

MENOMINEE CATHOLIC CENTRAL SCHOOL



HANDBOOK 2011-2012

**1406 10th Avenue
Menominee, MI 49858
(906) 863-3190
Fax: (906) 863-3990
Web: www.catholiccentral.us**

Be it known to all who

Enter here that

JESUS

Is the reason for this school.

He is the unseen, yet

Ever present teacher in

Its classes.

He is the model of its faculty,

And the inspiration of

Its students.

Author Unknown

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MISSION STATEMENT

Menominee Catholic Central will provide a high quality academic education in a safe environment based on the religious and moral teachings of the Roman Catholic Faith.

PHILOSOPHY

Menominee Catholic Central School is committed to providing quality Catholic education for students from Menominee and its surrounding area in a Christian atmosphere of acceptance and challenge in order to aid them to:

- *Grow in Christ,*
- *Develop a strong feeling of self-worth,*
- *Be academically prepared for their future.*

We will strive to graduate a Christ-like person who is prepared to live spiritually, emotionally, and educationally as a contributing member of society. As committed educators, we will:

- *Teach the 'Good News' both factually and through example,*
- *Build rapport in order to enhance self-esteem within our school community,*
- *Provide challenging learning experiences through organized curriculum, which meets the needs of every student.*

MOTTO

Education for life. Faith for living.

learning

growing

believing

succeeding!

The enduring value of a Faith-based education!

HISTORY OF CATHOLIC EDUCATION IN MENOMINEE

Catholic education in Menominee has a very rich history.

1875 - St. John the Baptist Parish was established in Menominee. The Sisters of St. Agnes came to establish a school in the choir loft of St. John's Church.

1876 - In the fall of this year, the Sisters opened a school with thirty pupils. They charged tuition. They worked in the loft for two years before there was a school building. The building was located on the corner of what is now 10th Avenue and 10th Street. In 1892, St. John's became an English-speaking congregation. They shared their school with Epiphany Parish.

1887 - St. Anne's school opened. It was located behind the church at what is now 10th Avenue and 13th Street.

1900 - A new St. Anne's School was built near the Interstate Bridge. This was a French-speaking school. The Sisters of St. Agnes staffed it until 1923 when the Franciscan Sisters of Christian Charity came from Silver Lake, Wisconsin. A new school building was built in 1953. Four additions were added within the next twelve years. This site is presently known as Menominee Catholic Central School.

1902 - Epiphany School was the third school to be established. The parish was German-speaking. They purchased the school that had belonged to St. John's Parish and modernized it. The school was torn down in 1922. A new brick building was erected in its place. This building was used until 1964 when the downtown schools merged to become Catholic Central South.

1964 - St. William's School opened in 1964 under the Sisters of St. Paul de Chartres from Marquette, Michigan. It was located on what is now 41st Avenue. An addition was erected immediately due to overcrowding.

During the same year St. Anne's, Epiphany and St. John's met to consider consolidation. Monsignor O'Neil D'Amour, a nationally known educator, directed the process. In 1966 the first lay Catholic board of Education in the nation was formed. Menominee Catholic Central was the first consolidated school in the Diocese of Marquette. The Board operated both MCC and St. William's schools.

1972 - The parishes were merged. The schools were named Menominee Catholic Central South and Menominee Catholic Central North.

1997 - The north and south buildings were consolidated in June. The school was named Menominee Catholic Central and was located at 1406 10th Avenue.

At the present time Menominee Catholic Central School continues to operate as the only catholic school in the city.

**MENOMINEE CATHOLIC CENTRAL
2011 – 2012 SCHOOL CALENDAR**

August 31	First Day of School - 8:00 – 3:15 p.m. (No busing or hot lunch available)
September 2	Regular Classes – 8:00 – 3:15 p.m. (No busing or hot lunch available)
September 2-5	No School
September 6	Classes Resume
November 3	End of First Quarter
November 8	In-Service Day – No School Parent –Teacher conferences
November 23-25	Thanksgiving Break
November 28	Classes Resume
December 19 – Jan. 2	Christmas Vacation – No school (no busing on 19th, 20th, 21st)
January 3	Classes Resume
January 20	End of Second Quarter (First Semester)
January 27	In-Service Day – No School
January 29 – Feb. 4	Catholic School’s Week
February 24 - 27	Winter Break – No School
February 28	In-Service Day – No school
March 23	End of Third Quarter
April 2 - 9	Spring Break
April 10	Classes Resume
May 8	In-Service Day – No School
May 28	Memorial Day – No School
June 1	Last Day for Students

MENOMINEE CATHOLIC CENTRAL SCHOOL COUNCIL

Menominee Catholic Central School is operated under the jurisdiction of the Menominee Catholic Central School Council and the Marquette Diocesan Department of Education.

Statutes and by-Laws determine the purpose, role, membership and function of the Council. "The Council 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 council derives its authority and responsibility from the Diocesan Bishop and pastors." Article 1; No. 2)

The Council meetings are generally open meetings. The meetings are regularly held the third Tuesday of each month. The meetings are announced in the three parish bulletins and in the monthly family calendar. Anyone wishing to address the Council on a particular matter is requested to notify the Chairperson or the Principal one week prior to the meeting. The request will be placed on the agenda.

Statutes and by-laws are available for reference in the school office. The Diocesan Policy Manual may be viewed at www.dioceseofmarquette.org

COUNCIL MEMBERS

1.	Rev. Robb Jurkovich	2607 18 th Street Menominee, MI 49858	863-3405
2.	Jim Newnum (Executive Chair)	W4367 Pinewoods Loop #11 Wallace, MI 49893	863-1057
3.	Katherine Murwin (Assistant Chair)	3201 18 th Street Menominee, MI 49858	863-8355
4.	Gabrielle Hipke	1404 Mary Street Marinette, WI 54143	735-9046
5.	Shannon Parrett	2404 21 st Street Menominee, MI 49858	864-2290
6.	Jeff Potter	1809 16 th Street Menominee, MI 49858	863-5207
7.	Joseph Klumb	820 Elizabeth Ave Marinette, WI 54143	735-3842
8.	Trudi Janquart	W5350 Elmwood Rd Menominee, MI 49858	863-9619
9.	Dennis Klitzke	1525 1 st Street Menominee, MI 49858	863-5644
10.	Theresa Sandahl	W4595 Pinewoods Loop #11 Wallace, MI 49893	864-0159

EX-OFFICIO MEMBERS

11.	Dan Paul (Principal)	1406 10 th Avenue Menominee, MI 49858	863-3190
12.	Rev. Michael Chenier	2607 18 th Street Menominee, MI 49858	863-3405
13.	Mark Salisbury	1004 Harbor Hills Drive Marquette, MI 49855	906-225-1141

FACULTY AND STAFF

PASTORS:

Holy Redeemer: Rev. Corey Litzner

Holy Spirit: Rev. Rob Jurkovich
Rev. Michael Chenier

Resurrection: Rev. Rob Jurkovich
Rev. Michael Chenier

DEACONS:

Roland Chaltry

Steve Gretzinger

Vince Beckley
Jerry Roetzer

PRINCIPAL:

Mr. Dan Paul

SECRETARY:

Mrs. Linda Koesling

PRESCHOOL/KINDERGARTEN READINESS:

Mrs. Cricket Uecke, Director/Child Care
Aide: Mrs. Mary VanDomelen

HOT LUNCH:

Mrs. Betsy Smith

KINDERGARTEN: Mrs. Carrie Bylon

BOOKKEEPER/MCEF SECRETARY:

Mrs. Elaine Klitzke

GRADE 1: Mrs. MaryAnn Sorensen

GRADE 2/3: Ms. Stacey Schraub

MAINTENANCE/CUSTODIAL

Mr. Scott Koesling

GRADE 4: Mrs. Lisa Bergstrom

COMPUTERS

GRADE 5: Mrs. Deborah Chaltry

ART

Mrs. Cricket Uecke (Gr. K - 5)
Dana Fernstrum (Gr. 6, 7, 8)

GRADES 6/7/8: Mrs. Jennifer Motkowski
Mr. Frank Best

PE: Mrs. Jennifer Motkowski

TRANSPORTATION SUPERVISOR

Mr. Scott Koesling

ATHLETIC DIRECTOR

Bryan Wickstrom

ADMISSIONS

ADMISSION/WITHDRAWAL

Registration of students takes place in the second semester. Menominee Catholic Central accepts students of all denominations. However, students from the subsidizing parishes take priority in the admission process. Class size is 25. After enrollment of 25, a waiting list is established. When the waiting list reaches 10 or more students, an additional classroom is opened.

All children who will attain their third birthday on or before September 1st or their fourth birthday on or before December 1st of the calendar year are eligible to attend the Preschool Program. Students entering Kindergarten must be five years of age by December 1 of that year. Proper immunization is required.

Registration requires a completed Family Registration Form, Parish Commitment Form documenting active parish support (for new families), and Health and Immunization documentation as required by State law. A registration fee is also required to hold a place for the student(s). Family participation in school fundraising activities is also required. Any family not completing ALL tuition and fee payments by June 1st, **WILL NOT** be allowed to register for the following school year until all payments have been made in full.

Students attending Menominee Catholic Central will pay tuition as determined annually by the Menominee Catholic Central School Council. Each child must have on file by the first day of school a record of immunizations required by the State of Michigan.

Menominee Catholic Central School will comply with all provisions of Title IX as it pertains to athletics, its course offerings, treatment of students, and its policies concerning scholarship or other assistance to students and its admission of students. There is no discrimination on the basis of sex, race, color or national and ethnic origin in any of the above. All students have the same rights, privileges, programs and activities available to them. Handicap conditions will be accepted if the school can make reasonable accommodations.

Written notice of withdrawal of a student from Menominee Catholic Central during the year should be provided to the principal. For Preschool and Kindergarten Readiness students, written notice must be provided to the Director.

Students are accepted only for the entire school year, or the remainder of the school year if enrolled after school has started. Tuition and fees are paid to ensure a place for the student in the school, not for a period of attendance. Therefore, tuition will be prorated only if the student is accepted after the first four weeks of the school year, but no reduction or credit of tuition will be granted if the student is expelled, suspended, voluntarily withdraws, or is absent for a period of time due to illness or other issues.

NONDISCRIMINATION STANDARDS

The Catholic Schools in the Diocese admit students of any race, color, sex, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The Catholic schools do not discriminate on the basis of race, color, sex, national and/or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletics, and other school administered programs.

The creed of any student shall not bar admission. Since a Catholic school exists primarily for religious reasons and enrolls students through a "contractual agreement" with the parents, the parents and students should know and accept the unique religious philosophy of the school.

Where class sizes are limited, preference for admission should be given to the students of the Catholic families of the parish(es) served by the school since they are the major means of moral and financial support for the school.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Parents can expect a monthly Family Newsletter and Calendar from the school. This newsletter will include such items as: important dates and meetings, special happenings, and general information about the school. The newsletter will be sent home with the oldest child in the family in a large brown envelope. The parents should read the contents as soon as possible. Please return the envelope within 1-3 days to school with your signature indicating that you have received its contents. The homeroom teachers will be holding the designated students accountable for the envelopes.

Announcements will be published in the parish bulletins under "school news".

Letters from teachers concerning classroom work, field trips, notices of school events and updates, reminders, etc. are also sent home with the children from time to time.

Parents are always welcome to talk over problems and concerns. Due to the fact that the day is scheduled, we ask that you usually make an appointment before coming to see the Principal/Teachers. This enables full attention to be given to you and your child. Regular office hours are noted with the daily schedule.

In the event of a change of address or telephone number, please notify the office so emergency information can be updated.

GRIEVANCE PROCEDURES FOR PARENTS

Normally, if a parent wishes to air a complaint or state a concern/problem about anything happening in the classroom or at school, the following procedure is to be followed:

Contact the homeroom teacher either directly in person, by phone, or by a written note bringing the item of concern to his/her attention.

If no satisfaction is arrived at after discussing the issue with the Teacher, an appointment can be made with the Principal to express the concern.

If further action is needed, contact the Executive Chairperson of the Council to have the item placed on the agenda of the next Council meeting for review and discussion.



COSTS

TUITION

All families attending Menominee Catholic Central School will be expected to pay the set tuition as established by the Board of Education by the 15th of each month. **There is a \$25.00 technology fee per student in grades K-8.** The tuition for the 2011 - 2012 school year:

Catholic:

					<u>Pre-school</u>			M-W-F
	<u>1st Child:</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>	<u>M-W-F</u>	<u>T-TH</u>	<u>M-F</u>	<u>All Day</u>
Monthly	\$ 175.00	\$ 302.50	\$ 422.50	\$ 542.50	\$86.50	\$68.50	\$ 104.50	\$ 135.00
Quarterly	\$ 437.50	\$ 756.25	\$1056.25	\$1356.25				
Semi Annually	\$ 875.00	\$1512.50	\$2112.50	\$2712.50				
Annual	\$1750.00	\$3025.00	\$4225.00	\$5425.00	\$865.00	\$685.00	\$1045.00	\$1350.00

Non-Catholic:

					<u>Pre-school</u>			M-W-F
	<u>1st Child:</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>	<u>M-W-F</u>	<u>T-TH</u>	<u>M-F</u>	<u>All Day</u>
Monthly	\$ 242.50	\$ 442.50	\$ 642.50	\$ 790.00	\$95.50	\$77.50	\$ 113.50	\$ 157.50
Quarterly	\$ 606.25	\$1106.25	\$1606.25	\$1975.50				
Semi Annually	\$1212.50	\$2212.50	\$3212.50	\$3950.00				
Annual	\$2425.00	\$4425.00	\$6425.00	\$8425.00	\$955.00	\$775.00	\$1135.00	\$1575.00

****Any payments made to the school (such as registration & scrip credits) will be applied to your family account**

*Catholic includes all families that are registered and actively supporting a Catholic Church. Non-Catholics include families who are Catholic but either does not actively support a subsidizing parish or are members of non-subsidizing parishes, and non-Catholic families.

TUITION PAYMENT PLAN

The tuition payment plan is as follows: For all students, the first tuition payment is due on September 15th **with checks made out to the Diocese of Marquette**

**1004 Harbor Hills Drive
Marquette, MI 49855**

Billing Period begins September 15, 2011 through June 15, 2012

Please choose one of the payment options below:

- Option 1 – I will prepay the full amount due
- Payment will be made directly to Diocese of Marquette/School
 - Payment will be made via Credit Card (complete credit card authorization)
 - Payment will be made via ACH (complete ACH authorization)
- Option 2 – Monthly Payments
- ACH payments beginning September 15, 2011 and ending June 15, 2012 (or business day following the 15th)
 - By Check directly to Diocese of Marquette/School (all bills will be sent via email)

If this payment schedule represents a problem to a family, a personal meeting with the Commission Tuition Chairperson will be required in order to set up an alternative payment schedule. All alternative payment schedules must be documented in writing and approved by the Council. Tuition Scholarship is also available to qualified families needing assistance in meeting tuition payments. Parish families will be given preference in allocating funds.

NON-PAYMENT OF TUITION

Failure to pay tuition or registration fees as agreed will result in collection efforts. If a family fails to pay the tuition and fees as agreed, the family will be considered in default. If payments are coming from more than one household and the payments are delinquent, it is the responsibility of the parent/guardian to make the payments or other provisions so that the child may remain in the school.

If payments are made with a non-sufficient funds (NSF) check, a \$25.00 service charge will be assessed and added to the tuition balance immediately payable. The family may incur a similar charge from their banking institution.

Payments are considered late if not received within a 15 day grace period from the designated due date. Payments are due on the 15th of the month. If payment is not received at the Diocese within the grace period, a \$10.00 service charge will be assessed and added to the tuition balance payable immediately. The service charge will be assessed each time a new payment becomes delinquent.

If your account is in default, the following collection efforts will occur:

- A. When the 15-day grace period expires, a letter will be sent and you will have 30 days to bring the account fully current.
- B. If the account remains delinquent for a period of 45 days, a registered letter, with a return receipt, will be sent requesting immediate payment. In addition, an appointment will be scheduled with the Commission Tuition Chairperson to discuss payment arrangements.
- C. If the account remains delinquent for a period of 90 days, without alternative arrangements made, a second registered letter with a return receipt will be sent requesting immediate payment. In addition, a second appointment will be scheduled with the Commission Tuition Chairperson to discuss payment arrangements.
- D. If the account remains delinquent for a period of 120 days, without alternative payment arrangements made, legal action will be initiated in small claims court.
- E. All collection costs incurred will be added to the final collection amount.

The school will attempt to work with the family to resolve any default on an amicable basis. Absent an amicable resolution, the school reserves the right to impose all or part of the following remedies: withhold report card or student transcripts; refuse to issue a diploma; refuse to enroll the student(s) for the ensuing school year; seek collection of tuition and other charges, including reasonable attorney fees, in small claims court; and, in extreme cases dismissal of the student(s) from school.

Any family not completing ALL tuition and fee payments by June 1st, **WILL NOT** be allowed to register for the following school year until all payments have been made in full.

REGISTRATION FEES

For all families with students in Kindergarten - 8th Grade, a \$50 per family **NON-REFUNDABLE** registration fee is due at registration. The **NON-REFUNDABLE** registration fee for families with children in Preschool and Kindergarten Readiness is \$25 per child.

TUITION SCHOLARSHIP

Financial aid is available. Tuition Scholarships are available to qualified families needing assistance in meeting tuition payments. Qualified parish member families will be given preference in allocating tuition assistance funds. All families requesting Tuition Scholarship must complete the Tuition Scholarship Application and submit it with their registration materials. The Tuition Aid Application can be obtained from the school or parish offices. The deadline for Tuition Scholarship Applications is June 1st, to be eligible for tuition scholarship for the following school year.

To qualify financially, the applicant must qualify for the Free or Reduced Cost Lunch Program, as established by the federal government. In addition to qualifying financially, families must have met ALL current tuition and fee payments; fundraising obligations, and volunteer service hour obligations. Any family not meeting these obligations **WILL NOT** be eligible for tuition assistance.

The Tuition Scholarship Committee will evaluate all applications, and consider the requests based on financial need and the number of students in the family. Qualified parish member families will be given preference in the distribution of tuition scholarship funds. All families applying for Tuition Aid will receive a letter documenting the aid available to them.

Families not qualifying for tuition scholarship or not meeting the application deadlines can meet with the Council Tuition Chairperson to establish an alternative payment schedule.



TUITION REDUCTION INCENTIVE PLAN (TRIP)

Menominee Catholic Central School will provide a financial incentive in the form of a one-time tuition credit of **\$300** to current families for each new family you bring into Menominee Catholic Central School during the 2011-2012 school year.

Why would we want to do this? Simply stated, we believe that MCC families are our best recruiters! You can tell our story better than anyone. From the spiritual experience of our weekly school Masses prepared by our students to the camaraderie associated with our students and school families. From our extracurricular activities made available to our students to the rigorous academic environment where our teachers truly care about each and every student. Show your MCC Pride and help us to grow enrollment at our schools!

You have an opportunity to spread our mission: *Menominee Catholic Central will provide a high quality academic education in a safe environment based on the religious and moral teachings of the Roman Catholic Faith* and save on your tuition for the 2011-2012 school year.

The Details:

1. For each new family recruited into the MCC family in 2011-2012, current MCC families will receive a \$300 credit on their tuition for the 2011-2012 school year.
2. Credits are applied on a per family basis, not on a per student basis.
3. The credit may be applied to tuition only. Fees and books (where applicable) must be paid.
4. Newly recruited families will be required to sign an affidavit identifying the sponsoring family to receive the tuition credit.
5. Tuition credits may not be carried over from one school year to the next.
6. There will be no residual credit applied above and beyond the amount due for the 2011-2012 school year.
7. The actual cash value of the tuition credit is zero dollars. Any benefits from the program are in the form of tuition credits for the Menominee Catholic Central School.
8. Families who have departed MCC and later decide to return are not eligible to be sponsored for the incentive. An exception would be for those families who relocate and qualify for a refund per our tuition policy and move back to our area at a later date.
9. Full tuition credits will be awarded until the final count date in September for enrollment established by the Diocese of Marquette. Credits will be pro-rated on the basis of remaining school days after this date.
10. In the event of a split family (children at Menominee Catholic Central and other districts) the admission of another child from the split family to Menominee Catholic Central is not an eligible event for the incentive.

FUNDRAISERS

Fundraisers are an important part of our operating budget each year. Approximately \$30,000.00 of the budget is received annually through our four major fundraisers: **"52" CLUB**, **SCRIP**, **HANSON PIZZA SALE**, and **SPAGHETTI DINNER-AUCTION-RAFFLE**.

All school families are expected to fully participate in these fundraisers to meet the budgeted financial obligation.

Mandatory fundraising expectations are:

- A. **"52" CLUB**: The 52 Club is a raffle in which a drawing is held each week for 52 weeks for cash prizes. Each family is required to sell 10 tickets or \$100.00 worth of tickets.
- B. **HANSON PIZZA SALE**: Each family is expected to sell \$100.00 in product or they can buy out for \$25.00 per student.
- C. **SPAGHETTI DINNER AUCTION RAFFLE**: The Spaghetti Dinner Auction Raffle is a raffle for tuition scholarship and cash prizes held as part of our annual Spaghetti Dinner Auction festivities. Each family is required to sell \$50.00 worth of raffle tickets.
- D. **SCRIP**: Each family is required to purchase scrip to generate a **profit** of \$100.00.

SCRIP:

SCRIP is a very important funding source for our school. Each family is required to purchase scrip to generate a **profit** of \$100.00. Once the \$100.00 profit is met, scrip profits are then split (50/50) between the school and the purchasing family. The purchasing family will receive the additional scrip profit in the form of tuition credit for the following school year. Family members, grandparents, aunts, uncles, cousins or friends may purchase scrip. Families may order gift certificates/gift cards through Menominee Catholic Central School to shop at gas stations, grocery, retail stores and restaurants. The school purchases the certificates at a discounted rate from the merchants. Families pay face value for the certificates.

SCRIP certificates are THE SAME AS CASH; you can buy anything in the store that you would normally purchase with cash, check or credit card. You may also use manufacturer's coupons as you usually do. SCRIP order forms and merchant lists are available at the school office. Weekly orders for SCRIP must be turned in by 10:00 AM every Monday and will be filled by Friday. For more information or if you have questions about the SCRIP program, contact Delight Murphy at 863-3190.

Other fundraisers and charitable collections or services, such as school pictures, book fairs or Lenten projects that may occur during the year are encouraged but are voluntary.

VOLUNTEER HOURS

A key to a successful school family is teamwork. Each fall parents/guardians are asked to volunteer their time and talents. Grandparents or other retired individuals are welcome to offer their time and talents. We welcome the enrichment opportunities that you can provide. Families with K thru grade 8 students will be required to complete **20 hours** of service with the school. Families may elect to buy out of their service commitment at a rate of **\$20.00/hour**. The fee must be paid prior to October of the current school year. The Tuesday/Thursday morning Pre School parents are required to complete **5 hours** of service with the school, or they may elect to buy out at **\$20.00/hour** and the M-W-F Pre School parents are required to complete **10 hours** or they may elect to buy out at **\$20.00/hour**.

AFTER SCHOOL PROGRAM

In order to address the needs of our families, MCC will offer an after school program for our students. The after school program will run from 3:30 pm until 5:30 pm (unless a longer program is needed). The cost for the after school program will be \$5.00 a day or \$75.00 a month. In order to plan for enough supervision & materials, students must be registered for the program. Drop-ins will only be accepted if there is space available.



DAILY SCHEDULE

Preschool:

M/W/F Morning Session Begins 8:00 a.m.
M/W/F All Day Session Begins 8:00 a.m.
T/TH Session Begins 8:00 a.m.

Dismissal 11:30 a.m.
Dismissal 3:15 p.m.
Dismissal 10:30 a.m.

Grades K, 1, 2

7:50 a.m. Enter Building
8:00 a.m. Preliminaries/Classes Begin
9:45 - 10:00 am Recess
11:10 -11:30 p.m. Eat Lunch
11:30 -11:50 p.m. Recess
2:00 - 2:15 pm Recess
3:15 P.M. Dismissal*

Grades 3, 4, 5

7:50 a.m. Enter Building
8:00 a.m. Preliminaries/Classes Begin
9:45 - 10:00 am Recess
11:10 -11:30 p.m. Eat Lunch
11:30 - 11:50 p.m. Recess
2:00 - 2:15 p.m. Recess
3:15 p.m. Dismissal*

Grade 6, 7, 8

7:50 a.m. Enter Building
8:00 a.m. Preliminaries/Classes Begin
11:35 -11:50 a.m. Eat Lunch
11:50 - 12:05 Recess
3:15 p.m. Dismissal*

*Dismissal times are approximate. Busing schedule was unavailable from Menominee Public Schools at the time this handbook was being updated. Precise information will be given to all families as soon as it is available. **Parents, please wait in the main hall until the 3:10 pm bell rings before going down to classrooms.** This will cause fewer distractions outside the classrooms.

PLAYGROUND SUPERVISION:

Playground supervision begins at 7:30 a.m.
Walkers and bikers are not to arrive before 7:30 a.m.

In the event of temperatures below 0 degrees, wind chill factor, or rain, students come into the building to wait for classes to begin.

After the p.m. dismissal, students are to leave the school premises immediately unless under teacher supervision. Students remaining after 3:25 pm will be sent to the after school program and parents will be billed.

OFFICE HOURS

School office hours are from 7:30 A.M. - 3:30 P.M. Other times are available by appointment. Due to safety considerations, the school building is locked at all times. Visitors are required to register at the school office upon entering the school.

DRESS CODE

All students attending Menominee Catholic Central School shall be required to follow a dress code that ensures that students maintain a neat appearance and dress appropriately as young Christians. The following is a detailed description of proper attire for boys and girls in grades K - 8.

GIRLS GRADES K - 8: A uniform jumper or skirt achieves uniformity in dress for MCC girls. A solid navy jumper or solid navy skirt meets the dress code - -no corduroy, sweat, or knit materials. Navy skorts or scooter (**must have skirt all around**) is allowed but may **not be more than two inches (2") above the knee.**

- Approved jumpers and skirts may be order from the companies listed below:

French Toast: <http://www.frenchtoast.com>

Lands End: <http://www.landsend.com> (You can use scrip and the link on the school website sidebar to earn up to 11.5% back for the school.)

- Only tights, leggings (must be down to the ankles, not above) shorts (that do not show), and knit pants (no flare bottom) may be worn under the jumper/skirt. Leggings are tight, spandex-containing pants that do not bag or flare out from the body. No dress pants, jeans, or sweatpants may be worn under the jumper/skirt.
- The blouse/shirt may be solid white, red, light blue, or navy with collar and long or short sleeves. Turtlenecks are allowed. Oversized, wrinkled, and tight-fitting shirts are not acceptable.
- Socks or tights (solid white, red, black or navy) must be worn.
- Sweaters (cardigan, pullover, or vest) may be solid white, red or navy--no sweat material. Hooded sweaters or sweatshirts are allowed for outside wear only.
- Pants may be solid navy or black dress style, not tight fitting. Denim-like, knit, and sweat materials are not allowed. **CARGO PANTS are allowed only on non-uniform days.**
- Solid navy or black **TAILORED PLAIN DRESS SHORTS** may be worn from the *start of the school year to the end of September and May 1 to the end of the school year.* **SHORTS MAY NOT BE WORN TO MASS.** Denim-like, knit, sweat, and spandex-like materials are not acceptable.
- Belts **must be** worn with dress pants and shorts for all students in grades two through eight.
- No make-up may be worn.
- Earrings may not be hooped or lower than the earlobe for safety purposes.
- Shoes must be suitable for playground and gym activities (no sandals, flip flops or backless shoes for gym class). ****Strapped sandals may be worn from the start of the school year to the end of September and May 1 to the end of the school year.** If shoes have laces, they must be tied. Winter boots may be worn for outside only!
- **NAVY JUMPERS OR SKIRTS MUST BE WORN FOR MASS DAYS.**
- Shirts and blouses **must be** tucked in.
- Jumpers/Skirts and uniform clothes can also be obtained, gently used, from the uniform exchange that occurs at school registration.

BOYS GRADES K-8:

- Pants may be solid navy or black dress pants. Denim-like, knit, and sweat materials are not allowed. **CARGO PANTS are allowed only on non-uniform days.**
- Solid navy or black **TAILORED PLAIN DRESS SHORTS** may be worn from the *start of the school year to the end of September and May 1 to the end of the school year.* **SHORTS MAY NOT BE WORN TO MASS.** Denim-like, knit, sweat, and spandex-like materials are not acceptable.
- Belts **must be** worn with dress pants and shorts for all students in grades two through eight.
- The shirt may be solid white, red, light blue, or navy with collar and long or short sleeve. Turtlenecks are allowed. Oversized, wrinkled, and tight-fitting shirts are not acceptable.
- Sweaters (cardigan, pullover, or vest) may be solid white, red, or navy--no sweat materials. Hooded sweaters or sweatshirts are allowed for outside wear only.
- Socks (solid white, red, black, or navy) must be worn.
- Shoes must be suitable for playground and gym activities (no sandals, flip flops or backless shoes for gym class). ****Strapped sandals may be worn from the start of the school year to the end of September and May 1 to the end of the school year.** If shoes have laces, they must be tied. Winter boots may be worn for outside only!
- Uniform clothes can also be obtained, gently-used, from the uniform exchange that occurs at school registration.
- Shirts **must be** tucked in

The following items are **NOT ALLOWED TO BE WORN ON NON-UNIFORM DAYS:**

BOYS/GIRLS

Flip flops are not allowed.

Sleeveless shirts are not allowed.

GIRLS

No skirts or any apparel more than two inches above the knees is allowed.

MASS DAY UNIFORMS:

Students must wear white shirts to church.

Students may not wear shorts or use NUT (No Uniform Today) passes on Mass days.

Girls must wear navy jumpers or skirts to church.

Boys must wear navy or black pants to church.

OUT OF UNIFORM CONSEQUENCES

For failure to follow the dress code, a student will lose the next non-uniform day. Students out of uniform will be sent to the office and will call parents to bring the correct uniform clothes to school. If special circumstances arise and the student will not be in compliance with the dress code, a parent must contact the school office.

*****Contact the school if you have any questions/concerns in regards to the dress code.**

NON-UNIFORM DAYS

The principal will announce non-uniform days on the monthly calendar. Dress for non-uniform days may include dress jeans or dress sweatsuits. The Student Council may plan occasional special days.

WINTER WEAR

All students should wear the appropriate type of jacket for the weather. Sweatshirts are not allowed as jackets for Mass. For health and safety reasons, all students are expected to wear a hat, headband, or earmuffs, mittens or gloves and boots. Students must wear snow pants to play in the snow. (Grades 4 - 8 may bring an extra (old) pair of shoes to wear outside instead of boots).

Questions regarding the dress code should be directed to the principal.

PLAYGROUND EQUIPMENT RULES

SWINGS:

1. Sit on seat and hold on with both hands.
2. Swing back and forth, not side to side.
3. No jumping off.
4. No running under, between, or in front or behind of swings.
5. No climbing up the poles.

SLIDE:

1. One person at a time on the slide.
2. Sit down facing forward to slide down.
3. No standing, kneeling, or lying down slide.
4. No climbing up the slide.

BRIDGE:

1. No standing on the sidebars of the bridge.
2. No jumping over the sides of the bridge.
3. No climbing up over the sides of the bridge.

MONKEY BARS:

1. No sitting on top of the bars.
2. No hanging upside down on the bars.
3. One person at a time going across on the bars.

SANDBOX / WOODCHIPS:

1. No throwing or kicking sand/woodchips at others.
2. No throwing or kicking sand outside of the sandbox.

*****NO ONE IS ALLOWED TO GO BACK INSIDE THE SCHOOL OR GET A BALL THAT HAS GONE OVER THE FENCE WITHOUT ASKING A TEACHER FOR PERMISSION FIRST. OTHER ACTIVITIES / GAMES AS DEEMED SAFE BY THE SUPERVISING TEACHER.**

PRESCHOOL AND KINDERGARTEN READINESS PROGRAMS

Our Preschool Program recognizes that each child is a unique individual and we offer a warm, safe, supportive environment enabling each child to build their self-confidence, self-esteem, and sense of belonging. Children are encouraged to discover, share, and celebrate who they are in a nurturing environment that will help them know the love of God and of others, along with helping them develop a positive self-image. The Preschool and Kindergarten Readiness Programs follow the policies and procedures of Menominee Catholic Central. The program is Michigan State Licensed.

Our 3-Year Preschool Program strives to provide an environment that will give direction to enhance each child's growth. Our program stimulates creativity, promotes socialization, and fosters a healthy self-esteem. Our 4-Year Preschool Program is designed to equip preschool aged children with the necessary experiences and training that would help transition them into Kindergarten. The Kindergarten Readiness Program is for young 5-year olds who are not quite ready for Kindergarten. Children enrolled in the Kindergarten Readiness Program will have the opportunity to develop those skills and routines necessary for a successful Kindergarten experience on a consistent basis 5 days a week. Through directed center play, children have an opportunity for trying out and mastering new skills, concepts, and experiences.

PRESCHOOL AND KINDERGARTEN READINESS GOALS

We are dedicated to provide a variety of experiences that allow each child to:

- Gain an appreciation of the beauty, order, and usefulness of God's World.
- Develop a sense of prayer, thanksgiving and praise.
- Develop a good self-image and feeling of independence.
- Enjoy learning.
- Model and demonstrate Christian values which emphasize respect for the rights of every individual and the environment.
- Develop intellectually, socially, emotionally, and physically.
- Gain cognitive organization through observation, participation, acquisition, and critical thinking.
- Acquire appropriate social behaviors.
- Experience a fun, caring, and happy environment that offer children many choices and new experiences.
- Appreciate Biblical stories about Jesus.



ADMISSION/WITHDRAWAL

The program may terminate care of a child for any of the following reasons:

- Failure to submit all required forms (Health, child information card, etc.).
- Failure to maintain payments.

All efforts are made to assure that children enrolled in Kindergarten Readiness adjust to the daily routine with a minimal amount of trauma. Should a child have difficulty with this adjustment, the Director and parent will work together to resolve the problems and assure a positive experience for the child, parent and program.

In accordance with Michigan guidelines, enrollment is limited to 20 children in each class.

COMMUNICATIONS

A Newsletter about activities of Preschool and Kindergarten Readiness will be sent to parents monthly.

Parents are encouraged to participate on special occasions such as birthdays and field trips. If you have any special talents you would like to share with the children, please contact the school.

Conferences are conducted once a year and more often if necessary.

We have an open door policy and encourage you to feel free to stop in and visit at any time.

DAILY SCHEDULE

We ask you to observe the starting and ending times of your child's session. The teacher is not available to supervise your child before and after class. Children should arrive no earlier than 5 to 10 minutes before class and should be picked up promptly.

The daily class schedule consists of: Opening and Closing Circle, Center Time (free play), Snack Time, Art Projects, Show and Tell, Language Development, Music, Games and Motor Skill Development, Physical Development, Bible Stories, and Prayers.

The schedule is flexible according to the children's needs, the seasons and planned projects. Religious principles are woven into the classroom activities as they apply to small children.

PRESCHOOL PROGRAM DISCIPLINE

Our staff shall use positive methods of discipline, which encourage self-control and cooperation. The staff will maintain a positive attitude and environment and consistently enforce a necessary set of class rules. Whenever possible, children will be given a clear explanation of classroom expectations so as to prevent disruptive, negative, or problem behavior.

Children will be given choices to assist themselves in developing control of their behavior. Teachers will talk with the children to clearly explain the consequences of their behavior and assist the children in developing an understanding that they control their choices and consequences.

Children will be allowed a quiet space to calm themselves as needed. A child may be placed in another area for a short "time away" if they are unable to calm themselves and are disruptive to others. "Time away" periods will never exceed one minute per year of age, and will only be used when all other methods of calming have failed, or to prevent physical harm. At no time will the child be left unobserved by an adult.

Parents will be informed of all disruptive behavior and will be encouraged to assist with behavior management. If after conferences, a child's behavior remains disruptive to the classroom, or endangers others, MCC reserves the right to withdraw the child from the program.

NUTRITION PLAN

When the Kindergarten Readiness is in session, no meals are served. Parents are encouraged to provide snacks according to the monthly calendar, keeping in mind that nutritional snacks must be provided.

FUNDRAISING OBLIGATIONS

All pre school families are required to complete volunteer hours. The Tuesday/Thursday morning Pre School parents are required to complete **5 hours** of service with the school, or they may elect to buy out at **\$20.00/hour** and the M-W-F Pre School parents are required to complete **10 hours** or they may elect to buy out at **\$20.00/hour**.

Spaghetti Dinner Raffle: Each pre school family is required to sell 3 books (6 tickets in each book) or they may buy out for \$15.00.

52 Club- Each preschool family is responsible for the sale of at least **two** tickets.

Hanson Pizza Sales: Pre School families are not required to sell, but are strongly encouraged to participate. If you are interested in volunteering for any fundraiser, please call the school office at 863-3190. Pre-School families are encouraged to participate in the Scrip program.



OTHER SCHOOL POLICIES AND PROCEDURES

ABSENCE

Regular attendance at school creates positive attitudes toward responsibility. It is essential for success in school.

In case of unplanned absence of your child(ren) from school, the parent must call the school office between 7:30 - 8:00 a.m. (863-3190). If a student is absent from school and the school has not heard from the parent, a call from the school office will be made inquiring the reason for the student's absence.

For absence due to appointments, notice must be given to the school **prior** to the absence. Judgment of absence or tardy will be determined by the amount of school time missed. Two and $\frac{1}{2}$ hours or more missing will be considered a half day absent.

ASBESTOS REPORT

Menominee Catholic Central School has complied with the federal Asbestos Hazard Emergency Response Act (AHERA) by completing the following requirements:

Menominee Catholic Central School conducts its daily operations in the former St. Anne's School located at 1406 10th Avenue in Menominee. Construction of the original school building began in April 1953 and many subsequent improvements and additions to the building have taken place in the years since.

Asbestos was commonly used in building construction at that time and the material's presence has been identified in areas of our building. However, a recent inspection by TriMedia Consultants, Inc. found the asbestos containing material within MCC does not currently pose a threat to the building occupants or environment.

Current law requires MCC to visually inspect asbestos containing materials for changes in condition at regular six month intervals. The law also requires inspection of the building every three years by a certified inspector. In June 2010 MCC hired Pearson Asbestos Abatement, Inc of Escanaba to remove asbestos from several areas of the building. The asbestos was safely disposed of with no disruption in services.

Re-inspection takes place on a regularly scheduled interval as required by law. The inspection results and management plan are available for review in the office during normal business hours.

ATHLETICS

It is the belief of the Menominee Catholic Central School Community that the goal of athletics is to develop physically and morally sound individual athletes. While participating in the spirit of competition, the ideals of sportsmanship, fair play and integrity are stressed.

Girls and boys in grades 5 - 8 are invited to participate in the basketball programs with Tri-City Catholic. Girls in grades 6, 7 & 8 may also play volleyball with Tri-City Catholic.

Sign-ups for the programs take place before each season begins. Students in grades 7 and 8 are required to have a physical previous to opening practices.

Each family is expected to support our sports program by attending sports events and doing its share to help with concessions, tickets, etc.

Menominee Catholic Central School has an Athletic Committee to carry out the Diocesan and MCC policies and regulations regarding sports. There is an athletic handbook for all participants in the Tri-City league. The committee works in cooperation with the Menominee Catholic Central Council.

Each year the Athletic-Academic-Achievement Award is awarded to an eighth grade girl and boy. Guidelines for this award are found in the Appendix.

BICYCLES/SKATEBOARDS

Bicycles are to be parked in the racks. Bicycles may not be ridden on school premises during the school day and must be walked to and from racks to the street. School personnel are not responsible for any damage or theft of bicycles. Students riding bicycles are expected to follow all bicycle rules as directed by the police. Skateboards may not be ridden on school premises during the school day and must be carried on school property and kept in school office or classroom, not in the lockers.

BUS TRANSPORTATION

Busing is provided by Menominee Public Schools. Information about bus routes, pick-up and drop off times may be obtained by calling the bus garage at **863-3331**.

Please note the following points under Michigan law:

- Children in Grades 1-8 are not eligible to ride the bus if they live less than 1 $\frac{1}{2}$ miles from the school they attend.
- Students in grades K-6 may be asked to walk $\frac{1}{2}$ mile to the nearest bus stop.
- Students in grades 7-8 may be asked to walk 1 mile to the nearest bus stop.

Students riding buses to and from school are expected to follow the rules and disciplinary procedures outlined by the Menominee Public School System.

TRANSPORTATION SUBSIDY

Any registered, active and participating Catholic in the Diocese of Marquette is eligible to apply for a transportation subsidy for attending Menominee Catholic Central if the one-way distance exceeds 20 miles. The amount of the transportation subsidy will be set annually by the Council based on the number of applications received and will be in the form of a monthly gas card through scrip.

CAR TRANSPORTATION

For safety reasons, those transporting their child (ren) to school by car are asked to follow the guidelines listed: **PLEASE DRIVE SLOWLY!!!** The parking lot is full of children & parents.

PLEASE DO NOT DROP STUDENTS OFF ON 10th AVE AT THE MAIN SCHOOL DOORS!

Drivers may drop off and pick up students in the East parking lot. Cars may exit onto 10th Ave. **RIGHT TURN ONLY.**

CARE OF SCHOOL PROPERTY

All school property is to be treated with care and respect. No books may go home without a book bag. Books and workbooks must be neatly covered. School personnel are not responsible for missing money, clothing, food, etc. A lost and found box is provided in school. Students are not encouraged to have additional money in school.

CATHOLIC ORDER OF FORESTERS

The Catholic Order of Foresters (COF) partners with our Home and School as a means of financial support. COF contributes \$25 to our Home & School for every child who enrolls in Pathways Insurance. As well as \$3.00 per child per sponsored event. The COF Pathways program is a \$5,000 Life Insurance program which cost families \$15 per year per child. It sounds too good to be true, but it is a proven program.

COLLECTION OF MONEY/FINES

Any collection of money is taken only with the approval of the principal and/or Council. All money collected should be in envelopes and labeled with the student's name and purpose. Money is collected by the homeroom teacher in the A.M. and sent to the office with the attendance charts.

It is expected that lost textbooks or damage beyond repair will be paid for. Smaller fines are assessed for minor damage to property or books.

CURRICULUM

The curriculum of Menominee Catholic Central is designed with these purposes: to educate children spiritually and equip them with lasting Christian values and morals; to educate children academically and culturally; and to develop children physically through health, physical education and sports programs.

The Diocese of Marquette continues to develop curriculum. In addition, we are directed to learn and use the Michigan Grade Level Content expectations. We are currently utilizing the Eastern Upper Peninsula Intermediate School District's benchmarks.

All students participate in religion classes and celebrations of liturgy.

Children participate in the Title 1 program. Special education needs are provided through programs and services in cooperation with Menominee Public Schools and the Menominee County Intermediate School District.

School Improvement and Academic Excellence (Council Committee)

Menominee Catholic Central participates in the Michigan Non-public School Accrediting Association (MNSAA). We have maintained accreditation by meeting our defined goals for school improvement (including comprehensive curriculum) as outlined in the annual report. We provide data in the Narrative Improvement Plan; initiate additional plans (School Improvement Plus); document staff certification; and provide required documentation for legal compliance obligations yearly.

EMERGENCY PROCEDURES

Regular fire drills are held according to the State Fire Marshal's requirements. Each drill is recorded and filed in the school office.

The signal to evacuate is a long continuous sound of the fire alarm. Evacuation plans are posted in the classroom.

Tornado drills are held as required. The drill is announced with intermittent buzzing of the fire alarm. Diagrams for shelters and procedures are posted in the classroom.

Lockdown drills will be conducted twice during the school year.

EMERGENCY SCHOOL CLOSING

Menominee Catholic Central will follow the decision of the Menominee Public school system as given by the Principal for school closings due to weather. The announcement is given over the local radio stations, WAGN (1340 am) WMAM (570 am) WLST (95.1 FM) WSFQ (96.3 FM) and WHYB (103.7 FM) as early as possible.

When weather conditions warrant, the start of a school day may be delayed either one or two hours. Buses will run one or two hours late. Announcements by the Menominee Public school system include MCC. These announcements are also made on the local radio stations.

When an early dismissal due to weather is necessary, the school is notified, if possible, by 10:45 - 11:00 A.M. Dismissal takes place after lunch. **Please make provisions with the office where your children should go if an emergency would present an early dismissal.** Have a clear and safe procedure for where to go or whom to contact worked out with your children.

FIELD TRIPS

The principal and teachers plan field trips cooperatively. Parents are informed by letter of the trip and its details. A written permission slip must be received for each participating student and contain the following words: (See appendix on page 43)

"If you would like you son/daughter to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my son/daughter _____ in the event described above. I understand that this event will take place away from the school grounds and that my son/daughter will be under the supervision of adult chaperones on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation."

Oral telephone permission cannot legally be accepted. (A copy of the field trip form is found in the appendix)

Parents who drive for school trips must require that each student be securely fastened in a seat belt or a child restraint system. (WI and MI laws must be observed). Parents are also required to have proper car insurance and fill out a form from the school office. Parents may not bring younger children along on field trips unless expressly pre-arranged with the teacher and by the principal.

HOME AND SCHOOL ASSOCIATION

This organization has been established to bond the teachers and the parents of the children enrolled at Menominee Catholic Central School. The more parents and teachers get to know one another, the more the child will benefit. Parents are invited to participate in order to be informed of school policies, curriculum changes and school needs. Each family should be represented by both parents whenever possible. Having a student enrolled in the school community does make you a member of the Home and School association; no dues are required. Interested parents are of tremendous value in the education of their children. In addition, the Home and School Association helps to finance the general school-operating budget, and supports various other educational programs. Meetings will be announced on the monthly school calendar.

HOMEWORK

Home study is a necessary extension of the student's learning process. Teachers assign homework for the purpose of fostering habits of independent study and necessary review and reinforcement. The amount and nature of the work is left to the judgment of the teacher. Teachers will post homework assignments on their teacher web page & in the classroom.

Expected guidelines for daily homework are:

Grades 1 - 2: 15 - 20 minutes

Grades 5 - 6: 45 minutes

Grades 3 - 4: 30 minutes

Grades 7 - 8: 60 minutes

Parental interest, encouragement and cooperation are necessary for successful completion of homework. Concerns about homework need to be directed to the teacher.

HONOR ROLL

A student in grades 4 - 8 is placed on the Honor Roll when he/she has attained 3.5 - 4.0 (First Honors) or 3.0 - 3.49 (Second Honors) average in grades. All academic areas are considered in the Honor Roll. . Music, Art, Computers and Physical Education are Pass/Fail classes for grades K-8

To qualify for the Honor Roll, a student must also receive a satisfactory or better grade on the entire social and study habit categories of the report card. The Honor Roll is published each quarter.

IMMUNIZATIONS

The Michigan Dept. of health determines the basic requirements. All students must have an immunization form on file in the school office. All immunizations required by health law must be completed upon entrance to school unless there is a valid waiver. Parents will be informed regarding meningococcal meningitis disease and vaccine. (6th grade)

INSTRUMENT LESSONS

Band classes are arranged with Blesch Intermediate School & Menominee Jr. High School. Band begins in the sixth grade.

Half-hour piano lessons are available during the school day. The piano teacher sets the cost per lesson. Students are responsible for making up class work missed during the lesson time.

INSURANCE

Menominee Catholic Central School, through the Marquette Diocese and Student Assurance Services, Inc., provides student accident medical coverage for our students including interscholastic sports programs. This is an excess policy, which provides medical assistance with deductibles and co-pays within the parent's health system. If the youth is uninsured, the policy will drop down and pay medical costs subject to the plans restrictions. Claim forms are available in the school office. Accidents must be reported to the school office.

LIBRARY

The school library is available for students to check out books. Books are stamped with due dates. Students who lose books or damage them are responsible for payment. A per school day fine is assessed for overdue books.

Reference books may be used in the library under adult supervision. Reference books may be taken out to the classrooms under teacher supervision but may not be taken home.

LUNCH

Menominee Catholic Central has a closed campus noon break. In grades 4 - 8, the principal announces special off-campus days on the monthly calendar. These days are an **earned privilege**.

In cooperation with the Menominee Senior Center, Menominee Catholic Central provides a hot lunch program daily. Menus are published on the school calendar monthly. Tickets are sold on Monday mornings.

Applications for free or reduced hot lunches may be filed with the school office at any time during the school year as your income status changes. No child is set apart or discriminated against because of eligibility for this program.

Price/day: Grades KR - 8 = \$3.00 Adult = \$3.75
Students may bring cold lunch. Milk or water may be purchased for \$.30

MAKE-UP WORK

When excusing a student from school, the parent makes a request for homework to be sent home. The teacher or a student may write down the daily assignments. The parent or student is responsible for getting directions from the teacher for class make-up work. **A teacher has no obligation to prepare assignments for a student to take along on vacation.**

MASSES

Parents are encouraged to join their students for the regularly scheduled Masses. Mass days are scheduled on the monthly calendar.

MEDICAL CARE

Any student suspected of a communicable disease is sent to the school office and parents are notified. Directions from the Public Health Department are followed for a student's return to school after recovering from a communicable disease.

In the case of an accident, appropriate first aid is given. When necessary, parents are notified immediately. If a doctor or dentist is needed and parents cannot be reached, the family doctor or dentist is notified. This emergency information is given to the school each fall. In extreme situations, an ambulance would be called. Accidents greater than minor scrapes are written on accident forms. A copy is filed in the office and one is sent to the school insurance company.

If a child becomes too ill to remain in the class, the parent is called. The child will be cared for apart from the class, under supervision, until the parent or a person designated by the parent on the emergency card can pick him/her up. If school personnel observe changes in the child's health, it will be reported to the parent.

All prescription medication can be administered only under a doctor's orders and at the written request of a parent/guardian. Forms are made available in fall and additional forms are available in the school office. All medications are kept in a safe place at school and are administered only by designated school personnel. The container must be the original pharmacy container with proper labeling. A record is kept of all medications given at school.

All over-the-counter medications such as aspirin, Tylenol or cough syrup must be administered by designated school personnel and at the written request of the parent/guardian. All non-prescription medications must be stored in the school office and be in labeled container. If a student is unable to actively participate in any class or activity, a doctor's statement must be presented to the school office.

NON-CUSTODIAL PARENT

Menominee Catholic Central abides by the provisions of the 1975 Buckley amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child upon request of such information. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent is asked to furnish the official information indicating if and when the child (ren) is (are) to be released to the non-custodial parent.

PARENT - TEACHER CONFERENCES

Parent - Teacher conferences are required at the end of the first quarter. Frequent communication by phone, letter or visit is encouraged. Conferences may be arranged by mutual agreement of parent and teacher or principal on any school day. Call the school for an appointment.

PARTIES

Parties for special occasions are arranged by the teachers and principal. Room parents assist with these occasions. The social occasion of a party is an opportunity to practice social rules of courtesy and etiquette. Simple birthday treats are appropriate. Arrangements should be made with the teacher prior to the birthday.

PROGRESS REPORTS AND GRADE CODES

Parents/Guardians receive mid-quarterly Progress Reports to inform them of the student's progress. These are signed and returned to the homeroom teacher. Questions or concerns are referred to the teacher.

Report cards are issued quarterly in Grades K - 8. Report Cards are signed by the parent/guardian indicating that they have received the report Card and returned to school. Questions or concerns are referred to the teacher.

Factors that contribute to the mark are:

- Mastery of content matter
- Daily attendance and class participation
- Daily quiz
- Tests
- Assignments
- Extra projects/Bonus problems

Grade Codes:

Kindergarten		Grade 1		Grades 2-8	
S	Satisfactory	+	Commendable	A	Excellent, Superior Work (93%-100%)
N	Needs more help or experience	G	Good Progress	B	Very Good (85%-92%)
I	Improving & developing	S	Satisfactory	C	Average, meets minimum requirements
N/A	Not evaluated at this time	I	Improvement Needed	D	Below minimum requirements
		O	Below Grade Level	U	Unsatisfactory (below 70%)

RELEASE FROM SCHOOL

No student may leave the school grounds without the permission of the principal. Principal permission will not be given without written or oral permission from the parent/guardian.

If a student becomes ill or injured at school, the office will notify a parent/guardian or designated relative or neighbor. Students leaving for illness or appointments must check out at the office and check in upon return. Those students who have a before school appointment will be marked 'excused tardy' if they arrive after the entrance bell provided previous notice was given to the school office.

RETENTION RECOMMENDATIONS

Parents/guardians of students having academic difficulty will be informed by conferences, progress reports and report cards. After principal approval, the parents/guardian are notified if a recommendation for retention is being considered. After the third quarter report card, a conference is scheduled with teachers, parents and principal to discuss this decision. Parental acceptance or refusal of the recommendation is filed with the student cumulative record.

SACRAMENTAL PREPARATION

First reception of the sacraments of Eucharist and Reconciliation are in second grade. Preparation includes classroom religion classes, prayer, liturgical celebrations and Christian living in grades K - 2. Immediate preparation takes place in your respective parish. The coordinator of the parish program will contact you with the specifics of the program.

On-going instruction and liturgical celebration and worship from grades K - 8 are considered essential preparation for Faith Formation.

STUDENT RECORDS

Each child must have on file the following records:

- A completed child information card with authorization for emergency medical care;
- An immunization record;
- A health appraisal signed by a physician.
- A copy of the child's birth certificate.

In addition, the following records are kept for each child:

- Record of daily attendance;
- Record of medications given according to the guidelines for administering medicines;
- Report of serious accident or illness.
- The cumulative record contains family data and cumulative attendance records
- Report card which is the quarterly report of student progress
- Reading scores
- Standardized test record; MEAP scores
- Some students may have a confidential report of other tests on file
- Recommendation of student retention and parent/guardians signature of acceptance or refusal

In compliance with the 1975 Buckley Amendment, parents/guardians may review student records. Parents/guardians may request such a review, in writing, giving the school a 24-hour notice.

Non-custodial parents may receive general school information, but accessibility is dependent on particular court orders.

SUPPLIES

Each family receives a list for the supplies needed in each grade. Teachers will inform the students when additional supplies are needed. Parents are encouraged to routinely check if supplies need to be replaced. A list is found in the Appendix.

TARDINESS

A student not in his/her classroom at 8:00 A.M. or as scheduled in the P.M. is considered tardy. Tardy students must report to the office before going to their classrooms. Those who have made previous arrangements for brief A.M. appointments are marked 'excused tardy'.

TELEPHONE CALLS

Normally arrangements for lunch and after school activities are made before the students come to school. When an unusual emergency arises, phone messages will be delivered at a timely opportunity to the student.

TRUANCY

Students who are truant from school are required to make up the time missed. The school administration has the right to report consistent unexcused absences to the local truant officer.

VISITORS

Any person entering the school building during school hours must sign-in at the office before carrying out his/her business. This is to ensure the safety of your child (ren) and to keep classroom disturbances to a minimum. Parents/guardians are welcome to visit the school classrooms or join their children for lunch. Arrangements are made by contacting the school office.

APPENDIX

GUIDELINES FOR MCC ATHLETIC/ACADEMIC ACHIEVEMENT AWARD GUIDELINES

Based not only on athletics but also academics:

1. Exhibits strong, positive leadership in class and school setting.
2. Demonstrates a positive personality in general attitudes and disposition.
3. Exemplifies a good role model for younger students.
4. Relates well with fellow students and adult staff members.
5. Contributes to school and/or parish in service: server, clubs, lector, and volunteers for projects.
6. Excels in more than one sport (if available); sport does not need to be exclusively a MCC activity.
7. Maintains a B plus average.
8. Works up to ability in academics and sports.
9. Participates as a TEAM player in sports.
10. Trains for the sport in season and in designated time frame.

A selection committee will review each year's athletes from the eighth grade. Voting members consist of the Junior High teachers and the 7th & 8th grade boys and girls coaches. They confidentially submit the nomination of one girl and one boy. The Principal and Athletic Director tally the votes.

APPENDIX

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian,

Your son/daughter is eligible to participate in a parish/school-sponsored activity requiring transportation to a location away from the school/parish grounds. This activity will take place under the guidance and supervision of adult chaperones. A brief description of the activity follows:

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Costs: _____

Special Needs: _____

Please sign the permission form below and return it by _____

If you would like your son/daughter to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

I hereby consent to participation by my son/daughter _____ in the event described above. I understand that this event will take place away from the school/parish grounds and that my son/daughter will be under the supervision of designated school/parish employees on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of my child, and myself to release Menominee Catholic Central School and/or Parish, the Roman Catholic Diocese of Marquette, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releases") from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the filed trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releases from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. This release or indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

(Print Parent/Guardian Name)

(Parent/Guardian Signature) (Date)

APPENDIX

MENOMINEE CATHOLIC CENTRAL SCHOOL
EMERGENCY MEDICAL TREATMENT RELEASE FORM

To Whom It May Concern:

As a parent/guardian, I do hereby authorize the treatment by a qualified and licensed Medical Doctor in an emergency which, in the opinion of the attending physician, may endanger the life of the student, cause a disfigurement, physical impairment, or undue discomfort is delayed. This authority is granted only after a reasonable effort has been made to reach me.

Name of Minor _____ Relationship to you _____
Reason for which release is intended _____
Address of Minor _____ Phone _____
Emergency Phone _____
Family Physician _____ Phone _____
Address _____ City _____

List allergies, medication, contacts or other pertinent information:

Health Insurance Data:

Company _____ Policy _____
Group _____ Contract _____

This Release Form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

This Form must be notarized:

Date _____ Signed _____
(Parent or Guardian)

State of _____ Subscribed and sworn to before me

County of _____ this _____ day of _____ 20 _____

Notary Public

APPENDIX

VOLUNTEER DRIVER INFORMATION SHEET

Driver:

Name _____ Date of Birth _____

Address _____ Social Security # _____

_____ Phone _____

Driver's License # _____

Vehicle That Will Be Used:

Name of Owner _____ Year & Make _____

Address of Owner _____ Model _____

_____ License Plate _____

Registration Expires _____

*** If more than one vehicle is used, required information must be provided for each vehicle.

Insurance Information: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy Number _____

Expiration Date _____

Liability Limits of Policy* _____

Please note: The minimal acceptable liability limits for privately owned vehicles is \$500,000 CSL (Combined Single Limit - which is recommended by the Diocese - Not mandatory)

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid non-probationary driver's license, have no physical disability that may impair my ability to drive safely, and have required insurance coverage in effect on any vehicle used to transport students.

(Signature) (Date)

APPENDIX

PARENT COMMITMENT FORM

Catholic schools set high behavioral and academic standards for students, which can be achieved only with the support and cooperation of parents.

Therefore, I commit:

- To send my child(ren) to school well rested and nourished.
- To oversee and encourage homework and good study habits.
- To familiarize myself with the school handbook and behavioral, academic, and dress code standards of the school so as to support the school staff in enforcing these expectations at school, home and at school related activities.

Catholic schools rely on a steady income from parish subsidies, tuition, fundraising and the work of volunteers in order to continue to provide an affordable high quality education.

Therefore, I commit:

- To participate in the major required fund raisers which support school operations such as the Hanson Pizza Sale,(\$100.00 in sales or \$25.00 per student buyout) "52 Club", (10 tickets per family or buyout for \$100) Annual Spaghetti Dinner Auction (10 books per family or buyout for \$50) and Scrip (\$100 **profit** per family or buy out for \$100).
- To pay tuition on a regular and timely basis, according to the selected tuition payment plan.
- To volunteer to help at the school, on committees or with fundraising events whenever possible and at a minimum of **20 hours** per school year (if you do not meet the minimum, you will be charged **\$20/hr**)

Non-Catholic families are exempted from the following but are encouraged to participate in similar ways at their own places of worship.

Catholic school education serves to support the teaching of the church and family, working together with them in the faith formation of their children.

Therefore, I / we commit:

- To attend weekend masses with my child(ren).
- To contribute to the life of my parish through stewardship (my time, talent and treasure).
- To encourage my child(ren) to become involved with liturgical ministries such as altar server, cantor, lector, Eucharistic minister at the appropriate age.
- To enroll my child in the parish sacramental program if he/she is in need of preparation to receive the sacraments.

I / we commit to the above, understanding that faith formation is a responsibility shared equally by school, parish and parents. I also understand that the commitment and cooperation of parents is vital to the quality and future of Catholic schools.

Signature of Parent

Printed Name of Parent

Date

Signature of Parent

Printed Name of Parent

Date

MENOMINEE CATHOLIC CENTRAL SCHOOL SUPPLY LIST 2011-2012

KINDERGARTEN *=Labeled With Names

2 pkg. plain 3x5 index cards (100)
10 #2 pencils
2 pink or green pencil erasers (no pencil top erasers)
20 Glue Sticks
1- 4 oz. Bottle of Elmer's school glue*
2 boxes of 24 crayons* (to use later in year)
2 box **Crayola** colored pencils (8-12)*
2 boxes Magic Markers* (washable)
Adult T-Shirt (to use as a paint shirt)*
1 Large box of tissues
Large back pack*
Scissors * (**pointed end**)
2 pocket folders* (Label with name on front)
1 box Ziploc **Quart size** slide bags
1 package play dough
Mat for rest time* (**red/blue standard vinyl mat only**)
50 pennies, 10 dimes, 10 nickels 4 quarters
(**all money in Ziploc bag marked with students name**)
1 bottle of liquid antibacterial hand sanitizer
Extra set of clothes in a bag*

FIRST GRADE *=Labeled with Names

15 #2 pencils 2 red marking pencils
15 glue sticks & - 8 oz. bottle of Elmer's white glue*
1 set of large magic markers (non permanent only)*
2 pocket folders*
2 boxes of 24 crayons (**only**) (one to use later in the year)*
2 dry erase markers
1 box 12 count colored pencils *
Pencil box * (**No zipper cases**)
3 **Large** boxes of tissues - marked *
2 large erasers * (pink or green) - (**no pencil top erasers**)
Book bag or back pack *
Scissors * (**pointed end**)
1 pkg. 3x5 unlined index cards
12" ruler (inches & metric) *(**easy to read**)
40 Pennies, 10 Dimes, 10 Nickels & 10 quarters
(**all money in Ziploc bag marked with students name**)
Adult size T-Shirt for Art *
1 box Ziploc **gallon size** zipper slide bags*
1 box Ziploc **quart size** zipper slide bags*
1 bottle of liquid antibacterial hand sanitizer
1 container Lysol disinfecting wipes

SECOND GRADE

10 #2 pencils and 5 pencil erasers (No mechanical pencils)
2-8 oz. bottles of glue (regular Elmer's)
4 glue sticks
1 pocket folder
24-48 crayons (**NO MORE**)
Pencil box (**SMALL ONLY**)
2 Large boxes of tissues - marked

SECOND GRADE. CONT.

Book bag
Pointed Scissors
12" ruler w/inches & metric
No Markers
Plastic Shoe Box for supplies

THIRD GRADE

2 blue or black pens
2 red pen / red pencils
6 #2 pencils (**No mechanical pencils**)
1 large pencil eraser
1 pkg. pencil top erasers
1 pkg. dry erase markers
2 glue sticks & 1 bottle of glue (no colored glue)
5 duo-pocket folders (**1 plain red & 1 plain green**)
24 crayons
Zipper pencil case (**NOT** school box)
2 **Large** boxes of tissues - marked
Book bag
Pointed scissors
12" ruler w/inches & metric
Thin colored magic markers (**non-permanent only**)
1 set of large markers (**non- permanent only**)
3 wide ruled notebooks (**single subject, wire bound, NOT PERFORATED PLEASE**)
1 box with lid (**Rubbermaid or plastic-please**) **shoe box size**
2 highlighters (different colors)
30 pennies, 10 dimes, 10 nickels & 10 quarters
(**all money in a Ziploc bag marked with students name**)
Assignment Notebook - (purchased in office)

FOURTH GRADE

8 #2 pencils & Pencil Eraser (**No mechanical pencils**)
2 red pens or pencils
1 pkg. dry erase markers (black or blue only) & eraser
1 Dry erase board 8 1/2 x 11
24-48 crayons
12" ruler w/inches & metric
Large **zipper** pencil case- (**Not school box**)
Book bag
3 duo pocket folders
8 oz. Glue
2 Glue Sticks
2 spiral notebooks of **wide ruled** (marked with name)
2 pkg. **WIDE** ruled writing paper (marked with name)
1 pkg. Magic Markers (**Non permanent only**)
Pointed scissors
2 large box of tissues - marked
2 White Poster boards (about 28" x 22")
1 box with lid (**Rubbermaid or plastic-please**) **shoe box size**
No White Out - No Trapper Keepers
1 bottle of liquid antibacterial hand sanitizer
Assignment Notebook - (purchased in office)

FIFTH GRADE

Eraser
6 red pens
1 pkg. of #2 pencils (**No mechanical pencils**)
12" ruler w/inches & metric
48 crayons or less
Zipper case (**NOT BOX**)
Scissors (pointed)
Book bag
5 duo pocket folders
5 single subject notebook
2 pkg. **WIDE** ruled writing paper
1 set of colored markers
6 large white poster boards 22 x 28"
1 dry erase board
1 pkg. black dry erase markers & eraser
2 glue sticks
8 oz. glue
Compass
1 set (6-8) colored pencils
2 large boxes of tissue
Scientific calculator (to be used through Jr. High)
No White Out
Assignment Notebook - (purchased in office)

SIXTH GRADE

2 blue/black pens (**No felt tip or gel pens**)
2 red pens (**No felt tip or gel pens**)
1 pkg. pencil top erasers
2 pkg. regular ruled white loose leaf writing paper
9 duo pocket folders
1 pkg. #2 pencils (**No mechanical pencils**)
Highlighter - any color
2 glue sticks
Crayons
Book bag
Zipper case
9 **Separate** wide-ruled spiral notebooks
3 3-ring binders
1 set of colored markers
2 Large boxes of tissues - marked
Colored pencils
12" ruler w/inches & metric
Shoe box for supplies
Scientific calculator (to be used through High School)
Small scissors (pointed)
White out
6 large white poster boards (22x28)
Mini stapler
1 pkg. 3x5 Index cards - lined
Assignment Notebook - (purchased in office)

SEVENTH GRADE

2 blue/black pens (**No felt tip or gel pens**)
2 red pens (**No felt tip or gel pens**)
1 pkg. pencil top erasers
2 pkg. regular ruled white loose leaf writing paper
9 duo pocket folders
1 pkg. #2 pencils (**No mechanical pencils**)
Highlighter - any color
2 glue sticks
Crayons
Book bag
Zipper case
9 **Separate** wide-ruled spiral notebooks
3 3-ring binders
1 set of colored markers
2 Large boxes of tissues - marked
Colored pencils
12" ruler w/inches & metric
Shoe box for supplies
Scientific calculator (to be used through High School)
Small scissors (pointed)
White out
6 large white poster boards (22x28)
Mini stapler
1 pkg. 3x5 Index cards - lined
Assignment Notebook - (purchased in office)

EIGHTH GRADE

2 blue/black pens (**No felt tip or gel pens**)
2 red pens (**No felt tip or gel pens**)
1 pkg. pencil top erasers
2 pkg. regular ruled white loose leaf writing paper
9 duo pocket folders
1 pkg. #2 pencils (**No mechanical pencils**)
Highlighter - any color
2 glue sticks
Crayons
Book bag
Zipper case
9 **Separate** wide-ruled spiral notebooks
3 3-ring binders
1 set of colored markers
2 Large boxes of tissues - marked
Colored pencils
12" ruler w/inches & metric
Shoe box for supplies
Scientific calculator (to be used through High School)
Small scissors (pointed)
White out
6 large white poster boards (22x28)
Mini stapler
1 pkg. 3x5 Index cards - lined
Assignment Notebook - (purchased in office)

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PARENT'S CREED

I believe in One God, the Father Almighty,
Maker of heaven and earth,
And Jesus, His only Son, begotten from all eternity
Who, through the power of the Spirit,
Was born of a virgin and came to be with us.

I believe that this same Lord Jesus is present among us,
Proclaiming the Good News - to His children and to us
That He has died, He is risen and has come again.

I believe and accept the responsibility of proclaiming
That same Good News - especially to my children.

I acknowledge and proclaim that I as a parent
Is the first and primary educator of my children -
But not the only one.

I believe that Jesus has entrusted these children to me,
To love them, to nurture and sustain them,
For the building of His Kingdom.

Because I believe so firmly in His word,
I share that same word with those dedicated Christians
Who have made a commitment to the building of
His Kingdom, that is, Catholic educators.

I entrust to these educators what is most precious to me -
My children. I commission them to proclaim
The Good News of Jesus Christ to my children -
By their words, their example, and their very lives.

I pray that the Spirit of Jesus will fill their being
So that the Good News of the Kingdom of God,
Proclaimed by the prophets, will be proclaimed in their lives.

I believe in the Catholic School. I believe it is a sign of hope,
That it gives witness to that same hope and that
Through this same hope, the resurrection of Jesus Christ
Will become a reality in our lives and the lives of our children.

Amen.

(Sr. Joan Sullivan, SSJ)