

Saint Basil



Catholic School

Family Handbook 2018-2019

94 Superior Street
South Haven, MI 49090
269-637-3529
saintbasilcatholic.org

Common Vision Statement of the Diocese of Kalamazoo

The following Vision Statement has been developed and is proposed for use by the Catholic Schools in the Diocese of Kalamazoo in the future:

*The **MORE** Factor: A **M**ission **O**rdered towards **R**eaching **E**ternal life.*

“In the spirit of Blessed John Paul II’s call for a New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharist and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation, so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other’s salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives.”

Mission Statement

Saint Basil Catholic School, in collaboration with our families, fosters strong Catholic values and academic excellence for all students in an environment filled with innovation, rigorous curriculum, social justice, and commitment to God and community.

Philosophy

Saint Basil Catholic School provides an academically rich faith-filled learning environment, creating a Catholic values-based education. We are a joyous faith community in which students, staff, and parents respect, affirm, and support one another. The Saint Basil Catholic School community models and nurtures the development of a personal relationship with God through various forms of prayer and worship. We encourage our students to develop a sense of justice, peace, compassion, and respect for all people.

Saint Basil Catholic School supports our families in their role as primary educators of their children. Together we educate the whole child – spiritually, intellectually, culturally, socially, emotionally, and physically. We honor the dignity and diversity of our students by fostering their ability to recognize and develop individual strengths and talents. We maintain high academic and social standards, preparing our students for lifelong learning, leadership, and service in the community, country, and world.

STATEMENT ON OUR SCHOOL’S CATHOLIC IDENTITY

We are a preschool through 6th grade Catholic elementary school with over sixty-five years of proven academic excellence. As part of our school program, all students study our religion curriculum, pray with the school community, attend and participate in school liturgies through prayer and song, and learn and practice Catholic values.

ABSENCES

If your child is ill, or it is necessary for them to be absent from school, parents are asked to call the school office by 8:30 am. The office phone number is 269-637-3529. Please feel free to leave a voice mail if you call when the office is not open. Students arriving after 8 AM are considered tardy.

If your child/ren need to leave early, or are absent for part of the day, please send in a note. Parents must check in the office to pick up children early. Parents requesting homework for an extended absence are required to notify the teacher(s) in advance unless an emergency occurs.

Absent student homework will be available for pick up in the school office starting at 3:25 PM upon request.

ACADEMIC PROGRAM

Saint Basil Catholic School offers a full academic program, including theology, math, English/language arts, science, social studies, Spanish, and handwriting. Computers are incorporated into the curriculum at each grade level.

Admission

In accordance with Title IX of the Educational Amendments of 1972, Saint Basil Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title.

Likewise, no student who wishes to enroll in Saint Basil Catholic School, provided there is room for additional students, shall be denied admission to the school based on race, faith, color, or national origin.

Michigan School Law requires that each child be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, Hepatitis B, and varicella before entering school for the first time. In accordance with this law, Saint Basil Catholic School requires all students to submit proof of these immunizations prior to admission. See REGISTRATION.

ASBESTOS

In compliance with diocesan policy, Saint Basil Catholic School has been inspected for the presence of asbestos. Some asbestos was removed from Saint Basil Catholic School in the summer of 2016. Non-friable asbestos that remains in some floor tiles is monitored closely. Reports of all current and previous inspections, as well as records of corrective action regarding asbestos, are on file in the school. Upon request to the school administrator, these reports will be made available for your review.

ATTENDANCE

Regular attendance is expected of all students enrolled in Saint Basil Catholic School. Chronic absence or tardiness by a student will result in contact to the parents by the school administrator to resolve the problem. If this is not successful, the matter will be turned over to the attendance officer at the local Intermediate School District.

If a child is absent, the parent should call the school to inform of the absence and the reason. If doctor's appointments cannot be made outside school hours, advance notification should be given to the school.

It is recognized that family vacations are sometimes scheduled during school time and that travel is a valuable educational experience. But, it does not seem just to expect a teacher to repeat missed lessons, outline work for a week or more in advance, or spend many extra hours helping the child recoup losses incurred by a family vacation. Individual teachers may have the time to offer this extra service; please know that school policy does not require it.

BIRTHDAY TREATS

Often students wish to bring a special treat on their birthday. Please work out details for this in advance with the child's teacher and inquire about any known food allergies. If treats are brought to the school, they are to be provided for everyone in the class.

BLOOD BORNE PATHOGENS

All staff at Saint Basil Catholic School have been instructed in blood borne pathogen precautions.

BOARD OF EDUCATION (LCAB)

The Saint Basil Catholic School Board of Education (Local Consultative and Advisory Board-LCAB) is the consultative and advisory body for Saint Basil Catholic School. This organization serves in an advisory capacity to the administration. Public meeting dates and times will be sent home via the monthly school calendar. Visitors are always welcome to attend board meetings. If you wish an item to be placed on the agenda for consideration, contact the board chairperson. His/her name is available at the school office and on the school website.

BOOSTERS COMMITTEE

Saint Basil Catholic School is blessed with a very active Boosters Committee. It is expected that families with children at Saint Basil Catholic School will do their share through the Boosters Committee to ensure the continued success of our school. An interest survey will be sent home at the beginning of the year; parents are asked to complete it so that we can better plan events and take into consideration the interests and talents of our parents.

BUCKLEY AMENDMENT

Saint Basil Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts.

BUILDING USE

The school building is considered parish property and may be used by parish groups with the approval of the proper authorities and if time and space permits.

CAFETERIA RULES

Lunch period is designed to provide ample time for students to eat lunch yet minimize restlessness prior to recess. During lunch students should:

- Respect supervisors, both staff and volunteers.
- Eat neatly, talk quietly, and remain seated at all times.
- Raise your hand for assistance or for permission to use the restroom.
- Clean up your own area: empty trays/waste in garbage can and return to seat.
- Observe silence when the supervisor indicates it is time to be quiet.
- Remain in the lunchroom until dismissed.

- Table cleaners are assigned by the classroom teachers. Table cleaners get a cloth and a bucket from the lunch room supervisor and wipe off the tables.

CELLULAR TELEPHONES

The possession of cell phones by the students will be permitted provided the phone is turned off and stored in the student's locker during the school hours of 7:45 AM-3:20 PM. The school cannot be responsible for lost, stolen or broken items. If students are found using cell phones or other electronic devices on school grounds while under the supervision of staff, they will be taken and held by the school administrator until a parent is able to come in and pick it up.

CHANGE OF ADDRESS / PHONE / EMERGENCY NUMBER

Every change of address or phone number must be reported to the office immediately. Up-to-date records are essential in handling emergency situations. The school must have an up to Child Information Form on file for every student. The form must include a current phone number and alternative phone number of a relative or neighbor for emergencies when the parent cannot be reached.

COMMUNICATING CONCERNS

The best way to deal with concerns is to first approach the person with whom there is a problem. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed should the principal be contacted. If you have a difficulty with the principal, you should first contact the principal to try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good faith resolution with the principal, then the pastor, the LACB or the superintendent can be contacted. In serious cases, if these efforts fail, the diocesan grievance procedure can provide a further avenue for appeal.

Acting as Jesus would want us to act should be the goal of all in our school community. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians.

COMPUTER USE

(also see ELECTRONIC INFORMATION ACCESS)

Saint Basil Catholic School owns many excellent Chromebooks. Students are actively encouraged to use them in the classroom setting. Proper use of the equipment is required of all students.

CONCUSSION LAW

Saint Basil Catholic School adheres to State of Michigan Concussion Laws. All staff are expected to complete initial training and annual updates will be offered. The school plan of action is available in the school office for review and parents are required to sign off on training.

CONFERENCES

Conferences are held in November and again at the request of the parent or the teacher. In the event a problem does arise before scheduled conferences, normal procedure is to contact the teacher directly by calling the school office or sending a note to the teacher expressing your concerns and requesting a meeting with the teacher if necessary.

CORPORAL PUNISHMENT

Corporal punishment is strictly forbidden.

CRISIS PLAN

Saint Basil Catholic School has a crisis plan in place and it is available for parents to read in the school office. Exterior school doors are locked during school hours, and staff/students participate in regularly scheduled fire/tornado/shelter in place drills per diocesan and State of Michigan requirements.

DISCIPLINE PHILOSOPHY

The root of the word discipline is disciple. We believe every disciplinary situation is an opportunity to teach positive, Christian behavior. We believe that students, teachers, parents and others in Catholic schools should respect each other because they respect Jesus who lives in them. We will encourage children to join with others to respect and show justice to one another. We believe in developing self-control in students through discipline that is positive, consistent, and fair according to the needs of each child. Central to this idea is the constant reminder that the students are expected to act in ways reflective of our Christian community and which foster a positive learning environment; to this end, our discipline policy and rubric will reflect the virtues learned through our Education in Virtue program. Students are expected to conduct themselves in a manner that reflects the moral teachings of the Catholic Church. This also applies to our students attending band/orchestra at South Haven Public Schools.

The basic rules of Christian Conduct (Student Code of Conduct) include:

- Respecting the rights and property of others.
- That everyone should be accepted equally and treated with respect and friendliness regardless of their differences.
- All students and staff members have a right to personal safety and freedom to learn.
- Showing respect to the rightful authority and obeying the school rules.

Consequences (see attached discipline rubric)

In most disciplinary situations, the general procedure follows:

Step 1

Warning given to student by adult supervisor (teacher, principal, playground supervisors, etc.).

Step 2

If inappropriate behavior continues a reasonable consequence will follow (determined by the adult supervisor and/or rubric).

Step 3

If continued misbehavior occurs, the adult supervisor will assign a consequence and contact the parents with a concise explanation of the behavior and the consequences. Parents are expected to support and cooperate with the adult supervisor in carrying out the consequences. (Parents are strongly encouraged to carry out additional consequences at home.)

Step 4

If misbehavior continues after the above steps, the matter will be brought to the attention of the principal. The principal will either communicate with the parent(s) by phone or will provide a concise description of the student's behavior to parents to be signed and returned to school by the student. The student will be required to create a plan for improvement. The plan will be distributed to all appropriate teachers.

Students may skip Steps 1-3 in situations where a supervisor determines that misbehavior is serious and falls into one or more of the following categories: Dangerous, Disrespectful or Defiant. The student will be sent to the principal and will begin on Step 4.

Step 5

A conference will be held with parents, teachers, student, and principal present. Student will formulate a new plan for improvement. The plan will be distributed to all appropriate teachers.

Step 6

If above fails, failure to follow school rules and regulations will result in suspension or expulsion.

In-School Suspension

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 will contact the parent regarding this action.

Out of School Suspension

The 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. The school realizes its obligation to the students and will extend reasonable effort to assist students to adjust to the social and academic requirements of the school environment. When it becomes necessary to separate a student from the school setting for a specific time period, the following procedure will be carried out by the principal:

- The principal will contact the parent at the time of the suspension. The parents will be required to come to school, meet with the principal and accept the responsibility of their child for the duration of the suspension.
- The suspended student will be afforded the opportunity to state his/her account of the incident which caused the suspension. Parents 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.
- The student will be expected to complete all assignments during the suspension. Assignments will be turned in to the principal or teacher upon student's return to school.

Grievous Offense

A grievous offense is any act that has grievous threat or consequence to the health, 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, teacher(s), administration and Pastor meet to determine if the student will be allowed to continue his/her enrollment. Additional actions may include, but are not limited to:

- Mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance which must be verified to the school on a regular basis
- Permanent expulsion from school
- Referral to law enforcement agencies for prosecution
- Other action as the administration deems appropriate.

The student maintains his/her right to notification of violation of these standards of conduct and a hearing regarding such violations.

**“If you remain in me and my words remain in you... by this my Father is glorified,
That you bear much fruit and become my disciples.” John 15:7-8**

Saint Basil Catholic School Behavior Rubric

BEHAVIOR	First Occurrence	Second Occurrence	Third Occurrence	Subsequent Occurrences
<p><u>Type A</u> <u>DISRESPECT</u> Eye Rolling, Gum, Excessive Talking, Sarcasm, Public Display of Affection, Homework Inconsistency, Arguing with Authority, Failure to Follow Directions, Passing Notes</p> <p><u>HORSEPLAY</u></p>	Verbal Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder Student calls parent Lunch/Recess Detention Referral to Principal* <i>*only after parent call & detention</i>
<p><u>Type B</u> <u>RUMORS AND TEASING</u> Spreading Nasty Rumors, Name Calling, Teasing, Taunting, Ridiculing, Humiliating, Gossiping, Mean or Rude Gestures, Aggressive or rude comments, Intimidating Stare, Leering</p> <p><u>ACADEMIC CHEATING</u> Forgery/False Representation, plagiarism</p> <p><u>SWEARING</u></p>	Verbal Reminder Virtuous Reminder	Virtuous Reminder Student Calls Parent Lunch/recess detention	Virtuous Reminder Student calls parent 2 days Lunch/recess detention	Virtuous Reminder Referral to Principal
<p><u>Type C</u> <u>HARASSMENT</u> Sexual, Racial, Cultural Harassment, Stalking, Intimidation, Extortion, Obscene/Lewd/Vulgar/Abusive Language, Threatening</p> <p><u>PHYSICAL AGGRESSION</u> Pushing, Shoving, Hitting, Punching, Kicking, Use of or Purported Use of Potentially Dangerous Objects/Substances, Lying, Indecency/Obscenity</p> <p><u>VANDALISM</u> Misuse of Computers Language, Graffiti and Damaging Property, Lighters/Combustibles</p>	Virtuous Reminder Student calls parent Lunch/recess detention	Virtuous Reminder Student calls parent 2 days Lunch/recess detention	Virtuous Reminder Referral to Principal	
<p><u>Type D</u> <u>THREATS TO A SAFE ENVIRONMENT</u> Making a Bomb Threat, Possession of a Weapon, Stabbing, Shooting, Alcohol, Tobacco, and other Substances, Stealing, False Fire Alarms, False 911 Calls, Extortion/Blackmail/Coercion, Striking or Threatening School Personnel, Starting Fires</p>	Referral to Principal	Recommendation for Expulsion		
		*Saint Basil Catholic School will uphold all state and federal laws regarding Type D behavior violations and proper authorities will be notified.		

This rubric is intended to be used for guidance.
Staff will use discretion as necessary to meet the needs of each child.

RED – Category given to parents on Virtuous Reminder
BLUE – Specific behaviors within category

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. Saint Basil Catholic School strictly adheres to all diocesan policies regarding the operations of its school. A copy of the diocesan policy manual is available in the school office for parental review.

DRESS CODE (See UNIFORMS)

DROP-OFF/PICK-UP POINTS

Students may enter the building between 7:45 AM and the start of school at 8 AM in the morning. Students arriving during this time are to go directly to their classrooms.

All students are dismissed from the classroom after the dismissal bell rings at 3:20 PM. Parents who arrive before that time are asked to wait at the South double doors until the dismissal bell rings.

The safety of our students is our primary concern during arrival to school and dismissing from school. Please use caution when driving in and around our school building and always be on the lookout for children. Parents arriving to pick up students must park in the streets surrounding the school/church buildings or in the designated church parking lot (over by the south entrance to the parish offices). Parents should NOT park in the lot by the South double doors, as students are dismissed from there.

If you need to enter the building for business either before or after school, park on the streets surround the school/church buildings.

Parents picking up or dropping off pre-school students should also park on the streets surrounding the school/church buildings.

EARLY DISMISSAL

Once the school day has begun, no student may leave without authorization from the office. When an emergency requires an early dismissal, parents are asked to contact the office so arrangements can be made. Parents must report to the office when picking up their child(ren). Office staff will either notify the classroom teacher or get the student themselves.

School scheduled early dismissals will be noted on the monthly school calendar and in the Friday Newsletter.

ELECTRONIC DEVICES

IPODs of any kind, handheld games, or any electronic device that has the capability of Internet access or electronic texting is strictly prohibited. If students are found using electronic devices on school grounds while under the supervision of staff, they will be taken and held by the school administrator until a parent is able to come in and pick it up.

ELECTRONIC INFORMATION ACCESS & ACCEPTABLE USE CONTRACT FOR STUDENTS (K-6)

Students and their parents will be expected to sign Electronic Information Access & Acceptable Use Contract for Students (K-6) each year so that proper use of school Chromebooks is being maintained.

EMAILING & TEXTING STAFF MEMBERS

Saint Basil Catholic School recognizes that email is a valuable communication tool that is widely used across our society. Texting and email is a fast and convenient way for you to send messages, but this is not always the case with educators. It is our practice to respond to parent communication as quickly as possible but understand that communication during instructional time is impossible due to the focus on teaching and learning (Diocesan Policy #6150). It is our desire to answer all correspondences by the end of the following work day.

Staff member to student e-mail communication should only take place using school assigned websites or through the school appropriate email accounts.

Please do not use email for matters of controversy or real distress. Your child's academic progress, learning expectations or behavioral issues are best addressed through a phone conversation or by scheduling a personal conference with your child's teacher.

Generic Email Response

If a teacher chooses not to use email as a communication tool or feels like the topic is too sensitive for an email reply, the following generic responses could be used:

"Thank you for your email. Saint Basil Catholic School does not use email to discuss student information. To best address your concerns and quickly answer your questions, please feel free to call me at (XXX-XXXX) and I will be happy to discuss this with you further."

"Thank you for your email. I believe this concern is too sensitive for email. I would prefer to speak with you regarding this matter. I will call you on (insert date and time) to discuss this matter further."

EMERGENCY DISMISSAL

Should Saint Basil Catholic School experience a non-weather related emergency during school hours, necessitating an early dismissal, every effort will be made to get a message to parents via RenWeb email, Facebook, and local TV stations. No child will be dismissed to anyone other than a parent or someone listed on the authorization form in the school office. For weather-related early dismissals see WEATHER-RELATED CLOSINGS.

EXPULSION OF STUDENTS

Expulsion is defined as the permanent dismissal of a student from the school. It will usually be enacted only as a last resort after all other means of motivation and correction has failed. However, in circumstances of crime, scandal, immorality, disruption, or serious infraction of school regulations, this action could be taken immediately. Diocesan policy, a copy of which is available for review in the school office, will always be followed in this matter. See DISCIPLINE

EXTRA-CURRICULAR ACTIVITIES

Saint Basil Catholic School at times sponsors extra-curricular activities. Any 5th or 6th grade student enrolled in band/orchestra at South Haven Public Schools may also participate in their after school extra-curricular activities (except athletics sponsored by South Haven Public Schools). All students are expected to adhere to the Student Code of Conduct during after school activities.

EYE PROTECTION DEVICES

Eye protection devices will be provided by the school for lab work, etc. Students and staff are required to wear such devices if they are participating in activities that could possibly cause injury to the eyes, face or head.

FAMILY MEDICAL LEAVE ACT

Family and Medical Leave Act entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Employees may elect to use other accumulated paid leave credits for the leave, consistent with normal requirements for receiving approval for such leave.

Saint Basil Catholic School will comply with the Family Medical Leave Act (FMLA) as described in the Diocese of Kalamazoo School Policy Manual #4148-P.

FAMILY VACATIONS (See ATTENDANCE)

FIELD DAY

An annual end of the year field day is held late in the spring. It includes a picnic lunch and outdoor games.

FIELD TRIPS

Saint Basil Catholic School students represent their school community when off campus on field trips. Student behavior expectations are the same, both on and off campus. Field trips are often taken in uniform. Students must abide by uniform guidelines while on these field trips. Some field trips may require or allow non-uniform clothing. Parents will be notified of the appropriate dress via the permission slip. **ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS.** For the school's own protection, no exception will be made to this rule.

Parents are often invited to accompany students as chaperones. The number of parent chaperones is sometimes limited if space at the trip destination is limited. Chaperones are not always admitted free at events and, if this is the case, the chaperone is asked to pay the price of their own admission. We ask that parents not bring younger siblings on field trips because they often distract from chaperoning duties.

Transportation for field trips may be by South Haven Public Schools transportation or parent drivers. All drivers must have a current Volunteer Driver Information sheet on file with the office.

Field trip chaperones must. . .

- Have completed the VIRTUS program and completed a criminal background check.
- Not allow strangers to interact with the children in their care.
- Watch for behavior warning signs in all people the children in your care encounter.
- Follow the driving route given, not making any stops that are not scheduled for the trip.
- Call given numbers in case of an emergency.
- Not use a cell phone while driving.
- Avoid personal cell phone calls during a trip.
- Have all children wearing seatbelts and/or seated in appropriate car seats.
- Expect appropriate, polite behavior from students.

- Report any discipline problems to the teacher in charge. Please refrain from disciplining children other than using means to insure immediate safety. Anything else becomes the responsibility of the teacher.

Under no circumstances is a driver to take unauthorized side trips with children. No chaperone or driver is to consume alcohol or smoke while entrusted with children.

FINANCIAL ASSISTANCE

Saint Basil Catholic School offers financial assistance programs to our families:

- Tuition Reduction Incentive Program (T.R.I.P.): This program allows families to earn tuition reductions by buying normal everyday items from vendors who participate in the T.R.I.P. program consequently earning “credit” toward their school tuition. A minimum involvement would be about \$400 to \$500 per year.
- Saint Basil Catholic School Scholarship Fund: Each year funds are allocated in the budget for tuition grants to families who apply. (Forms are available in the school office or on the school website.)

FINANCIAL SUPPORT

Saint Basil Catholic School is a parish school meaning that it is dependent upon the parishioners of the parish for financial support. Parishioners support the school through:

- Regular Sunday collection.
- Tuition paid by families with children in school (tuition rates vary).
- Donations (Scholarship Fund, Annual Appeal, Endowment Fund).

FIRE/SHELTER IN PLACE/TORNADO DRILLS

Fire, shelter in place, lockdown and tornado drills are conducted regularly in compliance with state and diocesan guidelines. Documentation of the drills is kept at school and uploaded to the school’s website as required by law. In addition, the schedule of drills is shared with the county emergency management coordinator.

FOG/WEATHER DELAYS

Saint Basil Catholic School will follow South Haven Public Schools concerning fog or other weather-related delays. If SHPS delays the start of school for fog or other weather-related issues, Saint Basil’s will also be delayed. For example, if school is delayed 2 hours, then the first bell will be at 9:45 AM, with school starting at 10 AM.

Parents will be notified via RenWeb email, Facebook, and local TV stations (WoodTV 8 and WWMT Channel 3). Parents are encouraged to sign up for text message notifications from one or both stations.

- Morning only Preschool students: There will be no school for morning-only preschool students when there is a 2-hour delay.
- All day Preschool students should arrive by 10 AM.

GRADING SCALE

Students through grade six do not receive letter grades on their report cards. See individual classroom teachers for their specific grading guidelines, procedures for handling late work, etc.

HARASSMENT AND TEASING (See also TITLE IX)

All students, visitors and staff of Saint Basil Catholic School can expect to always be treated with dignity and respect. We recognize that students are learning the social skills that are necessary to achieve this treatment and therefore we will intervene when we observe inappropriate activity such as name-calling or teasing, or shunning. Students suffering such treatment should be instructed to report it to the nearest adult (teacher, principal, secretary, lunchroom personnel, or playground supervisor or parent) immediately so that action can be taken to correct the behavior. If such behavior continues after a warning and discussion, then the Discipline Code will be enforced.

Parents are encouraged to call the teacher or the principal if their child reports such behavior directed toward him/her. Such activity can occur out of the hearing or vision of the adults who supervise our students. These reports will be taken seriously and a teacher or the principal will speak to the student or students involved. In addition, steps will be taken to assure that no retaliation or false accusation against a victim, a witness, or another person with information regarding bullying occur. The majority of these situations are intended to be harmless teasing; however, in today's world, things that were once considered harmless are certainly not. We will work with students and parents to eliminate those situations that cause distress to students to the best of our ability.

Any racially, sexually or ethnically inappropriate behavior is considered harassment. Inappropriate behavior is identified as unsuitable touching, gestures, and/or language of an offensive nature, or shunning directed toward other students, faculty, or visitor to the school. Specific examples include, but are not limited to, the following:

- Touching another individual in a sexually explicit or arousing way.
- Making obscene gestures or engaging in actions of a suggestive or degrading nature.
- Making insulting, disparaging or otherwise offensive comments about another individual's physical characteristics or attributes.
- Suggesting through words, gestures, or in writing or drawing, that another individual student, and/or member of that individual's family, are involved in inappropriate sexual activity, or that their life-style is in any way inferior due to ethnic or racial customs.
- Deliberately taking any action, through drawings, notes, sounds, or any other means, calculated to cause another individual shame or embarrassment.
- Requesting, suggesting, and/or inviting any form of sexual activity between oneself and another individual.

The discipline rubric has been developed to help all students learn to always treat one another, staff, and visitors with respect.

HOMEWORK

Homework is given regularly in all grades. It serves as an extension of classroom work and reinforces concepts covered in class. Please consult with your child's teacher should you have any questions or concerns.

HOME PARTIES

Saint Basil Catholic School is a community where parents and children care about each other, pray for each other, and are aware of each other's needs. Naturally, friendships will flourish. However, if one student's family is planning a home party that does not include all students in the class (or all those of one gender), please do not deliver invitations at school.

HOT LUNCH AND SNACKS

Saint Basil Catholic School offers a hot lunch program. Menus are sent home each month and are also posted on the school website. Orders and billing are done online through RenWeb. Cost of hot lunch is \$3.25 and includes an entrée, two sides and milk. Milk only is \$0.50.

The school office is to be notified of students with life-threatening food allergies. Information about protecting children with life-threatening food allergies is shared through the classroom teacher. If you receive notification of a food allergy in your child's classroom, please abide by all snack and treat guidelines given, to keep all students safe. If your child brings in a snack that contains the specified allergen in a classroom with a severe food allergy, he/she will not be able to eat the snack in the classroom.

IMMUNIZATIONS

All students entering Saint Basil Catholic School for the first time must be immunized in accordance with state law. Immunization records signed by a doctor, or a signed waiver, must be submitted to the school office before a child may start school. See ACADEMIC PROGRAM-ADMISSIONS.

ILLNESS/INFECTIOUS DISEASES

In case of accident or illness during the school day, parents will be notified.

Parents will be notified by letter if students have been exposed to head lice.

In the event of a disease epidemic or pandemic, Saint Basil Catholic School will follow the regulations and recommendations given by the Van Buren County Health Department in conjunction with Van Buren County Emergency Management.

INSURANCE

Saint Basil Parish carries liability insurance through Gallagher Risk Management in Grand Rapids. The diocese also provides student accident/medical coverage for all students through Michigan Catholic Conference, which includes day care students. Specific details and claims forms are available through the school.

INTERNET USAGE

Saint Basil Catholic School has high speed Internet service on all Chromebooks. This will necessitate parental permission for each of our students before allowing them to access the Internet when using these devices. Be assured that Saint Basil Catholic School will take all precautions possible to protect our students from unacceptable websites and will only allow student access to the Internet while under adult supervision. (Please see Electronic Information Access & Acceptable Use Contract for Students (K-8) as well.)

KINDERGARTEN

Saint Basil Catholic School offers a developmentally appropriate kindergarten for our students. Age appropriate materials are used for readiness and activities helping to build social skills. Early assessment testing provides basic information for reading readiness. Each student in kindergarten receives individual attention in reading based on assessment testing. Although every student may not be ready to read in Kindergarten, all will advance along the path to independent reading skills during this year.

LEARNING DIFFERENCES

We affirm our commitment *To Teach as Jesus Did*, to reach all God's children and to provide a faith-filled and academically excellent education. We embrace students of differing abilities and strive to contribute to the development of self-sufficiency and self-confidence. We are dedicated to meet the needs of every child, to the extent that available resources, funding, and facilities permit.

LIBRARY

The school library is available for use by all students. Overdue notices will be sent out for books checked out for long periods of time. If a book is lost and cannot be returned, the family will be responsible for a \$10 fee to the library to be used toward the replacement of the book.

LOST AND FOUND

Lost and found articles are kept in a bin inside the school by the East door. This bin can be checked anytime the school is open. All clothing or other articles bearing a child's name is returned to him or her. Unmarked articles will be given to a charitable organization at the end of the school year.

MASS SCHEDULE FOR STUDENTS

Students at Saint Basil Catholic School attend Mass each Wednesday at 9 AM. Weeks which include a holy day of obligation or other special event may have a different schedule.

Students take an active part in the school liturgies each week by classroom. Parents, grandparents and friends are always welcome to worship with us.

MEDICATION POLICY

The Diocese of Kalamazoo prohibits the administering of medication, including over the counter medications (ibuprofen, cough drops, lip balm, etc.), to any student without written permission from the student's doctor; however, the school may give emergency first aid. Parents must supply all medications administered to their children. Each medication must accompany a Medical Authorization Form which is available in the school office and on the school website.

All prescriptions and over-the-counter medications that parents bring to school must be in the original container and kept in the school office. The child's name, grade, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at the end of the school day. All medications given to students are entered on the daily SCHOOL MEDICINE DISPENSING SHEET each time they are administered. Antibiotic medications will not be given at school as the school does not have the necessary equipment to store the antibiotics properly (i.e. locked refrigerator for medication only). All antibiotics can be given in doses that do not require dispensing at school. Students can receive medication on field trips ONLY if a Medical Authorization Form is on file at the school.

In the event of an emergency, the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions which might cause fainting or other emergencies so that the proper procedures might be followed with the least possible trauma for the child.

It is the parent's responsibility to pick up any unused medication; medication left at the school after the last day of the school year will be destroyed.

MICHIGAN TAX CODE

Saint Basil Catholic School follows the Michigan Tax Code, which states that items purchased for resale must add sales tax at time of sale.

NEWSLETTER/COMMUNICATIONS EMAILS

The Friday newsletter is an important communication tool between school and home. Included will be the monthly calendar and other pertinent information. In our effort to continue to be a Green School, this newsletter is emailed to parents. Every effort is made to send all home/school information through this channel, as this eliminates many lost pieces of information in the bottom of book bags.

Occasionally, material comes to the office that is dated and cannot wait until the next Friday newsletter. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an “as needed” basis. Every effort is made to keep these items to a minimum. Any item that needs a parent signature will be sent home in hard copy format for your convenience.

PESTICIDE USE/NOTIFICATION POLICY

Pesticides are occasionally applied; you will be notified prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. You may also contact Camille DeLano at 269-637-3529 if you have any questions regarding our pesticide management program.

PICTURE POLICY

Students who attend Saint Basil Catholic School may occasionally be asked to participate in school publications and/or public relations activities. These activities may include videotaping, recording, and/or photographs which may be published, displayed, distributed, or broadcast outside by the school or third parties with school’s consent. Publications also may include use of the student’s name, photograph, art, written work, voice, verbal statements or portrait (video or still) in school publicity, videos, digital or electronic media or on the school’s website. For example, pictures and articles about school activities may appear in local newspapers or school publications.

A “Permission to Photograph” form is sent home at the beginning of each school year. If a parent prefers photos of their child(ren) not be used or published, the school must be notified in writing via the provided form.

The school does not anticipate commercial use or sale of your student names, picture, art, written work, voice, verbal statements, portraits, (video or still). However, to the extent works described in this form result in any profits, by signing this form you and your student agree to waive all rights to any copyright interest in such works and any royalties that may be paid. Any profits generated by the works described in this form will be used to benefit Saint Basil Catholic School and its programs.

No monies or other compensation will be or become due to you, your student, or your heirs, agents or assigns at any time because of participation in publication activities. Consent for your student’s participation in school publication activities may be rescinded at any time by written notice to the school principal.

PLAGIARISM

Plagiarism is defined as passing off someone else's work (including that of another student's) as your own. It is a form of cheating. Students are expected to use research references as guidance to help them understand the material in question but must then relay that information in their own words. Rearranging words or sentences or cutting and pasting information from the original source still constitutes plagiarism. This includes any written word, graphics, statistics, theories, opinions etc. If a student feels the need to use information directly from a reference source, they must cite that source so that credit is given where it is due. Students are encouraged to enlist the help of their teachers if they need assistance in understanding and avoiding the issue of plagiarism.

PLAYGROUND POLICY

Our playground policy goes hand in hand with our discipline policy and the discipline rubric will be used when needed.

- Students should be considerate of the space we have, and keep in mind the need to take turns with group activities. All children should be allowed to join in games.
- Students should never leave the playground to talk to a parent who pulls up in a car. Those parents should be encouraged to sign in at the office and then go out onto the playground to speak with their child.
- Once outside for recess, children need permission from the playground supervisor/assistant to go back into the building. Reasons to re-enter include, but are not limited to: medical, bathroom use, retrieve appropriate clothing. It is up to the discretion of the playground volunteer.
- Only balls may be thrown; sticks, wood chips, snowballs, etc. may not be thrown.

Boundaries

Students are to stay within the blacktop area; this is especially important near the parish parking area marked with orange cones. They should not play beyond the sidewalks. The grassy area north of the play equipment is off limits for play. The fire escape is not a piece of play equipment; no students should be on it.

Play Equipment

Students are expected to use all equipment for its intended use, respecting rules of safety. This includes, but is not limited to:

- No walking up the slide; go down sitting, feet first only.
- No standing or sitting on top of the monkey bars.

Balls

- Can only be retrieved from the street by the adult supervisor on duty.
- Can be kicked during organized games only.
- Because of the windows on the west side of the building, only Nerf balls should be used.
- At no time should the balls be intentionally kicked or thrown against the window side of the building.

General Courtesies

- No chicken fighting or king-of-the-mountain.
- No tackling, kicking, throwing others to the ground, or carrying others on one's back.
- No food or beverages should be taken outside. There is no gum permitted in or out of school.
- When the bell rings, all students should cease play and walk immediately to the line-up area, remembering to enter quietly while walking.
- Appropriate language is expected at all times, as is consideration of others and respect for all.
- In winter, no throwing snow.

If there is a minor problem on the playground, the playground staff will handle it. If there is behavior that falls under our discipline rubric, the playground staff will send the student/s to the office for administrative intervention. SEE DISCIPLINE.

PROMOTION TO NEXT GRADE

Promotion to the next grade is based on several factors, including mastery of skills needed for the next level, maturity of student, and work/study habits. Occasionally, due to various reasons, it becomes necessary to recommend that a child repeat a grade. Should retention be a consideration, dialogue between parents and teachers will be an on-going factor as this decision is reached. This decision will be reached only after conferences with the parents and, if it can be determined, it is in the best interest of the child.

RECESS

All students in grades PreK-6 daily go out for supervised play on the playground, weather permitting. On rainy days, or days when it is deemed too cold, students will have recess in the classroom or church basement. Quiet play is encouraged for indoor recess.

Due to lack of staff for supervision for those children whose parents request indoor recess following an illness, please keep your children home until they can fully participate in school activities. In emergency situations, children may be kept in at noon if they have a signed note from a doctor or parent. If your child has a serious medical problem that may be aggravated by outdoor play, the parent is to contact the office. Please see that your child/ren is dressed appropriately for the weather.

REGISTRATION

Families who wish to register their child/ren for school should contact the school office to request a registration packet. Enrollment for students already attending Saint Basil Catholic School takes place in the spring. New families may register at any time by contacting the school office.

REPORT CARDS

Report cards are issued at each quarter: four times a year. Dates on which you can expect your child to bring home his/her report card are published on the monthly calendar. Should a parent have any questions or concerns regarding a child's report card at a time when conferences are not scheduled, an appointment should be made with the teacher.

SCHOOL HOURS

A Saint Basil Catholic School instructional day runs from 8 AM until 3:20 PM for students in Kindergarten through 6th grade. All day Preschool follows this same time frame.

SCHOOL VISITORS

For the safety of our students, faculty and staff, we require all visitors to stop at the office first before going to different parts of the building, including classrooms. If you are visiting the school to help in a classroom, deliver forgotten items to your child, or for any other reason, you must first check in with the office secretary.

SNOW DAY (See WEATHER-RELATED CLOSINGS)

SPECIAL NEEDS STUDENTS

Saint Basil Catholic School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan (AEP), or Individualized Education Plan (IEP), Nonpublic Service Plan, or a Behavior Intervention Plan. Direct special education services are provided by the public school district in which the child resides with input and support from Saint Basil Catholic School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand. Saint Basil Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases, it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Saint Basil Catholic School will attempt to assist families in finding appropriate alternatives.

Identification of Students with Special Needs

Saint Basil Catholic School will work with parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student's needs and provide any records necessary for Saint Basil Catholic School to assess appropriate accommodations. The refusal to provide such information is grounds for terminating enrollment in the school. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at Saint Basil Catholic School, the administration and teacher will meet with parents to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services and/or to have your child evaluated. The results of the evaluation will be shared with the school and parents, and a plan implemented on behalf of the child. To accommodate a student who has been evaluated for special learning needs, parents are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

Educational Plans

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) (provided by the public schools), and/or Adjusted Educational Plan (AEP) (provided by Saint Basil Catholic School) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an AEP written at Saint Basil Catholic School. Saint Basil Catholic School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The classroom teacher and parents will monitor the student's progress throughout the year as well as the services provided by the LEA.

STUDENT RECORDS

Student records are kept in compliance with Diocesan Policy #5125. It states: "An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a Catholic school in the Diocese of Kalamazoo. The Cumulative Record is the property of the school and the school administrator has jurisdiction over its contents. The school administrator is charged with seeing that

these records are stored in a safe and secure place.”

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child (ren)'s permanent record. They may do so by requesting this in writing to the school administration. A time and date for this review will be set within two working days of receipt of the written request.

SUSPENSION FROM SCHOOL

A student may be suspended anytime 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(s), teacher(s) and administrator to resolve the situation. There will be no student participation in school events while under suspension. See DISCIPLINE.

TARDINESS

Saint Basil Catholic School opens daily at 7:45 AM (before care begins at 7:00 AM). Anyone not in attendance by 8 AM is considered tardy. School begins at 8 AM. Any students coming in after 8 AM must first stop at the office to check in.

Excessive absences and/or tardiness can have a negative impact on a student's learning. We ask that parents/guardians please do their best to have students to school on time. See ATTENDANCE.

TEXTBOOKS AND SUPPLIES

Parents are expected to purchase for their students the necessary supplies from the school supply list each summer. Textbooks are supplied by Saint Basil Catholic School.

TEXTING TEACHERS/STAFF (See EMAILING & TEXTING STAFF)

TITLE IX COORDINATOR

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to Saint Basil Catholic School, the principal is appointed the Title IX coordinator. Saint Basil Catholic School abides by Policy #4166.4 and its accompanying regulations found in the Policy Manual of the Catholic Schools –Diocese of Kalamazoo regarding avoidance of harassment. The principal will answer questions and disseminate information about Policy #4166.4, investigate complaints, and take appropriate corrective action pursuant to this policy. The principal's contact information is as follows: 94 Superior Street, South Haven, MI 49090, 269-637-3529.

THEOLOGY

The freedom to teach and practice our religion is the reason for the existence of Saint Basil Catholic School. We are a Catholic school and all students, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments. All students regularly take part in liturgical and para liturgical services.

TUITION/FEES

For students to be enrolled in school, their application fees must be paid at the time of enrollment. Tuition and fees are combined and divided into monthly payments collected through RenWeb or school office; tuition is due the 1st of every month, August through June. Any family that experiences financial difficulty during the school year should immediately speak with the principal. Some arrangements and grace periods can be arranged in emergency situations.

School tuition rates are set annually, with parishioner and non-parishioner rates. Those families registered as parishioners at St. Basil Church, San Felipe, or St. Peter Church are charged the parishioner rate.

Tuition assistance is available to families who demonstrate financial need. Forms for this purpose are available in the school office and on the school website. All inquiries and grants for tuition assistance are kept confidential.

TUITION REIMBURSEMENT INCENTIVE PROGRAM (T.R.I.P.)

This is a program designed to help lower your tuition. The way the program works is that you buy certificates for some of your favorite retailers and merchants through TRIP. These retailers and merchants sell their certificates to Saint Basil Catholic School at less than their face value. The discount savings will then be applied directly to your tuition bill. More information may be obtained by calling 269-637-3529, going to the TRIP section of the school website, or stopping in to the school office to speak with the TRIP coordinator, Amanda Page.

UNIFORM SERVICES EMPLOYMENT AND REEMPLOYMENT

Saint Basil Catholic School will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USEERA) and applicable Michigan laws pertaining to military leave.

UNIFORMS

Although the manner of dress is not the most important aspect of the education program, a regulated dress code, which has many desirable aspects, is required at Saint Basil Catholic School, grades PreK-6. Below are the uniform requirements we expect of all students who attend our school. A copy of these guidelines is available upon registration and can also be found on the school website.

The school administrator shall be the judge on any style of dress that is questionable.

***All Plaid items are to be purchase through Schoolbelles.com, school code: S1675.
School Plaid is: 193 Navy/White***

Preschool through Grade 6

Girls

- Navy blue or plaid jumper, skirt or scooter/skort (Plaid jumpers and plaid skirts/skorts to be purchased through SchoolBelles-see code above.)
- Navy blue pants or shorts
- Black, brown, or blue belts with no ornamentation and with a standard buckle
- Red, navy blue, or white collared shirts, oxford or polo, short or long sleeve, plain or with school **embroidered** logo (from Little

Boys

- Navy blue pants or shorts
- Black, brown, or blue belts with no ornamentation and with a standard buckle.
- Red, navy blue, or white collared shirts, oxford or polo, short or long sleeve, plain or with school **embroidered** logo (from Little Oscars). No other logos are acceptable, including athletic logos. Collared shirts are to be worn at all times.
- Plain navy blue, white, gray, or red sweaters or sweater vests

<p>Oscars). No other logos are acceptable, including athletic logos. Collared shirts are to be worn at all times, including under jumpers.</p> <ul style="list-style-type: none"> • Plain navy blue, white, gray, or red sweaters or sweater vests • Navy blue, gray, or red polar fleece, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos. • Navy blue, gray, or red hoodie, crew, or hoodie zip sweatshirt, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos. 	<ul style="list-style-type: none"> • Navy blue, gray, or red polar fleece, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos. • Navy blue, gray, or red hoodie, crew, or hoodie zip sweatshirt, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos.
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Mass Day Uniform (Wednesdays)

<p><u>Girls</u></p> <ul style="list-style-type: none"> • Plaid jumper (Plaid items to be purchased through SchoolBelles-see code above.) *6th grade girls may wear a plaid skirt (Plaid items to be purchased through SchoolBelles-see code above.). • White collared shirts, oxford or polo, short or long sleeve, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos. • Plain navy blue, white, gray, or red sweaters 	<p><u>Boys</u></p> <ul style="list-style-type: none"> • Navy blue pants. NO SHORTS • White collared oxford shirts, long or short sleeved, plain or with school embroidered logo (from Little Oscars). No other logos are acceptable, including athletic logos. • Plain navy blue, white, gray, or red sweaters or sweater vests • Navy blue or uniform plaid tie (Plaid tie to be purchased through Schoolbelles-see code above.)
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Socks, Shoes & Accessories (incl. Mass days)

<p><u>Boys and Girls</u></p> <ul style="list-style-type: none"> •Socks are to be SOLID white, navy blue, gray, or black. •Shoes may be white, navy blue, gray, red, or black dress shoes or sneakers. If they are sneakers, they may have an athletic logo or secondary color, but the logo/secondary color must also be white, navy blue, gray, red, or black. • NO other designs or colors on the shoes/sneakers, and no flashing lights. “Fun” sneakers and shoes may be worn on color days or outside. • NO boots of any kind while indoors. No crocs, flip flops or sandals. Boots and other fun shoes may be worn on color days or outside. <p><u>Girls</u></p> <ul style="list-style-type: none"> • Tights must be SOLID white, navy, red, gray, or black. • Leggings must be SOLID white, navy, red, gray, or black and tucked into the sock. <p><u>Jewelry (Boys and Girls):</u></p> <ul style="list-style-type: none"> • Boys are not allowed earrings of any kind. Girls are allowed one pair, to be in earlobes. Earrings should be posts, not hanging below the earlobe. No ear cuffs or multiple piercings are allowed. • A necklace with a cross or a religious medal may be worn. • One “cause” bracelet may be worn. • One watch is allowed. <p><u>Make-up:</u></p> <ul style="list-style-type: none"> • Students are not allowed to make-up. • Girls: Nail polish-one shade only, no black. Boys are not allowed nail polish. <p><u>Hair (Boys and Girls):</u></p> <ul style="list-style-type: none"> • Hair is to be a natural color; no dyed hair. The style and length cannot be overly conspicuous or distracting-please save mohawk cuts for summer vacation.
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Hair accessories (Boys and Girls):

- Boys are not allowed hair accessories.
- Girls: Hair accessories are to ONLY be red, white, navy blue, black, or gray, or a combination of these colors-no other colors or color combinations are acceptable. Hair accessories in the school plaid are also allowed.

UNIFORM HOLIDAYS

Most Fridays will be designated as uniform holiday days (“color days”); there will often be specific “themes” to these days, as noted on the monthly calendar. Occasionally, other special days are designated uniform holidays. These will also be noted on the monthly calendar.

On uniform holidays, students are to wear clean clothes in good repair and in good taste. The following lists articles of clothing that do not conform to school policy:

- Items which expose body parts.
- Shirts with reference to drugs, tobacco, sex, or alcohol and other articles of clothing which interfere with any student’s ability to concentrate or study.
- No shirts with spaghetti straps or tank tops will be allowed.
- No make-up.
- No leggings unless worn with skirt over top.

Sleeveless shirts and shorts of an appropriate length (no shorter than fingertip length with arms down) are an option if they meet the above standards. Hats may be worn outside only. Sandals are permitted but it is expected that students will have the appropriate footwear for recess. The school administrator shall be the judge on any style of dress that is questionable.

Students who wear inappropriate clothing on uniform holidays will be issued clean, used uniforms from our uniform stock or parents will be called and asked to bring in appropriate clothing.

UNIFORM VIOLATIONS

School policy is to send home a written reminder with the first uniform violation. Subsequent violations will result in students being issued uniform components from our used uniform collection or parents called to bring in the child's uniform.

VANDALISM

Vandalism is defined as any deliberate misuse, damage, or destruction of school property, that results in clean up, repair, or replacement costs. This includes the misuse of any of the school's computer/electronic equipment or software. Any costs incurred from vandalism will be assessed to the perpetrator. The family will be notified. Based on the severity of the incident, the school may take further action as necessary.

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

VOLUNTEERS

Saint Basil Catholic School welcomes volunteers as they help with many aspects of the school program and are crucial to the overall success of our school. Volunteers are needed in the as classroom helpers, as chaperones on field trips, etc. Please note: VIRTUS training and a criminal background check is required by the Diocese of Kalamazoo for any volunteers at the school.

WEAPON POSSESSION

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapons” include, but are not limited to: guns, firearms, explosives, daggers, dirks, stiletto, knives, pocket knives opened by mechanical devices, iron bars, brass knuckles, or any object that is intended to inflict harm.

Saint Basil Catholic School is a Gun Free/Weapon Free area. Any student determined to have brought a firearm to school will be expelled for a period of not less than 180 days. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be suspended from school pending investigation by the appropriate public safety agency. The discipline policy will be followed. “Look alike” and toy weapons are prohibited and will be considered “dangerous weapons”. This prohibition includes any costume or prop for Halloween, plays, or presentations. There will be no exception to this.

WEATHER-RELATED CLOSINGS

Saint Basil Catholic School will close if South Haven Public Schools announces a closing due to weather conditions. Snow, bad weather and other emergencies will be announced on local TV stations (WoodTV 8 and WWMT Channel 3) and you will also be notified through RenWeb email and the school Facebook page. Parents are encouraged to sign up for text alerts with one or both TV stations.

Saint Basil Catholic School will follow South Haven Public School policy on dismissals regarding tornado warnings or other disasters. When weather emergencies arise while school is in session, and time does not permit safe dismissal, children will be sheltered at school. If a tornado watch is in effect, after school events and classes hosted by Saint Basil Catholic School will be cancelled. In case of any public emergency, do not call the school. Listen to the local radio or television station for school information. We will do our best to notify parents as soon as possible as to status and further instructions.

WELLNESS POLICY

Saint Basil Catholic 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.

Right to Amend

Saint Basil Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents through email communication and/or the Friday Newsletter.

Saint Basil



Saint Basil Catholic School, in collaboration with our families, fosters strong Catholic values and academic excellence for all students in an environment filled with innovation, rigorous curriculum, social justice, and commitment to God and community.

Catholic School

SIGNATURE PAGE

Parents share the responsibility for their child’s understanding of the philosophy of the school and the rules that flow from that philosophy.

We ask that Parents/Guardians please discuss the Saint Basil Catholic School Family Handbook with their children. In this way, the family is able to participate as a unit in the life of the school.

Parents/Guardians and students (all in family) are asked to sign this statement that you have received, read, and discussed the Family Handbook.

Parents/Guardians and students agree to be governed by the policies and regulations set forth in the Saint Basil Catholic School Family Handbook.

Parent / Guardian Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature