



MUSKEGON CATHOLIC CENTRAL ELEMENTARY

Kindergarten – Grade 5

Parent/Student Handbook
2025-2026

MISSION STATEMENT

***Muskegon Catholic Central educates each student
in spirit, mind, and body
by fostering personal excellence within the Catholic tradition.***

*This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, **each student and parent is responsible for knowing its contents.** Please take time to become familiar with the following information and keep the handbook available. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact the Principal.*

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Dear Parents and Students,

Thank you for being a part of the Muskegon Catholic Central community. We are grateful for your commitment to the Gospel-centered educational experience that MCC provides.

The mission of Muskegon Catholic Central is *to educate each student in spirit, mind and body by fostering personal excellence within the Catholic tradition*. This mission is at the core of all we do at MCC. It's what animates our everyday life within the school community and drives our work inside and outside the classroom.

Firmly rooted in the understanding that parents and guardians serve as their children's primary educators, we believe that families are our strongest partners in upholding our mission. Together, we share the responsibility for educating each student in spirit, mind and body. This involves modeling and reinforcing Catholic values not just at school but at home, too, so that our students can build their education on an ever-stronger foundation.

As a Catholic school, Muskegon Catholic Central strives to educate and inspire every student to grow in their relationship with Christ. Through our curricular and extracurricular programs, we help students live full lives guided by Gospel values of faith, acceptance, forgiveness and compassion. We enthusiastically invite students into opportunities to encounter God and participate in the sacramental life of the Church, including communal prayer, weekly Mass, Adoration of the Blessed Sacrament, sacrament of Reconciliation, celebration of holy days, retreats, service learning and pastoral counseling. Parents and families are welcome to take part in many of these activities.

In the spirit of personal excellence, students and parents must carefully review and understand the contents of this handbook. Students will be held accountable to the rules, standards and procedures within, and parents are expected to actively support the work of holding students accountable along with communicating respectfully.

In signing your understanding of this handbook, you agree to follow the rules and procedures of MCC and to behave in ways that reflect our mission and values.

We appreciate your ongoing support and engagement.

Sincerely,

Emilee Harrison, Principal

Jennifer Fellingner, President

CALENDAR

All families will be provided a School Calendar at the beginning of each school year. Additionally, a more detailed bi-weekly calendar of events will be included in the weekly emailed newsletter. Visit the school website at www.muskegoncatholic.org and click on the calendar link at the bottom of the main page for additional school-wide important dates.

SCHEDULE

Office Hours		7:30 a.m. – 3:30 p.m.
Teachers' Hours		7:30 a.m. – 3:30 p.m.
Preschool-5th Grade	Full Day	7:55 a.m. – 3:10 p.m.
	Half Day	7:55 a.m. – 11:14 a.m. (unless announced otherwise)
	Early Release	7:55 a.m. - 1:45 p.m

ATTENDANCE

Absences due to illness or emergency

Regular attendance at school is very important to ensure a child's academic success.

- Daily attendance is recorded by the classroom teacher and office. If your child is kept home from school, please contact the office before 9:00 a.m. either by email or phone kwagenmaker@muskegoncatholic.org (231-755-2201 Ext. 4700).
- Calls may be made before office hours as the answering machine is operating at all times.
- Absences not reported to the school will necessitate a call to the parent's home or work and result in an unexcused absence. School assignments must be made up. **Students must collect their work upon return to school and check with the teacher about missing work** (See Absence Policy below).
- **Five** unexcused absences results in a letter to parents about the importance of attendance. **Ten** unexcused absences results in a truancy letter that goes in the student's file. **Fifteen** unexcused absences is a second truancy letter and a required parent meeting, along with a signed attendance contract. If parents do not attend the truancy meeting or absences continue, a truancy referral will be sent over to the prosecutor's office.
- Any students arriving after 9:30 a.m. (excused or unexcused) will be considered absent for half a day.
- Any student leaving before 1:30 p.m. and not returning will be considered absent for half a day.
- If a child is not in attendance for the school day, it is expected that they will NOT be eligible to participate in any evening school sponsored activities and extracurriculars.

Excused and Unexcused Absences or Tardies

Students must present a dated, written note from a parent/guardian to the school office by phone or email in case of:

- tardiness
- change in transportation arrangements
- request for early dismissal
- appointments during school hours
- family trips

Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers. Please consider this prior to planning appointments and vacations. Please note that students will be given their make-up work upon returning. It is their responsibility to complete their missing work. Muskegon Catholic Central Elementary will follow the Muskegon County Attendance Guidelines.

Tardiness

Tardiness is defined as a child not being with their class by 7:55 a.m. In case of tardiness, parents are required to call or email the school by 9:00 a.m. to report a child's tardiness and to order hot lunch for the student, if required. If

hot lunch is not ordered by 9:00 am, students will receive a peanut butter and jelly sandwich. When students arrive after 7:55 am, they must report to the office to receive a tardy slip.

- Tardies will be recorded and accumulated per marking period.
- If a student is absent or tardy more than 10% of the days in a marking period, the parents will receive a letter from the principal, a copy of which will remain in the student's permanent record.

Absence Policy: For each day a student is absent, he/she will receive that amount of days to complete and turn in their work. If this is not enough time for a student to make up their work (like for absences exceeding a week), the student needs to talk to the teacher(s) about a due date that will work. This re-established due date is the *responsibility of the student*.

Late Work Policy: Students can turn in late work up to two weeks after the due date. Please see our late work calendar.

ARRIVAL/DISMISSAL

Arrival

Our doors will open up at 7:45am and students need to be unpacked and ready to begin morning prayer at 7:55am. If students need to arrive before this time parents must utilize our before school Small Blessings child care. Students being dropped off by a parent/guardian should do so in front of the upper elementary outside door facing the Morse Gym (refer to [diagram](#)). A staff member will be there to help direct your child into the building. If you want to walk into school with your child, please park in designated parking spots (refer to diagram) and enter through the main Elementary entrance.

Dismissal

Students should be picked up promptly at 3:10 pm. Parents/guardians may wait in their cars in one of two lines that form along the Elementary building sidewalk (refer to [diagram](#)). Staff members will escort children to their cars. MCCE will abide by the [State of Michigan car seat laws](#).

- Children younger than age 4 to ride in a car seat in the rear seat (if the vehicle has a rear seat). If all available rear seats are occupied by children under 4, then a child under 4 may ride in a car seat in the front seat. A child in a rear-facing car seat may only ride in the front seat if the airbag is turned off.
- Children must be properly buckled in a car seat or booster seat until they are 8 years old or 4-feet-9-inches tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first.

If your child will be attending Small Blessings Child Care after school please notify your child's teacher. All parents choosing to pick up their child must wait outside, in front of the elementary doors, until their child's teacher has dismissed the class. **All students must be picked up by 3:10 pm on full days of school OR attend Small Blessings Child Care. If students are not picked up by 3:20pm the first time you will receive a reminder, a second time and any other recurring instances a fee of a \$1 per minute will be applied to your tuition bill.**

CLOSINGS

School closings or unexpected early dismissals due to unforeseen events such as severe weather, heavy snowfall, power failures, etc. will be announced on local radio and television stations as "Muskegon Catholic Central". If you would like to receive School Closing announcements via text message, please join the Remind 101 Group and/or our MCC app. Upon school closing or delay, a text will be sent out to all members.

SIGN-OUT PROCEDURE

- **All parent/legal guardians must stop in the elementary office to sign a student out.**
- Every child must be accompanied by an adult in order to leave the school building.
- Approved adults are parents/legal guardians with legal rights to the child, those listed as emergency contacts, or another adult named in writing by the parent/legal guardian. If a parent does not have legal custody rights to the child, the custodial parents must provide the school office with legal documentation supporting this.
- During school hours, students must be signed out in the school office only.
- When signing a child out, the child's name, adult's signature and time of departure must be noted.

ASSESSMENT

Student Academic Progress

Parents with students in Grades K-5 will receive a formal report of their child's progress (report card) three times each year. In addition, grades for students in grades 3-5 can be viewed in PowerSchool Parent Portal.

Testing

District assessments are administered three times a year to monitor students' progress, assess ability and readiness, and provide data to help staff meet students' needs individually and as a part of a class.

The NWEA MAP test is currently given to all students Grade 2 through Grade 5. Acadience Reading will be given 3 times a year to all K-5th grade students. Students who receive intervention support will be progress monitored.

Additional diagnostic testing may be requested for suspected learning impairments, at either parent's request or teacher's recommendation. Please call the Principal if you would like more information about testing.

SPECIAL NEEDS AND AUXILIARY SERVICES

Students with disabilities may qualify for Special Education or for accommodations under the Americans With Disabilities Act as described below:

Special Education

Resident public school districts provide services for students identified as having a learning disability defined by the Individuals With Disabilities Act (IDEA). Documentation, including a current IEP, must be on file here at Muskegon Catholic Central and the local public school providing the services. A student can access Special Education services at their resident public school district through proper evaluation and placement procedures. Parent/guardian involvement in this procedure is required. To inquire about Special Education programs, please contact the Principal.

Americans with Disabilities Act – Section 504

Muskegon Catholic Central complies with the Americans with Disabilities Act (ADA) to ensure that individuals will not be discriminated against on the basis of a disability. Students with disabilities may be served within the regular education program based on an accommodation plan developed by the school in conjunction with parents/guardians.

Documentation of a student's disability must be on file. For ADD or ADHD students, the physician may provide needed documentation. The accommodation plan developed by the school staff together with parents/guardians must be included in the student's records.

Parents/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal.

Auxiliary services may be provided by the student's resident district, Muskegon Public Schools and the Muskegon County Health Department and include the following:

- Speech Correction Service
- Physical Therapy
- School Psychologist
- Vision and Hearing
- Occupational Therapy

If a child qualifies for auxiliary services per state law qualifications, the child's parent will be notified by Muskegon Public School District and their home school district. There will be future meetings and communication concerning student assessments and services. If you have any concerns regarding your student, please contact the Principal.

CURRICULUM

Our curriculum includes formal and informal learning; Catholic Christian values; lessons that are modeled, observed and experienced; research, discovery and guided exploration; cooperative projects and direct instruction.

Working with the Diocesan Office of Catholic Schools, our local public schools, the Muskegon Area Intermediate School District and the State of Michigan, we strive to provide a curriculum befitting our mission that is appropriately challenging, individualized and current.

A complete listing of curriculum goals and objectives, by grade level and by subject area, can be obtained for review from the Diocese of Grand Rapids. Specific questions regarding your child's curriculum should be directed to the teacher. Parents are also always welcome to make an appointment to visit their child's classroom for a better understanding of, and hands-on experience with, the curriculum. We always appreciate parents' input and support.

STUDY SKILLS GRADES Kindergarten - 5

Study skills are a part of the curriculum at all grades, Kindergarten through Grade 5. All students will need to study for upcoming assessments and be able to recite their grade level prayers.

All students are required to read 5 days a week for the following minutes:

- K-2nd Grade: read for 10-20 minutes
- 3rd Grade-5th Grade: read for 20 minutes and fill out their journal entries as assigned

Assignments will be listed in the 3rd-5th grade students planners. Any work not completed during the time provided in class will be sent home to be returned and completed by the assigned due date.

Parents' support is critical for all of our students' success in educating our students in spirit, mind and body. Please help your child find a special place to study and assign a location for notes and papers. Please help your child gain responsibility by ensuring all work gets turned back to the teacher. You can help your child develop a consistent routine for placing completed work into their book bags. Students from Young 5's through college can learn to be responsible with their work with your support. A parent can help his/her child by being aware of skills and techniques which make learning easier, and more enjoyable. If your child is having trouble in this area, contact the teacher for suggestions early in the year.

Student Guidelines for achieving good study habits:

- Come to class prepared, with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well, and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for studying and reading
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Supporting Student Study Skills for Parents:

- Be familiar with your child's classroom guidelines, procedures, and policies
- Check your child's planner daily (3rd-5th Grade)
- Provide a time and place to do assignments with limited interruptions
- Actively supervise work completion and studying
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns
- Regularly check your child's posted grades via PowerSchool Parent Portal
- New assignments will not be assigned during school vacation except for the completion of previously assigned long-term projects

Semester Reports

Parents will receive a notification to check their child's grades via Powerschool Parent Portal to remain current with their child's academic success.

BOOKS

Lost or damaged books will be replaced or repaired at the student's expense. Responsible care of materials, equipment and books is expected of all students. Report cards will be held until payment is made.

LIBRARY

With the help of volunteers, as well as the diligent efforts of our staff Librarian, the school Library is available to students on a weekly schedule. Books are taken out and returned on library days. Books may be checked out for a week and then renewed for one additional week. A student may not check out another book until the late book is returned. Children are encouraged to take good care of books and to be responsible for the condition of the books while in their care. Lost or damaged books will be replaced at the student's expense.

EXTRA CURRICULAR ACTIVITIES ELIGIBILITY

With their parents' permission, eligible students may choose to participate in extracurricular activities such as sports, musicals, dance club, etc. In order to remain eligible to participate, a student must maintain satisfactory conduct and effort. Teachers will evaluate students in each area. Upper Elementary students participating in middle school athletics and the Spring Musical must follow 6-12 eligibility requirements (see 6-12 handbook on website).

FIELD TRIPS

Each class will be encouraged to take at least two educational field trips during the school year. These trips offer the students opportunities to broaden their experiences and reinforce the curriculum. In keeping with the school philosophy, alcohol or drug use by staff, parents or students on school trips is strictly forbidden.

FILMS

All films viewed by our children in school are to be rated G by the Motion Picture Association. Parental permission must be given before films with other ratings are shown. Films shown for entertainment purposes are reserved for special occasions. All non-educational films must be approved for viewing by the Principal.

HEALTH

In order to protect the health of all children, a child who does not feel well should be kept home. A child who is in school is expected to participate in all school activities: recess, physical education, field trips, etc. A note from the child's/family's doctor is necessary for the school to excuse a child from gym or recess (this includes noon recess).

What follows is a summary of the Health Department publication entitled, "When to Keep Your Child Home." The school also uses these guidelines to determine if a child should be sent home from school.

Fever (100.4 degrees or more)

- Students may return to school when they are **free** from fever without the use of fever reduction medication for 24 hours.

Cold, Sore Throat, Cough

- "Heavy cough" and hacking cough, home in bed even though no fever. Sore throat, but no other symptoms, send your student to school, **BUT** check the throat for spots and check for a fever. If either is present, keep the child home and call the doctor.

Rash

- A child with a rash may return to school with a doctor's note stating it is safe to do so.

Headache

- If you wish your child to take medication for a headache, you will need to send the medication to the office in the original container, with a medication form indicating your instructions regarding administration

Earache, Eye Discharge, Yellow Skin or Eyes

- Keep your child home and consult your doctor without delay.
- Your child will need a doctor's note to return to school

Vomiting, Diarrhea

- Keep your child home for 24 hours after symptoms have stopped.
- Consult your doctor if it persists.

Returning to School Following an Illness

A child should be completely well before returning to school after an illness. The ability to participate in all school activities including recess is a good indicator if a student is ready to return. Exceptions are made when unusual circumstances merit special attention to a student's health needs.

PHYSICAL EXAMINATIONS

All students must comply with the State of Michigan regulations regarding entrance into a Michigan School. A record of a physical examination signed by a doctor must be on file in the school office when a student enters a Michigan School for the first time. Before a student can participate in any athletic events, a physical form must be completed by their physician. This form is available from the school office.

IMMUNIZATIONS

All children are expected to meet current Health Department standards for immunizations. Call your physician's office if you have a question about immunizations. Immunizations must be kept current and within state guidelines. Per State of Michigan requirements, students will be excluded from school if immunizations are not up to date or if the student does not have a waiver on file. The elementary office will contact you if your child's immunizations are not compliant with state requirements per the school paperwork.

MEDICATIONS

Prescription Medication / Non-Prescription (over the counter) Medication

If your child is required to take medication during school hours, the following guidelines must be followed:

1. In order for any medication, either prescription or non-prescription, to be taken by a student at school, a Student Medication Authorization Form must be completed and signed by the parent. This form is available in the school office and will remain in effect for the duration of the school year. No medication will be made available without the completed Medication Administration Release Form on file in the school office.
2. A new Medication Administration Release Form must be completed and signed each school year, for each different medication your child takes.
3. Non-prescription medication must be sent to school in the original container in which it was purchased. Dosage information must be outlined on the Medication Administration Release Form.
4. Prescription medication must be brought to the school office by the parent/guardian and it must be in the original prescription bottle, bearing the name of the medication, the child's name, dosage, and physician's name. All medication must remain locked in the school office.
5. It is the responsibility of the student to come to the school office at the appointed time and receive the medication in the presence of an adult school employee.
6. A medication log is kept on file in the school office, indicating the date and time the medication was administered.

ASTHMA MANAGEMENT PLAN

A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is **written approval from the student's physician and parent/guardian. The Asthma Management Policy** form can be found on the school website and paper copies are available in the office. The school suggests that an additional inhaler be stored in the elementary office in case your child should forget or misplace theirs.

ACCIDENTS

In case of illness or injury at school, emergency first aid will be administered. Every effort will be made to contact a parent. In case of failure to contact a parent at home or at work, an authorized person on the student's emergency contact list will be contacted. If there is a failure to reach a contact person, the school will seek medical care as deemed necessary. To ensure that your child will receive prompt medical attention in an emergency, you must sign a Medical Treatment Release Form, which is included on the yearly online school registration. Parents are responsible for liability and any fees incurred.

The school should be notified of changes in emergency contact information immediately.

CONCUSSIONS

Per Michigan State Law parents and students need to be notified of the warning signs of a concussion or head injury. Concussion information is available to all parents during the initial registration process and on the MCC website.

LICE

The Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) jointly support the following statements for the management of head lice infestations within school communities:

- Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. Office personnel will contact the student's parent/guardian to notify them. Immediate treatment at home is advised.
- A general letter in email form from MCCE and the Muskegon County Health Department alerting parents that a case of head lice was identified in their child's class will be sent home with all students in that grade level.
- Upon the student's return to school, a parent must accompany their child to the school office with confirmation of treatment. Designated school personnel will re-examine the student's hair. The student will be readmitted to school if no live lice are found. If live lice are found and not removed, the student may not be readmitted to class. Any student with no live lice, but nits farther than one quarter inch from the scalp should return to class.
- Parents should continue daily lice checks and nit removal for the next 2-3 weeks.
(Michigan Head Lice Manual, 2013)

If you suspect your child may have lice or they have come in direct contact with lice, please see school personnel in the office so that we may examine your child's hair.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

Discipline Philosophy

At Muskegon Catholic Central, we believe that all students, parents and staff should be respectful, responsible, safe and Christ-like. Our disciplinary norms are rooted in foundational beliefs: that we are made in the image and likeness of God; that we are called to be stewards of one another; that we value the inherent God-given dignity of each person; and that reconciliation is an essential part of living the Gospel. As we nurture our students' spiritual lives, we also equip students to build the Muskegon Catholic Central community so that all may live in closer relationship with God and each other.

Our rules protect the rights of everyone and are put in place to support the well-being of all students.(See expectations for all areas of the school in the [Crusader Expectations Matrix](#).)

Proactive measures all staff take to teach positive behaviors and minimize misbehavior include the following:

- Classroom lessons of expectations
- Social Emotional Learning lessons
- Weekly Crusader ticket drawings
- Crusader Celebrations
- Proactive/restorative circles and conversations

When misbehavior does occur, it is an opportunity for the re-teaching of the desired behavior(s). Interventions to help bring out the desired behaviors will be administered consistently, on a case by case basis. General procedures for minor problem behaviors include:

- [Flowchart](#)
- [Behavior Definitions](#)
- Stating the behavior expectations and redirecting the student to the appropriate activity.
- Using classroom interventions/consequences.
- Contacting parents via email, face to face, or phone call

General procedures for any [major problem behaviors](#) (i.e. any behavior that places self or others at physical risk or prevents the on-going delivery of instruction or violates school policy) include:

- Students will be escorted to the office to ensure their safety and the safety of others.

- The Administrator will meet with the student to determine appropriate consequences and the next steps in response to the problem situation.
- Parents will be contacted by the Administration

Crusader Celebrations

All students who meet our behavior and academic expectations for the designated time period will participate in our Crusader Celebration. Those students who do not meet these expectations by having missing work or a behavior referral entered will participate in a reteaching group before participating in our celebration. Students will be invited to participate in Crusaders Celebrations based on the following breakdown:

- 30 minutes - 0-1 referrals
- 20 minutes - 2 referral
- 15 minutes - 3+ referrals

Corporal punishment is never administered by teachers, administrators, staff members or volunteers at Muskegon Catholic Central.

ACADEMIC INTEGRITY

Honesty is an integral part of Crusader character and involves students taking full responsibility for their own work based on teacher expectations.

Violations of academic honesty, or cheating, include but are not limited to:

- Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied
- Giving, receiving, or asking another student for answers for homework, tests/exams
- Claiming another's work as your own (plagiarism) including sources found on the Internet or in print

Artificial Intelligence

- Any assignment that is found to have used generative AI tools in unauthorized ways is subject to existing anti-plagiarism disciplinary action
- For information on specific assignments or tasks please refer to individual teacher class syllabus
- Using or consulting unauthorized materials, equipment, devices, or programs
- Possessing, using, or consulting teacher's editions of textbooks, software, tests, etc.

Students involved in cheating will receive:

- Zero credit for the test and/or zero credit or grade reduction for an assignment
- A parent will be contacted by school personnel
- A disciplinary referral and behavior intervention
- Repeated violations will result in loss of credit for the class
- A disciplinary referral sent to the Principal
- Repeated violations can result in loss of credit for the class, detention, suspension, or removal from the school.

Each teacher has the option of collecting all electronic devices before administering a test or quiz. If after being provided an opportunity to turn in electronic equipment, a student is seen with electronic equipment in their possession during the test/quiz they will automatically receive a zero for the test/quiz.

DISCIPLINARY PROCESSES

Students are expected to conduct themselves in ways that support the pursuit of Muskegon Catholic Central's mission, principles, objectives and disciplinary norms. In most cases, teachers manage disciplinary issues in the classroom. When an issue continues, the teacher or staff member may bring the matter to the Administration so that the student, parent(s) and school administrator(s) can work collaboratively to resolve the matter. Parents/guardians are expected to support the school's behavior standards and disciplinary norms. The Administration reserves the right to evaluate each situation individually and determine an individualized response, including disciplinary measures when a student's behavior indicates a persistent and serious lack of commitment to remaining in the MCC community.

Reteaching/Restorative Practices:

Students may participate in [restorative practice](#) lessons during lunch/recess for a violation of school or classroom policy. The student will be given notification by an MCC Personnel. A student absent on an assigned reteaching day will be reassigned to another day.

Suspension

Suspension is a penalty imposed only for serious offenses or continuous breach of school rules. The length and type of suspension may vary in accordance with the seriousness of the offense (see below). In the event of a suspension, the administration will notify the parent(s) of the suspension and the reason for it. A conference with the parent and student is required before the student will be readmitted to class.

While suspended, a student loses their privilege of attendance to class/school for one or more school days as well as the privilege to participate in extracurricular activities on the day(s) or over the period of their suspension. Suspended students are expected to make up all assignments. Assignments not satisfactorily made up will receive a "zero." All assignments are due the first day the student returns to class. Projects and tests will receive full credit. Projects are due on their assigned date. On the first day back, students must also arrange a day and time to make up tests. It is the student's responsibility to contact teachers, get assignments, and arrange for make-up tests.

- **Class Suspension/Reteaching** - Class suspension is an administrative disciplinary action involving a student's separation from a class. The student will report to the office during class time.
- **In-School Suspension/Reteaching** - The student spends all or a portion of the school day in the school office/student success coordinator's office and is not permitted to attend classes. The student will receive access to curriculum, services and support as usual. The student is not allowed to attend or participate in any school function or extra curricular activity during the assigned suspension period.
- **Out-of-School Suspension/Reteaching** - The student is not allowed in the school building except for a scheduled appointment with administration. The student will receive access to the curriculum from home. A parent or guardian will be contacted to pick up work for the student. The student is not allowed to attend or participate in any school function or extracurricular activity during the assigned suspension period.

If a student is the subject of a criminal investigation, they may be suspended until the conclusion of the investigation. The school may take disciplinary action regardless of whether criminal charges result. Any violation of federal, state, or local law will be reported to the appropriate law enforcement authorities. The school may seek to recover damages from parents or guardians, or from any person who has initiated or taken part in any act of destruction / damage of property, vandalism, arson or theft.

Probation

Probation is intended to serve as a formal and serious warning to the student. It is the most severe penalty short of expulsion. During the probationary period, the student must be all the more intent upon improving their behavior. Suspension is not a prerequisite for probation; the Principal has the right to place students on probationary status without prior disciplinary infractions.

When a student enters probation, the parents and administrator will meet to discuss the length and conditions of the probation. A student may be placed on a probationary contract outlining specific conditions they must fulfill to remain a student at Muskegon Catholic Central. If such a contract is issued, it must be agreed upon and signed by the Principal, student and parent(s). A failure to sign the contract or comply with the terms of the agreement may lead to an immediate expulsion or dismissal from school. At the end of the probationary period, the Principal will determine whether the student will be taken off probation, asked to withdraw from school or be dismissed.

Expulsion

Expulsion is the permanent dismissal of a student from the school. Probation is not a prerequisite for expulsion; the Administration has the right to expel students without prior disciplinary infractions. Expulsion may result from: serious violations; multiple suspensions; defiance, disrespect, insubordination and/or prolonged and open disregard for school authority; harassment; acts of violence; gross or repeated conduct that is disruptive to the education process; possession or use of any unauthorized drugs such as tobacco, marijuana or alcohol while in care of school staff at the school, at school functions, on the school grounds, or to and from school; consistent lack of responsibility relative to academic work which results in failure; circumstances of crime, scandal, morality, safety, or disruption; conduct (both in and out of school) determined by school administration to be contrary to the best interests of the school and/or detrimental to the good name of the school; or other situations deemed untenable by the administration. Any student in possession of a dangerous weapon or firearm at school, on school property, in school vehicles or at a school-sponsored event will be expelled. "Possession" includes one's person, in one's locker, car, purse, etc.

In the event of an expulsion: 1) the parent/guardian will be notified as soon as possible following the violation or the decision; and 2) the student and the parent(s)/guardian(s) will meet as soon as possible with the administration (principal, president and may include the assistant principal and the teacher(s)) for a conference. The decision of the principal is final. Following the conference, the MCC President, acting with authority of the MCC Executive Board, will provide formal notification of the expulsion to the parents. Parents/guardians of any expelled student have the right of appeal to the full MCC Executive Board within 10 days of the effective date of an expulsion. The request for appeal should be made to the President of the Board of Trustees. The Executive Board will review the appeal and make a decision based on Policy 5200 "Discipline - Appeal Process to Board of Trustees."

- **Expulsion for Behavior** - The student is permanently not allowed in the school building at any time and is not allowed to attend or participate in any school function.
- **Expulsion for Academic Reasons** - The student is allowed in the school building only when accompanied by an adult for a scheduled appointment with administration. The student is allowed to attend athletic and fine art events. The student is not allowed to participate in any school function.

DAMAGE

The school plants, facilities and furnishings provided for our use must be respected. The student or his or her parent or guardian must pay for any defacement, breakage, or damage done through carelessness or inappropriate behavior.

COMPUTERS/COMPUTER NETWORK POLICIES

All students in Kindergarten through Grade 5 will have access to a chromebook. All students and staff must have on file a signed copy of the MCC Acceptable Use, Social Media & Communication Policies (AUP) and the G Suite for Education parent permission form. Internet access is available on classroom / lab computers for all students, unless parents have indicated on their permission form that they wish their child to be excluded from this service. All software used on school computers must be approved by the MCC Technology Coordinator, and must be accompanied by licensing literature and/or receipt of purchase. The use of the MCC Network is a privilege. MCC students may make educational use and *limited* personal use, when space is available, of all hardware and software authorized for their use and for which they have received training.

Please review the MCC Acceptable Use, Social Media & Communication Policies for the complete list of rights and responsibilities. Please note:

- An AUP and G Suite Access Permission Form, signed by both the student and a parent, must be on file with the Director of Technology before a student is issued a network account. A complete list of network policies is included in the AUP Form.
- There will be a technology fee collected through smart tuition to help with the upkeep costs of our chromebooks.

The contents of personal files and internet usage are not private on the MCC network. While correcting assignments, fixing network/Internet problems or utilizing our student network monitoring devices we may find a violation of a MCC policy or the law. Depending on how serious the policy violation is and on existing handbook

procedures for inappropriate behavior, the technology instructor/supervisor or school administrator may choose one or more of the following consequences: parent contact, verbal or written warning, temporary access denial, permanent access denial, suspension, expulsion, or alternative punishment.

MOBILE TECHNOLOGY POLICY

Mobile devices include the following: Cameras, Mobile Phones, MP3 Players such as Ipods, Nooks, Kindle Fires, Tablets, SMART Phones, E-Readers, any and all mobile technology device not owned by MCCE.

At Muskegon Catholic Central Elementary we value the use of technology to enhance the learning environment. **The following policy pertains to all personal technological devices that students choose to bring to school for educational purposes.**

[Most Reverend David J. Walkowiak's Policy on Cell Phone and other internet-connected devices](#)

Mobile Phones

Students are not allowed to use mobile phones at school during the hours of 7:45 am - 3:10 pm.

If a student brings a mobile phone to school for after school use (3:10pm) it must remain in their backpack on silent.

Any mobile phones visually seen or heard will be confiscated and brought to the office until the school day is through. Students may pick it up after 3:10 pm if it is their first offense. If a second offense occurs, a parent must come in to pick up the phone from the office. If a third offense occurs, the student, parent and Principal will have a conference to discuss options.

Media Images

No photographs or recordings, video or audio, made with mobile phone cameras or any other media device for personal use.

Incidents where students use these to bully other students or send offensive messages or calls will be investigated under the Code of Behavior.

Lost & Damaged Devices

The school accepts no responsibility to investigate the loss of, theft of or damage to personal devices. The school accepts no responsibility to replace said items.

The school authorities accept no responsibility for the safety or security of any mobile device

The loss or damage of a personal device is the responsibility of its owner.

If a teacher has any suspicion that a device has unsuitable material stored on it, pupils will be required to hand over the device to a teacher and parents will be asked to collect it from the school.

SPORTSMANSHIP

All Muskegon Catholic Central students, fans and athletes are expected to display and encourage good sportsmanship. Good sportsmanship is based on respect, fairness, courtesy, hospitality and graceful acceptance of the results of friendly competition. Cheering and displays of school spirit should support our teams and the good efforts of our opponents and should never be used to ridicule or taunt the visiting team, coaches or fans.

HARASSMENT

In keeping with our Christian values, harassment directed toward students, staff and parents will not be tolerated. This refers to behavior that is personally offensive, fails to respect the rights of others, or creates an intimidating/hostile educational environment. (Statement of Employee and Student Dignity Policy 4400 MCC Human Dignity)

Muskegon Catholic Central expects all employees, volunteers and students to conduct themselves with dignity and with respect to the dignity for fellow employees, students, faculty and others. Harassing anyone, including sexual or racial harassment, will not be tolerated. If the situation involves MCC students, all parents of involved students will be notified.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school system, it is against the policy of this school system for any employee, student, teacher, or volunteer, male or female, to sexually harass another employee, student, teacher or volunteer.

CONTROLLED SUBSTANCES

This policy shall be in force for all situations for which school officials have general supervisory jurisdiction including school functions held away from Muskegon Catholic Central.

Search and Seizure

The Administration reserves the right to conduct a reasonable search of an individual, his/her person, locker, purse, backpack/book bag or vehicle when there is a reasonable cause to believe the student is in possession of alcohol, a narcotic, marijuana, or other controlled substance. "Possession" is used to denote drugs, alcohol, marijuana, look-alikes or other drugs and/or paraphernalia to be on a student's person, in his/her locker, purse, etc.

Sale or Distribution

Where school officials have evidence that a student has distributed any drugs, alcohol, marijuana, controlled substance or any look-alike drug, regardless of quantity, the Administration will recommend expulsion of the student.

Possession

Where school officials have found a student in possession of any drug, alcohol, marijuana, controlled substance or look-alike drug in any quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

Where a student is in possession of any drug, marijuana, seeds, scraps, paraphernalia, pills, capsules, controlled substance, look-alikes, or alcoholic beverages on school property or at any Muskegon Catholic Central sponsored activity where quantity suggests personal use, the Administration will place the student on a five day "in-school suspension" and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the building Administrator which may include, but is not limited to, expulsion of the student from school.

Under the Influence

When a student exhibits behaviors of or actions similar to being "under the influence" of a controlled substance, narcotic, marijuana, alcohol or look-alike drug on school property or any Muskegon Catholic Central sponsored activity: (a) the Administration will inform the parents; (b) if the parents cannot be reached, or in case of an emergency, the school reserves the right to seek professional medical aid (c) the Administration will place the student on a five day "in-school suspension" and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year.

Additional consequences may be imposed for a second or subsequent violation at the discretion of the Principal, which may include, but is not limited to, the expulsion of the student from school.

GUN-FREE POLICY

(Policy 5115 MCC) Any MCC student in grades K – 12 who is caught with a firearm or a weapon at school, on school property, in school vehicles, or at a school sponsored event, will be immediately expelled.

(Policy 5116 MCC) Students who have been expelled from another school because of a weapons violation will not be admitted to the Muskegon Catholic Central.

DRESS CODE Kindergarten – 5th Grade

Tops:

- Solid white blouse (girls); dress shirt (boys) with a collar and buttons (no turtlenecks)
- Solid white polo with a collar and buttons, long or short sleeves
- White turtlenecks may be worn under approved uniform top

Pants/Leggings/Shorts:

- Solid navy blue cotton twill dress pants (no denim)
- Solid navy blue cotton twill dress shorts with at 6 inch inseam (no denim)
- Solid navy blue cotton twill capris (girls) (no denim)
- Shorts and capris are only to be worn in August-October and April-June (no denim)
- Navy, black and white tights or leggings can be worn under skirts or dresses (no denim)

Skirts / Skorts / Jumpers: (Girls)

- Solid navy blue skirt, jumper or skort with at 6 inch inseam
- Lands End plaid skorts and jumpers (6-12 uniform pieces) may be worn

Sweaters:

- Solid navy blue or white cardigan, crewneck, v-neck, fleece or vest
- No hoods

Sweatshirt:

- A green, gray, navy, or white crewneck sweatshirt with the MCC logo (hoodless)

Shoes:

- Tennis, boots, and dress shoes
- Winter boots during the winter season must be worn outside, have a change of shoes to wear after recess
- Sandals/slides, mules, flip flops, croc style shoes and slippers are not allowed
- For safety, athletic shoes must be worn during gym class or students will not be allowed to participate for the day. These shoes should not be the shoes the student wears outside.

Additional:

- Clothing is to be free of rips, tears, and holes and should reflect appropriate school attire.
- Boys are not to wear earrings or cover them up while in dress code.
- Girls are to wear appropriate undergarments such as:
 - a tank top or undershirt as needed so their undergarments do not show through their uniform top
- Students' hair must be clean, neat and well groomed.
- Fleece, hoodies and other non-uniform items may be worn before/after school and during recess.
- Makeup is not allowed to be worn during school

DRESS DOWN DAYS

Dress Down Day (last Friday of each month):

Students may wear uniform or non-uniform school appropriate attire*.

Crusader Friday (every Friday except the last Friday of the month):

Students may wear a uniform bottom and MCC School Spirit top or uniform top.

Positive T-Shirt Tuesday:

We want to continue spreading God's love through showing Kindness. On Tuesdays, students are able to wear a positive message t-shirt with uniform bottoms.

*School appropriate attire is to be modest and protect the integrity of our students. Leggings and tight fitting pants without appropriate covering are not school appropriate and the student will be brought to the uniform closet to change to appropriate pants or skirt. Shirts and dresses should have sleeves covering the shoulder. Spaghetti strap style tops and tank tops are not school appropriate. Shorts, dresses, skirts, and skorts must be at least mid-thigh length.

Reminders of upcoming Dress Down days will be posted in the weekly newsletter.

FAITH LIFE AT MCC

In order to work toward becoming productive Christian citizens at school and in their future lives, we expect all students to participate at an appropriate developmental level to be respectful, responsible, safe and Christ-Like. Every student participates in regular religion classes and daily prayer experiences, as well as weekly and seasonal liturgies. Students in Kindergarten through Grade 5 attend Mass or Prayer Service each week. Watch the weekly newsletter for dates, times, and locations. Other paraliturgies and prayer experiences will be announced in the weekly newsletter as well. Students will be involved in these events in a variety of ways. Parents are always welcome to join us in prayer, study and worship. Please join us for worship and prayer whenever you can!

SACRAMENTAL PREPARATION

Students are prepared for reception of the sacraments through their home parishes. Parents should contact the Religious Education Director or Pastor in the parish where they are registered.

SERVICE LEARNING AND PHILANTHROPY

We encourage appropriate opportunities for students to perform works of service in their homes, parishes and the community at large. There will be opportunities during the year for children to contribute their time, talent and treasure to support social justice endeavors. Please encourage your child to give from his/her own earnings and time so that they may begin to understand the concepts of sacrifice and compassion.

WEBSITE

You can find us on the internet at www.muskegoncatholic.org. Like us on Facebook: Muskegon Catholic Central Faith.Moving.Forward., Muskegon Catholic. Crusader Nation and Muskegon Catholic.Athletics. Download our mobile app for easy reference to all school information (App Store: Muskegon Catholic Central)

POWERSCHOOL PARENT PORTAL FOR GRADES K-5

The PowerSchool Parent Portal gives parents the opportunity to update their own Demographic information to keep parent and student information current for the elementary office. If you misplace or have difficulty accessing your child's account, please contact the elementary office.

STUDENT RECORDS

All PK-5 student files must have a copy of the enrolled student's birth certificate. A copy of the birth certificate must be submitted by the parent/legal guardian to the school office up to 30 days after a student's enrollment.

If you would like to review your child's cumulative records (CA-60), you may make an appointment to view them. We will have them available in the office. Parents and guardians are not allowed to remove items (FERPA) from a student's CA-60 file.

CRISIS RESPONSE

Crisis Intervention

In the event of a crisis, the school staff will respond according to established procedure. Our crisis intervention plan has been designed to minimize danger to anyone occupying our school should an emergency situation develop. Your child's physical, spiritual and emotional well-being is very important to us. The main objective of this plan is to attend to the health and welfare of your child(ren) in the event of a crisis.

Crisis Response Plan / Crisis Procedures

In most emergencies, students will remain at school and be cared for here. In the rare event of an emergency prohibiting re-entry to the building (such as broken gas or water main, fire, toxic chemical spill, or bomb threat), students will be relocated.

We ask that you follow this procedure if you hear of any school emergency:

- **Check your Email, the MCC app and Remind Text Messages.** We will keep you informed of any and all emergency information.
- **Please do not call the school.** Our telephone lines must be kept open to respond to the emergency.
- **Please do not come to school unless you are requested to pick up your child.** Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

In the event of a chemical spill or disaster of similar nature, the building will be locked and closed off to all outside air. This is called sheltering in place, and we will not open the building until we receive an all clear from local authorities. Do not come to pick up your child in this event because you will not be allowed to enter the building. In the event of an emergency or disaster, your child(ren) may be seen by a trained crisis response team member.

Fire Procedures

Your child will participate in six practice fire drills during the school year. The safety of your child is the first priority of our teachers.

Severe Weather

In the case of severe weather during the winter, if school is to be canceled or dismissed early, it will be announced on the local radio and television stations.

Tornado Procedures

Your child will participate in two tornado drills during the school year. In the event of a tornado alert during school hours, we will be notified through the Civil Defense Office. The children have practiced for such an emergency and will be as safe at school as they would be at home. During a *watch*, we continue to conduct business as usual, but will monitor local weather information sources continually. If you wish, you may pick-up your child during a *watch*. However, if the watch becomes a **warning**, we will take cover immediately according to approved procedures. At that point, students will be released when the **warning** is canceled. Please do not call school. Staff will be taking cover with the children, and the phone lines may be needed.

Shelter in Place

Students will participate in two shelter in place (lock down) drills. The Muskegon Police Department will participate in one drill.

CHILD PROTECTION

Enacted in 1988, the Child Protection Law requires school teachers and administrators to report suspected cases of child abuse or neglect to the proper state authorities(Child Protective Services). A report must be made immediately any time there is any indication to suspect abuse or neglect. "Child abuse" means harm or threatened harm by a person to a child's health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation or maltreatment.

"Child neglect" means harm to a child's health or welfare by a parent, legal guardian, or someone who has custodial care of the child. This occurs through failure to provide adequate food, clothing, shelter, or medical care; or putting a child at unreasonable risk by failure to eliminate that danger when you have knowledge of the risk.

As a school, we are mandated by the state to report anything that comes to our attention that could be a possible case of neglect or abuse. This information may come to us through the verbal statements of a child, an observation in the classroom or written work of the student.

COMMUNICATION

A successful partnership between parents and school depends heavily on good communication. At Muskegon Catholic Central we work hard to provide strong communication. We encourage parents to visit and volunteer often, to call the teacher whenever a question arises, to send notes, email or call the office as needed and to request an appointment with the Administration team on matters of broader concern.

Our staff's working hours are from 7:30am-3:30pm. If they receive an email or phone call outside of these working hours, please note that they may not respond back until the next business day.

Our staff puts 100% effort into supporting our students during the school day and may not receive important emails on time. They check their email during planning times and after school. Please call the office with any immediate needs at 231-755-2201.

As a staff we try to keep you informed and involved in the following ways:

- Early and frequent contact from teachers
- MCC Facebook Pages
- Parent/Teacher Conferences
- Parent Information Night
- Open Houses
- Parent/Student Handbook
- Weekly Newsletter from the office
- MCC and Diocesan bulletins as they arrive
- An open door policy in the office
- Home and School Association Monthly Meetings
- www.muskegoncatholic.org

You can keep us informed in the following ways:

- Update the office of any change of home address or phone number.
- Notify the office of changes in work locations and phone numbers.
- Keep us up to date on child care arrangements and emergency contacts.
- Supply us with documentation if there is a change of legal custody.
- Respond promptly to requests for information, returning forms, etc.
- Tell us about your child's accomplishments outside of school.
- Send a note if transportation plans vary from normal.
- Let the teacher know immediately if your child is having a problem.
- Share media articles of interest and new ideas.
- Attend as many school functions as you can, including Home & School Association meetings.

We live in an information age. Access to information is the key to success. Let's work together to keep the lines of communication among our school community open and clear. Information may be transmitted by written note, FAX 231-755-2744 or email to school personnel. We thank you all for your continued support to ensure our students are receiving the best education possible in spirit, mind and body!

Parent Conferences

School-wide parent/teacher conferences will be scheduled at two times during the school year. Additional conferences may be requested at any time by a student's teacher or parents, whenever a need arises.

CONCERNS – GRIEVANCE PROCEDURE

A grievance procedure is not a routine matter, but rather a circumstance thought to be unjust or injurious involving a consequent element of resentment. A grievance can arise from a situation that is impeding a student's academic progress or his/her social development. No matter what the situation, the school is always concerned. Many problems can be resolved through open communication.

The grievance procedure that must be followed is:

- Contact the teacher involved first.
- If, after consulting with the teacher involved, a problem still exists, contact the Principal.
- If the problem is still unresolved after contacting the teacher involved and the Principal, contact the President of Muskegon Catholic Central and a meeting with the Principal and the President will be scheduled.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process. Every effort shall be made by administrators and faculty members to resolve problems through effective use of school and community resources in cooperation with the student and parents/guardians. All appeals should be made at the level where an issue originates. If adequate resolve is not attained, the next level of authority should be petitioned: Teacher/staff, Principal, President, and the Executive Board.

****Administration and Counselor consultation, if required, will occur throughout the Rubric process. MCC Administration reserves the right to evaluate each situation and respond accordingly.**

MESSAGES (Telephone/Notes/Deliveries)

Students may not call home for forgotten lunches, books, etc. No social calls are allowed. Messages of an urgent nature may be left with the secretary or the Principal, who will make certain the child or teacher receives the information. Please avoid calling the school close to dismissal time with last-minute messages since we cannot guarantee the message will be delivered on time. ***Any items dropped off for a student should be left in the office.**

TRANSPORTATION

Parents are required to **provide written notice when there are changes** in a child's transportation routine. The school cannot allow children to go home with another party or to a different address unless we have parents' permission. A note, phone call or email saves time and confusion, for us and for your child.

LUNCH PROGRAM

Classroom teachers in Preschool through 5th Grade will ask students what they wish to order each morning from the following choices:

1. The main entrée listed on the monthly menu.
2. There are alternative choices for each day of the week
3. Milk or Water Only

If students arrive after 9am a peanut butter and jelly lunch will be provided for them.

A monthly menu will be emailed to each family and posted on the MCC website. An elementary lunch costs \$2.70. Milk or Water only costs \$0.75. All lunches and milk must be paid for in advance. You may send cash or check payment to the elementary school office where it will be brought to Food Service or you may give your payment directly to Food Service. When sending lunch money to school please put payment in an envelope with your child's name and grade on the front. Payments will be deposited into each student's lunch account and purchases made by your student will be deducted. You may also choose to pay for school lunches by credit card. You can set up an account using www.sendmoneytoschool.com which gives you free access to your child's account to view balances and charges. This link can also be found on the Food Service page of the MCC website. A student ID number is needed to set up an account and can be provided by the elementary school office. There is a small fee to deposit through this system.

Free And Reduced Price School Meals

*** You must apply and qualify for Reduced Price or Free Lunch status each year. The application must be completed at the beginning of each school year. Applications are available on the MCC website or from the elementary school office. You will be notified of your acceptance into this year's program. Please note: If your student receives free/reduced lunch, milk is only free if they purchase a meal. If the student brings lunch from home, there will be a \$0.75 charge for milk.**

In the interest of good nutrition, and in appreciation for God's gifts, we urge children to eat most if not all the food provided for them. If your child is routinely bringing food home, you may want to reduce the amount you send.

Microwave ovens are available to warm student lunches for Preschool – 5 students.

VOLUNTEERS

We love you! We need you! We can't live without you! Training provided! All volunteers (this includes chaperones of field trips) must complete an Applicant Criminal History Report form enabling a background check and **attend a Virtus Training Session** to ensure the safety of our students. The background check form is kept on file in the business office and is valid for three years. Please ask the office for a Criminal History Report Form to complete.

The Virtus Training Session is a one time requirement. Once you attend a session you are set for the duration of your child's education at MCC. Training Sessions are offered locally, you can register and view upcoming trainings at www.virtus.org.

Parent involvement is both a prerequisite and a perk of Catholic education. Our faculty, staff and Administration congratulate the parents of Muskegon Catholic Central on their excellent history of involvement and support. We look forward to working with you again this year.

HOME AND SCHOOL ASSOCIATION

Education is a shared responsibility of students, teachers and parents. The development of genuine communication and cooperation is imperative for effective education. Parental involvement and participation are expected because they unite the home and the school in a common goal - the total education of the child.

These are some ways for parents to become involved:

- Home and School Association Board: Elections take place in April for the following year's board.
- Home and School Meetings: Monthly meetings beginning in August and continuing through June.
- Home and School Fundraiser: The Race for Education will be held each year.
- Opportunity Book: Check this booklet for ways to share your time and talents with our school.
- Home and School Activity/Family nights.

VISITORS TO SCHOOL

All visitors must report to the office, sign in and receive a visitor's sticker. If you would like to meet with a teacher, please contact the teacher to set up an appointment. Parents are requested to leave lunches, books, homework, instruments, etc. in the office rather than interrupt class.

RECESS

We have a daily recess. Recess time is a break in the day for elementary students. Children are expected to play outside during the recess. Notes requesting that a child stay in from any outdoor activity will be honored for one (1) day. A doctor's excuse is required for extended periods of indoor recess. However, as a rule of thumb, if a child is too ill to play outside, he/she should be at home recuperating.

In the winter, students go outside every day unless the wind chill factor is below ten (10) degrees Fahrenheit. All students must wear snow pants, hats, boots and gloves from first snowfall until Spring Break, and are required to have other footwear to change into before they enter the classroom.

LOCKERS

Students in Grades 2 through 5 will be using lockers to store their backpacks, coats, etc. They will not be using locks. Students are not allowed to decorate the outside of their lockers, but may decorate the inside of their locker. The use of lighting and other battery operated decorations are NOT allowed inside a student's locker. In addition to using their lockers for their backpacks, coats, etc., they will store their textbooks, notebooks and other school supplies in their lockers.

MONEY SENT WITH STUDENTS

Students are discouraged from bringing money to school other than for school functions and events. All money should be sent in a sealed envelope and labeled with the student's name, amount, and purpose for the money. **Please do not combine lunch payments with any other payments sent to school.**

LOST AND FOUND

While the school cannot assume responsibility for items students lose, we do maintain a lost and found area. It is located around the corner from the elementary office in the preschool hallway. If you or your child finds an item that does not belong to you, please turn it into the school office first. If your child loses an item, please check the lost and found area first, then check with the secretary in the school office. All items in the lost and found area will be disposed of or donated to charity at the end of each trimester.

ANIMALS OR PETS

Animals or pets may be brought to school if accompanied by an adult **and** the office has given prior approval. The animal or pet must be leashed and taken home after the class has had the opportunity to see it. We do not have space or facilities to keep an animal for any length of time during the school day. If you are on school grounds at the end of the day with your pet, please make sure the animal is on a leash, remains in your car, and you are not impeding the flow of traffic. Please be respectful of students that do not wish to be near your pet.

CELEBRATIONS (Birthdays/Class Parties)

Students' birthdays are always a special day at Muskegon Catholic! Many students like to bring a small treat (excluding gum) to share with members of their classroom to celebrate their special day. If your child chooses to do so, please make arrangements with the teacher in advance and make sure there are enough treats for all members of the student's class.

As festive as birthdays can be for the birthday child, they too often cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. To avoid these misunderstandings before they happen, we have the following birthday guidelines:

- Deliveries of balloons, flowers, etc. will be delivered to the student at the end of the school day.
- Special visits, such as singing telegrams, limo rides etc., are not permitted.
- Deliveries of invitations for parties, sleepovers, etc. will **not** be distributed at school unless all students are invited.
- Please arrange for your birthday guests and their gifts, etc. to be delivered to your home and not brought to school. When the party leaves from school, or students are bringing gifts, sleeping bags etc. to school, it is obvious to the children who aren't invited what they are missing. Also, classrooms have no room to store these items during the day.

School parties are scheduled with the classroom teachers and are often organized with the help of room representatives. Parents are invited to help with the celebrations.