



2022-2023

# STUDENT AND FAMILY HANDBOOK

¡Sí Se Puede! Yes, We Can!

Updated August 2022

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San Juan Diego Academy  
1650 Godfrey Ave SW Wyoming, MI 49509  
616-243-1126 [www.sanjuandiegoacademy.com](http://www.sanjuandiegoacademy.com)

# WELCOME TO SAN JUAN DIEGO ACADEMY

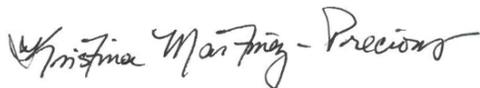
I am delighted to lead San Juan Diego Academy where teaching and learning include more than developing intellectual ability. An inspiring education includes moral guidance, social development and community service in a life of humility and devotion. Cultivating this moral compass in children enables them to make sense of their life journey. It helps them to see God in the world and in each other. At San Juan Diego Academy we focus on transforming school culture in order to address the specific needs of our Latino community. The obstacles and challenges we face on a daily basis are real. We are also forging partnerships with higher education institutions to develop innovative ways to support and improve the performance and build the capacity of our teachers and students.

The true reality is that Catholic education must play a leading role in making sure that Latino children are given the necessary encouragement, moral values, virtues and advantages in order to prosper and give back to their communities. In the spirit of San Juan Diego and with God's help, we are proud and grateful to be able to establish this important foundation of hope, faith, and opportunity. And we are happy that you have made the right choice in enrolling your children in SJDA and entrusting them in our care.

In this Family Handbook you will find our school policies and procedures. Please take the time to read them and to discuss them with your child(ren). It is our joy and privilege to serve you. Please count on our utmost dedication to your family. In partnership, we ask you for your frequent involvement in our school.

God bless us all,

Kristina Martinez-Precious M.A. Ed.  
Principal

A handwritten signature in black ink that reads "Kristina Martinez-Precious". The signature is written in a cursive, flowing style.

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# CALENDAR

Important Dates 2022-2023 / Fechas Importantes 2022-2023

Dates / Fecha	Event / Eventos
August 22 Agosto 22	Back to School Parent Orientation 6 - 7 pm Orientación para padres sobre el regreso a clases
August 23 Agosto 23	First Quarter Begins - Full Day of School Comienza el primer trimestre - Dia completo de clases
August 26 Agosto 26	Kindergarten Open House - 10 am - 12 pm Casa Abierta de Kindergarten
August 29 Agosto 29	1st Day Kindergarten primer dia de Kinder
September 1 Septiembre 1	Open House 4 - 5 pm Casa abierta
September 2-5 Septiembre 2-5	Labor day Holiday - No school Dia del Trabajador - No hay clases
September 22 Septiembre 22	Picture Day – School Uniform Only Dia de fotos – Solo con uniforme de la escuela
September 19 - October 14 Septiembre 19 - Octubre 14	Fall NWEA MAP Testing Window Periodo de prueba de Otoño NWEA MAP
October 7 Octubre 7	School Fundraiser and Assembly - (Fundraiser Oct 7-Oct 24) Recaudación de fondos y asamblea escolar - (recaudación de fondos del 7 de octubre al 24 de octubre)
October 28 Octubre 28	First Quarter ends Termina el Primer Trimestre
October 31 Octubre 31	Second Quarter begins Comienza segundo semestre
November 3-4 Noviembre 3-4	Diocesan PD days - No school Dias de desarrollo profesional Diocesano - No hay clases
November 21-22 Noviembre 21-22	Fall Conference Window - Half days Conferencia de Otoño - Medio Dias
November 23-25 Noviembre 23-25	Thanksgiving Break - No school Vacaciones de Acción de Gracias – No hay clases
December 19 - January 2 Diciembre 19 - Enero 2	Winter Break – No school Vacaciones de Invierno – No hay clases
January 9 - February 3 Enero 9 - Febrero 3	NWEA MAP Testing Prueba NWEA MAP
January 16 Enero 16	Martin Luther King Jr. Day – No School Día de Martin Luther King Jr. - No hay clases
January 20 Enero 20	Second Quarter ends Termina Segundo Trimestre
January 23 Enero 23	Third Quarter Begins Comienza Tercer Trimestre
January 29 - February 4 Enero 29 - Febrero 4	Catholic Schools Week Semana de la Escuela católica
February 20 - 21	Mid-Winter Break – No school

Febrero 20 - 21	Vacaciones de Medio Invierno – No hay clase
February 22 Febrero 22	Ash Wednesday Miércoles de Ceniza
March 2 Marzo 2	4th Grade Song Fest Festival de la canción de cuarto grado
March 3 Marzo 3	Professional Development Day - No School Entrenamiento para el Personal - No hay clases
March 16 - 23 Marzo 16 - 23	Scholastic Book Fair Venta de libros
March 22 - 23 Marzo 22 - 23	Spring Conference Window Conferencia de Primavera
March 24 Marzo 24	Third Quarter Ends - Half day Termina Tercer Trimestre - Medio Día
March 27 Marzo 27	Fourth Quarter begins Comienza Cuarto Trimestre
April 3-7 Abril 3-7	Spring Break – No school Vacaciones de Primavera – No hay clases
April 10 Abril 10	Easter Monday – No school Lunes de Pascua – No hay clases
April 17 – May 12 Abril 17 – Mayo 12	NWEA MAP Testing Window Prueba NWEA MAP
May 29 Mayo 29	Memorial Day – No school Día Conmemorativo – No hay clases
June 2 Junio 2	All School Field Day Día de campo para toda la escuela
June 9 Junio 9	Last Day of School! – Half Day ¡Último Día De Escuela! – Medio Día

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## VISION, MISSION, PHILOSOPHY, and CREED

### Vision

Our graduates become cross-culturally competent servant leaders who positively influence our Church, community, and diverse global economy.

### Mission

In partnership with family, parish and the greater community, San Juan Diego Academy educates, mentors and inspires Latino children to achieve academic excellence and live their Catholic faith.

### Philosophy of Education

At San Juan Diego Academy, we believe in the potential of every child and instill in each of our students the belief that they can succeed academically. The majority of our students live in neighborhoods where nearly half of young people have failed to graduate from high school, and where few go to college. Every aspect of our school program, from the high-quality curriculum and dedicated staff, summer school program, and extracurricular activities, all work together to ensure that students are prepared to succeed at San Juan Diego Academy and beyond. Each morning, students and staff gather in the gym before going to class and at the end of this morning assembly, our student body recites the ¡Sí, Se Puede pledge: "I am a student at San Juan Diego Academy. I am faithful, respectful, responsible and dependable. I will succeed in school. I will graduate from high school, and I will go to college. ¡Sí, Se Puede! (Yes We Can!)"

### Creed

¿Se Puede? ¡Si Se Puede! I am a student at San Juan Diego Academy. I am faithful, respectful, responsible and dependable. I will succeed in school, I will graduate from high school and I will go to college.

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# COMMUNICATION

## Website and Email

[www.sanjuandiegoacademy.com](http://www.sanjuandiegoacademy.com)

[office@sjdaschool.org](mailto:office@sjdaschool.org)

The website can be translated by using the google translator at the bottom of the website. Effective communication between school and home is crucial to the success of our school community. The school will communicate to keep parents informed of the academic and social well-being of our students, as well as activities happening throughout the school year. All teachers, administrators and staff have school email accounts ([firstname.lastname@sjdaschool.org](mailto:firstname.lastname@sjdaschool.org))

## Remind App

The most effective way to receive updates from our school is by using the Remind app ([remind.com](http://remind.com)) *The Main Office Remind code is @sjdaoffice*. If you have questions on how to set up Remind, call the office and we will be able to assist you with directions.

Please remember that your classroom teacher may also have a separate Remind account for grade specific notifications. They will provide you with this information as the school year begins.

## Infinite Campus and Infinite Campus App

The Diocese of Grand Rapids uses a student information system called Infinite Campus. This system allows parents to access information including grades, assignments, attendance, as well as information from teachers and the school. Once you have created an account, that account will be active as long as your student remains actively enrolled in one of our diocesan schools. In addition, some teachers and school administration use the parent portal to communicate with parents throughout the school year.

All messages from Infinite Campus will be sent from the email: [mailer@grcatholicsschools.org](mailto:mailer@grcatholicsschools.org).

This link is unique to our schools. [Infinite Campus Parent Link](#)

<https://micloud1.infinitecampus.org/campus/portal/parents/grcss.jsp>

## Phone Number

Main Office 616-243-1126. Bilingual (Spanish/English) support staff are always available.

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## ATTENDANCE

### Reporting an Absence      7:15am- 9:00 am      616-243-1126

The building is open to students starting at 7:30 a.m. Students have breakfast available to them from 7:30-7:45 a.m. The school day officially starts at 7:45 a.m. The school day ends at 3:30 p.m.

- All absences must be reported to the school office by parent or legal guardian between the hours of 7:15 AM -9:00 AM on the day of the absence.
- Prior to 7:15 AM, the parent or guardian may leave a message with the following information: student first and last name, grade and reason student is absent, name of parent calling and daytime phone where parent may be contacted.
- If a student arrives after 11 a.m., or needs to leave prior to 11 a.m., the student's record will reflect a half-day absence.
- If a student is absent from school, they may not participate in any after school or extra-curricular activities.

### Dental/Doctor Appointments

If you need to pick up your child during the school day please call the main office 1-hour prior to their dismissal. You will need to stop by the main office to sign your child out. The front desk will call the classroom teacher and have your child sent down for you. Please do not disrupt a classroom to go and get your child.

### Family Death or Terminal Illness

In the case of a family emergency such as death, terminal illness, or traumatic event that may affect the attendance or well being of your student, please notify the school office immediately.

### Illness During the School Day

If a student becomes ill during the school day, they should notify the classroom teacher. Arrangements will be made in the office for the student's care. In the case that a student must go home for the day, a call will be made to the parent or legal guardian.

### School Notice of Absences

Students and their families may be notified by administration or teacher via email or phone call.

1. 3- 5 days absent - email
2. 7 days absent - phone call
3. 10 days absent - Attendance Improvement Plan . Students are not allowed to participate in any activities or events.
4. 15 days absent - Truancy Referral
5. 20 days absent - Truancy filed with Kent ISD office of Truancy and Attendance.

### Pre-Arranged Absences

Vacations and family trips should be planned when school is not in session. Students who will be absent from school for a family vacation.

Students must do the following:

- Obtain a pre-arranged absence form from the office.
- Notify the classroom teacher.
- Middle School must have each teacher sign off and assign work ahead of time.

If a student has been absent for more than ten (10) days in any report period, a grade for that period will be only given upon satisfactory completion of the work. Parents who deem it necessary to take their child/children out of school for several days because of family matters or out of town trips need written permission from the Principal in advance.

### Make-up Work

Students are expected to complete the work assigned to them while they are absent. The student and or parent should be in contact with the classroom teacher to understand what work needs to be completed. All work must be completed within the same amount of days that the student was absent from school. Students failing to complete assignments in a marking period will be referred for intervention and supplemental help.

### Tardiness

It is extremely important that children arrive at school on time. Breakfast starts at 7:30 and ends at 7:45. Breakfast is not available after 7:45. If a student arrives after 7:45 a.m., they need to check in at the main office and receive a tardy slip before proceeding to class.

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## STUDENT PICK-UP and DROP OFF PROCEDURES

A green/orange number will be assigned to your family during the enrollment process.

*Orange* numbers will drop-off and pick-up on Lee St. SW.

*Green* numbers will pick-up and drop-off at the side door in the parking lot of SJDA.

**PLEASE MAKE SURE TO HAVE YOUR EMERGENCY HAZARD LIGHTS ON.**

### Drop-off

Doors will open at 7:30 a.m. Students can pick up breakfast from the cafeteria and need to report to the cafeteria. Breakfast ends at 7:45 a.m., and students need to report to their classrooms.

### Pick-Up

The pick-up line is from 3:30 p.m. to 3:45 p.m. Please make sure you have your colored (green/orange) dismissal number tag visible on display for the teacher logging them.

Students in grades K-3 will report to the gymnasium for dismissal; students in grades 4-8 will stay in their classrooms. When a student's number is called the teacher in the classroom will officially dismiss them for the day. Older siblings in grades 4-8 need to report to the gymnasium to receive their younger siblings before exiting the building.

Anyone arriving after 4:00 p.m. without communication with the main office might be charged a fee.

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# CODE OF CONDUCT

The code of conduct applies to all students while in any school buildings, on school grounds, in school vehicles and at all school, school-related and school-sponsored activities, including those held at locations off school property. It also applies at non-school events when behavior can negatively affect the educational process or endangers the health, safety, morals or welfare of the school community. In addition, classroom teachers, aides and other staff will have specific rules and regulations that they will enforce.

The full Code of Conduct manual is located on our website [www.sanjuandiegoacadmy.com](http://www.sanjuandiegoacadmy.com)

The creed at San Juan Diego Academy explicitly states that students are:

*Faithful, Respectful, Responsible, Dependable.*

This extends to how students are expected to act at Mass, in the hallways, during classroom activities and in their community. These core pillars are daily reminders that we are preparing students to be exceptional followers of Jesus Christ who strive academically to impact their community.

## Hallways

1. Move quietly through at all times.
2. Walk at all times without exception.
3. Keep your hands and your materials to yourself.
4. Backpacks, external clothing and any school related material should be entirely in your locker and not in the hallways.
5. Classroom conduct applies in the hallways and according discipline applies.
6. Students are to NEVER open or touch an exterior door no matter who it is. Adults are the only ones allowed to open exterior doors.

## Bathroom

1. The bathroom is not a time for you to socialize with your friends.
2. Use the bathroom for its purpose and then return to class as soon as possible.
3. WASH YOUR HANDS
4. Any problems in the bathroom need to be reported to the classroom teacher immediately.
5. Classroom conduct applies in the bathroom and according discipline applies.

## Lunchroom

1. Students should remain in a line and with indoor voices while waiting in the cafeteria line.
2. Conversations need to be at a "Level 1."
3. Do not touch the property or food of another student.
4. Do Not Throw Food.
5. Students should remain seated until they are dismissed. Students may throw their items into a garbage receptacle and then must return to their seats.

6. Students must receive permission to leave the lunchroom to use the restroom.
7. Students are responsible for cleaning their table and the floor underneath their seat. Students will not be dismissed until the tables and floor are clean.
8. Food or beverages must not leave the lunchroom.
9. Classroom conduct applies in the lunchroom and according discipline applies.

### Classroom lunch/Indoor recess

- Students will be notified by their classroom teacher if they are to have classroom lunch or indoor recess. The monitor on duty, if it is not your classroom teacher, is in charge and you receive permission from them prior to leaving the classroom.
- Students should not act as they would outside during indoor recess. Your classroom teacher will establish acceptable activities, games, and/or behaviors that are appropriate.
- Students cannot be in the hallways or bathrooms as a place to conduct "indoor recess", students should remain in their classrooms for lunch/indoor recess without explicit permission from the adult on duty.

### Outdoor Recess

1. The two playgrounds, and the black top area between the guest parking spots and the church (see map on page 18) are the areas where students may have recess.
  - a. K-2 may use the playground on Lee St.
  - b. 3-8 may use the playground adjacent to Holy Name of Jesus and the black top area.
2. Students may not leave the designated recess areas for any reason. This includes the street and neighboring yards. If playground equipment is lost, students need to notify the adult on duty immediately.
3. Wear seasonal clothing (jackets, gloves, hats, etc.)
4. Use playground equipment as it was designed and intended to be used.
5. Food should not be brought to the playground areas.
6. No throwing of snowballs, woodchips, stones, etc.
7. During the winter months, students may not climb the snow plowed mounds.
8. No electronic equipment or toys are permitted.
9. Classroom conduct applies on the playground and recess areas and according discipline applies.

Ultimately, students at San Juan Diego Academy are faithful, respectful, responsible and dependable. Recess is an integral part of learning and developing but it needs to be conducted in a safe and appropriate manner.

### Student Dress Code and Personal Appearance

Students at San Juan Diego Academy are expected to strive for personal and academic excellence. The school uniform is meant to signify school membership, minimize external distractions, and enable academics to be of highest priority. In addition, the uniform should promote self-respect and pride in being identified as a San Juan Diego Academy student. The administration reserves the right to determine the appropriateness of uniform dress and personal appearance.

## Purchasing Uniforms

All required and optional (skirts and sweaters) uniform purchases must be made through RBG Outfitters located at 2055 28th Street SE, Suite 18, Grand Rapids, MI 49508. 616-245-4800. All pants and shorts need to have an Outfitters logo on them

## Dress Code for Boys

Shirts: White uniform oxford or polo shirts (long or short sleeve). Shirts are to be tucked in at all times. A plain white undershirt may be worn under the uniform shirt. Undershirts must be solid white without designs or graphics.

Pants: Uniform solid navy pants for grades K thru 6. Uniform solid navy pants or khaki pants for grades 7 & 8. A black, dark brown, or navy blue traditional dress belt must be worn through the belt loops. Pants must be clean, without holes or tears. *All pants must have an Outfitters logo on them.*

Shoes: Black shoes without labels or colored trim.

Socks: Black, white or navy crew socks. Socks must be solid in color and design.

Sweaters: (Optional) Navy blue v-neck, vest or cardigan with SJDA monogram, available only through RBG Outfitters may be worn at any time over a uniform shirt. Other outerwear shall not be worn, carried or draped across the shoulders during the school day.

Hair: Students must be clean shaven and hair is to be neatly groomed. Hair must be cut above the eyebrows and ears. Eccentric hairstyles, including designs of any type or hair dye, are not permitted. Students told to get a haircut must report to the office on the specified day.

Jewelry: Religious chains and pendants of saints, etc may be worn but should remain inside the collar. No other jewelry is permitted.

## Dress Code for Girls

Shirts: White uniform oxford, polo or peter pan shirts (long or short sleeve). Shirts are to be tucked in at all times. A plain white undershirt may be worn under the uniform shirt. Undershirts must be solid white without designs or graphics.

Jumpers, Skirts, or Skorts: Uniform plaid only. Jumpers, skirts, or skorts must touch the top of the knee cap or lower.

Pants: Uniform solid navy pants for grades K thru 6. Uniform solid navy pants or khaki pants for grades 7 & 8. A black, dark brown, or navy blue traditional dress belt must be worn through the belt loops. Pants must be clean, without holes or tears. All pants must have an Outfitters logo on them.

Shoes: Black shoes without labels or colored trim. Dress boots, of any height, are not permitted.

Socks: White or navy knee socks or tights. Socks or tights must be solid in color and design.

Sweaters: (Optional) Navy blue v-neck, vest or cardigan with SJDA monogram, available only through Educational Outfitters may be worn at any time over a uniform shirt. Other outerwear shall not be worn, carried or draped across the shoulders during the school day.

Hair: Eccentric hairstyles, including designs of any type or hair dye is not permitted. Students told to get a haircut must report to the office on the specified day.

Jewelry: Small earrings may be worn. Religious chains and pendants of saints, etc., may be worn but should remain inside the collar. No other jewelry is permitted. Make-up and nail polish of any kind are not permitted.

Physical Education (P.E.): On days that students have physical education, they are required to wear a pair of tennis shoes and a school appropriate/approved t-shirt during class. It is highly recommended that students, if able, wear athletic shorts under their uniform pants/skirt to be worn during class as well. Classroom teachers will provide students with which days students will have P.E.

Jean/Spirit Days: On these days it is equally important that each student take individual responsibility for their appearance. Students may wear full length jeans that are not ripped, torn, or frayed (including those jeans manufactured to look frayed). No sweatpants are permitted. All other clothing must be appropriate, modest and in good taste. If students choose to participate, students must adhere to the "theme" of the jean/spirit day.

## Summer/Spring Dress Code

(Aug-Sep 30, May 1-June)

Shorts: Shorts must touch the top of the knee cap or lower. A black, dark brown, or navy blue traditional dress belt must be worn through the belt loops. Shorts must be clean, without holes or tears. All shorts must have an Outfitters logo on them.

## Off-Campus Dress Code Policy:

When students are off campus participating in activities that represent our school, appropriate clothing is important as a reflection of our school and the Lord Jesus Christ. Dress code policy for these activities will be directed by the sponsor of that group.

## Personal Hygiene

Personal grooming of each student should be in accord with the standards of the dress code—clean and neat. Students are expected to maintain good hygiene throughout the day. All grooming should be done before entering class.

## Harassment and Bullying Policy

It is unlawful for any student to harass, bully or intimidate another student or staff member. If a student is the victim of unwanted sexual misconduct, or of derogatory communications/conduct concerning their sex, religion, race, disability or ethnicity the student should report this immediately to an adult. Adults at SJDA could be playground supervisors, aides, teachers or office personnel. If a student reports this information to an adult at home, the parent/guardian should report it

immediately to the administrative office in person or by calling 616-243-1126 to speak to administrative staff. Any issues will be handled by the Principal and/or Assistant Principal upon being reported and will be handled according to protocol. You may also visit the schools website to make a complaint.

### Dangerous Weapons Act

San Juan Diego Academy will not tolerate the possession of weapons by anyone while on school property or at a school related event. The possession of a firearm, dagger, dirk, stiletto, knife with a blade three inches or larger, pocket knife with mechanical device, iron bar, brass knuckles or any device designed to inflict bodily harm while in attendance at school or school activity is strictly prohibited and will result in severe disciplinary consequences. For a complete list of consequences, please refer to the complete code of conduct located on our website.

### Hazing/Initiations

SJDA does not authorize any initiation rites for any of its clubs and/or activities. Any student who is subjected to an initiation should report this immediately to the principal for appropriate action.

### Passing Times

#### *During School Hours*

Students who leave a classroom during scheduled hours must obtain a pass from their teacher before leaving. Without a pass, students in areas other than where they are assigned may be considered to be loitering and be subject to disciplinary action.

### Surveillance Cameras

PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.

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## BEHAVIORAL POLICY and PROCEDURES

### Restorative Practices

San Juan Diego Academy understands the importance of restorative practices when student behavioral issues affect the safety of the classroom and school, and interfere with the learning of all students. When choosing interventions and consequences for student behavior, teachers, administrators and all staff must balance SJDA's goals of ensuring equity, minimizing disruptions and maximizing student instructional time. Consequences paired with meaningful instruction and guidance (corrective feedback and re-teaching) offer students the opportunity to learn from their mistakes.

A full version of behavioral policy and procedures can be found on the school website. [www.sanjuandiegoacademy.com](http://www.sanjuandiegoacademy.com)

## San Juan Diego utilizes a tiered approach for student intervention and are as follows:

1. *Level 1* - Teacher/Staff Intervention.
  - a. Responses aim to teach correct behavior and promote the practice of respect of others, and respect of self along with self-discipline.
2. *Level 2* - Teacher/Administrative Intervention.
  - a. Behavior is more serious and often causes disruption to the school environment.
3. *Level 3* - Administrative Intervention, short term removal from the learning environment.
  - a. Violations are more serious in nature and jeopardize order, safety and/or property damage.
4. *Level 4* - Intensive Administrative Intervention, in school suspension, out of school suspension.
  - a. Behaviors threaten the safety and well-being of others.
5. *Level 5* - Diocesan Level Intervention and discipline with potential for long-term removal from school, or alternate placement.
  - a. Behaviors are the most extreme, often using force, causing harm or injury, involving violence, possession or use of a weapon, causing substantial risk or a pattern of persistent Level 4 behavior.

Parents will be actively involved in discussions pertaining to the expectations, behavior and consequences of their student.

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## ACADEMIC INFORMATION

### Core Curriculum

San Juan Diego Academy uses the curriculum standards outlined by the Diocese of Grand Rapids for its core curriculum. The following excerpt is taken directly from their website:

“The curriculum framework is structured to be comprehensive in scope. There are three parts: encounter, grow, and witness. Throughout students’ experiences in our Catholic schools, they are provided with intentional moments to encounter Jesus Christ through activities such as participating in Mass, receiving the sacraments, and acts of service. Students grow in their understanding of Church teaching in all subject areas, including a renewed rigor in their understanding of Catholic theology. They are also empowered to witness God’s love to the world. The three parts of the paradigm are not intended to be steps in a sequence, but an integrated framework throughout a student’s experience, rooted in the pillars of the Catechism of the Catholic Church. This paradigm leads the faithful into a life of discipleship.” (Curriculum Standards, 2018).

A full list of course offerings and standards is available for your review at [Curriculum Standards, Diocese of Grand Rapids](#).

### Theology (Theology of the Body)

San Juan Diego Academy aligns with the Theology standards given by the Diocese of Grand Rapids. Every student has daily academic time set aside specifically for Theology as well as weekly opportunities for Holy Eucharist, prayer and spiritual reflection. The Theology standards identified by the Diocese focus on three specific initiatives: Encountering Jesus Christ, Growing as a Disciple of

Jesus Christ, and Witnessing to God's unfailing Love. A full list of Theology standards, and their explanation can be found at [Theology Standards, Diocese of Grand Rapids](#).

Theology of the Body (TOB) is a curriculum framework intertwined within the standards defined by the Diocese of Grand Rapids. The *Theology of the Body* of Pope John Paul II is a series of addresses given at the Wednesday papal audiences in Rome from September 1979 to November 1984. These addresses have been synthesized into an educational format adopted by the Diocese of Grand Rapids to further the academic and spiritual growth of our families and students. An overview of The Theology of the Body has been given by the [United States Conference of Catholic Bishops](#)

### Fountas and Pinell

San Juan Diego Academy utilizes Fountas and Pinnell Literacy (F&P) for literature instruction in grades K-8. F&P is a comprehensive, systematic design for high-impact literacy instruction. F&P provides insightful assessment, effective intervention, practical professional books, and essential classroom resources to define elite literacy teaching and learning (Introduction to Fountas & Pinnell Literacy™ Resources, 2022).

### NWEA Map

In accordance with the Diocese of Grand Rapids, San Juan Deigo uses the Northwest Evaluation Association (NWEA): Measure of Academic Progress (MAP). SJDA administers these assessments three times a year: Fall, Winter and Spring.

From the Diocese of Grand Rapids: Standardized assessments are one tool used in our Catholic schools to monitor academic progress. These are one data point among many. We recognize that students learn at unique rates. We strive to find the just-right learning pace and path for each student, and meet that student where s/he is academically. We know that a standardized assessment is simply a snapshot of that student's understanding on that date (Curriculum Standards, 2018).

### WIDA

The WIDA Consortium (formerly World-Class Instructional Design and Assessment) is an educational consortium of state departments of education.

The WIDA ACCESS for English Language Learners suite of assessments comprises secure large-scale English language proficiency assessments administered to Kindergarten through 12th grade students who have been identified as English learners (EL). The assessments are given annually in Michigan to monitor students' progress in acquiring academic English, and include Kindergarten ACCESS for English language learners (ELL), ACCESS for ELLs online and paper-based, and Alternate ACCESS for ELLs.

### Accreditation

San Juan Diego Academy is accredited by the Michigan Association of Non-Public Schools (MNSAA).

### Report Cards

SJDA has two semesters, each divided into two quarters. Report cards will be released the Friday after the final week of a grading quarter. Report cards will be sent home in a sealed envelope with each student.

The Infinite Campus allows parents to access information including grades, assignments, attendance, as well as information from teachers and the school. Once you have created an account, that account will be active as long as your student remains actively enrolled in one of our diocesan schools. Please see the [COMMUNICATIONS](#) Section for more information.

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## STUDENT SERVICES

*San Juan Diego Academy Student Services is committed to providing academic, social emotional support and resources to all students and their parents and/or guardians.*

### Academic Support

From an academic standpoint, students can take advantage of our Specialized Academic Support, certified tutoring, and intervention services.

The Godfrey-Lee School Public Schools, Grand Rapids Public Schools and the Kent County Health Department provide auxiliary services. The services offered to San Juan Diego are: Hearing/Vision Screenings, a Speech Consultant, a School Psychologist, a Social Worker and Special Education Evaluations.

To learn more about any of these programs, visit the Academic Support Services section of our website.

### Social and Emotional Learning Support (SEL)

SEL teaches students to understand themselves and others, to manage their emotions productively, to empathize with others, to forge healthy relationships, to work toward and achieve goals, to make responsible decisions, and to develop resilience, confidence, and well-being. To learn more about any of these programs, visit the [Social and Emotional Learning](#) section of our website.

### Student Support Team (SST)

Engages in a problem-solving process for students to provide intensive support to both students experiencing difficulties in the classroom and their teachers. Through collaboration and brainstorming, the SST can identify solutions or interventions to address academic or behavioral difficulties in order to improve student performance for those who have been identified. Please see the [Student Services](#) section on the Website for more information.

### Referral Process

A teacher and/or parent recognizes a significant, and/or ongoing concern.

- Teacher and/or Parent makes a referral to Student Services.
- The Success Coach gathers information and determines the proper course of action.
- If testing is needed, parents will need to give written consent prior to testing.
- Students are tested by qualified personnel trained in administering the specific testing needed.
- Results are reviewed by qualified professionals, parents, teachers, students, and administration.
- Recommendations are made and a plan of action is developed.

## Volunteering Guidelines

Our school only functions with the help of our volunteers. Not only is it part of our spiritual calling, but it allows our students to see servant leadership in action. We value parents as an important asset to our school and community and we appreciate the extra time you are dedicated to our Mission. Different volunteer opportunities are available throughout the year, visit the main website, contact your classroom teacher, main office, or Student Services for opportunities.

1. Parents are encouraged to attend their children's field trips as a chaperone. Contact your classroom teacher for availability. All parents will need to present ID to the main office and sign in. If a parent is volunteering for any school related event they will need to complete "VIRTUS Safe Environment Training" prior to the day of the school activity.
2. When you volunteer at school and/or school-related events, you are a representative of our school. ALWAYS put the health and safety of all students first. Please make sure that you are abiding by the rules and regulations of the teacher/administrator in charge.
3. Each FAMILY is required to log 20 volunteer hours per school year. Opportunities will be available throughout the entire school year. Failure to complete your family volunteer hours will result in a tuition based fee.

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## RELIGION

### Mass

SJDA students attend a weekly Mass to celebrate the Holy Eucharist. School Mass is held on Thursdays at 8:15 a.m. Students are expected to be reverent while participating fully in song, responses, and in special service roles such as commentator, lector, offertory gift presenter, intentions, cantor, choir member, altar server, etc. Parents are invited and encouraged to attend. Students should be in full dress uniform without exception.

### Holy Days

If a Holy Day of Obligation falls during the school week, our Canonical Administrator will work with our Principal and Staff to prepare a plan in observance.

### Sacramental Preparation

Students in the second grade will participate in classroom preparation for their First Reconciliation and First Holy Communion. Students in eighth grade will participate in classroom preparation for their Confirmation into the Church. If for any reason it is not the intention of your family to participate in these preparations please notify your classroom teacher and the School Office immediately.

If you have a student that is not current with their Sacramental preparation San Juan Diego can help. Mr. Juan de Jesus is affiliated with our school and he is available weekly to work with our students on catechism to help in preparation for the Sacraments of Baptism, Reconciliation, and Holy Eucharist.

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## GENERAL INFORMATION

### Technology Acceptable Use Policy

San Juan Diego Academy aligns its technology goals with the Diocese of Grand Rapids curriculum standards for using technology to improve teaching and learning. As noted in the curriculum standards sources include the state of Michigan, [MITECS](#), and the International, [ISTE](#), standards. SJDA Educational Technology Specialist worked closely with the Diocese and the GRPS Shared Time team to develop focused technology standards for classroom teachers and special classes. These resources keep our school current with emerging technology and practices.

An official account of the acceptable use policy and Diocesan guidelines can be found on page 30 of the official [Policy Manual of the Office of Catholic Schools](#)

### Technology Supervision and Monitoring

Files stored on computers owned by SJDA are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring may lead to discovery that a student has violated school policy or the law. Students should not expect that files stored on SJDA computers are private. Administrators reserve the right to examine, use, and disclose any data found on the school's computers and information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement agencies.

### Technology Filtering

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Every attempt will be made to block other objectionable material as well. Students may not attempt to bypass the filter to access blocked content.

### Electronics and Toys

Any electronic device such as cell phones, iPads, video games and systems, or music listening devices are not to be used during school hours (7:30 a.m - 3:30 p.m.) or at recess. Toys, trading cards, athletic equipment, play guns etc. are not allowed at school and SJDA is not liable for any item inappropriately brought to school that is lost or damaged. All students incoming and outgoing calls should only come through the school office. If a student has a cell phone it must be off and stored in their locker. If caught using the phone, it will be confiscated and left in the office until a parent comes to pick it up and an appropriate consequence will be served.

### Annual Registration

Completion of the annual registration form, payment of registration and technology fee secures the registration of the student for that school year. All registration fees will only be accepted from families whose tuition and other commitments are paid for the current year unless alternate written and signed arrangements have been made.

## Field Trips

Field trips are integral to the education of our students, however they continue to be a privilege and not merely an expectation. A consent form will be sent home with students from their classroom teacher and MUST be signed by a legal parent/guardian prior to a student attending any event. Parents play an important role in field trips, and we encourage you to participate in your students' academic journey. If you would like to attend as a chaperone, please contact your classroom teacher. Please note: all parents must attend [VIRTUS Safe Environment Training](#) prior to any event.

While students are off-campus, they continue to be representatives of San Juan Diego Academy. They are expected to be in appropriate dress determined by the trip sponsor and their behavior needs to reflect our hallways and our classrooms. Students are not permitted to use any personal cell phone or electronic device during off-campus visits. In the case of an emergency, chaperones will have contact information needed. Students not abiding by the policies of our school will be held to the conduct of conduct consequences and may lose off-campus privileges in the future.

## Parent/Teacher Conferences

Parent/Teacher conferences will be held in the fall and spring semester. Dates and times for all conferences are posted on the school calendar ([page 5](#)). If a parent is requiring a more immediate meeting, please contact your classroom teacher directly.

## Student Reports

Michigan law requires that information on permanent student records will be given out to the following under the conditions specified:

- Parents and Students: Parents of students and students themselves have complete access to their records. Psychological reports will not be a part of students' records, but the person who wrote the report or one similarly qualified to interpret it must review it with parents or students upon request.
- Prospective Employers: The student must authorize the school to send attendance and academic records to employers. The student may use either the company's authorization form or a form that is available at the school office.
- Colleges, Universities, and Military: A student's complete permanent record will be sent directly to colleges, universities or military services with a written request from the parents or students.
- Police: The student must be 18 years of age, or parental permission for minors, will be required before student records will be given to police. A warrant requesting information will be honored and the parent or student notified.

## Request for Documentation

If a parent/guardian wants student documents, please contact the office and arrange a time to pick up documents. The school will release only copies of original documentation. No information will be released to any individual not on a student's Authorization Release Form (see FERPA).

## Custodial and Non-Custodial Parents

Unless a court order provided to school administration specifies otherwise, divorced or legally separated parents have equal access to their child's school records. Educational decisions are to be determined by both parents. Schools of the Diocese will follow what is specified in the divorce decree, to the extent possible. However, it is not the School's responsibility to enforce the divorce decree provisions, which will remain the responsibility of the aggrieved parent.

## Essential Information Changes

Immediate notification of change of address, phone numbers, emails, etc or essential information necessary for contact during the school day should be provided. You may change the information via emailing the school office [office@sjdascool.org](mailto:office@sjdascool.org) or via the school website under parents/forms.

## Additional Help

Teachers and administration are here to help as much as possible. Be sure to ask for help if there is something you do not understand. Remember that the responsibility lies with you to seek assistance.

## Extent of School Jurisdiction

The school jurisdiction extends from the normal school day to school-sponsored activities including school-provided transportation to and from the activity. Students who do not use school transportation are under the jurisdiction of the school from the time they arrive at school in the morning until they leave after school. In certain situations beyond the school's immediate jurisdiction where a student's misbehavior harms the school (i.e., Facebook, Instagram, Snapchat, Twitter, text messages, etc.) the school may take disciplinary action.

## Birthdays

If you desire to send a treat (store bought or homemade) to celebrate your child's birthday, you must first check with the classroom teacher and coordinate with them the best time for arrangements. We understand that there may be students with allergies and/or dietary restrictions. We also encourage that parents consider "non-food" items or activities to celebrate birthdays. Please refrain from giving out invitations to birthday parties unless the entire classroom is invited.

## Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to

## Library

Most teachers have a classroom library with materials for all students. SJDA also has its own library accessible to all children in grades K-8. A librarian will be on duty during the school day. Your classroom teacher will sign up for a specified time at the beginning of the school year and will communicate that information to your student at that time.

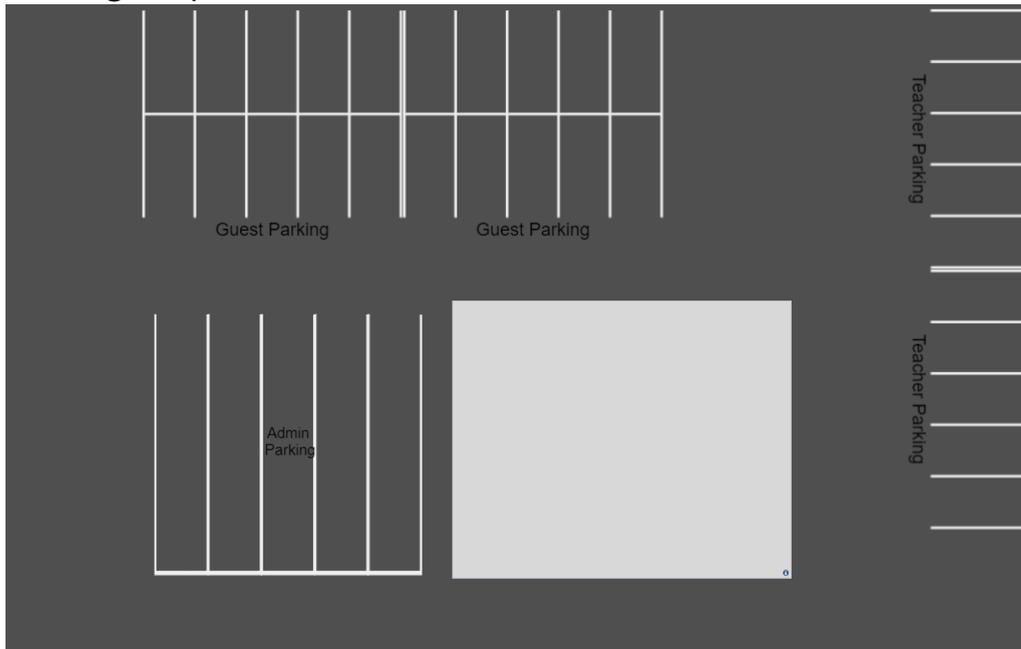
## Lost & Found

Found items will be given to the main office. The lost and found box will be in the main lobby open desk area. Items not claimed by the end of the quarter will be repurposed or donated.

## School Telephones

School telephones are reserved for the staff and parent use only. Students are never allowed to use the school phone unless explicitly directed by the classroom teacher.

## Parking Map



## School Supplies

A list of school supplies will be sent home over summer break and will be available in the main office for students and families. A technology fee of \$30 is required the first week of school for your child to receive their Chromebook or tablet. If you need help obtaining these supplies, please contact the main office. Students are expected to have materials ready starting on day one to allow them the best opportunity and learning and achieving their defined success.

## School Meals

Breakfast and lunch are available to all students daily. Breakfast is from 7:30-7:45 a.m. and lunch times are built into the school day. Students who wish to bring their own lunch have the right to do so but they are responsible for their own items. Food is not to be eaten in the classroom, playground or church.

## Siblings

When families have multiple siblings at SJDA, "Youngest and Only" is a process where the dissemination of information will be given to the youngest sibling or only child with the best interest of reducing waste and proper use of resources.

## Lockers Are School Property

All lockers assigned to students are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

## VISITING GUIDELINES

For the safety of SJDA Students, all visitors (including parents, grandparents, etc.) must stop in the office, sign in, and wear a visitor badge, no matter the length of the visit. Remember to sign out and return the badge to the office before you leave.

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## EXTRA CURRICULAR EVENTS and ATHLETICS

### Athletics

Our sports program is available for students in grades 5-8. With parent permission, a student may participate in the Diocesan sports program through SJDA. The Athletic Director will inform students about the various opportunities in basketball, cheerleading, soccer, track, and volleyball.

The School Athletic Director will recruit and assign those who serve as coaches. Any interested volunteers should contact our Athletic Director, Ben Wals at [bwals@sjdaschool.org](mailto:bwals@sjdaschool.org). Volunteers must meet Diocesan requirements for volunteering such as a background check and VIRTUS training.

An annual physical examination is required for each student in the sports program before practice and/or participation is permitted. Physical examination forms can be picked-up from the Main Office. All athletes are expected to maintain a 2.0 GPA. Students receiving disciplinary action during school hours may not be allowed to represent San Juan Diego Academy on a sports team.

Parents are also expected to raise money for athletic activities and pay required participation fees. Specific amounts will be determined based on sports participated in and how many students are willing to participate. If you have more questions please ask your classroom teacher or consult the Athletic Director directly.

Americans with Disabilities Act – Section 504 (A.D.A.) accommodation plan to ensure that no individual will be discriminated against on the basis of a disability.

Students accepting a position on a San Juan Diego Academy team are expected to attend all practices and games. Absences must be approved by the Athletic Director. Frequent absences harm the team, therefore disciplinary action may occur (i.e. loss of playing time, removal from team, etc.)

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## SCHOOL CLOSINGS

The safety of our students is our number one priority and will take precedence over any school or after school related event. In a given moment our job is to make decisions based on information available. Please note that conditions can change rapidly and unexpectedly. As a school community decisions have to be made and we would rather air on the side of caution than ever consider putting any student in unnecessary danger.

Our goal is to have school closed by 6:00 a.m. to provide families enough time to make proper arrangements. Please note that the Superintendent of Catholic Schools is the individual making this decision and when their decision is made final, we are notified, and then updates will be sent out.

If school is closed for the entire school day, no after school athletics or events will be held.

If there is a delay to the beginning of school, you will be notified in the same manner as any school closing. In the event of a two-hour delay, the school building will be open at 9:30 a.m., and class will officially begin at 9:45 a.m.

### Remind

Alerts via (@sjdaoffice). Check with your individual classroom teacher for their update code as well. To sign up for alerts visit [Remind Sign-up](#) and use the school (@sjdaoffice) and classroom code provided to you. (Further directions will be provided as the school year begins.)

***San Juan Diego Academy will send out a REMIND (@sjdaoffice) message in the event of any school closing.***

### School Website and Infinite Campus

[www.sanjuandiegoacademy.com](http://www.sanjuandiegoacademy.com) will have up to date information on all events including school closings. Make sure to have updated information in Infinite Campus. This will allow you to obtain information on school closings on the App.

### Social Media

Following our facebook page will also allow you to obtain up to date information on school closings.

### Channel 8 WOODTV

WoodTV posts all school closings as they are made. ([WOODTV.com: Grand Rapids News & Weather | Grand Rapids, MI](http://WOODTV.com: Grand Rapids News & Weather | Grand Rapids, MI))

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## MEDICAL

### Injury

First aid will be given at school if a child incurs a minor injury. If an injury requires a physician's attention, the parent or guardian will be notified immediately for further need.

### Illness

In case of illness the parent or guardian will be notified so that arrangements can be made to care for the child. Students are not allowed to walk home or leave on their own, they will need to be received from the school by a designated adult. When school is in session and your child has a fever of 100 or greater, is vomiting, or has diarrhea they will need to leave school or stay at home. Your student must be fever/symptom free for 24-hours prior to returning to school.

## Medication

We strongly prefer that students take medicine at home and only at school if absolutely necessary. Non-prescription medication will ONLY be administered with verbal parent authorization. Office personnel will dispense medication under the following conditions:

1. The medicine is in its original container labeled with your child's name, date of birth and printed directions.
2. The medication was delivered from the parent/guardian directly to the office staff. No medicine will be administered if it was brought to school by a student.
3. Written permission from parents.

## Lice

Treatment for head lice is recommended for persons diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated. Some experts believe prophylactic treatment is prudent for persons who share the same bed with actively-infected individuals. All infested persons (household members and close contacts) and their bedmates should be treated at the same time. Students in grades K-2 will be sent home to begin treatment immediately. Students in grades 3-8 will remain in class until the end of the school day and then should begin treatment immediately. Students will not be allowed to return to school without being properly treated.

## COVID-19 Protocol

San Juan Diego Academy will follow the guidelines of the Kent County Health Department. The most up-to-date information can be found on the KCHD website (<https://www.accesskent.com/Health/coronavirus.htm>). If you have any questions please contact the main office and they will be able to assist you with discerning your family's course of action.

## VACCINATION GUIDELINES

Michigan law requires that all students must be immunized against vaccine preventable disease to attend San Juan Diego Academy. If you have an objection to any of the immunizations that are recognized under the current public health code, a Waiver Form is available through Kent County Health Department.

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# EMERGENCY PROCEDURES

## Crisis Response Team

SJDA has a fully operational crisis plan in place. In the event of a crisis in which students need to be evacuated from the building, students will be evacuated according to our emergency evacuation policy. If the crisis is resolved within a reasonable time, students will be returned to the school and instruction will resume. If students need to be sent home, parents will be notified via radio and/or television or phone. Students in need of transportation will have it provided. In the event of a critical incident (lock down), students must remain in their classrooms and follow the directions of the teacher. (If you would like to see a copy of the Crisis Plan, see the building principal.)

## **Bomb Threat**

Any bomb threat will be treated as a legitimate concern and actions will be taken according to our Emergency Preparedness Plan. San Juan Diego Academy's priority is to assure the safety of our students, faculty, staff and local community. Students will be immediately evacuated from the premises and will be distanced from the school building. Appropriate authorities will be contacted immediately.

## **Lockdown Drills**

The school will conduct two lockdown drills throughout the school year. The purpose of this drill is to keep the students safe from any danger. During lockdown drills, perimeter doors will remain locked. Please do not attempt to access the building during this time. No one will be granted entry or exit of the building until the appropriate authority has given permission.

## **Fire Drills**

Six fire drills will be conducted throughout various points of the school year. These drills are emphasized to prepare students on proper evacuation procedures. Teachers will have follow-up conversations with students to better prepare them for emergencies in the future.

## **Tornado Watch/Warning**

Tornado Watch means that there is a potential for danger. Tornado warning means there is imminent danger present in the area. No student will be allowed outside of the building during these measures. If there is a tornado warning in effect during dismissal, students will not be dismissed from the building until the warning has been cleared by appropriate authorities. Parents have the right to pick their students up during these severe weather conditions but each student must be signed out in the main office before departing. If there is a tornado warning at the beginning of school, please be attuned to the school's REMIND notifications for cancellations and delays.

## **Severe Thunderstorms**

School will not be closed for thunderstorm watch or warnings. However, no student will be allowed outside for recess or outdoor education during these times. After school athletics/activities may be affected by these occurrences and consulting the governing bodies of each event is advised.

## **Crisis Intervention and Emergency Evacuation**

In any crisis/emergency the sole focus of San Juan Diego Academy is the health, safety and well-being of our students. SJDA will work with local authorities and health organizations in accordance with our Emergency Preparedness Plan to ensure the highest quality of response and care for the students in our community. Please do not attempt to utilize the phone lines during any active crisis as they need to remain open for proper communication.

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# DIRECTORY

## Canonical Administration

Father Charles D. Brown | Canonical Administrator  
phone 616.243.1126 | Ext. 612

## Administration

Mrs. Kristina Martinez-Precious, M.A., Ed. | Principal  
Phone 616.243.1126 | Ext. 661 | [kmtzprecious@sjdaschool.org](mailto:kmtzprecious@sjdaschool.org)

Ms. Laura Stetson | Assistant Principal/ Middle School Theology  
phone 616.243.1126 | Ext. 660 | [lstetson@sjdaschool.org](mailto:lstetson@sjdaschool.org)

Ms. Jessica Vergara | Administration Assistant  
phone 616.243.1126 | Ext. 660 | [jvergara@sjdaschool.org](mailto:jvergara@sjdaschool.org)

## Office of Development

Jackie Stetson | Director of Development & Donor Relations  
phone 616.965.9664 | Ext: 668 | [jackiestetson@sjdaschool.org](mailto:jackiestetson@sjdaschool.org)

## Teaching Staff

Ms. Hanna Grant | Kindergarten Teacher  
phone 616.243.1126 | Ext: 670 | [hgrant@sjdaschool.org](mailto:hgrant@sjdaschool.org)

Ms. Kathleen Lowing | 1st Grade Teacher  
phone 616.243.1126 | Ext: 663 | [klowing@sjdaschool.org](mailto:klowing@sjdaschool.org)

Ms. Alexandria Rios | 2nd Grade Teacher  
phone 616.243.1126 | Ext: 671 | [arios@sjdaschool.org](mailto:arios@sjdaschool.org)

Mrs. Erin Melcher | 3rd and 4th Grade Teacher  
phone 616.243.1126 | Ext: 678 | [emelcher@sjdaschool.org](mailto:emelcher@sjdaschool.org)

Mrs. Christine Wright | 5th Grade Teacher  
phone 616.243.1126 | Ext: 673 | [cwright@sjdaschool.org](mailto:cwright@sjdaschool.org)

Mr. Thomas Devoogd | Middle School Science Teacher | 6th Grade Social Studies  
6th Grade Homeroom phone 616.243.1126 | Ext: 676 | [tdevoovd@sjdaschool.org](mailto:tdevoovd@sjdaschool.org)

Mr. Sam Longoria | Middle School Math | 7th grade Social Studies Teacher  
7th Grade Homeroom phone 616.243.1126 | Ext: 674 | [slongoria@sjdaschool.org](mailto:slongoria@sjdaschool.org)

Maureen Hall | English Language Arts | 8th Grade History Teacher  
8th Grade Homeroom phone 616.243.1126 | Ext: 677 | [mhall@sjdaschool.org](mailto:mhall@sjdaschool.org)

Ms. Laura Stetson | Middle School Theology Teacher | Assistant Principal  
8th Grade Homeroom phone 616.243.1126 | Ext: 675 | [lstetson@sjdaschool.org](mailto:lstetson@sjdaschool.org)

Mrs. Teresa Prevette | Technology Teacher  
phone 616.243.1126 | Ext: 672 | [tprevette@sjdaschool.org](mailto:tprevette@sjdaschool.org)

Mr. David Kinsey | Music and Band Teacher  
phone 616.243.1126 | Ext. 660 | [dkinsey@sjdaschool.org](mailto:dkinsey@sjdaschool.org)

Mr. Benjamin Wals | Gym Teacher  
phone 616.243.1126 | Ext. 660 | [bwals@sjdaschool.org](mailto:bwals@sjdaschool.org)

Mr. David Davries | Spanish Teacher  
phone 616.243.1126 | Ext. 660 | [ddevries@sjdaschool.org](mailto:ddevries@sjdaschool.org)

Mrs. Trisha Cody | Art Teacher  
phone 616.243.1126 | Ext. 660 | [tcody@sjdaschool.org](mailto:tcody@sjdaschool.org)

### Student Services

Mrs. Nancy Winden | Reading Specialist  
phone 616.243.1126 | Ext: 669 | [nwinden@sjdaschool.org](mailto:nwinden@sjdaschool.org)

Mrs. Kathleen Peters | Title 1 Math Support  
phone 616.243.1126 Ext. 660

Ms. Kimberly Bravo | Academic Tutor  
phone 616.243.1126 | Ext. 670 | [kbravo@sjdaschool.org](mailto:kbravo@sjdaschool.org)

Ms. Lesly Angarita | Academic Support  
phone 616.243.1126 | Ext. 660 | [langarita@sjdaschool.org](mailto:langarita@sjdaschool.org)

Mrs. Katie Clark | Speech Pathologist  
phone 616.243.1126 | Ext. 660 | [kclark@godfrey-lee.org](mailto:kclark@godfrey-lee.org)

Ms. Bethany Wiltjer | Occupational Therapist  
phone 616.243.1126 | Ext. 660 | [bwiltjer@godfrey-lee.org](mailto:bwiltjer@godfrey-lee.org)

Ms. Molly Chesebro | Success Coach  
phone 616.243.1126 | Ext. 660 | [mchesebro@sjdaschool.org](mailto:mchesebro@sjdaschool.org)

Mr. Duane Frick | Crossing Guard/Playground Supervisor  
phone 616.243.1126 | Ext. 660

## Librarians

Mrs. Ruth Ann Brevitz | Librarian  
phone 616.243.1126 | Ext. 662

Mr. Thomas Sarb | Librarian  
phone 616.243.1126 | Ext. 662

Mrs. Mary Fallon | Librarian  
phone 616.243.1126 | Ext. 662

Mrs. Carol Doyle | Librarian  
phone 616.243.1126 | Ext: 662

## Facilities

Mr. Guillermo Galan - Custodial Staff

## Kitchen

Mrs. Diane Barney | Cook  
phone 616.243.1126 | Ext. 668

Ms. Theresa Herrera | Cook  
phone 616.243.1126 | Ext. 668

## Community Services

Officer Shad McGinnis | Community Services Unit | Wyoming Police Department  
phone 616.243.1126 | Ext. 660 | [mcginniss@wyomingmi.gov](mailto:mcginniss@wyomingmi.gov)

## Holy Name of Jesus

Mrs. Deb Ketchum | Bookkeeper  
phone 616.243.1126 | Ext. 610

Mr. Roger Poot | Office Manager  
phone 616.243.1126 | Ext. 611

Mrs. Maria Cristina Martinez Hernandez | Music Director  
phone 616.243.1126 | Ext. 613

Mrs. Margarita Aguirre | Adult Education  
phone 616.243.1126 | Ext. 614

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## POLICY ACKNOWLEDGEMENT

As the parent/ guardian of the following child(ren), I acknowledge that I have reviewed and understand the policies and guidelines within this document provided by San Juan Diego Academy. I understand that it is my responsibility to comply with, adhere to and enforce this information for my child(ren).

Student(s) Name(s):

1. \_\_\_\_\_ Grade: \_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_

4. \_\_\_\_\_ Grade: \_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (1)Printed Name: \_\_\_\_\_

Student (1) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (2)Printed Name: \_\_\_\_\_

Student (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (3)Printed Name: \_\_\_\_\_

Student (3) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (4)Printed Name: \_\_\_\_\_

Student (4) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SJDA Staff Printed Name: \_\_\_\_\_

SJDA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_