



SCHOOL HANDBOOK

St. Isaac Jogues Catholic School
21100 Madison Street
St. Clair Shores, MI 48081

(586) 771-3525

(586) 778-8183 – Fax

www.stisaacjoguesschool.org

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WELCOME TO ST. ISAAC JOGUES CATHOLIC SCHOOL

Dear St. Isaac Jogues Parents,

Welcome to the 2010-2011 school year! Thank you for making the sacrifice of enrolling your children in a Catholic school. How lucky are they to be able to receive an excellent education surrounded by the spirit of Jesus.

This booklet is designed to state the policies and procedures to be followed at St. Isaac Jogues School. Please keep this in a convenient place where you can refer back to if you have any questions concerning the expectations of our school. **After reading the booklet with your students, please sign the handbook form and send it back to school to be kept on file.**

Please understand that these policies and procedures have your children's best interest in mind. I believe that academic excellence and the teachings of the Catholic faith are my top priorities.

When you send your children to St. Isaac Jogues Catholic School, you are sending them to educators specifically trained to educate and guide your students for the next step in their lives. The staff here realizes that this is not just a job, but a ministry. All of us are dedicated and devoted to preparing your children for a successful future, grounded with a strong sense of faith.

I invite your involvement and assistance as we work together for the spiritual, academic, and physical growth of your child. I believe that parents are the first teachers of their children. With your assistance, we will make the education of St. Isaac Jogues Catholic School the best possible.

If you have any questions or concerns, please do not hesitate to get in contact with me. I look forward to a wonderful school year filled with God's blessings for all of us!

Sincerely,

Ann E. Kolley
Principal
St. Isaac Jogues Catholic School
akolley@stisaac.pvt.k12.mi.us

Philosophy

We the community of St. Isaac Jogues Catholic School, a spirit-filled, Christian family, believes that we are called to provide:

1. Ongoing faith formation which leads to a living, conscious, and active faith and
2. An excellent education that not only meets the current needs of students but also prepares them to adapt to a rapidly changing future.

Our faith formation is based on a rich Catholic heritage embodied in our parish community. We also recognize that we are part of a global community in which our similarities outweigh our differences.

Mission Statement

The parents, students, faculty and staff of St. Isaac Jogues School embrace the opportunity to provide a CHRIST-centered environment by emphasizing:

Challenge and creativity

Helping others

Responsibility

Integrity

Spirituality

Teamwork

ADMISSION REQUIREMENTS

Saint Isaac Jogues School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at that school. It does not discriminate on the basis of race, national or ethnic origin or sex in the administration of its hiring and personnel and educational policies, admissions, scholarship and loan programs, as required by the Terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

1. Saint Isaac Jogues School exists primarily to educate the children of Saint Isaac Jogues Parish, as well as to equip these children for a life of service to God and man.
2. Saint Isaac Jogues School will admit children with siblings at SIJ, and then children of parents who are registered, supporting members of Saint Isaac Jogues Parish. If classroom vacancies are available and if parents concur with the principles, aims and purposes of Saint Isaac Jogues School, children of parents registered in neighboring Catholic Parishes without Catholic Schools will also be admitted. If still other vacancies are available, after the above children have been placed, children of other Christian families will be admitted on a first come basis according to above requirements.
3. In an effort to make school a valuable and successful experience for a child, we favor the developmental point of view. This means that we view children as TOTAL BEINGS. The physical, social, emotional and intellectual aspects of development depend on and support each other.

Therefore, we strongly urge that students be five (5) by September 1st for Kindergarten, and six (6) by September 1st for First Grade.

4. Admission to other grades will depend upon vacancies and class size.
5. Prospective students will be interviewed and evaluated academically for appropriate placement by the school administrator. In addition, there will be a review of prior school records, report cards, standardized tests, and any other evaluations as requested by school authorities. This process assists school personnel in making the appropriate placement for student and assessing the potential need for additional academic supports (summer school, tutoring, etc.). Students entering grades 6, 7 and 8 will be required to take a skills assessment test to determine if placement at St. Isaac Jogues is appropriate.
6. All prospective students may spend a half day visiting St. Isaac Jogues School. This helps the staff see the child interact as well as to assess some of his/her skills.
7. Acceptance of new students will not be final until all records are received and verified.
8. Newly enrolled students are monitored carefully. All new students are considered probationary for the first semester. Regular academic and behavioral assessments will be shared with parents during the probationary period.
9. At the end of the probationary period, the student's behavior and academic record will be formally reviewed. Parent/guardian will be informed of the student's status.

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have the parents/guardians taken to court. St. Isaac Jogues School has an attendance policy to avoid these negative consequences.

ABSENCE

All parents and guardians are requested to notify the school prior to starting time if their child will be absent from school and the reason for the absence. If phone contact is not possible, the parent/guardian should provide a written reason as soon as possible. We are obligated to report absences and tardiness to the truancy office. If the absence of a student appears to be questionable or excessive, the principal meet with the parents/guardians in order to help rectify the situation.

Any student missing 20 days of school in the year will need a meeting with the principal in order to determine reasoning. An action plan will be developed. Retention may be needed if absences continue.

If a student becomes ill in school, he/she should advise the classroom teacher so that proper attention can be provided. The classroom teacher will send the students to the office where a determination will be made to send the student home or have the student remain in school. If a student is to be sent home, the parent/guardian will be contacted. In all cases of sickness or accident, it is necessary for a parent/guardian or an adult designated by the parent/guardian to come into the school office and sign the student out. *Children will not be sent home alone. For this reason, it is very necessary to keep each student's emergency card up to date with accurate work/home and other release phone numbers.*

It is also imperative that you inform the teacher and school office if your child has a special health problem and/or a communicable disease.

TARDINESS

Each quarter a student is allowed only 5 tardies. On the 5th tardy, a warning letter will be sent home. On the 6th tardy a letter will be sent home stating that the student will be suspended the next day. If a 7th tardy occurs, a meeting will be scheduled between the parent and principal to develop an action plan. The truant officer may also be contacted. Students must receive a tardy slip from the school office if they are not in their homeroom when the 8:10 a.m. bell rings; however, we do not send the tardy slips home for signatures. Parents will be notified of five or more tardies in one quarter. Any student arriving to school past 9:10 a.m. will no longer be considered tardy, but will be marked absent for the morning session of class.

EARLY DISMISSAL

Students will not be excused during the time school is in session except for extraordinary reasons approved by the principal. Parents should try to make any necessary appointments after school hours. If exceptions must be made, students must present a note from parents stating the reason for the early dismissal and bearing the parent's signature. Any student dismissed before 1:00 p.m., will be marked absent for the afternoon session of class.

All children must be picked up and signed out at the school office. **DO NOT GO TO THE CLASSROOM.** We will send for the student.

Students are NEVER permitted to leave the building or premises at any time without permission of the principal. No student will be permitted to leave the school grounds at lunchtime unless a NOTE SIGNED and dated by the parent for that day granting this permission is submitted and signed by the principal. The school cannot be responsible for students who leave the school grounds without permission.

BOOKS

As parents well know, the cost of living is soaring today, and so is the cost of books. The administration wishes your child to have the best in the line of approved books and other materials. Students are asked to take care of the books they are using during the school term. Students who lose a book or deface it in any way will be required to pay for it as a replacement cost.

CONFERENCES

A successful education encompasses cooperation between the home and school. Communication is imperative. We invite parents to maintain close contact with the child's teacher. Please use the snapgrades system as often as possible so you are aware of your child's performance in grades 3-8. Conferences offered in November are mandatory for parents to attend. A second conference is offered in March. Please do not hesitate to set up an appointment with your child's teacher at any time if you have questions or concerns. Problems of an administrative nature may be discussed at any time by appointment with the principal.

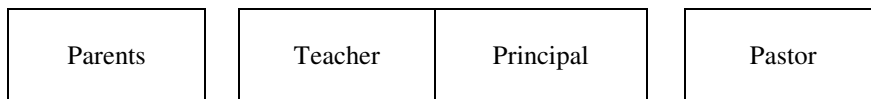
If a serious problem exists, do not hesitate to call or email. Each teacher has a voicemail available for leaving messages. Teachers will contact you as soon as possible.

Please do not discuss student performance on the parking lot or in the hallways. This is to ensure confidentiality for the student and the parent. Please set up an appointment if you deem it necessary.

Under no circumstances may parents come to school to talk with a teacher during CLASS TIME.

FACULTY/PARENT COOPERATION

Good communication builds strong relationships. All parents are encouraged to be in regular contact with your child's classroom teachers. Conferences, notes, and phone calls are all excellent ways to share information that will benefit your child. Whenever you have a concern, the first person to contact is your child's teacher. Parents or teachers may request that the principal become involved. If the problem cannot be resolved between parent, teacher, and principal, the pastor should be contacted. The decision of the pastor is final. At each stage in this process, parents will be responded to promptly. Parents may request that the response be in writing. In order to familiarize you with the policies of the school regarding student conduct, we have included in this handbook a copy of the Student Code of Conduct.



DAILY SCHEDULE

Students should not arrive at school prior to 7:40 a.m. Students arriving at school between 7:00 a.m. and 7:45 a.m. will be sent to Latchkey, and parents will be charged the appropriate Latchkey fees.

8:00 A.M.	Doors open to Students – First Bell
8:10 A.M.	Second Bell – Tardy
11:30 A.M.	Morning Kindergarten dismissal
11:35 A.M. – 12:25 P.M.	LUNCH students will eat and have recess in the following groupings: K-5th and 6-8th
3:10 P.M.	End of afternoon sessions.
3:15 P.M.	Any students left after 3:20 pm will be sent to Latchkey. Parents will be charged for any time spent.

PLEASE NOTE: When grades K-8 have half-days, the entire school will be dismissed at 11:35 A.M.

EMERGENCY CLOSING

In case of emergency closing of school due to weather or other emergencies, Saint Isaac Jogues School will post closing information on local radio and television stations: Channel 2, Channel 7, Channel 4 and on radio station WWJ 950.

We will use a relay system to contact parents by telephone in case of an emergency early dismissal.

PLEASE do not call the rectory. Listen to your radio. Information will be broadcast as soon as it is known. You may also call the school, as it will be listed on the answering machine (586-771-3525).

SAFETY DRILLS

For the safety of all concerned and in conformity with State Law, fire drills are held six times each year. Tornado and Lock-down drills are held at least twice during the school year. These drills are conducted according to advice given by the local fire and police departments.

Grading Scale

The following grading scale is used in grades 3-8:

100 – 93%	A
92 – 85	B
84 – 73	C
72 – 64	D
63 – 0	F

HEALTH PROGRAM

The mandated Health Services are available as in Lakeview School District. St. Isaac Jogues School has a Crisis Plan established and on file in the office, and a Crisis Team including the principal, pastor, archdiocesan representative and Lakeview Special Services team is available in an emergency.

If a faculty member has any reason to suspect that a student is considering suicide, the administration will notify Lakeview's Crisis Team first and then contact the student's parents. The team will handle the situation.

SICKNESS AND INJURIES

Please DO NOT send your child to school if he/she is not feeling well. The student who is injured or becomes ill during school should report immediately to the teacher in charge. In case of serious injury or illness, the home will be notified. Emergency cards are sent home at the beginning of the school year for parents to inform the school about procedures to be followed in times of sickness and injury. *It is extremely important that if there are any changes during the current school year on your emergency card, the office is notified immediately.* Personnel in the school office will attend to minor cuts, bruises, and upsets that occur at school (First aid treatment ONLY). Home-incurred accidents are not the responsibility of the school. ***By law, NO medication may be given to students without a written permission from the parent and doctor. A release form for dispensing of any medication must be on file in the school office. All medicine, including over-the-counter medication and cough drops is to be kept in the office and distributed from there.***

COMMUNICABLE DISEASE CONTROL

Children who have a communicable disease must remain at home. The following guidelines may be followed in determining how long a child must be kept at home.

Fever: Any child with a fever higher than 100 degrees must remain at home for at least 24 hours after the fever breaks *without* the assistance of fever reducing medication.

Measles: 6 days from the onset of the rash

German measles: (3 day Measles) 4 days from the onset of the rash

Whooping Cough: 4 weeks from the onset

Scarlet Fever: 7 days from onset

Mumps: until swelling down, no fever, no evidence of complications...7-10 days

Chicken Pox: 7 days from onset of illness

Conjunctivitis (pink eye), Impetigo, Scabies, and Ringworm: shall be readmitted with a certificate of recovery from a physician.

Pediculosis (head or body lice): A student who has lice will be excluded from school until the child is nit-free. We follow all guidelines provided by the Macomb County Health Department.

Michigan State Law, Section 92 of P.A. 368 of 1978 and the Macomb County Immunization regulations enacted September 27, 1979 prohibits a principal from allowing your child to attend class without the required immunizations.

Your child must have one dose of DTP/DTa/TD, Polio, MMR, Hepatitis B and Varicella (Chickenpox) to enter school. Your child must have the minimum number of doses and meet minimum intervals between doses to remain in school. In addition to these immunizations, students in grades 6-8 are also required to receive 1 dose of meningococcal vaccine (MCV4).

HOMEWORK

Regular homework provides an opportunity for students to build on the learning started in school. Homework can provide skill practice, enrichment, challenge, or project-type work requiring outside resources. Because homework is so valuable, we follow these policies:

1. Homework need not be written. There should be a balance between study and written work.
2. It is recommended that homework not be given over weekends and free days. There may be exceptions at times.
3. Parents are urged to see that the children have a quiet place to study. They should supervise the homework of the children, not do it for them.
4. The recommended time to be spent on any given evening of homework:
 - a. Primary: (1, 2, 3) 15 to 30 minutes
 - b. Intermediate: (4,5) 45-60 minutes
 - c. Middle School: (6, 7, 8) 60-90 minutes

Whenever the amount of homework greatly exceeds this time limit, please contact the teachers involved to determine the cause. PLEASE DO NOT WAIT UNTIL A SEVERE PROBLEM EXISTS.

5. Homework on the Internet is posted by 4:00 P.M. every school day at www.stisaacjoguesschool.org or on Snapgrades. Please follow the teacher's classroom procedures for more information
6. Students who are absent will receive their missed assignments on the day they return to school. NO requests for missed work will be granted during the day of the student's absence. Each student will have the opportunity to make up missed assignments according to how many days they are out ill. For example, if a student is absent one day, they will have one extra day to make up missed assignments.

HONORS & AWARDS

Students of Saint Isaac Jogues School are always encouraged to achieve and use their God-given talents. HONORS and AWARDS are an example.

Grades 4-8

An Honor Roll is published quarterly based on report marks. Students must obtain an average of 3.5 or better to be eligible for 1st Honors and an average of 3.0-3.49 to be eligible for 2nd Honors. Fourth grade students do not receive a grade point average, but must receive all A's and B's to be included on the Honor Roll.

Any student receiving a "D", "F", "N", or "U" on the report card will not be eligible for the Honor Roll that quarter.

An annual awards day is held, at which time certificates of awards are distributed. Students may earn awards under the following categories:

1. Service: Faithful in extra areas; for example: safety patrol, volunteer to teachers for assistance, gym assistants, etc.
2. Individual Subject Awards: Must maintain an "A" all four report periods in the subject.
3. Academic Awards:
 - a. First Honors (yearly report card average of 3.5-4.0)
 - b. Second Honors (yearly report card average of 3.0-3.49)

INSURANCE

Students enrolled in Catholic schools will be covered under the Michigan Catholic Conference (MCC) student insurance policy. The policies cover student accidents or injuries that occur at school or school related activities, such as interscholastic sports. This benefit, provided at no cost to the individual schools, is a secondary policy that kicks in after existing coverage is applied or in the event that the student has no insurance.

This coverage means that neither schools nor parents need purchase special accident coverage for school or school related injuries or accidents. Parents are given the opportunity to extend the coverage at their cost for 24-hour coverage or extended dental care for their children.

Student Assurances Services Inc. of Minnesota will administer the plan. Each school has claim forms and instructions for parents should a school injury or accident result and a claim becomes necessary.

For more information call MCC at (800) 395-5565.

LIBRARY

Reading is a good habit and a quiet way to relax. Students have opportunities each week to use the library. Parents are urged to take an interest in the books their children read. Reading on a daily basis to and with your child has been proven to increase a child's love for reading.

A fine of .25 cents per week after the first week is required for all overdue books. Any book that is damaged or lost must be paid for its replacement value determined by the librarian.

LITURGY

Each class has the opportunity to attend weekly Mass. The entire student body will have an opportunity to attend Mass together on special occasions.

Para-liturgies are celebrated frequently within each classroom. Parents are responsible for developing the habit of frequent confessions with their children.

Grades 1 through 5 will attend Mass on Tuesday morning, and Grades 6 through 8 will attend Mass on Thursday morning. Kindergarten will attend once a month.

LOST AND FOUND

All articles lost on school premises are placed in the lost and found box near the school office. Any article left for a long period of time or at the end of the school year will either be disposed of or sent to the poor. It is recommended that parents label lunch boxes, coats, hats, boots and book bags, etc. with the child's name.

LUNCH

A supervised lunch program is provided for all full-day students at school. A daily hot lunch program is available at a nominal fee for those who wish to purchase it. Milk can be purchased on a daily basis. Parents are asked not to deliver fast-food lunches to their children.

LUNCH-TIME REGULATIONS

- (a) Listen to and obey lunch aides.
- (b) Be polite and courteous to others.
- (c) Quiet behavior – orderly to and from the lunch area, no yelling, no foul language.
- (d) Follow safety rules. Keep hands, feet and objects to yourself.
- (e) Use good table manners; sit until dismissed by lunch aide.
- (f) No food may be taken from the lunch area or into the lavatories.
- (g) Put all garbage in the receptacles that are provided.
- (h) Tables, chairs, floors are to be left clean. (CLEAN UP MESSSES.)
- (i) Do not move furniture – tables and chairs are to be left in place.
- (j) Dismissal to playground by tables, at the discretion of the lunch aide.
- (k) When the weather is suitable, all students will go outside when they are dismissed to the playground.
- (l) No student may re-enter the school building during the lunch period.
- (m) No student may remain inside during the lunch period without a dated, written note from parents presented at the office in the morning.
- (n) No students may leave the school premises during the lunchtime. Leaving the school grounds is one of the most serious lunchtime offenses.
- (o) Each group should play in assigned areas and away from off-limit areas.
- (p) All injuries on the playground should be reported to the supervising lunch mothers/fathers IMMEDIATELY or to the homeroom teacher upon re-entering school after lunch, and to the office.

PARKING LOT

Following are the traffic and safety guidelines for our school parking lot. St. Isaac Jogues students should also be made aware of these guidelines as well, for it involves their safety. Your absolute complete cooperation is very, very important.

1. **10 MPH speed limit to be observed by all vehicle operators.** Drivers should not be using a cell phone while operating a motor vehicle in the parking lot.
2. **All traffic signs are to be obeyed by all vehicle operators.**
3. **Vehicle operators will follow only one directional flow.** When entering the west driveway from Madison Street, traffic will enter the parking lot and proceed in a single file manner to drop off students at the specifically designed student zone. The designated student zone will consist of the entire sidewalk that extends along the church and school building. This zone will be able to accommodate approximately ten vehicles to park single file for student drop off. Vehicles entering from Benjamin will exit out 10 Mile road driveway. When exiting the parking lot, traffic will continue in a single file manner to the exit. Traffic will not be allowed any parking privileges on any part of the service drive. Also, the posted service drive "Fire Lane" and "Handicap" parking signs must be obeyed.
4. **Students and parents must use the crosswalks** when crossing **from school to their car**. The crosswalks were painted in to allow the children to safely cross at certain places. This regulation is for **ALL STUDENTS AND PARENTS**. We are keeping the **SAFETY** of your children in mind. Parents should stress this behavior in order to allow for proper order and expedite student arrival and dismissal.
5. First Floor students will enter and exit the school building by using the Westside doors. Second Floor students will use the parish activity center doors.
6. Students who ride bicycles to and from school will be allowed to use only the east sidewalk along the church and school building. The student will not be allowed to ride the bicycle on the sidewalk but only walk it to ensure pedestrian safety. All bicycles will be parked by the ball diamond fence. The bicycle is the student's responsibility and should be locked accordingly.
7. All drivers are expected to show patience and understanding to insure the safety of the school children.
8. Children should **NOT** be dropped off on the north side of Madison. There are no crossing guards to help children cross Madison, and it is not safe.
9. Bringing pets to the school or parking lot area while dropping off or picking up students is not permitted.

PHONE CALLS

Please see "Conferences with Teachers" for a discussion of phone calls to teachers. In addition, we request that phone calls not be made to students during school hours. Please do not call the school and ask that a message be delivered to a student unless it is extremely necessary. Students will **NOT** be allowed to use the office phone to call home for missing assignments, lunches or supplies. We understand that emergencies do occur, and we are willing to take care of these. Students are not permitted to use cell phones on school premises during the hours of 7:45 a.m. to 3:30 p.m. If students are found using their cell phone during this time, it will be confiscated and held in the school office until picked up by the parent(s).

PHYSICAL EDUCATION

Each child from grades K-8 will take physical education as a part of his/her regular schedule. Any student who needs to be exempt from physical education must have a written note from a physician.

SIJ gym uniforms and tennis shoes are required for all gym classes. Gym uniforms (required t-shirt, sweatpants or shorts and optional sweatshirt) may be purchased through Harper Sport Shop (9 Mile and Mack in St. Clair Shores), Schoolbelles or by ordering Spiritwear through the school office.

All students are required to provide a separate pair of shoes for gym class with non-marking soles. These shoes are to be kept in school and used only indoors.

PUBLICATIONS

A calendar will be issued to parents monthly to keep the home informed of the current happenings of the school. The calendar is available in PDF format on the website at www.stisaacjoguesschool.org

REPORT CARDS

Grades will be available online at snapgrades.com. You will be given a username and password to access your student's information. Please take advantage of this. You will always have up to date knowledge regarding your children's progress in grades 3-8.

It is not developmentally appropriate to give letter grades in PK-2. There will be a separate report card sent out to students in these grades. Grades K and 1 issue report cards beginning with the second marking period.

Report cards are distributed four times a year in Grades 2-8. Progress reports are issued mid-quarter. Interim reports of progress are sent home as the need arises and at the option of the teacher. No report card is adequate in reporting student progress. There is no substitute for parent/teacher interviews. These are greatly encouraged.

Students in Grades K-8 can be retained because of immaturity and/or unsatisfactory grades in the major subject areas at the teacher's discretion. Students in Grades 4-8 must achieve at least a 1.0 yearly grade point average.

SPECIAL EDUCATION

Lakeview Public School District provides St. Isaac Jogues School with the following special education services: speech and language services (in the building, 1 day a week), school psychologist, social worker, and teacher consultant services on an "as-needed" basis for consultation, testing, and evaluation. Either teachers or parents may request that a student be referred for testing. A child study team will be convened to review the child's progress and may recommend testing to determine if the need exists for special education support.

If a child is found to qualify for special education support, every effort will be made to provide support and accommodations, within the St. Isaac Jogues School setting, to meet the child's current needs. However, if the MET team determines that the child's needs for academic success require Special Education support staff beyond what is available at St. Isaac Jogues School and/or if the designated frequency of support service stated in the Individualized Education Plan (IEP) exceeds what can reasonably be provided by St. Isaac Jogues, the parents will be asked to choose another educational placement for their child.

STUDENT ATHLETICS

Saint Isaac Jogues School participates in Catholic Youth Organization (CYO) team sports. Any St. Isaac Jogues student in grades 5-8 may participate in CYO Sports. Students in grades K-4 participate in intramural sports.

The CYO Sports Club enforces the following Academic Policy:

Participation in the St. Isaac Jogues CYO Sports program is a privilege extended to the children of St. Isaac Jogues Parish. As we believe athletics in an important part of a child's education, we must emphasize the need for scholastic excellence!

We have established guidelines for a minimum grade point average of (GPA) of 2.00. The athletic director will furnish the principal of St. Isaac Jogues Catholic School (and any public or parochial school as required) a roster of each CYO team. Any student athlete with a GPA less than the minimum requirement will have a conference between the student, the parents, and the principal. The grade point average will be reviewed at the end of each card marking. The student will be expected to show reasonable improvement within four weeks (the time of the quarterly progress report.) If the expected improvement does not occur, the student will be suspended from games and practices on a weekly basis until the expected improvement is made.

Suspensions: If a student receives an "in school" or "out of school" suspension, the penalty will be as follows: the student will not be allowed to attend practices/games scheduled for that day. The student cannot sit on the bench or dress in uniform.

In all cases, the Athletic Director together with the Officers of the CYO Sports Club (under the direct authority of the pastor and principal) reserves the right to make the final decision.

STUDENT RECORDS

All parents of children of St. Isaac Jogues School have the freedom to exercise their right to view the scholastic records of their children in the following manner:

1. Parents will make an appointment with the principal of the school.
2. The principal will view the records with the parents and/or legal guardian.
3. The principal and teacher(s) (if requested) will discuss the records with the parents to help clarify or answer questions of the parents or legal guardians.
4. Records may never be taken from the school office.
5. Records are only released to a student's new school if the family's financial obligations have been satisfied.

SUPPLEMENTAL MATERIALS

It is expected that teachers will preview all supplemental materials before use in the classroom: movies, books, television, videotapes, music, etc. Materials should be appropriate for use in a Catholic elementary school.

For movies, the following guidelines apply: G-rated movies may be shown at the teacher's discretion, if the movie is pertinent to the school curriculum. PG-rated movies must be approved by the principal prior to viewing. PG-13 movies are not permitted. If the video material is not rated, the assumption cannot be made that it is appropriate. The video must be previewed by the teacher. Any material relating to sexuality must be approved by the principal, and must have written parental permission prior to viewing/discussion.

SUPPLIES

Each teacher will provide a list of supplies needed for the upcoming school year. It is the parent's responsibility to ensure the child has proper supplies throughout the year. The supply list is available in the school office or on our school website.

TESTING PROGRAM

To adapt the instructional process to meet the needs of your child, certain tests are used. They include basic skill tests that aid in determining each child's weakness and strength. These are administered each year to Grades 1-8. Grades 1-8 take the Iowa Test of Basic Skills in October. The results of the Iowa Test are mailed to parents before Thanksgiving. A readiness test is administered to prospective first graders to determine the proper placement of these youngsters when they begin school. Grade 8 students take the High School Placement test in November.

TUITION POLICY

1. If a regular monthly payment has not been received, a written notice will be sent and/or a telephone call made to the person responsible for payment.
2. If the payment is 45 days late, a certified letter will be sent regarding the delinquency.
3. If payment has not been received or payment arrangement have not been made after 60 days, all academic records (including report cards) will be withheld and your child will not be admitted to school beginning the first day of the next quarter until your payment is made.
4. All registered parishioners who have children attending St. Isaac Jogues School must maintain the recommended minimum average of \$12.00 per week for the Sunday Offertory Collection. Failure to meet the minimum of \$624.00 per calendar year contribution means that you will be assessed the higher non-supportive rate.
5. Any additional charges accrued will be added to your account.
6. "A student graduating from high school or elementary school, or being promoted to the next grade may be deprived of a diploma or report card or transfer of records because of unpaid tuition or fees of any kind."
.....Archdiocese of Detroit
Student Policy Handbook
August 15, 1988
7. Students will not be allowed to register for the new school year unless their tuition and fees are current. A seat will not be reserved.
8. If you cannot send payment for tuition, or are requesting to pay using a schedule other than the ten month schedule, you must make financial arrangements with our Tuition Bookkeeper.
9. Hardship cases will be referred to the Pastor by the Tuition Bookkeeper. It is your responsibility to contact the Tuition Bookkeeper.
10. Academic records will not be forwarded to another school in cases where a tuition account is delinquent.
11. Once the student begins classes after a required payment of tuition has been made, that part of the tuition is non-refundable.
12. Any family writing two NSF checks will be notified by registered mail that St. Isaac Jogues School will no longer accept personal checks in payment of any account. Payment will be required to be in the form of a certified check or money order. Families writing NSF checks in payment of any account (including, but not limited to, fund-raisers, sweatshirt sale, book sale, etc.) at SIJ will have those accounts added to their tuition balance.
13. Payment is expected to be received at the Parish Center the first of each month. Payments should be made with check, money order, cashier's check, or electronic withdrawal (see form attached). If Tuition is being paid with cash, payment must be made at the Parish Center and pre-arranged with the Tuition Bookkeeper. **DO NOT SEND CASH PAYMENTS TO SCHOOL WITH YOUR STUDENT.** We do not accept 3rd party checks.

UNIFORMS

School uniforms are mandatory for all students at St. Isaac Jogues School. Each parent's full cooperation is needed in helping their child comply with the school regulations. This is the dress code of our school.

BOYS – GRADES K-8

1. Trousers

- Dress black.
- No jeans or jean material or pants with metal studs are permitted.
- Dress corduroys may be worn during the cold months (October 15 – April 15).
- Cuffs may not be rolled.
- Boys in grades 2-8 should wear a black belt.

2. Shorts

- Uniform black dress knee-length shorts may be worn during the warm months (April 15 – October 15).
- Shorts must be purchased from Schoolbelles or Connie's.

3. Shirts

- Long or short sleeve white dress shirt with a collar.
- Shirt must be tucked in.
- A solid white, long or short sleeve, pullover polo-type shirt, with a collar and buttons, may be worn in place of the dress white shirt.
- T-shirts may be worn under the uniform shirt. T-shirts must be a solid white only and the sleeve length must match that of the uniform shirt.
- Do not wear a long-sleeved t-shirt under a short-sleeved uniform shirt.
- Turtlenecks are not allowed with the uniform.
- No emblems or monograms, except the approved St. Isaac Jogues logo polo shirts.

4. Socks

- Solid black or solid white only.
- Socks must be visible above the shoes and ankle bone. Crew and cuff socks recommended.

5. Shoes

- Black or brown dress shoes that are not, or do not resemble, gym shoes or boots.
- Heels must be modest in height.
- Flip-flop type shoes are not allowed.
- Tennis shoes are permitted on gym class day only. **A SECOND PAIR OF GYM SHOES FOR GYM CLASS IS NEEDED.**

6. Sweaters

- Optional
- Sleeveless V-Neck pullover, long sleeve V-Neck pullover, crewneck or cardigan.
- Solid color only, choice of red, gray, black, or white.
- No emblems or monograms, except the approved St. Isaac Jogues logo sweater.
- Official SIJ sweatshirt with approved Charger logo may be worn on any day.

7. Hairstyles

- Hair styles should be conservative and appropriate..
- Boys' hair may not be so long as to touch the collar or eyebrows or cover the ears.
- Gashes or stark contrast such as mushrooms in which the bottom half of the scalp is shaved to or close to the skin are not permitted.
- Students will be asked to modify the haircut if the administration determines that the hairstyle is extreme or outlandish. A student will be excluded from classes if the problem is not corrected within 2 days after notification.
- **Dyed, highlighted, or bleached hair is not allowed.**

8. Jewelry

- No Earrings
- No distracting jewelry.
- Small chain with a modest religious medal is allowed.

GIRLS – GRADES K-8

GIRLS GRADES K-3 will wear the uniform jumper

GIRLS GRADES 4-8 have the option of wearing the jumper or skirt.

Skirt length must be modest.

1. Shorts

- Uniform black dress knee-length shorts may be worn during the warm months (April 15 – October 15).
- Shorts must be purchased from Schoolbelles or Connie's.

2. Blouses

- Long or short sleeve with a collar. White only. No lace, emblems, or monograms, except the approved St. Isaac Jogues logo polo shirts.
- Shirt must be tucked in.
- A solid white, long or short sleeve, pullover polo-type shirt, with a collar and buttons, may be worn in place of the dress white shirt.
- Turtlenecks are not allowed with the uniform.

3. Sweaters

- Optional
- Sleeveless V-Neck pullover, long sleeve V-Neck pullover, crewneck or cardigan.
- Solid color only, choice of red, gray, black or white.
- No emblems or monograms, except the approved St. Isaac Jogues logo sweater.
- Official SIJ sweatshirt with approved Charger logo may be worn on any day.

4. Socks

- Black, white, red, maroon or light grey.
- Knee socks, anklets, or tights. Solid color only.
- NO lace or decorations.
- Socks must be visible above the shoes and ankle bone. Crew and cuff socks recommended.

5. Shoes

- Black or brown dress shoes that are not, or do not resemble, gym shoes or boots.
- Shoes must have a closed toe and heel.
- Flip-flop type shoes are not allowed.
- Heels must not exceed 1 ½ inches.
- Tennis shoes are permitted on gym class day only.
- ALL STUDENTS ARE EXPECTED TO HAVE A PAIR OF GYM SHOES FOR INDOOR GYM CLASS USE ONLY.

6. Trousers

- Girls are permitted to wear slacks in cold months only (October 15 – April 15). These should be black dress slacks.
- Corduroys are allowed if they are dress style.
- No jeans or jean material or slacks with metal studs.
- No stirrup pants, leggings, knit pants or flares.
- If girls choose to wear slacks, they should not be wearing their jumper or shirt over them.
- Cuffs may not be rolled.
- Girls in grades 2-8 should wear a black belt with pants

7. Hairstyles

- No extreme hairstyles. A student will be excluded from classes if the problem is not corrected within 2 days after notification.
- **Dyed, highlighted, or bleached hair is not allowed.**
- Girls may wear black, gray, white, burgundy or uniform skirt material headband no wider than one inch with no hanging cloth tail.

8. Jewelry

- No dangle earrings (studs only).
- Only one set of earrings is permitted on girls
- Earrings must not hang from the lobe or be hooped. Only one set of earrings is permitted on girls.
- No visible piercings.
- No distracting jewelry.
- Small chain with a modest religious medal is allowed.

9. Make Up

- No make-up is allowed.
- *Clear* nail polish only is allowed.
- No fake nails.

The official school sweatshirt (solid red with Charger insignia on the wearer's left) may be worn on any day. It is considered an optional part of the school uniform. They may be purchased through the school office.

Spirit Day is a regular uniform day with the option of students being able to wear any St. Isaac Jogues T-shirt, sweatshirt (without a hood) or team jersey.

GYM UNIFORMS – All students K-8

- **Solid red or black sweatpants or gym uniform shorts.**
- Gray T-shirt long or short sleeve with official SIJ school monogram.
- Official SIJ school sweatshirt or gray sweatshirt with same SIJ insignia.
- Tennis shoes.
- Gym uniform shorts may not be worn during the cold months.

NOTE:

Students and parents are encouraged to use good judgment with respect to appearance, but in all cases, the administration reserves the right to final determination. Uniforms are purchased from:

Schoolbelles: 27619 John R. Road; Madison Heights, MI 48071 (248) 544-2463

Connie's Children's Shop: 23200 Greater Mack; St. Clair Shores, MI 48080 (586) 777-8020

Harper Sport Shop: 23208 Greater Mack; St. Clair Shores, MI 48080 (586) 779-9090

Only items listed in the Schoolbelles official uniform book are part of the regular uniform

Dress Down Days – Occasionally we will have “dress down days.” On these days, students may wear jeans, t-shirts, tennis shoes and other school-appropriate casual clothes. During the warm months, students may wear non-uniform shorts and sandals on dress down days. **However, no flip-flops or backless shoes are allowed ever.**

VISITS TO SCHOOL

ALL visitors to school must register first at the office and pick up a visitor badge. Parents are not allowed to visit the classroom during the day unless an appointment has been scheduled. Parents who find they must deliver forgotten lunches, shoes, books, jackets, assignments, etc., are to deliver these items to the office. Gifts, flowers, and balloons will not be delivered to students during the school day.

VOLUNTEERS

Tuition and fees do not cover the actual cost of educating our students. A substantial portion of the school's budget comes from the Parish. Thus, the Parish provides a benefit to the parents of our students by defraying a substantial part of the true cost of their children's education. Also, the school is one part of our whole parish community.

We expect the parents will volunteer their time and talents to the school or Parish. At registration, you will be asked to perform 25 or more service hours, per family, in any of the various areas of school or parish activities. Eight (8) parish related hours and 17 school related hours are required. Any activities, involving students requires that the adult participants/chaperones must have completed the *Protecting God's Children* course.

Although the school needs and expects parents to perform service hours, should you decide you cannot make a commitment for service hours, at registration you may elect to pay \$300 in lieu of performing the requested service hours. That amount may be paid at registration or with the normal tuition installments.

Service hours recognize our commitment and obligation to the school and Parish. It also allows the school to keep the tuition level as affordable as possible.

Any questions regarding service hours may be directed to the school principal.

Sports Programs (max. 8 hours)

Scout Leader	Teacher Aide
Fall Picnic	Parking Lot Crossing Guard
Fundraisers	Parents Club
Hot Lunch	Specified Parish Maintenance
Library	Campbell Labels
Lunch Supervisor	Technology Program
Office	Field Trips
McREST Program	C.S.A.
Pastoral Council	Pre-Marriage Program
Religions Education	Special School Functions

WITHDRAWALS

When a child is to be transferred from St. Isaac Jogues School, the parent should notify the principal and the teacher at least two days in advance. More notice is appreciated. All bills are to be paid before any records will be transferred.

MISSED ASSIGNMENTS

Students in grades 6th -8th will have the opportunity to make up missed assignments as follows: For each missed assignment, students will automatically lose 10% off their grade for that particular assignment and will have one day to make it up during an in school recess period. If the assignment is not handed in the next day, the student will receive a zero. Students in grades 3rd -5th will lose their break period for the day to use that time to make up the missed assignment. Parents will be notified.

STUDENT CODE OF CONDUCT

This guide for students and parents was prepared as a code of conduct policy and adopted by the St. Isaac Jogues School Committee and approved by all the St. Isaac Jogues Administration.

RESPONSIBILITIES

Many people share the responsibility for student conduct. Each student is primarily accountable for his/her own conduct and this obligation increases as each one grows older, from kindergarten through high school.

Discipline within the school is the responsibility of the school staff. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly, and conducive to study.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

A. STUDENT RESPONSIBILITIES

Students are expected to attend school regularly, punctually, and to devote their energies to learning, under the direction of the total school staff. They are expected to observe and obey laws, school policies, and regulations, and school building rules in order to gain the greatest value from their school experiences, to protect the health and safety of all persons, to maintain the rights of others, and to protect the educational and religious programs and facilities.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidations, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as MySpace, will be disciplined, up to and including expulsion.

B. PARENT RESPONSIBILITIES

Parents are expected to assure regular and punctual attendance of their children, to establish and maintain appropriate communications with the school, to share responsibility regarding conduct of their children at school, to assist in resolving behavioral and academic problems, and to provide positive encouragement to students and reinforcement to the school. All references to parents herein will mean also legal guardians.

C. SCHOOL STAFF RESPONSIBILITIES

Teachers, counselors, custodians, and other school employees all have the obligation to help maintain and encourage proper student conduct, make efforts to stop misconduct, report serious or persistent violations, and assist students with certain problems. The faculty and staff will act in a professional manner and not physically or verbally abuse a student. The administrator, with the advice of the Parish School Committee, establishes the policies for the proper maintenance, management, and operation of the school, and exerts control for the protection of the school programs, school environment, health and safety, and conflict resolution.

1. **Gang Paraphernalia** – St. Isaac Jogues School prohibits the presence of any apparel, jewelry, accessory, notebook, graffiti, or manner of grooming which, by virtue of its color, arrangement, trademark, hairstyle, or other attributes, denotes membership in gangs. This includes but is not limited to low slung pants, intentionally untied shoes, symbols, sayings, etc.
2. **Harassment and sexual harassment** – It is the policy of the Archdiocese of Detroit and St. Isaac Jogues School to make every effort to provide an educational environment free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at St. Isaac Jogues School, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and St. Isaac Jogues School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Isaac Jogues School. Each individual faculty, staff member, student, or others who are in a working relationship with the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

St. Isaac Jogues School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Definition of Sexual Harassment – Student Relationships

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexual inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of Sexual Harassment

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

Reporting Sexual Harassment

The principal will answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with St. Isaac Jogues School who feels that he or she has been a victim of sexual or other illegal harassment should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person, in a working relationship with St. Isaac Jogues School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

OTHER ACTIONS AND RESOURCES AVAILABLE TO SCHOOL PERSONNEL IN EFFORTS TO RESOLVE CONDUCT PROBLEMS

Each student will be dealt with in consideration of age, experience and abilities. Past incidents of misconduct will be carefully noted when dealing with a student regarding a current conduct violation.

Resources available to help resolve misconduct problems include parents, teachers, the administrator, school social worker, family social service, clergy and police.

A student may exercise his/her right of appeal by following the steps listed below.

APPEAL PROCESS FOR SUSPENSION AND EXPULSION CASES

- A. The parents of a student may request a hearing. Such request will be made in writing and will be presented to the administrator within five days of the date charged. The appeal process begins with this hearing. The administrator will schedule the hearing at the school and notify all persons involved in the case of the time and date of the meeting.
- B. When the administrator has invoked a suspension or other disciplinary actions, and it is sustained after a hearing, the decision may be appealed in writing to the pastor.
- C. At any appeal level, in the event a student is found to be innocent of misconduct charges, all disciplinary action will end and the student will be fully reinstated. No report of this matter will exist in his/her official school record. The student will be given reasonable opportunity and assistance to make up class work as is necessary. He/she will be given appropriate credit for academic time lost due to any action ordered regarding this incident.