



Elementary Handbook

St. Robert Catholic School Mission

St. Robert Catholic School provides a premier Catholic STEM based education where students are immersed daily in their faith which empowers them to become the individual God created her/him to be.

School Contact Information

School Address: 6477 Ada Drive SE
Ada, Michigan 49301

Phone: 616 455-4966

website: www.stobertschoolada.org

Principal:

Liz Peters: lpeters@stobertschoolada.org

Secretary:

Gen DeWildt: gdewildt@stobertschoolada.org

Elementary Teachers:

Emily Hall: ehall@stobertschoolada.org

Kellsey Wisner: kwisner@stobertschoolada.org

Haley Marshall: hmarshall@stobertschoolada.org

Aaron Bueche: abueche@stobertschoolada.org

Preschool Teachers:

Lori Dinneweth: ldinneweth@stobertschoolada.org

Josie Hiltz: jhiltz@stobertschoolada.org

Preschool Assistant:

Christine Schanta

Specials Teachers:

Lisa Carlstrom - Art/Library: lcarlstrom@stobertschoolada.org

Beth Russell - Gym: brussell@stobertschoolada.org

Annie Schmieder - Music: aschmieder@stobertschoolada.org

Pamela Rojas-Murphy - Spanish: projas@stobertschoolada.org

Welcome to St. Robert Catholic School!
We are grateful for the opportunity to serve your family.

St. Robert Catholic School began in 2018 as an independent Catholic school by a group of generous donors who believed that Catholic education should be available to all students in the Diocese of Grand Rapids. They believed that location was an important factor for families as they made the decision about which school to choose for their children. With this idea in mind, they chose St. Robert of Newminster Catholic Church as the location for a new school, as the population in Ada was interested in having a school where one was not currently available.

St. Robert Catholic School's teachers and staff are your partners in educating your child in the Catholic faith and academic excellence. We rely on each other to shape our young people to serve God and our community.

God bless you!

Admissions

St. Robert Catholic School does not deny admission based on color, religious affiliation, or ethnic origin.

Academics

According to the American Bishops, Catholic schools are called to realize the four-fold purpose of Christian education: to proclaim the Gospel message, build Christian community, participate in liturgical worship, and live a life of service to others. St. Robert Catholic School provides an education with Christ at its center. We cultivate our students' faith and values, and their intellectual and creative gifts.

St. Robert Catholic School's environment is nurturing, and each student is given individual attention. Core studies include **Theology, STEM (science, technology, engineering, math) English Language** and **Social Studies**. STEM is a project-based learning model where students of all ages are asked to consider and possibly solve real world problems. Our littlest learners will begin by looking at day to day problems that affect them...as our students mature, they will study community and world related problems and consider multiple solutions.

The school day begins at 8:00am with prayer and ends at 3:00 pm with prayer for students in all grades.

In addition to the core studies our students also participate in **Art, Physical Education, Music, Library, Spanish**, as well as many other educational experiences.

St. Robert Catholic School students are called to academic excellence in all grades and subject areas.

Absences from School

Regular attendance is expected of all students enrolled in the Diocese of Grand Rapids. Chronic absence or tardiness by a student will result in contact to the parents by the school administrator to resolve the problem. If this is not successful, the matter will be turned over to the attendance officer at the local Regional Educational Service Agency.

If it is necessary for a child to be absent from school, parents are asked to call or email the school office and the teacher by 8:30 AM, otherwise the office will notify you after 8:00 am. The office phone number is ph 455-4966 ext. 602. The office email is gdewildt@strobertschoolada.org. Please feel free to leave a message in the voice mail at any time during the evening or daytime.

Arriving between 8:00 a.m. and 8:15 a.m. is considered a tardy. If your student is absent for less than ½ the school day (before 10:00am), a partial absence will be recorded (.25). If your student is absent for ½, a half day absence will be recorded (.50).

It is not necessary to send a written note when students return after being absent. Absence for a portion of the day requires a note. The parent must sign his/her student out when the student leaves school and the parent must sign them in when they return.

Students will be expected to make up missed work upon return from leave. **We ask that students are present on scheduled school days and that vacations and trips be planned during school vacations. The importance of hearing discussions, participating in classroom work and the thorough understanding of assignments cannot be accomplished if the child is not present.**

Bad Weather and Emergency Closings

Please watch WOODTV for school closings. You can sign up with WOODTV to alert you with a text message. In the event of snow, we will follow Forest Hills Public Schools. If FHPS closes due to snow, we will close. It's always safest to rely on a closure listing specific to St. Robert Catholic School, rather than automatically following our public school districts.

In order to keep our parents informed quickly to any closings or school emergencies, the St. Robert Catholic School Community uses Remind.com email/text messaging. In the event there is a school closing or delay, you will be sent a text, email, or both to alert you to the change in schedule. Please sign up for Remind by texting 8c88a8 to 81010. You will receive a text saying you joined the St. Robert Catholic School Parents!

St. Robert Catholic School will follow the public school policy on dismissals regarding tornado warnings or other disasters. When weather emergencies arise while school is in session, and time does not permit safe dismissal, children will be sheltered at school. If a tornado watch is in effect, after school athletic events and practices hosted by St. Robert Catholic School will be cancelled. In case of any public emergency, do not call the school. Listen to the local radio or television station for school information.

Daily Program

School Begins:

Classes begin at 8:00 AM. Children are permitted to enter the building at 7:45 AM with the stipulation that they go immediately to their classrooms. Students who arrive before 7:45 must be registered for before care and go directly to that classroom. Due to licensing and teacher/student ratios, there is a \$50 fee for students who are dropped off early and are not registered with before care. Students arriving after 8:00 AM are marked tardy in the front office.

Recess:

All students go out to the supervised playground daily unless the weather is severe. Please see that your children are dressed for the weather. Due to lack of staff for supervision for those children whose parents request indoor recess following an illness, please keep your child(ren) home until they can fully participate in school activities.

School Dismissal:

School is dismissed at 3:00 PM. Due to licensing regulations and student/teacher ratios, students may only attend Before/After School Care on the days they have noted during registration. If an unenrolled student is not picked up and must attend childcare the parents will be charged a \$50 fee.

Parking Lot Safety:

The safety of our students is our primary concern during arrival to school and dismissing from school. Please view the drop off and pick up videos on the school website.

The school parking lot is near door F on the north side of the church. When arriving to school, use the east entrance and follow the signs to the school parking area. Preschool students will need to be walked into the classrooms.

Young 5 and Elementary students may be dropped off under the school canopy. Please do not unload your students. Mrs. Peters will unload students for you as you pull up under the canopy. Please follow the path indicated in the drop off and pick up videos on the school website, strobertschoolada.org

All exiting traffic must leave via the west exit from 7:00-9:00 am and 2:00-4:00pm on school days. Both lanes on the west exit during these hours.

Pick up will follow the same pattern except that Elementary students and their siblings will be picked up at door E. Use the large traffic curve for pick up. Preschool parents should come to the top of the stairs to receive students.

- ***COVID-19 Screening and Sick Time and Exclusion Policy**

(*Subject to change as CDC and State recommendations are updated)

Monitoring Symptoms - When staff arrive at work each day:

They will have their temperature checked. If they have a temperature of 100.4 or higher, and/or other symptoms, they will be sent home.

They will be screened for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.

They will be asked if they have been in close contact with a person outside of work who has a documented case of COVID-19. Staff should self-quarantine for 14 days if they have been exposed. **If a staff member must quarantine due to being exposed to the virus he/she is expected to continue lesson planning and delivering instruction from their remote location. A substitute or classroom monitor will be brought in to supervise the students in the physical space but is not expected to deliver instruction.**

If a staff member becomes sick during the day, he/she will go home immediately.

If that person is the only caregiver, he/she should put on a clean mask and limit contact with students until another staff member can take over.

If a staff member exhibits multiple symptoms of COVID-19, exposure is suspected, or the individual tests positive for COVID-19, the individual must stay home until:

The staff member has been fever free for 72 hours without the use of fever reducing medication **AND** other symptoms have improved **AND** at least 10 days have passed since the symptoms first appeared.

Employees are expected to stay at home if they have a contagious or infectious disease/illness.

If an absence (planned or unplanned) occurs on the day preceding or following a scheduled holiday, the employee will not receive pay for the holiday (or will have to use PTO for the holiday) and may be denied paid leave for the missed day.

COVID-19 Response Plan

For Students:

Monitoring of Symptoms –

Before entering the classroom, students will have their temperature checked by the school staff.

Any student with a fever of 100.4 or higher will not be permitted to attend school.

A student who has a fever and has a cough or diarrhea will not be permitted in school.

When Students Arrive- Classes may be assigned specific drop off and pick up times to eliminate a large gathering at the beginning and end of the school day. Families will be assigned a specific door in which to enter to maintain social distancing.

Parents should be prepared to wait until their child has been screened into the school and admitted into class before leaving the premises.

Only one adult may accompany a child into the school. If possible, this should be the same adult each day.

Parents will be asked these specific questions:

Has your child been in close contact with a person who has COVID-19?

If yes, the child will have to be out of school for 14 days and will receive instruction remotely. This may include any or all of the following methods according to grade level:

Tuning in at specified times for instruction with the teacher and class.

Watching recorded videos from the teacher.

Completing activities designed by the teacher using the supplies sent home in the student remote learning container.

Completing worksheet activities to show understanding of concepts taught while in quarantine.

Has your child felt unwell in the last 3 days? (persistent cough, temperature, difficult breathing, cold, diarrhea and/or vomiting)

Student will be visually checked for signs of illness such as flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.

Student temperature will be checked. If it is 100.4 or higher, the student will not be able to attend school.

If a student comes down with a fever during the day, he/she will be isolated from the group in the principal's office.

Parents should have a backup childcare plan in case their student is unable to stay in school **Isolation Procedures if Symptoms or Confirmed Case Onsite –**

Students who display symptoms of COVID-19 while at school will be safely isolated in the principal's office until a parent can pick him/her up from school. Parents will need to immediately pick the student up from school if their child is demonstrating symptoms of the coronavirus.

Social Distancing/Physical Contact – As a rule, we will limit class size according to the space available as much as possible. We will maintain distance between classes and spaces. We will bring teachers into the room rather than sending them to a special class as much as possible. Volunteers within the building will be limited. Students will eat lunch in their classrooms, recesses will be staggered to allow for multiple space on the playground and to limit the mixing of students. The use of water and sensory tables will be limited, and these teaching tools will be sanitized after each use when used. When we do have to use a common space, such as the gym, the equipment will be cleaned between uses.

Seating - Children will be seated six feet apart (when possible) and we will limit the number of children sitting together according to the space available.

Touchless Trashcans/Disinfectant Dispenser/Water Bottle Stations

The school is equipped with touchless trash cans, sanitizer dispensers and water bottle filling stations to keep our students, staff, and visitors safe. Drinking from the fountain will not be permitted.

Ventilation – Doors and windows will be opened when possible to increase air circulation.

Hygiene –

Students will be taught how to properly wash hands.

Student will be taught how to cover coughs with a tissue or sleeve.

Cleaning and Disinfecting of Spaces –

Soft surface toys will be removed from the space or sanitized after use. This may include having these items sprayed with a disinfectant or laundered.

Calming corner carpets will be changed after each class and all carpets will be laundered prior to next use.

Wooden toys will be sanitized after each class. For example, they will be sanitized between morning and afternoon preschool and at the end of each school day.

Common areas that will be deep cleaned every day include:

Sinks, bathrooms, doorknobs, tabletops, and shared items.

Limiting Items from Home –

Car seats must be left outside of the building if needed at pick up.

Comfort items, such as a doll, stuffed toy, or other items should be left at home. If an item comes to school, it will be placed in the student's backpack.

Safety Equipment (PPE) – Hand sanitizing stations will be available in all classrooms, inside the front door, and at the end of the hallway. Students will be instructed on the importance of good hygiene and handwashing.

Communication Protocol –

Report of Symptoms – Families should let the school know if the student or anyone in the household has a confirmed case of COVID-19 or a positive test.

Report of Positive Test –

Anyone who becomes symptomatic will be sent home immediately.

Those who become ill will be isolated in the principal's office until they can be picked up from school.

The local health department will be contacted if a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms.

The classroom families will also be notified, but the privacy of the family will be honored.

Policies on When Students Must Be Excluded from School - If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in the classroom should quarantine for 14 days. This will be done under the guidance of the Kent County Health Department. In extreme instances, the entire school may have to close. If this happens, remote instruction will take place until students can safely return to school.

Guidelines for Returning to School –

A child must be fever free for 72 hours without the use of fever reducing medication before returning to school.

If student exhibits multiple symptoms of COVID-19, we suspect exposure, or the individual tests positive for COVID-19, they individual must stay home until:

The child has been fever free for 72 hours without the use of fever reducing medication **AND**

Other symptoms have improved **AND**

At least 10 days have passed since the symptoms first appeared.

Non-COVID -19 STUDENT ILLNESS AND MEDICAL NEEDS:

- **Fever:** If a student presents symptoms of a fever please bring to office. If the student has a fever of 100° or higher a parent will be called by the office to pick the child up. A child must be fever free for 24 hours to return to school.
- **Vomiting/diarrhea:** If a student is vomiting or has diarrhea a parent will be called to pick the child up immediately. Students must be free from vomiting or diarrhea for 24 hours before returning to school.
- **Lice:** Teachers will do the initial hair check then send to the office for confirmation. The office will call the parents to pick child up if Lice is seen or suspected.
- **Injury:** Any serious injury during the school hours will require the student to be accessed by the adult in charge and be treated as necessary.

Maintaining Staff to Child Ratios if a Staff Member Becomes Ill

Hiring a Substitute Teacher – A substitute teacher will be hired if possible, in order to keep a classroom open. If a qualified sub, who we know has been practicing social distancing and in good health, is not available, the classroom may have to be closed until the teacher is able to return. Students in a closed class will receive instruction from the teacher as long as he/she is able. Students may receive online instruction from a substitute teacher.

Closing a Classroom –

Families should have back up childcare plans in case a child has to stay home from school due to COVID-19 or because a classroom is closed due to a mandatory self-quarantine.

If a classroom is closed due to a mandatory quarantine, the teacher is expected to begin remote instruction within 24 hours of closure.

Visitors:

Non-essential visitors, volunteers and activities will be limited.

Drugs and Medicine

If a **physician** deems it **medically necessary** for a student to take medications, either prescription or nonprescription, during the school day, the Authorizations for Medication Form, and parental consent must be complete. This form must be filled out for sunscreen and bug spray. The parent will bring this form, along with the properly labeled medication to the school office. A complete form is required for each medication. A new form is required for each medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the office for his/her medication.

Please remember that your child may not receive his/her medication if these procedures are not followed.

Please contact the school secretary if you have any concerns regarding this matter.

Electronic Devices and Technology

The use of personal electronic devices (including iPod, games, pagers and phones) are disruptive to the educational process. These items may not be used during school hours or while students are under the supervision of St. Robert Catholic School staff (i.e. playground, study hall, after school care, etc.). We understand that some parents want their children to have cell phones with them to be used off school grounds. Students are expected to drop their devices off in the school office at the beginning of the school day and may pick them up at the end of the school day. The office and every classroom are equipped with a telephone. If students need to communicate with home, they can do so from a school phone. The school cannot be responsible for lost, stolen or broken electronics and phones.

If students are found using electronic devices on school grounds while under the supervision of staff, the device will be confiscated, and the parent will have to pick the device up in the office.

Extracurricular Activities

Various scouting groups are available at appropriate grade levels through St. Robert Catholic Church. Additional enrichment activities are offered throughout the year and communicated through parent packs and teacher newsletters.

Field Trips

St. Robert Catholic School students represent their school community when off campus, on field trips. Student behavior expectations are the same, both on and off campus. Field trips are often taken in uniform. Students must abide by uniform guidelines while on these field trips. Some field trips may require non-uniform clothing. Parents will be notified of the appropriate dress via the permission slip. Permission slips must be signed and returned, or a child will not be allowed to participate in the field trip.

Field trip chaperones must...

1. Have completed the VIRTUS program
2. Not allow strangers to interact with the children in their care
3. Watch for behavior warning signs in all people the children in your care encounter
4. Call given numbers in case of an emergency
5. Avoid personal cell phone calls during a trip
6. Not purchase gifts or treats for the children in your group
7. Expect appropriate, polite behavior from students always
8. Report any discipline problems to the teacher in charge. Please refrain from disciplining children other than using means to ensure immediate safety. Anything else becomes the responsibility of the teacher.

Health and Safety

All students are covered by insurance through the school policy in the event of an accident during the school day. The school files accident reports with our insurance.

In case of accident or illness during the school day, parents will be notified. Parents will be notified by letter if students have been exposed to head lice. All students must meet the immunization requirements of the State of Michigan before they will be admitted to school.

The school will advise parents when any pesticide application is made to the building via newsletter or email.

For the safety of the students, the school conducts mandatory safety drills throughout the year. A minimum of 5 fire drills, 2 tornado drills and 3 lockdown drills are required each school year.

Documentation of the drills is kept at school and uploaded to the school's website as required by law. In addition, the schedule of drills is shared with the county emergency management coordinator.

Homework Procedures

Part of a child's education is the incorporation of good study habits and concentration into all areas of life. One way to further this goal is for parents to set time aside at home each day for their children to study without all the usual distractions. This time should be used to complete work sent home from school or as directed by the teacher

Lunch and Snacks

Nutrition is a necessity of life. During the school year, students will bring 2 snacks from home, one for the morning and one for the afternoon. Water will be accessible, not only at snack but throughout the day. Please send a water bottle with your child each day.

Lunch is **not** provided; parents must **send** a lunch with their child.

We are a **Peanut FREE School!** Please do not send any snacks or lunches that contain peanut products. Students will not be permitted to eat these items and they will be sent home unopened.

Birthday Celebrations

Each teacher will have a special way to celebrate birthdays for their students. Please refrain from sending in toys or edible treats on your child's birthday. If you would like to donate a book to the classroom, in your child's name, the teacher will read it as a special treat for the class.

Students with summer birthdays are welcome to select another date to celebrate their un-birthday. Please schedule this with your child's teacher.

Library

The school library is available for use by all students and their parents. Overdue notices will be sent out for books checked out for long periods of time. If a book is lost and cannot be returned, the family will be responsible for replacement of the book.

Parent Involvement & Volunteer Expectations

Parent involvement is encouraged and appreciated at St. Robert. There are many opportunities for involvement. We ask that each school family donate their time, talent or treasures to help the Home and School Association complete at least one school event. For information contact the school office. Listed below are a few opportunities for parent involvement:

Playground Supervisor

Lunchroom Supervisors

Home & School

Chaperone

Classroom Reader

Library Volunteer

Parent Speaker

Office Volunteer

All visitors to the school building must sign in at the front office and receive a St. Robert Visitor badge. This badge must be worn during the entire time a visitor is in the building. When leaving the building visitors must sign out and return the badge.

All school volunteers, school employees, and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the Protecting God's Children Program (Virtus) adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community. The Charter for the Protection of Children and Young People also mandates background checks for all school volunteers and employees.

Parent/Teacher Conferences

Individual conferences between parents and teachers are scheduled in the fall and late winter. **Please note that if your family schedules a vacation during school conference days, you may not have an opportunity for a parent/teacher conference.** Parents wishing to have an additional conference with a teacher at another time may contact the teacher for an appointment. Teachers require prior notice for conferences, to prevent interruptions during normal instructional times.

Conflict Policy

The best way to deal with concerns is to first approach the person with whom there is a problem. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed should the principal be contacted. If you have difficulty with the principal, you should first contact the principal to try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good faith resolution with the principal, then the school board can be contacted. We realize you have given us your greatest gift from God to care for while your child is in school and we take the care of this gift very seriously. If you have a grievance with a teacher or staff member, please follow these guidelines.

1. Discuss the matter with the appropriate teacher as soon as possible (within a week). Usually the concern can be addressed through an informal conference.
2. In some cases, the teacher may direct you to meet with the principal after hearing your concern.
3. If a resolution cannot be obtained, the parent and teacher are to schedule a conference with the principal.
4. If the grievance is pursued, a written grievance is to be directed through appropriate administrative lines. Ultimate decisions will be the responsibility of the principal or schoolboard.

School Communications

Newsletters are sent from the front office monthly. Classroom teachers will alert you to when their newsletters are sent home and the frequency.

St. Robert Catholic School publishes a Family Directory at the beginning of each school year. Families have the option not to add their contact information, if so desired. Published information is available to all families but will not be shared outside of the school community.

Student Photos

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's website, the yearbook, school-related video and slide presentations, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication. A "Media Release" signature is on the information form sent home at the beginning of each school year. If a parent prefers photos of their child(ren) not be used or published, the school must be notified in writing via the provided form.

Students with Special Needs

We affirm our commitment To Teach as Jesus Did; to reach all God's children; to provide a faith-filled and academically excellent education within the Diocese of Grand Rapids. We embrace students of differing abilities and strive to contribute to the development of self-sufficiency and self-confidence. We are dedicated to meet the needs of every child, to the extent that available resources, funding and facilities permit.

Basic Policy Statement

St. Robert Catholic School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan (AEP), or Individualized Education Plan (IEP), or a Behavior Intervention Plan. Direct special education services are provided by the public school district in which the child resides with input and support from St. Robert Catholic School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand. St. Robert Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, St. Robert Catholic School will attempt to assist families in finding appropriate alternatives.

Identification of Students with Special Needs

St. Robert Catholic School does not offer a special education program. We do, however, work with the parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student's needs and provide any records necessary for St. Robert Catholic School to assess appropriate accommodations. The refusal to provide such

information is grounds for terminating enrollment in the school. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at St. Robert Catholic School, the administration and teacher will meet with parents to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services and/or to have your child evaluated. The results of the evaluation will be shared with the school and parents, and a plan implemented on behalf of the child. In order to accommodate a student who has been evaluated for special learning needs, parents are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

Educational Plans

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) (provided by the public schools), and/or Adjusted Educational Plan (AEP) (provided by St. Robert Catholic School) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an AEP written at St. Robert Catholic School. St. Robert Catholic School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The classroom teacher and parents, will monitor the student's progress throughout the year as well as the services provided by the LEA.

Title IX Coordinator

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to St. Robert Catholic School, the principal is appointed the Title IX coordinator. St. Robert Catholic School abides by Policy #4166.4 and its accompanying regulations found in the Policy Manual of the Catholic Schools – Diocese of Grand Rapids regarding avoidance of harassment. The principal will answer questions and disseminate information about Policy #4166.4, investigate complaints, and take appropriate corrective action pursuant to this policy.

Transportation

Transportation to St. Robert Catholic School is provided by the Forest Hills Public Schools for those students who live within the boundaries of FHPS and more than 1 mile from the school. If there are any questions concerning transportation, please call the Forest Hills Public Schools Transportation Office at 493-8785.

Tuition and Fees

For students to be enrolled in school, their registration fees, \$125 per student, must be paid at the time of registration. Tuition and fees are combined and divided into monthly payments collected through SMART tuition. Any family that experiences financial difficulty during the school year should immediately speak with their pastor or the Principal. Some arrangements and grace periods can be arranged in emergency situations.

Emergency/Crisis Procedures

Due to a crisis, if our school location becomes unsafe, our evacuation/relocation plan is as follows:

The students will proceed to:

The Parish Rectory
6477 Ada Dr SE
Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to Ada Congregational, which is right across the street from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

Fire Procedure: In the event of a fire:

- The fire alarm will be activated, and the fire department will be called
- Teachers will take their “go bags” and direct students to follow the drill procedures and move to the designated space outside of the building.
- If the students need to leave the school grounds, they will go to:

The Parish Rectory
6477 Ada Dr SE
Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to Ada Congregational, which is right across the street from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

The students will practice 5 fire drills per year, 3 held before December 1. In a fire drill, students will silently exit the building and move to a designated place located a safe distance from the building. The route/location for fire drills will be posted in the classroom.

Tornado Procedure: In the event the National Weather Service issues a tornado warning for Kent County:

- An announcement will be made for teachers and students to move to the designated shelter. The location for the tornado shelter is posted in the classroom.
- Teachers and students will proceed to the designated safe areas (bathrooms, hallways, and stairwells) of the school.
- Students will be instructed to sit on the floor and cover their necks with their hands.
- Teachers and students will remain in the safe areas until given the all clear.

- If the students need to leave the school grounds after a tornado due to structural damage, they will go to:

The Parish Rectory
6477 Ada Dr SE
Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to Ada Congregational, which is right across the street from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

The students will practice 2 tornado drills per year.

Crisis/Lockdown Procedure: If an intruder enters the school or there is a dangerous situation in the school, a school wide lockdown will be put into effect.

- An announcement will be made from the school office alerting the teachers and students that we are in lockdown.
- Teachers will close/lock classroom doors and blinds and turn off the lights.
- Faculty and students will move to the classroom bathroom or other designated area in the classroom that is away from doors and windows.
- Students will be instructed by their teachers to remain quiet during the lockdown.
- In a situation where leaving the building is the best safety method, teachers will gather their students and “go bag” with class lists including family phone numbers and first aid supplies and head to:

The Parish Rectory
6477 Ada Dr SE
Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to Ada Congregational, which is right across the street from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

Serious Accident or Illness: In the event of a serious accident or illness:

- The teacher/administrator will remain with the sick child.
- The teacher/administrator will administer emergency first aid as necessary.
- 911 will be called to:
 - 6477 Ada Dr. SE
 - Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.
- The teacher/administrator will accompany the student to the hospital if the parent is not called or has not arrived and transport is necessary.

Inappropriate Conduct: In the event of inappropriate conduct:

- The teacher or administrator will remove the child from the situation.
- 911 may be called to:
 - 6477 Ada Dr. SE
 - Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.

Missing Child: If a child is missing:

- The staff member will immediately inform the school administrator.
- The bathrooms, playground, lunchroom, storage closets will all be searched.
- 911 will be called to:
 - 6477 Ada Dr. SE
 - Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.

Winter Storm: In the event of a winter storm while children are present:

- The administrator or staff-member-in-charge will determine if the facility can stay open or if it must close.
- If the facility must close, parents will be called to inform them that children need to be picked up.
- Call parents of children scheduled to arrive to inform them not to come.
- Send a text alert on Remind.com about the closure due to weather

Loss of Power/Water/Gas Leak: If the school loses power, water, or has a gas leak **while children are present:**

- The administrator or staff-member-in-charge will determine if the facility can stay open or if it must close.
- If the facility must close, parents will be called to inform them that children need to be picked up.
- Call parents of children scheduled to arrive to inform them not to come.
- Send a text alert on Remind.com to school families about the closure due to loss of power, water, or a gasleak.

Loss of Power/Water/Gas Leak: If the school loses power, water, or has a gas leak **before school has opened for the day:**

- The administrator or staff-member-in-charge will determine if the facility can open, or if it must remain closed.
- If the facility will remain closed, the administrator will send a text alert on Remind.com to school families about the closure due to loss of power, water, or a gas leak.

Weapons – GUN FREE SCHOOL

Michigan prohibits any person from possessing a firearm in a “weapon free school zone,” (defined to include any public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or grades one through twelve), as well as in vehicles used by a school to transport students to or from school property.

Though Michigan allows concealed handgun license holders (and concealed weapons license holders from other states) to carry non-concealed firearms in weapons-free school zones, it prohibits such individuals from carrying concealed handguns on the premises of a school or school property, except that a parent or legal guardian of a student of the school is not precluded from carrying a concealed handgun while in a vehicle on school property, if he or she is dropping the student off at the school or picking the student up from the school.

Michigan also prohibits persons from engaging in a list of firearm-related conduct and criminal offenses in any weapons-free school zone.

In Michigan, if a pupil possesses a firearm in a weapons-free school zone, the school board or its designee are required to expel the pupil from the school district permanently, subject to possible reinstatement.

St. Robert Catholic School is a Gun Free/Weapon Free area. Any student determined to have brought a firearm to school will be expelled for a period of not less than 180 days. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be suspended from school pending investigation by the appropriate public safety agency. The Discipline Code will be followed. “Look alike” and toy weapons are prohibited and will be considered “dangerous weapons”. This prohibition **includes** any costume or prop for plays or presentations. There will be no exception to this.

Wellness Policy

St. Robert Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

ST. ROBERT CATHOLIC SCHOOL UNIFORMS

2021-2022

Parents and teachers are partners in maintaining the integrity of our uniform code. Help us by seeing that your child is appropriately dressed before he/she leaves for school. Please include a change of clothes in your child's backpack in the event your child has an accident or other clothing mishap during the day.

All St. Robert Catholic School uniform apparel must be purchased through *Educational Outfitters* online or in Grand Rapids or Lands' End online.

Elementary	
<p>Girls</p> <ul style="list-style-type: none"> ● teal t-shirt dress ● grey skirt ● grey or black pants ● grey or blackshorts ● white or teal polo (long or short sleeves) ● grey or black sweater ● black ¼ or full zip jacket 	<p>Boys</p> <ul style="list-style-type: none"> ● grey or black pants ● grey or blackshorts ● white or teal polo (long or short sleeves) ● grey or black sweater ● black ¼ or full zip jacket
<ul style="list-style-type: none"> ● Socks or tights must be white, grey or black ● If leggings are worn, they must be grey or black and ankle. ● Shoes must have a closed heel and toe ● Fashion boots may not be worn with the uniform. 	<ul style="list-style-type: none"> ● Socks must be white, grey, or black ● Shoes must have a closed heel and toe ● Undershirts must be white.

Additional guidelines:

Jewelry	
<ul style="list-style-type: none"> ● Girls should wear shorts under skirts and dresses. ● Girls may wear modest earrings ● One necklace, bracelet, ring, and watch are allowed 	<ul style="list-style-type: none"> ● Boys are not allowed to wear earrings. ● One necklace, bracelet, ring, and watch are allowed
Hair	
<ul style="list-style-type: none"> ● Girls: Hair is to be a natural color, clean, neatly combed and styled in a non-distracting manner. ● Boys: Hair is to be a natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar. 	

- **Clothing must not be cut, torn, patched, stained, or faded.**

- **All clothing** must be worn in a **modest manner (not clinging, baggy, or ill-fitting and no midriff showing)** befitting the character of the school.
- **K-8 need not change for gym** but **must wear tennis shoes**. We suggest all girls wear pants or shorts on days that PE is scheduled, or that they wear shorts under their skirts and jumpers.
- **Uniform Holidays are noted on the monthly calendar. Students may choose not to wear a uniform on these days. The following are not acceptable on Uniform Holidays:**
 - Tank tops.
 - Hemlines shorter than 3 inches from the floor when kneeling.
 - T-shirts with inappropriate messages or promotions
 - Hats
 - Anything that exposes the midriff
 - Flip Flops

Consequences for incorrect uniform apparel:

1st time – Uniform communication sent home.

2nd time – Phone call home for correct apparel.

St. Robert Catholic School staff reserve the right to make a judgment on proper attire and appearance appropriate for St. Robert Catholic School.

St. Robert Catholic School Code of Conduct

Positive relationships and expectations for children are key components of our programs. We encourage self-control, self-direction, self-esteem, and cooperation when dealing with discipline situations. We concentrate on appropriate behavior among the children and between children and adults. One of our primary goals is to promote growth in your child's social and emotional development and keep conflicts to a minimum. We promote positive behaviors and promote trusting relationships among students and staff.

Each classroom has a calming corner where students are encouraged to spend time if they are struggling with an emotion. This calming corner gives the students as much (or little) time as needed to gain control of their emotions. Students are never forced to visit the calming corner. They may choose to go on their own or with the suggestion from a teacher.

Parent Notification

Parents will be notified via a phone call or email from the school office depending on the severity of the student action. Students will have the opportunity to talk to their parents during this call.

St. Robert Catholic School
Behavior Rubric

BEHAVIOR	First Occurrence	Second Occurrence	Third Occurrence	Subsequent Occurrences
<u>Type A</u> DISRESPECT HORSEPLAY	Verbal Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder Student calls parent Detention
<u>Type B</u> RUMORS AND TEASING ACADEMIC CHEATING SWEARING	Verbal Reminder Virtuous Reminder	VirtuousReminder Student CallsParent 1 day detention	Virtuous Reminder Student calls parent 2 days detention	Virtuous Reminder 1 day ISS Parent Conference
<u>Type C</u> HARASSMENT PHYSICAL AGGRESSION VANDALISM	Virtuous Reminder 2 days detention	Virtuous Reminder 2 days ISS Parent Conference	Virtuous Reminder 1 – 3 days OSS Parent Conference	Virtuous Reminder 3 – 5 days OSS Parent Conference
<u>Type D</u> THREATS TO A SAFE ENVIRONMENT	Virtuous Reminder 3 – 5 days OSS Parent Conference	Recommendation for Expulsion *St. Robert Catholic School will uphold all state and federal laws regarding Type D behavior violations and proper authorities will be notified.		

This rubric is intended to be used for guidance. Staff will use discretion as necessary to meet the needs of eachchild.

Persistent Disobedience

When a student reaches a total of fifteen (15) days of In-School Suspension and/or Out-of-School Suspension, he/she will be recommended for expulsion from St. Robert Catholic School.

It is not possible, nor is this document intended to identify all infractions that may occur. Teachers have latitude in the setting of their own classroom rules and expectations. Consequences stated must be understood to be the minimum disciplinary action taken. Depending on severity, the student may receive up to the maximum consequence upon the first occurrence. The administrator has the authority in his/her discretion, to identify other acts that constitute infractions under this policy, and to establish appropriate discipline.

An Intervention Team may be assembled to address specific student needs at the discretion of the administrator.

Therefore, the following guidelines are established for detentions suspensions:

Detention Guidelines

1. Detention is served under the supervision of the homeroom teacher or other designated staff during lunch/recess or after school, as designated by the teacher.
2. Detention is served following parent notification.
3. Students who need to reschedule an assigned detention must meet with the teacher for permission prior to the scheduled detention.
4. Failure to serve an assigned detention result in one (1) additional detention.
5. Failure to arrive on time for an assigned detention result in one (1) additional detention.
6. It is the responsibility of the family to make necessary and proper arrangements for transportation.
7. Failure to comply with the expected behavior, as defined by supervising staff, results in one (1) In-School Suspension.
8. Students who are in the Athletic Program, who receive a detention will not be allowed to practice the night of the detention.

In-School Suspension (ISS) Guidelines

1. Students are to report immediately to the school office when they enter the school building.
2. If a student is absent on the day of his/her assigned ISS, the student is required to make up the ISS.
3. If a student becomes ill during the ISS and needs to go home, the time spent does not count and the student is required to make up an entire ISS day.
4. Students are allowed only to work on assigned schoolwork.
5. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the homeroom teacher.
6. Without exception, all regular school rules contained in the parent/student handbook are in effect while in ISS.
7. A student serving ISS cannot participate in any school activity on the day suspension is being served. This includes Athletic practice and competitions.
8. Students who do not cooperate during ISS are assigned one (1) Out-of-School Suspension for the following school day.

Out-of-School Suspension (OSS) Guidelines

1. Students do not report to school, school related extracurricular activities, or any school event on the day of the OSS.
2. A parent conference with the administrator is **required** before re-admittance.
3. Students who do not comply with these guidelines are immediately recommended for expulsion.

Expulsion Guidelines

1. An immediate conference involving parent(s), teacher(s), principal, and pastor.
2. A committee of School Advisory Body members reviews each case and makes a recommendation to the administrator.
3. The administrator's decision regarding expulsion is made within three (3) business days.
4. If a student is expelled, all such expulsions are final, and the student is ineligible for re-admission to the school.

Harassment and Teasing

All students, visitors and staff of St. Robert Catholic School can always expect to be treated with dignity and respect. We recognize that students are learning the social skills that are necessary to achieve this treatment and therefore we will intervene when we observe inappropriate activity such as name-calling or teasing, or shunning. Students suffering such treatment should be instructed to report it to the nearest adult (teacher, principal, secretary, lunchroom personnel, or playground supervisor or parent) immediately so that action can be taken to correct the behavior. If such behavior continues after a warning and discussion, then the Discipline Code will be enforced.

Parents are encouraged to call the teacher or the principal if their child reports such behavior directed toward him/her. Such activity can occur out of the hearing or vision of the adults who supervise our students. These reports will be taken seriously and a teacher or the principal will speak to the student or students involved. In addition, steps will be taken to assure that no retaliation or false accusation against a victim, a witness or another person with information regarding bullying occur. Most of these situations are intended to be harmless teasing. However, in today's world, things that were once considered harmless are certainly not. We will work with students and parents to eliminate those situations that cause distress to students to the best of our ability.

Any racially, sexually or ethnically inappropriate behavior is considered harassment. Inappropriate behavior is identified as unsuitable touching, gestures, and/or language of an offensive nature, or shunning directed toward other students, faculty, or visitor to the school. Specific examples include, but are not limited to, the following:

- a) Touching another individual in a sexually explicit or arousing way;
- b) Making obscene gestures or engaging in other actions of a suggestive or degrading nature;
- c) Making insulting, disparaging or otherwise offensive comments about another individual's physical characteristics or attributes;
- d) Suggesting through words, gestures, or in writing or drawing, that another individual student, and/or member of that individual's family, are involved in inappropriate sexual activity, or that their life-style is in any way inferior due to ethnic or racial customs;
- e) Deliberately taking any action, using drawings, notes, sounds, or any other means, calculated to cause another individual shame or embarrassment;
- f) Requesting, suggesting, and/or inviting any form of sexual activity between oneself and another individual.

St. Robert Catholic School recognizes the strong desire some students must be connected to social media. With access to social media, students may witness or experience harassment through social media. Inappropriate texting or posting is done for a variety of reasons, including to harass, or to flaunt rules, and can be an indication of a lack of humility. Any student found to have written or contributed to the writing of text that is obscene, abusive or age-inappropriate, as determined by school staff, shall be subject to consequences, including but not limited to in and out of school suspensions. Families of both the offender and any targets will be notified.

The behavior rubric has been developed to help all students learn to treat one another, staff and visitors with respect always. The rubric is based on the school's code of conduct. The code of conduct is for all misbehavior, including aggressive behavior.

St. Robert Catholic School reserves the right to update or revise the Parent/Student Handbook as necessary during the school year. Parents will be notified of mid-year revisions.

Sign Off for Receipt of Elementary School Handbook

I hereby certify that I have been provided with a copy of the St. Robert Preschool Handbook and that I understand and agree to these policies as presented. I understand that this handbook supersedes all previous handbooks and replaces any oral/written representations contrary to the provisions in the handbook. I understand that the handbook may be amended or revised in whole or part at any time by the administration of St. Robert at its sole discretion.

Parent Name (Print)

Parent Signature

Date