



2020-2021

Parent/Student Handbook

Shrine Catholic Grade School

1621 Linwood Avenue

Royal Oak, MI 48067

248-541-4622

Mission Statement for Catholic Schools

Archdiocese of Detroit

The Archdiocese of Detroit holds that Catholic schools serve as an integral extension of the educational ministry of the Church, which continues the teaching mission of Jesus.

Catholic Schools

- proclaim the Gospel
- develop a faith community in which Gospel values are formed, experienced and lived
- preserve and teach the doctrines and traditions of the Catholic faith
- provide a learning environment which fosters academic excellence
- respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit

Shrine Catholic Schools Vision

Shrine Catholic Schools will be recognized as the preeminent Pre K-12 coeducational school system in the Archdiocese of Detroit.

Shrine Catholic Schools Philosophy

Shrine Catholic Schools are co-educational, Pre-K-12 parish schools committed to faith-based education, academic excellence and a comprehensive experience that develops the character and potential of every student.

We form a foundation of success through Catholic teachings, hands-on learning, technology, and college-preparatory curriculum. Opportunities to be a part of accomplished athletics, visual and performing arts, service projects and extracurricular activities enrich the student experience and unite our families, creating a strong sense of community.

Our long-standing commitment to Gospel values, academic excellence and social responsibility prepares students to lead lives with faith, compassion and respect for all.

Shrine Catholic Schools Mission Statement

Shrine Catholic Schools challenge our students to achieve excellence in academics, athletics, the arts, service to others and leadership, all while giving glory to God the Father and exemplifying the mission of Jesus Christ through the guidance of the Holy Spirit.

Shrine Catholic Grade School

At Shrine Catholic Grade School, we exemplify Christ by praying, learning, and growing together.

Acceptable Use Policy

Shrine Catholic Schools have developed an Acceptable Use Policy (AUP) to govern the use of technology by Shrine students. Technology changes so rapidly that the AUP needs to be continually updated. Shrine Catholic Grade School students are expected to follow the guidelines of the AUP. Parents and students will need to sign the AUP Agreement before the student will have access to the Internet at school.

Address/Phone Changes

It is important that you keep the School Office informed of any address or phone number changes, including work numbers. Please **write the new information and send it to the office. This includes information contained on your child's emergency card.**

Admissions Policy

Shrine Catholic Grade School respects the dignity of all students. We do not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

An essential criterion for admission is the informed acceptance by the student and parents that Shrine is Catholic in philosophy and practice. Religion is a part of the curriculum at each grade level. Students participate in the worshipping community and agree to act in a manner consistent with Christian values.

Basic Requirements for Admission

1. Pre-school applicants must be four for the 4-year-old program and three for the 3-year-old program by September 1st of the enrolling year.
2. Kindergarten applicants must be five years old by September 1st of the enrolling year.
3. An Admissions Placement Test will be given to determine proper grade placement.
4. Parents must complete the New Student Registration Form.
5. Parents must submit a Birth Certificate and a Baptismal Record (if child has been baptized).
6. Transferring students must complete the Record Request Form; past report cards and standardized test scores must be submitted.
7. Immunization requirements established by the Oakland County Health Department must be met.

Acceptance of students for admission or re-admission will be judged individually on the basis of past scholarship and citizenship records. Admission may be denied to individuals for any reason deemed to be appropriate by school or parish authorities, including but not limited to the following:

- Students with past disciplinary or academic problems
- Students with excessive tardies
- Students whose families fail to meet financial responsibilities to the school or parish previously attended

Acceptance of new students will not be final until all records are received and verified. A newly enrolled student will serve a probationary period of twelve weeks.

Admissions Priority

Admissions priority will be as follows:

1. Currently enrolled students who have met previous years' financial obligations at Shrine.
2. Siblings of currently enrolled students who are children of registered, contributing and participating members of Shrine Parish.
3. Children of registered, contributing and participating members of Shrine Parish, dependent on classroom space.
4. Siblings of currently enrolled students who are children of registered, contributing and participating members of a Catholic parish other than Shrine.
5. Children of registered, contributing and participating members of a Catholic parish other than Shrine, dependent on classroom space.
6. Siblings of currently enrolled students, dependent on classroom space.

Appointments

If your child is to be excused during any part of the regular school day, a written note stating the reason is required before the requested absence. No child is permitted to leave the school premises without notification to the teacher and the School Office. A student must be signed out by a parent, guardian or designated representative whose name is on file before leaving the building. The student is responsible for any work missed during the absence.

Arrival/Dismissal

The safety of our children is of paramount importance to us. It is imperative that you follow the procedures as explained below. Drivers who disregard arrival/dismissal procedures will be asked not to drive onto school property.

Attendance

To report an ill or absent student, please call the **24-hour voice mail Attendance Line** by dialing the main school number **248-541-4622** and pressing the prompt for the attendance line. Please include

- Your name
- Student's name
- Room number or teacher's name
- Reason for the absence on the voice mail.

Messages must be left by a parent or guardian. In case of extended illness, you may indicate the number of days your child will be absent. It is not necessary to call again unless the absence exceeds the number of days reported. If a child's absence has not been reported to the school, an attendance person will call the home.

Parents may request missed work/homework when reporting the absence **if the child will be out more than one day**. Those students who are out ill for one day only will receive missing work assignments upon their return to school. With respect to class work/homework and family vacations outside of the scheduled school vacations, students will be given make-up work **upon their return to school**.

By law, each parent/guardian is responsible to see that any child in his/her charge, ages 6 to 16, is in continuous and consecutive attendance in either a public or non-public school. Excessive absences may require a meeting with the principal or documentation from the physician of the illness.

Authorized Pickup

It is important that parents keep the school office informed of emergency contact information. If a parent cannot be reached during the school day for sickness or emergency purposes, the school office will contact the adults listed on the back of the emergency card. Students will only be released to those adults listed on the back of the Emergency Card by the parent. Identification will be required of anyone other than a parent who is picking up students during the school day prior to signing them out. **If your child will be going home with someone not listed on the Emergency Card, a written note must be given to the classroom teacher and main office.**

Birthday Celebrations

Due to the COVID-19 Pandemic, birthday treats or favors will not be allowed during the 2020-21 school year. Party invitations should never be distributed at school and should be mailed via USPS or emailed to parents prevent hurt feelings by students who may not be invited.

Channels of Communication

Shrine Catholic Grade School maintains the policy that if parents have a particular problem with a teacher, they must address the problem or concern immediately and directly with the teacher. Should a satisfactory solution to a problem or concern not occur, the parent is then directed to contact the principal who will arrange for a joint meeting with all concerned.

Child Abuse/Child Neglect Reporting

State law requires designated persons including school administrators, school counselors, teachers, social workers and members of the clergy, having reason to believe that a child under the age of eighteen years has been abused or neglected must report the matter promptly to the Family Independence Agency in the county where the suspected abuse or neglect occurred.

“Child abuse” is defined as harm or threatened harm to a child’s health or welfare by a parent, legal guardian, teacher, teacher’s aide, clergy, or any other person responsible for the child’s health or welfare through non-accidental (i) physical or mental injury; (ii) sexual abuse; (iii) sexual exploitation; or (iv) maltreatment. “Child neglect” is defined as failure to provide adequate food, clothing, shelter or medical care.

Code of Conduct

At Shrine Catholic Grade School, citizenship is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and interactions with others.

Definitions

Bomb Threat: If a student falsely communicates, or causes to be communicated, that a bomb is located in a building or on school property, or at a school-related event, then the school shall suspend or expel the student from the school for a period of time as designated by the school and notify the Royal Oak Police Department

Code of Conduct (Continued)

Bullying: Bullying, the intentional and repeated harmful actions of a student or group of students toward another student over time, is unacceptable. Bullying is a behavior that involves unwarranted, negative actions. It is a pattern of behavior repeated over time and involves an imbalance of power, strength or numbers.

Bullying which occurs within the school day should be reported promptly to any staff member or school administrator in writing. Reported incidences will be investigated. If bullying has occurred, a meeting with parents and administration will take place and consequences will be administered.

Harassment: Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Facebook, Twitter, Instagram, will be disciplined, up to and including expulsion.

It is the policy of the Archdiocese of Detroit and Shrine Catholic Grade School to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at Shrine Catholic Grade School, as well as others who may be in a working relationship with the school.

The Archdiocese of Detroit and Shrine Catholic Grade School are open to and respect the complaints brought under this policy. Respect for the dignity and worth of each individual is a basic tenet of Shrine Catholic Grade School. Each individual faculty, staff member, student, or other who is in a working relationship with the school, is entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment:

- Online postings
- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

Code of Conduct (Continued)

The principal will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty, staff member, students, or other person in a working relationship with Shrine Catholic Grade School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal. The school will investigate all complaints of harassment in as prompt and confidential manner as possible, and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment will be subject to appropriate disciplinary action, up to and including exclusion from school.

Suspension: Denial to a student of the right to attend class or school for a specified period of time (i.e. three days). At the discretion of the administration, a suspension can be in or out of school. Intentional and/or habitual disregard of school regulations may lead to suspension. For an in-school suspension, students will be out of the classroom, but responsible for the day's assignments which will be graded down one letter grade. For an out of school suspension, students will be responsible for all schoolwork, but will receive only 50% credit. A suspension will also result in an unacceptable conduct grade.

Repeated need for Reflection Times can result in a suspension, as can any behavior found to be inappropriate to a student in a Christian school.

Expulsion: The permanent dismissal of a student from school. Serious violations, multiple suspensions, conduct (both in and out of school) which is determined by school administration to be contrary to the best interests of the school and/or detrimental to the good name of the school could result in expulsion. Academic failure, or a determination by the administration that the school is unable to meet the needs of a student, may also lead to expulsion. The authority to expel is reserved for the administration.

The most common serious violations are:

- Possession or use of any unauthorized drugs such as tobacco, marijuana or alcohol while in care of school staff at the school, at "school functions", on the school grounds, or to and from school. School functions include field trips, class trips and athletic activities on or off campus
- Arson
- Possession of a weapon or anything considered a threat to safety
- Violent acts against a person
- Initiation of a false alarm or bomb threat
- Gross or repeated conduct which is disruptive to the education process
- Repeated suspensions
- Consistent lack of parental cooperation
- Consistent lack of motivation relative to academic work which results in failure

Procedure for Expulsion:

1. Parent/guardian will be notified the day of the violation.
2. Parent/guardian will meet immediately with the administration for a conference. Persons attending the conference will be the parent/guardian, student, principal, pastor, and may include the assistant principal and the teacher(s).
3. The decision of the principal is final.

Code of Conduct (Continued)

Behavior Management Plan

At Shrine Catholic Grade School, we are teaching and growing our children to exemplify Christ. Since children are human, however, they are not always successful with this so it becomes our responsibility to help them to learn from their mistakes and grow closer to Jesus. Beginning with the 2018-19 school year we will be doing this in a variety of ways.

First, we have adopted a set of school-wide rules. The classroom teachers will ask the students to discuss rules that are needed at school and then help them to see how they blend into the following three rules:

- Be **Safe**
- Be **Respectful**
- Be **Responsible**

These rules will be used in all facets of our school; classrooms, specials, cafeteria, playground, Kids' Club, etc.

Shrine students are generally well behaved, but because kids are kids, these rules will sometimes be challenged. When this happens, we will be using the following rubrics to handle these situations in the Early Childhood Center and the Grade School. Each grade level has established a system for monitoring student behavior. In the lower grades, teachers will use a clip system. Students will start each day on green and will move up or down based on the behavior. In the upper grades the teachers will be using a clipboard that travels with them from class to class and to specials. Please see the appropriate rubrics below.

Many of these infractions will be handled by the classroom teacher, but repeated behaviors or more serious situations will then be handled by administration. The reflection sheets will allow our students to think about their actions in relationship to the Virtues and allow them time to pray about what has taken place.

As mentioned earlier, Shrine students are generally well behaved and really are striving to exemplify Christ. With that in mind we will be using "Knight Tickets" to reward individual and class behavior. Teachers have set-up their rewards and expectations for redeeming both individual and whole class rewards.

Another program that will be used in conjunction with the Knight Tickets is CHAMPS. This program will allow all students to have a consistent way to know the expectations for each lesson in each and every class. CHAMPS is an acronym that refers to:

C - Conversation levels during the lesson

H - **Help**- how does a student get help if they need it during the lesson

A - **Activity**-what type of activity will be taking place during the lesson

M - **Movement**-how much movement can happen during the lesson

P - **Participation**-how will students participate in the lesson- independent or team

S - **Success** for everyone

With this positive incentive program in place, along with our CHAMPS program, we feel classroom disruptions will be kept to a minimum. However, our children are all still learning to navigate working in groups and having happy and healthy relationships with their peers. Mrs. Gaddie will be working with all classes with the Friendship Building program that was begun last year. There will be four

large group assemblies that will help kids work on their “valuable kids” and will be conducted in age-appropriate sessions.

Corporal punishment, including pushing, shoving and physically moving a child is forbidden as is yelling at a child or class. Discipline should always be reflective of Christ and the Gospel values which we proclaim to our students. The model for the faculty is Jesus who is the source of forgiveness and justice.

Grade School Discipline Rubrics- ECC, K-3 and 4-6

Early Childhood Center Discipline Rubric

Behavior	Aide will:	Teacher will:	Director and Parent will:
The child is talking out of turn during circle time or centers. Child continues to play at transition time.	Guided Redirection- for example: “At circle time, we are a family and shouting out hurts our ears and we miss important information the teacher has planned for us”.	Removal from whole group or current activity- for example- “This is the 2 nd time I have asked you to follow my directions. You will now to sit at the prayer to table until you show me you are ready to rejoin.”	Director is called to assist; Parent is notified by the teacher via email. Parent should discuss with child and work on following directions at home. If this is a daily behavior, a behavior contract may be created
Using inappropriate language, hitting, pushing, spitting, biting or damaging school property *Teacher may use discretion surrounding the severity of the offense	Immediately remove child from area where behavior has occurred. Aide discusses with child the behavior and how it is not appropriate for school. Child will make apologies and teacher will email will both families involved and Cc the Director	Have the teaching assistant cover the class while student and teacher call the parent. Email will be sent to parents of the child who was hurt.	Director will call the parent and child will need to be picked up from school. Parent will enforce a consequence with child at home to support school behavior plan.
Unsafe behaviors like: running away, leaving classroom without permission, jumping off furniture	Bring to Director and parents will be called. A conference will be scheduled.	Behavior plan will be put in place with parents teacher and Director	Child’s parent will be called to pick up their child from school. Meeting with Principal, Director, teachers and parents to discuss further options and possible dismissal.

Dismissal of Early Childhood Student

If a student needs to withdraw from our program, the Principal, Director, teacher, and parents will meet to discuss all options. Reasons for dismissal include but are not limited to:

- Unable to meet the financial requirements.

- The Early Childhood Center is not able to meet the needs of the child.
- The child is putting other children's safety at risk.

Grades Kindergarten- 3rd Grade Behavior Rubric

Behavior: Examples include but are not limited to:	1st Offense	2nd Offense	3rd Offense
<p>Not Being Safe, Respectful or Responsible- Level 1 Running in the hall; Touching another's body; Borrowing neighbor's stuff without asking; Constantly (3+ times) interrupting someone; General derogatory comments; Laughing at someone when they make a mistake in class; Rude gestures (loser sign, holding nose); Moving a chair away from classmate that is assigned as a partner; Use of bad manner words, name calling or mean words (including but not limited to "sucks" "crap" and "stupid"); Mild pushing or shoving in line; Mimicking or repeating as a way to taunt someone; Talking during instruction or in hallway; Dress code violation; Making a disgusting or weird noise</p> <p>Resets at the end of each quarter</p>	<p>These are handled in classroom using clip chart - blue, green, yellow and red - everyone begins the day on green- may clip up for exemplary behavior; 3 clips down for same behavior in one week would equal a Level 2 behavior; Classroom consequences would be applied by the teacher; examples include 15 second interventions, think sheets</p>	<ul style="list-style-type: none"> • Email or phone call to parents by the teacher 	<ul style="list-style-type: none"> • Lunch reflection with administration
<p>Not Being Safe, Respectful or Responsible - Level 2 Copying someone else's work/cheating; Refusing to follow directions; Profanity NOT directed at a person; Hurtful "just kidding" remarks; Repeated (3 +) minor infractions; Threats of exclusion; Starting or spreading true or false rumors; Mean notes;</p>	<ul style="list-style-type: none"> • Student clips down; • Email or phone call to parents by the teacher 	<ul style="list-style-type: none"> • Lunch reflection with administration 	<ul style="list-style-type: none"> • Phone call by administration • Lunch reflection with administration • Parent Conference and create a behavior plan

Hiding someone's books; Making a sarcastic remark			
Not Being Safe, Respectful or Responsible- Level 3 Repeated Level 2 behaviors; Serious physical aggression; Retaliation in any form for reporting aggressive behavior ("You're a tattletale" "I'm going to get you."); Profanity or bad manner words directed at a person; Mean trick causing school wide humiliation; Directed spitting; Stealing or damaging property; Threatening physical harm; Harassment- name calling based on race, sexual orientation, gender, disability; Insulting taunting, name calling based on weight, income, appearance	<ul style="list-style-type: none"> • Student clips down; • Phone call by administration; • Lunch reflection with administration • Meet with school counselor 	<ul style="list-style-type: none"> • Phone call by administration • Lunch reflection with administration • Failure to comply with the behavior plan may result in an expulsion 	<ul style="list-style-type: none"> • Parent Conference to revise behavior plan with administration, teacher, and counselor • 1 day "Classes Only" with a lunch reflection with administration • No After School Activities for that day • Failure to comply with the behavior plan may result in an expulsion

Grades 4-6 Behavior Rubric

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Grades 4-6 Not Being Safe, Respectful or Responsible - Level 1 There are 9 codes used on the clipboard as students rotate to different classes: <ul style="list-style-type: none"> • Disruptive • Excessive talking • Unchristian like behavior • Disrespect • Safety/Security • Missing work • Unprepared for class • Poor church behavior • Off task/fooling around 4 th grade resets at the beginning of each week	<ul style="list-style-type: none"> • 3 clips= Detention • 4th grade detentions are served at lunch • 5th and 6th are served after school • If a detention slip is not signed by the parent and returned the next school day, the student will automatically be serving a 2nd detention • If a detention is not served, 	<ul style="list-style-type: none"> • 5 detentions in one quarter will require a parent meeting with teaching team and administration • A behavior improvement contract will be written and followed by student, parent, teachers and administration 	<ul style="list-style-type: none"> • If a 6th detention is given in the quarter, student will serve an in-school suspension • Students who serve an in-school suspension may not participate in after school Shrine sponsored activities/sports

5 th grade resets at the beginning of each month 6 th grade resets at the beginning of each quarter	student will automatically receive an in-school suspension		
Not Being Safe, Respectful or Responsible - Level 2 Copying someone else's work/cheating; Refusing to follow directions; Profanity NOT directed at a person; Hurtful "just kidding" remarks; Repeated (3 +) minor infractions; Threats of exclusion; Starting or spreading true or false rumors; Mean notes; Hiding someone's books; Making a sarcastic remark	<ul style="list-style-type: none"> • Automatic detention • Email or phone call to parents by teacher 	<ul style="list-style-type: none"> • Detention • Parent meeting with grade level team 	<ul style="list-style-type: none"> • In-school suspension • Parent meeting with grade level team and administration • A behavior improvement contract will be written and followed by student, parent, teachers and administration
Not Being Safe, Respectful or Responsible- Level 3 Repeated Level 2 behaviors; Serious physical aggression; Retaliation in any form for reporting aggressive behavior ("You're a tattletale" "I'm going to get you."); Profanity or bad manner words directed at a person; Mean trick causing school wide humiliation; Directed spitting; Stealing or damaging property; Threatening physical harm; Harassment- name calling based on race, sexual orientation, gender, disability; Insulting taunting, name calling based on weight, income, appearance	<ul style="list-style-type: none"> • Automatic detention • Email or phone call to parents by teacher • Lunch reflection with administration • Meet with school counselor 	<ul style="list-style-type: none"> • Phone call to parents by administration • Lunch reflection with administration • Parent meeting with grade level team and administration • A behavior improvement contract will be written and followed by student, parent, teachers and administration 	<ul style="list-style-type: none"> • Parent conference to revise behavior plan with grade level team, parents, administration, counselor • Possible meeting with Pastor or Associate Pastor • In- school or out of school suspension • No after school activities for that day • Failure to comply may result in expulsion

When 3 clips have been accumulated the detention is issued by the homeroom teacher regardless of what classrooms the clips were given in.

Detentions and clip downs are reflected in the conduct grade:

4=Good
3= Acceptable
2= Needs Improvement
1=Unacceptable

No detentions to 1 clip down in a quarter
2 clip downs to 1 detention in a quarter
3-4 detentions in a quarter
5 or more detentions

Counselor

If a child needs to see the counselor, the parents should fill out the School Counseling Referral Form. The Counselor is available to see students on Mondays, Tuesdays all day and Wednesdays in the afternoon. The School Counselor Referral Form is located in the school office and is also on the Shrine Schools website.

Curriculum

Religious instruction and prayer are integrated throughout the curriculum. Shrine students begin and end each day with prayer. Students receive religious instruction on a daily basis and attend Mass weekly. Working hand in hand with parents, we instill in each child an appreciation of spiritual values and growth. Each student enrolled, including those of other faiths, participate in religion classes and services.

In addition to religious instruction, Shrine elementary students are taught a core curriculum that includes:

Reading	Phonics	Vocabulary
English	Math	Spelling
Social Studies	Science	Handwriting

Students also participate in weekly Spanish, art, computer, gym, music, and library classes.

Emergency Card/Emergency Medical Treatment Release Form

In case of sickness or emergency, the school will utilize the information provided on the Emergency Card to contact the designated parent/guardian. Please be sure to include all relevant medical conditions. The Emergency Medical Treatment Form requires medical health insurance information that would accompany your child should he/she require hospitalization during school hours.

Extra-Curricular/Special Activities

Shrine Catholic Grade School offers a variety of extra-curricular activities and clubs outside of the school day as well as special programs that enrich the educational experience within the school day.

False Fire Alarm/Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

Field Trips

Field trips are recognized as an integral part of a sound educational program. They can provide a valuable addition to the classroom curriculum. Students at school-sponsored, off campus events are covered by school rules and regulations and are subject to the authority of school officials. Parent(s) must sign a permission slip for their child to attend an event. No child may take part in an off campus trip without a signed permission form. Chaperones must read, sign and adhere to the chaperone guidelines that are sent home prior to each trip. Parents should not sign children out early from school even if they return from a field trip towards the end of the school day. Students should be returning to the classroom for the remainder of the day and additional learning.

Fire, Tornado, and Lockdown Procedures

Our school works directly with the Royal Oak Police Department to create and update the School Safety Response Guide that addresses school emergencies. This guide is located in each classroom and office space throughout our school campus.

Specific directions are given at the beginning of the school year and are posted in appropriate places. A minimum of five fire drills, two tornado drills, and three lockdown drills will occur in the school year. In the event of a lockdown or secure mode situation, no one will be able to enter or exit the building. Parents will be notified of this occurrence via text and notices will be placed on main entrance doors.

Grading

Academic Marking

- A** An excellent knowledge of the subject;
Completeness and thoroughness in daily assignments;
Voluntary participation in class;
Exemplary attention during class period.
- B** Good knowledge of the subject matter;
More than average preparation of daily assignments;
Willingness to participate in class discussion;
Above average attention during class period.
- C** Average knowledge of subject matter;
Rarely does extra work on assignments;
Participation in class discussion when called upon;
Ordinary attention in class.

Grading (Continued)

- D** Completion of only minimum requirements;
Incomplete and/or low quality assignments and tests;
Little participation in class;
Lack of interest in class.
- F** Inadequate knowledge of subject matter;
Irregularity and incompleteness of daily assignments;
Little or no participation in class discussions;
Little or no interest in class.
- I** Incomplete work that can be made up during time specified by the teacher. Pertains to students who have excessive absences.

Archdiocese of Detroit Grading Scale – Grades 1-2:

PR Proficient
D Developing
N Needs Support

Archdiocese of Detroit Grading Scale – Grades 3-6:

A	93-100
B	83-92
C	72-82
D	60-71
F	59 and below

Academic Performance: A student who consistently neglects school work to the extent that he/she becomes a detriment to others may be asked to withdraw from Shrine Catholic Grade School. A student who receives two or more “F”s in major subject areas as a final grade may be asked to repeat that grade level the following year.

Conduct Marking

4 - Good	Student follows classroom rules and directions. Exhibits self control. Seldom needs reminder of expectations.
3 - Acceptable	Student follows rules and directions most of the time. Responds readily to teacher reminder of expectations.
2 - Needs Improvement	Student often ignores classroom rules and directions. May respond to teacher reminders, but resorts back to previous behavior.
1 - Unacceptable	Student ignores classroom rules and directions. Consistently needs to be reminded of expectations.

Sixth Grade Honor Roll Criteria: Sixth grade students must earn an “A” or “B” in all subjects and a “4” or “3” in conduct for all classes including Spanish, music, art, computer, and physical education.

Report Cards: Report cards are issued quarterly. It is the student’s responsibility to deliver his/her report card to parents/guardian. The parents/guardian sign the report card envelope and return it to school.

Health

Acquired Immunodeficiency Syndrome (HIV/AIDS): Members of the school community suffering with all serious communicable diseases or bloodborne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department.

1. All cases of HIV/AIDS shall be reported to the Health Department.
2. Under the direction of the Health Department and/or the primary care physician, an Infectious Disease Committee comprised of the parent/guardian, (an advocate, if an adult), principal primary care physician, school or public health nurse and pastor/chaplain shall convene to review the status of the case. Status issues include but are not limited to the following:
 - a. universal precaution instruction/awareness;

- b. identification of an ongoing contact person knowledgeable about HIV/AIDS to work with the school.
3. A student/adult with HIV/AIDS is allowed to attend school unless s/he exhibits risk behaviors (biting, etc.) that may affect other members of the school community.
4. If it is necessary to exclude a student/adult from the school community because symptoms of illness (e.g. uncoverable sores, lack of bowel or bladder control) may cause the possible infection of others, the principal shall confer with the primary care physician, parent/guardian or advocate.
5. The parent/guardian would be made aware of communicable diseases (e.g. measles, chickenpox, etc.) to protect the person with HIV/AIDS.

Concussion Law: Concussion Law became effective in Michigan on June 30, 2013. This law requires schools and youth sports organizations to educate, train and collect forms pertinent to concussion awareness. Adult coaches and teachers of physical education must complete an established online training course. Schools/parishes must follow the same concussion protocols currently done for MHSAA sports. Families will receive the Concussion Information Sheet along with the Educational Material Acknowledgement Form in the First Day Packet.

Communicable Diseases

All communicable diseases should be reported to the School Office immediately. The following regulations are set by the Oakland County Health Department and are followed by the administration of the school.

Students are excluded from classes for the following diseases and cannot be re-admitted without written approval of the Health Department: Diphtheria, Meningitis, Tuberculosis, Whooping Cough and Small Pox.

During the COVID-19 Pandemic we will be following our Pandemic Plan which can be found on our school website.

Communicable Diseases (Continued)

Students are excluded from classes for the following and can be re-admitted by approval of the administration after the time indicated:

Illness	Time Required
Chickenpox	Six days from onset
Fever	Student must be fever free for 24 hours without Tylenol, Ibuprofen, etc.
Hand, Foot and Mouth Disease	Until fever is no longer present and the sores subside; most contagious during the first week
Impetigo	When under medical treatment and lesions are healing and no new lesions appear
Head Lice	Until lice and eggs (nits) are destroyed – head check by school staff required before student may enter classroom. The school follows the Michigan Department of Education/Michigan Department of Community Health Head Lice Manual as directed by the Archdiocese of Detroit.

Mumps	Nine days from onset
Pinkeye	When under medical care and drainage from eyes has cleared
Ringworm	Two days after oral medication for lesions on scalp and neck, for face, trunk and extremities – until topical treatment is applied
Rubella (German/3-Day Measles)	Seven days from onset
Stomach Flu	Student must not have vomited for a period of 24 hours.
Strep Throat/Scarlet Fever	One day (24 hours) after treatment
Rashes	All rashes must be identified by a physician. If a rash appears during the school day, the student must leave school. The student may return to school when the rash has disappeared, or with a physician's written verification identifying the rash and verifying that the rash is not contagious

Your cooperation in the above is vital to the continued health program of our school.

Immunizations: Students enrolling in Shrine Catholic Grade School for the first time must submit one of the following: a statement signed by the physician verifying that the child has been immunized for and guarded against diseases specified by the Department of Public Health; or a waiver certified by a Health Department Official.

Proof that immunizations are current must be available when the student enters school. Failure to comply with these directives will result in exclusion from classes until these directives are met.

Medication in School: Should it be necessary for the school to administer medication, the following policy is in effect:

1. A signed "Permission to Administer Medication" form by parent and physician should be on file. Included should be the physician's order indicating drug name, dose, time and method of administration and duration (length of time) for the medication to be dispensed. This includes over-the-counter medication (i.e., Tylenol, cough drops, etc.) The doctor's signature is not required if parent has the prescription with the medication.
2. The school secretaries shall dispense medication. A record of date and time medication was administered is kept and initialed by two adults.
3. A student may carry an Epinephrine Auto-Injector during the school day. The "Release for Dispensing of Medication" must be on file in the school office as well as an Emergency Care Plan.
4. A student may carry an inhaler during the school day. The "Release for Dispensing Medication" must be on file in the school office. If a student uses the inhaler during the day, he/she should come to the school office to report the time of usage. If parents prefer, inhalers may also be kept in the school office.
5. All medicine should be clearly labeled with the student's name on the container.

6. When medication needs to be replenished, the parent/guardian should bring the medication in directly. Students are not to carry medication or keep it in their backpacks or lockers.
7. Students are forbidden from dispensing their own medication during school hours with the exception of the Epinephrine Auto-Injector and inhaler.

Homework

Each teacher establishes his/her own daily or weekly homework requirements. The philosophy behind homework is the enrichment and reinforcement of the learning which has taken place in the classroom. Homework is a useful adjunct to the school curriculum to the extent that it enables the student to form independent study habits.

Parents can assist by helping and encouraging their children, but not by actually doing the work for them. Parents can further assist by checking to see if the assignments are properly completed. Parents are encouraged to keep a check on their children's progress by asking to see corrected papers which have been returned to them.

Parents may request missed work/homework when reporting the absence **if the child will be out more than one day**. Those students who are out ill for one day only will receive missing work assignments upon their return to school. With respect to homework and family vacations outside of the scheduled school vacations, students will be given make-up work upon their **return to school**.

Late Assignments for Grades 4-6: Late assignments will be marked as follows:

- 1 day late – 10% off
- 2nd day late – 20% off
- 3rd day late – 50% off
- 4th day late – not accepted
- Check mark will be in Portal when turned in

Illegal Substances

The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia or tobacco by a student in school or at school-sponsored events is expressly forbidden and subject to expulsion.

Latchkey Program

Shrine Kids' Club, before and after school care, is available 7:00 AM to 8:00 AM and 3:15 PM to 6:00 PM. **Students who arrive at school before 7:45 AM or do not get picked up from school until after 3:25 PM must be enrolled in the Latchkey Program.** Students who are on campus beyond this time frame will be walked down to our Latchkey Program.

Late Pickup

School dismisses at 3:15 PM. All students are to be picked up at this time. At 3:25 PM, those students previously registered for latchkey will be taken there. Students not registered for latchkey and repeatedly not picked up by 3:25 will be required to register for latchkey.

Liturgical Celebrations

Students in grades K-6 attend Mass once a week. In addition to weekly and special Masses, students in grades 3-6 participate in reconciliation services during Advent and Lent. All students participate in the May Crowning and Living Rosary and other special prayer services in the school.

Lockers

Any items kept in a student's locker are to be left untouched by other students. Valuables should not be kept in lockers. Nothing may be affixed to lockers by students inside or out. Food may not be left in lockers overnight.

Lunch Program

A hot lunch program is available daily or children may bring a bag lunch. Children who bring their lunches may purchase milk or water. No fast food lunches may be delivered. Students are not allowed to leave the school grounds for lunch.

Lunchroom/Recess Guidelines

1. Students are to remain seated while eating. They are to use good table manners and speak in a conversational tone. It is expected that they will clean their area, as well as any items dropped on the floor.
2. Running is never permitted in the lunchroom or on the way to recess.
3. Students must be respectful toward all adult monitors in the cafeteria and on the playground.
4. Students must remain on school property and in the areas designated by the playground supervisors.
5. Students will respect one another's right to equipment, play area, and personal property. There will be no activities that will cause concern for student safety.
6. Students will refrain from throwing stones, sand, dirt, snowballs or other objects.
7. Students will refrain from interfering in the games of others or taking equipment away from others who are using it.
8. Students will respect the rights of others as well as the playground equipment.

Newsletters

A monthly newsletter from the Principal, as well as teacher newsletters, will be sent to parents by email through the Parent Plus Portal. Please read the newsletter carefully in order to keep abreast of all the activities and happenings in the classroom and school community. When needed, additional communications will be emailed to parents through the portal.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences are held in November. All parents are expected to attend. Optional conferences are held in the spring. Parents are welcome to arrange for other conferences with the teacher(s) at any time during the school year by emailing or calling the teacher. **Parents may not confer with a teacher at the beginning or end of the school day without a previously scheduled appointment.**

Parent Volunteers

There are several opportunities for parent involvement at Shrine Catholic Grade School. Our parents volunteer for lunchroom and playground duties and morning safety duty. They are active in the Moms' Club and Dads' Club. They help out in the classroom, in special all school activities such as Field Day, and on field trips. Volunteering promotes a spirit of community and family consistent with our Philosophy and Mission Statements. All volunteers must have attended a Protecting God's Children Workshop and filled out a Criminal Background Check Form.

Each year families are required to volunteer no less than 15 hours at our schools. Grade School parents are required to volunteer 6 of the 15 hours for the day-to-day operations at the Grade School. These areas are as follows: Attendance, Library, School Advisory Committee or Unified School Board Member, Moms' Club Board Member, Dads' Club Board Member, Auction Chair, Morning Safety Duty, Lunchroom, or Playground.

Parking Lot Procedures

When entering Shrine Catholic Grade School parking lot, please turn off your cell phone and refrain from answering calls or texts when in the parking lot. We also ask that you remember to model our Catholic values in your interactions with fellow parents and volunteers who are helping to keep our children safe.

Linwood Parking Lot

Parking Procedure (This is the best procedure if you want to wait at the school door with your child until the bell rings. It also is the procedure to use if children need an adult to help them.)

- **Park** in the lot
- **Walk with your child to the marked crosswalk at the front porch** of school
- **Wait in the coned Safety Zone** for the Crossing Guard on duty to usher everyone across
- Then, use the sidewalk to proceed to the proper door
- **Exit the parking lot by turning left onto Linwood – DO NOT CHANGE LANES**

Drop Off Procedure (This is the best procedure if you want to safely let your child independently exit the car, go to their door, and wait for the bell. To use this procedure, a child must be able to exit quickly and carry all belongings without assistance).

- **Drive into the Drop Off Lane**
- **Watch the signal of the Crossing Guard**, who is stopping the traffic flow to let pedestrians cross
- **Pull forward as far as you can before stopping** to let your child exit the car, regardless of where your child's door is located
- **Children should exit the car on the sidewalk side (on the right) only**
- Proceed forward and **turn right onto Linwood – DO NOT CHANGE LANES**

Woodward Parking Lot

- Enter the lot **slowly and cautiously**
- Park in a designated parking spot – **DO NOT DROP OFF STUDENTS**
- Walk your child to the orange cones by the door
- Exit the lot **slowly and cautiously**

Plus Portal

The Family Portal is used as our online communication tool. The Family Portal is part of the FACTS student information system that the Shrine schools use for our students. Activation codes are given to every family. Teachers communicate through the portal and weekly emails are sent to all of our parents by the school, as well as the monthly Newsletter, Calendar and Lunch Menu.

Questioning Students

Catholic Schools in the Archdiocese of Detroit shall cooperate as legally required with community agencies which serve the best interest of the students.

The agencies which require full cooperation are:

1. Family Independence Agency: The local child protection agency is empowered to investigate reports of suspected child abuse and/or neglect.
2. Police Department and other investigative agencies: Requests may be received from police officers or other governmental investigative agents to have students released into custody and/or to interrogate students within the building.

Request for Teachers

Class placement is determined by administration.

Right to Amend

Since situations may arise which were not foreseen at the time of the writing of this handbook, the administration has the right to amend the handbook. Parents and students will be promptly informed of any changes.

Sacramental Preparation Programs

National Shrine of the Little Flower Parish provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation and Confirmation within the Catholic community of prayer and worship. The sacraments of Reconciliation and Eucharist are received in the second grade. The sacrament of Confirmation is celebrated in the ninth grade. Preparation for the celebration of these sacraments is a joint effort of parents, teachers and religious education staff. Periodic meetings and activities are scheduled throughout the year.

School Advisory Committee

This Grade School Advisory Committee represents its constituency and works towards generating realistic ideas for improving the school. The Committee is not concerned with the administration of school policies, curriculum or personnel matters, but serves to advise the school administration.

School Closing

Parents will be notified if school is closed due to inclement weather, etc. through the Shrine Catholic Schools Emergency Call System. The call will go to the primary contact in the Parent Plus Portal if school is closed and include all parents at the Grade School, Academy, and High School. In addition, we will notify television stations WJBK-TV (Fox2), WDIV-TV (Local 4), WXYZ-TV (Channel 7), and WWJ-TV (CBS Detroit).

School Email

Teachers, staff and administrators may be contacted at school by emailing the staff member. Emails in a school setting are best used to set up appointments and/or clarify information. Concerns should be addressed in person or by telephone. If emailing a staff member after 6:00 PM or before 7:00 AM, please understand that an immediate response may not occur as these staff members are with their families.

School/Home Partnership

A strong, cooperative partnership between school and home is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community.

Parents who cannot support the policies of the school community, or do not display a positive role in the school-home relationship, may be required to remove their child from the school.

SCRIP Program

SCRIP is a fund-raiser which directly benefits you. It is a term that means “substitute” money. When you purchase SCRIP, you are purchasing actual store certificates that are used just like cash. It is a “cash for cash” program. Scrip is issued by national and local retailers where you already shop. Groceries, clothing, toys, gifts, gasoline, and even meals, hotels and airline tickets can be purchased with Scrip. Because the Scrip is purchased online (www.shopwithscrip.com) the participating retailers offer a substantial discount to Shrine Schools. The discount is passed on to your family in the form of tuition assistance. Your tuition assistance account will earn the cash from the discounts three times a year.

Smoking/Tobacco Policy

In accordance with policy enacted and recommended by the State Board of Education and supported by the Michigan Association of Non-Public Schools, tobacco use in all school-related locations is prohibited. This applies to staff, visitors or groups using school property at any time seven days a week. “Locations” includes the school’s property, grounds and building.

Special Services

The Royal Oak Public School District provides services according to Federal and State statutes and regulations. Oakland County provides vision and hearing screening.

Spiritual Awareness

The atmosphere of a Catholic school should reflect the spirit of Christian life and learning. We offer our students a program of spiritual activities which enrich the scholastic life. Catholic doctrine is presented in each grade in a relevant and meaningful manner. The liturgical year is developed through the opportunities for attending Mass and receiving the sacraments.

In all spiritual activities, the school recognizes the fact that the parent(s) play the most important role in the moral and spiritual training of the child. The example of the parent(s) is the key factor for the spiritual development of the child.

Standardized Testing

Shrine Catholic Grade School, as part of Archdiocese of Detroit Catholic Schools, administers the STAR Renaissance Test. This is a computer adaptive test which is completed in September, January and May. These streamline assessments provide our teachers with valid, reliable data to deliver the right instruction, at the right time, for the right reason. We are able to get a complete view of students' progress at the grade, school, or district level, including achievement and growth measures.

Student Records

In accordance with Federal Legislation entitled "Privacy Rights of Parents and Students", the following records are kept on students enrolled at Shrine Catholic Grade School.

1. Education records directly related to a current student containing information such as academic grades, test scores and health records; family information such as address and telephone number.
2. Alumni records containing the permanent academic and attendance records are maintained in the School.

Parents or guardians of students have a right to inspect and review these records.

Student Supervision

Schools will ensure that students are adequately supervised by adults during the entire time they are on school premises. This includes instructional areas, school grounds and building during recess and lunch, and school-sponsored after school activities.

School administration, faculty and adult volunteers share in the responsibility of providing adequate supervision of students.

Tardy Policy

Students should be lined up with their class by 7:50 a.m. Any students entering school after 8:00 a.m. will be considered tardy. Students will be presented with a tardy slip to be given to the homeroom teacher. Students who experience excessive tardies will receive a warning letter. If the tardiness is not rectified, a meeting with administration will take place.

Textbook Policy

All hardbound textbooks are the property of Shrine Catholic Grade School. Textbooks may be taken home for assignments. If textbooks are lost or damaged beyond normal wear and tear, a parent(s) or guardian must cover the replacement cost of a new book. Consumable books will also be replaced at parent cost.

Tuition Policy

Tuition for Shrine Catholic Grade School must be paid through the FACTS Tuition Management Program. Currently enrolled students who do not meet the financial requirements for tuition or have other outstanding fees will not be able to re-enroll for the following year.

Unified School Board

The Unified School Board is an advisory and consultative committee relating to all Shrine Catholic Schools. Its purpose is to recommend policy and actions that are consistent with the objectives of strategic planning for all Shrine Schools.

Uniform Code

All students are expected to be well groomed, neat and presentable at all times. Clothing should be clean, without holes and tears and fit properly. Students must adhere to the uniform policy.

Uniform Policy - Girls

Shirt/Blouse - White, tailored (collar and buttons), Peter Pan or oxford collar blouse, or polo shirt (long or short sleeved). Plain white shirts or white shirts with the Shrine logo are acceptable (no other logo is acceptable). If logoed white shirts are worn, they must be purchased from Dennis Uniform. Shirts/blouses must be tucked in. No oversized or wrinkled shirts allowed.

Skirt/Jumper/Pants – *Junior Kindergarten-Grade 3:* Plaid Jumper (either V-cut or drop waist style). *Grades 4-6:* Plaid Skirts. **The hemline may not be shorter than three inches above the knee.** Navy blue dress pants. No cargo pants, corduroys, skorts, or plaid vests. Belt loop pants require a navy, brown or black belt.

Shorts/Skorts - Navy blue walking shorts/skorts (or school plaid skort purchased from Dennis Uniform) may be worn during August/September May/June. **They may be no shorter than three inches above the knee.** No cargo shorts.

Socks - White or navy blue socks. Socks must be worn above the ankles. **No golf, tennis, or short socks allowed.** Socks must always be worn.

Shoes - Dress shoes (docksiders, loafers, tie oxfords) black, brown or navy blue (no colored trim or patterned shoes). **No moccasins, sport shoes or shoes that resemble tennis shoes, even if they are black.** No flashing light shoes allowed. Gym shoes may be worn during August/September May/June with shorts/skorts, only. No canvas, platform shoes, boot shoes, clogs, sandals or open toe/heel shoes.

Optional - Navy blue sweater, vest, and ¼ zips with Shrine logo (must be purchased from Dennis Uniform). ¼ zip from the brick and mortar Spirit Shop with block S is also approved. All must be worn over a uniform blouse or shirt. No hooded sweatshirts, athletic sweatshirts or oversized clothing allowed.

Outer-Wear - Outer-wear (i.e. sweat suits, ski vests, leg warmers) may not be worn indoors during the school day without permission.

Gym Uniform - Grades K-6: The gym uniform will consist of a Shrine logoed gold shirt, Shrine logoed blue sweat pants, Shrine logoed blue shorts, and gym shoes. Gym sweat pants must be worn from October-March (shorts may be worn underneath). Gym shorts may be worn August/September and May/June. The gym uniform must be purchased from Dennis Uniform and students will wear the gym uniform all day on gym days. White crew socks must be worn above the ankles.

Hair - Hair must be properly groomed. No extreme hair styles will be permitted (i.e. tails, sculptures, Mohawk, designs or dyes. Bangs should be above the eyebrow line. Hair accessories should be minimal and suitable for young Christian students. **No large headbands or scarves. No animal ear headbands allowed.**

Makeup/Purses - No makeup is permitted. If purses are brought to school, must be kept in locker.

Jewelry/Watches - Small post earrings are permitted. No dangle earrings. No necklaces or chokers, except for a religious medal. No bracelets, watches only. Students may wear Fitbits as long as it is not a distraction. Apple watches and other smartwatches are NOT allowed.

Nails/Nail Polish - Fake fingernails and colored nail polish are not permitted even on non-uniform days.

Dress Down Days - Jeans (not tattered/cut/holed), sweatpants/yoga pants, t-shirts, knee-length skirts, knee-length shorts, tennis shoes/closed toed shoes are allowed. No croc shoes, sandals, or hats on any day. Tops must have 3-inch minimum width strap or cover up. No bare midriffs, tight short skirts, tank tops, flip flops, pajama pants, spandex, or leggings unless under a knee-length skirt/dress.

Uniform Policy – Boys

Shirt - White, tailored (collar and buttons), oxford collar shirt, or polo shirt (long or short sleeved). Plain white shirts or white shirts with the Shrine logo are acceptable (no other logo is acceptable). If logoed white shirts are worn, they must be purchased from Dennis Uniform. Shirts must be tucked in. No oversized or wrinkled shirts allowed.

Pants - Navy blue dress pants. No cargo pants or corduroys. Belt loop pants require a navy, brown or black belt.

Shorts - Navy blue walking shorts may be worn during August/September May/June. No cargo shorts. **They may be no shorter than three inches above the knee.**

Socks - White or navy blue socks. Socks must be worn above the ankles. **No golf, tennis, or short socks allowed.** Socks must always be worn.

Shoes - Dress shoes (docksidors, loafers, tie oxfords) black, brown or navy blue (no colored trim or patterned shoes). **No moccasins, canvas shoes, sport shoes or shoes that resemble tennis shoes, even if they are black.** No flashing light shoes allowed. Gym shoes may be worn during August/September May/June with shorts, only. No boot shoes or sandals.

Optional - Navy blue sweater, vest, and ¼ zips with Shrine logo (must be purchased from Dennis Uniform). ¼ zip from the brick and mortar Spirit Shop with block S is also approved. All must be worn over a uniform shirt. No hooded sweatshirts, athletic sweatshirts or oversized clothing allowed.

Outer-Wear - Outer-wear (i.e. sweat suits, ski vests, leg warmers) may not be worn indoors during the school day without permission.

Gym Uniform - Grades K-6: The gym uniform will consist of a Shrine logoed gold shirt, Shrine logoed blue sweat pants, Shrine logoed blue shorts, and gym shoes. Gym sweat pants must be worn from October-March (shorts may be worn underneath). Gym shorts may be worn August/September and May/June. The gym uniform must be purchased from Dennis Uniform and students will wear the gym uniform all day on gym days. White crew socks must be worn above the ankles.

Hair - Hair must be properly groomed. No extreme hair styles will be permitted (i.e. tails, sculptures, 25Mohawk, designs or dyes). Boys' hair should be above the ears and above the collar. Bangs should be above the eyebrow line. No hair accessories are permitted.

Jewelry/Watches - No earrings are permitted. No necklaces or chokers, except for a religious medal. No bracelets, watches only. Students may wear Fitbits as long as it is not a distraction. Apple watches and other smartwatches are NOT allowed.

Nail Polish - Nail polish is not permitted.

Dress Down Days - Jeans (not tattered/cut/holed), sweatpants, t-shirts, knee-length shorts, tennis shoes/closed toed shoes are allowed. No croc shoes, sandals, or hats on any day. No tank tops, flip flops, or pajama pants.

Vacations

Parents are encouraged to arrange family vacations according to the school calendar. When this is not possible, students will be given make-up work on their **return to school**.

Vandalism

All incidents of illegal entry, theft of property, vandalism or damage to school property should be reported to the school principal.

Visitors to School

All parents and special visitors are required to report to the main office upon entrance into the building. Parents may **not** visit teachers or students during school hours unless previously approved. Parents wishing to speak to a teacher must call the School Office or email the teachers directly to set up a conference time. **Please do not come into the classroom either before or after school without a scheduled appointment.** Once the school day starts, teachers' attention must be on the students.

All visitors must wear a badge to indicate they have registered their visit in the School Office.

Water Bottles

Drinking fountains will NOT be used during the 2020-21 school year due to the COVID-19 virus. Students will be allowed to bring a water bottle to school. Bottles will be filled used the water bottle filling stations. Water bottles be labeled with student's name.

Weapons

Shrine Catholic Grade School adheres to the weapons policy of the Archdiocese of Detroit. This policy is as follows:

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

Definitions: A **weapon** is any object which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives; chains; karate sticks; brass knuckles; sling shots, sharpened instruments; ammunition, etc.

School premises include the school building and the adjacent grounds, e.g. parking lots, playground.

Immediate vicinity of the school means within a block radius of the school.

Any student discovered to be suspected of carrying, possessing, concealing or transferring any weapon on school premises, or in the vicinity of the school, shall be immediately excluded from classes pending investigation. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, locker, etc. Questioning of the same

purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.

If a person refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action up to and including expulsion from school.

Any person determined to have brought a firearm to school will be expelled for a period of not less than one year.

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. The law also requires that the student’s parent or guardian be notified. “Dangerous weapon” includes a firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by mechanical device, iron bar or brass knuckles.

Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

Wellness Policy

Please see the Wellness Policy located on the Shrine Schools website, Grade School tab, For Grade School Parents, Forms and Docs.

Withdrawals

If a student withdraws from school, the cumulative record is forwarded to the receiving school. However, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full.