

# St. Joseph Catholic School



## School Handbook

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## General Information

### **St. Joseph Catholic School Mission Statement**

We believe that each child is a unique gift from God and that a relationship with God should be fully integrated in to the life of every student. It is our purpose at St. Joseph School to assist parents in the spiritual, social, and intellectual development of their child within the framework of Catholic teachings and moral values. We are committed to providing a strong academic environment that nurtures life-long learners and encourages all children to become productive, Christian citizens.

### **St. Joseph Catholic School Pledge** - recited daily by the whole school

I promise to live my life today knowing that God surrounds me and all those I meet. I will do my best to see Christ in all people and treat them with respect and dignity. I will stop myself and others from teasing and being hurtful. I promise to answer the call to reach out to those in need and to be a light for the kingdom.

### **Quick Reference Phone Numbers**

|                  |              |
|------------------|--------------|
| School Office    | 989-224-2421 |
| Parish Office    | 989-224-8994 |
| Bus Garage       | 989-227-5330 |
| School Fax       | 989-224-1900 |
| St. Johns Public | 989-227-4000 |

# HEALTH and SAFETY

## SAFETY PROCEDURES

- Fire, tornado, and lock-down drills will be held at regular intervals according to state law and are an important safety precaution.
- In the event of a tornado watch during the school day, a regular schedule will be maintained, and students will be dismissed at the end of the school day
- In the event of a tornado warning, all students will take cover. Students will not be dismissed until the warning has lifted.
- All building doors will be locked during the school day. There is a doorbell near the School Office window to get assistance. All visitors to the building must check in and wear a visitor badge.

## EMERGENCY DISMISSAL

Please listen to local radio and TV stations in case of severe weather. If St. Johns Public School closes, so does St. Joseph Catholic School. DO NOT CALL THE SCHOOL.

During a tornado watch or warning, students will remain in school. If early dismissal becomes necessary, the school will follow the parent requests on the “early dismissal forms,” so please inform your child’s teacher throughout the year of any changes in address or telephone numbers. We can only release students to people designated by you on your child’s emergency card.

## MEDICATIONS AT SCHOOL

We appreciate the importance of administering medication to your child. In order to protect the safety of both the student receiving the medication and other students in the building, district guidelines have been established. These guidelines are consistent with state law and are specifically designed to prevent any mishaps. We want all of our students to be healthy and safe!

Medication is defined as both a prescription or non-prescription medication that is taken by mouth, taken by inhaler, injectable, applied as drops, or to the skin. The following guidelines must be adhered to at all times:

- The student’s parent/guardian must provide the school with written permission and request to administer any medication. These forms are available in the school office and online, and are valid for the current school year only.
- The medication must be delivered and picked up by an adult in its original container. Students and school personnel may not transport medication.
- All medications must be in the original container and must be accompanied by directions from a doctor. This policy applies to all medications, including over the counter items such as ibuprofen, aspirin and cough drops. The directions must include the student’s name, name of the medication, dosage, time to administer, how to administer, the duration of the medication, the reason for it, and any side effects. Doctors may fax instructions to the school (989) 224-1900, but we cannot take them over the phone.
- We cannot make any changes in the administration of medication such as time of day or dosage without the specific written order of the child’s physician.
- Prescription and medication supply renewal is the responsibility of the parent/guardian.
- We are unable to cut or divide pills. Oral medication must be supplied in the exact dosage.

## **WHEN TO KEEP KIDS HOME FROM SCHOOL**

Many parents have a hard time deciding if their kids are well enough to go to school, but making the right decision isn't as tough as you might think. It basically boils down to one question: Can your child still participate in school activities? After all, having a sore throat, cough, or mild congestion does not necessarily mean a child can't be active and participate in school activities.

So trust your instincts. If your child has the sniffles but hasn't slowed down at home, chances are he's well enough for the classroom. On the other hand, if he's been coughing all night and needs to be woken up in the morning (if he typically wakes up on his own), he may need to take it easy at home.

Of course, never send a child to school who has a fever, is nauseated, vomiting, and/or has diarrhea. Kids who lose their appetite, are lethargic, complain of pain, or who just don't seem to be acting "themselves" should also take a sick day.

If you decide that your child is well enough to go to school, check in first. For example, pinkeye or strep necessitates a day home with appropriate treatment. Also, kids can't return to school until at least 24 hours after a fever has broken naturally (without fever-reducing medicines).

## **STUDENT ALLERGY PLAN/ WELLNESS PLAN**

St. Joseph School has a policy for handling minor and life threatening food allergies among our student body and within our school. This document and other pertinent information can be found on School Speak and is updated annually. It is important that the entire St. Joseph School family work together to keep our kids safe, so please familiarize yourself with our policies and procedures.

St. Joseph School also has a Wellness Plan which can be found on School Speak and is updated annually. This plan meets the requirements of the State of Michigan and promotes wellness among our entire student body.

# ATTENDANCE and TRUANCY

## ATTENDANCE

Attendance is required by law. Parents **MUST** call the school office at (989) 224-2421 if your child is ill, has a doctor's appointment, or is going on a vacation. Even if you have already communicated the absence to your child's teacher, please let the office know. If we do not receive a call, staff will contact you to determine the reason for your child's absence. Students who are not called in will have an unexcused absence for that day.

**Attendance is mandatory. Per the Clinton County Truancy Guidelines listed below, Parents/Guardians have a legal obligation to make sure their children attend school.** Regular and consistent attendance is critical to the continuity of instruction and retention of each child's education.

*Tardiness and leaving school early can and will impact attendance and can count as an absence each time.*

## TRUANCY GUIDELINES for CLINTON COUNTY SCHOOLS

Regular attendance at school is very important in assisting children in mastering basic skills and facilitating progress. When students are absent from school, they miss essential classroom instruction. Although students can make up work they missed when absent, they are not able to replace the interaction that occurs between the teacher and student. The truancy guidelines for the school districts within Clinton County are:

1. After 10 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 20 absences, a registered letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Truancy Officer, and the Truancy Officer will make contact with the parents of the truant.
3. After 25 absences, a registered letter will be sent to the parents. A copy of the letter will be sent to the Truancy Officer, plus he/she will be notified by phone. The Truancy Officer will notify the Clinton County Prosecuting Attorney, and the Truancy Officer will make a second contact with the parents.
4. Upon 30 absences, the county prosecuting attorney can be requested by the Diocese to issue a warrant.
  - Each case will be evaluated individually. Consideration will be given to unusual circumstances including: extended illness, death in the family, prearranged family vacations, and other unusual circumstances.
  - Absences will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.
  - For purposes of these guidelines, absences will be counted from previous school districts for students new to our district.

## ABSENCES

In case of illnesses, appointments, funerals, vacations, or other family emergency, the parent/guardian **MUST** notify the office, by phone, that a child will not be in school. Students will be expected to make up missed assignments in a timely fashion.

## **EARLY DISMISSALS**

Students who need to be excused for an appointment during the school day **MUST** bring a note to the office so the time and day can be recorded. The student should report to the office to be released by a designated adult.

## **VACATIONS/FAMILY ABSENCES**

Advance notice of anticipated absences **MUST** be in writing to the office and the teacher (emails are permitted). The school calendar provides for vacations at various times of the year, including Thanksgiving, Christmas, spring break, and the summer months. Since it is impossible to duplicate the classroom experience, it is expected that family trips be planned to coincide with school vacations whenever possible. In case of absences, students will be required to make up any assignments they missed, in a timely fashion, though it is not possible to replace the lost instructional time. Teachers are **NOT** expected to prepare work for students prior to an anticipated absence. However, upon the child's return, necessary makeup work will be provided. Assignments not completed in the time specified by the teacher will be deducted from the student's grade.

# **SCHOOL DISCIPLINE CODE**

The philosophy of St. Joseph School is to provide a Christian environment in which students are led to a respect for their own dignity and the dignity of all life. The purpose of this code is to help establish an atmosphere for learning which is as free as possible from distraction and disruption. Teachers are responsible for establishing and enforcing a discipline policy in their individual classrooms which will support and reinforce the established school-wide rules. At the same time, teachers recognize the importance of supporting students' appropriate behaviors and incorporating the use of positive reinforcement in the classroom.

In keeping with the mission and philosophy of St. Joseph School, there are certain standards of behavior which are expected throughout the school.

## **SCHOOL - WIDE RULES**

Students are expected to do the following:

- Conduct themselves in a responsible manner which shows respect for themselves and others.
- Show respect and follow directions given by any person designated as an authority by the school.
- Use school property, facilities, materials, and equipment in an appropriate manner at all times.
- Only be in authorized or supervised areas of the building and grounds. Especially before school, students should not be in the building unless escorted by a parent.
- Conduct themselves at work and play in a safe manner so as not to endanger or harm themselves or others.
- Follow established procedures appropriate to specific areas in the school i.e., playground, church, lunchroom, gym, computer lab, etc.
- Refrain from the use of any vulgar language, signs, or disruptive noises.
- No gum on the school grounds.
- Not to leave the school grounds without permission from an authorized staff member or parent.
- Not to exhibit disruptive or inappropriate behavior during a school drill (fire, tornado, or lock down).

## **PROBLEM SOLVING PROCEDURES**

If a social, behavioral, academic, or any related problem develops regarding a student, the parent has recourse to the following procedure:

- (1) Contact the teacher in question. A conference between the teacher, student, and parent will very often lead to a satisfactory solution of the problem.
- (2) Make an appointment with the Principal if, after a conference with the teacher, the problem has not been resolved. A discussion with the principal will lead to the proper corrective measures.
- (3) Any parent has the right to address the Diocese of Lansing Grievance Procedure, if they feel that a satisfactory resolution to a school problem has not occurred after the two steps outlined above have taken place.



## **MAJOR OFFENSES**

Certain behaviors will be considered major offenses and require severe consequences. Some examples of major offenses include, but are not limited to, the following:

- (1) Use of profanity
- (2) Blatant defiance of authority
- (3) Possession of illegal, obscene, or harmful materials
- (4) Persistent disregard for school rules
- (5) Possession of weapons, explosive devices, or firearms (see Appendix A: Weapons Policy)
- (6) Physical Assault
- (7) Stealing
- (8) Vandalism
- (9) Repeated minor offenses
- (10) Sexual Harassment
- (11) Bullying

Examples of severe consequences include, but are not limited to, the following:

- (1) After school detention
- (2) Supervised In-school suspension
- (3) Out-of-school Suspension
- (4) Removal of student from school accompanied by a conference with parent

Any consequence for major offenses will be decided by the Principal after consultation with the parents, and , when necessary, the Pastor.

# SCHOOL POLICIES and PROCEDURES

## DRESS CODE

### St. Joseph Catholic Dress Code

**ALL** clothing must be neat, clean and modest

**PANTS** – dress slacks (no cargo or zip-off) of cotton twill or cotton/polyester/wool blends in solid navy, khaki (tan), or black are acceptable. Dress corduroys in these same colors are also permitted. No denim, embroidery, or patterns allowed. Waist bands may be elastic, but stretch knit pants (Including any combination of spandex and/or nylon materials) are not permitted.

**SKIRTS, JUMPERS, SKORTS, WITH A FLAP FRONT** – in solid navy, khaki (tan) or black can be worn. Fabric requirements are the same as for pants. Length should be no shorter than three inches from the center of the knee. Tights/leggings may be worn as an undergarment with skirts, skorts and jumpers.

**SHIRTS AND BLOUSES** must be collared and have sleeves (i.e. dress shirts/blouses, polo/golf shirts, and turtlenecks.) They may be solid or print including plaids, designs, or stripes. They should contain no written messages/words (with the exception of St. Joe logo), or pictures. Mock turtlenecks and denim shirts are not permitted with the exception of out of dress code days.

**KNIT SWEATERS** – (cardigan, v-neck, crew neck, vest) are permitted (Refer to shirt requirements). Solid colored SWEATSHIRTS with the St. Joe logo ONLY can be worn indoors during school hours.

**CAPRI PANTS OR DRESS SHORTS** – May be worn in navy, khaki (tan) or black (no cargo or zip-off) and no shorter than three inches from center of the knee may be worn prior to October 1 and after April 30 on non-church days. Fabric requirements are the same as for pants.

We will maintain a **NO MAKE-UP** policy for all grades K-6. This includes glitter.

Appropriate school shoes, or athletic shoes, must be worn with socks, tights or nylons.

Clogs without a back strap, or open toe shoes/sandals are not permitted for safety reasons.

*This dress code was first adopted March 20, 2002 and updated on July 29, 2015.*

## HOT LUNCH PROGRAM

The hot lunch program consists of a nutritional meal prepared on site daily by our own cooks. Each week's menu is published in the church bulletin and monthly menus are on School Speak. Lunch fees are provided at the beginning of the year. Free and reduced lunch applications are available from the School Office. All free and reduced information is kept confidential.

Advanced payment for lunch fees is preferred, where a lump sum is sent and a running balance is maintained by kitchen staff. Another payment option is for students to bring an envelope with payment on the first day of each week. The envelope MUST include the following information:

Child's Name  
Room Number  
# of lunches  
# of milks for cold lunch  
TOTAL \$ enclosed \_\_\_\_\_

If you have more than one child attending St. Joseph School, all money can be placed in one envelope with the information in the front for each student. Any checks should be made out to St. Joseph School. Any credits for student absences will be noted and applied to the following week.

## VOLUNTEERS/CHAPERONES

There is a very strong and active group of volunteers at St. Joseph School. These special people assist the administration and staff with many academic, extracurricular, and social functions. Their service and support, and their dedication and commitment, help make our school the best it can be.

All parents are invited to participate in the educational process of their child by volunteering their services in some way. All volunteers will be required to undergo the "Protecting God's Children Training" offered by the Diocese of Lansing. Also, all chaperones/guests on our field trips are also required to attend a Protecting God's Children live or online session.

Instructions for signing up for a live session or for pre-registering for an online session are available on our Parish website [www.stjoecatholic.com/forms](http://www.stjoecatholic.com/forms) under "Child and Youth Protection" or in the school office.

## STUDENT PHONE DEVICE POLICY

In keeping with best practices found in national and local Catholic and public schools, St. Joseph Catholic School discourages students from bringing phone devices to school. In the event that it is necessary for a student to bring any phone device (cell phone, smart watch, iPod, iPad, etc.) to school, it must be turned off and left in the student's back pack and/or locker throughout the school instructional day.

In the event of an emergency, a student may have use of his/her phone device and must follow up with notice to the teacher and the office. Parents should contact the office to get messages delivered to individual students.

## SCHOOL CANCELLATIONS/DELAYS

School cancellation/delays due to inclement weather are announced on Lansing area radio and TV stations. Because of busing, we will follow the decisions of the public school in these instances. **If St. Johns Public School is closed or delayed, the same will be true for St. Joseph School.**

## DAILY PRAYER and MASS

As Christians and Catholics, we rely on God for His guidance and strength as we attempt to live out our Christian faith. St. Joseph students, therefore, begin and end each day in prayer. We start each day with school-wide, student led prayers and announcements. These include the Saint of the Day, seasonal prayers, the school pledge, and the Pledge of Allegiance.

Students also take part in seasonal celebrations such as, Eucharistic Adoration, Stations of the Cross, May Crowning, and praying the Rosary. We also have monthly opportunities for the Sacrament of Reconciliation.

Students attend Mass weekly, usually on Friday morning, and on Holy Days of obligation or Feast days. They participate in the liturgy as lectors, readers of intentions, and gift bearers. Parents, as well as other parishioners, are always welcome to attend school Masses.

## BUSING/TRANSPORTATION

Many St. Joseph students take advantage of St. Johns Public School busing. Information regarding bus routes can be found on the St. Johns Public School website [www.sjredwings.org](http://www.sjredwings.org). All busing MUST be arranged through the Bus Garage at (989) 227-5330.

St. Joseph students are expected to meet the behavior criteria established by their individual bus drivers and to adhere to all bus rules of conduct. Infractions will be reported to parents and to the school principal. Continued abuse of bus privileges may result in the denial of transportation. St. Joseph students are reminded that they represent the entire school at all times and their behavior on the bus should exemplify the same good behavior expected at school and home.

- Bus riders are dismissed 5 minutes before the end of the day to accommodate the busing schedule.
- If your child will not be riding the bus, the office needs to be notified at least one hour before dismissal.
- Parents should also contact the bus garage if your child is not riding.
- Children wanting to ride a different bus home with a friend must get permission through the Bus Garage - call (989) 227-5330. This is due to crowded buses and is not in our control, so please plan ahead for sleepovers or parties.

## STUDENT DROP OFF and PICK UP PROCEDURES

- **The North Side of Cass Street (School Curb Side) is a NO PARKING ZONE**- The morning drop off will have 15 buses stopping at our doors. This zone must remain moving; **please drop off students only and parents remain in your vehicle so that we do not have a back up of cars.**
- **Students should not be in the building before the bell rings. They should remain on the playground (or the gym) with their classmates. Please do not bring kids in the building before school starts - unless prior arrangements have been made with the office.**
- Do not drop children off on the south side of Cass St. and allow them to cross unattended.
- Parents who need additional time with their children can drop students off at these designated areas: **The North parking lot of the playground with access from State Street, the Courthouse parking lot west of the Church, and the Osgood Funeral Home parking lot south of the Church.**
- Students can be picked up at the end of the day on the playground or in the front hallway of the school. Different grade levels dismiss from various parts of the building, so make arrangements with your kids for a meeting place.
- Students who are to go home other than their usual way must have a note from their parents giving permission to do so.

## **PLAYGROUND/ LUNCH SUPERVISION**

Playground supervision is provided 30 minutes before the beginning of the school day. Students should not be dropped off and left unattended before that time. Additionally, supervisors are present during lunch and lunch recess. Students are expected to respect and obey the adults in charge during these times. There is NO after school playground supervision provided.

## **OUTSIDE RECESS/COLD WEATHER POLICY**

Students will be permitted to play outside for recess before school and during lunch period when these specific requirements are met:

- The air temperature reaches a minimum of 10 degrees Fahrenheit (F).
- The wind chill temperatures included with the air temps maintains a minimum of 10 degrees F.
- If the temperature changes during recess and falls below 10 degrees F (including wind chill) students will be sent into the school building.

## **RECESS**

If your child is well enough to come to school, it is generally assumed that the child is well enough to go outside for recess. Students staying in for health reasons MUST have a signed note from a doctor.

Students should refrain from throwing objects (even after school hours) that may be harmful to other people and /or property, such as snowballs, ice, sticks, or stones. Remind kids to take pride in their school and help keep it clean.

## **SECURITY/DRILLS**

All outside and classroom doors are kept locked throughout the school day. The main entrance door will be unlocked for 45 minutes before the first bell rings if parents need to enter the building. When entering the building during the day, you must stop at the main office for entrance and a visitor pass. Our students and staff have been instructed to not open the doors for people. Please do not put our students in an awkward situation by asking them to open doors for you.

Fire, tornado, and lock down drills will be held at regular intervals according to state law and are an important safety precaution.

## **BIRTHDAY CELEBRATION POLICY**

Sometimes parents and students like to have a shared snack for birthdays. We encourage healthy options such as fruits, vegetables, cheese and crackers, etc. Please ask your child's teacher about food allergies in your child's classroom before bringing a class snack to school. We reserve the right to have the snack at a time of day that is not disruptive to instruction. Teachers MAY offer other options that are nonfood choices, such as extra recess or open gym. This is left up to the individual teacher. Please speak with your child's teacher about birthday procedures.

## **COMMUNICATIONS with TEACHERS**

Because teachers are spending their time providing instruction to your students throughout the day, they do not check their emails unless they have a break. Please do not expect them to respond to your emails before the end of the day. Your child's achievement is our primary concern.

## APPENDIX A

### WEAPONS POLICY

St. Joseph Catholic School and the Diocese of Lansing prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of St. Joseph for the purpose of school activities approved and authorized by St. Joseph including, but not limited to, property leased, owned, or contracted for by the Diocese of Lansing or St. Joseph or a school-sponsored event.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Principal is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. The Principal will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.);
- C. theatrical props used in appropriate settings.

## APPENDIX B

### TOBACCO FREE SCHOOLS

St. Joseph Catholic School, its buildings and grounds, are a tobacco-free area. Thank you for not using tobacco products in the building or on the school grounds. Please report any tobacco use on the school grounds to the proper authorities.

## APPENDIX C

### SEARCH and SEIZURE

The School retains ultimate control over student lockers and desks and reserves the right to inspect lockers/desks/back packs at any time without notice and without student consent. School officials may institute a student search if there are reasonable grounds to believe that the search will reveal evidence that the student has violated or is violating either the law or rules of the school. Those found in violation, of the above stated, shall be subject to the following: (depending on the severity of the substance and abuse offense, the school administration may elect to pursue one or more of the following alternatives in the FIRST Offense and all subsequent offenses.)

1. Parent, Principal and Teacher conference (both parents should be in attendance).
2. Recommendation of student involvement in outpatient therapy.
3. Suspension from school. The number of days will be determined by the Principal.

## APPENDIX D

### BULLYING/HURTFUL BEHAVIOR

At St. Joseph School we teach and believe that **hurtful behavior** occurs when ANYONE inflicts, or threatens to inflict, physical or emotional injury, or discomfort by way of a mean look, gesture, word, or action that hurts a person's body, feelings, friendships, reputation or property. **Bullying** is a form of hurtful behavior where someone intentionally uses their greater power to harm another person. Injury or a discomfort is based on HOW it is received, regardless of the intent. Remember, we are to live like CHRIST in our actions, words, and thoughts everyday!

**"Bullying" or "hurtful behavior" is conduct that meets the following criteria:**

- Moderate: teasing, name calling, put down or insults, rude gestures, rumors/gossip, exclusion, horseplay, pinching/poking
- Significant: threatening or intimidating, mean notes, swearing, hitting/grabbing, kicking/tripping, spitting, throwing objects
- Severe: Punching/fighting/injuring, biting, stealing, damaging property, racial or ethnic slurs, sexual harassment or behavior that may injure

Such conduct or communication interferes with the bullied student's education, and may adversely affect the student's learning. Staff has worked on using a Hurtful Behavior Rubric to respond to Hurtful Behaviors in the classroom and on the playground. Documentation will be kept on reported incidences and appropriate action taken.

Bullying creates an intimidating, hostile or offensive environment. Each case will be evaluated individually and the appropriate disciplinary measure will be applied, from detention to suspension or expulsion.

# APPENDIX E

## CODE OF CONDUCT

### CATHOLIC DIOCESE OF LANSING CODE OF CONDUCT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS

1. In my personal and professional life, I will exemplify the moral teachings of the Catholic Church. I will not teach, advocate, model, or in any way encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.
2. I will treat with respect, courtesy, and charity each person who comes to a parish, school, or agency of the Diocese of Lansing for any reason. I will take reasonable steps to protect the physical and emotional safety of all such persons.
3. In serving the young, I will exercise sound judgment at all times. I will be particularly sensitive to any actual or perceived risk of sexual impropriety. Any physical contact with a person under the age of eighteen will be limited, appropriate, non-sexual, and public.
4. Both in person and through all communication media, I will maintain appropriate relationship boundaries with clergy, religious, employees, volunteers, parents, students, parishioners, clients, and all other persons with whom I work or serve.
5. I understand that sexual harassment, sexual abuse, and improper sexual contact are absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. Physical contact with any person must always be limited, appropriate, non-sexual, and public.
6. I will not distribute, send, knowingly receive, or possess pornographic images of adults or children.
7. I will immediately report significant physical, sexual, pastoral, or financial misconduct to civil authorities and to the appropriate person within the diocese. If I am uncertain to whom to make such a report, I will contact the Office of the Chancellor of the Diocese. (517) 342-2454.
8. Except as noted in the preceding paragraph, I will maintain any confidence that I learn or receive in the course of my service.
9. While fulfilling my assigned responsibilities, I will not smoke or use profane language; I will not possess, use, or be under the influence of alcohol or illegal drugs; and I will not possess a weapon.

I have received, read and understand this Code of Conduct for the Roman Catholic Diocese of Lansing. I understand that I am subject to a thorough background check that may include fingerprinting and a criminal history. This may occur at the outset of my service and may occur again at any time, without notice or reason. I understand that any action or inaction inconsistent with this Code of Conduct may result in my termination or removal.



## APPENDIX F

### **HARASSMENT/DISCRIMINATION POLICY**

The purpose of this policy is to promote and insure a Christian professional and supportive school/work environment for all employees and volunteers that is free from physical, psychological, or verbal intimidation and harassment based on any characteristic that is protected by applicable law.

The school intends that each employee and volunteer maintain and further develop attitudes and behaviors that express respect for others reflective of each person's God-given dignity. The school prohibits any form of unlawful harassment on the basis of age, sex, religion, marital status, race, disability unrelated to the ability to do the essential functions of the job, national origin, color, height, weight, health history, genetic background, or status in any group protected by state or federal law ("prohibited harassment").

A fundamental policy of the school is that the school is for learning. The goal of the school is to provide a place free from tensions involving matters that do not relate to the school and learning. In particular, an atmosphere of tension created by non-school/work related conduct, including racial, ethnic, or sexual remarks, animosity, or other such conduct, does not belong in the school or workplace.

Prohibited harassment is verbal or physical conduct or communication based on a protected characteristic when:

- (1) submission to such conduct or communication is made either explicitly or implicitly a condition of a person's employment or education,
- (2) submission to or rejection of such conduct or communication is used as the basis for employment or educational decisions,
- (3) such conduct or communication has the purpose or effect of substantially interfering with a person's work or school performance, or
- (4) such conduct or communication has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment is specifically defined as harassment of a sexual nature that includes unwelcome sexual advances and requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display, transmission, or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).

If a person believes himself or herself to have been subjected to prohibited harassment, the person must contact the pastor, pastoral coordinator, principal, or agency director without delay. If a person believes himself or herself to have been subjected to prohibited harassment by the pastor, principal, or other employee, the person should contact the Victim Assistance Coordinator, (888) 308-6252, or the Chancellor, (517) 342-2454, of the Diocese of Lansing without delay.

Suspected incidents of prohibited harassment may be reported orally or in writing. A report of prohibited harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of prohibited harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law, and consistent with doing a thorough investigation. Retaliation for a report of prohibited harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion. If a person who reports prohibited harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, the person should contact the Victim Assistance Coordinator, (888) 308-6252, or the Chancellor, (517) 342-2454, of the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Victim Assistance Coordinator or by the Chancellor, the person should contact the Bishop in writing.

## APPENDIX G

### INTERNET and TECHNOLOGY

#### **Student Network and Internet Acceptable Use and Safety From St. Johns Public Schools**

(St. Joseph School's Computer Lab and Network are provided through SJPS)

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of wireless communication devices (personal or district), the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, Policy 5136 and its related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network. (YOU CAN FIND POLICY 5136 ON St. Johns Public school website [www.sjredwings.org](http://www.sjredwings.org), BOARD OF EDUCATION, NEOLA POLICIES.)

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their

children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.