

WELCOME TO BISHOP BARAGA CATHOLIC SCHOOL

At Bishop Baraga Catholic School we take tremendous pride in being a Roman Catholic School. Bishop Baraga Catholic School is an educational institution which is an extension of the deeply committed parents, priests, teachers, staff and parishioners who make our school possible.

Bishop Baraga Catholic School faculty and staff recognize that parents are the primary educators of their children. Realizing this, the teaching we do at Bishop Baraga Catholic School must support, encourage and extend the values, beliefs and knowledge which is taught at home – as long as these teachings reflect the teachings of the Roman Catholic Church. At Bishop Baraga Catholic School we accept our Christ-directed responsibility to help your children develop first spiritually and then academically, socially, emotionally and physically.

With these thoughts in mind, the Bishop Baraga Catholic School Family Handbook has been written to foster better communication between home and school. Bishop Baraga Catholic School faculty and staff consider it a privilege to work for you and with your children. We appreciate your efforts and support in making our school even better!

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MISSION STATEMENT

Our mission at Bishop Baraga Catholic School is to mold students into examples of Christ. Together with our families we strive to instill in our young people, qualities that will enable them to become successful, productive Christian adults. We seek to provide students with a comprehensive educational opportunity by integrating challenging academics with Roman Catholic teachings.



**Centered in Christ
Believe and Achieve**

The seal of Bishop Baraga Catholic School symbolizes the mission of our school and honors our patron Bishop Fredric Baraga.

At the center of our seal is the Cross of Christ epitomizing our school which is *Centered in Christ*. The two B's flanking the cross refers to Bishop Baraga. In his ministry Bishop Baraga lead people to Christ, the B's in our seal focus our attention on Christ. The treflee cross was chosen to reflect the cross that is behind Bishop Baraga's episcopal coat of arms.

The color blue was chosen to symbolize Bishop Baraga's devotion to the Blessed Virgin Mary, who was represented in his episcopal coat of arms. The color white was chosen to contrast with the blue and thus making the cross preeminent in our school seal.

Our school motto, *Centered in Christ – Believe and Achieve*, embodies the mission of our Catholic School and reflects Pope Benedict XVI's mission for Catholic schools.

Catholic identity is . . . namely that each and every aspect of your learning communities reverberates within the ecclesial life of faith. Only in faith can truth become incarnate and reason truly human, capable of directing the will along the path of freedom (cf. *Spe Salvi*, 23). In this way our institutions make a vital contribution to the mission of the Church and truly serve society. They become places in which God's active presence in human affairs is recognized and in which every young person discovers the joy of entering into Christ's "being for others" (cf. *ibid.*, 28).¹

¹Pope Benedict XVI, "Address to Catholic Educators," Apostolic Journey to the United States of America. Catholic University of America, Washington, D.C. 17 April 2008

Bishop Baraga Biography

June 29, 1797 – January 19, 1868

Frederic Baraga was born on June 29, 1797 in the castle of Mala vas in the Northwestern part of Slovenia. Political upheavals in the Austrian Empire unwittingly prepared the young Baraga for his future as a missionary. By the time he was nine years old, he was fluent in the Slovenian, French and German languages. Orphaned at 14, Baraga went on to study law at the University of Vienna and graduated with high honors. Frederic Baraga knew St. Clement Hofbauer, and was greatly moved by this charismatic man. Baraga's decision to study for the priesthood, work for religious reform in his own diocese, work with the Indian missions in America, and write prayer books can all be traced to Hofbauer's influence. When the time came to further the Cause of Clement Hofbauer, Baraga wrote in an 1865 letter to Pope Pius IX: "For three years I enjoyed the singular blessing of having as my confessor the Servant of God, a blessing I number among the greatest blessing Divine Providence has granted me during my entire life."

Father Baraga arrived in the New York on December 31, 1830. For the next 37 years he travelled the length and breadth of the Great Lakes area to minister to the Ottawa and Chippewa Indians. His first mission (Arbre Croche, 1831-1833) was established along the shore of Lake Michigan at present day Harbor Springs to Cross Village. Fr. Baraga labored two years at Grand River (1833-1835) presently known as Grand Rapids, before moving his mission to LaPointe (1835-1843) and L'Anse (1843-1853) on Lake Superior. During the summer months, Father Baraga traveled on foot and by canoe. During the winter months, he traveled on snowshoes thus giving him the titles of "Apostle of the Lakelands" and "Snowshoe Priest." He wrote long and frequent accounts of his missionary activities including a three-volume diary. He also wrote seven Slovenian prayer books and authored 20 Native American books which includes his monumental **Grammar and Dictionary of the Chippewa Language**, still in use today. He was the first bishop to write a pastoral letter in both the English and Chippewa languages.

From 1840 to his death, he ministered to the immigrants who came to the Upper Peninsula of Michigan to work in the iron and copper mines of the region. About the same time, he began the practice of rising at 3 a.m. in the summer and 4 a.m. in the winter to spend three hours in prayer, which he continued until the end of his life. Fr. Baraga was named bishop of the newly created Vicariate of Sault Ste. Marie and was consecrated bishop in Cincinnati on November 1, 1853. Sault Ste. Marie was his See City until 1866, at which time he moved to Marquette—a more centrally located and accessible city by both ship and train. In the Fall of 1866 while attending the Council of Baltimore, Bishop Baraga suffered a severe stroke. Afraid that his fellow bishops would not allow his return to the severe climate and remote regions of Lake Superior, he begged the priest who accompanied him (Rev. Honoratus Bourion) to take him back to Marquette. Understanding his bishop wanted to die among his flock, Rev. Bourion practically carried Baraga to the train for the long trip back to Marquette.

Bishop Baraga's health improved somewhat and he continued to administer his diocese while anxiously awaiting the coadjutor promised him at the Council. Death came to the Shepherd of the Wilderness on the early morning of January 19, 1868, the feast of the Holy Name to which he was especially devoted. January 30, the day of his funeral, was declared a civic day of mourning in the city of Marquette. In spite of the bitter cold and blizzard conditions, St. Peter Cathedral was filled to capacity and people stood outside the building to attend the funeral. Both written and oral accounts from the time show that Catholics and non-Catholics alike believed that a Saint lived and died in their midst.

The conviction of Bishop Frederic Baraga's outstanding sanctity continued to grow after his death. Several biographies have been published in both the Slovenian and English languages. The Bishop Baraga Association was established in 1930. In 1952, the Bishop of Marquette, Most Rev. Thomas L. Noa, officially began the process for the cause of Bishop Baraga's canonization.

*History condensed from History of Bishop Baraga on <http://www.bishopbaraga.org/history.htm>.
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United States Department of Education Exemplary Elementary School

Since 1970, Bishop Baraga Catholic School has worked to provide for its students academic excellence and an education in Catholic doctrine and living in relation to society and government. For this reason, Bishop Baraga Catholic School was chosen as one of 272 Exemplary Elementary Schools by the United States Department of Education in 1986. This nationwide competition identifies distinctive elementary schools which are meeting their respective goals as well as the standards of quality applicable to elementary schools generally.

History of Bishop Baraga Catholic School

Bishop Baraga Catholic School, as it is known today, traces its origin back to 1948. It was in March, 1948, that Bishop Thomas L. Noa gave permission to the American Martyrs Parish to build a grade school. Ground was broken in June, and the cornerstone was laid on September 26, 1948, the feast day of the American Martyrs.

This school was the first parochial grade school built in Dickinson County and only the second school built in the Marquette Diocese in forty-five years. The doors opened in September of 1949 to four grades of students, and the Sisters of St. Joseph of Carondelet staffed the school. During the ensuing four years, one grade was added each year.

One hundred thirty students were present on opening day. The first graduation, which was held on June 13, 1954, consisted of forty-four pupils. The school continued to grow over the next ten years. In 1964, the American Martyrs Parish celebrated its twenty-fifth anniversary. At that time, there were 230 pupils attending eight grades of school. Also in 1964, students from Queen of Peace Parish began attending the school. The school remained open until 1970.

Approval was given by Bishop Noa for the construction of a grade school in the St. Mary and St. Joseph Parish in April, 1953. Six classrooms were ready for the 1954-55 school year, and six additional classrooms were opened when the second floor was completed the following year. When the school opened on September 6, 1954, three hundred students were enrolled. The Dominican Sisters of Adrian, Michigan, staffed the school. In the fall of 1956, a lay teacher, Mrs. Fred Clarke, was added to the staff. An eighth grade was added in 1956, but there was still no first grade. Enrollment grew to 337 students in grades 2-8. In 1959, enrollment ballooned to 407 students. The smallest classes that year were the seventh and eighth grades with 46 students in each class. The largest class was the fifth grade with 57 students. In 1963, a second lay teacher was hired, Miss Ravelli. Also, there were 400 students enrolled in 1963. In 1967, a third lay teacher was added to the faculty, Mrs. Catherine Rubbo.

In 1954, the cornerstone was laid for the Immaculate Conception School. In September, 1955, the school opened for grades one through three. Fourth through eighth grades were added in ensuing years. The Sisters of the Holy Ghost from Techny, Illinois, staffed the school when it was first opened. Later the Sisters of St. Joseph of the Third Order of St. Francis from Manitowoc, Wisconsin, staffed the school.

In 1970, the three schools and four parishes merged to form Bishop Baraga Catholic School. At the start, the seventh and eighth grade students from Immaculate Conception attended school at St. Mary and St. Joseph. Later, grades 1-3 attended the Immaculate Conception building and grades 4-8 attended the St. Mary and St. Joseph building. In 1975, a kindergarten class was started. In 1986, Bishop Baraga Catholic School was chosen as one of the 272 Exemplary Elementary Schools by the United States Department of Education. In 1988, the decision was made to move all grades to one location – the St. Mary and St. Joseph building. In 1993, with the permission of Bishop James Garland, a Developmental Kindergarten was started.

To keep abreast with development and the changing needs of the time, the school expanded and updated the Computer Laboratory in 2001. The Pre-Kindergarten Program was opened in 2003.

In 2007 the newly installed Bishop of the Diocese of Marquette, Alexander K. Sample, laid out his plans and vision for Catholic schools. The vision challenged the schools to strengthen their Catholic identity. In consonance with that vision, he stressed that each school should bear the name of a patron saint, reference to the Divine Persons or other historical Catholic figures. This paved the way for the two year long name change process of Dickinson Area Catholic School. On July 17, 2007 the Education Commission voted to write the Bishop to ask him to name our school. The Bishop graciously responded to the letter “casting his vote” for Bishop Baraga from among other suggested names. On June 6, 2009, the school’s name was officially changed to Bishop Baraga Catholic School.

On the occasion of the school blessing, the bishop stated, “All disciplines, sciences, and teachings about the world and about human life that we pursue, must have as their final purpose, to bring us to knowledge of the truth and the worship of the true God. We ask that those entrusted with the education of children in this institution, may teach their students how to join the discoveries of human wisdom with the truth of the gospel, so they will be able to keep the true faith and to live up to it in their lives. Enriched with both human and divine learning, they will in turn be able and ready to enlighten and assist others”.

Admissions Policy

Bishop Baraga Catholic School does not discriminate on the basis of race, color, sex, national and /or ethnic origin in admitting students or in the administration of policies and programs.

Bishop Baraga Catholic School Education Commission

The Commission is formed by the member parishes as a consultative body to assist the administrator and the pastors in overseeing the operation of the schools. The commission derives its authority and responsibility from the Diocesan Bishop and the pastors. The Bishop Baraga Catholic Education Commission is a representative Christian group of parish/institution members, responsible to the pastors that have delegated their authority to identify and articulate School educational goals and objectives, by being a policy forming and consultative body. The administrator, teacher representative, and Parent Association representative are non-voting members.

Meetings of the Bishop Baraga Catholic School Education Commission are held on the third Tuesday of every month at 7:00 P.M. unless published otherwise. Meetings are held in the AV Room at Bishop Baraga Catholic School. The public is invited and encouraged to attend education commissions meetings.

**BISHOP BARAGA CATHOLIC SCHOOL
EDUCATION COMMISSION MEMBERS
2009-2010**

Immaculate Conception

Msgr. James Kaczmarek (774-0511)
506 Blaine
Iron Mountain, MI 49801

Joe Sparpana (779-5767)
N4700 Birch Lane
Iron Mountain, MI 49801

Ronald Wagner (776-0919)
N3084 Lake Antoine Road
Iron Mountain, MI 49801

Sandy Norton (774-6212)
N3060 Pine Mountain Road
Iron Mountain, MI 49801

American Martyrs

Fr. Joseph Gouin (774-0630)
908 West Sagola Street
Kingsford, MI 49802

Jenna Zwick (779-9565)
2211 W Breen Avenue
Kingsford, MI 49802

Kim Klarich (779-5239)
806 East I Street
Iron Mountain, MI 49801

Kelly Bruns (774-3947)
429 Waverly Street
Kingsford, MI 49802

Non-Voting Members

Principal
Adee Goniea (828-1228)
228 Parkway Street
Kingsford, MI 49802

Parent Association Representative
Kim Broullire (589-2116)
1281 Broullire Road
Niagara, WI 54151

St. Mary/St. Joseph

Fr. Dan Zaloga (774-2046)
411 West B Street
Iron Mountain, MI 49801

Dan Wentarmini (828-1294)
827 East F Street
Iron Mountain, MI 49801

Scott Pirkola (774-3314)
N4005-5 Bluffview Drive
Iron Mountain, MI 49801

Ann Brown (776-9407)
1100 South Kimberly Avenue
Iron Mountain, MI 49801

Queen of Peace

Fr. Michael Woempner (774-6122)
600 Marquette Boulevard
Kingsford, MI 49802

Jon Doucette (774-0126)
919 Dalmar Drive
Kingsford, MI 49802

Susan Arndt (776-1750)
1517 Woodward Avenue
Kingsford, MI 49802

Mike Parent (779-0758)
W8549 Merriman W Rd
Iron Mountain, MI 49801

Teacher Representative
Marianne Gardner (774-5818)
1317 Evergreen Drive
Iron Mountain, MI 49801

**BISHOP BARAGA CATHOLIC SCHOOL
EDUCATION COMMISSION**

2009-2010

American Martyrs Parish:

- Fr. Joseph Gouin
- Kelly Bruns (July 2007-June 2010)
- Kim Klarich (July 2008-June 2011)
- Jenna Zwick (July 2009-June 2012)

St. Mary Queen of Peace Parish:

- Fr. Michael Woempner
- Susan Arndt (July 2007-June 2010)
- Mike Parent (July 2008-June 2011)
- Jon Doucette (July 2009-June 2012)

Immaculate Conception Parish:

- Msgr. James Kaczmarek
- Sandy Norton (July 2007-June 2010)
- Joe Sparpana (July 2008-June 2011)
- Ron Wagner (July 2009-June 2012)

St. Mary & St. Joseph:

- Fr. Dan Zaloga
- Ann Brown (July 2007-June 2010)
- Dan Wentarmini (July 2008-June 2011)
- Scott Pirkola (July 2009-June 2012)

BISHOP BARAGA CATHOLIC SCHOOL FACULTY & STAFF

Pre-Kindergarten..... Mrs. Karen Hackstock
Kindergarten Mrs. Jona Braden
1st Grade Mrs. Laurie Moln
2nd Grade Mrs. Marci Ellis
3rd Grade..... Mrs. Sheila Bertrand
4th Grade..... Mrs. Luanne Lohfink
5th Grade..... Mrs. Barbara Torreano
6th Grade Homeroom, Middle School Math, 6th Grade Religion..... Mrs. Cathy Menghini
7th Grade Homeroom & Middle School Language Arts Mrs. Marianne Gardner
8th Grade Homeroom, Middle School Soc. Studies, 7th Gr. Religion... Mrs. Sheila Caswell
8th Grade Religion..... Fr. Daniel Moll & Ms. Sheila Caswell
Principal Mrs. Adee Goniea
Secretary Mrs. Kathleen Bal
Bookkeeper/Hot Lunch Coordinator..... Ms. Kathy Carlson
Head Custodian..... Mr. William Allbaugh
Part-time Custodian Mrs. Diana Allbaugh

DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT PERSONNEL

Social Worker Pam Witter
School Psychologist Sarah Marshall
Behavioral Consultant..... Paul Johnson
Teacher Consultant Greg Harper
Physical Therapist Assistant Joe Frisque
Certified Occupational Therapy Assistant Rhonda Colberg
Certified Occupational Therapy Assistant Grace Flunker
School Social Worker Jana Underwood

COMMUNITY SCHOOLS PERSONNEL

Reading, Math & Computers Ms. Annette Bal
Reading & Math.....Ms. Germaine Edwards
Science/Health Mrs. Bo Winkler
Art (PK - 8th Grades)..... Mrs. Erica Land
Science, Band, & Music..... Mrs. Nancy deKoster
Physical Education (PK - 8th Grades) Mr. Richard Olds
Spanish (PK - 8th Grades) Ms. Theresa Ozzello

IRON MOUNTAIN PUBLIC SCHOOLS SHARED-TIME PERSONNEL

The following Iron Mountain Public Schools Personnel teach our students:

Tech Ed. Mr. Chad McCole
Algebra I Ms. Renee Yake
Speech Therapy..... Ms. Sara Davis
Title I Educational Assistant.....Ms. Connie DeGroot

Bishop Baraga Catholic School Dress Code

The dress code of Bishop Baraga Catholic School strives to reflect good taste, neatness, cleanliness and Christian modesty. Students reflect pride in themselves and their school by the way they dress and act.

Acceptable Attire for Mass

All boys should wear khaki or dress pants and a collared shirt. Boys may not wear T-shirts, sweatshirts, shorts, jeans, sweatpants or wind pants. Girls should wear blouses, dressy tops or sweaters, capri pants, dress pants, skirts, skorts, culottes, or dresses. Girls may not wear T-shirts, sweatshirts, shorts (including Bermuda shorts), jeans, sweatpants or wind pants.

Shorts and Skirts

Bermuda length shorts may be worn during the months of August, September, May and June. Shorts must come to the knee for boys and girls. Additionally, skirts, dresses, skorts or culottes must come to the knee.

Sandals

Middle school students may wear any type of sandals with the exception of flip flops. If students in grades PK-5 wear sandals, they must have a back strap.

Makeup

Light makeup may be worn by middle school girls only (grades 6, 7, 8).

Unacceptable Attire for School

- Ripped, torn, or frayed clothing
- Cut off jeans and sweats without hems
- Pajama pants and slippers
- T-shirts depicting vulgar language, offensive remarks or drawings, drug or alcohol use or heavy metal bands
- Hats, caps and bandannas in the school building
- Tank tops, bare midriffs, low cut tops, visible bra straps
- See through clothing
- Skirts, shorts, culottes, or skorts that do not come to the knee (If leggings are worn with a skirt, the skirt must come to the knee)
- Flip flops
- Hair: Hairstyles that obstruct vision or outlandish hairstyles or color (Examples – purple, green, bright red or yellow)
- Jewelry: Any visible piercings, other than the ear. No jewelry may be worn that undermines the values we espouse at Bishop Baraga Catholic School.
- Tattoos: Students may not have visible tattoos. (Leviticus 19:28)

Parents will be notified if their child's clothing is inappropriate.

Statement of Religious Instruction & Participation in Religious Activities

Bishop Baraga Catholic School is proud to be affiliated with the Roman Catholic Church. All students are instructed in the teachings of the Church on a daily basis in their regularly scheduled religion classes. Additionally, Catholicism and Christianity are discussed freely and

openly in any subject as appropriate. Also, students in grades 1-8 attend Mass on Fridays at 8:10 A.M. at St. Mary & St. Joseph Church.

It is a policy of Bishop Baraga Catholic School that all students, regardless of family/personally held beliefs, must participate fully in all religious instruction and activities with only the following exceptions: students who are not Catholic may not participate in the Sacraments.

Beginning of the Day Prayers & Pledge of Allegiance to the United States' Flag

Students at Bishop Baraga Catholic School begin the day with prayer and recitation of the Pledge of Allegiance to the United States' Flag. These activities are done to foster a Catholic community of faith and a spirit of patriotism to the United States of America.

Traditional Subjects

At Bishop Baraga Catholic School, the basics and their importance are considered essential in preparing students for future higher-level learning. Students at many schools simply do not spend enough time learning the traditional subjects. At Bishop Baraga Catholic School, much time and effort is devoted to teaching students to master reading, writing and mathematics. Additionally, students spend time learning social studies and science with special emphasis placed on Catholic and Christian contributions to these subjects.

While every effort is made to ensure that sufficient time is devoted to traditional subjects, certain time is reserved for subjects discussed in the succeeding sections.

Computer Lab

Bishop Baraga Catholic School has a 24-unit computer lab. A Computer curriculum was adopted in August of 1999 and revised in May of 2003.

Use of the computers at Bishop Baraga Catholic School is a privilege, not a right. All students registered at Bishop Baraga Catholic School will be given a network account and applications appropriate for their grade level and course selection.

An account is created by giving students a username consisting of first initial and last name. Passwords are given to accounts in grades four through eight. Students are responsible for the security of their accounts.

Any user shall be required to abide by and conform to generally accepted rules of computer use guidelines. Bishop Baraga Catholic School staff shall monitor all networking activities and be directly responsible for enforcement of this agreement. Students shall be required at any time when asked to display and reveal any information on the network and random checks of accounts may be performed.

IMPORTANT NOTE: School Internet access is not part of this account. It **MUST** be applied for separately. **NO** student shall use the Internet without a properly signed and processed form. You can obtain forms from the school building offices.

COMPUTER USE GUIDELINES

1. Computers shall be used as tools of instruction, record keeping, and learning. Treat them with respect. Any vandalism of any kind of nature suspected of any computer user shall result in suspension, cancellation or revocation of access privileges.
2. **Vandalism is defined as any attempt to harm, impair, modify or destroy data from another user. Vandalism shall include, but not be limited to, the uploading or creation of computer viruses, damage or destruction to computer software or hardware, or illegal use of the computer in such a manner that may cause damage or destruction to the integrity of the Bishop Baraga Catholic School networks. Restitution in the form of service hours will be done to replace damaged hardware and legal action may be taken.
3. Appropriate language shall be used at all times. Users shall not use profanity, cursing, vulgarity, sexually explicit language, diagrams, photographs or other information that is obscene or abusive.
4. Any activity in violation of state or federal law shall be prohibited. If Bishop Baraga Catholic School discovers use of the network for such activity, the appropriate state or federal law enforcement authorities shall be notified.
5. As a safeguard against viruses, students should NOT use diskettes from home on school computers. Students' diskettes used in a classroom shall remain in that classroom at all times. No student shall be in possession of diskettes outside of classrooms while in school.
6. **Exception: If a student needs to work on a project at home, the instructor will download the files needed for the student. If the disk is to be used on a school system when the student returns, the instructor must check the disk for viruses BEFORE allowing the students to upload any files to his/her computer.
7. At no time shall anyone attempt to install software without permission from the school computer system administrator.
8. Protect your password. Keep it to yourself to protect your work. If you are found using someone else's account, you shall lose your computer privileges, which may affect your grade in class where computers are necessary.
9. Ask for help if you are unsure in any computer application and report all hardware problems immediately to staff member in charge.
10. KEEP THE COMPUTER LAB AND ALL AREAS AROUND SCHOOL COMPUTERS CLEAN AND FREE OF FOOD, DRINK AND DEBRIS.
11. NO students are to be on any computers or in computer labs without supervision for any reason at any time.
12. Computer settings such as printer settings, screen savers, backgrounds, window layouts, cursors, and other hard drive components should not be changed, edited, or deleted at any time. This is considered a restricted area. Students are not technicians and should not be troubleshooting workstations or other hardware unless under the direct supervision of technology staff.

13. Students who are playing educational games shall release computers and allow other users use of computers to complete course assignments. A student's use of a computer should not interfere with the system as a whole. Playing stand-alone games shall be allowed only under the following guidelines:
- A. Only school-owned educational games are allowed when the staff member in charge gives the student permission to use the program. It must correlate with the curriculum. Non-educational games are not to be played on network computers.
 - B. Anyone playing an educational game shall vacate his or her seat if asked by a faculty member.
 - C. No one shall upload games to individually owned diskettes or download games from the Internet to any computer.
 - D. Any games or software that interferes with system resources will be removed from the system. Disciplinary action will follow.
14. Some computers and software are designated for teacher and/or staff use only. Students shall not use these computers and/or software or login as a teacher or staff member for any reason.
15. Depending on the nature and severity of the policy violation, Bishop Baraga Catholic School may take one or more of the following disciplinary actions: (1) Temporary access denial as stated above; (2) Verbal or written warning; (3) Disciplinary probation; (4) Permanent access revocation; and/or (5) School disciplinary action. If warranted, the system administrator shall refer the case to an appropriate school, local, state, or federal authority for further disposition.

COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE
Unsupervised use of computers or computer lab.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Unauthorized use of an account or illegal access to restricted areas.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Transmitting inappropriate or offensive language.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Allowing illegal access to the Network or Internet by letting someone login and use your Internet.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Accessing the Internet without a signed Internet Agreement Form.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Accessing the Internet using someone else's account (login).	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Illegal access to restricted area with deliberate damage of files.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Sending, receiving, reading e-mail not	2 weeks loss of access.	Loss of access for remainder of

associated with a school related project.	Parent/Guardian notified.	year. Parent/Guardian notified.
Vandalism of equipment	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Transmitting unreleased (stories, pictures or reports without permission) or confidential information (i.e. someone's address or phone number).	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Playing games of a non-educational nature.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Deliberate downloading of virus or other damage to computer files.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Deliberate downloading of virus or other damage to computer files.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Downloading of programs or games. Downloading of pictures, sound clips, etc. without staff member's permission.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
No wallpapers, screen savers, icons, etc saved to the local workstation or changes in system settings.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/Guardian notified.	Loss of access for remainder of year. Parent/Guardian notified.

Tech Ed. Class

Students in 7th and 8th grades travel across the street to Iron Mountain Public Schools to participate in Tech Ed. This class helps students become more proficient in using their hands and become familiar with various tools. It also reinforces concepts taught in math and science classes.

Recess & Physical Education

It is important for children to exercise the body and learn about various sports. Students in grades K-5 have 2 recesses per day. **Unless a child has a note from a physician, all children are expected to go outside for recess.** Children need fresh air and physical activity. Unless the weather is quite severe, students will go outside for recess. They are to be dressed appropriately. When there is snow on the playground, students in grades Pre-K – 5 are expected to wear hats, mittens/gloves, snow pants and boots.

Students in grades Pre-K – 3 attend physical education class once per week. Students in grades 4 - 8 attend physical education class twice per week. The classes are taught by a Community Schools teacher who is certified to teach elementary/junior high P.E. These are structured classes where students receive instruction on, and participate in, a variety of sports/games.

Reading & Mathematics Instruction

In grades 1 - 5 we are very fortunate to have two certified teachers present in each classroom for student instruction and assistance in reading and mathematics. In 6th grade two teachers are present for math and language and in 7th grade for math.

Boys'/Girls' Basketball

Bishop Baraga Catholic School 7th and 8th grade boys and girls have the opportunity to compete in basketball with the local public schools. Girls' basketball runs from August-November, and boys' basketball runs from November-February.

Cheerleading is available during the boys' basketball season.

Arrival/Dismissal

Classes start promptly at 8:00 A.M. for the elementary grades. Therefore, students must be at school at least by **7:50 A.M.** so they can put away outer clothing, organize materials, sharpen pencils, etc. **If children are not at school 5-10 minutes early, they are starting their day in an unproductive and hectic manner.**

Middle School students (grades 6-8) must be sitting in their desks by **7:55 A.M.** If a student in Middle School receives three "tardies", he/she will serve detention. This includes "tardies" between classes.

The school hallways are supervised from 7:40-8:00 A.M. Classes dismiss at 3:00 P.M. Students are supervised until 3:15 P.M.

In driving children to school or picking them up after school, parents **are not to stop their cars in the street to drop off or pick up their children under any circumstances.**

Administration of Medicine

All medications taken at Bishop Baraga Catholic School must be administered in the office under the supervision of staff. No medication will be administered to children by staff unless the appropriate form has been filled out and signed (forms can be obtained from the secretary or principal). Medication must be brought to school by a parent in the original prescription container.

Tuition and Fees

Parents who voluntarily withdraw their child(ren) from Bishop Baraga Catholic School are responsible for the balance of tuition for the current semester. Prorated tuition refunds will be issued for students excused by Bishop Baraga Catholic School in accordance with the tuition policy established by the Bishop Baraga Catholic School Education Commission.

All Tuition Contracts must be signed by the priest where the family is a practicing member. This form is to be turned in to the school office with the first tuition payment by August 15th. **The non-subsidized rate will be assessed per day if a contract is not returned.** Current Tuition Contracts specify current tuition, fees and payment plans.

TUITION PLAN

1. Each year, the Bishop Baraga Catholic School Education Commission will review the tuition and fees at the January meeting of the Education Commission.
2. The tuition and fee schedule for students attending Bishop Baraga Catholic School will be communicated by letter to the families involved in the school by May 1.
3. Any family who cannot meet their tuition obligation due to extenuating circumstances must complete a Tuition Assistance form. This form must be turned in to the school office by August 1.* A Catholic student who is a registered and participating member of one of the four parishes will not be refused admission due to inability to pay.

***Parents who turn the forms in after August 1st will receive a lesser amount.**

REGISTRATION

1. A \$20.00 per child or \$60.00 for 3 or more children per family annual registration/book fee is due on May 15th. After June 15th, the registration fee is \$30 per student for re-enrollers with no family cap. **The registration/book fee is nonrefundable and is not applied toward the tuition.**
2. All prior tuition commitments must be current before a child is officially registered.
3. Students may be registered at Bishop Baraga Catholic School Central Office: 406 West B Street, Iron Mountain, MI.

TUITION PLAN COLLECTION

1. **A Tuition Agreement** signed by a parent or guardian is required yearly before a student may attend Bishop Baraga Catholic School. The Agreement must also be signed by the pastor of the parish* in which the family is registered. This form is to be turned in to the school office by August 15th. **THE NON-SUBSIDIZED RATE WILL BE ASSESSED PER DAY IF A CONTRACT IS NOT RETURNED.** The first tuition payment is also due August 15, and should be mailed to the Marquette Diocese, P.O. Box 1000, Marquette, MI 48955.

***All parishes in the Marquette diocese qualify.**

2. A Tuition Agreement is also required of families who are not participating members of a Catholic parish. This form must be signed by the parent or guardian and the school administrator.
3. Methods of payment established to insure cash flow from August through June are as follows:
 - 1) 1 payment by August 15th (5% discount)
 - 2) 2 payments: August 15th & February 15th
 - 3) 4 payments: August 15th, November 15th, February 15th, May 15th
 - 4) 10 payments: Due monthly August 15th thru April 15th
4. If payments are **30 days** overdue, a bill will be sent through Central Office reminding the family of their financial commitment and requesting the delinquent payment immediately.

5. If payments are **90 days** overdue, the family will be contacted by certified mail.
6. Tuition for graduating 8th grade students must be paid by May 15 to participate in graduation ceremonies. **Parents will be notified by Central Office of the need to comply with this policy by April 15.**
7. Children of families who have not fulfilled their tuition commitment for the current school year by May 15 will not be officially registered for the next school year.
8. **If no attempt has been made by the family to pay tuition (i.e. no telephone contact with the School Administrator, no appointment kept to discuss circumstances), the Bishop Baraga Catholic School board has set a policy to have the child/ren discontinue their stay at this school.**

Handling Concerns

Throughout the course of the year, there are numerous concerns which will arise with children and their education at Bishop Baraga Catholic School. This is quite normal. Frequently, these concerns can be handled very easily by contacting the people directly involved.

The following steps should be followed: Unless it is a serious moral or legal concern, you must first meet with the teacher. The next step is the principal. **ONLY** after these steps have been taken and you are still not satisfied, is the problem to be brought to the pastor and/or school board.

Discipline

Parents, the first teachers, bear the responsibility for teaching positive, acceptable behavior to their children. By establishing certain expectations and enforcing them in a loving, fair and consistent manner, parents help their children gain self-control and achieve the self-direction needed for adulthood.

In school, teachers reinforce the positive behaviors taught at home. By establishing classroom rules and enforcing them, teachers help prepare students for adulthood.

It is imperative that the student be convinced that his/her parents fully support the school and expect the student to adhere to the Bishop Baraga Catholic School Code of Conduct (see p. 19). We can best serve our students by working together.

The teacher is the key person in school discipline. He/she is expected to make every effort to handle personally, minor violations. Minor violations receive immediate consequences which may include loss of recess, time out in the classroom or isolation from the class. Most often, parents are not notified of minor violations unless the student repeats the act over and over.

Parents are notified when a detention is given. Detentions are served on weekdays from 7:00-7:55 A.M. Morning detentions are supervised by the principal. We realize that it is normally also a "punishment" for parents to bring their child in for morning detention(s). However, this is a good opportunity to explain that poor choices often affect people who were not directly involved in that poor choice; and, it is also believed that morning detention is a better deterrent to poor choices than after-school detention. Repeated occurrences require a conference with the student, parents and principal.

Snow Days

Please listen to WJNR 101.5, WMIQ 1450 AM, WZNL 94.3 or TV-6 for weather updates. If Iron Mountain Public Schools close due to inclement weather, Bishop Baraga Catholic School will also be closed. In the event of a two hour delay, there will be no Pre-Kindergarten or ½ day Kindergarten.

Hot Lunch - Lunch Tickets

Lunch tickets are \$2.00 each or \$10.00 per week and 40¢ for reduced price tickets. Forms are available in the office if you want to apply for reduced or free lunches. **TICKETS SHOULD BE PURCHASED MONDAY MORNING, BEFORE SCHOOL STARTS, FOR THE ENTIRE WEEK.** Please make your checks out to Bishop Baraga Catholic School Hot Lunch. If a student borrows a ticket, it is expected that it will be paid back the next day.

A hot lunch meal includes the five food groups: milk, fruit, vegetable, meat/protein, and bread/starch. All students are required to take at least three components in order to use a hot lunch ticket. State guidelines are followed for nutrition and portion size. Second helpings are not allowed. For grades 6-8 there is a choice of a salad bar or the regular hot lunch menu. There is also available for grades 6-8 a vendor and an ala carte line, but must be purchased with cash. Our menus are on the web site at www.baragaup.com and any changes made during the month will be updated there.

We serve breakfast from 7:15 A.M. until 7:45 A.M. in the AV room. The cost is \$1.25 and 30¢ reduced. The 6-8th grades can buy breakfast ala-carte.

We ask that you please reinforce with your children the importance of washing their hands before they go to lunch. If your child has a food allergy please contact Kathy Carlson at (906)779-1947.

Parent/Teacher Conferences

Parent-Teacher Conferences are held in the fall for all students. Scheduled conferences (by the parents or the teacher) are held in the spring. Parents are welcome to schedule a conference when needed by calling the school office or contacting the classroom teacher.

Weekly Folders

Weekly folders (brown envelopes) are sent home with the youngest child in the family every Wednesday. Parents are asked to review the contents, **sign and date the folder**, and return it with your child/ren by Friday of that week. Please keep the contents for your use, unless it specifies otherwise.

Sign In/Out Book

All visitors to the school, including parents, must sign in at the office and pick a visitor's tag if they will be in the school building. We are trying very hard to limit interruptions to student learning. If you have a message for your child, a lunch, homework, etc. please bring it to the office rather than the classroom. Anyone entering the building to pick up a child at the end of the day, must wait in the entrance of the building until the dismissal bell rings.

If a student has an appointment and needs to leave school early, he/she must sign out at the school office. Upon return, the student must sign back in.

Gum

Gum is not allowed at BISHOP BARAGA CATHOLIC SCHOOL at any time or place during the school day. Candy is only permitted at certain times, at the discretion of the teacher.

Half-Days

When a half-day of school is scheduled, dismissal is at 11:30 A.M. Hot lunch will not be served on half-days. Those students who make a connection with a Breitung bus must find different transportation.

Pre-Kindergarten/ Kindergarten On days when there is an early dismissal, Pre-K and Kindergarten AM students may stay until 11:30 A.M.

Kindergarten

The kindergarten classes are now all day with a ½ day option. The ½ day session runs until 11:00 A.M.

PLAYGROUND RULES

Treat others as you would treat Jesus!

1. Be respectful to the playground supervisor and to your fellow students.
2. No rough-housing (tackling, pushing/shoving, wrestling, throwing another person on the ground or into the snow, etc.).
3. No throwing or kicking of anything (including snow) other than approved balls in approved areas (the areas and types of balls are taught to the children).
4. No spitting.
5. No inappropriate language.

BUS RULES

1. Remain seated while the bus is moving.
2. No horseplay or throwing of anything on the bus or while waiting at the bus stop.
3. No eating, chewing gum or drinking on the bus.
4. If you have a problem or concern, tell the bus driver first, and then tell the principal.

BISHOP BARAGA CATHOLIC SCHOOL HARASSMENT POLICY

I. General Statement of Policy

The Bishop Baraga Catholic School is committed to providing faculty, staff and students with learning and working environments that are free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, age, sexual orientation or disability. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. The goal is to maintain a Christian school climate that is conducive to learning and therefore supportive and respectful.

The purpose of this policy is not merely to provide rules to prohibit inappropriate behavior, but also to educate members of the school community as to what types of interaction are consistent with our religious values, promoting dignity and respect.

For the purposes of this policy, members of the school community include the administrator, teachers, pupils and all other school personnel. It is a violation of this policy for any member of the school community to harass in any way, any other member of the school community on school grounds, during school activities en route to or from school, either **personally or electronically**. The administrator and/or staff will investigate all complaints, formal or informal, verbal or written, of harassment.

Bystander support of harassment, intimidation or bullying is prohibited. Students are encouraged to constructively attempt to stop harassment or report the incident to the designated authority immediately.

The intent of this policy is to foster a safe and disciplined environment where all members of our school family are expected to treat each other with respect and dignity. The policy will further our mission in helping our students to become successful, productive Christian adults.

II. Definition of Types of Harassment and Examples

A. General Definition of Harassment

“Harassment” is defined as conduct that:

1. is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or an employee’s ability to undertake his/her job responsibilities or creates an intimidating, hostile, threatening or abusive educational or work environment.

Harassment of any kind, including bullying and teasing, will not be tolerated.

B. Bullying

1) Definition

Bullying is defined as the act of one or more individuals deliberately and repeatedly humiliating, hurting, or frightening others through verbal, physical, written interactions or other communications. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending and participating in school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities or riding on the bus to and from school each day.

2) Examples

- Teasing that humiliates or hurts another
- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological, or emotional
- Attacks on students' belongings

C. Sexual Harassment

1) Definition

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal conduct or communications of a sexual nature.

Sexual harassment can occur adult to student, student to adult, adult-to-adult, student-to-student, male to female, female to male, female to female, and/or male to male. Sexual harassment can be based on gender or sexual orientation.

2) Examples

- Telling sexual jokes or stories
- Making sexual comments about a person's clothing, anatomy, or appearance
- Telling lies, spreading rumors, or gossiping about any person's sexual life
- Name-calling, teasing, or other derogatory or dehumanizing remarks involving sex, gender or sexual orientation
- Drawing or displaying sexually explicit or suggestive posters, cartoons, pictures, calendars, designs on clothing or other similar materials
- Unwanted touching of people or their clothing

D. Harassment based on race, color, national origin, religion or disability

1) Definition

Harassment on the basis of race, color, national origin, religion or disability is unwelcome verbal, written, or physical conduct relating to the characteristics of a person's race color, national origin, religion or disability.

2) Examples of harassment based on race or color

- Using nicknames that emphasize racial stereotypes
- Graffiti containing racially offensive language
- Name-calling, teasing or other derogatory or dehumanizing remarks involving race or color
- Racial slurs, negative stereotypes and hostile acts which are based upon another's race or color
- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading members of specific racial or ethnic groups
- Physical acts of aggression or assault upon another because of or related to race or color

3) Examples of harassment based on natural origin or religion

- Comments on a manner of speaking or proficiency with the English language
- Negative comments regarding surnames, customs and/or language
- Graffiti containing offensive language which is derogatory to others because of their national origin ethnicity or religion
- Threatening or intimidating conduct directed at another because of the other's national origin, ethnicity or religion
- Jokes or rumors based upon an individual's national origin, ethnicity or religion
- Written or graphic material containing comment or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of specific ethnic or religious groups
- Physical acts of aggression or assault upon another because of, or related to, national origin, ethnicity or religion

4) Examples of harassment based on disability

Disability harassment includes harassment based on a person's disabling mental and/or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition.

- Imitating manner of speech or movement
- Interfering with necessary equipment
- Bullying
- Name-calling, teasing or other derogatory or dehumanizing remarks involving physical and/or mental disability

- Threatening or intimidating conduct directed at another because of the other's physical and/or mental disability
- Physical acts of aggression or assault upon another because of, or related to, an individual's physical and/or mental disability

The above referenced descriptions of inappropriate conduct represent examples, and are not intended to serve as an all inclusive list.

If you are unsure as to whether you have been a victim of any form of harassment, or if you have knowledge of an incident of harassment, you must contact your school principal or other appropriate school staff member with any questions/concerns that you may have.

III. Procedures for Reporting and Investigating Complaints

A. Reporting Complaints

Any member of the school community who believes that s/he has been the victim of harassment (as defined above) by an administrator, teacher, pupil, visitor, or other personnel of the Bishop Baraga Catholic School, or who has knowledge of any of the above, must report the alleged acts as soon as possible.

A harassment complaint may be made to the principal or any other school personnel with whom the complainant feels comfortable. If the report is made to someone other than the principal, it becomes the responsibility of that person to report the complaint to the principal in writing using the forms that are available in the principal's office.

If the complaint involves a staff member, the complainant should file their report with the building principal.

Upon receiving a complaint, the building principal will address the concern in a timely manner and oversee an investigation.

B. Investigation

The investigation may consist of personal interviews with the complainant, the alleged harasser and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the principal or designee should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. Special care will be taken to make sure that the person(s) accused of harassment has full and fair opportunity to explain his/her side of the story. Consequences will be age appropriate.

Whenever possible, the principal will complete the investigation and report within twelve (12) school days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. **If the allegations are sustained, the principal must take immediate corrective and/or disciplinary action to resolve the situation.** Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, expulsion, or discharge.

Anyone who is disciplined under this procedure will have the right to appeal to the principal, superintendent or Education Commission within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Social Services according to school policy and procedures. If allegations warrant, the local law enforcement agency will be notified.

C. Confidentiality

The Bishop Baraga Catholic School recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individual(s) against whom the complaint is filed and all witnesses will be respected as much as possible, consistent with legal obligations to investigate.

In the event that students are involved in allegations as victim, perpetrator or witnesses, the principal will notify the parents and/or guardians of the allegations in a timely manner using appropriate discretion in the notification.

IV. Provision against Retaliation

Retaliation against a complainant or witnesses will not be tolerated. BISHOP BARAGA CATHOLIC SCHOOL will discipline or take appropriate action against any student, teacher, administrator or other school community member who retaliates against:

- any person who reports alleged harassment
- any person who testifies, assists or participates in an investigation of harassment
- any person who testifies, assists or participates in a proceeding or hearing related to an allegation of harassment

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

V. Dissemination of Policy

This policy will be included in all handbooks (faculty and family) and will be made available in the main office. Faculty members, parents and students will be informed of this policy annually. Faculty members will be trained in the identification and prevention of all of the types of harassment discussed in this policy. Students (PK-8) will receive age-appropriate anti-harassment training.

Policy:
Adopted: August 17, 2004

BISHOP BARAGA CATHOLIC SCHOOL
Iron Mountain, Michigan

BISHOP BARAGA CATHOLIC SCHOOL
CODE OF CONDUCT & DISCIPLINE PLAN

Students who attend Bishop Baraga Catholic School should strive to be known for their Christian courtesy. Respect for teachers, administrative staff, support staff, volunteers, visitors, and fellow students is essential for the learning environment. Adherence to the Code of Conduct is expected at all times.

Code of Conduct

We believe that Jesus is present in every person. Therefore, we will strive to make all of our actions show our respect for Jesus. To demonstrate our faith, we will

- treat all with respect and courtesy.
- show respect for all school and personal property.
- help create and maintain a positive and safe learning environment.
- always be prepared for class and do our best to learn.
- model excellence in all that we do.
- help everyone feel capable, worthy, and part of the group.

Discipline Procedures

Through discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions so that they can choose to change, establish healthy boundaries, grow in God's love, and become productive citizens. Our discipline rules and procedures include five categories of discipline challenges. Specific consequences are assigned to each type of problem. The consequences, though, are meant to correspond to the skills and developmental maturity of students.

Please note that *listening, reteaching, modeling, and reinforcing expected behaviors* is often the first consequence to an action. This reflects our belief that most inappropriate actions present an opportunity for teaching. When inappropriate behavior occurs in the classroom or other group environment, though, the teacher's first responsibility is to restore the learning environment. Therefore, listening to the student, reteaching the expected behavior, modeling good behavior, and reinforcing expected behaviors, may have to be delayed until a more appropriate moment. However, every effort will be made to use these techniques to help develop student self control and social skills. If the teacher or other supporting adult realizes that he or she has made a mistake in identifying or reacting to an action, this too can be a teaching moment to powerfully demonstrate how we appropriately correct mistakes.

LEVEL I - Actions Disruptive to Learning

Examples include:

Disregard for other personal space/property
Inappropriate language, gestures, or physical contact
Chewing gum
Between class tardiness
Improper storage of electronics
Use of electronics during school hours
Dress code violation

Consequences for Actions Disruptive to Learning

Grades K-2

- Handled by classroom teacher within the boundaries of school Wellness Policy
- Discuss at parent/teacher conference
- Office referral with reoccurring issues

Grades 3-6 (Offenses determined per quarter)

- 1st Offense – Teacher/staff warning
- 2nd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors
- 3rd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors with the option of parent contact
- 4th Offense and beyond – Parent contact with the option for conference with parents

Grades 7-8 (Offenses determined per quarter)

- 1st Offense – Listening, reteaching, modeling, and reinforcing expected behaviors
- 2nd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors with the option of parent contact
- 3rd Offense and beyond – Detention

Exception Grade 7-8:

- Gum chewing – Three warnings before detention

Level II – Actions Disrespectful to Self, School, Students, Teachers, Staff, and Others

Gossiping

Offensive language /gesture

Destruction of other's personal property

Cheating

Lying

Throwing objects

Pushing/shoving/rough play or other
unwanted physical contact

Shouting

Insubordination

Defiance

Inappropriate/non-harmful materials (squirt guns, magazines)

** While students may sometimes bring cell phones or other electronic devices to BISHOP BARAGA CATHOLIC SCHOOL, they are not allowed to use them during school hours with the exception of teacher permission.

Consequences for Actions Disrespectful to Self, School, Students, Teachers, Staff, or Others

Grades K-2

- 1st Offense – Listening, reteaching, modeling, reinforcing expected behaviors, and/or removing from the situation
- 2nd Offense – Listening, reteaching, modeling, reinforcing expected behaviors, and/or removing from the situation with option of parent contact
- 3rd Offense – Conference with parent and child

Grades 3-6 (Offenses determined per quarter)

- 1st Offense – Listening, reteaching, modeling, reinforcing expected behaviors
- 2nd Offense – Listening, reteaching, modeling, reinforcing expected behaviors to include parent contact
- 3rd Offense – Office referral with option for detention and/or loss of privilege

Grades 7-8 (Offenses determined per year)

- 1st Offense – Detention
- 2nd Offense – Detention
- 3rd Offense – Office referral

Level III - Actions that are Harmful

Examples include:

Theft

Demearing written/verbal/electronic language

Profane comments in verbal/written/electronic form

Obscene gestures

Graffiti or defacing property

Intimidation

Racial/ethnic/sexual comments or actions

More severe physical contact

Dangerous misuse of items (scissors, pencils, etc.)

Consequences for Actions that are Harmful (per year)

Grades K-2

- 1st Offense – Listening, reteaching with Parent contact
- 2nd Offense – Office referral, possible behavior plan
- 3rd Offense – Behavior contract

Grades 3-6

- 1st Offense – Office referral, parent contact
- 2nd Offense – Office referral, ½ day-ISS
- 3rd Offense – Office referral, ISS, Priest contact
- 4th Offense – Office referral, OSS, Priest contact, behavior contract

Grades 7-8

- 1st Offense – Office referral, parent contact
- 2nd Offense – Office referral, 1 day-ISS, Priest contact
- 3rd Offense – Office referral, OSS, Priest contact, behavior contract

Level IV – Actions that are Intentionally Physically Destructive

Examples include:

- Racial/ethnic/sexual harassment
- Fighting
- Threat of assault
- Battery
- Vandalism of school or personal property
- Extortion

Consequences for Actions that are Intentionally Physically Destructive (per year)

Grades K-2

- 1st Offense – Listening, reteaching with Parent contact
- 2nd Offense – Office referral, possible behavior plan
- 3rd Offense – Behavior contract

Grades 3-8

- 1st Offense – Office referral with 1 to 2 day ISS, plus Priest contact
- 2nd Offense – Office referral OSS, Priest contact, behavior contract

Level V – Actions Resulting in Immediate Automatic Suspension

Examples include:

- Weapons
- Bomb threats
- Illegal use of substances
- Under the influence
- Severe fight
- Tobacco

Consequences And Length Of Out-Of-School Suspension

The following rule infractions will result in out-of-school suspension and Priest contact. A parent conference will be required in order to reinstate the student in school.

<i>Rule Infraction</i>	<i>Length of Suspension</i>
Knowingly creating false emergency	1 day
Severe, malicious fighting	1-2 days
Possession or Use of Weapon	expulsion plus (a)
Bomb threats	1-3 days or expulsion plus (a)
Possession of illegal substances	1-3 days plus (a) & (b)
Possession/Use of tobacco products	1-3 days
Major theft (over \$25)	1 day plus (a)

[a] = Police referral (also Refer to Diocesan Policy 5114)

[b] = Substance Abuse Assessment

CODE OF CONDUCT

Definitions:

Assault: an attempt or implied promise to inflict harm upon another person; no actual contact is necessary.

Battery: the unlawful, intentional touching or application of force to another person in a rude, insolent, or angry manner.

Behavior Contract: a contract developed by the principal and homeroom teacher that outlines specific behavior expectations, conditions that must be met by the student, and consequences for not meeting the identified conditions. The teacher, principal, parent(s), and student all sign the contract.

Behavior Modification Plan: less formal than a behavior contract, a behavior modification plan is still a written plan between the student, teacher, and parent(s) that identifies unwanted behaviors and sets consequences and reinforcers for changing behaviors.

Detention: student is detained for a pre-arranged period of time before or after school. The student calls a parent to inform him or her of the reason and arrange the time.

Extortion: obtaining money or property (something of value) from an unwilling person by either physical force or intimidation

Fighting: characterized by violent behavior of two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving, or scuffling.”

ISS – In School Suspension: a parent is contacted and the student is removed from the regular classroom setting and is assigned to a supervised location, such as the principal’s office. The area is isolated from the other classmates. Class assignments will be given to a student placed in ISS. Students assigned to ISS will be required to complete a reflection form on their behaviors and outline strategies for preventing the behaviors from recurring.

Insubordination & Defiance: failure of a student to obey, comply with, or carry out a reasonable request of directions from an adult in charge.

Loss of Privilege: loss of non-academic privileges, such as off-campus lunch, athletics, forensics, class trips, etc.

Obscene: characterized by being disgusting to the senses or deeply offensive to morality.

Office Referral: a student may be referred to the principal’s office when the seriousness of the offense, the persistence of the behavior, or the disruption to the classroom makes the continued presence of the student in the classroom detrimental to the education process. Parents are always informed. Actions taken as a result of a referral vary and are dependent on the reason for the referral, but may include a conference with the student or parent or loss of privilege.

OSS – Out of School Suspension: student is not allowed to attend classes but may, with teacher or principal approval, complete assignments. The student is not allowed to be on or near school premises or to attend school activities during the duration of the suspension. The student is to be under the guidance and direction of a parent or guardian during the suspension. Suspension is a serious disciplinary measure and a suspended student will be required to attend an administrative conference with his or her parent(s) or guardian(s) before returning to school.

Profane: misuse of the Lord's name.

Racial / Ethnic Comments, Actions, or Harassment: unkind words or actions that are based on ethnicity or national origin. This includes the use of racial or ethnic slurs or name-calling. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds.

Sexual Comments, Actions, or Harassment: verbal or physical actions that cause discomfort or embarrassment to another person. These may include sexual "jokes," spreading rumors about a person's sexual behavior, touching another's private parts, or sexual comments. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds. Due to the vast maturity differences between grades K-8, intent will be considered before defining an action as sexual.

Vandalism: deliberately or maliciously destroying, damaging, and / or defacing school property or the property of another.

Weapons

Students in the Catholic schools are prohibited from bringing weapons to school and school-sponsored activities. Students are further prohibited from having weapons in school or at school-sponsored activities, on the school premises, on a school bus or enroute to or from school or in the immediate vicinity of the school.

Catholic school administrators will comply with the State of Michigan Law, Gun-free School Act of 1994, which requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency.

“Dangerous weapon” includes a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket knife opened by mechanical device, iron bar, brass knuckles, explosives and other destructive devices.

Any student suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

Any student discovered to be in violation of this policy is subject to appropriate disciplinary action as determined by the local school Board, up to and including expulsion.

Civility Guidelines for a Safe Environment

Preamble: The purpose of this policy is to provide civility guidelines for parents, teachers, staff, students, and visitors ensuring a safe learning environment. It is the intent of the Bishop Baraga Catholic community to promote mutual respect, civility and orderly conduct among employees, parents and the public. It is not the intent of the Bishop Baraga Catholic community to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe, harassment-free environment for teachers, students, program/facility administrators, support staff, parents and member of the community. In the interest of providing a safe environment, the Bishop Baraga Catholic community encourages mutual respect, civility and orderly conduct and discourages disruptive, volatile, hostile or aggressive conduct.

1. Expected conduct:

- Bishop Baraga Catholic personnel and students will treat parents, other members of the public, and each other with courtesy and respect.
- Parents and visitors to Bishop Baraga Catholic School will treat teachers, students, program/facility administrators, support staff, parents and members of the community with courtesy and respect.

2. Unacceptable/disruptive conduct:

- Disruptive conduct includes, but is not necessarily limited to: conduct which interferes with, threatens, or disrupts the safe environment. It also includes sports facilities and athletic fields as well as all areas that are not open to parents/guardians and the general public.
- Using threatening and/or offensive language such as swearing, cursing or an overt display of temper.
- Threatening to do bodily or physical harm to teachers, students, program/facility administrators, support staff, parents and members of the community regardless of whether or not the conduct constitutes or may constitute a criminal violation.
- Damaging or destroying institutional or personal property.
- Any conduct, active or passive, that disrupts the safe and orderly cooperation of a parish/school environment or any related accommodation.
- Unauthorized presence.

3. Recourse:

- Anyone who believes he/she was subject to unacceptable conduct should bring such conduct to the attention of the program/facility administrator or appropriate authority.

4. Pastor/designee or principal/designee has the authority to:

- Direct any individual who exhibits unacceptable/disruptive conduct to leave the premises.
- Implement established student management plans/policies.
- Use of an established crisis management plan and/or contact civil authorities.

Policy

Adopted: February 2004

DIOCESE OF MARQUETTE

Marquette, Michigan

**BISHOP BARAGA CATHOLIC SCHOOL
WELLNESS POLICY**

JUNE 2006

District: Iron Mountain School

As required by law, the Education Commission establishes the following wellness policy for the Bishop Baraga Catholic School.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the School's students. Furthermore, research concludes that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

The Principal shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated by the principal. The Board designates the Principal as the individual charged with operational responsibility for verifying that the School meets the goals established in this policy.

SPECIFIC GOALS FOR NUTRITION

Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.

Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate to complement, but not replace, the standards and benchmarks for health education.

Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.

Nutrition education teachers shall be encouraged to include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff to encourage students to pick healthy choices.

Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeterias.

The school cafeterias shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime as long as it coincides with the meal requirements set by the USDA guidelines.

Nutrition education shall extend beyond the school by engaging and involving families.

Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.

Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

Food Service employees are responsible for providing nutritious meals and shall regularly participate in professional development activities and training designed to better enable them to stay up to date on the USDA standards.

SPECIFIC GOALS FOR PHYSICAL ACTIVITY

Physical Education

A sequential, comprehensive physical education program shall be provided for students in K-8 in accordance with the standards and benchmarks established by the State.

All students in grades K-3, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with student's I.E.P.) shall receive instruction in physical education for 40 minutes, 1 day per week for the entire school year.

All students in grades 4-8, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with student's I.E.P.) shall receive instruction in physical education for 40 minutes, 2 days per week for at least 2 semesters.

The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.

The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.

Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.

Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

Physical Activity

Physical activity should not be employed as a form of discipline or punishment.

Physical activity and movement shall be integrated, when possible across the curricula and throughout the school day.

The school shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organization, and in lifelong physical activities like, bowling, swimming, or tennis.

All students in grades K-5 shall be provided with 2 daily recess periods at least 15 minutes in duration. Recess shall not be used as a punishment.

The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

All students in grades K-8 shall have the opportunity to participate in extracurricular activities and intramural programs offered through the local public schools and the community that emphasize physical activity.

The school shall discourage extended periods of student inactivity.

**SPECIFIC GOALS FOR OTHER SCHOOL-BASED ACTIVITIES
DESIGNED TO PROMOTE STUDENT WELLNESS**

The school shall schedule mealtime so there is minimum disruption by bus schedules, recess, and other special programs or events.

The school shall provide attractive, clean environments in which the students eat.

Students at Bishop Baraga Catholic School are permitted to have bottled water in the classroom.

Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

Students, parents, and other community members shall have access to the school's outdoor physical activity facilities outside the normal work day.

Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

**NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE
ON CAMPUS DURING THE SCHOOL DAY**

In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

The school food service program may involve students, parents, staff, and school officials.

All foods available to students in Bishop Baraga Catholic School programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.

STUDENTS

5110.B (BBCS)

PROBATION POLICY

Students transferring from a public or private school during the school year will begin with a 25 day probation period in order to determine whether the school can meet the student's needs.

ADOPTED: August 21, 2007

BISHOP BARAGA CATHOLIC SCHOOL
Iron Mountain, MI

INSTRUCTIONS FOR STUDENT DROP-OFF AND RETRIEVAL

Student Drop-Off

1. Enter the alley from Kimberly Avenue.
2. Follow the white lines through the playground.
3. Pull as forward to the gate as possible.
4. Child/ren exit the vehicle.
5. Make a left-hand turn as you enter B Street.

Student Retrieval

1. Vehicles should not enter the school playground before **2:45 P.M.** We cannot block the alley from through traffic before 3:00 P.M.
2. Bus students will proceed to bus as usual.
3. Students walking home will leave the school via front door on West B Street.
4. Students who are picked up will be escorted to playground pick-up area by teachers.
5. Drivers shall enter the alley from Foster Street which is one block West of the school. Please adhere to the signs posted in the alleys. (see map) Please be considerate of parents waiting in the alley. Do not “cut” into the line from Kimberly Avenue.
6. Pull as forward into the alley and along the pick-up lane as possible.
7. The students will board vehicles from playground pick-up area on the East side of the building.
8. Once your vehicle is loaded, proceed to Stockbridge and make left-hand turn.

DRIVE CAREFULLY...THE LIFE YOU SAVE MAY BE A CHILD'S!!!

BISHOP BARAGA CATHOLIC SCHOOL STUDENT PICK UP ROUTE

