during school hours, please come directly to the school office.** The office will call the student from the classroom on the PA. Please DO NOT go directly to the room as this disrupts the class. Students entering or leaving the building at any time other than the start or end of the day, must report to the office and be signed in or out by the person picking them up or dropping them off.

## **Behavior Guidelines:**

Our Catholic Elementary School provides a unique experience for students. We provide a well-rounded, structured elementary program. During these formative years, new interests, feelings, and anxieties develop and the student must deal with them. The home, school, and church, working together, can assist the student in coping with their maturational development. The primary aim in establishing any behavior guideline is to have students gain respect for others and to learn in a safe, secure setting.

Our staff operates in a fashion according to commonly accepted forms of human behavior and relationships. However, there are certain forms of behavior which cannot be tolerated, particularly when these behaviors threaten the physical and emotional well-being and safety of the student or others. When improper conduct interferes with the educational advancement of students, this is a matter of serious concern.

As school personnel, we are responsible for your child's safety and conduct in your absence. Students are expected to maintain standards of conduct which reflect Christian principles and teaching. **An important philosophical viewpoint of our school is that "teachers are allowed to teach, and students are allowed to learn."** Any behavior of a child that interferes with this process will be addressed. Students are expected to adhere to rules that help maintain St. Joseph Elementary as a clean, safe, and orderly environment.

## **Behavior Guidelines (con't.):**

Misbehavior that is repetitious or serious in nature often indicates a deeper emotional problem that the student is experiencing. Thus, applying regular discipline measures does not get to the root of the problem. Our staff will keep constantly alert to the possibility of this kind of situation.

The possession or use of weapons, firecracker-type objects, "look-alike" weapons, or objects that could be considered weapons is considered very dangerous and will be dealt with severely. Any student found to be in possession of any of the above objects, or involved in their use, in school or during school related activities, will be suspended immediately and an investigation begun. An extended suspension and/or expulsion from school, as well as police involvement, could result from this internal investigation.

The school faculty and staff will do all in their power to maintain correct order and discipline, and to see that firm, fair and consistent measures of correction and consequences are applied whenever necessary. However, the school strongly believes that the home is basically accountable for the correction of offenses that are repetitious and/or serious in nature.

The administration of the school has the right to make exceptions to either the guidelines and/or consequences for behavior. Where the diocese has a policy in place to deal with violations, that policy will take precedence over all others. Corporal punishment is unacceptable and will, at no time, be used in our disciplinary procedures.

On page 14 is a rubric that outlines what we consider to be inappropriate behavior and a plan for addressing these behaviors.

**Inappropriate Behavior Rubric goes here page 1**

## **Birthdays:**

Often students wish to bring a special treat on their birthday. Please work out details for this in advance with the child's teacher. If treats are brought to school, they are to be provided for everyone in the class. Please provide treats that are in individual portions. It is difficult and time-consuming for a teacher to cut up a cake or cookie and pour juice. Also, it is helpful if you can provide plates and napkins along with your treat.

## **Birthday Parties:**

**Invitations to a party being held outside of school are to be mailed from home.** An exception to this rule would be when the entire class is invited, or all girls or all boys from the same class. We strongly discourage pick-up of students for birthday parties directly from school, as this causes many hurt feelings.

## **Bullying Policy:**

St. Joseph School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **Bus Transportation:**

Morning and afternoon bus transportation is provided for all students living in the Lakeview School District within one mile or more from the particular Lakeview neighborhood school to the St. Joseph campus. Students are to report directly to the supervised area (playground/cafeeteria) when the bus arrives at St. Joseph in the morning.

After school, Lakeview busses pick students up at St. Joseph to take them to their designated stop. Students are expected to follow bus rules, which are posted and discussed for the children's safety. If a problem occurs, parents will be notified, and students may lose the privilege of riding the bus. Questions regarding bus transportation? Please call the Lakeview Bus Garage at 269-565-2490.

## **Cafeteria (see Lunch Program):**

### **CAFETERIA RULES:**

- Use an indoor voice.
- Do not save seats. Welcome anyone who would like to sit next to you.
- When you need something, please raise your hand and ask for assistance. Permission must be given to be out of your seat.
- Stay in the cafeteria unless you have been given permission to go to the bathroom, to get a drink, or retrieve something from your classroom or locker.
- Practice good table manners and avoid disturbing other students.
- Show respect to all, and follow the directions of all supervisors.
- Avoid the use of improper language.
- Fighting is not allowed.
- Walk at all times in the cafeteria.
- Lights out means complete silence.
- Please remain in your seat until your table is dismissed.
- When dismissed, clean up all of your garbage, and walk out for recess.

## **Cancellation of School:**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation. **Cancellations are always shown first on our school website (bcacs.org)**, you can also find cancellation information on the radio and television (specifically WBCK 95.3FM, 103.3 FM and television channels 3 or 8). In the unusual circumstance where school must be cancelled during the school day, teachers and office staff will determine that students have satisfactory transportation and supervision before releasing them from school.

**Before and after school care is not available on days when school is cancelled.**

## **Change of Address/Phone:**

Every change of address or phone number must be reported to the office. Up-to-date records are essential in handling emergency situations.

## Child Care - AM (Early Morning Care) and PM (Extended Day) School Care:

St. Joseph Elementary School offers both a before school and after school day care. There is a fee for these services. Parents must sign students in for the Early Morning Care. **Pre-registration is required for Extended Day.** If you are interested in either program and would like more information, please contact the school office at 965-7749 or Extended Day at 969-0056.

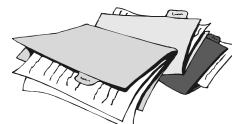
Early Morning Care hours:	6:30 – 7:30 a.m.	Fees:	Drop-off between 6:30-6:45a.m. \$4.50/day
			Drop-off between 6:46-7:00a.m. \$3.40/day
			Drop-off between 7:01-7:15a.m. \$2.25/day
			Drop-off between 7:16-7:30a.m. \$1.15/day
Extended Day hours:	3:10 – 6:00 p.m.	Fees:	\$4.50/hour
	For ½ day use		\$4.50/hour

## Communicable Diseases:

(e.g. head lice, pink eye, chicken pox, etc.) Children showing signs of a communicable disease are sent to the office. Parents are called to pick the child up as soon as possible. A note will be sent home to all families within an affected classroom to make parents aware of the exposure to a particular communicable disease. We are also required to report the number of cases of communicable diseases to the health department on a weekly basis. See pages 45, 45 & 46 for additional information on communicable diseases.

## Communications:

Teacher newsletters are sent home (via e-mail or hard copy) on a regular basis, communicating specific classroom information to parents.



A school newsletter and calendar containing items of interest to students and parents will be distributed once a month. Parents can choose to receive this newsletter and calendar via e-mail by notifying the school office. Please keep them posted for quick reference.

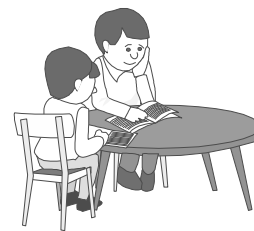
All notes from parents involved with such groups as Moms' Club, Destination Imagination, Boy Scouts, Girl Scouts, etc. must go through the office and be approved by an administrator. If approved, the office will distribute the notes to the teacher. Notes should NOT be delivered to the classroom teacher before approval. All notes must be brought to the school office by Wednesday of the week they are to be sent home.

Non-Custodial Parent – For children living in two separate residences communications will be sent to each home upon request. Contact the school office to make this request.

Other means of communication between the school/BCACS and parents are as follows:  
**BCACS website (www.bcacs.org), and E-mail (stjosephschool@bcacs.org).**

## Conferences:

Parent-teacher conferences occur after the first and third marking periods. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conferences will be arranged by the teacher in advance of the conference day. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.



## Crisis Plans:

Crisis plans are in place for addressing emergency situations. All teachers and staff review plans on an annual basis. In the event of release of students before the end of the school day, teachers and office staff will determine that all students have satisfactory transportation and supervision before releasing them from school. Parents will be contacted via e-mail or phone regarding any change in dismissal. For this reason, please keep your e-mail and phone numbers updated in our school office.

## Dress Code:

See pages 34 and 35 of this handbook for the full dress code regulations. **Students are expected to adhere to this dress code.** If a student is in violation, a notice will be sent home to notify the parent of the first violation. If the student violates dress code again, a phone call will be made requiring appropriate uniform clothing be brought to school. An exception is on out-of-dress-code days, when students may wear clean, non-uniform clothing. If a student arrives at school out-of-dress code on a regular school day we will provide clothes from our used uniforms for that day. Shorts, skorts, skirts, or jumpers worn on dress code or out-of-dress-code days **must be mid-thigh or longer** in length.

## Early Morning Care:

Supervision is offered in the Extended Day room from 6:30 a.m. – 7:30 a.m. each morning. There is a fee for this service. (refer to the fee table on page 17 of this handbook)

## Emergency Drills:

Fire drills are conducted six times a year, tornado drills are conducted twice each year, and we will practice two lock-down drills per year. Escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Lockdown drills are done to practice student and teacher safety in the event of a crisis within the building or in the neighborhood. In all cases a supervising adult conducts children to these designated areas in a safe, quiet, and orderly manner.

## Emergency Information:

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone, cell phone, and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

## Enrichment:

Enrichment is offered in the Extended Day room 8:00 a.m. until 12:20 p.m. for students who attend Junior Kindergarten in the afternoon. On days when Junior Kindergarten is not in session, there will not be Enrichment.

## Extended Day:

The St. Joseph Extended Day Program is run in the elementary building. Our Extended Day program is a licensed child-care program that offers a safe, comfortable environment for children school age through 12 years old.

Please see "Child Care" on page 17 of this handbook for available hours and fees.

## Extra-Curricular Activities:

There are many extra-curricular activities for various age groups within our elementary school. **We look to adult volunteers, within our school system, to lead/coach the following activities:**

- Cub Scouts/Boy Scouts and Brownies/Girls Scouts (K-5)
- Stamp Club (4<sup>th</sup> and 5<sup>th</sup> grades only)
- Math Olympiad (4<sup>th</sup> and 5<sup>th</sup> grades)
- Chess Club (3<sup>rd</sup> – 5<sup>th</sup> grades)
- Girls on the Run (3<sup>rd</sup> – 5<sup>th</sup> grades)
- Rocket Football (3<sup>rd</sup>-6<sup>th</sup> grades)
- St. Philip summer sports camps
- Diocesan Bring-It-On Book Challenge (4<sup>th</sup> and 5<sup>th</sup> grades)
- Drama Club

Fees vary depending upon activity, and from year to year. Contact the school office for information regarding these various activities. Please remember that the principal must approve all extra-curricular activities.

## Fever:

Every child needs to be **fever free for 24 hours** before returning to school. Any child with a fever will be sent home.



## **Field Trips:**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. The field trips are a privilege for students, and not a right. **If discipline is an issue with a child, we reserve the right to determine a student's participation on a field trip.** Parents will be asked to complete a field trip permission slip prior to the event. See sample permission slip, page 36 of this handbook. Parents are asked to pay a nominal fee for bus transportation on field trips.

## **Friday Folders:**

In order to streamline communication from school to home, important papers such as important notes, newsletters, student work, etc. are usually sent home with all children in their "Friday Folders."

## **Harassment Policy:**

Our Catholic school shall maintain an environment for all staff, volunteers, students, and community members, which is free from discrimination and/or sexual insult, intimidation, bullying or harassment. Harassment of any type, including sexual or racial harassment, will not be tolerated. (Diocesan policy # 4166.4)

## **Health Forms:**

As a condition of enrollment, a student must have a verification form for his/her student's cumulative record folder. A document, which verifies that the student has up-to-date immunizations in accordance with the State of Michigan guidelines must be presented to the office before the first day of school. Green health appraisals are available in the office for you to take to your doctor for this use.

## **Homework:**

Homework is assigned as part of the child's learning experience. Parents should provide a suitable atmosphere for study and set aside a specific time for study. Parents are encouraged to help with the homework, but should not themselves do the homework assignment for their child(ren). Homework does not always mean a written assignment. It can be working on a project, extra reading or research work, preparing a chart, some creative activity, practicing spelling words or studying math facts. A general guideline when your child does not have any specific homework would be to work approximately 10 minutes per grade your child is in (i.e. 10 minutes-first grade, 20 minutes-second grade, etc.) This study time may include practicing math facts, reading and general studying. This allows for establishing good study habits and discipline regarding schoolwork.

## **Human Sexuality**

Students in grade 5 participate in lessons in human sexuality as required by the diocese.

## **Illness/Injury:**

In case of illness or injury, a child will be cared for temporarily by a member of the school staff while the parent is being contacted. Because there is little space available for sick children at school, the child must go home as soon as possible. School personnel will render very basic first aid treatment only. We do not have a nurse on staff. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor, along with insurance information, must be on file at the school.

## **Immunizations:**

State law requires that every child who is attending school must have evidence of vaccination for diphtheria, tetanus, pertussis, (4 doses DTaP), polio (4 doses), measles, mumps, and rubella (2 doses), hepatitis B (3 doses) and chicken pox (2 doses). All shots must be recorded on a verification (green health form) form and placed in the student's permanent file.

## **Labeling Possessions:**

All items brought to school must be labeled with the child's full name and grade in permanent marker, including backpacks, lunch boxes and clothing such as sweatshirts, jackets, etc.

## **Leaving Campus:**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Please send a note to your child's classroom teacher or call the office if your child has to leave school early. **All students leaving for appointments must be signed out and picked up at the school office.** Please remember (especially after holiday parties, or special events) to sign your child out if they are taken out of school before 3:10 dismissal!

## **Line of Authority:**

If you and/or your child have a school problem you wish to address openly and honestly, we ask you to follow this line of authority:

Teacher  
Principal or Assistant Principal  
Pastor Administrator  
Superintendent of Schools  
Bishop

## **Lost and Found Items:**

When a student finds any item, it should be turned in at once to the lost and found area. The Lost and Found area is located at the top of the gym stairs. If your child has lost something, he or she should check first with their teacher. If it has not been turned in there, he or she should get permission to go to the lost and found area. All clothing or other articles bearing the child's name will be returned to him or her. Unmarked articles are kept until the end of the marking period and then given to a charitable organization.

## **Lunch Program:**

Lunch is served in the cafeteria from 11:00 a.m. to 12:15 p.m. Hot lunch is provided through Lakeview Public School's Hot Lunch Program. Students have the option of participating in the hot lunch program on a daily or part-time basis. Students also have the option to bring a bag lunch and purchase milk. Lakeview prefers that hot lunches are pre-paid by sending in a check (made payable to Lakeview Schools) or cash to be deposited into an account for each student. When your student eats a hot lunch, the charge for that lunch is then deducted from that account. Our office has your child's ID# to begin to access this account. Once the account is established, you create your own password and then you will have access to check the balance on your child's account. If sending one check for multiple students please place all of their names on the check. **If your account is overdrawn the student will be allowed to eat a lunch, but their choice of selection will be limited.**

## **Lunchroom Volunteers:**

We rely greatly on volunteers to help serve our students. Volunteers should report to the cafeteria by 10:45 a.m. Volunteers take lunch slips; help serve food, and clean tables. If you are interested in helping, please attach a note to your child's lunch slip or contact the school office. Last minute volunteers are always welcome. The children love having their parents serve them. Just a reminder all volunteers need to complete VIRTUS requirements.

## **Masses/Chapel:**

Students take an active part in their school liturgies, usually by altar serving, doing readings, intentions, and presenting the gifts. Parents, grandparents, and friends are always welcome to worship with us. Please check your parent newsletter or the on-line calendar for Mass schedules. Typically, school **Mass will be celebrated at 9:00 on Wednesday mornings.** All students, staff and parents are asked to be silent while entering and leaving church.

## Medications:

Policy and Guidelines for Administering Medications to Pupils in Diocesan Schools are as follows:

- Medication is defined as any prescription, over-the-counter, cough drops, ointments, lotions, drops, alcohol, peroxide, inhaler, Tylenol, Motrin, or any other pain reliever, etc.
- We will only dispense medication to those children with chronic health conditions.

Included in this handbook is a sample of the Authorization for Administration of Medication by School Personnel form, see page 38 (hereby referred to as an Authorization form). **This authorization form must be completed by the doctor prescribing the medicine and signed by both the doctor and a parent/guardian.** An authorization form must be completed for each type of medication (see the definition of medication above) that you would like the school to administer to your child. **Without this form, correctly signed by the doctor AND a parent/guardian NO MEDICATION CAN BE GIVEN TO ANY CHILD.**

- Phone authorization for dispensing medication is not permitted.
- We cannot administer: antibiotics, ointments, lotions (including sunscreen), eye drops, or eardrops.
- A parent/guardian must bring any and all medication into school along with the signed authorization form. **Any medication brought to school by a student will not be given to the student.**
- Medications must be in the original prescription bottle from the pharmacy, correctly labeled with the dosage, type of medication, pharmacy name and address, prescribing doctor's name, and the student's name.
- We are only allowed to have in our possession a 26 school day supply of the medication. If you would like to leave a bottle of non-aspirin pain reliever, or any over-the-counter medication, for your child to take as needed, we will still need an authorization form completed by the doctor and correctly signed stating that the medication can be given on an as needed basis. We again, must have an original bottle of the medication, clearly labeled with the child's name and dosage to be given. This label cannot cover any part of the bottle that states the name of the medication contained in the bottle. Again, we can have on hand only up to a 26 school day supply of the medication.
- If you have more than one child who may need to take the same medication, EACH CHILD must have an authorization form on file and his/her own bottle correctly labeled.
- We must be notified at once of any changes to the medication your child is taking. Whether it is discontinued or if the dosage, time of administering, etc, change.
- You will receive a call from the office when there is only medication left for one week. It is expected that you will bring in the refill in a timely manner.
- If you tell us to stop giving your child a certain medication, we will note this in the file. Getting another authorization form from the doctor, with the proper signatures, is the only way that medication can be started again.
- Medications will only be administered from 11:00am – 1:00pm during the school day. Please make your doctor aware of this time frame, so that the doctor can best prescribe for your child.
- We cannot split, crush or otherwise alter the form of any medication we give to your child. If a pill needs to be split you must do that prior to bringing the medication into the school office.
- With regards to inhalers, students who can responsibly self-administer will be allowed to keep the inhaler with them, but only if we have on file an authorization form from the doctor that states this.

## **Moms' Club:**

The BCACS has an active Moms' Club. All moms are urged to become members and to actively participate. Any meeting/activity counts toward volunteer hours. Attendance at meetings can be difficult for all of us. You are welcome to become a member of any organization and participate as much as your individual schedule allows. Meetings are scheduled once a month and are announced in advance. Each year this organization sponsors several money-raising projects that directly benefit our schools. With the help of all parents, these projects can be very successful.

The officers for this year are:

President (Elem.):	Marcal Probst	979-4357	or	calnray@aol.com
President (MS):	Ginger Swagler	721-3648	or	swagler9@aol.com
Vice-President:	Monica Humby	589-6919	or	mshumby@comcast.net
Treasurer:	Marisa Brown	979-9073	or	brownm@calhounisd.org
Secretary:	Tiffany LaPlante	962-2446	or	tiffanylplante@sbcglobal.net

## **Newsletter:**

A school newsletter is sent home via email on the first Friday of every month. In this newsletter you will find a letter from Mrs. Riley and information on various school activities. There is always a "Dates to Remember" section and the current month's student and staff birthdays. Included with the newsletter is a monthly calendar. Please be sure to read this newsletter and calendar and make note of the information they contain. Updates may be sent home daily from the office so we ask that you check email daily.

## **Non-Custodial Parent (see also Communication):**

Any non-custodial parent wishing to have communication from the school should call the school office (965-7749), or e-mail (stjosephschool@bcacs.org) to request that communication be mailed to your home. The school reserves the right to ask for a copy of the divorce decree stating how custody is arranged.

## **Off-Limit Areas:**

Our schools are maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, teachers' lounge, kitchen, maintenance area, areas outside of the fenced-in playground, and trash collection area. Students are expected to cooperate and refrain from playing or visiting in these areas.

## **Out-of-Dress Code/Popcorn Days:**

Typically one day each month, the students and staff may dress in out-of-dress code clothing (excluding clothing with any inappropriate language or advertising). Also on that day or on another scheduled day each month, popcorn will be sold for 50 cents a bag. (Purchasing popcorn is optional.) We do offer a one time payment option of \$5.00, for popcorn for the entire school year.

## **Parent Rights Regarding Records:**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. Parents also have the right to challenge any of the contents of said records to ensure their accuracy and fairness.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Personal Property:**

Gum, candy, toys, CDs, tape recorders, radios, electronic games, etc. are not to be brought to school unless the classroom teacher gives permission for special occasions.

Cell phones are to be brought to school only if parents require this. However, cell phones may NOT be on or used during school hours and the phone must be left in the office during the school day. If a child needs to contact a parent during school hours he or she is to use the office phone. If parents want or need to speak to their child during the school day they may call the school office.

Scooters, heelies, or any other type of wheeled toy, cannot be brought to school for safety reasons.

## **Pest Control:**

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture's Pesticide notification of schools, we are required to inform you of your scheduled pest control service days. The following is a list for the 2011-2012 school year:

September 20, 2011	October 18, 2011
November 15, 2011	December 20, 2011
January 17, 2012	February 21, 2012
March 20, 2012	April 17, 2012
May 15, 2012	June 19, 2012
July 17, 2012	August 21, 2012

## Playground Guidelines:

Students are expected to observe the following playground guidelines at all times. Students must:

1. observe playground boundaries.
2. not return to the building during noon recess unless an emergency has occurred, or the playground supervisor has been notified.
3. share space and equipment.
4. not have food, drinks, or gum on the playground during recess.
5. not bring toys from home to be used on the playground.
6. not engage in activities, which, because of their nature, have the potential to cause injury to oneself or others, including hitting, grabbing someone, knocking others down, as well as the following playground rules:



### PLAYGROUND RULES:

1. Tire swings are for 3 people at a time. **Do not stand** on the tire swings.
2. The tire swings are not soft. Push children on the swing from a safe distance. Do not follow the swing you push. Only 1 person can push the swing.
3. Only preschool-first graders are allowed on the springy toys and the small child swings. Do not stand on this equipment.
4. No balls, or other objects, in your hand while on the equipment.
5. Ground covering needs to stay on the playground. Do not carry any with you anywhere or throw it up in the air or at someone, or something. Please do not pile wood chips at all, especially on the equipment.
6. Do not climb up the slides.
7. Do not climb on the outsides of the slides.
8. Slide down the slides facing forward, on your bottom.
9. Do not jump off the bridge, or any other playground equipment.
10. Do not climb from the ladder to the bridge. Get up on the bridge by using the stairs.
11. Please do not climb on top of, or sit on top of, the blue monkey bars.
12. After playing in the sandbox, brush yourself off well.
13. Stay out of puddles or wet sand/mud.
14. When the whistle blows at the end of recess, please line up immediately.
15. The use of wheeled vehicles is prohibited.
16. Throwing of any objects, except balls, is not allowed.
17. No snowball throwing.
18. Remain inside fenced areas at all times unless otherwise directed by a supervisor or teacher.

## Popcorn Sales:

Volunteers meet at 8:00 a.m. to begin preparing the popcorn. The bagged popcorn is then taken to each classroom and sold for 50 cents per bag. We do offer a one time payment option of \$5.00, for popcorn for the entire school year. The monies raised from this project are used for Moms' Club projects. If you are interested in helping one morning a month please contact Ginger Swagler (269-721-3648 swagler9@aol.com), the "Popcorn Chairperson", and she will be happy to schedule you as a helper.

## **Promotion/Retention:**

Upon the successful completion of the present grade level requirements, students will be promoted to the next higher grade level with the recommendation of the teacher(s) and the building principal.

A student will be placed in his/her present grade level, as a retention, when it is determined to be in the best interest of the student. This determination shall be made only after a consultation with the teacher(s), building principal, and parents or guardians.

We do not have a “no retentions” policy.

## **Pro-Solve:**

Students in grades 3 through 5 participate in a math challenge through the St. Clair County ISD. From October through February students take a challenge (test) each month. Results from this “test” are sent home in their Friday folder. This provides experience for the students to gain a deeper knowledge about problem solving strategies. All students are recognized with a certificate at the end of the school year. Students with scores in the top 20% are recognized with a pin, the top student in each class receives a trophy.

## **Protecting God’s Children:**

See VIRTUS, page 30.

## **Recess:**

Students have a half-hour daily lunch recess. At that time, children may play on the playground, grass field, or on the blacktop. (During recess, three grade levels are outside during each half-hour period.) Supervisors monitor this area for the safety of the children. Playground equipment is provided for the children. Students must remain inside the fenced areas unless otherwise directed by a supervisor or teacher. Students are allowed to bring jump ropes or balls from home. Please remember to mark them with a name before they are brought to school. The school will not be responsible for any items brought from home. Scooters, hee-lies, or any other type of wheeled toy, cannot be brought to school.

**Indoor Recess** – In the event of rain, or when the wind chill/air temperature is below 5<sup>0</sup>F, students will have an indoor recess. Indoor recess is typically held in the classroom, gym, Extended Day room, or the library. Supervisors will be present. Indoor recess activities are dependent upon the supervisor and location.

**Students will not be allowed to stay in during their recess time because of illness (cough, cold, etc.) unless the office has given permission. Permission will be given only under extreme circumstances.**

## **Report Cards:**

Report cards are issued following the completion of each grading period. Please carefully review your child’s progress and contact the teacher if you have a question regarding grades.

## School Pictures:

School pictures are taken twice a year at St. Joseph Elementary. Traditional fall pictures are taken in September. We ask that students dress in uniform for fall pictures. Additional school pictures are taken in the spring and students are allowed to dress-up. Watch for specific information coming home with your child.

## Scouting:

Our Catholic Elementary School has several active Scout troops for boys and girls. Open registration takes place in early fall. Names of troop leaders and contact people are available in the school office.

## SCRIP (School Cost Reduction Incentive Program):

SCRIP is a national program that is offered to **help your family decrease the cost of tuition** and/or support the BCACS. SCRIP is very easy to use. Families purchase certificates (identical to those you would purchase at the merchant of your choice). Instead of using cash to pay for groceries, gas, toys, etc., you pay using your pre-purchased certificates.

The SCRIP office is located in the BCACS office building across the parking lot from St. Joseph Elementary, behind St. Joseph Church. The office is run under the direction of Joy Finnila and is staffed by parent volunteers. SCRIP order forms are available in the school office as well as the SCRIP office. Please see pages 43 and 44 for a sample SCRIP form. Please call the SCRIP office at 963-3034 for more information.

## Sick Children:

If it is necessary to keep your child home because of illness, **we ask that you call the school office by 8:30 a.m.** to alert us of this fact. Once this is done, the teacher will be notified. It is not necessary to send a note when the child returns.

When a child becomes ill at school, a parent is called and the child sent home. We ask that parents be prompt in picking up a sick child. Once the child has been taken home from school, he or she should not return until the following day. Please remember the child must be fever free for 24-hours and on proper medicine as needed to return to school.

**On days when it is necessary for a student to be absent due to illness, etc., it is strongly encouraged that she/he not attend any after-school or evening meetings/activities.**

Often parent's request homework for a sick child, and this can be done with the morning phone call. Homework may be sent home with a sibling or can also be left in the office or extended day for pick up, **at the end of the school day.** In order to have your child's work ready to be sent home at the end of the day with another student or **to be ready for pick up, you need to call the office by 8:30 a.m.** If a request for homework is not made by that time, we cannot guarantee that work will be able to be sent home or picked up.

## Snow Day:

See "Cancellation of School", page 16.

## Standardized Testing:

Diocesan policy requires that the Iowa Basic and Cognitive Aptitude Tests be administered to students in the spring of grade five. In addition, St. Joseph Elementary has elected to annually test all second graders with the Cognitive Aptitude Test as well. These tests allow teachers to identify student academic strengths and weaknesses. The students will become skillful, confident test takers. Students in grades 3 – 5 also take the MEAP tests each fall, with results being provided to parents in late winter.

## Support Services:

Our local ISD (Calhoun ISD) provides speech therapy, occupational therapy, learning disability support, Title 1 services, and other services. St. Joseph Elementary also provides Reading Instructional Support for our students in first through third grade.

## Tardiness:

It is important that all students be punctual in arriving to school. School begins at 8:00 a.m. It is very important that students arrive at school at or before 8:00 a.m. **Excessive tardiness may be a detriment to your child as the classroom teacher has already begun lessons or activities that are difficult to duplicate exactly upon a child's late arrival.** In addition, much social interaction takes place during the first few minutes of the school day. That settling-in period is important for your child to have. **If a student is not in their classroom by 8:10 a.m., he or she will be counted tardy.** Students who are tardy to school are to report to the school office upon arrival, **with their parents. Parents must sign students in** and students need to receive a tardy slip to be admitted into class. Once a student is tardy 5 times, a letter from the office will be sent home. Once the student is tardy 10 times, a parent meeting will be set with an administrator to work on a plan to correct this.

## Technology Use:

All students (P-5) have technology class each week. Technology use agreements are signed by a parents and student(s) each year. See page 41 for a copy of this agreement.

## Telephone:

The office telephone is a business phone and is not to be used by students, except in an emergency. **Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another child's home after school.** Students bringing cell phones to school must leave them in the office during school hours.

## Textbooks:

If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book. This may also include resource materials such as math templates.

## **Tuition:**

For tuition policies and information, please call the BCACS office at 963-1131.

## **Uniforms:**

Please refer to the Uniform Requirements Sheet on pages 33 and 34 of this handbook. School sweatshirts are permissible (red or navy). Approved sweatshirts vary slightly in design and are available from two primary sources:

- Schoolbelles Uniform Company 1-888-637-3037 [www.schoolbelles.com](http://www.schoolbelles.com) Our school code is S1500. Plaid code is #526.
- Spirit Shop – call the SCRIP office 963-3034

## **Used Uniforms:**

There is an annual Used Uniform Sale during Meet the Teacher Day. In addition, slightly worn or outgrown uniforms are available to buy throughout the year. They are located in the girls' locker room next to the gym. Please come to the office to check in, shop for used uniforms, and then bring your items back to the office to purchase.

## **Vacations:**

We highly recommend that vacations be scheduled on days when school is not in session. We are aware, however, those occasional circumstances may warrant an exception to this stated policy. Students are required to make up all missed assignments either before or after the vacation, **at the teacher's discretion**. Additional work related to the educational aspects of the vacation may also be required. Please be aware that some lessons are activity-based. Unfortunately these are often impossible to “make up” or to duplicate at home, and therefore some concepts may be missed.

## **VIRTUS:**

All students K – 5 participate in lessons in Touching Safety as required by the diocese. In addition, the Diocese of Kalamazoo requires all volunteers within the parish and schools who work with children to participate in the VIRTUS Safe Environment program. This consists of a three hour “Protecting God’s Children” presentation and authorizing permission for a criminal background check to be done on each volunteer. To register for a Protecting God’s Children session go to [www.virtus.org](http://www.virtus.org) and click on the registration tab. Follow the prompts choosing the Diocese of Kalamazoo and then Battle Creek Area Catholic Schools.

## **Visitors:**

We ask that all parents and visitors to the school stop at the office first and sign in with the secretary. All visitors must wear a visitor badge located in the front office. All visitors must also use the front entrance, as all other doors will be locked after the beginning of the day.

## **Volunteers:**

Volunteer help with many aspects of the school program are crucial to the overall success of St. Joseph Elementary School and the BCACS. **All volunteers must sign in at the office upon arrival and pick up a volunteer badge.** Any volunteering can work toward fulfilling the 25-hour volunteer requirement. If you would like to volunteer at the elementary school, please call the school office at 965-7749.

Every volunteer must complete the “Protecting God’s Children” training (see VIRTUS page 30) and must also submit to the school office a Criminal Background Check form.

## **Volunteer Hours:**

Volunteers are needed in the lunchroom, library, as classroom helpers, as chaperones on field trips, for Moms’ Club and/or CAA projects, in the computer lab, etc. Please see page 36 for a copy of the 2010-2011 Family Service Hour Recording Form. The Family Service Hour Recording form, with 25 or more volunteer hours noted, is due to the BCACS office by May 1 of each school year in lieu of a \$250.00 fee.

## **Yearbook:**

Every year the school publishes a school yearbook. The yearbook includes all students, preschool through 5<sup>th</sup> grade. Order forms are sent home with the students in January. You can also take out a business card size ad in the yearbook. (Some families design their own ad personalized for a student; some put in a business card to promote their business.) Forms for this are sent home with the yearbook order form. Yearbooks are distributed at our “Meet Your Teacher” Open House the following year.

# St. Joseph Elementary

## Student Drop-Off and Pick-Up Procedures

### A.M. – Drop-Off Procedures

**All car riders are to be dropped off in the parking lot near the fenced area.** A supervisor will be in the fenced area, beginning at 7:30 a.m. to greet your child. Students will play on the playground until the bell rings at 8:00. When it is dark and/or too cold outside, students will gather in the cafeteria and then move outdoors around 7:50. Supervision will be provided. (\*\*On rainy days or during severe weather, please pull into the fenced area to the gym doors, making a loop, and exit the same way you entered. Once they arrive, students will stay in the cafeteria until the bell rings.\*\*)

Please **DO NOT** drop your child off on 23<sup>rd</sup> Street or by the front entrance to the school. There are no supervisors out front in the morning.

Preschool parents should bring their children to the front entrance, and walk their children to their preschool room.

(Please see page 32 for p.m. pick up procedures.)



## **P.M. – Pick-Up Procedures**

- Every car should have the family name tag displayed in the front window when picking up your child throughout the year.
- There can be absolutely **NO PARKING** on Walsh or 23<sup>rd</sup> Sts. at the end of the school day (2:45-3:30).
- Please also remember to not leave your car unattended in the circle drive during dismissal.
- If you arrive early please turn your vehicle off until the students are dismissed from the building. This will allow all of us to breath a bit easier.

Families with last names beginning with letters **A-G** will pick up students in the **front of the school** by pulling in the circle drive. Please approach the school from Highland Blvd., driving south on 23<sup>rd</sup> Street, and enter the circle drive entrance closest to the church and form 2 lines. **Remain in your car and we will deliver your child to you.** Students will wait on the sidewalk in front of the school, except on rainy days or in severe weather, when they will remain in the school entrance. After you have your child proceed out the south end of the circle drive.

Families with last names beginning with letters **H-Z** will pick up students in the **parking lot behind the school**. Please enter the parking lot from 24<sup>th</sup> St., go through the gate, and form a triple line of cars once inside of that fenced area. **Remain in your car and we will deliver your child to you.** Exit the fenced area through the gate, and proceed to 23<sup>rd</sup> or 24<sup>th</sup> Streets. On rainy days or during severe weather, students will wait in the Extended Day room. Parents are to drive up to the building in triple lines, wait for your child to be delivered to you, and exit as usual. **Please do not park your car and walk over to get your child.**



**St. Joseph Elementary Uniform Requirements (K-5) (JK and Pre-School Not included)  
2011-2012 School Year**

**GIRLS**

Scrip certificates are available for purchase of the following from many stores or companies. (Including: JC Penney, Sears, and Target.)

Web address for Schoolbelles uniform Company:

[www.schoolbelles.com](http://www.schoolbelles.com) (School code S1500, plaid code #526)

**DRESS PANTS AND CAPRI PANTS**

Solid Navy or Black (no colored denim.)  
Corduroy is allowed.

**DRESS SHORTS AND SKORTS\***

Solid Navy or Black, (Cuffed or uncuffed, no colored denim).  
Shorts and skorts may be worn until the end of October and again after spring break.

**SPLIT or PLEATED**

**SKIRTS or JUMPERS\*** Solid Navy, Black or Schoolbelles' Plaid. (Plaid code #526)  
(no denim or corduroy allowed)

*\*Shorts, skorts, skirts, and jumpers must be mid-thigh or longer in length.  
(This length requirement is also in effect on Out-Of-Dress-Code days.)*

**SWEATERS**

Cardigan style or Crewneck Pullover – Solid Navy, red or white only. School monograms are optional (St. Joseph, St. Philip, or BCACS) No hoods.

**SWEATER VEST**

Sleeveless - Solid Navy Blue only.

**SWEATSHIRT**

Plain crewneck sweatshirts Red or Navy. School monograms are allowed (St. Joseph, St. Philip or BCACS). Hooded sweatshirts may be worn to school – but not during school (exception 5<sup>th</sup> graders only may wear any BCACS logo hooded sweatshirt during the school day).

**SHIRTS**

Long or short sleeved Solid Navy, Red, or White, **turtleneck, or knit polo or solid white oxford** All shirts must have collars, no crew neck, no sleeveless, no emblems, with the exception of the St. Philip crest. ---**Shirts must always be tucked in!**---

**SOCKS**

Must be worn at all times, any style in White, Black, Red or Navy.

**SHOES**

Dress or athletic. We recommend low heels with the toe and back covered. Socks must be worn with shoes or sandals. No “heelies” are to be worn on school ground for safety reasons.

**EARRINGS**

Must be small and not a distraction to other students. Due to safety issues dangles and large hoops are not allowed.

**HAIR**

Hair colored by sprays is not allowed.

**St. Joseph Elementary Uniform Requirements (K-5) (JK and Pre-School Not included)  
2011-2012 School Year**

**BOYS**

Scrip certificates are available for purchase of the following from many stores or companies. (Including: JC Penney, Sears, and Target.)

Web address for Schoolbelles uniform Company:

[www.schoolbelles.com](http://www.schoolbelles.com) (school code S1500)

<b>DRESS PANTS</b>	Solid Navy or Black (no colored denim.) Corduroy is allowed.
<b>DRESS SHORTS*</b>	Solid Navy or Black, (cuffed or uncuffed, no colored denim.) Shorts may be worn until the end of October and again after Spring Break. <b>*Shorts must be mid-thigh or longer in length.</b> <b>(This length requirement is also in effect on Out-Of-Dress-Code days.)</b>
<b>SWEATERS</b>	Cardigan or Crewneck – Solid Navy or Red only. School monograms are optional (St. Joseph, St. Philip or BCACS). No hoods.
<b>SWEATER VEST</b>	Sleeveless - Solid Navy Blue only.
<b>SWEATSHIRT</b>	Plain crewneck sweatshirts Red or Navy. School monograms are allowed (St. Joseph, St. Philip or BCACS). Hooded sweatshirts may be worn to school – <u>but not during school (exception 5<sup>th</sup> graders only may wear any BCACS logo hooded sweatshirt during the school day).</u>
<b>SHIRTS</b>	Long or short sleeved Solid Navy, Red, or White, <b>turtleneck, or knit polo or solid white oxford</b> All shirts must have collars, no crew neck, no sleeveless, no emblems, with the exception of the St. Philip crest. <b>-Shirts must be tucked in!</b>
<b>SOCKS</b>	Must be worn at all times. White, Navy, or Black
<b>SHOES</b>	Dress or athletic. We recommend low heels with toe and back covered. Socks must be worn with shoes or sandals. No “heelies” are to be worn on school ground for safety reasons.
<b>HAIR</b>	Hair colored by sprays is not allowed.

**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school premises. This activity will take place under the guidance and supervision of employees from **St. Joseph School and/or Parish**

**Name of Event:**

Destination:

**Designated Supervisor of Activity:**

**Date and Time of Departure:**

**Method of Transportation:**

**COST:**

If you would like your child to participate in this event, please complete, sign, and return this complete statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

\*\*\*\*\*STATEMENT OF CONSENT\*\*\*\*\*

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from school/parish grounds ( ) and that my child will be under the supervision of the designated school/parish employee(s) on the stated date. I further consent to the conditions stated above on participating in this event, including the method of transportation. In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of myself and my child, to release St. Joseph Elementary School and/or Parish, the Roman Catholic (Arch) diocese of Kalamazoo, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releasees"), from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child arising from or relating to my child's participation in the field trip. This release or indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent Signature) (Date)

Please return this entire form by:



**Permission Form for Prescribed Medication**

**St. Joseph Elementary School  
47 N. 23<sup>rd</sup> Street  
Battle Creek, MI 49015  
269-965-7749**

Date form received by the school: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

**To be completed by the physician or authorized prescriber**

Name of Medication: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Form of medication/treatment \_\_\_ Tablet/Capsule \_\_\_ Liquid \_\_\_ Inhaler \_\_\_ Other \_\_\_\_\_

Instructions (Schedule and dose to be given at school): \_\_\_\_\_  
\_\_\_\_\_

**Start Date:** date form received or \_\_\_\_\_ **Stop Date:** end of school year or \_\_\_\_\_

Restrictions and/or important side effects: None expected OR

(please explain) \_\_\_\_\_

This student is both capable and responsible for self-administering this medication: (please circle one)

NO YES – supervised YES – Unsupervised

This student may carry this medication: (please circle one) YES NO

Please indicate if you have provided additional information : (Please circle one)

On the backside of this form As an attachment No additional information

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

Physician's Name: (please print) \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physicians Phone Number: \_\_\_\_\_

**To be completed by parent/guardian**

I request that (name of child) \_\_\_\_\_ receive the above medication at school according to standard school policy.

I request that (name of child) \_\_\_\_\_ be allowed to self-administer the above medication at school according to the school policy.

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

Parent/Guardian Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

# GUESTS AT BOARD MEETINGS

Guests are always welcome at BCACS's School Board meetings.

The BCACS School Board agenda will provide an opportunity for guests to be introduced and to speak during the opening portion of the BCACS's School Board meeting.

Some guests attend purely from interest to listen and to observe. Others attend and, when acknowledged, may wish to make some brief comment.

Other guests may wish to bring a matter to the board for its consideration. To receive the board's consideration:

1. Contact the President to be on the agenda.
2. The president of the School Board will introduce each guest who wishes to speak. Each guest will be provided a two-minute time limit to allow all guests an opportunity to be heard.
3. Since the purpose is to receive input from guest(s), board members ask clarifying questions only and refrain from comment or reaction.
4. Items identified during the guest(s) participation will be reviewed at the end of the meeting for the next meeting agenda.
5. This policy specifically prohibits guest(s) comments in regard to individual student problems, parent complaints about staff, or the airing of any grievance. These items are to be handled through appropriate administrative channels.

These procedures for guests shall be communicated to parents annually.

## 2011-2012 Calendar

### 1<sup>st</sup> Semester

August 31	Freshman Retreat
September 1	Meet Your Teacher-Elementary 4:00 pm – 6:00 pm Middle School Open House – 4:00 pm – 6:00 pm
September 6	**School Begins - HALF DAY
September 23	**NO SCHOOL – Teacher Professional Development
September 23 - 25	Superfest
October 2 – 8	Homecoming Week
October 17	1 <sup>st</sup> Quarter Progress Reports-Middle & High Schools
October 18 - 20	Middle & High School Parent Conferences
October 20	**HALF DAY – Middle School ONLY Parent Conferences
October 21	**NO SCHOOL - Middle School and High School ONLY
October 31 – Nov. 4	6 <sup>th</sup> Grade Camp Week
November 4	1 <sup>st</sup> Quarter Ends
November 15 - 17	Elementary School Parent Conferences
November 17	**HALF DAY - Elementary ONLY – Parent Conferences
November 18	**NO SCHOOL -Elementary School ONLY
November 22 - 23	Senior Retreat-Notre Dame
November 23	**HALF DAY
November 24 - 25	**NO SCHOOL - Thanksgiving Break
December 12	2 <sup>nd</sup> Quarter Progress Reports-Middle & High Schools
December 22	**HALF DAY
December 23 – Jan. 2	**NO SCHOOL - Christmas Break
January 3	School Resumes
January 16	**NO SCHOOL - Martin Luther King Day – Professional Dev.
January 19 - 20	** HALF DAY - High School ONLY – Exams
January 20	2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Ends

**\*\*Unless otherwise noted, “Half Days” and “No School” days refer to all schools.**

## 2011-2012 Calendar

### 2<sup>nd</sup> Semester

January 29-February 4	Catholic Schools' Week
February 20	**NO SCHOOL – Mid-Winter Break
February 27	3rd Quarter Progress Reports-Middle & High Schools
February 28 – 29	Middle & High School Parent Conferences
March 1	Middle & High School Parent Conferences
March 2	**HALF DAY-Middle & High Schools ONLY
March 23	3 <sup>rd</sup> Quarter Ends
March 27 – 29	Elementary Parent Conferences
March 29	** HALF DAY Elementary ONLY
March 30	**NO SCHOOL
April 2 - 6	**NO SCHOOL - Spring Break
April 6	Good Friday
April 8	Easter Sunday
April 9	**NO SCHOOL – Easter Monday
April 10	School Resumes
May 4	**HALF DAY – Teacher Professional Development
May 6	First Holy Communion – Elementary Second Graders 2:00pm
May 7	4 <sup>th</sup> Quarter Progress Reports-Middle & High Schools
May 23	Last day for Seniors
May 28	**NO SCHOOL - Memorial Day
June 3	High School Graduation - 2:00pm
June 5	Last Day for 8 <sup>th</sup> Grade
June 7	**HALF DAY - High School ONLY – Exams
June 7	Middle School Graduation – 7:00pm
June 8	**HALF DAY - Last Day of School & High School Exams

**\*\*Unless otherwise noted, HALF DAY and NO SCHOOL days refer to all schools.**

**\*\*On HALF DAYS:**

**The Elementary School and Middle School will always dismiss at 11:20.  
 The High School will always dismiss at 11:05.**

**Agreement for School Internet  
Access and Technology Use  
2011-12 School Year**

Use of the school computer and connection to the Internet is only for schoolwork. Using the Internet in school is a privilege for the following purposes:

- Gathering information
- Learning about technology
- Learning how to find information and communicating with others
- Expanding upon what is being taught in a particular class

B. Use of school computers and the Internet may be terminated at any time. There may be disciplinary action including loss of all computer privileges if the computer or the Internet is misused or used inappropriately.

C. I agree to the following:

1. The following actions are not permitted and may result in a loss of all technology privileges and/or facing disciplinary action.
  - a) Getting into someone else's file
  - b) Copying or deleting files or software
  - c) Using or sharing IDs or passwords
  - d) Breaking into files or systems
  - e) Making, reading, or sending inappropriate files
  - f) Using technology to buy, sell, trade, or advertise
  - g) Using technology to damage school equipment. This includes but is not limited to:
    - Doing anything that brings a virus into school equipment
    - Purposely destroying hardware, software, or information
    - Trying to learn or use other people's passwords or identification
2. Payment for damages to the technology hardware or software is the responsibility of the student.
3. The school's technology is only for those people registered to use it. Each student is responsible for his or her own account and password.
4. The school has the right to check anything that is done on school equipment.

**\*\*One form per family. Each child in the family who is attending BCACS is required to read and sign this form.**

Student's Name- PRINTED	Student's SIGNATURE	Grade in 2011-2012	Date

As the student's parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use school technology resources and the school's Internet and wide area connections until both my student and I have signed this agreement. I also understand that my student will be taught proper use of the school's technology resources and the school's Internet and wide area connection. I agree to indemnify the school for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

SCRIP form goes here

SCRIP form goes here

# COMMUNICABLE DISEASE INFORMATION

<b>DISEASE (INCUBATION PERIOD)</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CONTACTS</b>	<b>RETURN TO SCHOOL</b>
Chicken Pox (2 – 3 weeks)	Secretions of nose and throat; discharges from skin lesion; scabs not infectious	Mild fever at time of eruption which looks like water blisters	Exclude only with first signs of illness	When scabs are dried up and crusted
Common Cold (1 – 3 days)	Direct contact, secretions of nose and throat	Running nose, eyes water, slight fever, feels “bad”	Exclude only with first signs of illness	Minimum of 3 days
Diarrhea (variable)	Contaminated food or water	Diarrhea, fever, cramping, nausea, gas	Encourage extra care with hand washing	When recovered
Fifth’s Disease <i>Erythema Infectiosum</i> (4 – 15 days)	Personal contact by droplet spread	Usually an initial rash (slapped cheek appearance) which may spread to the extremities and trunk. It disappears in a few weeks, but may reappear. Complications are rare and generally mild. Fever is rare except in adults.	With first sign of symptoms, have parents check with their family physician to rule out other serious rash illnesses, pregnant women should consult with obstetrician	Children who feel well need not be excluded from school
German Measles <i>Rubella</i> (14 – 21 days)	Secretions of nose and throat	Mild symptoms of head cold for 1 or 2 days followed by eruption on face and body	Children not properly immunized will be excluded from school	Upon recovery, with minimum of 4 days
Head Lice <i>Pediculosis</i> (variable)	Infected persons and/or their clothing	Lice and nits in the hair	Observe daily. Check family members	After prescribed treatment by a physician and when free from lice & nits
Impetigo (4 – 10 days, variable)	Discharge from lesions	Blisters appearing on the skin	Exclude only with first signs of illness	After seen by a physician and under treatment for 24 hours
Influenza (1 – 3 days)	Discharge from nose and throat	Fever, discomfort, aching in back and limbs, sore throat	Exclude only with first signs of illness	When recovered
Hepatitis A (15 – 50 days, average 30 days)	Contaminated food or water, feces from infected person	Unusually tired with yellowish complexion	Exclude only with first signs of illness. Household contacts should have medical care	Written approval from physician with statement on any limitation of activity

<b>DISEASE (INCUBATION PERIOD)</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CONTACTS</b>	<b>RETURN TO SCHOOL</b>
Measles (Hard) <i>Rubeola</i> (10 – 15 days)	Secretions from nose and throat	High fever, runny nose, cough, watery eyes, for 1 to 3 days, followed by rash first seen on face, then spreading over rest of body	Children not properly immunized will be excluded from school. Any children with symptoms are to be excluded with first signs of illness	When recovered
Mumps (12 – 26 days, average 18 days)	Secretions from nose and throat	Swelling of glands in neck below and in front of ears	Children not properly immunized will be excluded from school	When swelling and fever have gone down
Pink eye (2 – 5 days)	Discharge from eyes and nose	Red eyes and lids	Observe daily, exclude with first signs of illness	Upon recovery
Ringworm or skin and scalp (4 – 14 days)	Direct contact with infected articles, personal contact	Circular patches of dry skin on any part of body and/or scalp	Inspect skin for evidence of infection	24 hours after proper treatment by physician, exclusion from showers and pools
Scabies (days, maybe weeks)	Close contact with source	Extreme itching of skin where mites have burrowed under the skin	Exclude with first signs of illness	After prescribed treatment by a physician
Scarlet Fever <i>Scarlatina</i> (2 – 5 days)	Discharge from upper respiratory tract of cases and carriers	Sudden onset, usually with fever, sore throat, vomiting, and headaches	Observe daily, exclude with first signs of illness	Upon recovery when signs of illness are completely gone
Shingles <i>Herpes Zoster</i>	Person to person by direct contact	Painful small waterlike blisters in groups on the skin along nerve pathways	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after eruption first appears
Strep Sore Throat (1 – 3 days)	Discharge from upper respiratory tract of cases and carriers	Rapid onset with fever, sore throat, and exudative tonsillitis or pharyngitis	Exclude with first signs of illness	After seen by a physician and under antibiotic treatment for 24 hours
Whooping Cough <i>Pertussis</i> (5 – 21 days, usually 7)	Discharge from nose and throat	Begins as ordinary cough becoming more persistent and worse at night with vomiting	Children not properly immunized will be excluded from school and contact with others for the same length of time as patient	Upon recovery with a minimum of 21 days after development of cough

**For the best protection of your child, call a doctor early in any illness.**

**For more information, Please Call: (269) 969-6384  
Calhoun County Health Department**

## **Protect your child from serious diseases that can affect preteens and adolescents**

- ❖ Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step to maintain your child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infect the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6<sup>th</sup> graders).
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.
- Ask your child's health care provider if he/she needs meningococcal vaccine.
- To obtain meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.
- For more information about meningococcal vaccine or other immunizations talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website:  
[www.cdc.gov/nip](http://www.cdc.gov/nip)

---

**There are vaccines that can protect preteens and adolescents from other serious diseases. 6<sup>th</sup> graders and teens need the following shots if they have not already received them:**

- 1 dose of meningococcal vaccine (MCV4)
- 1 dose of tetanus, diphtheria and pertussis vaccine (Tdap)
- 3 doses of hepatitis B vaccine (hep B)
- 2 doses of measles mumps and rubella vaccine (MMR)
- 2 doses of chickenpox vaccine (var), if they did not have the disease
- At least 3 doses of polio vaccine (IPV or OPV)
- Some children & teens may need hepatitis A and flu vaccine

The Michigan Department of Education, in cooperation with the Michigan Department of Community Health, is required by law (2005 PA 240, MCL 380.1177a) to develop and make available to schools information on Meningococcal Meningitis.