

Ludington Area Catholic School

Parent/Student Handbook (K-8)

2017-2018

Mission Statement:

We are dedicated to a Catholic-centered community which allows students to learn about God, develop their unique talents, and strive for academic excellence in a safe environment.

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Our Promises to You

Fearless Faith -- We are unapologetically Catholic.

At Ludington Area Catholic School, we are faithful to the Catholic Church. Our faith is living and vibrant and permeates all we are and do. Each part of the school day is an active response to faith:

- We pray consistently throughout each and every school day.
- We gather as a school community throughout the year for prayer services, Stations of the Cross, celebrations, and other special occasions.
- We celebrate weekly Mass and Holy Days.
- We weave the Catholic faith into every aspect of our curriculum, discipline and culture.

Rigorous Academics – We further student achievement across all disciplines through individualized and group instruction.

Our school is fully accredited and led by highly qualified teachers who receive ongoing professional development and catechetical training. Our faculty and staff are dedicated to providing our students the best possible educational experience and opportunities. Using varied teaching techniques, technology and best practices, we combine classroom and hands-on learning experiences so each child can succeed. Ludington Area Catholic School graduates are known in our community for their leadership and ability.

- We affirm the gifts of each student.
- We offer more days and hours of instruction annually than any other school in the area.
- We produce students who excel in high school, college and beyond.

Peaceful and Disciplined Climate – We provide a supportive and respectful environment.

We promote a peaceful, positive and proactive approach to discipline. We teach our students to examine their words and actions in light of their faith and take responsibility to be what God created them to be.

- We set classroom expectations and a code of conduct and enforce both from the first day of school.
- We embrace *The Golden Rule*, “Do to others as you would have them do to you.” Luke 6:31
- We teach our children to stand up for what is right.

Empowered Parents/Guardians -- We partner with our school families.

Parents/guardians are their child's first and primary teachers. We believe the more parents/guardians become involved in the educational process, the better their child will do. Parents/guardians are joint decision-makers and use their gifts to enhance our school. Parents/guardians, grandparents, parishioners and community members volunteer their time and talents to advance the mission of Ludington Area Catholic School. We celebrate and welcome all gifts and talents!

- We welcome parents/guardians and want them to be an integral part of our school.
- We are able to do more because of our volunteers' time, talents and gifts.
- We encourage involvement through organizations (the Home & School Association, the Board of Education, standing and ad hoc committees), classroom activities, fundraisers and other opportunities.

Technology -- We teach our students to use technology to enhance their educational experience and to be morally responsible citizens in the Digital World.

Our students were born in a digital era. Their school life should reflect the world around them. Today's technology is a gift from God to help our students reach their full potential.

- We acquire technology under the guidance of a long range technology plan.
- We employ a computer teacher/technology director and utilize knowledgeable professionals to help achieve our technology goals.
- We use technology to enhance our curriculum through the use of classroom computers, laptops, document cameras, projectors, interactive white boards, campus-wide WIFI, and a computer lab.

Leadership Focus – We develop purposeful, powerful, and life-long servant leaders.

The development of leadership skills is a vital component of educating the whole child. From preschool through 8th grade, Ludington Area Catholic School students learn to care for others, seek leadership opportunities and provide servant leadership.

- We cultivate the God-given gifts and talents of each child.
- We enhance our curriculum by providing leadership opportunities in the classroom, in the school, in the parish and in the greater community.

ADMISSION

Admission Policy

It is the intent of Ludington Area Catholic School that enrollment is open to all members of the community. In the event that an entry level classroom (preschool and kindergarten) is approaching the maximum student capacity, the children of parishioners maintain enrollment priority at entry levels and the children of parishioners and non-parishioners who are already attending Ludington Area Catholic School in grades 1-8 retain the priority of their place.

Admissions Process

A new family seeking registration at Ludington Area Catholic School is required to meet with the school principal or designee. The mission, beliefs, curriculum, extra-curricular opportunities and other relevant information are discussed with the parent/guardian. A tour of the school and classroom visitation are offered.

The principal will make placement decisions in consultation with the parent/guardian and Ludington Area Catholic School teachers. As deemed necessary, the child's student record will be reviewed and the previous school consulted.

To begin preschool (3yr. or 4yr. old programs) or kindergarten a child must be three, four or five

respectively on or before September 1. A kindergarten readiness/placement test may be required if deemed necessary by the principal and/or teacher. A physical examination within a year prior to the first day of school is required. All required immunizations must be current.

Registration

A \$20 non-refundable registration fee must be paid at the time of registration. When the number seeking enrollment is greater than the number of available openings, students will be admitted according to the following priorities:

1. Children of registered and *active St. Simon Parishioners who were Ludington Area Catholic students enrolled in the previous grade.
2. Children of registered and *active parishioners at other Catholic parishes who were enrolled in the previous grade at LAC.
3. Non-Catholic children who were enrolled in the previous grade at LAC.
4. Registered and active St. Simon Parish families with other children at LAC.
5. Other registered and active Catholic families with children at LAC.
6. Registered and active St. Simon Parishioners.
7. Non-Catholic families with children at LAC

* *An registered and active parishioner is one who regularly attends Mass and contributes to the life of the parish.*

CODE OF CONDUCT

Code of Conduct

A. Christian Expectations

Since the Catholic school is a unique educational institution, the spirit of Christian-like charity, respect for authority, and mutual cooperation are essential to the learning process. The Catholic school, as a faith academy, encourages the proper atmosphere conducive to learning not only academic skills but the Christian virtues as well.

Ludington Area Catholic School Students:

- Accept everyone equally with friendliness and respect.
- Interact with personalities or temperaments that are different than their own.
- Lend support to the weakness of others.
- Appreciate the strengths in others.
- Call one another to accountability in order to act as a group for the common good
- Respect rightful authority, school rules and the rights and property of others.
- Understand that they are part of the problem if they do nothing to contribute to, encourage and support a Christ-like solution.

B. Student and Staff Agreement

- Ludington Area Catholic School's basic philosophy behind its Code of Conduct is that teachers have the right to teach and students have the right to learn in a safe and nurturing environment.

- Each student, staff member and volunteer has his/her own purpose (or integrity) that should be allowed to thrive.
- Any behavior that interferes with our basic philosophy is prohibited. Prohibited behaviors (whether conducted in person or via an electronic device) include but are not limited to:
 - Harming another’s dignity
 - Emotionally harming another
 - Physically harming another
 - Harming the school and/or community environment

It is noted that any one of the above acts may be equated to or an early stage of bullying. Ludington Area Catholic School strictly adheres to Diocesan guidelines as outlined below.

C. Grand Rapids Diocesan Student Dignity Statement¹

Any form of bullying, sexual harassment or other harassment among students, employees and/or volunteers will not be tolerated.

1. Bullying or harassment includes any gesture that:
 - Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and includes any gesture or written, verbal, graphic or physical act, including cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed.
 - Interferes substantially with educational opportunities, benefits, or programs of one or more persons.
 - Is based on a person’s actual or perceived distinguishing characteristic or on an association with another person who has or is perceived to have any of these characteristics.
2. Any sexual interaction between two or more parties is expressly prohibited. Sexual harassment includes but is not limited to:
 - Making an unwelcome sexual advance, requesting sexual favors, or submitting any person to other verbal or physical conduct of a sexual nature.
 - Making submission to, or rejection of, such conduct the basis for decisions affecting any person.
 - Creating an intimidating, hostile or offensive environment, through such conduct.
3. Other harassment includes:
 - Degrading, demeaning or offensive conduct or comments relating to a person’s race, gender, religion, ethnic or national origin, height, weight, marital status or handicap.
 - Any other form of offensive behavior that may be deemed as harassment by school personnel.

D. Ludington Area Catholic School’s Corrective Approach

Ludington Area Catholic School’s basic philosophy behind its discipline code is that teachers have the right to teach and students have the right to learn. Any behavior that interferes with either of these rights is considered disruptive and unacceptable.

When situations arise, the school’s role is to:

- Professionally comfort and assist those targeted and/or reporting the incident.
- Address immediately and communicate with all involved regarding behaviors that are 1.) disrespectful, 2.) dangerous, 3.) defiant or 4.) disruptive to any individual or the Ludington Area Catholic School’s mission including, but not limited to, those items articulated in Section H.
- Bring the students or others involved, as necessary, back into positive order—with God and others around them. See Section H.
- Use each disciplinary situation as an opportunity to disciple about positive Christian behavior.

¹ Diocese of Grand Rapids Office of Catholic Schools: Administration #2173 (Revised October 2012)

E. Statement on Technology

Today’s world offers a complex web of human relationships. Many of these communications are face-to-face, but there are many ways we now interact. Students need to feel safe on and off campus, as what happens off campus extends into our school environment. Consequently, anyone who intimidates another and/or disrupts the school environment using electronic devices and/or social media (Facebook, Twitter, etc.) is held to the same guidelines of conduct as those that are enforced on the school campus for face-to-face interactions.

F. Communication Procedures

Any staff member, student or volunteer who believes he/she has witnessed a matter of misconduct as listed in Section C (Grand Rapids Diocesan Student Dignity Statement) shall report the instance to the principal, teacher, or other school personnel. All complaints of misconduct will be investigated as promptly as the circumstances will allow. Confidentiality will be maintained to the extent possible, but absolute confidentiality cannot be guaranteed. The level of communication/reporting will be commensurate with the severity/frequency of the incident.

Misconduct which is believed to involve the principal should be reported to the parish priest. The priest (or assigned designee) will conduct a prompt and appropriate investigation. If, following an investigation, the priest/designee believes disciplinary action is warranted, then the priest/designee will work with the Executive Committee of the Board of Education on a disciplinary recommendation.

G. Retaliation or False Reports

Retaliation against a person for reporting misconduct or for participating in an investigation of a report is prohibited and should be reported in the same manner as other misconduct.

Making intentionally false reports of misconduct is prohibited and may result in disciplinary action.

H. Discipline Rubric

| <i>Injustice</i> | <i>Examples²</i> | <i>Discipline Process</i> | <i>Typical Discipline Actions</i> |
|----------------------------------|--|--|--|
| Harming another’s dignity | Teasing Mocking Name calling Insulting Eye rolling Gossiping Texting about | Own it | <ul style="list-style-type: none"> • Teacher/staff address issue • Principal meeting • Contact parent/guardian |
| | | Acknowledge those impacted & make it right | <ul style="list-style-type: none"> • Name the affected • Verbal or written apology • Contact parent/guardian of affected student • Service to affected or appropriate party |
| | | Restitution | <ul style="list-style-type: none"> • Loss of recess • Silent lunch • Detention • Meet with parent/guardian • Suspension (in house or home depending on severity) • Expulsion |

² These behaviors in and of themselves may not warrant disciplinary action if done without negative intent.

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| Emotionally harming another's worth | <p>"You can't play," Inappropriate use of technology Making someone stand out in a negative way Intimidation Targeted exclusion</p> | Own it | <ul style="list-style-type: none"> • See above |
| | | Acknowledge those impacted & make it right | |
| | | Restitution | |
| Physically harming another | <p>Punching, Kicking, Pushing, Shoving, Tripping, Biting, Grabbing, Tackling, and other forms of contact causing harm</p> | Own it | <ul style="list-style-type: none"> • See above |
| | | Acknowledge those impacted & make it right | |
| | | Restitution | |
| Physically and emotionally harming another | <p>Attacks, Threats Harassment or Behavior that is intended to upset based on: Race Ethnicity Sexuality Religion</p> <p>(Includes inappropriate use of technology)</p> | Own it | <ul style="list-style-type: none"> • See above |
| | | Acknowledge those impacted & make it right | |
| | | Restitution | |
| Harm to the school and/or community environment | <p>Graffiti Destruction of property Misuse of school materials, technology or equipment Intentionally making a mess Purposely causing work for another Stealing (including copying another student's work and plagiarism) Use of Profanity Disrespect Refusal to obey rules Any other action deemed as harmful to the school community</p> | Own it | <ul style="list-style-type: none"> • Teacher/staff address issue • Principal meeting • Contact parent/guardian |
| | | Acknowledge those impacted & make it right | <ul style="list-style-type: none"> • Name the affected • Verbal or written apology • Contact parent/guardian of affected students • Service to affected or appropriate party |
| | | Restitution | <ul style="list-style-type: none"> • Service to school • Monetary restitution • Loss of recess • Silent lunch • Detention • Meet with parent/guardian • Suspension (in house or home depending on severity) • Expulsion |

Protocol

Anytime a student is in the administrator's office for disciplinary reasons, the parent/guardian will be notified.

1. Any adult or student observing above behaviors or hearing it from students will report this to their teacher, principal or school personnel.
2. The teacher, principal or school personnel will investigate.

3. The above rubric is a guideline for appropriate consequences. The age of the student, the frequency of the behavior and the degree of seriousness will determine the approach taken with consequences.
4. The Principal has the right to determine the initial level of consequence in all disciplinary action. The Principal has the right to make rulings and take appropriate disciplinary action on any situations or incidents that may occur during the course of the school year that may not be explicitly cited in this policy.

I. Additional Consequences/Information

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| Detentions | Ludington Area Catholic School has the authority to detain students after the end of the school day on disciplinary grounds. Notice will be given on the day of detention. Should it be necessary for the student to serve an after school detention, parent/guardian cooperation in arranging transportation will be necessary. If it is not possible for the parents to make appropriate arrangements, the detention may be served on the following day. |
| Suspension from a Class | A teacher may remove a student from class to a place designated by the principal when grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation make the continued presence of the student intolerable. Removal of a student from class is considered serious. The teacher and/or principal will contact the parents regarding the action. |
| Full-Day In-House Suspension | The principal will call the student's parent/guardian to notify him/her of the In-House suspension. The student will be provided space at school. |
| Suspension | Ludington Area Catholic School will not tolerate conduct that endangers the moral and/or physical well-being of the student body or staff, or conduct that is in open disregard for school authority. When suspension is the best recourse: <ol style="list-style-type: none"> 1. The principal will contact the parent/guardian at time of suspension who will be required to come to school, meet with the principal and accept responsibility of their child for the duration of the suspension. 2. The suspended student will be afforded the opportunity to state his/her account of the incident causing the suspension. 3. The parent/guardian will receive in writing the criteria involving the out of school suspension. These criteria will include the specific reason for the suspension and the length of the suspension and/or conditions for its termination. 4. The student will complete all assignments during the suspension, turning them in to the teacher upon his/her return. |
| Expulsion | Permanent exclusion of a student from school occurs when the principal judges that the pattern of misbehavior has been a consistent choice of the student involved and every reasonable opportunity has been granted for the student to change the appropriate behavior(s). Expulsion is rare and adequate warning will be given to the student and his/her parents/guardians, unless the incident is severe enough to warrant an immediate expulsion. |

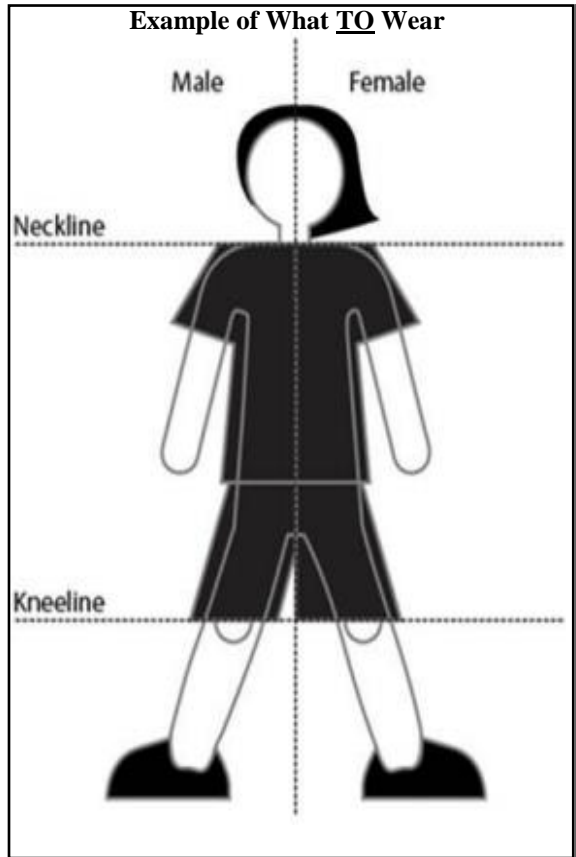
Each circumstance is unique and the betterment of the student is always our goal. The pastor, superintendent and/or Board of Education president may be consulted by the principal in certain disciplinary matters.

DRESS

Dress Code

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, and enhances self-esteem, students PK-8 at Ludington Area Catholic School are required to dress modestly and tastefully. Students will dress according to the following dress code. The principal has discretionary rights in determining what is and is not appropriate attire.

Clean, Modest, & Not Distracting - Please wear appropriately fitted clothing that covers from at least a discrete neckline to 3" above the knee. Shoulders and upper arms must be covered.

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| <p style="text-align: center;">Example of What <u>TO</u> Wear</p> <p style="text-align: center;">Male Female</p>  | <p style="text-align: center;">What <u>NOT</u> to Wear</p> <p style="text-align: center;">----- Head -----</p> <ul style="list-style-type: none"> • Sunglasses • Head coverings (ex. hats, hoods, bandannas) <p style="text-align: center;">----- Body -----</p> <ul style="list-style-type: none"> • Formfitting tops • Sleeveless tops • Tops that show midsection when arms are raised • Formfitting bottoms (leggings can be worn underneath a dress, skirt, or a top that is long enough to cover the bottom) • Pants or skirts that drag on the floor • Shorts November through March • Torn, ripped or frayed apparel • Un-Christian or lewd apparel • Exercise clothes (yoga pants are allowed) <p style="text-align: center;">----- Feet -----</p> <ul style="list-style-type: none"> • Open toe or open back shoes • Heels over 2" |
|---|---|

Blue jeans and slacks may be worn with any approved shirt. Other approved pant styles, which include leggings, jeggings, and yoga pants, must be worn under a dress, skirt, or tunic style shirt that covers the bottom of the child. A t-shirt is not to be worn with this style of pant.

Additional Requirements

**Dress for Mass and Special Days*:*

- Dress your best for God
- No T-shirts
- No shorts or jeans
- Shirts that are designed to be tucked in must be tucked in

Physical Education and Recess:

- Gym shoes & socks for PE
- Snow boots and gear for recess (not for indoors)

School Spirit:

- Encouraged: LAC shirts and/or green and white apparel on Fridays and school trips

Personal Appearance

- No colored hair, make-up, or tattoos
 - Nail polish is allowed
- Piercings for earrings are reserved for girls (less than 1" in length)

Enforcement

Teachers will send inappropriately dressed students to the office. Principal will call parent to come with an appropriate change of clothes. Students will wait outside the office until appropriate clothes arrive. All work that is missed while out of class will be homework.

Special Circumstances: Parents/guardians may make written requests to the principal for variance from this Dress Code because of special circumstances (e.g. injury, child development, etc.)

****Preschool is exempt from dress code**

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| Recommended option: Any family that wishes to go to khaki, navy or black pant/skirt and polo shirts may add a school logo. |
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GENERAL POLICIES, GUIDELINES, AND SCHOOL RULES

General School Rules

These apply to classrooms, library, church, playground, bus, all parish property, and field trips.

A proper and respectful attitude toward others is expected. Building behavior should be quiet and orderly at all times.

Parents/guardians will be responsible for all damage done by children for deliberate destruction of school property (i.e. marking of desks, destruction of books, damage to classroom technology equipment, improper lavatory behavior). This will involve either the cleaning up or monetary payment for the article or damaged property.

No gum chewing or spitting in school, on parish property, or on the bus.

Students are subject to the authority of all faculty, staff, supervising parents and other adults on school/parish property and on field trips. Designated supervisors and their authority are to be respected and obeyed.

Students who walk to and from school must cross the street in the designated area and obey the safety patrol members. Bikes must be walked across the street and on school property.

Students are only permitted to leave school property during the school hours when they are picked up by a parent/guardian or other approved adult. They must be picked up and signed out in the school office.

Using vulgar and/or abusive language is forbidden. This includes verbal, written or gestures.

Students are not to arrive before 7:20 a.m. Students are expected to be in their classrooms and prepared for classes by 7:45 a.m.

All electronic equipment including cell phones, video games, DVD or music devices, etc., are to remain turned off and stored in the student's backpack or locker during school hours. The school is not responsible for any lost or stolen items.

Throwing stones, sticks, wood chips, snowballs, etc., is strictly forbidden.

Smoking, drinking, and use or possession of illegal substances, including tobacco, is strictly forbidden on school grounds and busses at all times.

At recess, students are expected to follow playground and/or indoor rules. Once dismissed from their classrooms, students are to be outside on the playground until the bell rings. They are not allowed in the halls or in classrooms without permission/supervision from a teacher, principal or other school personnel.

Rudeness or any behavior deemed disrespectful will not be tolerated.

Copying, cheating and plagiarizing are considered serious violations.

Fighting (real or play), wrestling, and "rough housing" on school grounds are not allowed.

Emotional outbursts that threaten the well-being of others are forbidden.

Students are expected to complete homework following the written school guidelines.

Violations of school rules will be handled on an individual basis, keeping in mind the severity of the incident, previous actions and personal injury to others.

Absence

It is the shared responsibility of the school and home to assist children in developing desirable habits of attendance and punctuality. Participation and classroom activities cannot be shared by those not present. Therefore, class grades are affected by attendance. The only excused absences are those due to illness of the child, death in the family, a medical appointment, or at the discretion of the principal. Students who receive any absence during the school year are not eligible for the perfect attendance award.

Excused Absence: The school day begins at 7:45 a.m. and ends at 3:00 p.m. If a child is going to be absent, parents are to notify the school office by 8:00 a.m. the day of the absence. In the event a student is absent more than ten days of the marking period, the school may assign an incomplete for that marking period unless the work has been satisfactorily made up.

Medical appointments should be made after school hours if possible. A parent/guardian desiring a student to be excused for an appointment during school hours is required to contact the school office. The secretary or principal will notify the respective teacher(s) of the appointment. The parent/guardian must pick up his/her child at the school office. The parent/guardian must sign out his/her child upon leaving the building and sign in upon returning.

If there is an extended illness, a doctor's note may be requested by the school office.

At the discretion of the teacher(s), students may be required to stay in during lunch recess or to stay after school to complete any work that was missed. This will allow students to make up tests, lab experiments, etc.

Pre-Arranged Absences: Any time a parent/guardian knows an absence is going to occur, the following steps must be followed:

1. If a student will miss a full or partial day of school, a parent/guardian must notify the school office of the reason for the absence.
2. If a student will miss two or more days of school, the parent/guardian must notify the school office of the reason and the days that will be missed. The student/or parent/guardian is responsible for making the necessary arrangements to complete all class work. Depending upon the circumstances, a teacher may require full or partial work to be turned in prior to the pre-arranged absence. At least one day's notice must be given for each day that will be missed.

Children are expected to make up the work that they miss during an absence. The number of days allowed for this will be equal to the number of days that a child is absent unless otherwise specified by the teacher.

Unexcused Absence:

An unexcused absence results when the Excused Absence criteria have not been met. In the event of an unexcused absence, the student will be required during recess or after school to complete any work that was missed. Depending on the circumstances of the unexcused absence, the teacher, in consultation with the principal, will determine if the child will receive credit for the made up work.

Truancy:

Excessive absences can be detrimental to the educational process of a child. It is the parent/guardian's responsibility to take the necessary measures to make sure that the student is attending school regularly. Ludington Area Catholic School will work with families to try and help resolve any truancy issues. If these issues go unresolved, Ludington Area Catholic School may be forced to take corrective action up to and including turning the truancy issue over to the prosecuting attorney.

Tardiness

Parents are responsible to see that their child arrives at school in time for classes. It is imperative that children be at school no later than 7:40 a.m. in order to begin classes at 7:45 a.m. (Kindergarten begins at 8:00 a.m. and children should arrive no later than 7:55 a.m.). When children arrive late to school, it takes away educational time from the child as well as disrupts the educational process for the entire class. Tardiness should be rare.

Students who enter the classroom after 7:45 (or 8:00 a.m. for Kindergarten) must report directly to the office for a tardy slip. All students who arrive late will be given an unexcused tardy unless notified by a parent/guardian that an unavoidable situation occurred.

In order to encourage minimal tardiness, parents/guardians will be contacted when their child has received three unexcused tardies. Upon the fourth unexcused tardy, and each subsequent tardy in the marking period, parents will be notified and the following consequences will be enforced:

Grades K-5, loss of recess

Grades 6-8, after school detention for 30 minutes

The date of the after school detention will be determined by the teacher in consultation with administration.

Excused Tardy: Student comes to school late due to a late bus, illness, accident, prearranged medical appointment, or other circumstances approved by the administration.

Unexcused Tardy: Student comes to school late for any reason other than those considered to be excused. Students who receive an unexcused tardy are not eligible for the perfect attendance award.

Academic Quality and Integrity Policy

The administration, together with the school faculty, shall have the responsibility of developing criteria to ensure the integrity of a quality academic program for all students. This shall include, but not be limited to, procedures related to the following:

1. Student Retention/Promotion
2. Graduation Requirements
3. Grading, Assessment, and Reporting

Any student who fails to complete, in a satisfactory way, any portion of the core curriculum may be ineligible to advance to the next grade level. If a student is deemed ineligible, he/she will have an opportunity for remediation as determined by the teacher and administrator.

Throughout the course of the school year, the teacher, administrator and other appropriate professionals will work collaboratively with parents/guardians to help the child complete the core curriculum satisfactorily. Retention is the last option after all other means have been exhausted.

The school will have the final determination if a child is ready to advance to the next grade level.

Accidents or Injury

When minor accidents or injuries take place during the school day, the supervisor may contact the parent/guardian if deemed necessary. If a serious accident or injury occurs, a parent/guardian will be contacted and an accident report will be completed for insurance purposes.

Household Census Data Changes

Parents/guardians must notify the school office of any significant changes in household information such as change in address, phone number, emergency contact or guardianship.

Bicycles

Children may ride bicycles to school as long as the bicycles are operated safely and according to school rules:

1. Bicycles must be walked rather than ridden on the school grounds.
2. Bicycles must be locked while kept at the school's bicycle rack.
3. Bicycle helmets must be worn.

Communications

Communications with teachers or students during the school day are made through the school office so that classroom activities are not disturbed. Important messages will be conveyed through the school office to teachers and students.

It is important that students come prepared to school. It is the responsibility of the student and parent/guardian to see that the child has all assignments, books, and materials necessary on a daily basis. Students are not to use the telephone unless deemed necessary by staff.

There are times when students are required to stay after school. A parent/guardian will be informed at least one day prior as to the reason and length of time that the child will stay unless appropriate arrangements can be made for that day.

A teacher newsletter and principal newsletter are sent home weekly in the Friday Folder. In addition, a monthly calendar, lunch menu, student work and other pertinent information will be sent home. The Friday Folder must be signed by a parent/guardian and returned the next school day. This will help ensure the parent/guardian received the communications from the school.

E-mail, website messages, and Infinite Campus communications will be other means of communication. It is the parent's/guardian's responsibility to keep the school informed of e-mail address changes. Board

of Education minutes are placed in the vestibule of the school for your information.

All newsletters/flyers/letters must have the approval of the school office before being disseminated to students. Any parent or group wishing to have something distributed to students must bring it to the school office for approval at least two days prior to distribution.

There are times when family situations or circumstances are troubling to a student. The parent/guardian should be conscious that this can and often does affect a student's performance both in academics and behavior. Please keep teachers informed by sharing with them the situation (in confidence), so that they can help your child through any difficult times.

There may be times when differences of opinion occur between a parent/guardian and a teacher. When this happens, the matter should first be dealt with in a special conference between the parent/guardian and the teacher. The principal will meet with the parent/guardian only after a prior parent-teacher conference has taken place and the difference has not been resolved satisfactorily.

Teachers are willing to meet with a parent/guardian at a time that is convenient for both parties. The parent/guardian should contact the teacher to arrange a conference.

Courtesy

A courteous, cheerful student reflects Christ who abides in him/her. If this awareness of Christ's presence is instilled in the student from childhood, discipline problems can be almost nonexistent. A child's manners and behavior reflect his/her home training. It is the duty of each Ludington Area Catholic student to be courteous and to show proper respect for authority.

Daily Schedule

Students are permitted to enter the school building at 7:20 a.m. Students will be supervised on the playground between 7:20 a.m. and 7:45 a.m. Children in grades 1-8 will be marked tardy if they arrive to the classroom after 7:45 a.m. Kindergartners will be marked tardy if they arrive after 8:00 a.m.

Dismissal is at 3:00 p.m. Students will be supervised after school until the busses arrive. Students being picked up by a parent/guardian/designee will be supervised in the north parking lot. If a student has not been picked up by 3:10 p.m., he/she will be escorted to the school office to wait and a parent/guardian will be contacted.

Daily Schedule (continued)

| | |
|-------------------------|------------------------------|
| 7:20 a.m. | Students enter building |
| 7:45 a.m. | Classes begin (grades 1-8) |
| 8:00 a.m. | Class begins (Kindergarten) |
| 11:10 a.m. – 12:00 p.m. | Lunch/Recess (Kindergarten) |
| 11:15 a.m. – 11:50 p.m. | Lunch/Recess (Grades 1-3) |
| 11:15 a.m. – 11:50 p.m. | Lunch/Recess (Middle School) |
| 11:25 a.m. – 12:00 p.m. | Recess/Lunch (Grades 4-5) |
| 3:00 p.m. | Dismissal |

A.M. 4 Year Old Preschool (M-TH)
8:00 - 11:00 a.m.

P.M. 4 Year Old Preschool (M-W-F)
12:00 - 3:00 p.m.

P.M. 3 Year Old Preschool (Tue & TH)
12:00 - 3:00 p.m.

Damages

Parents/Guardians of students will be held responsible for the replacement of property damaged and materials damaged or lost through the negligence of their children.

Books damaged beyond what is expected in the normal use for a year must be replaced at the current market value.

Deliveries

Students should bring all necessary materials when they come in the morning. Forgotten items are to be delivered directly to the school office.

Dismissal

Except in cases of *emergency dismissal*, no child is permitted to go home during the school day unless a parent/guardian or authorized substitute is contacted and picks up the child in the school office. The parent/guardian must pick up and sign out the child in the school office.

Drop Off Procedure

The drive in front of the school is designated as “one way” during morning drop off. Enter from Bryant and exit on Monona.

Each morning, there will be cones in the drive between the school and the church to “funnel” traffic to one lane. Students will be dropped off directly in front of the school. A school employee or volunteer will be at the curb to greet you and help open the door for your child. Students will get out of the car on the passenger side. Do not let your child get out of the car until you are by the person greeting and assisting you. If your child is not ready to immediately leave the car at the designated point, you will need to park in a designated area and walk your child into the building.

Doctor and Dental Appointments

A parent/guardian desiring a student to be excused for an appointment during school hours is required to contact the school office. The secretary or principal will notify the respective teacher(s) of the appointment. The parent/guardian is asked to pick up his/her child at the school office. The parent/guardian must sign out his/her child upon leaving the building and sign in upon returning.

Emergency Dismissal

Please instruct your child where he/she is to go and what he/she is to do in case of an emergency dismissal from school. It is most important that your child is well instructed and has a clear idea of the arrangements that you have made for him/her.

Parents/guardians are asked to try to refrain from calling the school at emergency times. Lines must be kept open for emergency calls and for notifying radio stations, etc. of emergency closings. Local media (radio/television/internet) will announce emergency closings.

The school office will notify local media of an early dismissal time.

The school office will send emails and/or make telephone calls to parents/guardians to inform them of the early dismissal. Teachers may be asked to call parents/guardians from other telephone lines or cell phones.

Student dismissal procedures and dismissal locations will be in the same area (north door for parent/guardian pick up and main doors for busses) except for the following:

1. Bus: No child will be able to get on Dial-A-Ride (or yellow bus if available) unless the school has permission from the parent/guardian. In the event the parent/guardian is unavailable, school personnel will contact the next available person listed on the emergency contact form.
2. Parent/Guardian pick up: Each teacher will walk his/her class out at dismissal with a copy of the class list & each child’s emergency contact information. The teacher will “check out” each of his/her students as he/she is picked up by a parent/guardian or approved adult.
3. Children who do not have permission to ride a bus or do not have an approved person to pick them up will remain in the school building supervised by school personnel until the parent/guardian, or emergency contact person can be contacted.

Field Trips

The school requires *written* consent of a parent/guardian before a student will be permitted to go on a field trip with the group. A permission slip will be sent home in advance of the trip and it should be returned promptly. If a child does not return a signed permission slip from his/her parent/guardian, the child will not be able to participate in the field trip. Permission must be granted in writing (school law).

Field trips sponsored by the school foster educational and social development. Student behavior is expected to be reflective of the mission of Ludington Area Catholic School. Chaperones represent authority of the school, and respect is due.

Parents/guardians providing transportation are required to fill out a Volunteer Driver Information form. This form is kept on file in the main office for the school year. All children must be in seat belts and/or car seats as required by law. In addition, children are not allowed in the front seat of a vehicle. It is the practice of Ludington Area Catholic School to not allow teachers to drive students on field trips.

Field trips are a privilege and not a right. Students may be denied permission to attend field trips for academic or behavioral reasons.

Emergency Drills

Ludington Area Catholic School will conduct fire, tornado and lock down drills as required by Public Act 207 (Amended 2014).

Home and School

The Home & School Association is an important organization in the life of the school. This group provides assistance and support for the school, as well as times for teachers and parents/guardians to socialize informally. Each family is considered a member of this organization and is expected to actively support its functions. Meetings are held the first Tuesday of each month at 5:00 p.m. in the library.

Homework

The average child is expected to spend the following amount of time per day in study at home:

| <i>Level</i> | <i>Minutes</i> |
|---------------------|-----------------------|
| First - Second | 10-20 |
| Third - Fourth | 30-40 |
| Fourth - Fifth | 40-50 |
| Sixth - Eighth | 60-80 |

Late assignments (when a child is not absent) will be accepted and credited only at the discretion of the individual teacher.

Lunch

Hot Lunch is provided by Mason County Central Schools Food Services. Menus are published monthly. A representative from the food service department will be at Ludington Area Catholic School on the first day of the school week to collect money and distribute tickets. Checks are to be made payable to MCC Food Service.

Students may be eligible for Free or Reduced Meals through the Michigan Department of Education. Applications will be distributed in the Friday Folder and will also be available in the school office.

Students choosing not to purchase a hot lunch may bring a sack lunch and purchase milk at school if they so desire. Students are encouraged to bring nutritional beverages for lunch if they are not purchasing milk. Glass beverage containers are not permitted.

If a parent/guardian would like to take his/her child out of school for lunch during the regular scheduled lunch time, the parent/guardian must report to the office to have the child called to the office to meet them. The parent/guardian must sign their child out before being dismissed. Students going to lunch with their parent/guardian are not permitted to bring school “guests” with them.

Gum is not allowed unless special permission is granted by the teacher or administration.

Students will be allotted 35 minutes for lunch and lunchtime recess. Students will remain in the cafeteria for a minimum of 10 minutes ensuring them adequate time to eat their lunch. If students need more time to eat their lunch, they may remain in the cafeteria to finish eating during their scheduled lunchtime recess.

Human Dignity Policy

Ludington Area Catholic School expects all persons (students, employees, volunteers, and/or others having business with the school) to conduct themselves with dignity and with respect for fellow persons. Harassing anyone, including sexual or racial harassment, will not be tolerated. Harassment is a form of discrimination.

Sexual and racial harassment are violations of Title VII of the Civil Rights Act of 1964 and Title IX of the Education-Larsen Civil Rights Act. As sexual and racial harassment are unacceptable to this school, it is against our policy for any person to sexually or racially harass another person.

Sexual Harassment includes:

1. Making unwelcome sexual advances, requesting sexual favors, or submitting any person to other verbal or physical conduct of a sexual nature.
2. Making submission to, or rejection of, such conduct the basis for decisions affecting any person.
3. Creating an intimidating, hostile or offensive environment, through such conduct.

Racial Harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct.

Health

It is the responsibility of the parent/guardian to inform the teacher(s) and principal if a student is subject to seizures, is allergic to bees, or any other physical problem that requires special attention and/or medication while the child is at school. The medical procedure to be followed by school personnel must be put in writing and signed by the parents/guardians.

If a child is ill, he/she should remain at home. Students having communicable diseases must have a written note from a physician indicating that the child may return to school.

A child will be sent home from school if he/she is displaying symptoms of the flu. These symptoms include a fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, vomiting, diarrhea, and feeling very tired.

Children enrolling in a Michigan school for the first time must submit a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, and poliomyelitis.

At various times throughout the school year, the local health department may send technicians to Ludington Area Catholic School to provide hearing and vision screening to preschool and school age children. Please notify the school, if you do not wish to have your child screened for vision or hearing.

NO PETS are allowed in school due to possible allergic reactions and safety. Exceptions may be granted by the principal if deemed educationally appropriate and no student's health will be adversely affected.

Minor first aid will be given at school. In the event of serious injury, parents/guardians will be contacted. If parents/guardians are unavailable, the person listed on the Emergency Care Form will be notified.

At various times throughout the school year the school's custodian/cleaning service will spray the building with insecticides, chemical cleaning agents, etc. All attempts will be made to do this maintenance after school hours. If your child is allergic to any of these agents, please contact the school office.

Ludington Area Catholic School will follow a NO NIT policy. If a student is found to be infested with head lice or to have nits, he/she will be sent home for treatment. A student must be **nit-free** to return to school.

ADVISORY TO PARENTS (As Required by Michigan Department of Agriculture)

As part of Ludington Area Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. **Notices will be given through newsletters when pesticides are to be applied.** If you have any questions regarding this matter, please contact the school office.

Medication

No school staff member may dispense medication **of any kind**, including prescription and non-prescription drugs (examples of non-prescription drugs: non-aspirin pain reliever, cough drops, vitamins, cold medicines, etc.), without written authorization from the parent/guardian.

All medication, prescription or non-prescription (over-the-counter) must be brought to the school office in its original container ***by a parent/guardian*** with appropriate written authorization. Parents/guardians should also inform the teacher with a note, voice mail or e-mail.

All authorized medication must be taken in the presence of two office personnel.

Emergency medication, such as inhalers, can be carried by the student or left with the child's teacher. All appropriate authorizations of doctor and parent and Parent Medication Consent Form must be on file in the school office.

Library

Each class grades K-8 has a library period once per week. Students are free to sign out books during that time. Teachers will be given overdue book lists at the end of each year for their class. Students are required to return the overdue book or pay the replacement cost if the book has been lost.

Lost and Found

A lost and found box is located in the main hallway by the Family Center. Periodically, the box is emptied and donated to the St. Simon Bargain Center after attempts have been made to find the rightful owners.

Liturgy

Students attend weekly Mass on Wednesday at 8:30 a.m. Each class takes a turn planning the liturgy. Students are required to participate fully in song and in silent, as well as vocal prayer.

When Holy Days of Obligation occur on a school day, students at Ludington Area Catholic School will attend Mass together.

Families are encouraged to attend Mass with the school children. Parents/guardians may sit with their child. The child is required to remain with his/her class.

Parent/Teacher Conferences

Parent/Teacher conferences are held at the end of the first quarter and third quarter. Dismissal times for students on these days will be announced in advance through the school newsletter and other means of communication.

Individual conferences will be scheduled through the school office.

Any parent/guardian who wishes a conference at any other time during the year is encouraged to contact the school office or the classroom teacher to schedule an appointment.

Physical Examinations

Preschool and Kindergarten children are issued health forms at the time of registration in the spring of the year. These are to be completed by the family physician and brought to the school office on or before the first day of school in September.

Middle School students who participate in a school sport may be required to have a physical examination.

Playground Rules

PLAYGROUND RULES

- a. Play on designated playground areas within sight of playground aides. Any wooded area is off limits.
- b. Obey the playground aides at all times.
- c. Students are not to re-enter the building during recess unless the playground aides give permission.
- d. The slide is used for climbing up the ladder and going down the slide sitting – feet first.
- e. No throwing any objects other than playground balls.
- f. Stay in the boundaries of the playground.
- g. The swings are for sitting - No standing on swings, no jumping off swings, no twisting swings.
- h. No tackle, pile up, or body slamming games will be allowed.
- i. No climbing trees.
- j. No hanging upside down on monkey bars.
- k. No food or drink is allowed on the playground - lunch should be finished in the cafeteria.
- l. During winter, King of the Mountain is not allowed.
- m. Respect one another and show good sportsmanship.
- n. Respect equipment.
- o. There will be no snowball making/throwing during any recreation on Parish grounds, other than at the designated targets provided by the school.
- p. When the bell rings, recess is OVER. Line up quickly and quietly.

INDOOR RECESS RULES

1. If needed, students are to use the restroom before returning to the classroom.
2. Students are to remain in their classroom.
3. Obey the playground aides at all times.
4. Indoor voices-No screaming or shouting.
5. Indoor games only (i.e. chess, checkers, drawing, puzzles, etc). No running games.
6. No running in the halls or classrooms. No throwing of objects.

Consequences of inappropriate playground/indoor recess behavior: See Disciple Rubric

Recess

All students are to be outside during the recess period. Only those students who are hurt or injured will have permission granted to stay in during this period. Teachers may occasionally require a student or students to stay in during recess under the teacher's supervision.

Students will not go outside when the temperature or wind chill is zero or below. During inclement weather, indoor/classroom recess will be provided. Every effort will be made to utilize the school gymnasium for recess when it is not in use.

Students in kindergarten through fifth grade will have one or two recesses each day. There will be a regularly scheduled lunchtime recess of 25 minutes each day. In addition, each class will have an additional 10-15 minute recess three to five times each week. This additional recess will be given at the discretion of the teacher, but will not be given during the last 15 minutes of the day.

The lunchtime recess may be taken away from a student for disciplinary reasons.

On occasion, circumstances may not allow for the additional recesses or the allotted recess time during the school day. The Principal and/or teacher has the right to make discretionary decisions in these circumstances.

Release of Students

When a parent/guardian requests that a student be released from school during the school day, the parent/guardian, or designee, must pick up and sign out the child in the school office.

Ludington Area Catholic School Board of Education

Ludington Area Catholic School has a Board of Education. Meeting dates are published in school newsletters and the St. Simon Parish bulletin.

Safety Patrol

Middle School students have the opportunity to be trained as Safety Patrol members. Safety Patrol members will be used on school grounds only. They will be assigned to help students and/or teachers at various locations in the parking lot at morning drop off and/or afternoon pick up. The schedule of safety patrol members will be coordinated by the safety patrol coordinator.

School Closings

Ludington Area Catholic School will use radio and television stations for announcing school closings or delays due to severe weather or emergency situations. If Ludington Area Catholic School is inadvertently left off the school closing list by local media, families should know that Ludington Area Catholic School will close for inclement weather when Ludington Public School does.

School Supplies

Parents are asked to provide all school supplies as requested by the teachers.

Lunch boxes, lunch bags, sweaters, coats, school bags, etc. should be clearly marked with the child's name to minimize confusion and to avoid loss.

Please send your children with appropriate clothing for the weather such as hats, mittens, snow pants, boots, etc.

In addition to *properly covering each textbook*, please provide your child with a *school bag or backpack* of your choice and insist that it be used each day. Students will be held responsible for lost books or supplies.

Student Council

The student council represents student concerns and orchestrates various student activities throughout the year. Elections are held yearly. Representatives are selected from grades 3 to 8. Officers consist of president, vice president, and secretary.

Student Progress Reports

Progress reports are sent on an as needed basis throughout the school year as a form of communication to the student and parent. These assessments focus on academic progress, effort and conduct.

Assessment Reports (Report Cards)

Assessment Reports are posted on the Infinite Campus Parent Portal four times during the school year. In addition, a printed report card will be sent home.

Conferences

Formal conferences between parent/guardian and the classroom teacher are scheduled twice a year, at the end of the first and third quarters.

Student Record Release Policy

Upon receipt of a completed Request for Release of Records form from another school to which a student has applied for admission or which a former student is attending, all academic records and documented behavioral records will be forwarded to the requesting school. No student records will be released until Ludington Area Catholic School receives the completed Request for Release of Records form.

Substitute for Parents -- Emergency Arrangements

Each year parents/guardians are asked to provide the name of a local adult whom the school can contact in case of an emergency, in the event that parents cannot be reached. This information is kept on file in the school office, and families are asked to notify the school secretary in writing when the emergency information changes. (The person you request the school to contact should be one who is available to be reached during the school day.)

Tuition

Tuition rates will be posted each spring for the following school year. The Finance Committee of the Board will review the cost of educating a child at LAC to determine tuition.

It is the responsibility of all families to remain current throughout the school year with their tuition agreement. The educational programs at Ludington Area Catholic School are dependent upon the financial commitment made by all families. Financial assistance is available through a Scholarship Fund.

Families receiving financial assistance are REQUIRED to volunteer on school projects.

Applications are available at the school or rectory office during registration time.

Ludington Area Catholic School will use a third party tuition management company for tuition billing and collection. Families are required to be enrolled with this third party company.

Delinquent Tuition

Non-Admission of Students Due to Tuition Delinquency (Diocesan Policy 3161 - revised June 2014):

Families failing to pay tuition, according to the school tuition payment guidelines, will be informed that their student(s) will not be re/admitted to the school. If families are not current in their payment of tuition:

- At least 10 days prior to the beginning of school, their student(s) will not be re-admitted on the first day of school.
- At least 10 days prior to the beginning of second semester, their student(s) will not be re-admitted on the first day of the second semester.
- At least 10 days prior to the end of the school year, their student(s) will not be allowed to complete the school year and the transcript will remain incomplete.

- A student may be denied admission to the school at any time during the school year due to tuition delinquency.

Tuition delinquency accounts will be submitted to a professional collection agency to pursue collection. If the student is in their final year at the school, he/she:

- Will not receive his/her diploma until payment is made.
- Will not be eligible for a parish subsidy to any other Catholic school in the diocese until payment is made in full.
- Will not have his/her completed records/transcripts released until payment is made in full.

If a family pays the full past-due balance and pays the full second semester before the first day of the second semester, or makes other payment arrangements in writing, the student(s) may be re-admitted.

Delinquent Tuition from Previous Year(s)(Diocesan Policy 3162 - revised May 2011):

All previously unpaid tuition must be paid at least 10 days before school starts, if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the parish/school. If payment is not possible, suitable arrangements must be made with the Parish/School. If contact is not made with the Parish / School, a notice may be sent to the family that the account will be submitted to a professional collection agency to pursue collection.

Visitors

Teachers are directly involved with the students from 7:45 a.m. to 3:00 p.m. each day. So that they may teach without interruption, it is requested that parents and visitors wishing to see a teacher make after-school appointments by writing a note or leaving a message through the office.

During regular school operating hours, all visitors are required to report to the office and sign in upon entering and sign out upon leaving. All visitors are required to wear a visitor badge in plain view. Visitors are not to go directly to the classrooms during the school day. All messages and deliveries will be handled through the school office.

Volunteers

The Diocese of Grand Rapids has implemented programs to ensure the safety of children and young people when they are in our care. As part of that program, all school volunteers must:

1. Sign and return the Standards of Ministerial Behavior in Dealing with Children & Young People
2. Complete and turn in the Background Check for Volunteers and Employees form
3. Attend a 3-hour Virtus Training entitled Protecting God’s Children.

These forms and registration directions for the Virtus sessions are available in the school office.

Weapons Policy

In order to continue to provide a safe environment for everyone at Ludington Area Catholic School, students are prohibited from having weapons on the school premises, at school-sponsored activities, on a school bus, or in the immediate vicinity of the school.

Any student found to be in violation of the school's policy is subject to disciplinary action at the discretion of the administration.

Ludington Area Catholic School reserves the right to refuse enrollment to any student who has been expelled from a school due to possession of a weapon.

Amendments of Handbook

This school and/or its principal retain the right to amend this handbook. Parents/guardians will be given prompt notification if changes are made.

TRANSPORTATION

Bussing

Depending on where a family resides, transportation may be available from Ludington Public Schools. Contact the bus garage at 845-3890 for more information.

Families wishing to utilize Dial-A-Ride can contact the dispatcher at 845-6218 to arrange drop-off and/pick up of students.

Transportation Policy and Rules

Students using transportation provided by Ludington Public Schools or Dial-A-Ride are subject to their rules and procedures while on the bus.

**PLEASE RETURN THIS SIGNATURE SHEET TO THE
SCHOOL OFFICE BY MONDAY, SEPTEMBER 11, 2017.**

Date _____

I have read and understand the Ludington Area Catholic School Parent/Student Handbook. As a parent, I will work with the administration to see that my child/children abide by the rules of conduct.

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____

2017-2018