

St. Basil Catholic School  
**Parent/Student Handbook**

*Effective 2011-2012 School Year*

Dear Parents,

It is the purpose of St. Basil Catholic School to provide an education for our children that combines the highest academic standards with Christian values.

To achieve this purpose, cooperation between home and school is essential, and requires mutual understanding.

This handbook will provide you with essential information about St. Basil School policies and procedures. It will serve as a useful guide in keeping you informed.

It is our desire to keep the lines of communication open between home and school, parents and teachers. Throughout the year the handbook will be supplemented by school bulletins, "Basil News", and other notes sent home with your youngest child or via e-mail.

William Alwin  
Principal



## **Mission Statement**

Building Tomorrow with Faith Today

### **We believe!**

- † We are a Christ-centered school in which religion is taught and woven into the entire curriculum.
- † Participation of the family is an essential source of support for Catholic education.
- † Children have the right to learn in a safe, structured, and orderly environment.
- † Positive discipline will enhance the development of strong self-esteem and responsibility.
- † The complete development of the child goes beyond academics and incorporates spiritual and social development.
- † Our children should be taught to be accepting and respectful of individual differences.
- † Service to the community is part of the educational process.

Office Hours            7:30 a.m. – 4:00 p.m.

School Hours            8:00 a.m. – 3:00 p.m.  
First bell rings at 7:50 allowing students entry  
Classes begin at 8:00 with announcements and prayer

## **Academic Program**

St. Basil Catholic School offers a full academic program including Religion, Mathematics, Language Arts, Science, and Social Studies/History. Computer class is available to 3<sup>rd</sup> through 8<sup>th</sup> grade students. Computer time is included for K-5<sup>th</sup> graders provided a teacher/volunteer is available.

Physical Education (1<sup>st</sup> through 8<sup>th</sup>), Music (1<sup>st</sup>-5<sup>th</sup>), Art (1<sup>st</sup> through 8<sup>th</sup>), Spanish, and Computers are provided through Cooperative Education with South Haven Public Schools. Music and Art are held in our school; students are bused to a public school facility for Physical Education. Kindergarten receives Art, Music, and Physical Education with our staff.

Students in grades 5 through 8 are eligible for Band/Orchestra through SHPS. 7<sup>th</sup> & 8<sup>th</sup> grade students are eligible for sports through SHPS.

## **Accreditation**

St. Basil Catholic School is accredited through the Michigan Association of Non-Public Schools.

## **Admission**

No child whose parents desire to enroll him/her in St. Basil School, providing there is capacity for additional enrollees, shall be denied admission on the basis of religious affiliation, race, color, or national origin.

(Policy 2008) Michigan School Law requires that each child be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, and hepatitis B before entering school for the first time. Proof of up-to-date immunization and a birth certificate are required for admission.

Children whose fifth birthday occurs after December 1 are not eligible for kindergarten during that year. All prospective kindergarten students may undergo kindergarten readiness screening.

## **Asbestos**

Asbestos that was present in the church basement was removed by Drake Insulation Corporation in August, 1989. Air samples were taken after the removal process and all results were within government codes.

The Asbestos Management Plan is located in the custodian's office and is available for review upon request.

## **Attendance/Tardiness**

Regular attendance is expected of all students, and is necessary for success in studies.

Parents must call the school by 9:30 a.m. if a child is absent. Messages may be left on the school answering machine any time the school office is not open. If your child is absent and the office has not heard from you by 9:30 a.m., you will be called at home or work to check on the whereabouts of your child.

If a child shows signs of a severe cough, cold, or other illness that may be detrimental to the educational process of the class, the student should be kept at home to hasten his/her recovery and avoid the spread of any illness.

Chronic absence or tardiness by a student will result in parent contact by the school administrator in an effort to resolve the problem.

We are required by law to report any communicable disease to the Van Buren County Health Department. We, in turn, will notify school families on an as needed basis regarding the health and safety of our students due to any of this information.

If a child needs to see a doctor/dentist/orthodontist/optometrist, parents should consider making these appointments after school hours. If appointments cannot be made outside of school hours, advance notification is expected via phone call or note.

School begins promptly at 8:00 a.m. Students are expected to be in their classrooms, seated and ready for announcements and opening prayer at that time. Anyone not in attendance for this will be considered tardy.

We recognize that family vacations are sometimes scheduled during school time, and that travel is a valuable educational experience. Written notification is required at least a week in advance if teachers are expected to put together a work package so that the student doesn't fall behind. This is not to be expected; it is at the teacher's discretion to do this. Be aware that some lessons are activity-based, and may be impossible to "make up" or duplicate at their home, and therefore some concepts may be missed. Teachers are not expected to repeat missed lessons for vacationing students, nor are they expected to prepare work for more than one week in advance.

If schoolwork has not been arranged and provided in advance, students are to collect their work upon their return, and will be given credit only if it is completed and returned to the teacher within a reasonable amount of time. The general guideline for this is one day for each day of school missed.

## **Athletics**

An athletic program is offered to both boys and girls in 7<sup>th</sup> and 8<sup>th</sup> grade through the South Haven Public Schools in order that they might take part in a sound program of physical training, sportsmanship, and healthy competition. Students who wish to participate must follow the SHPS guidelines and contact SHPS for information. Students are permitted early release for practices and games, and consideration for team dress code is given upon request.

## **Band and Orchestra**

South Haven Public Schools provide our 5<sup>th</sup> through 8<sup>th</sup> grade students the opportunity to participate in the Instrumental Band and Orchestra programs.

Fifth grade students are bused from SHPS to St. Basil, but parents are responsible for transportation to SHPS in the a.m.

6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students are bused to and from the appropriate school for group instruction three times per week with the exception of 8<sup>th</sup> graders who must find their own transportation to SHPS. Extra rehearsal time is allotted at program times.

## **Birthdays**

Often students wish to bring in a special treat on their birthday. Details must be worked out in advance with the child's teacher. If treats are brought to school they are to be provided for everyone in the class. The school Wellness Policy, newly implemented in the 2007-08 school year, should be considered in your choice of treats. A copy of the Wellness Policy is at the back of this handbook.

Especially consider ethnic and medical food restrictions and allergies when providing snacks. Contact your child's teacher before you make plans.

If you are planning your child's birthday event outside of school and will not be extending an invitation to the entire class, please mail party invitations from home. Do not bring invitations to school for distribution.

## **Behavior Guidelines**

St. Basil School provides a well-rounded structured program. We view the educational process as a partnership among parents, faculty, and church. Respect for others is the number one character trait we instill in our children. Any display of physical aggression, destruction/defacing of school property, disrespect for teachers, use of inappropriate language, failure to follow simple basic rules, cannot be allowed in our school. The primary goal is to provide a safe, secure learning environment for all students; respect for all will help us accomplish that goal.

Each classroom teacher will establish specific rules that govern his/her students conduct in that particular room. Generally we require students to adhere to the following:

1. Gum, candy, toys, CDS, phones, personal electronic music devices, etc. should not be brought to school unless permission is given by the classroom teacher for special occasions.
2. Children will walk, not run, in the halls, on the stairways, etc.
3. Students involved in fighting in school or on school grounds may face suspension. Parents will be informed when serious problems arise.
4. Students are expected to show respect for, and obey, all adults in our school. Adults and students are to be treated with courtesy and respect at all times.
5. Possession or use of drugs, alcohol, or tobacco is strictly forbidden.
6. We follow the diocese of Kalamazoo policy on weapons (5131.9). See section on weapons in this handbook.

Inappropriate behaviors can result in loss of recess time, lunchtime detention, after-school detention, in-house suspension, or out-of-school suspension. Parents will be notified of detention or suspension. Parents may be asked to come to school to pick up their student. Any referral notice or detention slip will require, at the least, a parent's signature. At the discretion of the principal, a parent conference may be conducted before a student who is suspended (in-house or out-of-school) is allowed to return.

Students will read and sign a Student's Rights and Responsibilities form at the start of each school year, acknowledging their rights and the rights of all of our St. Basil School family to a healthy and safe environment, respectful treatment by others, and a positive learning environment. A copy of this form is at the back of this handbook.

## **Bloodborne Pathogens**

St. Basil School keeps on file and follows a Bloodborne Pathogen Plan. This satisfies compliance with federal OSHA standards as outlined in 29CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens, Final Rule.

## **Books and Supplies**

All textbooks are provided by the school and are the property of the school. Books are loaned to the student for the duration of the school year. Should a book (including library book) be damaged through misuse or carelessness, or lost, a replacement fee will be assessed. This fee must be paid before report cards are issued.

Classroom teachers will issue a list of supplies that need to be purchased by the parent. Every effort will be made to keep this list to a minimum. Some supplies such as folders, notebook paper, pencils, erasers, pens, are available for purchase in the school office.

All students need a book bag/backpack.

## **Cell Phones and Pagers**

St. Basil students who possess a cell phone must keep it in their lockers, inside their backpacks, turned off. Students may not use their cell phones/pagers during the school day. Any student who is observed violating this rule will have his/her cell phone confiscated.

No cell phones may be used for picture taking at any time. No harassment or threatening of persons via the cell phone is permitted. Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

The school phone is available with permission from teachers, secretary, or principal to make necessary contacts with parents. The school phone is not to be used to arrange social engagements. Those arrangements must be made outside school hours.

## **Chain of Authority**

1. Teacher
2. Principal
3. Pastor
4. Diocesan Office of Schools

## **Change of Address/Phone**

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

## **Communicable Diseases**

School administrators require immunization records of all school enrollees. An accurate record regarding the health status of each student is required. School administrators, in cooperation with the county health officials, are to enforce the protocol for the Management of Selected Diseases as found in the Diocese Policy Handbook.

School administrators and parents (or legal guardians) work cooperatively to prevent, control, or contain communicable diseases. Parents have the responsibility to report to the school administrator any communicable disease that their child has contracted. School administrators have the responsibility to inform parents and guardians of their responsibilities in working with the school to prevent, control, or contain communicable diseases.

All staff members must protect themselves and others when dealing with body fluids. Proper disposal will be made in accordance with our diocesan policy on Blood borne Pathogens and OSHA regulations.

## **Computer Use**

Students and parents are required to sign a Computer Use Contract before a student will be permitted to use school computers.

## **Conferences**

Parent conferences are held at the end of the first quarter and at the end of the third quarter. If a parent wishes to confer with any teacher or the principal at any other time, a call or note of request for an appointment will be honored as soon as possible. This direct communication is highly recommended and encouraged.

In the event of any problem the normal procedure is to contact the teacher directly by calling the school, writing a note, or sending an e-mail. The teacher's time during the school day belongs to all of the students; taking valuable teaching time by dropping in is not recommended.

## **Contacting the School**

Contact the school when:

- Your child is on any kind of medication
- Any event that seriously affects your child occurs
- A family member is seriously ill
- Your phone number or address changes
- Your child has allergies, especially to bee stings or food products
- YOU think it's important

## **Crisis Management Plan**

A Crisis Management Plan is on file in the school office. Each faculty member has a copy of it, as does the custodian and the parish office.

## **Discipline**

St. Basil School uses an assertive discipline approach for the development of Christian self-discipline. It is a systematic approach that enables teachers to set firm, consistent limits for the students while being aware that all children need positive support.

The three premises upon which this program is based are:

1. No student will stop the teacher from teaching.
2. No student will stop another student from learning.
3. No student will engage in behavior that is not in his/her best interest or in the best interest of others.

The basic principles are designed to stress the positive by creating a systematic way to handle discipline problems with the least disruption to the learning environment. This will facilitate your child in making the most of his/her opportunity to learn.

Detention, or the removal of a student from regular activities (with supervision) is used occasionally as a means of discipline and reflection. Detention may be served during lunchtime, during recess, or after school. In the event of a severe offense, an out-of-classroom detention could be assigned for one or more days. Parents are always notified unless the detention is brief and for a minor offense.

Minor Offenses – Examples include, but are not limited to:

- Disruptive behavior of a minor nature
- Uniform or dress code violation
- Conduct unbecoming a Christian

Serious Offenses – Examples include, but are not limited to:

- Abuse of any form
- Bullying
- Cheating, plagiarism, and other forms of dishonesty
- Disrespectful behavior affecting the function of the class
- Failing to report to class or leaving without permission
- Fighting
- Harassment in any form
- Inappropriate language or gestures

- Intimidation or threat
- Possession of inappropriate, immoral, or offensive materials
- Theft
- Vandalism or defacing property
- Violation of school or playground rules

Grievous Offense – One that has grievous threat or consequences to the health and safety or well being of oneself or other members of the school community. Examples include, but are not limited to:

- Possession of illegal substances
- Possession of weapons
- Violation of laws, ordinances, safety codes, or fire codes

A grievous offense will result in the immediate suspension of a student until the parents (or guardians), teacher(s), administration, and Pastor meet to determine if the student will be allowed to continue his/her enrollment. Law enforcement officials will be called if warranted.

Disciplinary actions will depend on the grade level of the student, the nature of the offense, and the number of referral slips accumulated for the school year. In addition to issuing referrals, other disciplinary measures may be applied at any time as deemed necessary or beneficial to motivate change. This could include extra work assignments of a learning or corrective nature. Privileges may also be suspended.

#### Suspension from school

A student may be suspended any time the administrator determines that a student's presence threatens the health or safety of others, or impairs the normal activities of the school. Before the student is readmitted, a meeting will be held with the student, parent, teacher(s), and administrator to resolve the situation. There will be no student participation in school events while under suspension, including sports.

### **Diocesan Policies**

The Diocese of Kalamazoo has published a policy manual by which all Diocesan schools are bound. These policies override any local or internal policies which a school may develop. St. Basil School adheres to all Diocesan policies in regard to the operation of its school. A copy of the Diocesan policy manual is available in the school office for parental review.

## **Distribution of Printed Materials**

The administration shall determine the suitability of any printed materials for distribution within or on the grounds of the school. The administration will determine the suitability for distribution or posting of all externally produced literature and other printed matter, and no such literature shall be distributed in the school or on school grounds without approval.

## **Dress Code – See Uniforms**

## **Drug Policy**

St. Basil School follows the Diocese of Kalamazoo policy (5131.7) that states that illegal substances or the abuse of legal substances shall not be carried on to, purchased, sold, or consumed by students on the premises. The school administrator will make notification to the parents upon the discovery of a student involved in the sale or use of drugs on school property. A parent/student/administrator conference will be held, and referral to special counseling agencies will take place.

## **Emergency School Closing**

Because St. Basil School relies on the South Haven Public School System for transportation, we will close if SHPS should announce a closing. Snow and bad weather closings are broadcast over the following radio and television stations:

WCSY – 940 AM and 98.3 FM, South Haven

WWMT – TV 3, Kalamazoo

WOOD – TV 8, Grand Rapids

We use the Honeywell Instant Alert program to contact families for announcements of all kinds, including school closings.

Please do not call the school for information, as this ties up phone lines needed for emergency communication.

Once students have arrived at school, should blizzard conditions, tornado warning, or other emergency occur, students will remain at school in safety until conditions have improved.

If school is dismissed early due to serious weather conditions or other emergencies (extended loss of power, water, etc.) announcements will be made via local media and by phone. All children must be accounted for with the classroom teacher or through the office before leaving the building. During emergency closings, please follow these guidelines:

- Stay with your car. Staff will be on hand to identify cars and drivers, check permission, and will dismiss students in an orderly fashion.

- Never take a child who is not in your regular carpool without the parent's permission. St. Basil School will accept phone permission in emergency situations.

Be sure your child has instructions as to what to do if he/she should arrive home in your absence should school be dismissed early.

## **Extracurricular Activities**

St. Basil School sponsors many extra-curricular activities, such as After School Sports, Student Council events, "zero hour" Keyboarding, Choir, and more.

## **Field Trips**

Field Trips are planned and scheduled by each teacher with the approval of the principal. All field trips are designed for their educational value. Fees will be charged for bus transportation and other expenses.

All students must have a signed permission slip for each field trip. Telephone permission is not acceptable. For the school's protection no exception can be made to this rule. A faxed permission slip will be accepted in cases of extenuating circumstances.

Since field trips are a privilege, any child who does not complete schoolwork or who displays improper behavior may not be allowed to participate on the field trip. Those who may not attend a field trip due to these reasons are expected to attend school and will remain in the school building under supervision with appropriate academic activities assigned.

Parents are often invited to accompany students as chaperones. The number of parent chaperones may be limited if space at the trip destination is insufficient. Chaperones are responsible to pay the price of admission. We ask that parents not bring younger siblings on field trips because they often distract from chaperoning duties.

## **Fire Drills/Tornado Drills/Lockdown Drills**

Fire and tornado drills are conducted regularly throughout the year in compliance with state and diocesan guidelines. Fire and Tornado drills are conducted to insure safety for the students in evacuating the building.

Lockdown drills are conducted twice a year.

## **Fundraisers**

Fundraisers are a necessary part of the school's general operating budget. The QSP Magazine Sale is held in October. This is a perfect opportunity for St. Basil families and friends to renew magazine subscriptions, order a new one, or give subscriptions as Christmas gifts.

The Booster Club conducts a variety of fundraisers throughout the school year, with the annual Ribs 'N Raffle event producing a very generous amount of funding available to our school. The Boosters contribute all kinds of extras such as special programs, science equipment, Accelerated Reader support, supplementary educational materials, playground, and much more.

## **Harassment Policy**

St. Basil School follows the Diocese of Kalamazoo policy (4166.4) which states "The Catholic school shall maintain an environment for all staff, volunteers, students and community members which is free from discrimination and/or sexual insult, intimidation, or harassment." Harassment of any type, including sexual or racial harassment will not be tolerated.

## **Homework**

Homework is assigned for the following reasons:

1. To enrich and extend what the student has learned in class;
2. To prepare for materials to be covered and to share with others what has been discovered;
3. To drill and practice basic skills.

In addition to written homework, oral and study assignments may also be given. Homework is a responsibility with emphasis on completeness, accuracy and neatness.

The amount of homework varies from grade to grade. The amount of time a student will spend on homework will vary with individual differences. It is important to find out from the teacher what is expected. Homework policies are established by grade level teachers.

It is the parents' responsibility to provide a setting at home that is conducive to study. Parents should see that all homework is completed neatly and legibly.

## Hours

The St. Basil School day is from 8:45 a.m. until 3:30 p.m. Students who are dropped off prior to 8:35 a.m. should be prepared to wait outside except in inclement weather; then, students may wait in the front lobby behind the double doors.

Doors officially open at 8:35. When the bell rings at 8:35 students are permitted to go to their lockers and classrooms. Until that time, students must wait in the front entryway or outside. No students shall go to their lockers or classrooms before 8:35 a.m. without permission from faculty or staff.

At the end of the day students must leave the grounds with a parent or other designated adult unless detained by a teacher. Students who walk home or take the bus exit the north doors. All others must exit through the south doors near the library and kindergarten classroom unless a parent comes in the north doors to pick them up. No child will be permitted to leave unless a parent or designated adult can be seen by the teachers in charge.

Parents who pick up their children by car should use the following guide:

- ◆ Superior Street west is designated a bus loading and unloading zone.
- ◆ St. Joseph Street south between Superior and VanBuren is a loading and unloading zone for student drop-off and pick-up.

Parents who wish to park and come into the school should use Superior Street (except for bus zone), St. Joseph Street (except for the loading and unloading zone) and Van Buren Street. Also the church parking lot is available.

There is no parking on the playground during school hours.

## Locked Door Policy

To ensure your child's safety, all doors to the school, with the exception of the north doors near the office, (corner of Superior and St. Joseph Streets) are kept locked after 9:00 a.m. All doors can always be used to exit the building. If you are visiting the school, please enter through the doors nearest the office, and sign in.

## Lost and Found

There is a Lost and Found bin near the doors by the stairwell. All clothing and items bearing a child's name will be returned to the child's classroom. All other items will be placed in the Lost and Found bin. Three times a year the Lost and Found bin will be cleaned out, with unclaimed items sent to the needy. You will be notified in advance via the weekly Basil News; generally the bin is cleaned out before Christmas break and before Spring Break, and of course, at the end of the school year.

## **Lunchroom**

Hot lunch and milk are available for purchase through South Haven Public Schools. Students have the option of participating in the hot lunch program on a daily or part-time basis. Hot lunches must be pre-paid. Hot lunch and milk tickets are purchased on Mondays; checks must be issued to South Haven Public Schools. If a student forgets his/her lunch money or sack lunch, he/she will not go hungry. We will provide a hot lunch and send a note home asking parents to reimburse SHPS for the lunch.

Students who wish to bring a lunch from home may do so.

A student may “owe” up to as many as 5 hot lunches/5 milks. Notice will be given, via note or phone call, if a student is no longer eligible to receive hot lunch due to owed lunch money. A student who owes 5 lunches will need to bring a sack lunch until the debt is paid.

Free and reduced hot lunch is available to families who qualify. Forms are sent home at the beginning of the school year. Because our title fund allocation is based on the information provided on these forms, it is beneficial to our school if everyone who qualifies fills out the forms regardless of their intent to participate in the hot lunch program.

Lunchroom volunteers are always welcome to help the younger children as well as to maintain order. Students are made aware of the Lunchroom Rules at the start of the school year.

### **Lunchroom Rules**

1. Students must remain in their seats, asking permission to leave the table for a restroom trip, getting milk, napkin, salad bar etc. Students must raise their hand for help or permission.
2. Students will keep hands, feet, and food to themselves.
3. Students are expected to use quiet voices and respect those nearby.
4. Salad bar is two trips per person, taking a clean tray each time
5. Students may not leave the lunchroom until their space is clean, including the floor.
6. Trash is disposed of when the class is dismissed from the lunchroom, not during lunch.
7. Students will walk, not run.
8. Manners are essential to a well-run lunchroom.

## **Medication Policy**

St. Basil School follows the policies and procedures for administering medications as required by the Diocese of Kalamazoo.

### **Policies and Procedures for Administering Medications**

The following definition of “medication” is adopted for use in the Diocese of Kalamazoo schools: medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injected, and those applied as drops to eyes, nose, or medication applied to skin.

#### **A. Policies**

1. The pupil’s parent/guardian will give the school written permission and request to administer medications to their child.
2. Written instructions from a physician, which includes the pupil’s name, name of medication, dosage of medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
3. Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year.
4. The building administrator will designate an individual(s) responsible for administering medications to pupils at that school.
5. Medications must be administered by one adult in the presence of another, except where the person administering the medications is a licensed nurse or when emergency threatens the life or health of the student.
6. Each building shall have a plan for handling medical emergencies.
7. Students with disabilities should be included under the policy and procedures that govern administration of medications.

#### **B. Procedures**

1. A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this time and communicate such to the child’s physician. The school may request that the physician send a written explanation if an exception to the school’s designated time is necessary.
2. A building administrator shall request that the pharmacy supply the oral medication in the exact dosage prescribed so the person administering the medications is not responsible for dividing or splitting pills.

3. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent immediately.
4. Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the student's school record. The school administrator is responsible for reporting the medication error to the pupil's parent immediately.
5. When it is necessary for a pupil to have medication administered while on a school-sponsored field trip, the individual designated to administer the medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip.

## II. Policies for Self-Administration/Self-Possession of Medication

The following definition of "self-administration/self-possession" is adopted for use in diocesan schools. Self-administration means that the pupil is able to consume or apply medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

1. A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his or her own medication. Each of the student's teachers will be notified of the student's self-possession/self-medication permission by the building administrator.
2. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
3. A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent and/or guardian.

## Non-Custodial Parent

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

## **Office Hours**

8:00 a.m. – 4:00 p.m. are the times when the school secretary is available to answer the phone, make appointments, and take care of school business. The principal and/or secretary may be in the building before or after the posted hours, but may not be available to answer the telephone. Messages may be left on the answering machine after hours.

## **Outdoor Play**

All students go out to a supervised playground daily unless the weather is severe. Please see that your child is dressed appropriately for the weather. Consideration may be made for a child who is recovering from a minor illness. However, if your child is too sick to go outside, then he/she may be too sick to come to school.

## **Open House**

A “Back to School” Night Open House is held each fall before school starts. It allows students and parents to locate classrooms, meet the teachers, and find lockers and seating assignments.

An Open House displaying students’ work is held during Catholic Schools Week, generally in late January/early February.

## **Pesticides**

We do not spray pesticides in the school. Should the need arise, all parents will be notified in writing.

## **Pictures**

School pictures are taken in the fall. Throughout the year, photographs are taken for yearbook purposes as well as news releases, school website, school related video and slide presentations, marketing purposes, etc. Each child shall have on file a permission to publish/not publish their photographs.

## **Playground Rules**

All students will follow the directives of the playground volunteers, teachers, and principal. St. Basil students are informed verbally of the playground rules at the beginning of the school year, and each teacher has a copy of the School Playground Rules in their possession.

A volunteer playground supervisor is present at all lunch recesses. Each volunteer has a copy of the Playground rules, and a laminated copy of the rules is available in the office. In the absence of the volunteer, a teacher or the principal will take the duty.

Students may re-enter the building with permission from the playground supervisor, a teacher, or a staff member.

Playground boundaries are:

North: the end of the asphalt where it meets the grass and the edge of the driveway.

South: the edge of the asphalt where it meets the sidewalk; the edge of the woodchips where it meets the parish office parking lot.

East: the edge of the asphalt where it meets the sidewalk.

West: the edge of the woodchipped area.

Play is discouraged on the parkway, and also on the grass outside the PreK/Kindergarten classroom.

Only nerf-style balls are permitted because of the playground's proximity to windows. Balls that end up in the street may be retrieved by students only with permission of the playground supervisor. Balls and other playground equipment that land on the roof must be reported to the principal.

Rough play is not permitted; i.e. tackling, throwing others to the ground, carrying others on one's back, king of the mountain, karate, etc.

No beverages are to be carried outside. Gum is not permitted on school grounds.

When the bell rings, all students immediately walk to the line-up area. All activities are to cease. Students will enter the building quietly.

No snowballs.

Appropriate language, consideration, and cooperation are expected at all times.

A copy of specific playground rules and guidelines are available in the school office and each teacher has a copy of them in the classroom.

## **Promotion and Retention**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) academic, b) physical or social immaturity, and c) frequent or long absences.

## **Religion**

Our mission is to offer quality education for K-8 in a Christian atmosphere within the framework of the Catholic Church. Parents/students of other denominations, faith, or value systems should recognize the authentic and single identifications we have as a Catholic elementary school. Therefore students enrolled in St. Basil School will be exposed to and participate in Catholic teachings and traditions.

Students attend Catholic Mass on a weekly basis. Catholic students have many opportunities to receive the sacraments, and all students regularly take part in liturgical and prayer services.

Mass is celebrated weekly, usually on Fridays at 9:00 a.m. and all are welcome to attend. Other services may include but are not limited to: penance services, praying the rosary, and Stations of the Cross.

## **Report Cards**

Report cards are issued quarterly. Dates on which you can expect your child to bring home his/her report card are published on the monthly calendar.

## **Reporting Obligations**

School staff and administrators are obligated by law to report the reasonable suspicion of physical abuse and/or neglect. The school will not contact parents in advance of making a report to the Family Independence Agency.

## **Request for Early Dismissal**

Once the school day has begun no student may leave the building or school grounds without permission of the office. Parents are asked to send a written request for early dismissal, or to place a phone call, stating the reason.

## **RIGHTS AND RESPONSIBILITIES**

See "*Behavior*"

A copy of the Rights and Responsibilities may be found at the back of this handbook.

## **School Advisory Board**

The school board meets monthly. The duties of the board include planning for itself and the education programs, developing and approving the budget, formulating policy, evaluating the administrator, putting an effective development program in place, and ensuring the rights of all those in the education community.

The school board **does not** discipline students, develop curriculum, approve instructional materials, hire/fire staff, write regulations, or handle grievances.

Should a parent have an issue with the school or a teacher, contacting the child's teacher is first priority. The principal is next in line for contact, followed by the parish priest. At no time should a parent contact a school board member with issues regarding students, curriculum, instruction, staff members, regulations or grievances.

Openings for the school board will be published in the parish bulletin and school newsletter, with final appointment made by the parish priest.

## **Specials**

In order to insure a well-balanced curriculum, classes in Music, Art, and Physical Education are offered for the students through the Cooperative Education agreement we have with South Haven Public Schools. The amount of time spent in each class varies with the grade level. The teachers for these “specials” are provided by the South Haven Public Schools. Music and Art are held onsite, and children are bused to public school for Physical Education.

Students in grades 5 through 8 have the opportunity to participate in the Instrumental Band and Orchestra program at South Haven Public Schools. Middle School students attend Band/Orchestra 3 days a week, with extra rehearsal time for concerts. Students are bused by SHPS.

## **Special Events**

Parties – Volunteers plan holiday parties with the guidance and approval of the teachers. Information is sent home prior to the events.

Dances – Students in grades 6-7-8 enjoy Student Council sponsored dances throughout the year. These are held in the basement of the church with adequate supervision organized by the Student Council advisor.

## **Standardized Testing**

Students at St. Basil School take the MEAP tests in grades 3 through 8. The Iowa Test of Basic Skills is administered in the spring to all students. These tests allow teachers to identify students’ academic strengths and weaknesses.

All students, K-5, will take the DIBELS (Dynamic Indicators of Basic Early Literary Skills) tests three times a year. This diagnostic reading test is a tool to identify students who need additional instructional support.

## **Student Records**

An official Cumulative Record is maintained for each student enrolled in St. Basil School. The Cumulative Record is the property of the school, and the school administrator has jurisdiction over its contents. Parents (including legal guardian or foster parent) may inspect and review their child’s records upon written or verbal request. St. Basil School follows the Diocesan policy (5125a) that describes proper procedures for parental review.

## **Student Suspension/Expulsion**

St. Basil School follows the Diocese of Kalamazoo policy 5114 regarding student suspension and 5114.1 regarding student expulsion.

Suspension is the temporary removal of a student from the school or classroom, and is utilized only when all other means of motivation have failed. However, some instances could necessitate that suspension occur immediately. Teachers will provide work for classes missed.

Expulsion is the permanent dismissal of a student from the school. It shall be enacted only as a last resort after all other means of motivation and correction have failed. However, in some circumstances, this disciplinary action may be taken immediately.

## **Transportation**

Children who live 1½ miles from school in the South Haven School district are eligible to ride the public school bus. Pupils will be assigned to buses through the Transportation Department of South Haven Public Schools.

Children who live in outlying districts may be able to ride the St. Basil bus for a reasonable fee.

For their safety, children must observe all regulations regarding conduct set down by the public school transportation system. Those who do not observe proper conduct may be denied the privilege of riding the bus. No pupil may leave school grounds while waiting for transportation.

Parents who drop off and pick up children are requested to park on Van Buren or Superior Streets, or on St. Joseph Street north and south of the school. There is no parking allowed on St. Joseph Street between Superior and Van Buren Streets at school start and dismissal times. No parking is allowed on the school playground from 7 a.m. until 5 p.m.

## **T.R.I.P.**

The **Tuition Reimbursement Incentive Program** is a way to help our school as well as to earn some tuition credit. Contact the school office for more information.

## **Tuition and Fees**

Tuition rates are set annually by the St. Basil School Advisory Board on the recommendation of the school administrators.

Registered, active, contributing parishioners will be billed on a parishioner basis as long as their contributions meet the suggested weekly giving. If a parishioner's contributions fall below the suggested level of giving, the family will be billed at the non-parishioner rate. All non-parishioners will be billed at the non-parishioner rate.

Billing for tuition and bus transportation is done on a 10-month basis, July through April. Payments are due on the 10<sup>th</sup> of the month, with a late fee assessed after the 10th.

Assistance is available to families who demonstrate financial need. Forms for this purpose are available from the principal. All inquiries and grants for tuition assistance are kept strictly confidential.

## **Uniforms/Dress Code**

*A copy of the School Dress Code may be found at the back of this handbook.*

A pleasing appearance in school reflects a considerate attitude toward others and toward God. A dress code minimizes fashion as the focus of attention. Students will find countless other positive opportunities throughout the school day to express their individuality.

School attire is expected to be neat and clean. A school uniform dress code is sent home every summer with the school packets; other copies are available from the school office upon request.

School jumpers/skirts are provided by a uniform company, and parents deal directly with them. All other uniform parts: navy blue pants, white shirts, khaki pants (grades 6-7-8 only) can be purchased through other stores such as JC Penney, Lands End, Walmart, Meijer, etc. Uniform shorts may be worn from May 1 until September 30. Shirts must be tucked in at all times.

Certain days throughout the school year may be designated "color days" by the principal. On those days students may wear non-uniform clothing. Clothing for color days must be clean and in good repair, and in good taste. School pride is reflected in our manner of dress. Details of "color day" clothing are listed on the dress code sheet. Items of clothing that expose body parts not meant to be seen in school, shirts with reference to drugs, alcohol, tobacco or sex, and any item of clothing that may interfere with students' abilities to concentrate or study shall be considered in violation of the school dress code.

No hats or scarves may be worn during the school day by young men or young ladies.

Parents are responsible to ensure that their children wear suitable clothing for outdoor play, including boots, mittens, and hats when appropriate.

## **Vacations**

If a student is to be out of school for a vacation, written notification is expected at least one week in advance. This will enable the teachers to assemble a work package so the student will not fall behind. Without advance notice our faculty is not obligated, but may so choose, to give the work ahead of time that the student will miss. The student will be able to make up the work upon his/her return to school, utilizing the general guideline of one day for each day of school missed.

## **Vandalism**

Vandalism is defined as any deliberate misuse, damage, or destruction of school property which results in clean up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. These costs will be assessed to the perpetrator and parents will be notified. Further action may be taken based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs perpetrated by their children, every effort will be made to help the students assume the financial responsibility incurred because of his/her actions.

## **Visits to School During Class Hours**

We encourage parents to visit the school. ALL visitors must sign in and sign out at the office.

Parents are welcome to observe a classroom. We ask that parents make arrangements with the teacher and the school office in advance of the visit. This is done in fairness to you as a parent, the teacher, and the student. It also allows time to gather any information or documentation possibly needed to enhance the visit.

The school administrator reserves the right to restrict the frequency and duration of parental visits to the classroom. **The teacher's time belongs to the pupils during school hours**, and teachers do not leave classrooms while classes are in session, either to answer the phone or to confer with parents. Phone calls will be relayed to teachers, who will call back. Teachers are normally available before and after regular school hours. Parents are encouraged to set up conference times that are convenient for both the parent and the teacher.

Parents picking up pupils during school hours are asked to sign their children out with the secretary. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, parents may leave these items at the office and the staff will make sure the students receive them. From 9:00 a.m. on, all visitors must enter through the front doors (corner of St. Joseph and Superior Streets) and sign in at the office.

## **Volunteers**

Volunteers help with many aspects of the school program and are crucial to the overall success of St. Basil School. Volunteers are asked to fill out the Volunteer Participation Form that is sent home over the summer. Volunteer sign-up is solicited at the beginning of the school year. Volunteers will be contacted by the school. New volunteers are welcome any time.

During volunteering, sensitive issues may arise and it is paramount that these be kept confidential. If at any time the administration feels that a student or his/her family's situation is being compromised or not being kept in the strictest confidence, a volunteer may be asked by the administration to no longer volunteer.

We appreciate those who volunteer to assist St. Basil's staff and encourage all to become involved. Volunteers enhance our school program by assisting in playground and lunchroom supervision, special event transportation, library assistance, office help, etc.

Volunteers who have ongoing, regular contact with our students must attend a Protecting God's Children program, sponsored by the Diocese of Kalamazoo. This involves filling out a Criminal Background Check. Information is available in the office.

Volunteers carry on fundraising activities for the school, with the Booster Club offering many opportunities as well.

## **Weapons Policy**

St. Basil School follows the Diocese of Kalamazoo policy on weapons (5131.9) which states that the safety and welfare of students must be a priority concern of all school community members. Unauthorized possession of any form of weapon or look-alike weapon in school, on school property or at a school-related event may result in immediate suspension or expulsion. Professional counseling at parental expense may be mandated. The school environment must be kept free of all weapons and explosive devices. Students who use, possess, handle, transmit, or conceal any object which is or could be considered a dangerous weapon or instrument of violence may face immediate suspension and/or expulsion.

## **Wellness Policy**

St. Basil School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

*All contents of this handbook are informational and not contractual.  
The principal or other administrator is the final recourse and*

*reserves the right to amend this handbook at any time.  
Parents will be given prompt notice.*