



# MUSKEGON CATHOLIC CENTRAL ELEMENTARY

Kindergarten – Grade 6

Parent/Student Handbook  
2017-18

## MISSION STATEMENT

***Muskegon Catholic Central educates each student  
in spirit, mind, and body  
by fostering personal excellence within the Catholic tradition.***

*This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, **each student and parent is responsible for knowing its contents.** Please take time to become familiar with the following information and keep the handbook available. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal.*

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**ACADEMIC INTEGRITY**

The integration of religious truths and values into each child's life is brought about at Muskegon Catholic Central, not only by its unique curriculum and dedicated staff, but more importantly by the lived example of parents who are the prime educators in a Catholic/Christian home. To be effective, the doctrine, traditions, spirituality and morality taught in the school must be consistently reinforced by the witness of the families of the Muskegon Catholic Central community.

Every student participates in regular religion classes and daily prayer experiences, as well as weekly and seasonal liturgies. Parents are always welcome to join us in prayer, study and worship.

In order to work toward becoming productive Christian citizens at school and in their future lives, we expect all students to demonstrate responsibility at an appropriate developmental level in the following ways:

1. Making good choices. ("Good" is defined as that which is morally right and leads to spiritual, social, emotional, physical and intellectual growth).
2. Using effective conflict resolution skills. ("Effective" is defined as that which produces a solution that is acceptable to all parties, which maintains their dignity and which does not violate any social or moral law.)
3. Gaining and retaining control of their own behavior.
4. Producing their personal best work and behavior.
5. Applying the principles of academic integrity. Students are expected to do their best work, alone or in cooperation with others, as the assignment calls for. In all their work, students are expected to exercise the life skill of integrity (honesty), and to honor the seventh and eighth Commandments, according to their age and level of understanding. Specifically, this means to refrain from copying others' work, to give appropriate credit for sources of information used in their work, and to rely only on their own knowledge and ability in testing situations.

***Violations of academic honesty or cheating include (but are not limited to)***

- Copying from another students' written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied.
- Giving, receiving, or asking another student for answers for tests / exams.
- Claiming another's work as your own (plagiarism) including sources found on the Internet or in print.
- Using or consulting unauthorized equipment, devices, or programs.
- Possessing, using or consulting teacher's editions or textbooks, software, tests, etc.

**ACCELERATED READER**

Accelerated Reader is a computerized reading comprehension assessment program that monitors reading comprehension as they complete AR tests after they complete an AR approved book. Students are NOT allowed to use the book they have read to answer questions on the assessment but are encouraged to reread and review the book prior to taking the assessment. All students K-6 are expected to participate. This will be a part of their Reading / Language Arts grade. Teachers will inform both students and parents of their child's grade level reading expectation. Parents may monitor their child's progress at home but students are not able to take AR tests at home.

**ACCIDENTS**

In case of illness or injury at school, emergency first aid will be administered. Every effort will be made to contact a parent. In case of failure to contact a parent at home or at work, an authorized person on the student's emergency contact list will be contacted. If there is a failure to reach a contact person, the school will seek medical care as deemed necessary. To insure that your child will receive prompt medical attention in an emergency, you must sign a Medical Treatment Release Form, which is included on the yearly online school registration. Parents are responsible for liability and any fees incurred.

**\*The school should be notified of changes in emergency contact information immediately.**

**ANIMALS OR PETS**

Animals or pets may be brought to school if accompanied by an adult **and** the teacher and office has given prior approval. The animal or pet must be leashed and taken home after the class has had the opportunity to see it. We do not have space or facilities to keep an animal for any length of time during the school day. If you are on school grounds at the end of the day with your pet, please make sure the animal is on a leash and you are not impeding the flow of traffic and you are respectful of students that do not wish to be near your pet.

## ANTI-BULLYING POLICY

Muskegon Catholic Central is committed to providing a safe educational environment for all students. "As a Christ-centered school, we strive to follow the teachings of Jesus above all. He was very clear on how we are to treat others. Numerous times we read this in the New Testament. For example, in Matthew 22, Jesus says, 'You shall love your neighbor as yourself.' This phrase, otherwise known as *The Golden Rule*, is the guidepost for our safe environment goal. As such, we are undertaking efforts to reduce and prevent incidents of bullying between students in the educational environment. Bullying, however, is not a problem that happens only on school property or during the school day. It is also a family and community problem that can exist outside of school and have widespread consequences. Therefore, it is important that parents play an active role in their students' lives to help educate about and prevent bullying.

If you suspect that your child is engaging in or being treated in a way that violates their safety please contact your child's teach and or principal. We do not support parents confronting other parents over situation that take place at school. A copy of our MCC Anti-Bullying information may be found on our P-6 Moodle Page.

## ASTHMA MANAGEMENT PLAN

A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is **written approval from the student's physician and parent/guardian.** *The Asthma Management Policy* form can be found on the school website and paper copies are available in the office. The school suggests that an additional inhaler be stored in the elementary office in case your child should forget or misplace theirs.

## ASSESSMENT

### Parent Conferences

School-wide parent/teacher conferences will be scheduled at two times during the school year. This provides parents and teachers a formal opportunity for an exchange of information. Conferences may also include the student, who may lead the discussion regarding their goals, needs and achievement. Additional conferences may be requested at any time by a student's teacher or parents, whenever a need is perceived.

### Student Academic Progress

Parents with students in Grades K–6 will receive a formal report of their child's progress (report card) four times each year. In addition, grades for students in grades 4-6 will be posted and regularly updated via PowerSchool Parent Portal. An e-mail reminder will be sent to grades 4-6 parents to check their child's progress at mid-quarter.

### Testing

Standardized testing is administered to monitor students' progress, assess ability and readiness, and provide data to help teachers meet students' needs individually and as a part of a class.

The MAP test is currently given to all students Kindergarten through Grade 6. Testing dates are given in the school newsletter. Each child's test results are shared with his/her parents, and are recorded in the student's permanent record.

STAR Reading, STAR Math and Reading Fluency Assessments are three other standardized tests that will be given to students in Grades K – 6. These tests will be given at least three times per year. Additional diagnostic testing may be requested for suspected learning impairments, at either parent's request or teacher's recommendation. Please call the Principal if you would like more information about testing.

## ATTENDANCE

### Absences due to illness or emergency

Regular attendance at school is very important to ensure a child's academic success.

- Daily attendance is recorded by the classroom teacher and office. If your child is kept home from school, please contact the office before 9:00 a.m. either by email or phone (231-755-2201 Ext. 4700).
- Calls may be made before office hours as the answering machine is operating at all times.
- Absences not reported to the school will necessitate a call to the parent's home or work. School assignments must be made up. **It is the student's responsibility to check with the teacher about missing work. This is not the teacher's responsibility.**
- If a student is absent or tardy more than 10% of the days in a marking period, the parents will receive a letter from the principal, a copy of which will remain in the student's permanent record. If the situation continues after the parents have been notified, the school will notify the Intermediate School District Truancy Officer and follow the Compulsory School Attendance Law.
- Any students arriving after 10:30 a.m. (excused or unexcused) will be considered absent for half a day.

- Any student leaving before 1:30 p.m. and not returning will be considered absent for half a day.
- If a child is not in attendance for the school day, it is expected that they will NOT participate in any evening school sponsored activities.

**Excused and UnExcused Absences or Tardies**

Students must present a dated, written note from a parent/guardian to the homeroom teacher or contact the school office by phone or email in case of:

- Tardiness
- change in transportation arrangements
- request for early dismissal
- appointments during school hours
- family trips at times other than scheduled school vacations.

It is in the best interest of your child’s education to keep requests to interrupt a child’s time at school to a minimum. If a parent knows a student will be absent, the teacher will try to accommodate both the student and parent by giving the child the assignments ahead of time. Please note that this is not always possible and sometimes the work will need to be completed when the student returns.

Muskegon Catholic Central Elementary will follow the Compulsory School Attendance Law for all students. Please review the Parent Guide to School Attendance and the law if you question your child(ren)’s absences or tardies.

[http://www.muskegonisd.org/downloads/dept/school\\_attendance\\_brochure.pdf](http://www.muskegonisd.org/downloads/dept/school_attendance_brochure.pdf)

**Tardiness**

Tardiness is defined as a child coming to school after 8:00 a.m. In case of tardiness, parents are required to call or email the school by 9:00 a.m. to report a child’s tardiness and to order hot lunch for the student, if required. When students arrive after the school day begins, they must report to the office to receive a tardy slip.

- Tardies will be recorded and accumulated per marking period.
- If a student is absent or tardy more than 10% of the days in a marking period, the parents will receive a letter from the principal, a copy of which will remain in the student’s permanent record. If the situation continues after the parents have been notified, the school will notify the Intermediate School District Truancy Officer and follow the Compulsory School Attendance Law.

**AUXILIARY SERVICES**

Auxiliary services may be provided by the student’s resident district, Muskegon Public Schools and the Muskegon County Health Department and include the following:

Social Worker                      Homebound Services      Speech Correction Service      Physical Therapy  
 School Psychologist      Vision and Hearing      Occupational Therapy

If a child qualifies for auxiliary services per state law qualifications, the child’s parent will be notified by their public school district special education director and involved in future meetings and communication concerning student assessments and services. If you would like your child evaluated for services please contact the building principal.

**BOOKS**

Tuition fees for Grades Kindergarten through Grade 6 cover the cost of textbooks, workbooks, tests, equipment, art materials, handwriting paper and various other materials. All students are expected to bring some of their own materials according to the supply list sent home each spring, or upon registration. Each student must supply a protective book bag in which to carry books to and from school. Lost or damaged books will be replaced or repaired at the student’s expense. Responsible care of materials, equipment and books is expected of all students.

**CALENDAR**

Each family has received a system-wide calendar for the school year. In addition, a more detailed bi-weekly calendar of events will be included in the weekly newsletter. You may also find a copy of the newsletter on the school website: visit [www.muskegoncatholic.org](http://www.muskegoncatholic.org), go to Schools, Grade PK-6, Grade PK-6 News & Info and a copy of the newsletter can be found. Also, on the bottom of main page of the website, a ‘calendar’ link can also be found that has school wide important dates.

**CELEBRATIONS (Birthdays/Class Parties)**

Students’ birthdays are always a special day at Muskegon Catholic! Many students like to bring a small treat (excluding gum) to share with members of their homeroom to celebrate their special day. If your child chooses to

do so, please make arrangements with the teacher in advance and make sure there are enough treats for all members of the student's homeroom. Students whose birthdays fall during the summer months may celebrate at school on their "half-birthday". Parents may also wish to honor their child on their birthday by the gift of a book for the school library, which will be labeled accordingly.

As festive as birthdays can be for the birthday child, they too often cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. To avoid these misunderstandings before they happen, we have the following birthday guidelines:

1. Save deliveries of balloons, flowers, etc. for your home celebrations. If they are sent to the school office, they will be delivered to the student at the end of the school day.
2. Special visits, such as singing telegrams, limo rides etc., are not permitted.
3. The staff understands that it is not always possible to host all of your child's classmates for a party, therefore we ask for your discretion to spare the feelings of children who are not invited. Deliveries of invitations for parties, sleepovers, etc. will not be distributed at school. Please use the US Postal service or e-mail to deliver party invitations directly to students' homes. This is also a good opportunity to talk to your child about social graces and not talking about the party at school.
4. Please arrange for your birthday guests and their gifts, etc. to be delivered to your home and not brought to school. When the party leaves from school, or students are bringing gifts, sleeping bags etc. to school, it is obvious to the children who aren't invited what they are missing. Also, classrooms have no room to store these items during the day.
5. Students will not be released during the school day to attend birthday parties or other functions which are social in nature.

School parties are scheduled with the classroom teachers and are often organized with the help of room parents. Parents are invited to join in the fun during our Halloween, Christmas, Valentine's Day parties and any other such event as occasionally occurs.

## **CELL PHONES**

All student cell phones must be turned off and stored in lockers from 8:00 a.m. to 3:00 p.m. If a student chooses to use a cell phone during the school day, the phone will be taken and turned in to the office. The student may come in after school and pick up their phone from the office if it is their first offense. If a second offense occurs, a parent must come in to pick up the phone from the office. If a third offense occurs, the student, parent and Principal will have a conference to discuss options.

## **CHILD PROTECTION**

Enacted in 1988, the Child Protection Law requires school teachers and administrators to report suspected cases of child abuse or neglect to the proper state authorities(Child Protective Services). An oral report must be made immediately; followed by a written report within 72 hours any time there is any indication to suspect abuse or neglect."Child abuse" means harm or threatened harm by a person to a child's health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation or maltreatment.

"Child neglect" means harm to a child's health or welfare by a parent, legal guardian, or someone who has custodial care of the child. This occurs through failure to provide adequate food, clothing, shelter, or medical care; or putting a child at unreasonable risk by failure to eliminate that danger when you have knowledge of the risk.

As a school, we are mandated by the state to report anything that comes to our attention that could be a possible case of neglect or abuse. This information may come to us through the verbal statements of a child, an observation in the classroom or written work of the student.

## **CLOSINGS**

School closings due to unforeseen events such as heavy snowfall, power failures, etc. will be announced on local radio and television stations, usually by 6:30 a.m. If you would like to receive School Closing announcements via

text message, please join the Remind 101 Group. Upon school closing or delay, a text will be sent out to all members.

## **COMMUNICATION**

A successful partnership between parents and school depends heavily on good communication. At Muskegon Catholic Central we work hard to stay "in touch". We encourage parents to visit and volunteer often, to call the teacher whenever a question arises, to send notes, email or call the office as needed and to request an appointment with the Principal on matters of broader concern.

### **As a staff we try to keep you informed and involved in the following ways:**

- Early and frequent contact from teachers
- Classroom Blogs
- MCC Facebook Pages
- Parent/Teacher Conferences (fall and spring)
- Parent Information Night
- Open Houses
- Parent/Student Handbook
- Weekly Newsletter from the office
- MCC and Diocesan bulletins as they arrive
- An open door policy in the office
- Open monthly meetings of the School Operations Committee
- Town Hall Meetings on various topics
- Home and School Association Monthly Meetings
- [www.muskegoncatholic.org](http://www.muskegoncatholic.org)

### **You can keep us informed in the following ways:**

- Update the office of any change of home address or phone number.
- Notify the office of changes in work locations and phone numbers.
- Keep us up to date on child care arrangements and emergency contacts.
- Supply us with documentation if there is a change of legal custody.
- Respond promptly to requests for information, returning forms, etc.
- Tell us about your child's accomplishments outside of school.
- Send a note if transportation plans vary from normal.
- Let the teacher know immediately if your child is having a problem.
- Warn us about bad haircuts, new glasses, braces, loss of a pet, etc.
- Send notes of appreciation to teachers and staff members.
- Share media articles of interest and new ideas.
- Attend as many school functions as you can, including School Operations Committee and Home & School Association meetings.

We live in an information age. Access to information is the key to success. Let's work together to keep the lines of communication among our school community open and clear. Information may be transmitted by written note, FAX 231-755-2744 or email to school personal.

## **COMPUTERS/COMPUTER NETWORK POLICIES**

All students in Kindergarten through Grade 6 will have a scheduled instruction time on the classroom / lab computers. In addition, teachers may schedule other work in the lab for their classes or individual students according to need and availability. Parent assistance is needed and appreciated in the lab. All students and staff must have on file a signed copy of the MCC Acceptable Use Policy (AUP). Internet access is available on classroom / lab computers for all students, unless parents have indicated on their permission form that they wish their child to be excluded from this service. All software used on school computers must be approved by the MCC Technology Coordinator, and must be accompanied by licensing literature and/or receipt of purchase. The use of the MCC Network is a privilege. MCC students may make educational use and *limited* personal use, when space is available, of all hardware and software authorized for their use and for which they have received training.

Please review the MCC Acceptable Use Policy for the complete list of rights and responsibilities.

- An AUP and G Suite Access Permission Form, signed by both the student and a parent, must be on file with the Director of Technology before a student is issued a network account. A complete list of network policies is included in the AUP Form that is at the back on this handbook.

The contents of personal files and internet usage are not private on the MCC network. While correcting assignments, fixing network/Internet problems or utilizing our student network monitoring devices we may find a violation of a MCC policy or the law. Depending on how serious the policy violation is and on existing handbook procedures for inappropriate behavior, the technology instructor/supervisor or school administrator may choose one or more of the following consequences: parent contact, verbal or written warning, temporary access denial, permanent access denial, suspension, expulsion, or alternative punishment.

### **CONCERNS – GRIEVANCE PROCEDURE**

A grievance procedure is not a routine matter, but rather a circumstance thought to be unjust or injurious involving a consequent element of resentment. The grievance can arise from a situation that is impeding a student's academic progress or his/her social development. No matter what the situation, the school is always concerned. Many problems can be resolved through open communication.

The grievance procedure that must be followed is:

- Contact the teacher involved first.
- If, after consulting with the teacher involved, a problem still exists, contact the Elementary Principal.
- If the problem is still unresolved after contacting the teacher involved and the Elementary Principal, contact the President of Muskegon Catholic Central and a meeting with the Principal and the President will be scheduled.

### **CONCUSSIONS**

Per Michigan State Law parents and students need to be notified of the warning signs of a concussion or head injury. Please read the Concussion information located at the back of the handbook and sign the area on the Parent/Student Contract that states you have read and understood the material.

### **CONTROLLED SUBSTANCES**

This policy shall be in force for all situations for which school officials have general supervisory jurisdiction including school functions held away from Muskegon Catholic Central.

#### **Search and Seizure**

The Administration reserves the right to conduct a reasonable search of an individual, his/her person, locker, purse, backpack/book bag or vehicle when there is a reasonable cause to believe the student is in possession of alcohol, a narcotic, marijuana, or other controlled substance. "Possession" is used to denote drugs, alcohol, marijuana, look-alikes or other drugs and/or paraphernalia to be on a student's person, in his/her locker, purse, etc.

#### **Sale or Distribution**

Where school officials have evidence that a student has distributed any drugs, alcohol, marijuana, controlled substance or any look-alike drug, regardless of quantity, the Administration will recommend expulsion of the student.

#### **Possession**

Where school officials have found a student in possession of any drug, alcohol, marijuana, controlled substance or look-alike drug in any quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

Where a student is in possession of any drug, marijuana, seeds, scraps, paraphernalia, pills, capsules, controlled substance, look-alikes, or alcoholic beverages on school property or at any Muskegon Catholic Central sponsored activity where quantity suggests personal use, the Administration will place the student on a five day "in-school suspension" and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the building Administrator which may include, but is not limited to, expulsion of the student from school.

#### **Under the Influence**

When a student exhibits behaviors of or actions similar to being "under the influence" of a controlled substance, narcotic, marijuana, alcohol or look-alike drug on school property or any Muskegon Catholic Central sponsored activity: (a) the Administration will inform the parents; (b) if the parents cannot be reached, or in case of an emergency, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance; (c) the Administration will place the student on a five day "in-school suspension" and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the building administrator, which may include, but is not limited to, the expulsion of the student from school.

## **CRISIS RESPONSE**

### **Crisis Intervention**

In the event of a crisis, the school staff will respond according to established procedure. Our crisis intervention plan has been designed to minimize danger to anyone occupying our school should an emergency situation develop. Your child's physical, spiritual and emotional well-being is very important to us. The main objective of this plan is to attend to the health and welfare of your child(ren) in the event of a crisis.

### **Crisis Response Plan / Crisis Procedures**

In most emergencies, students will remain at school and be cared for here. In the rare event of an emergency prohibiting re-entry to the building (such as broken gas or water main, fire, toxic chemical spill, or bomb threat), students will be relocated.

We ask that you follow this procedure if you hear of any school emergency:

- **Check your Email and Remind Text Messages.** We will keep the you informed of any and all emergency information.
- **Please do not call the school.** Our telephone lines must be kept open to respond to the emergency.
- **Please do not come to school unless you are requested to pick up your child.** Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

In the event of a chemical spill or disaster of similar nature, the building will be locked and closed off to all outside air. This is called sheltering in place, and we will not open the building until we receive an all clear from local authorities. Do not come to pick up your child in this event because you will not be allowed to enter the building.

In the event of an emergency or disaster, your child(ren) may be seen by a trained crisis response team member.

### **Fire Procedures**

Your child will participate in six practice fire drills during the school year. Silence and order with a calm atmosphere will be maintained. The safety of your child is the first priority of the teacher. **DO NOT** pick up your child unless you are notified to do so.

### **Severe Weather**

In the case of severe weather during the winter, if school is to be cancelled or dismissed early, it will be announced on the local radio and television stations.

### **Tornado Procedures**

Your child will participate in two tornado drills during the school year. In the event of a tornado alert during school hours, we will be notified through the Civil Defense Office. The children have practiced for such an emergency and will be as safe at school as they would be at home. During a *watch*, we continue to conduct business as usual, but will monitor local weather information sources continually. If you wish, you may pick-up your child during a *watch*. However, if the watch becomes a **warning**, we will take cover immediately according to approved procedures. At that point, no child will be released until the **warning** is cancelled. Please do not call school. Staff will be taking cover with the children, and the phone lines may be needed.

### **Shelter in Place**

Students will participate in two shelter in place (lock down) drills. The Muskegon Police Department will participate in one drill.

## **CURRICULUM**

Our curriculum is the vehicle with which we carry out our mission. It includes formal and informal learning; Catholic Christian values lessons that are modeled, observed and experienced; research, discovery and guided exploration; cooperative projects and direct instruction.

Working with the Diocesan Office of Catholic Schools, our local public schools, the Muskegon Area Intermediate School District and the State of Michigan, we strive to provide a curriculum befitting our mission that is appropriately challenging, individualized and current.

A complete listing of curriculum goals and objectives, by grade level and by subject area, can be obtained for review from the Diocese of Grand Rapids. Specific questions regarding your child's curriculum should be directed to the teacher. Parents are also always welcome to make an appointment to visit their child's classroom for a better understanding of, and hands-on experience with, the curriculum. We always appreciate parents' input and support, especially with regard to areas or topics in a personal or professional area of expertise. The MCC Academics/Curriculum Committee is open to ad hoc members who wish to share their expertise as well.

## **DAMAGE**

The school plant, facilities and furnishings provided for our use must be respected. The student or his or her parent or guardian must pay for any defacement, breakage, or damage done through carelessness or inappropriate behavior.

## **DEVICES**

It is recommended that iPods, MP3 players, Game Boys, etc. be left at home unless there are specific days or periods of time when these are requested for school activities. The school cannot be responsible for loss, theft or damage of such items.

Any item that is a distraction from schoolwork or a source of conflict among students will be confiscated. Parents may pick the item up from the adult who confiscated it, but the student will be responsible for letting parents know that an item needs to be retrieved.

\*\*If you choose to allow your child to bring their Mobile Technology Device to school for education purposes please read, sign, and return the MCC Mobile Technology Policy located in the appendix.

## **DRESS CODE KINDERGARTEN – GRADE 6**

**All uniform clothing is to be solid in color without embellishments of any kind (for example: embroidery, accent colors, colored zipper tags). Clothing is to be free of rips, tears, and holes and should reflect appropriate school attire.**

### **Tops:**

- Solid white blouse (girls); dress shirt (boys) with a collar and buttons
- Solid white polo with a collar and buttons
- White MCC logo shirt – available at Trophy House and Crusader Corner
- Shirts may have long or short sleeves
- Shirts must be tucked in!

### **Pants/Shorts:**

- Solid navy blue cotton twill dress pants
- Solid navy blue cotton twill dress shorts no shorter than 2 inches above the knee
- Solid navy blue cotton twill capris (girls)
- Shorts and capris are allowed to be worn August-October and April-June only.
- No corduroy, denim, stretch pants or leggings
- Cargo pants are allowed

### **Skirts / Skorts / Jumpers: (Girls)**

- Solid navy blue skirt, jumper or skort (length may be no shorter than 2 inches above the knee)
- Sunshine Uniform plaid skorts and jumpers (7-12 uniform pieces) may be worn.

### **Sweaters:**

- Solid navy blue or white cardigan, crew neck, v-neck or vest
- No hoods or fleece

### **Sweatshirt:**

- A green, grey, navy, white, or blue crewneck sweatshirt with the MCC logo (available at Crusader Corner)
- No hoods

### **Socks:**

- Plain navy blue, black or white
- Navy blue or white tights or leggings worn with skirts

### **Shoes:**

- Tennis or dress shoes
- No heeled, wedge shoes or open toe shoes
- Sandals, flip flops, and slippers are not allowed

### **Belts:**

- Solid black, blue, or dark brown

### **Additional:**

- Boys are not to wear earrings or cover them up while in dress code or when wearing a school uniform.
- Girls are to wear a tank top or undershirt if their undergarments show through their uniform top.
- Student's hair must be clean, neat and well groomed. Extreme hair styles and/or colors are not to be worn by any student.

- Fleece, hoodies and other non-uniform items may be worn before/after school and during recess.

## **DRESS DOWN DAYS**

Color Day (last Friday of month): Students may wear uniform or non-uniform school appropriate attire.

Crusader Friday (every Friday except the last Friday of the month): Students may wear a uniform bottom and MCC School Spirit top or uniform top

Green & Gold Day (Special Events): Student may wear Green & Gold School Spirit attire with school appropriate bottom or their uniform.

\*School appropriate attire is to be modest and protect the integrity of our students. Leggings and tight fitting pants without appropriate covering are not school appropriate and the student will be brought to the uniform closet to change to appropriate pants or skort. Shirts should have sleeves covering the shoulder. Spaghetti strap style tops are not school appropriate. Shorts must be two inches above the knee.

***Reminders of up-coming Dress Down days will be posted in the weekly newsletter.***

(July 2017)

## **DROP OFF – PICK UP**

### **Drop Off**

Students should be dropped off between 7:45 and 8:00 a.m. in front of the Morse gym. A staff member will be there to help direct your child into the building. **Do not stop and drop your child off at the elementary doors.** Do not park and let your child run into school unaccompanied. If you want to walk into the school with your child to drop off a school project or birthday treat, please park near (and enter through) the main Elementary entrance.

### **Pick up**

Students should be picked up at 3:00 p.m. in front of the Morse gym. Cars will form two lines. Staff members will escort children to their cars. If your child needs to meet an older student at the High School or go to a different exit, please make arrangements with your child's teacher. If you would like to park and walk into the school to get your child, please park to the east of the Elementary entrance and exit following the west bound traffic pattern. All parents choosing to pick up their child inside must wait at the end of the hallway until their child's teacher has dismissed the class. Do not enter the classroom, dismissal is a busy time of the day and classroom time needs to be respected.

*Parents are highly encouraged to drop off and pick up their child using the procedures in front of the Morse Gym.*

## **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

### **DISCIPLINE PHILOSOPHY**

The basic foundation for the child's conduct is love for God and love for others. **RESPECT**, respect for God, self, others, and property will be the guideline for the student's actions. In general, students are expected to devote their energies to learning and are expected to make a sincere effort to do their best work. They will accept responsibility for their own actions and respect the authority of school personnel. In addition, students should respect the personal rights and property rights of others and conform to the laws of the community, state and nation. We consider discipline to be an essential part of a child's total growth and development.

Our discipline plan includes the following components:

- An emphasis on curriculum that provides students with life skills which promote understanding of themselves and others as children of God. These include activities which foster self-esteem, acceptance of self and others, non-violent conflict resolution, responsibility, integrity and respect.
- Clear and concise school rules and procedures which are communicated to parents, students and staff. This includes our EXPECT RESPECT policy and rubric.
- Teachers' responsibility for planning developmentally appropriate instructional programs, and implementing productive classroom management techniques. Each teacher will establish classroom rules and procedures designed to maintain a climate conducive to learning. These will be posted in each classroom, explained to all students and reviewed periodically. A copy of classroom-specific rules and procedures will be provided to parents within the first two weeks of school. Each student will be expected to take responsibility for the consequences of his/her own actions.

- A procedure for involving parents in working with the school to alter their child's behavior (e.g., phone calls, conferences, behavior modification plans, behavior contracts, consultation with the school counselor).

**Corporal punishment is never administered by teachers, administrators, staff members or volunteers at Muskegon Catholic Central.**

## **DISCIPLINARY ACTIONS**

### **Detention**

Students may be detained during lunch/recess or before/after school for a minor violation of school or classroom policy. The student will be given notification by the teacher and/or Principal. It is the student's responsibility to make any special transportation arrangements on the day of the detention.

A student absent on an assigned detention day will be reassigned to another day. Students purposely skipping a detention will automatically be assigned an extra penalty detention. Participation in school activities is not an excuse to miss a detention.

Sometimes work detentions will be assigned and the student will perform tasks such as cleaning up the school grounds.

### **Suspension**

Suspension for a serious or continuous breach of school rules is the withholding of the privilege of attendance to class/school for one or more school days.

The Administration will notify a parent of the suspension and the reason for it. A conference with the parent and student is required before the student will be readmitted to class.

Suspended students are expected to make up all assignments. Assignments not satisfactorily made up will receive a zero. All assignments are due the first day the student returns to class. Projects are due on their **assigned** date. On the first day back, students must also arrange a day and time to make up tests. It is the student's responsibility to contact teachers for assignments and arrange for make-up tests.

For any suspension, students are not allowed to participate in extracurricular activities during the period of their suspension.

#### ***Types of Suspension Include:***

1. **Class Suspension** – A disciplinary action by administration involving a student's separation from a regular class. The student will remain in the school office for the duration of the class.
2. **In-School Suspension** – The student spends all or a portion of the school day in the school office and is not permitted to attend classes.
3. **Out-of-School Suspension** – The student is not allowed in the school building or at any school function except for scheduled conferences with a Counselor or Administrator.

Any violation of federal, state or local law will generally be reported to the appropriate law enforcement authorities. Disciplinary action may be taken by the school regardless of whether criminal charges result.

The school may seek to recover damages from parents for any minor or from any person who has initiated or taken part in any act of destruction/damage of property, vandalism, arson or theft.

### **Disciplinary Probation and Contract**

A student is placed on probationary status when involved in serious or continuous rule violations. After three (3) continuous rule violations the student will be placed on a contract which outlines the terms the student must follow to remain a student at Muskegon Catholic Central. The contract will be agreed upon and signed by the Principal, student and student's parents. Any violation of the terms of the agreement by the student may lead to expulsion from school after a disciplinary review.

### **Expulsion**

Expulsion is the permanent dismissal of a student from the school. It is enacted by the MCC Head of School when there is a prolonged and open disregard for school authority, or when circumstances of crime, scandal, morality, safety or disruption necessitates this extreme disciplinary action. Any student in possession of a dangerous weapon or firearm at school, on school property, in school vehicles or at a school-sponsored event will be expelled. "Possession" includes on ones person, in ones locker, car, purse, etc. The Head of School, acting with authority of the MCC Executive Board, shall exercise the right of expulsion only after suspension and a conference with the student and the student's parents/guardians. Parents/guardians of any expelled student have the right of appeal to the full MCC Executive Board within 30 days of the effective date of an expulsion. The request for appeal should be made to the Head of School.

## **DUE PROCESS**

The constitutional rights of individuals assure the protection of due process. Every effort shall be made by administrators and faculty members to resolve problems through effective use of school and community resources in cooperation with the student and parents/guardians. All appeals should be made at the level where an issue originates. If adequate resolve is not attained, the next level of authority should be petitioned: Teacher/staff, Principal, President, and the Executive Board.

**EXPECT RESPECT RUBRIC - KINDERGARTEN THROUGH GRADE 6**

Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<p><b><u>Low Level Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● "Horseplay"</li> <li>● Mean/Rude Gestures</li> <li>● Mean/Rude Comments</li> <li>● Rumors</li> <li>● Name Calling/Teasing</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 2 Silent Noon Recess</li> <li>Δ Time to Think Form</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 4 Silent Lunch &amp; Recess</li> <li>Δ Time to Think Form</li> <li>Δ Student Calls Parent</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ ISS (Time Age Appropriate)</li> <li>Δ Conference with Student, Parent, Teacher, Principal</li> </ul>
<p><b><u>Moderate Level Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Pushing/Shoving</li> <li>● Hitting/Punching/Kicking</li> <li>● Threatening</li> <li>● Taunting/Ridiculing</li> <li>● Unacceptable Behavior Towards Any Adult</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 2 Silent Noon Recess</li> <li>Δ Time to Think Form</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 4 Silent Lunch &amp; Recess</li> <li>Δ Time to Think Form</li> <li>Δ Student Calls Parent</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ ISS (Time Age Appropriate)</li> <li>Δ Conference with Student, Parent, Teacher, Principal</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 1 Day OSS</li> <li>Δ Conference with Student, Parent, Teacher, Principal before return to school</li> </ul>
<p><b><u>High Level Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Graffiti</li> <li>● Damaging Property</li> <li>● Stealing</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 2 Silent Lunch &amp; Recess</li> <li>Δ Time to Think Form</li> <li>Δ Student Calls Parent</li> <li>Δ Restitution (if Applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ ISS (Time Age Appropriate)</li> <li>Δ Conference with Student, Parent, Teacher, Principal</li> <li>Δ Restitution (if Applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 1 – 3 Day OSS</li> <li>Δ Conference with Student, Parent, Teacher, Principal before return to school</li> <li>Δ Restitution (if Applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 3 – 5 Day OSS</li> <li>Δ Conference with Student, Parent, Teacher, Principal before return to school</li> <li>Δ Restitution (if Applicable)</li> </ul>
<p><b><u>Severe Level Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Harassment (Sexual, Racial, Cultural, Religious)</li> <li>● Stalking</li> <li>● Intimidation/Extortion</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 5 Silent Lunch &amp; Recess</li> <li>Δ Time to Think Form</li> <li>Δ Student Calls Home</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ ISS (Time Age Appropriate)</li> <li>Δ Conference with Student, Parent, Teacher, Principal</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 1 – 3 Day OSS</li> <li>Δ Conference with Student, Parent, Teacher, Principal before return to school</li> </ul>	<ul style="list-style-type: none"> <li>Δ 15 Second Intervention</li> <li>Δ Behavior Report</li> <li>Δ 3 – 5 Day OSS</li> <li>Δ Conference with Student, Parent, Teacher, Principal before return to school</li> </ul>
<p><b><u>Extreme Level Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Possession of Weapons, Fireworks, Explosives</li> <li>● Bomb Threats</li> <li>● Stabbing w/ sharp object or knife</li> </ul>	<ul style="list-style-type: none"> <li>Δ Immediate Expulsion</li> </ul>	<p>All state and federal laws regarding extreme level behavior violations will be upheld. Proper authorities will be notified</p>		

• Shootings		
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1. The above rubric is intended to be used for guidance for aggressive behaviors outlined by Marcia McEvoy “Helping Kids Get Along.” The school Administration and staff reserve the right to evaluate each situation, respond, and discipline as necessary and appropriate to the student’s age .

2. After the fourth time a student repeats a behavior, an individual behavior/action plan will be developed.

***In addition, students are expected to at all times***

- Respect the rights and property of others.
- Follow directions from those in charge.
- Keep hands, feet and objects to themselves.
- Use polite language. Teasing, bullying or threats are not acceptable

***On the playground***

- Use all equipment in the proper manner.
- Stay in designated play areas.
- Play in a safe and responsible manner.
- Respect and obey the assigned supervisors.

***At lunchtime***

- Enter quietly, and sit quietly at assigned tables.
- Use acceptable table manners.
- Walk to and from tables.
- Notify supervisors of spills and help to clean them up.
- Use furniture, paper supplies, condiments and utensils properly.
- Show respect for God’s generous gifts by not wasting food.
- Dispose of waste properly.
- Leave a clean place for the next person.
- Wait quietly to be excused.

***In the hallways***

- Walk quietly, keeping hands and feet to themselves.
- When walking with a group, walk in a line, keeping to the right side. Respect the right of others to pass.
- Do not lean on, or touch, artwork on the walls.

***In the classroom***

- Follow classroom expectations and procedures. These will be explained by each teacher to their students during the first week of school. Parents will receive this information at the Parent Information Night held in August prior to the start of school each year. Classroom expectations and procedures will be supported and enforced by Administration.

**EXTRA CURRICULAR ACTIVITIES ELIGIBILITY**

With their parents’ permission, eligible students may choose to participate in extracurricular activities such as sports, Destination Imagination, etc. In order to remain eligible to participate, a student must maintain satisfactory conduct and effort. Teachers will evaluate students in each area. 6<sup>th</sup> grade students participating in middle school athletics and the Spring Musical must follow 7-12 eligibility requirements (see 7-12 handbook on website).

**FIELD TRIPS**

Each class will be encouraged to take at least two educational field trips during the school year. These trips offer the students opportunities to broaden their experiences and reinforce the curriculum. A note and permission slip will be sent home informing the parent of each field trip. For local trips, parents may also be asked to volunteer as drivers. Field trip drivers will be required to make provide a copy of insurance coverage and driver’s license and safe driving record.

In keeping with the school philosophy, alcohol or drug use by parents or students on school trips is strictly forbidden.

**FILMS**

All films viewed by our children in school are to be rated G by the Motion Picture Association. Parental permission must be given before films with other ratings are shown. Films shown for entertainment purposes are reserved for special occasions. All non-educational films must be approved for viewing by the Principal.

**GUN-FREE POLICY**

(Policy 5115 MCC) Any MCC student in grades K – 12 who is caught with a firearm or a weapon at school, on school property, in school vehicles, or at a school sponsored event, will be immediately expelled.

(Policy 5116 MCC) Students who have been expelled from another school because of a weapons violation will not be admitted to the Muskegon Catholic Central.

## **HARASSMENT**

In keeping with our Christian values, harassment directed toward students, staff and parents will not be tolerated. This refers to behavior that is personally offensive, fails to respect the rights of others, or creates an intimidating/hostile educational environment. (Statement of Employee and Student Dignity Policy 4400 MCC Human Dignity)

Muskegon Catholic Central expects all employees, volunteers and students to conduct themselves with dignity and with respect to the dignity for fellow employees, students, faculty and others. Harassing anyone, including sexual or racial harassment, will not be tolerated. If the situation involves MCC students, all parents of involved students will be notified.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school system, it is against the policy of this school system for any employee, student, teacher, or volunteer, male or female, to sexually harass another employee, student, teacher or volunteer.

## **HEALTH**

In order to protect the health of all children, a child who does not feel well should be kept home.

A child who is in school is expected to participate in all school activities: recess, physical education, field trips, etc. A note from the child's/family's doctor is necessary for the school to excuse a child from gym or recess (this includes noon recess).

All children are expected to meet current Health Department standards for immunizations. Call your physician's office if you have a question about immunizations.

What follows is a summary of the Health Department publication entitled, "When to Keep Your Child Home." The school also uses these guidelines to determine if a child should be sent home from school.

### ***Fever (100 degrees or more)***

- Do not allow child to return to school until **free** from fever without the use of fever reduction medication for 24 hours.

### ***Cold, Sore Throat, Cough***

- "Heavy cough" and hacking cough, home in bed even though no fever. Sore throat, but no other symptoms, send student to school, **BUT** check the throat for spots and check for a fever. If either is present, keep the child home and call doctor.

### ***Rash***

- Do not send a child with a rash to school until your doctor has said that it is safe to do so.

### ***Headache***

- Usually, there is no need to be kept home. If you wish your child to take medication for headache, you will need to send the medication to the office in the original container, with a permission form indicating your instructions regarding administration

### ***Earache, Eye Discharge, Yellow Skin or Eyes***

- Keep child home and consult your doctor without delay.

### ***Toothache***

- Consult your dentist.

### ***Vomiting, Diarrhea***

- Keep the child home. Consult your doctor if it persists.

### **Returning to School Following an Illness**

**A child should be completely well before returning to school after an illness. The ability to participate in all school activities including recess is a good indicator if a student is ready to return. Exceptions are made when unusual circumstances merit special attention to a student's health needs.**

## **HOME AND SCHOOL ASSOCIATION**

Education is a shared responsibility of students, teachers and parents. The development of genuine communication and cooperation is imperative for effective education. Parental involvement and participation are expected because they unite the home and the school in a common goal - the total education of the child.

These are some ways for parents to become involved:

- Home and School Association Board: Elections take place in April for the following year's board.
- Home and School Meetings: Monthly meetings beginning in August and continuing through June.
- Home and School Fundraiser: The Race for Education will be held each year.
- Opportunity Book: Check this booklet for ways to share your time and talents with our school.
- Home and School Activity/Family nights.

## **GENERAL HOMEWORK/STUDY SKILLS GRADES K-6**

Homework is a part of the curriculum at all grades, Kindergarten through Grade 6. A distinction is made between homework and assignments. Children most often have assignments in relation to classes. Assignments not finished during school hours become homework.

In addition, there will be assignments that are specifically homework. The resources needed may only be available at home, extra practice may be needed, or the teacher may wish to have parents involved. Each teacher will make her/his style of assigning homework known to students and parents at the beginning of the year, either by newsletter or during the Parent Information Night.

Parents' support is critical for successful completion of homework. Please help your child find a special place to study and assign a location for notes and papers. Perhaps the hardest part of homework is seeing that it gets turned back in to the teacher. You can help your child develop a consistent routine for placing completed work into their book bags. Students from Kindergarten through college can learn to be responsible about their homework with your support. If your child is having trouble in this area, contact the teacher for suggestions early in the year.

A parent can help his/her child by being aware of skills and techniques which make learning easier, and more enjoyable. The following are student guidelines for achieving good study habits.

- Come to class prepared, with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well, and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Teachers will post assignments on our website, [www.muskegoncatholic.org](http://www.muskegoncatholic.org). Click on "Schools" or "Grade PK-6", then "Grade PK-6 Classroom Links" and select the teacher. This website is used as supplemental tool for assignments. It is not meant to replace the directions teachers give during class.

## **Grades 4-6 HOMEWORK POLICY**

### **Introduction**

Homework at Muskegon Catholic Central Schools is an essential part of student academic success. Assignments will vary in accordance to the needs of the class and will be a continuation of completion of classwork. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students and parents have a responsibility for the success of homework.

### **Homework Policy Guidelines for Students**

- Always do your best work
- Record directions for homework in your planner following your teachers written and verbal instructions
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class

- If attending 'Homework Help' use your time wisely and be respectful to the assigned teacher
- Understand how homework will affect your class grade
- Regularly check their posted grades via PowerSchool Parent Portal
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.;

**Homework Policy Guidelines for Parents**

- Be familiar with the guidelines of the homework policy
- Check your child's daily planner
- If need clarification check your child's classroom blog
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child consistently exceeds the allotted time frame
- Regularly check your child's posted grades via PowerSchool Parent Portal
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects

**Time Frame of Homework Assignments**

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance.

Homework Time Frames	
Grade 4	40-45 Minutes of homework five nights per week, Monday through Friday Students may be required to spend time on the weekends for any long-term assignments and required reading.
Grade 5	45-60 minutes of homework five nights per week, Monday through Friday Students may be required to spend time on the weekends for any long-term assignments and required reading
Grade 6	45-60 minutes of homework five nights per week, Monday through Friday Students may be required to spend time on the weekends for any long-term assignments and required reading.
Students should be encouraged to read for pleasure on weekends and vacations.	

**Homework Absence Policy:** For each day a student is absent, he/she will receive that amount of days to complete and turn in their work. If this is not enough time for a student to make up their week (like for absences exceeding a week), the student needs to talk to the teacher(s) about a due date that will work. This re-established due date is the *responsibility of the student*.

**On Time Grading Policy:** To earn full credit on an assignment, students must turn completed work in prior to the start of the class period. The lowest grade a student can earn on a complete and on-time assignment is 55%.

**Late Work Policy:** Any work turned in after the class period in which the assignment was due will be given a 10% grade reduction and will be graded to the same standards as assignments completed and turned in on time. Late work will be recorded as its true grade.

Every Friday students that have missing assignments will stay in "Homework Help" during lunch and recess to spend time completing late work. Homework Help will be in the computer lab. Students that

complete all missing assignments during the Homework Help time frame will remain in the computer lab and will read silently.

Each quarter will have two "Zero Days" (mid-quarter and end of quarter). On these days, any late work that has not been turned in will be a permanent zero in the gradebook. Students and parents will be made aware when these days are in advance.

### **Mid Quarter and Marking Period Reports**

Mid quarter grades will be at the midpoint of the marking period. Parents will receive a notification to check their child's grades via Powerschool Parent Portal to remain current with their child's academic success.

Marking Period report cards will be sent home as a hard copy at the end of each marking period.

(Adopted from Braintree School Committee, Braintree, MA. August 13, 2007)

(Adopted from Freedom Area School District, Freedom, WI.)

### **IMMUNIZATIONS**

Immunizations must be kept current and within state guidelines. Per State of Michigan requirements, students will be excluded from school if immunizations are not up to date. The elementary office will contact you if your child's immunizations are not compliant with state requirements per the school paperwork.

### **LIBRARY**

With the help of volunteers, as well as the diligent efforts of our staff Librarian, the school Library is available to students on a weekly schedule. Books are taken out and returned on library days. Books may be checked out for a week and then renewed for one additional week. A student may not check out another book until the late book is returned. Children are encouraged to take good care of books and to be responsible for the condition of the books while in their care. Lost or damaged books will be replaced at the student's expense.

### **LICE**

The Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) jointly support the following statements for the management of head lice infestations within school communities.

- Any student with live lice may remain in school until the end of the school day. Office personnel will contact the student's parent/guardian to notify them. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may reenter the school.
- A general letter from MCCE and the Muskegon County Health Department alerting parents that a case of head lice was identified in their child's class will be sent home with all students in that grade level.
- Any student with nits (farther than ¼" from scalp) should be allowed in school.
- Parents should remove nits daily and treat if live lice are observed.

If you suspect your child may have lice or they have come in direct contact with lice, please see school personnel in the office so that we may examine your child's hair. (Michigan Head Lice Manual, 2004)

### **LITURGICAL CELEBRATIONS**

Students in Kindergarten through Grade 6 attend Mass or Prayer Service each week. Watch the weekly newsletter for dates, times, and locations. Other paraliturgies and prayer experiences will be announced in the weekly newsletter as well. Students will be involved in these events in a variety of ways. Please join us for worship and prayer whenever you can!

### **LOCKERS**

Students in Grades 2 through 4 will be using lockers to store their backpacks, coats, etc. They will not be using locks.

Students in Grades 5 and 6 will also be using lockers and they will be issued a lock and are expected to use it. Locks will be collected at the end of the school year. If a student fails to turn in their lock or loses it, there will be a replacement fee charged.

Students are not allowed to decorate the outside of their lockers, but may decorate the inside of their locker. The use of lighting and other battery operated decorations are NOT allowed inside a student's locker. In addition to using their lockers for their backpacks, coats, etc., they will store their text books, notebooks and other school supplies in their lockers.

### **LOST AND FOUND**

While the school cannot assume responsibility for items students lose, we do maintain a lost and found box. If you or your child finds an item that does not belong to you, please turn it in to the office.

If your child loses an item, please check the list in the weekly newsletter or the lost and found box which is located in the office to see if it has been turned in.

All items in the lost and found box will be disposed of or donated to charity at the end of each month.

### **LUNCH PROGRAM**

Classroom teachers in Kindergarten through Grade 6 will ask students what they wish to order each morning from the following choices:

1. The main entrée listed on the monthly menu.
2. A sack lunch consisting of a turkey and cheese or peanut butter & jelly sandwich with fresh fruit, juice or vegetable, milk and a treat.
3. A chef salad with fruit or vegetable of the day, crackers and milk.

A monthly menu will be emailed to each family and posted on the MCC website.

In the interest of good nutrition, and in appreciation for God's gifts, we urge children to eat most if not all the food provided for them. If your child is routinely bringing food home, you may want to reduce the amount you send.

Microwave ovens are not available to warm student lunches for K – 6 students.

All lunches and milk must be paid for in advance. You may send payment weekly or if you prefer, you may pay ahead for a longer period of time. Payments will be deposited into each student's lunch account and purchases made by your student will be deducted weekly.

**\* You must apply and qualify for Reduced Price or Free Lunch status. The application must be completed even if you qualified last year. You will be notified of your acceptance into this year's program. Please note that THERE WILL STILL BE A CHARGE OF 50¢ FOR MILK ONLY EVEN IF YOU QUALIFY FOR REDUCED PRICE OR FREE LUNCH.**

### **MEDICATIONS**

#### **Prescription Medication / Non-Prescription (over the counter) Medication**

If your child is required to take medication during school hours, the following guidelines must be followed:

1. In order for any medication, either prescription or non-prescription, to be taken by a student at school, a Student Medication Authorization Form must be completed and signed by the parent. This form is available in the school office and will remain in effect for the duration of the school year. No medication will be made available to a student without the completed Medication Administration Release Form on file in the school office.
2. A new Medication Administration Release Form must be completed and signed each school year, for each different medication your child takes.
3. Non-prescription medication must be sent to school in the original container in which it was purchased. Dosage information must be outlined on the Medication Administration Release Form.
4. Prescription medication must be brought to the school office by the parent/guardian and it must be in the original prescription bottle, bearing the name of the medication, the child's name, dosage, and physician's name. All medication must remain locked in the school office.
5. It is the responsibility of the student to come to the school office at the appointed time, retrieve and take the medication in the presence of an adult school employee.
6. A medication log is kept on file in the school office, indicating the date and time the medication was administered.

### **MESSAGES (Telephone/Notes/Deliveries)**

Students may not call home for forgotten lunches, books, etc. No social calls are allowed.

Messages of an urgent nature may be left with the secretary or the Principal, who will make certain the child or teacher receives the information. Please avoid calling the school close to dismissal time with last-minute messages since we cannot guarantee the message will be delivered on time.

**\*Any items dropped off for a student should be left in the office.**

### **MONEY SENT WITH STUDENTS**

Students are discouraged from bringing money to school other than for school functions and events. All money should be sent in a sealed envelope and labeled with the student's name, amount, and purpose for the money.

**Please do not combine lunch payments with any other payments sent to school.**

### **PESTICIDES**

Routine pest inspections are made after school hours by a professional service. If necessary, pesticides are applied at that time. If you would like to be informed of these tests or applications, please notify the school office.

### **PHYSICAL EDUCATION**

For safety, athletic type shoes **MUST BE** worn during gym class, or students will not be allowed to participate for that day. These shoes should not be the shoes the student wears outside. Shorts or slacks may be worn by girls during gym class. Those excused from gym must have a parent note or a doctor's excuse.

### **PHYSICAL EXAMINATIONS**

All students must comply with the State of Michigan regulations regarding entrance into a Michigan School. A record of a physical examination signed by a doctor must be on file in the school office when a student enters a Michigan School for the first time.

Before a student can participate in any athletic events, a physical form must be completed by their physician. This form is available from the school office.

### **POWERSCHOOL PARENT PORTAL GRADES 4-6**

The PowerSchool parent portal gives parents the opportunity to continually check their student's grades and attendance through the internet. If you misplace or have difficulty accessing your child's account, please contact the office and we will resend the information to you.

### **RECESS**

We have a daily recess that is 25 minutes in length. Recess time is a break in the day for elementary students.

Children are expected to play outside during the recess and noon hour.

Notes requesting that a child stay in from any outdoor activity will be honored for one (1) day. A doctor's excuse is required for extended periods of indoor recess. However, as a rule of thumb, if a child is too ill to play outside, he/she should be at home recuperating.

***These safety rules and regulations are enforced at noon recess***

- Obey the supervisors and follow their directions.
- Ask permission if you need to re-enter the school building during recess.
- Do not leave the playground area during recess times.
- Play away from school building, school windows, new trees, flowers and shrubs.
- Use all playground equipment as it is intended to be used.
- For safety and health reasons, throwing snowballs, pulling on others' clothing, taking hats, skateboarding, climbing on snow hills are not permitted.
- Rough, physical play will not be allowed.
- The school reserves the right to restrict any unnecessary roughness or objects on the playground which may be hazardous to the safety of the students.
- Students are expected to respond positively to teachers and playground supervisors.
- Students must respect the property and rights of others.

**In the winter, students go outside every day unless the wind chill factor is below ten (10) degrees Fahrenheit. All students must wear snow pants, hats, boots and gloves from first snowfall until Spring Break, and are required to have other footwear to change into before they enter the classroom.** Students are not allowed to throw snow or snowballs, or to play “King of the Mountain” type games. The playground is supervised by two school employees during the noon recess. **Playground rules and expectations will be discussed and reinforced throughout the year.**

**SACRAMENTAL PREPARATION**

Students are prepared for reception of the sacraments through their home parishes. Parents should contact the Religious Education Director or Pastor in the parish where they are registered.

**SCHEDULE**

<i>Office Hours</i>		7:45 a.m. – 3:45 p.m.
<i>Teachers’ Hours</i>		7:45 a.m. – 3:30 p.m.
<i>Pre-School</i>	Morning Session	8:30 a.m. – 11:00 a.m.
	Afternoon Session	12:15 p.m. – 2:45 p.m.
<i>Grades K-6</i>	Full Day	8:00 a.m. – 3:00 p.m.
	Half Day	8:00 a.m. – 12:00 p.m. (unless announced otherwise)

**SERVICE LEARNING AND PHILANTHROPY**

We encourage appropriate opportunities for students to perform works of service in their homes, parishes and the community at large. There will be opportunities during the year for children to contribute their time, talent and treasure to support social justice endeavors. Please encourage your child to give from his/her own earnings and time so that they may begin to understand the concepts of sacrifice and compassion.

**SEVERE WEATHER**

In case of severe weather or if school must be closed or dismissed earlier than usual, we will have it announced on the local radio and television stations. Closings will be announced as "Muskegon Catholic Central".

**SIGN-OUT PROCEDURE**

- **All parent/legal guardians must stop in the elementary office to sign a student out. Do not go to the classroom.**
- No child is allowed to leave the school building unless accompanied by an approved adult.
- Approved adults are parents/legal guardians with legal rights to the child, those listed as emergency contacts, or another adult named in writing by the parent/legal guardian. If a parent does not have legal custody rights to the child, the custodial parents must provide the school office with legal documentation supporting this.
- During school hours, students must be signed out in the school office only, not the classroom, cafeteria, gym, playground, etc.
- When signing a child out, the child's name, adult's signature and time of departure must be noted.

**SPECIAL NEEDS SERVICES**

Students with disabilities may qualify for Special Education or for accommodations under the American’s With Disabilities Act as described below:

**Special Education**

Resident public school districts provide services for students identified as having a learning disability defined by the Individuals With Disabilities Act (IDEA). Documentation, including current IEP, must be on file here at Muskegon Catholic Central and the local public school providing the services. A student can access Special Education services at their resident public school district through proper evaluation and placement procedures. Parent/guardian involvement in this procedure is required. To inquire about Special Education programs, please contact the Principal.

**Americans with Disabilities Act – Section 504**

Muskegon Catholic Central complies with the Americans with Disabilities Act (ADA) to ensure that individuals will not be discriminated against on the basis of a disability. Students with disabilities may be served within the regular

education program based on an accommodation plan developed by the school in conjunction with parent/guardians.

Documentation of a student's disability must be on file. For ADD or ADHD students, the physician may provide needed documentation. The accommodation plan developed by the school staff together with parent/guardians must be included in the student's records.

Parents/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal.

## **SPORTSMANSHIP**

All Muskegon Catholic Central students, fans and athletes are expected to display and encourage good sportsmanship. Good sportsmanship is based on respect, fairness, courtesy, hospitality and graceful acceptance of the results of friendly competition. Cheering and displays of school spirit should support our teams and the good efforts of our opponents and should never be used to ridicule or taunt the visiting team, coaches or fans.

## **Student Records**

If you would like to review your child's cumulative records (CA-60), you may make an appointment to view them. We will have them available in the office. Parents and guardians are not allowed to remove items (FERPA) from a student's CA-60 file. Parents may request to receive a copy of the documents within their child's CA-60 and may pick up the copy 48 hours after the request.

## **TRANSPORTATION**

Parents are required to *provide written notice when there are changes* in a child's transportation routine. The school cannot allow children to go home with another party or to a different address unless we have parents' permission. A note, phone call or email saves time and confusion, for us and for your child.

## **VISITORS TO SCHOOL**

All visitors must report to the office, sign in and receive a visitor's sticker.

Teachers are busy with students from 8:00 a.m. to 3:00 p.m. If you would like to meet with a teacher, please contact the teacher to set up an appointment.

Parents are requested to leave lunches, books, homework, instruments, etc. in the office rather than interrupt class.

## **VOLUNTEERS**

We love you! We need you! We can't live without you! Training provided! All volunteers must complete an Applicant Criminal History Report form enabling a background check and attend a Virtus Training Session to ensure the safety of our students. The background check form is kept on file in the business office and is valid for three years. Please ask the office for a Criminal History Report Form to complete. The Virtus Training Session is a one time requirement. Training Sessions are offered locally, you can register and view upcoming trainings at [www.virtus.org](http://www.virtus.org).

Parent involvement is both a prerequisite and a perk of Catholic education. Our faculty, staff and Administration congratulate the parents of Muskegon Catholic Central on their excellent history of involvement and support. We look forward to working with you again this year.

## **WEB SITE**

You can find us on the internet at [www.muskegoncatholic.org](http://www.muskegoncatholic.org). Like us on Facebook: Muskegon Catholic Central Faith.Moving.Forward., Muskegon Catholic. Crusader Nation and Muskegon Catholic.Athletics. Download our mobile app for easy reference to all school information (App Store: Muskegon Catholic Central)



## Muskegon Catholic Central Elementary Mobile Technology Policy

**Mobile devices include the following:** Cameras, Mobile Phones, MP3 Players such as Ipods, Nooks, Kindle Fires, Tablets, SMART Phones, E-Readers, any and all mobile technology device not owned by MCCE.

At Muskegon Catholic Central Elementary we value the use of technology to enhance the learning environment. The following policy pertains to all personal technological devices that students choose to bring to school for educational purposes.

### Mobile Phones

Students are not allowed to use mobile phones at school during the hours of 7:45-3:00.

- If a student brings a mobile phone to school for after school use (3:00) it must remain in their backpack on silent.
- Any mobile phones visually seen or heard will be confiscated and brought to the office until the school day is through. Students may pick it up after 3:00.

### Digital Books

Students with signed parent permission forms are able to bring in a mobile device to be used for classroom independent reading.

- Students are to use the device for reading purposes only.
- All digital books must be downloaded at home. Students will not have internet access.
- If a student is using the device for a purpose other than reading (looking through apps, playing apps) the device will be taken from the student and brought to the office. Students may pick it up after 3:00.

### Media Images

- No photographs or recordings, video or audio, made with mobile phones camera or any other media device for personal use.
- Incidents where students use these to bully other students or send offensive messages or calls will be investigated under the Code of Behavior.

### Lost & Damaged Devices

- The school accepts no responsibility to investigate the loss of, theft of or damage to personal devices. The school accepts no responsibility to replace said items.
- The school authorities accept no responsibility for the safety or security of any mobile device
- The loss or damage of a personal device is the responsibility of its owner.

- If a teacher has any suspicion that a device has unsuitable material stored on it, pupils will be required to hand over the device to a teacher and parents will be asked to collect it from the school.

I \_\_\_\_\_ give permission for my child/children \_\_\_\_\_ to bring their personal mobile device to school for educational purposes during teacher permitted times. My child and I have read and understand the Mobile Technology Policy.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\*RETURN THIS FORM TO THE ELEMENTARY OFFICE

## 2017-18 PARENT/STUDENT HANDBOOK PARENT COMMITMENT CONTRACT

I have read and agree to the policies, rules, and regulations set forth by the 2017-18 MCCE Parent/Student Handbook, the Acceptable Use, Social Media & Communication Policies, and the Parent & Athlete Concussion Information Sheet. I will do my best to maintain an effective partnership with Muskegon Catholic Elementary and its staff for the education and religious formation of my child(ren).

By signing this form, you acknowledge that you have read and understand all the information in the 2017-18 MCCE Student-Parent Handbook, Acceptable Use Policy and the Parent & Athlete Concussion Information Sheet.

K-6 Student Name(s)

\*List all of your MCCE Children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Parent/Guardian Name

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Parent/Guardian Signature

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Date

**Please sign and return this page to the elementary school office  
no later than Thursday, August 31.**