



ST. JOSEPH MIDDLE SCHOOL
44 N. 25th STREET
BATTLE CREEK, MI
49015
(269) 963 – 4935

Dear Parents and Students of St. Joseph Middle School,

The purpose of this handbook is to share information with you and acquaint you with the middle school. It provides an overview of what students and parents can expect.

We share the responsibility of educating with you. We strongly believe that you are the primary educator and that you know your child better than anyone. We also believe that you have a responsibility to be an advocate for your child and that we will do our best to support that advocacy. Our ministry is to support and be a partner in the education of your child. We do this with compassion, care and competence. We continually strive to bring about positive intellectual, social and spiritual skills and realize the importance of your cooperation and support in doing this.

We strongly encourage you to read the Mission and Belief Statements that are part of this document. These statements truly articulate the foundations and ideals from which all of our decisions are made.

Please communicate with us. Your concerns, questions, ideas, and input are never trivial: it is what makes us a true learning community.

Sincerely,

Patricia Riley, Principal
 Amy Doyle, Asst. Principal
 St. Joseph Middle School

St. Joseph Middle School is part of the educational system established by the Diocese of Kalamazoo, and is subject to the policies of the Diocesan Office of Schools. St. Joseph is accredited through the Michigan Association of Non-public Schools (MANS).

Please review this important document with your middle school student. The last pages should be signed by both parent and student and returned to the student's advisory teacher.

VISION

The Battle Creek Area Catholic Schools are a pre-Kindergarten through 12th 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 spiritual formation. The students actively witness their faith through lifelong service within the greater community.

The Battle Creek Area Catholic Schools develops and educates 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:

<i>Learning and instruction</i>
<ul style="list-style-type: none"> ● Students are well prepared for college and have the skills and knowledge to apply what they have learned
<ul style="list-style-type: none"> ● Teachers and administrators are of the highest quality-dedicated, compensated fairly and serve as role models of faith and learning through continued professional development
<ul style="list-style-type: none"> ● Technology and other resources are current, dynamic and integrated in support of curriculum
<i>School environment and culture</i>
<ul style="list-style-type: none"> ● Learning takes place in an environment in which all students are welcome; regardless of faith, socio-economic status, physical ability, or race
<ul style="list-style-type: none"> ● Opportunities abound for students within the academic, fine arts and extra-curricular programs
<ul style="list-style-type: none"> ● Students, families, teachers, and the community form a partnership that enhances and supports student learning
<ul style="list-style-type: none"> ● Continuity and consistency exist in philosophy, curriculum, leadership and governance across the pre-K-12 system

ST. JOSEPH MIDDLE SCHOOL

The mission of St. Joseph Catholic Middle School, a Battle Creek Area Catholic School faith community, is to provide a high quality learning environment that specifically and intentionally addresses the unique characteristics of adolescents. Our Catholic Christian faith and belief that each student makes a contribution to our global society is the foundation for the development of the spiritual, intellectual, social, physical and emotional aspects of each student.

School Hours: 7:55 a.m. - 3:10 p.m.
(Warning Bell rings at 7:50; all students must be in classroom by 7:55am)

Office Hours: 7:30 a.m. - 3:30 p. m.

After School Club Hours: 3:10 p.m. – 5:30 p.m.

Phone Numbers: (269) 963-4935 (7:30 a.m. - 3:30 p.m.)

After School Club Phone Number (Extended Day Room): (269) 969-0056

(They will radio any messages directly to us).

Pastor Representatives

St. Philip Catholic Church

Fr. John Fleckenstein

St. Joseph Catholic Church

Fr. Mark Vyverman

St. Jerome Catholic Church

Fr. Matthew Manalel

Principal

Mrs. Patricia Riley

Email: priley@bcacs.org

Assistant Principal

Mrs. Amy Doyle

Email: adoyle@bcacs.org

Student Services

Mrs. Kim Smith

Email: ksmith@bcacs.org

Athletic Director

Mrs. Vicky Groat

Email: vgroat@bcacs.org

MEET THE MIDDLE SCHOOL FACULTY

Patricia Riley - Principal (priley@bcacs.org)

Pat started her teaching career at St. Philip Elementary School in 1976. In 1993, she accepted a position in the Portage Public Schools. In 1998, during the unification of our Battle Creek Area Catholic Schools, Pat became principal of St. Joseph Elementary and Preschool. She continues to serve there, in addition to

accepting the responsibility of principal of St. Joseph Middle School in 2010. Pat is a native of the Detroit area. She graduated from Michigan State University in 1976 with a Bachelor of Arts degree in K-8 Education. She completed a Master of Arts in Education from Michigan State University in 1983. Pat and her husband David, have four children. Their oldest, Richard, has their only two grandchildren, Jordan and Briar. Christopher, Megan, and Allyson all attended the Battle Creek Area Catholic Schools from elementary through high school graduation.

Amy Doyle – Assistant Principal (adoyle@bcacs.org)

Amy graduated from Western Michigan University, with a Bachelor's degree in Elementary Education & Early Childhood Minor in 1993. In 1994, she began her teaching career at St. Philip Elementary, teaching first grade. Amy has been teaching/administrating for the past 17 years at St. Philip & St. Joseph Elementary. In 1997, Amy earned her Reading Recovery Certification, and in 2003, Amy earned her Masters in Fine Arts, with an emphasis in Reading, from WMU. Amy and her husband, Kevin, have three children, Allyson, Alex, and Kate. Allyson is a graduate of St. Philip Catholic Central, and attends WMU. Alex and Kate currently attend the Battle Creek Area Catholic Schools.

Katy Arnson - Middle School Secretary (karnson@bcacs.org)

Katy is currently attending school to earn her degree in elementary education, majoring in Language Arts. She is a product of Catholic education and joined the St. Joseph team as a long term substitute teacher in 2008. She is looking forward to teaching in our Catholic schools in the near future.

Ted Fitzgerald - Physical Education & Health (tfitzgerald@bcacs.org)

Ted graduated from Western Michigan University with a BA in Science and an education degree in health and physical education. He coached for over twenty years and has taught at St. Joseph for over twenty two years. Ted's wife is retired from Kellogg's and they have two daughters who attended our Catholic schools. Ted is also a proud grandfather.

Genevieve Green - Spanish (ggreen@bcacs.org)

Genevieve was born and raised in South of France in the Catholic Schools. She earned a Doctorate of Philosophy in Science and Languages in Toulouse, France. She taught foreign Languages in France, Germany, and in the United States (KCC and Olivet). Genevieve was a catechist in St Joseph Parish for ten years. She is a member of the Legion of Mary. Genevieve's husband is a retired Physician. They have two children. She has been in the BCACS for 13 years.

Karla Green - (kgreen@bcacs.org)

Karla Green teaches elementary music and all choirs at St Joseph. She has taught piano and voice from her home studio to all ages for over 20 years. She lives in Lakeview with her husband Scott and two daughters, both of whom have received Christian education. She has been worship leader, accompanist, and choral director for several churches in southwest Michigan. Karla has toured the United States as a soloist with the Agape' Players Ministries. She is studying to

complete her Masters in Elementary Education with a vocal music emphasis from KCC/Miller College and finish at Vandercook University of Music in Chicago, IL.

Laura Hirleman - Band (lhirleman@bcacs.org)

Laura received her Bachelor of Arts in Music from Western Michigan University. While at Western she was a member of the Bronco Marching Band and the WMU Symphonic Band (clarinet). She is currently pursuing a Masters of Music from WMU. Laura has been Director of Bands for BCACS since the fall of 2007. In 2009, she began teaching kindergarten music at St. Joseph. In addition to her duties at St. Joe, Laura teaches music theory and applied clarinet for Kellogg Community College. She is also the Director of the Music Center Concert Band and Assistant Conductor of the Cereal City Concert Band. She resides in Battle Creek with her husband Dan and their daughters, Amanda and Cacey.

Gloria McNamara – Theology (gmcnamara@bcacs.org)

Gloria has a Bachelor of Science in Education from Western Michigan University and earned her Master of Arts in Education in curriculum and instruction in 2007. Gloria's husband Michael works for Kraft Foods in management. They have two children. Timothy is a graduate of WMU with a degree in Education. He is continuing his studies at Sacred Heart Seminary to become a priest. Meaghan recently graduated from Grand Valley State University with a degree in Business. Gloria began her teaching career as the language arts instructor at St. Philip Middle School in 1999. Gloria is a St. Philip Catholic Central High School alumni.

Lindsay Meulman – Mathematics (lmeulman@bcacs.org)

Lindsay has a Bachelor of Science in Education from Western Michigan University. She taught 5th grade for seven years and Middle School Mathematics for two years at St. Augustine in Kalamazoo before teaching 6th grade Mathematics at Gobles Public Schools for a year. Lindsay attended St. Joseph Elementary School in Kalamazoo and is a graduate of Hackett Catholic Central. During with summer Lindsay enjoys working with the JGA, a junior golf program, based in Kalamazoo. She is excited to be working for the Diocese of Kalamazoo again and to be a part of a faith based community.

Laurie Murphy - Social Studies (lmurphy@bcacs.org)

Laurie and her husband Bob have 2 children, Kyle and Kellie, who are St. Joseph and St. Philip alumni. Kyle is attending the University of Dayton and Kellie is at Central Michigan University. Laurie has taught for 30 years but has 25 years of experience in middle level teaching. She has a Bachelors of Education degree from Central Michigan University and graduate studies in Elementary and Gifted & Talented Education from Grand Valley State University and Western Michigan University. She has participated in Project TIME for Social Studies (Technology Integrated into Meaningful Experiences) for 6 years by working collaboratively with other 6th grade social studies teachers and by working at MSU on refining and implementing performance assessments to this program. She has participated in TAH (Teaching American History) collaborating history lessons/units with other 8th grade history teachers in the county.

Frank Niemann - Physical Education (fniemann@bcacs.org)

Frank was born in Chicago but was raised mostly in Battle Creek, where he graduated from Lakeview High School in 1973. He earned his teaching degree from Central Michigan University in 1978. He started teaching that same year at St. Joseph Elementary and Middle School and is about to start his 33rd year of teaching here. During that time he has coached just about every sport offered here and at St. Philip High School. He is currently our 7th and 8th grade volleyball coach as well as our girl's varsity basketball coach. Frank has three children and he also has just become a grandfather for the first time.

Jill Palmer - Language Arts (jpalm@bcacs.org)

Jill earned her Bachelor of Science degree from Western Michigan University in 1998. After teaching in Saranac, Michigan for one year, Jill decided to move across the country to California. Jill taught various grade levels at Benjamin Franklin Elementary School in the Corona-Norco Unified School District. While in California, she earned a Master's degree in Educational Leadership with an emphasis in Administration. She returned to Michigan in 2006 to marry Jeremy. They reside in Kalamazoo. Jill and Jeremy celebrated the birth of their first child, Hayden, in January of 2009.

Kim Smith - Student Services (ksmith@bcacs.org)

Kim was born and raised in Windsor, Ontario, Canada and graduated from the University of Windsor with a Bachelor of Arts in Honours Psychology. She worked for twelve years as a manager at Bell Canada before going back to school for her Bachelor of Education at Western Ontario University. She worked six years in kindergarten and one year with the second and third grades in London, Ontario before moving to Battle Creek with her husband, Jeff, and their two daughters, Amanda and Nicole. Kim has been with BCACS since 2000.

Rick Steele - Science (rstele@bcacs.org)

Rick is a graduate of Western Michigan University with a bachelors degree in elementary education and a science endorsement. He is currently working on his masters degree in instructional technology at Western Governors University. Rick came to BCACS five years ago. He was previously a truck driver for twenty years before earning his degree in education. He and his wife, Jill, have four children and three grandchildren. Rick's two younger daughters currently attend St. Joe.

Gail Suess-Brandow - Art/Art Enrichment (gsuess-brandow@bcacs.org)

Gail Suess-Brandow has been with BCACS for over 10 years. She earned a Master of Arts from Eastern Illinois University and a Master of Fine Arts from the University of Wyoming. She also has five years' experience in college level teaching. She has taught grades 5-12 Art as well as Yearbook, Health, and Resource. She has also illustrated 7 children's books. When not doing art, Gail loves to read, garden, and listen to classical music. Her husband Doug is a Speech Pathologist. Their oldest son is in seminary in NYC and their youngest is a graduate of St. Phil, now a computer major at Western.

Elizabeth Sweeney – Drama/Speech (lsweeney@bcacs.org)

Elizabeth Sweeney currently teaches speech and drama. She has been in both the high school and middle school since 1998. She belongs to St. Philip Parish and has four children educated in the Catholic schools. She graduated from John Carroll University in 1982 with a degree in English, secondary education, and remedial reading.

Sue Wood – Technology/7th Grade Journalism (suewood@bcacs.org)

Sue was born and raised in Battle Creek, graduating from Lakeview High School. She earned her bachelor degree in Special Education for the Blind and Visually Impaired from Western Michigan University and her master degree in The Master of Arts for the Classroom Teacher program from Michigan State University. She has taught for 36 years at all levels, starting her teaching career at St. Joseph Elementary for four years, then to Pennfield Schools for thirty-two years, and back to St. Joseph Middle School teaching technology and journalism. Her husband, Tom, is a proud St. Philip graduate. They have three children, who attended St. Philip Elementary and graduated from Harper Creek High School. Their three married children have given them six grandchildren with one more coming in November. Two of the six grandchildren were adopted from Ethiopia. Her husband, children and grandchildren are a real source of pride. She and her husband are true Michigan State Fans with their dog Izzo. She enjoys spending time with her family along with sewing and knitting projects. Teaching others these skills too has been an enjoyable outlet. She is excited to be back with the St. Joseph family seeing many familiar faces and rekindling friendships.

ABSENCES

Also See "ATTENDANCE"

If it is necessary to keep your child home because of illness, we ask that you call our office (963-4935, Ext. 301) and alert us prior to 8:30 a.m. This helps to assure us that your child is safe and accounted for. Messages may be left on our phone system. You will be contacted if we do not hear from you regarding your child's absence.

When a child becomes ill at school, the parent (or emergency contact person) is called and the child is sent home. The child may either return to class to wait for their parent to arrive or he/she may sit in the office, depending on the nature and severity of their illness.

Often, parents request homework for a sick child. This should be done with the morning phone call. Homework may be sent home with a sibling or friend, or parents are welcome to pick-up homework in the school office from 3:00 to 3:30pm. If you cannot pick your child's work up at that time, you may request that the work be left in the elementary Extended Day room for you to pick up before 6:00pm. Assignments can also be found on Powerschool under the Daily Bulletin tab. These are updated daily by 4:00pm.

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.

ACADEMIC PROBATION

Homework is due on the due date, at the beginning of the class period. If homework is not turned in on time, the following procedures apply:

STEP 1 - If the student does not turn in homework at the beginning of the assigned class period:

- The teacher will send home a "Parent Notice" with the student. The "Parent Notice" informs the parent that the homework assignment was not submitted on time and is now considered "late". It is the student's responsibility to show the notice to his/her parent and get the notice signed and returned to the teacher.
- Teachers will note any assignment at this point as M (missing) with a zero for a grade in Powerschool.
- The student must bring the late assignment AND the signed "Parent Notice" to the teacher the next day (If the class does not meet the next day, the assignment is still due to the office and it will be placed in the teacher's box). Since the assignment is late, the student will receive 10% off of the earned grade.
- If the "Parent Notice" is not signed and brought to class the next time the class meets, the student will serve a "Lunch Detention". Three "Lunch Detentions" for any reason will result in an "After School Detention" (SEE CONSEQUENCES). Parents will be notified in the event that this occurs.
- If the assignment is not turned in the next day, the student will stay in at lunch with Mrs. Smith (T-Th). If it is more than a day late, it will receive 30% off of the earned grade. It is important that all homework is completed. The school, parents, and students need to be working together to ensure all students are completing their work.

STEP 2 - If the student receives three lunch detentions in the same quarter:

- An "After School Detention" will be issued, and served on the Thursday that follows.
- Students will be required to **not participate** in:
 - one athletic event during the following 7-day period (must attend the event dressed up and on the bench supporting their team, but will not be allowed to play; participation in all athletic practices will be allowed and expected during that time, as usual.)

*If detentions and/or written plans prove to be ineffective in solving either behavioral or academic problems, the principal will meet with the parents, advisory teacher, and student to discuss the situation further. Every attempt will be made to resolve the problem. The administration reserves the right to amend this policy to ensure success for each student.

ACCREDITATION

St. Joseph Middle 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 middle school does not discriminate on the basis of sex 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 the coordinator for this title.

New students are accepted on a 90-day probationary period.

Likewise, no student who wishes to enroll in our Catholic middle school, provided there is room for additional students, shall be denied admission to the school on the basis of race, color or national origin.

Michigan law requires that each child be immunized in accordance with Michigan state law. Parents are required to submit proof of an up-to-date immunization record prior to admission.

If it is determined that St. Joseph Middle School is unable to meet the needs of a particular student, the principal reserves the right to deny admission.

Record of acceptable behavior and proof of reasonable academic records, including attendance, is especially important in determining the admission of a transfer student.

AFTER SCHOOL CLUB

St. Joseph Middle School has an "After School Club", which is a non-licensed program where middle school students receive adult supervision and participate in age-appropriate activities until 5:30 pm.

The cost of this program is \$5.00 per hour. It includes a snack and supervision. Students not picked up by 5:30 p.m. will be billed at the rate of \$5.00 per ¼ hour. Parents needing to contact the school after 3:30 should call the elementary school Extended Day program at 969-0056. Extended Day workers will be able to contact the After School Club supervisor immediately via a two-way radio. Pick up of middle school After School Club students must be done through the elementary school Extended Day room.

ARRIVAL/DISMISSAL

Parents are encouraged to drop off and pick up students at the main entrance on 25th Street. **Students are not to arrive prior to 7:30 a.m. since supervision is not available until that time. Any student dropped off at school PRIOR to 7:30 a.m. (yes, even 7:25), must report directly to the Morning Care program in the elementary school. Parents will be billed accordingly (\$2.25 per hour).**

School is dismissed at 3:10 p.m. All students are to be picked up by 3:30 p.m. Since the safety of each child is our primary concern, please make the necessary arrangements to work within these timeframes. Outdoor supervision ceases at 3:30 p.m. Students who are not picked up by 3:30 will automatically be sent to the MS "After School Club". Again, after 3:30, you will need to retrieve your child through the elementary Extended Day room. Parents should expect to pay for supervision after 3:30 p.m. You will be billed accordingly.

Students are not allowed to go out onto Walsh or 25th Streets for drop-off or pick-up. Parents must wait in line for student drop-off and pick-up at the base of the main school sidewalk that leads from the office area to the middle school parking lot. If time is an issue for parents, we ask that cars are parked in a legal parking spot and the student(s) is escorted from the building to the parked car by their parent(s). PLEASE DO NOT PARK in the driveway that separates the middle school from the playground area. That area is designated for emergency vehicles.

During each athletic season, athletes are to be picked up by parents after school and brought back to practice at the designated time or athletes need to sign in to our After School Club until practice begins, and will be billed accordingly. NON-ATHLETES (including siblings of athletes) are not allowed to attend athletic practices.

ASBESTOS

Each school building within our diocese has a management plan on file describing the following information:

- Areas of testing and location of any friable materials
- Results of tests, past and present
- Results of air sampling (if done)
- Recommendations of consultants
- Asbestos projects completed and final test clearance, etc.

It is important to note that not all asbestos-containing building materials need to be removed from our school building. If identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason. Villa Environmental Consultants inspected all diocesan schools in 2007.

ATHLETICS

The following interscholastic sports are offered for 7th and 8th grade students:

Boys

Football (Fall)
Basketball (Winter)
Track (Spring)
Cross Country* (Fall) (w/ HS)

Girls

Basketball (Winter)
Volleyball (Fall)
Track (Spring)
Cross Country* (Fall) (w/ HS)

* Sixth graders are able to participate in cross-country only (Fall).

There is an annual Middle School athletic fee of \$165.00 (\$110.00 for each additional Middle School or High School sibling).
The 6th grade athletic fee is \$40.00. Scholarships are available; please contact Vicky Groat at 963-4503, Ext. 504.

Physicals need to be updated yearly and kept on file at school, per state regulations. Physicals are conducted at St. Philip each summer or you can take an MHSAA physical form to your physician. Physicals must be completed before the first day of practice.

The staff at St. Joseph Middle School feels that involvement in athletic opportunities is an important aspect of the middle school experience. Sports give students an excellent opportunity to develop self-esteem and leadership skills. At this level, it is important that all interested students are given the opportunity to participate.

However, it is essential that students understand that their academic education is the priority and their participation in athletic activities can only occur if their best effort is shown in the classroom.

Students will not be permitted to participate in any extra-curricular activity if he/she is under Step 2 of Academic Probation or Step 3 of Behavioral Probation (SEE "ACADEMIC PROBATION" or "BEHAVIORAL PROBATION").

ATTENDANCE

Regular attendance and punctuality are expected of all students enrolled at St. Joseph Middle School. They are essential for a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism causes a genuine hardship for most students. Classroom instruction and student interaction are vital parts of the learning process. Written work is only one part of the school day. A student's continual presence in school is the most comprehensive way for learning to take place.

Chronic absences or tardiness by a student will result in contact to the parents by the classroom advisor and/or the school administrator.

We highly recommend that vacations be scheduled for days when school is not in session. We are aware, too, that occasionally circumstances may warrant an exception to this stated policy. Please contact the office as soon as you are aware of a vacation or other necessary absence. The office will alert each teacher as to the student's absence and length of that absence.

Students are required and expected to make up all missed assignments.

Work will be provided for them upon their return and they will have as many days as were missed to make up that work. The final responsibility for all missed assignments, and their impact on the student's grades, lies with the parent and student.

Homework assigned can be looked up daily on Powerschool under the Daily Bulletin tab.

BEHAVIORAL PROBATION

- **STEP 1** - Students are to follow the behavioral expectations as outlined in this handbook and by the teacher of each class. If a student fails to follow the expectations, the teacher of the class will first discuss the situation with the student.

- **STEP 2** - If a student continues to disregard the expectations outlined by the teacher, the teacher may issue a "Principal Referral". At this time, an administrator will discuss the situation with the student and the parent will be notified either by an administrator or the teacher of the class in which the referral occurred. "Principal Referrals" for serious infractions may result in an After School Detention or a Suspension.

- **STEP 3** - If the student is repeatedly (no more than 3 times) referred to an administrator regarding school, classroom and teacher expectations, then the administrator will issue an After School Detention or a Suspension. When a detention is issued, the following conditions apply:

"Behavioral Probation" begins the day after the "After School Detention" is issued and it remains in effect for 7 days.

Students will be required to **not participate** in:

- one athletic event during that 7-day period (must attend the event dressed up and on the bench supporting their team, but will not be allowed to play; participation in all athletic practices will be allowed and expected.)
- all school-sponsored social events during that 7-day period.

An After School Detention will be served on the Thursday that falls within the probationary period. (Occasionally, our Thursday After School Detentions may be re-scheduled to an alternate date because of the school's calendar and schedule.) Parents will be notified if this is the case.

- Four or more “Behavioral Detentions” in a quarter, or any “After School Detentions” due to behavior deemed inappropriate by the administrator, could result in the student serving an “In-School Suspension”.

BIRTHDAY TREATS/PARTIES

Students are welcome to bring birthday treats to share with their classmates. Please work out the details, in advance, with your child’s advisory teacher. If it is your intention to provide the class with a special lunch to celebrate your child’s birthday, a parent/guardian or grandparent who is VIRTUS trained must provide adult supervision in your child’s classroom during the designated lunchtime. Special lunch parties cannot be celebrated in the cafeteria. Since this is also the classroom teacher’s lunchtime (and often their only break from classroom responsibilities), it is unreasonable to expect the classroom teacher to give up his/her lunchtime to sit with the class.

Please do not send party invitations to students through school unless ALL students from the class are invited. Gifts of any kind should be given outside of school.

BULLYING

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

Middle School students who plan to ride the Lakeview bus(es) must inform their advisory teacher of their intent by 8:15 each day. The office calls those numbers into Lakeview Public Schools daily. A Lakeview bus form must be completed at the beginning of each school year.

CAFETERIA

St. Joseph Middle School has a closed lunch policy, which requires that all students remain at school during the lunch period. Students have the option of participating in our hot lunch program on a daily or part-time basis, or they may choose to bring a sack lunch and purchase milk, water, or juice. A nutritious basic meal is prepared and served each day. The school lunch is prepared by professional cooks, with the advice of a skilled dietitian. Lakeview Public Schools Food Services Department determines the daily menu. It is published and sent home with students each month. Extra copies of the menu are available in the office "Communication Center", and you can also access the menu from the website.

Middle school students may pay for hot lunch daily or their parents may deposit funds into an "account" established by the Lakeview lunch program (all checks should be made payable to Lakeview Schools). Each student is issued an account number that he/she will use to charge their lunches. Once an account reaches a \$5.00 deficit, students will no longer be allowed to charge lunches until the balance is paid (if this is the case, students will be provided with a peanut butter sandwich). To check the balance or to view your child's purchases, go to www.sendmoneytoschool.com. St. Joseph Middle School sends notification of outstanding lunch balances home. Our cashiers are very good about verbally notifying students when their lunch account balances are getting low (or in the negative). Please also check this information online so that a positive balance can be kept.

Our lunch program provides a variety of beverage choices including milk juices, and water. A-la-carte items (such as chips, cookies, etc..) are also available and can be charged on their account. Students are asked not to consume soda pop during the school day (including lunchtime). Please refrain from sending it in as part of your child's lunch.

Specific behaviors and manners are established for our lunch/cafeteria periods. Students are expected to comply.

CALENDAR

Our annual school calendar is sent home to parents each year. Additional copies of the calendar are available in our office. The calendar is also posted on the BCACS website.

CHANGE OF ADDRESS

Every change of address or phone number must be reported to **both** the middle school office and the BCACS office immediately. Up-to-date records are essential when handling emergency situations.

CHEATING

Cheating is a serious compromise of a student's integrity and it will not be tolerated. If cheating occurs, the assignment(s)/test(s) will be confiscated. A failing grade will automatically be recorded for the work, and the student will be given a "Principal's Referral" and an After School Detention. Students "sharing" assignments with classmates will also be disciplined accordingly. The classroom teacher will notify parents.

CODE OF CONDUCT/DISCIPLINE

Our discipline policies and procedures are established to create the best possible safe and healthy environment to promote learning and to protect and develop the physical, social, intellectual, emotional, and spiritual growth of each student. They specifically limit the opportunity for an individual to interfere with the educational rights of other students, as well as those of the individual.

Our school strives to create an environment that encourages mutual respect and cooperation, while providing opportunities for students to make choices regarding their behavior. We feel we have an understanding of the developmental characteristics of the middle school student as they transition from childhood to adolescence.

We believe as students mature they will develop more self-direction. Our discipline policies and procedures have been designed to encourage this development. Each student has dignity, worth and rights... and with these rights come responsibilities. The students are responsible for their choices and the consequences of their behavior. Thus, our discipline guidelines are designed to teach and reinforce behavior that is conducive to learning, living, and working together in a harmonious manner within our school/faith community.

St. Joseph Middle School provides a unique experience for students. The home, school, and church work together in assisting students in dealing with their new interests, feelings, and anxieties, which are a part of adolescence. It is difficult, if not impossible, to list or state what is “acceptable” behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected here, we encourage and support these general guidelines:

- Students attend school regularly.
- Students are prompt in arriving at their assigned places, prepared to participate fully in class.
- Students understand and follow school policies.
- Students respect the worth and dignity of each individual.
- Students respect the rights of their classmates.
- Students respect the rights and responsibilities of faculty members as they perform their duties.
- Students respect the rights and responsibilities of support staff, such as custodians, administrative assistants, and cafeteria staff.
- Students observe a code of conduct for all citizens by the use of proper language, etiquette and appearance.

Following are some general expectations that are important to the learning environment of St. Joseph Middle School:

- Students are expected to arrive at school on time and go to all of their classes prepared with all of the necessary supplies.
- The appearance of our school will reflect the pride we take in it. Marking or damaging walls, desks, restrooms, etc...will not be tolerated. Students who are responsible for malicious damage to buildings, equipment or classroom materials will be disciplined appropriately and required to pay for damages.
- Gum chewing is not permitted at any time. All food items are to be consumed in the cafeteria during the lunch period (or in designated classrooms during snack time). Students are asked to bring in snacks that have nutritional value (or they may be purchased here at school).
- In the cafeteria, students are expected to clean up after themselves. Food throwing is not permitted and will result in disciplinary actions.
- Good sportsmanship at athletic contests has long been one of our finest traditions. Good school spirit is encouraged and must not be confused with unsportsmanlike acts such as booing, hissing, etc. It is important to remember that the poor behavior of just one or two individuals may reflect poorly on our entire school.

- Outward displays of affection, such as kissing or inappropriate touching, are unacceptable.

COMMUNICABLE DISEASES

Parent/Guardians are required to report to the school office any communicable diseases their child(ren) may have.

Whenever a student is suspected of having a communicable disease, immediate arrangements will be made for the student to leave the school environment. Students are excluded from classes and school-sponsored events for the following diseases: Diphtherias, Whooping Cough, Chicken Pox, Meningitis, Tuberculosis, Smallpox, Pediculosis (Head Lice), Conjunctivitis (Pink Eye), German Measles, Ringworm, Impetigo, and Streptococcal Infections (including Scarlet Fever and Strep Throat), H1N1, and any other infectious diseases.

COMMUNICATIONS

Our Tiger Tales newsletter is sent home by mail or email every other Friday (or the last day of the week). It contains a message from the principals with items of interest and activities and important parent information.

*Any parent wishing to send information home via our Tiger Tales newsletter must first have any communication(s) approved by the principal/assistant principal. Approval must be sought at least two full days before the newsletter goes home.

Powerschool is our online connection to your child's grades, attendance record, daily assignments, and announcements (found under the Daily Bulletin tab).

Student assignment books are a daily resource for students and families. Your student should fill out their assignment notebook at the end of each class session to note assignment, test, and project dates.

We have a "Parent Communication Rack" next to the cafeteria doors in the middle school foyer. Parents are welcome to stop by any time and pick up current information. This information can also be accessed on our website.

CONFERENCES

Parent-Teacher conferences occur during the fall and spring sessions of school. Specific appointments can be made with individual teachers, regardless of the progress of their child. These conference times, if spent wisely, can be valuable to the overall education program. It is never necessary to wait for the regular conference time if a parent has a specific concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Conferences with the building principals are also welcome. Please call in advance so that a designated appointment time is made.

CONSEQUENCES

Teaching appropriate behavior and responsibility are important functions of St. Joseph Middle School. It is important that the consequences for chosen behaviors that do not align with the expectations set forth by the school are appropriate and consistent with the philosophy of our school. Possible consequences for violations of rules and school or classroom expectations are as follows:

- **CLASSROOM CONSEQUENCES** - Each classroom teacher has outlined expectations for their particular class and what the appropriate consequence is should the student choose to disregard that particular expectation. Students are made aware of these expectations and both the expectations and consequences are discussed and posted in the classroom.
- **LUNCH DETENTION** - Students may be assigned a lunch detention for violation of dress code, unsigned "Parent Notices", inappropriate cafeteria behavior, and/or other actions that require a consequence but do not warrant an "After School Detention". If a student is assigned a "Lunch Detention" he/she will either serve it that day (if the violation occurs before lunch), or the following school day (if the violation occurs after lunch). "Lunch Detentions" require that the student eat their lunch in a designated location, they will write (copy) from the handbook or write a parent letter, and may be asked to assist with cafeteria clean up. Parents are notified of a first lunch detention within an academic quarter by email. Parents will receive a written "warning letter" if a child receives a second lunch detention within the quarter. Three lunch detentions (for ANY reason) during a quarter will result in an "After School Detention". Parents will be notified of a third lunch detention (thus an "After School Detention") in writing.
- **AFTER SCHOOL DETENTION** - "After School Detentions" can occur for a number of reasons; three lunch detentions, "Principal Referrals", cheating, swearing, excessive disrespect or any behavior that puts another student at risk, etc... "After School Detentions" are held on Thursdays from 3:10-4:00 p.m. in a designated teacher's classroom. If a student is assigned an "After School Detention", a letter will be sent to parents informing them of the reason(s) for the detention. If a student receives an "After School Detention", he/she is automatically placed on "Probation" (See either "Academic Probation" or "Behavioral Probation"). Three (or more) "After School Detentions" will result in an "In-School Suspension".

- **IN-SCHOOL SUSPENSION** - The student attends school, but does not attend any classes. In a designated space (usually the office), the student will be supervised by an adult and will be required to complete all assignments, which can be completed without teacher instruction, for that day from each class (this may include additional work to reinforce the curriculum). The student will receive credit for the completed assignments. However, teachers will not be responsible for teaching the content which was missed during this period. The student will also eat lunch in this room and will not be permitted to have contact with other students in the school. Parents are notified by a letter, email, or phone call of any "In-School Suspension" and a copy may be placed in the student's CA-60 file. The student is then placed on "Behavioral Probation" for a period of 7 days following the day that the "In-School Suspension" is served.
- **OUT-OF-SCHOOL SUSPENSION** - The student does not attend school. The student is required to be in a parent/guardian's care out of the school building and will be required to complete all assignments, which can be completed without teacher instruction, for that day from each class (this may include additional work to reinforce the curriculum). The student will receive credit for these assignments. However, teachers will not be responsible for teaching the content which was missed during this period. Parents are notified by a letter, email, or phone call of any "Out-Of-School Suspension" and a copy may be placed in the student's CA-60 file. The student is then placed on "Behavioral Probation" for a period of 7 days following the day that the "Out-Of-School Suspension" is served.

*If detentions and/or suspensions prove to be ineffective in resolving either behavioral or academic concerns, the administrator will meet with the parents, classroom advisor, and student to discuss the status of the student's enrollment at St. Joseph Middle School.

PARENT/STUDENT CONCERNS

Diocesan policy states that proper channels be followed in sharing concerns with school personnel. Parents and/or students are asked to discuss concerns/disagreements with the specific person with whom you disagree. If no resolution is reached after such a meeting, then you are asked to go to the next level, which is the building principal or assistant principal. If, after meeting with those parties, a solution is still not reached, a meeting with the pastor administrator should occur. The final step in resolving differences rests with the Diocesan Office of Schools. Parents/students may request a copy of the Diocesan "Grievance Form" from the building administrator. The grievance must be submitted to the Diocesan Office of Schools within 28 days of the act or condition which is the basis of the grievance.

CORPORAL PUNISHMENT

In accordance with diocesan policies, corporal punishment is strictly prohibited.

CRISIS MANAGEMENT PLAN

All schools with the Diocese of Kalamazoo are mandated to keep a Crisis Management Plan in the school office. Parents are welcome to examine the plan at any time.

In the event of a crisis, we will contact you via email or phone regarding any changes in dismissal information. For this reason, please keep your email address and phone numbers updated with the school office.

CLASS LISTINGS

Core Subject Areas:

Each core class is taught daily.

- Language Arts
- Mathematics
- Science
- Social Studies
- Theology

Non-Core/Elective Classes (subject to change):

6th Grade:

- Art
- Band or Choir
- Health
- Physical Education
- Spanish
- Speech
- Technology

7th Grade:

- Art
- Band or Choir
- Journalism
- Physical Education
- Spanish
- Technology

8th Grade:

- Art
- Band or Choir
- Drama
- Physical Education
- Spanish

- Technology
- Yearbook/Journalism

DANCES & SCHOOL-SPONSORED SOCIAL EVENTS

Any school-sponsored social event must be approved by the school principal or assistant principal.

Dances will usually be held in the school cafeteria. Students will be chaperoned by a combination of parents and teachers. No participant will be allowed to leave the premises unless they are not planning on returning to the dance. Students who wish to bring a guest who is not a St. Joseph Middle School student must pre-register him/her in the school office in by noon the day before the dance. Only middle school (grades 6, 7, 8) students will be allowed as guests.

Standards of behavior will be the same as those for any other school activity. Students are expected to wear modest clothing at all school-sponsored events (including dances). No spaghetti straps, strapless (or one shoulder strapped) tops for girls. Midriffs should not be exposed. Skirts and shorts must meet regular school dress code standards (with regard to length).

Every student must be checked out before they leave a dance. Every student will need to leave with a parent or guardian. If a student is leaving with another parent, a note or verbal permission must be given.

DELAYS/CANCELLATIONS

Cancellation of school (or school delays) takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation or delay including radio and television (specifically WBCK-95.3 FM, 103.3 FM FM, and television channel 3 and 8). In addition, please check our website- www.bcacs.org. In the unusual circumstances when school must be cancelled during the school day, school personnel will determine that all students have satisfactory transportation and supervision before releasing them from school. A student will not be released without parental knowledge. No child will be left unsupervised.

DISCIPLINE

Also see "CODE OF CONDUCT"

DRESS CODE

All students are expected to dress in a manner that reflects self-respect and simplicity. Neatness and cleanliness are the marks of a mature student. It is, therefore, the responsibility of students and parents to cooperate with the school to meet the standards set at school. The dress code applies to every school day

(including field trips, unless otherwise specified). Students will have opportunities to have “Out of Dress Code Days” as well as “School Spirit Days”. Depending on the occasion, students may be asked that they have a “Dress Up Day”. The administrators have the final word in what is acceptable, and in compliance with, the intent of the code. Dress code violations may result in a lunch detention. Repeated dress code violations may result in the student leaving the classroom and calling a parent/guardian for a change of clothes or staff may find a change of clothing for students from our used uniforms. Yoga pants are not acceptable dress code clothing. In addition, writing of any type on clothing or on a student’s body is not allowed. Colored hair dye is also not allowed.

DROP-OFF & PICK-UP

All Middle School students should be dropped off and picked up from the parking lot on 25th St. Please enter Walsh St. from 23rd St. and into the parking lot by making a right turn off of Walsh St. Exit the parking lot via the driveway on to 25th Street. If your child has elementary school siblings, they may go to the elementary for pick-up.

DRUGS (ILLEGAL SUBSTANCES)

Alcohol, mind-altering substances, look-alike drugs, counterfeit drugs, and tobacco:

Any student who gives evidence of having consumed or has in his/her possession any alcoholic beverage, any illegal substance, or any paraphernalia pertaining to these while attending class, on school premises, or any school-sponsored activity shall be suspended (either “In-School” or “Out of School Suspension”) and is subject to expulsion from St. Joseph Middle School. The location of the activity or whether the substance was taken on or off school grounds has no bearing on this ruling.

Drugs, as defined above, are not to be carried onto, purchased, sold, or consumed by the students on the property of the Catholic school and/or parish, or at any event sponsored by the school/parish.

POLICY BOUNDARIES INCLUDE:

- School Activities (both at St. Joseph and elsewhere)
- BCACS and Lakeview bus transportation (for field trips, athletics, etc.)
- Private social activities which become public also run the risk of falling under school discipline procedures
- Anywhere on BCACS/parish grounds

1st OFFENSE - “Behavioral Probation” and the student will serve a “School Suspension” (Time and place will be determined by the school principal). There will be no participation in any school-sponsored activity for 7 days. A conference

will be required between the student, parent(s) and a school administrator before the student will be permitted back into his/her classes.

2nd OFFENSE - In addition to the above stated consequences, the student must agree to be assessed and receive treatment, if necessary, from a certified substance abuse program or counselor at the parents' expense before returning to his/her classes. It is the parent's responsibility to provide written documentation of counseling. Any expense incurred for an assessment and counseling is also the responsibility of the parent.

3rd OFFENSE - The student is recommended for continued counseling and is subject to expulsion from St. Joseph Middle School. It is the parent/guardian's responsibility to provide regular documentation that professional counseling is taking place. Any expenses incurred as a result of the required action is the responsibility of the parent.

EARLY DISMISSAL

Students who leave school during the regular school day must have a note stating why they are leaving. Parents may also call the office with this information. Please call as early as possible so that teachers can be notified. This note should be dated and signed by a parent/guardian. Students are to take early dismissal notes to the school office prior to first block where an "Early Dismissal" slip will be issued. The student keeps this slip and presents it to the teacher of the class he/she is in when it is time to leave. Early dismissal slips are only issued when there is a note from the parent/guardian. Students report to the school office prior to leaving the building. Parents are required to come into the school office to sign students out. Upon the student's return, parents are required to sign their student in at the office.

ELIGIBILITY

A student will not be permitted to participate in extra-curricular activities (including athletic competitions) or middle school sponsored social events if he/she is under STEP 2 of "Academic Probation" or STEP 3 of "Behavioral Probation" (SEE appropriate sections for details).

A student/athlete must be in attendance at school for ALL periods of the school day in order to be eligible to participate in any extra-curricular or social activity after school. Exceptions to this policy may include: medical appointments, funerals, or other extenuating circumstances (at the principal/assistant principal's discretion). Anyone with questions regarding this policy may consult with the building principal/assistant principal.

EMERGENCY DRILLS

Fire Drills are conducted six times per academic year and Severe Weather (Tornado) Drills are held twice each year. Escape plans are posted inside the door of each classroom. For Fire Drills, each classroom has a pre-determined escape route to an outside area a safe distance from the building. During Severe Weather Drills each classroom goes to a designated area within the building. All students kneel with their heads covered and faces toward a wall. All students are expected to conduct these drills in a completely quiet, orderly, and safe manner. Lock-down drills are also practiced twice each year. Students are to remain at their designated "safe zone" until an "all clear" is given by the middle school principal, assistant principal, or designated staff member.

EXPECTATIONS

We have high expectations for our students. We expect that, together, we will help them meet and exceed these expectations:

- Homework is completed and turned in on time.
- Assignments notebooks are filled in daily.
- Written communication handed to your student at school is safely delivered home to your attention.

EXTRA-CURRICULAR ACTIVITIES

Students who qualify and/or are interested may participate in the following extra-curricular activities:

Jr. Campus Ministry
Art Club
Student Council
M.S. Dances

M.S. Sports
Pep Band
National Junior Honor Society*
Midwest Talent Search*

*Students meeting the GPA/academic requirements are encouraged to apply. Written invitations and information are mailed home.

FIELD TRIPS

Occasionally classroom teachers schedule field trips within our city and nearby areas. These trips are designed to supplement different educational, social, or spiritual aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive written notification of field trips in advance of the scheduled date. Each notice from the teacher will contain complete details of the trip. Field trip permission slips must be signed by a parent/guardian and returned to the school office before students will be allowed to participate in field trips of any kind.

Students whose behavior indicates that they would hinder the learning opportunity of a class field trip may not be permitted to attend. Those with a

history of inappropriate behavior in the classroom or on previous field trips will not be allowed to participate. Those who may not attend a field trip because of a behavior-related incident may be required to stay home on the day of the event. Field trip opportunities are a privilege, not a right.

FIGHTING

Fights, including assaults on other students or adults, or verbal or written confrontations against any student or employee of St. Joseph Middle School will result in at least a “Lunch Detention” or an “After School Detention”, and most likely, an “In-School Suspension”. In severe cases, the police may be called and expulsion may be considered. While many fights begin (or are rationalized) as “just playing around”, it is important that students understand that rough play can result in physical injury. Thus, even “play fighting” will result in consequences.

FUNDRAISING RESPONSIBILITIES

All of our middle schoolers are expected to fundraise during their middle school years. The following experiences/trips are what those fundraising efforts support:

- Our 6th grade students attend Sherman Lake YMCA Camp each fall as part of their curriculum. A portion of the camp experience is paid directly by the students and/or their parents. A larger portion is paid through fundraising activities.
- Our 6th & 7th graders go to Eagle Lake at the end of the year.
- Our 8th graders go on an end-of-year trip to Cedar Point.

Traditional fundraising efforts include:

- A boys’ and girls’ Basketball Tournament (sponsored by the 6th grade)
- Daddy/Daughter Dance (February-sponsored by the 6th grade)
- Annual candy bar sale (Fall-each student sells candy bars and the proceeds go to each class’s account accordingly)

GRADING/REPORT CARDS

Report Cards will be issued at the end of each quarter (see annual school calendar for dates). As soon as parents receive them, they should be carefully examined and discussed with students. Students are graded according to their academic achievement and the amount of individual effort demonstrated while mastering the various subject areas. Work habits and citizenship are also a vital part of the quarterly report. Interim (progress) reports are issued approximately mid-way through each grading period. Progress reports may be viewed through PowerSchool, or they will be mailed to the student’s home, at the parent’s request. Progress report dates are also noted on the annual school calendar.

Our grading scale is based on the Deca System, with a Grade Point Average attached to each letter grade.

A	=	4.0 (93-100%)
A-	=	3.7 (90-92%)
B+	=	3.3 (87-89%)
B	=	3. (83-86%)
B-	=	2.7 (80-82%)
C+	=	2.3 (77-79%)
C	=	2. (73-76%)
C-	=	1.7 (70-72%)
D+	=	1.3 (67-69%)
D	=	1. (63-66%)
D-	=	0.7 (60-62%)
E (SC)	=	0 (Below 60%)

An "I" (Incomplete) is used during extraordinary circumstances such as when a student has been away from school due to a long illness, or other circumstances beyond the student's control. The student will have 14 calendar days from the end of the marking period to make up any incomplete or missing work, projects, tests, or quizzes.

Students also receive a Conduct grade for each class and their advisory class. The following letters are assigned to these grades:

O = Outstanding-Student goes beyond what is expected.

S = Satisfactory-Student does what is expected.

L = Less Than Satisfactory-Student needs reminders of classroom rules on occasion.

N = Needs Improvement-Student is often asked to follow classroom rules; teacher is often distracted by behavior.

HANDLING OF BODILY FLUIDS/ OSHA REGULATIONS

Faculty and staff members have been trained in the proper handling and disposal of bodily fluids. Staff members have access to kits that contain latex-free gloves and various other materials that enable them to help in a medical emergency without endangering themselves.

HARASSMENT

In order for St. Joseph Middle School to maintain a nurturing environment for all students, staff, and volunteers, harassment of any type, including sexual and racial harassment, will not be tolerated.

Harassment refers to inappropriate behavior that is personally offensive to someone, and fails to respect the rights of others. Some examples include (but are not limited to) the following: innuendos of a sexual, racial, or otherwise intimidating nature; propositions; suggestive pictures or cartoons; foul and/or obscene language, jokes or gestures; unwanted and unnecessary physical

contact; and unwelcome comments, which are intimidating. It also includes conduct or communication that has the purpose or effect of substantially interfering with another students' education, or creating an intimidating, hostile, or offensive educational environment.

Racial harassment includes: making negative references to a person's cultural or racial background and creating a hostile or offensive environment through such conduct.

Other harassment or intimidation of any nature includes any conduct which may reasonably be determined to be offensive to others in an educational setting.

Teachers and/or an administrator will investigate harassment concerns as they arise.

HOMEWORK

Homework is important and is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their child by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. All homework is expected to be submitted on time. Failure to do so will result in the student receiving a "Parent Notice" that must be signed by a parent and turned back into the teacher who issued it at the beginning of the next class period.

All students have the opportunity to purchase a school assignment book at the beginning of each year. If a student loses his/her assignment book during the year, they are encouraged to come to the office and purchase a new one. Utilization of these planners is a practical skill students will utilize throughout their lifetime.

HONOR ROLL

The Honor Roll is a very special recognition for academic achievement. It is based on the total grades received during the first three quarters of the school year. We have three designated levels for Honor Roll recognition:

- Highest Honor (3.7-4.0)
- High Honor (3.5-3.69)
- Honor (3.0-3.49)

IMMUNIZATIONS

State law requires all students to be properly immunized and their school records reflect up-to-date requirements. For information regarding required immunizations please feel free to call our office or consult your child's physician. Students not meeting state requirements will not be allowed to attend school until

the proper documentation is on file in our school office. Parents are encouraged to make sure their child's immunizations are current by June for the upcoming school year. Summer doctor appointments are often difficult to get. Waiting until the week or two prior to the opening of school could result in your child not being allowed to begin the new academic year on time.

INAPPROPRIATE LANGUAGE

No student shall use profane, indecent or immoral language, or make obscene gestures in any building, or on the grounds of the Battle Creek Area Catholic School system/parish. This expectation also applies to any school sponsored activity (on or off school grounds). No ethnic, racial, or gender slurs will be tolerated. Students who choose to violate this expectation may receive a "Principal Referral" and/or an "After School Detention". Repeat offenders should expect more severe consequences.

INSURANCE

St. Joseph Middle School carries liability insurance through Gallagher/Bassett of Lansing. The diocese also provides accident coverage for all students, which includes interscholastic sports programs sponsored by our school.

IT IS IMPORTANT TO TELL THE ADMINISTRATOR WHEN:

- Your phone number and/or address has changed
- Your child is on any kind of medication
- Your child has allergies, especially to bee stings or food products
- A separation or divorce is pending and could affect your child's behavior or academic performance
- A family member is seriously ill
- Any event that seriously upsets your child occurs
- YOU THINK IT IS IMPORTANT

Our staff is committed to confidentiality.

LEARNING DIFFERENCES

It is recognized that not all students learn in the same way. Recognizing these limitations in multi-student classrooms, every effort is made to teach to the abilities of all students so that all may experience success.

St. Joseph Middle School is pleased to have the support of our Student Services Coordinator, Mrs. Kim Smith. She assists teachers with classroom strategies and she designates students with special needs to be a part of her advisory section (which meets three times a week).

LICE

If a student is suspected to have head lice, the child's parents will be notified. The child will need to be picked up from school immediately and then the parent can begin treatment. The health department recommends that we adopt a "NO NIT" policy, which means that until treatment has been completed at home (thorough cleaning, as well as removal of all lice, eggs (nits) and egg cases), that the student not be allowed back into the classroom environment. It is critical that parents continue screening for lice up to a month after diagnosis.

It is never our intent to embarrass a child when we conduct lice screenings. Screenings are done in a professional and confidential manner. Due to the highly contagious nature of head lice, it is important that as a school, we communicate any outbreaks to parents .

Keep in mind that head lice do not necessarily reflect unsanitary households or neglected children. What is important to remember is that immediate treatment and continuous home screening will help to prevent re-infestation and further transmission. Any student who has been sent home for lice treatment must report to the school office to be re-checked PRIOR to returning to the classroom.

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 Prinipal
Pastor Administrator
Superintendent of Schools
Bishop

MASS

Students will attend Mass each Friday morning at 8:00 a.m. Please join us for Mass each week or whenever your schedule allows. During these weekly Masses, students in each grade plan and participate in the various parts of the Mass. Students serve the church community by participating as altar servers, ushers, greeters, readers, and choir members.

This Mass schedule varies on weeks with Holy Days or during other special occasions. Variations in the Friday Mass schedule will be communicated.

Students will receive the Sacrament of Reconciliation twice a year during the school day . Students who are not Catholic, but desire to receive Communion are asked to meet with the theology teacher, the building principal, or one of the parish priests to discuss the Catholic guidelines for receiving Communion.

LOCKERS

Hallway lockers are provided as a convenience to each student for the sole purpose of storing materials that may be required for classroom work and necessary outdoor apparel. These lockers are school property and the individual student's responsibility. Guidelines regarding lockers are as follows:

- A locker is provided for every student in the middle school. The lockers remain the property of St. Joseph Middle School and are loaned each year for student use. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities (for any reason) may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. School personnel will open lockers when there is a reason to believe that a locker contains stolen items or materials and/or substances that may be harmful to the student body. Any illegal items found in lockers will be considered the property of the student who is assigned that locker.
- Each locker has a built-in combination lock, which students are expected to use. Students should not share their locker combination with anyone. St. Joseph Middle School will not be held responsible for any items lost or stolen from student lockers.

MEDICATIONS

State law and diocesan policy state that we limit the dispensation of medications to only those students who suffer from chronic health conditions. Parents are required to obtain a copy of the "Authorization for Administration of Medication" form from our office for each and every medication dispensed at school. The form must be completed and signed by both the parent/guardian **AND** the child's physician.

Parents are also required to deliver any prescribed and/or over-the-counter medications in person to the school office **IN THE ORIGINAL CONTAINER**. We **CANNOT** accept medications delivered by students. We are not allowed to accept more than a 30-day supply of medication.

All medications will be counted when they are brought to our office. They will be kept in a locked cupboard and dispensed according to the doctor's order on the "Authorization for Administration of Medication" form.

Students who use inhalers for asthma and other respiratory problems must also provide the school with the "Authorization for Administration of Medication" form completed by the parent and signed by the child's physician. The doctor must indicate on the form whether the student may carry their inhaler or whether it should be kept in our locked storage cabinet. If the doctor indicates that the student may "self-medicate", it is the student's responsibility to inform our office when they have used the inhaler so that it can be properly recorded.

We will keep Epi-pens for students who suffer from specific allergies, (such as bee stings and/or food allergies). Parents must provide our office with the Epi-pen (also packaged in its original container), along with the “Authorization for Administration of Medication” form completed by the parent or guardian and signed by the child’s physician.

We do not “stock” Tylenol or Advil type products. If a parent feels it may be necessary for their child to receive any kind of over-the-counter medication, parents are required to bring in the medication (again in its original container and nor more than a 30-day supply) to be stored in our locked cabinet. We can only dispense medications with the “Authorization for Administration of Medication” form completed by a parent or guardian and signed by the child’s physician.

If a student is feeling ill, we will do all that we can to make them comfortable. If it appears that the student is in need of a medication that we do not have permission to dispense, we will make every effort to contact the parent or emergency contact person by phone. At that point the parent may bring in medication and dispense it themselves, or they may take the student home for the remainder of the day.

In short, ALL MEDICATIONS PRESCRIBED or OVER-THE COUNTER MUST BE DELIVERED TO THE SCHOOL OFFICE BY A PARENT OR GUARDIAN. EACH INDIVIDUAL MEDICATION MUST BE ACCOMPANIED BY AN “AUTHORIZATION FOR ADMINISTRATION OF MEDICATION” FORM COMPLETED BY A PARENT OR GUARDIAN AND SIGNED BY THE CHILD’S PHYSICIAN.

NON-CUSTODIAL PARENTS

St. Joseph 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 to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of said court order.

Non-custodial parents who would like copies of communications or copies of report cards are asked to provide the school with their email and mailing addresses.

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.

PARENT NOTICES

A "Parent Notice" is issued to a student when homework is not completed and submitted on the designated day. The student has until the next class period to hand in the completed assignment along with the signed "Parent Notice". This procedure allows parents to know immediately when their student is not keeping up with class work. (See also "Academic Probation")

REWARDS: If a student does not receive any "Parent Notices" in a grading quarter, they will receive an "Out of Dress Code" pass.

PARENT ORGANIZATIONS-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 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: Ginger Swagler 721-3648 or swagler9@aol.com
Treasurer: Marisa Brown 979-9073 or marisabrown@yahoo.com
Secretary: Tiffany LaPlante 962-2446 or tiffanylplante@sbcglobal.net

PESTICIDE NOTIFICATION

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 2010-2011 school year:

September 20, 2011	October 18, 2011
November 15, 2011-08-29	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

POPCORN SALES

Volunteers meet at 8:00am to begin preparing the popcorn. The bagged popcorn is then taken to each classroom and sold for 50 cents per bag. 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 (721-3648 or swagler9@aol.com) , the "Popcorn Chairperson", and she will be happy to schedule you as a helper.

RECESS RULES

Students have recess for approximately 10 minutes after lunch. Recess will be outside, weather permitting. Students are expected to observe the following recess rules at all times:

- Students are to observe the designated playground boundaries.
- Students are not allowed to leave the area without permission.
- Respect for all is expected; no offensive language, name calling, or other signs of disrespect will be tolerated.
- Space and equipment are to be shared.
- Playground equipment is to be taken care of and used appropriately.
- Rough play and physical contact are not permitted.

REPORT CARDS

Report cards are mailed home following the completion of each grading period. Please review your child's progress carefully and determine specific areas where you would like to see improvement. Be sure to make note of areas of improvement as well. You need not wait for a formal "Conference Time" to contact your child's teacher with questions or concerns.

RETENTION

Determination of retention is done on an individualized basis. We do not have a "No Retentions" policy.

SCHOOL BOARD

The School Board is part of the Battle Creek Area Catholic School system. Each of the Battle Creek parishes (St. Philip, St. Joseph, and St. Jerome) are represented on the board.

Some positions are elected within the parishes, while others are appointed by the pastors. Anyone interested in serving a term on the board is welcome to call the BCACS Pastor Administrator or any building principal to find out more information. BCACS Board members are expected to serve on one of three committees that work for the benefit of our system. Those committees include: Finance, Enrollment Management, and Policy. Parents at large and school personnel members also serve on these important school committees. Any time spent working on any of these committees counts toward required parent volunteer hours.

BCACS Board Members include:

President – Jim Pearl

Enrollment Management Chairperson – Cathy Erskine

Jan Behnke, Michael Brown, Dennis Coggins, Kathy Gallagher, Chris George, Andrea Perry, Dave Sprague, Vicki Vink, Sandi Yacovoni, Fr. John Fleckenstein, Fr. Mark Vyverman, Fr. Matthew Manalel
Amy Doyle, Don Shafer, Pat Riley

The Board meets every month at 5:30pm.

Meetings are open to the public. A copy of the board minutes is available in the school office.

SCRIP

Parents are encouraged to learn about and utilize the SCRIP program sponsored by BCACS. Many families have cut their tuition bills significantly as a result of their use of the program. The SCRIP office is located just inside the front door of the St. Joseph Parish Center. If you have any questions regarding the SCRIP program, give their office a call at 963-3034.

SICK CHILDREN

If it is necessary to keep your child home because of an illness, **we ask that you call the school office by 8:30am** 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 is 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 necessary that he/she not attend any after-school or evening meetings/activities.

Often parents 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 8:30am**. 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.

SNACK

Snacks are offered daily at 10:30 a.m. Since Middle School lunch is at 12:30, this break helps keep energy and attention up throughout the morning. Students may bring a healthy snack from home or may choose from a variety available for sale in the Snack Shack. The cost for snacks is between \$.25-\$.75.

SPECTATORS AT ATHLETIC EVENTS AND AFTER SCHOOL ACTIVITIES PARTICIPANTS

Students who wish to stay for after school athletic events are required to make arrangements with their parents before leaving for school. Students will not be allowed to use the phone during the school day to make arrangements to stay for a game. All students need to check into After School Club before any after school athletic events.

Athletes waiting for their games are to be supervised by either a coach or a parent volunteer. It is the responsibility of the coach (in coordination with the team parents) to develop a schedule to ensure student supervision before games. Siblings of athletes are not allowed to wait with athletes unless their parent is the designated supervisor. Siblings of athletes may attend the "After School Club" until the athletic event start time. If a coach or a parent volunteer is unable to supervise the athletes prior to a game, those students may also attend the "After School Club" until their coach arrives. In both cases, parents will be billed accordingly.

Athletes are not to leave the premises without a signed, dated note from a parent. We do not allow students to walk off of the premises (to McDonald's, friend's house, etc. unless we have a signed note from a parent. This is for the safety of all of our students.

Spectators are a very important part of any sporting event, so please come out and support our teams! If you are tempted to criticize, please refrain. We need to do all that we can to encourage, instruct and applaud our athletes. Never yell or do anything to humiliate a player who has made a mistake. We are working very hard at teaching Christian values and sportsmanship at St. Joseph. Our sporting events are designed for our students to participate in an atmosphere of friendly competition. Student spectators are to stay in the gym (unless using a restroom or purchasing an item from the concession stand) to support the team.

STUDENT RECORDS

Student records are kept locked in the administrative offices. Parents may view these records upon written request with either a teacher and/or an administrator present. While a parent may request a copy of anything in their child's record, original documents may not be removed from the office unless they are formally requested (in writing) from the school a student is transferring into.

STUDENT SUPPLY LIST

See "Supply List".

STUDENT SERVICE HOURS

All of our middle school students are required to fulfill student service hours as part of the Theology curriculum. These hours are split into semesters and the required number of hours is below:

6th Grade: 10 hours for the year. Five hours due at the end of semester one and five due at the end of semester two.

7th Grade: 15 hours for the year. Eight hours due at the end of semester one and seven due at the end of semester two.

8th Grade: 20 hours for the year. Ten hours due at the end of semester one and ten due at the end of semester two.

NJHS students are also required to fulfill five additional student service hours, to be completed any time throughout the year, by May.

TARDIES

It is important that all students are punctual in arriving at school. If a student is not in his/her advisory classroom by 7:55 a.m., he/she will be marked as "Tardy". Students who are tardy to school are to report directly to the school office upon arrival where they will be issued a Tardy Slip. Students whose parents do not call us, send in a note, or come in personally to alert us to the nature of the tardiness will be considered "Unexcused". Excessive tardiness (just like excessive absences) may be a detriment to your child, as the classroom teacher has already begun lessons or other activities that are difficult to duplicate upon a child's late arrival. In addition, much social interaction takes place during the first few minutes of the school day. The "settling in" period is important for each child.

Students are also expected to arrive to each class and be seated on time. Students have ample time between classes, to get to their locker and still arrive to class on time. Students who know that they will be late to class and have a valid reason must obtain the teacher's permission PRIOR to the beginning of class.

Four unexcused tardies will result in a lunch detention. After ten tardies, a parent meeting will be set with an administrator to work on a plan to correct this. Tardies (like absences) become part of your child's permanent school record.

TECHNOLOGICAL DEVICES

Students are discouraged from bringing electronic devices to school. St. Joseph Middle School will not be responsible for lost or stolen items or for damages incurred.

These devices should never be brought to a classroom. **If a student carries a cell phone, iPod, iPad, or e-reader, it must remain locked in his/her locker and off throughout the school day.** Students carrying these devices (or leaving them in places other than the office or a locked locker) are subject to having them confiscated. If an electronic device is taken from a student, a parent must come in personally to pick it up from the office. St. Joseph Middle School is not responsible for any lost or stolen devices.

TECHNOLOGY AGREEMENT

All students have access to computers and teachers often use Internet sites to supplement and enrich their curriculum. Students and a parent/guardian are required to sign a "Technology Use Agreement" that will be kept on file in our office.

TECHNOLOGY USE

All St. Joseph Middle School students are expected to:

- only go on approved sites for each class while on school grounds and/or while using school computers.
- not go on Facebook or YouTube during school hours and while at school.
- refrain from checking personal email while at school.
- be respectful of all persons while on the internet. No harrassment will be tolerated.

TELEPHONE

The office telephone is a business phone and should not be used by students, except in an emergency. Students are not allowed to use the phone to make personal last-minute arrangements such as requesting to go home with a friend or to stay for an after school activity. Students **MAY NOT** call home to have parents bring in forgotten homework or materials.

Whenever there is an emergency, students will be allowed to call a parent, guardian, or emergency contact person. Students must obtain permission from office personnel prior to using the phone.

TESTING

Teachers give tests quite frequently for diagnostic purposes and to assist in evaluating a pupil's progress in school. National and state achievement and

assessment tests are given to reveal specific skills that pupils have or have not attained in reading, math, science, and general academic ability. Seventh grade students also participate in the Iowa Basic Skills/CoGAT assessment each spring. This test assesses most core subject areas.

Each fall all middle school students also participate in the Michigan Educational Assessment Program test (MEAP). The subject areas tested for the MEAP include language arts (reading and writing), mathematics, science and social studies. These tests provide teachers and parents with additional information as to which skills need further reinforcement and instruction.

TEXTBOOKS

Textbooks are the property of St. Joseph Middle School. Textbooks which are covered tend to be better protected. All textbooks need to be returned in the same general condition in which they were given to the student. It is expected that students respect the textbooks as they are expected to respect all school property.

All textbooks are numbered and assigned to specific students. If the student hands in any textbook other than their assigned book, parents will be billed for replacement costs.

Lost, stolen, or damaged textbooks must be replaced. Parents may contact our office to inquire about the value of a textbook.

TUITION/FEES

All tuition records and accounts are kept at the BCACS office. Parents who have questions regarding any financial matters pertaining to the school are welcome to call the BCACS office (963-1131).

VIRTUS

All diocesan schools require all school personnel and parent volunteers (those who have direct contact with students) to participate in and meet the requirements of the VIRTUS: Protecting God's Children program sponsored by the United States Council of Catholic Bishops. Staff members and volunteers are also required to submit to a criminal background check and attend one of the three-hour VIRTUS workshops provided by our diocese. As dates and locations become available, they will be passed along to parents.

Each diocesan school is also required to provide the VIRTUS: Touching Safety program for students each year. Written notification is sent home to all parents/guardians prior to the implementation of this program. Parents have the opportunity to sign an "Opt Out" form if they prefer their child(ren) not participate in this program.

VISITS

Parents are welcome at St. Joseph Middle School. 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. If you are picking up your student at a time other than dismissal, please inform the office in advance and sign him/her out on the clipboard on the office counter. Parents should not proceed to classrooms or lockers. Instead, please stop at the office, and we will call for your child.

VOLUNTEERS

Parent volunteers are a vital part of our school community. They support the numerous outstanding programs associated with the Battle Creek Area Catholic Schools. Volunteering is also the best way for parents to get to know other school families. Parents/guardians are required to volunteer their services for a designated number of hours per school year. Those with questions are welcome to call the BCACS office, since the volunteer requirement is part of the registration process.

Every volunteer must complete the "Protecting God's Children" training (see VIRTUS above) and must also submit to the school office a Criminal Background Check form.

VOLUNTEER OPPORTUNITIES

The following opportunities exist for Middle School parents:

- Snack Shack (10:30-10:45am)
- Cafeteria - serving food (12:20-1:15)
- Transportation for service learning activities, Jr. Campus Ministry, etc.

WEAPONS

The safety and welfare of all students is our primary priority. Therefore, all school and parish grounds must be kept free of all weapons and explosive devices. Students who use, possess, handle, transmit, or conceal any object, which is, or could be considered, a dangerous weapon or instrument of violence, shall face immediate suspension and/or expulsion. This includes during school or parish sponsored activities off of school grounds, as well. The proper police or juvenile authorities will be notified.

ATTACHMENT included in this handbook:

- Receipt of Handbook Statement (to be signed and returned to advisor)

***The purpose of this handbook is to give all students and their parents a general overview of the rules and activities of St. Joseph Middle School. This handbook does not claim to contain each and every rule/policy of the school. Further, such rules and/or policies are subject to change during the course of the school year. Attempts will be made to communicate any changes or adjustments as they are determined.

This school and administration reserve the right to establish fair and reasonable rules and regulations for issues requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with established precedents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school. The policies and regulations within this handbook apply to all school sponsored activities, including those held before or after school and those held away from St. Joseph Middle School.