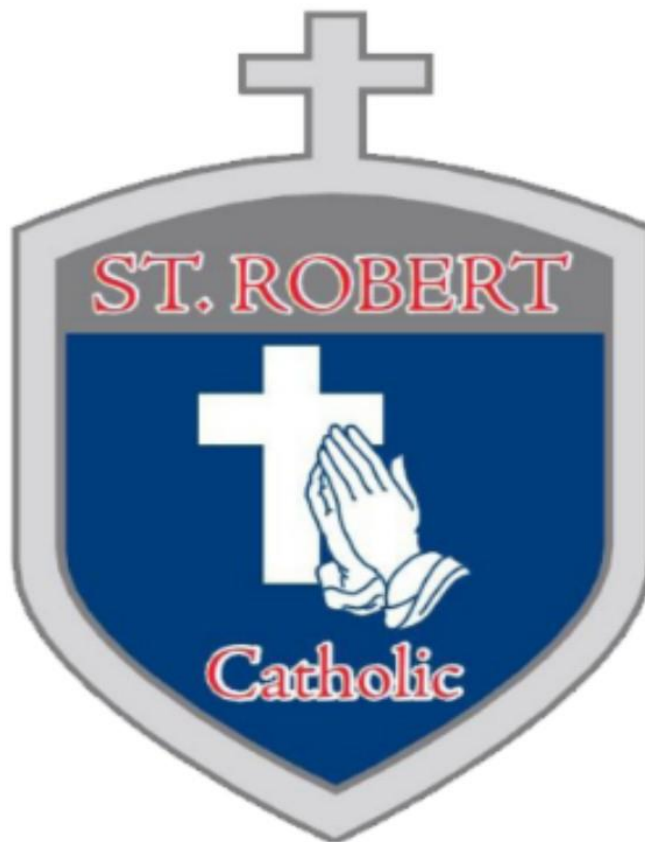


PARENT/STUDENT HANDBOOK



Faith— Education—Formation

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OUT OF SCHOOL INFRACTIONS

St. Robert School is committed to maintaining a safe and respectful learning environment at the school. It is not the custom or intent of Saint Robert School to monitor a student's behavior away from school. However, the school sometimes knows of such behavior. Moreover, a student's behavior away from school can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community.

St. Robert School is a Catholic learning community in which parents, students, faculty, and administration mutually pledge to assist young people to grow toward healthy, safe, moral, and Catholic maturity. For this reason, the parents agree that Saint Robert School has full and complete discretion to impose any discipline, or take any other action, or decline to take action, as it deems appropriate for behavior occurring anywhere, including at the school and away from the school.

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PREFACE

St. Robert School is a parish-operated elementary school located near downtown Flushing, Michigan. The school has We 3's (3 year-old), Pre-Kindergarten (4-year old), or Kindergarten Prep (Young Five's), and full day Kindergarten, as well as a full first through eighth grade program. The school has been in existence since 1954. A faculty of full-time teachers, a full-time principal, pastor, and ministers serve the school. The school operates under a parish School Advisory Subcommittee of the Parish Council that acts as an advisory body. St. Robert School is operated by and for the entire parish. Pastor, parishioners, volunteers, staff, and service organizations such as the Boosters, Knights of Columbus, Council of Catholic Women (CCW), and Men's Club all work together to make the school available to all of the members of the parish.

School costs are determined by the Finance Council, pastor, and area economic conditions. These costs are extremely competitive with similar schools in and around the Diocese of Lansing. Every child in the parish who is receiving formal Catholic education is subsidized to some degree by the parish. All costs are determined yearly, in accordance with the long-range plans developed by the Finance Council



INTRODUCTION

The information contained in the St. Robert School Parent-Student Handbook has been prepared to provide you with important information concerning St. Robert School. The school policies and procedures were instituted to provide your child/children with a safe, comfortable, orderly Catholic environment in which to learn and grow.

The administrators of St. Robert School believe that parents are the primary educators of their child/children. The teachers and staff are here to assist with the development of the child spiritually, academically, and socially.

The framework established by the policies and procedures in this handbook cannot address every situation that might be encountered during the school year. Should a situation arise which is not covered under policy or procedure, the school administration will make the final decision.

Please review the contents of this handbook with your child/children. It is of utmost importance that the school and the home work cooperatively in following the policies and procedures listed in this handbook.

Every child and parent/guardian will be asked to sign a statement that they have read and agree to follow the rules, policies and procedures written within this document. (See Appendix 1 – 1)

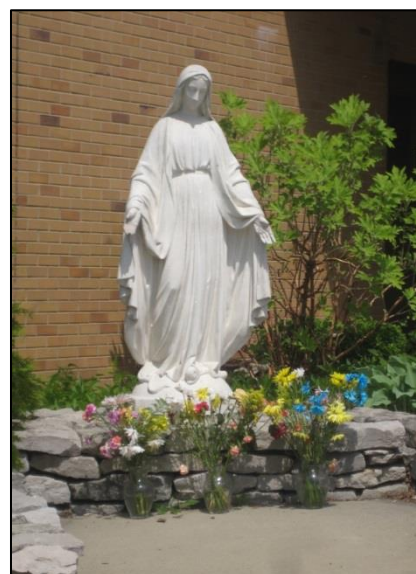


MISSION STATEMENT

Saint Robert Catholic School is a faith community dedicated to the ministry of nurturing a child's relationship with God while promoting academic excellence in the 21st century world. We recognize the dignity of each child and challenge our students to live the Gospel. In partnership with parents, students are challenged to grow spiritually, intellectually, and socially. Entrusted with the teachings of Christ, we seek to guide our students to a virtuous and holy life.

GOALS

- To enable each child to develop totally as a person: spiritually, intellectually, socially, physically, and emotionally.
- To evangelize, catechize, and educate every student through a distinctly Catholic education.
- To educate each child academically using a developmental curriculum that contains formative and summative assessments throughout, so that children are able to achieve and progress academically at their own personal optimal level.
- To prepare young people to change the future and make the world a better place.
- To form each child spiritually so that they realize that they are the feet, hands, eyes, ears, hands, and body of Christ on this earth; with that comes the responsibility to treat others as He has taught us.



BELIEF STATEMENTS

- We believe that education and faith formation is the fundamental responsibility of the home.
- We believe that each individual's potential has no limit.
- We believe in building on the strengths of each individual.
- We believe that we are all a part of God's Great Plan.



SCHOOL HOURS

School hours are largely determined by the bussing schedule. The school office will be open at least fifteen minutes before classes begin and at least one hour after dismissal. The school day begins at 7:30 a.m. at ends at 2:16 p.m. Students who arrive after 7:30 a.m. are considered late, and they may not enter the classroom without checking in at the main office.

TIME SCHEDULES

Full Day 7:30 a.m. – 2:16 p.m. (Dismissal at 2:20 p.m.)

½ Day 7:30 a.m. – 10:40 a.m.

BELL SCHEDULE

7:25 A.M.	WARNING BELL
7:30 A.M.	START OF SCHOOL
8:20 A.M.	END OF 1ST PERIOD
9:07 A.M.	END OF 2ND PERIOD
9:54 A.M.	END OF 3RD PERIOD
10:35 A.M.	FIRST LUNCH BEGINS (K – 3)
10:41 A.M.	END OF 4TH PERIOD (4 – 8)
11:22 A.M.	END OF 5TH PERIOD (4-8)/END OF FIRST LUNCH (K – 3) SECOND LUNCH BEGINS (4 – 8)
11:58 A.M.	END OF 5TH PERIOD (K – 3) END OF SECOND LUNCH (4 – 8)
12:44 P.M.	END OF 6TH PERIOD
1:30 P.M.	END OF 7TH PERIOD
2:16 P.M.	END OF 8TH PERIOD, WARNING BELL FOR DISMISSAL

SCHOOL TUITION**TUITION GUIDELINES**

The main source of funding for educational programs at Saint Robert School is tuition. Tuition payments must be made regularly, according to the payment agreement schedule signed by each family so that payroll and instructional obligations can be met on time.

1. All families pay either the active and participating Catholic or non-parishioner rate of tuition.
2. Families qualify for the active and participating Catholic rate by being active members of their Catholic parish. To be considered an active parish member, the following criteria must be met:
 - a. One or both parents are practicing Catholic(s).
 - b. The family is an active and participating member of the church.
 - c. The family is a faithful steward of God's gifts, contributing both spiritually and financially to the mission of the Church.
3. Saint Robert School Registration Application must be returned to the parish office no later than **April 30** to guarantee enrollment.
4. If your tuition payments are delinquent, a \$30.00 late fee per month will be added to your bill. All final tuition payments are due on **April 30** of the school year.
5. A \$50.00 non-refundable registration fee is required from each family annually.
6. A \$75.00 per family technology fee is charged each school year (1st through 8th grade students)
7. If tuition is not current by the end of the first semester, the parent(s) will be notified and the student(s) will remain out of class until the account is made current.

All families are expected to make tuition payments according to one of the following payment preferences:

1. **Full Payment**- Under this plan, the entire amount of tuition is paid on or before July 1st. All payments for tuition must be made at the parish office, 310 N. Cherry, Flushing, Michigan. No payments will be accepted at the school office.
2. **Semester Payment**- Under this plan the entire amount of tuition is paid in two (2) equal installments, due on **July 1 and December 1st**. Reminders will only be sent if you sign up with FACTS Tuition Management Company. FACTS will send you an invoice or automatically debit your credit card, checking, or savings account. There is no fee if you sign up with FACTS for only one payment. A non-refundable enrollment fee of \$10.00 will be deducted by FACTS as soon as the enrollment is received by FACTS if you register for two payments.
3. **Monthly Payments** – Under this plan, the entire amount of tuition is paid in ten monthly installments, **beginning in July**, through FACTS Management Company. FACTS will send you an invoice or automatically debit your credit card, checking or savings account. A non-refundable enrollment fee of **\$43.00** will be deducted by FACTS as soon as the enrollment is received by FACTS.

4. Requests for alternative arrangements must be made in writing and submitted to the parish business office. Unusual circumstances and written approval by the pastor is required before an alternative payment plan will be allowed.

****To set up payments through FACTS, go to the school web site (www.strobertschool.com) and click on the **Admissions tab** then select **Enrollment Info and Forms**. Click on the FACTS link to sign up for FACTS.**

It shall be the responsibility of each school family to keep the principal or the pastor informed of its need to make any changes in the preferred tuition payment plan, or adjustments in the amount of tuition expected to be paid. Approval for changes must be secured in writing from the principal or pastor. Without such approval, the following policy will apply when tuition payments are received late:

1. A \$30.00 late fee per month will be added to the amount owed when office payments are not received on time.
2. A \$30.00 fee will be charged by FACTS for a missed monthly payment due to insufficient funds.

IF A FAMILY SHOULD EXPERIENCE AN UNEXPECTED FINANCIAL CRISIS, THAT FAMILY NEEDS TO CONTACT THE PASTOR **FIVE BUSINESS DAYS BEFORE THEIR NEXT PAYMENT IS DUE SO THAT ARRANGEMENTS CAN BE MADE.**

All families requesting Tuition Assistance must apply for aid through Private School Aid Service (PSAS). The application is available through the school website (www.strobertschool.com). The same application (fill out only one time) is used when applying for a diocesan scholarship through the Greater Lansing Catholic Education Foundation and/or St. Robert Tuition Assistance. The deadline to be considered for funds from both opportunities is March 17th. The deadline for applying to PSAS for the limited amount of financial aid available from St. Robert School is April 30th. After April 30th, an application will be processed, but funds are not guaranteed.

The status of tuition accounts will be reviewed monthly. Unpaid tuition accounts will be vigorously pursued and if necessary, legal action will be initiated. Student enrollment will not be guaranteed if tuition payments are not current when the registration application is submitted.

Every family who enrolls a student at Saint Robert School shall sign a written agreement to pay specified tuition and fees, and to comply with all Diocesan and School policies and regulations, including those governing tuition delinquencies. If a family leaves during the school year, a tuition refund will be pro-rated and given



ATTENDANCE POLICY

St. Robert Catholic School believes regular school attendance is essential to quality education. In order for us to pass on the faith while maintaining academic excellence, students must be present at school on a regular and consistent basis.

All students are expected to be in attendance at school during scheduled school hours. Compulsory attendance of all students between the ages of six and eighteen will be enforced in compliance with the laws of the State of Michigan. Failure to attend regularly can lead to judicial procedures involving the child and the parent/guardian of the child.

Work is no longer collected for one day absences. Students who are ill or miss school for one day can retrieve daily assignments via Quia, or can collect their missed assignments on the day they return to school. They have one day to make up this work without a late penalty. Upon parent request, students who miss more than one day of school in a row will have their missed work and books sent down to the office on the second day of being absent. The work and books will be available in the school office for pick up at the completion of the school day, or can be sent to a sibling's room. As is school policy, the student has one day for every day absent to make up the class work at full credit.

VACATIONS

Parents are discouraged from scheduling family vacations during the school year. Though, it is recognized that travel can be a valuable educational experience, lost class time results in missed learning opportunities and often in lower performance by the student. Written assignments will be given to children in grades K-3 upon their return; students in grades 4-8 can retrieve their assignments from Quia. Students have one day for each day absent to turn in the missed work. Incompletes will be given on report cards if the missing work is not turned in with time to calculate and post grades. It is impossible to repeat missed lessons or spend extra hours helping the child recoup the losses incurred by a family vacation. Please note that it is difficult for teachers to give assignments prior to a trip. Written assignments will be given to students upon their return to school.

ABSENCES**Excused:**

- If your child will be absent or late, please report that absence/tardy by calling the St. Robert School Attendance Hotline at (810) 487 – 9600 by 9:00 a.m.
- Please provide reason for the absence as it is important that we are kept well informed.
- Illness, medical/dental appointments, or funeral
- For absences longer than **three days**, a written statement from the doctor is needed to verify the extended illness that is causing the long-term absence.

UNEXCUSED:

- Absent with no phone call from parent.
- Vacations or absence(s) due to sports commitments.
- Truancy – any absence from school without an acceptable reason. It disrupts a student's education and violates the school's responsibilities.
- Walk-out - leaving the building or school grounds without permission. Refer to Discipline Code.
- A pattern of repeated absences will be reported to the school office. The principal will take appropriate action. In compliance with the truancy policy for Genesee County administered through Genesee Intermediate School District.

TARDINESS

- Students must be in their seats ready to begin the school day at **7:30 a.m.** (Our instructional day begins at 7:30 a.m.)

Excused:

- Doctor's excuse (appointment)
- Ill with note. Child must return in time to complete half a day (before lunch).
- Parent note acknowledging tardiness

Unexcused:

- No adequate explanation or documentation received
- A pattern of repeated tardiness will be reported to the school office. The principal will take appropriate action.
- **Please be advised that three (3) tardies will equal one (1) unexcused absence** unless the child's repeated tardiness is the result of extenuating circumstances. A student will be considered tardy when he/she arrives after the beginning of the school day (7:30 a.m.) Repeated tardiness is a disruption to the learning environment and will not be tolerated.

*A parent who believes his/her child's absence includes extenuating circumstances (i.e., a medically documented illness) may appeal the "unexcused absences" and or possible retention in writing to the principal after June 1. The principal's decision will be final.

The administration will make every attempt to notify parents on a consistent basis when students are repeatedly absent from class(es). ***SEE MATRIX ON PAGE 11.**

In addition to parents being notified when a student reaches 7, 10, 14 and 15 days of absence, persistent absences from school may result in a referral to Probate Court and/or Family Independence Agency (FIA) as a violation of the truancy law/educational neglect. Truancy is defined as: *"Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2."*

ST. ROBERT SCHOOL ATTENDANCE MATRIX

Number of Unauthorized or Unexcused Absences	ACTION
4	LETTER #1 – <i>Sent Regular Mail</i> A letter is sent home expressing concern
Follow up	CALL #1 – A follow up telephone call is made regarding the letter
7	LETTER #2 – <i>Sent Certified Mail</i> A letter is sent home stating the compulsory school attendance act, with a warning that the parent(s)/student will have to meet with school principal/pastor if attendance continues to be a problem.
Follow up	CALL #2 – A follow up telephone call is made regarding the letter
10	LETTER #3 – <i>Sent Certified Mail</i> A letter is sent home stating that the parent(s)/student are required to attend a school based meeting with school administration or conduct a home visit to discuss if child can stay in school
Follow up	CALL #3 – A follow up telephone call is made regarding the letter
14	The Genesee Intermediate School District Attendance Liaison Officer will be contacted to arrange a mandatory, school based mediation
15	If 15 unauthorized/unexcused absences occur from the beginning of the school year, judicial procedures will be initiated.
30	Considered for Retention

CHILD ILLNESS, ACCIDENT, INJURY

SICK CHILD POLICY: Under no circumstances may a parent bring a sick child to school if the child shows any signs of illness. (See SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL), or is unable to participate in the normal routine/activities of the school day including being able to play outside, then your child **MUST** remain at home.



Sick children will expose all children and staff members with whom they come in contact. These people can, in turn, expose the other children. Sick children want care from their parents in the comfort of their own homes.

If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Children must be free from fever, vomiting, diarrhea, rashes, etc., **for at least 24 hours without medication** before they return to school. Certain illnesses (i.e. chicken pox, pink eye, etc.) have specific guidelines for returning to school. Please contact the school office for this information.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

CHILD TOO ILL TO REMAIN AT SCHOOL

Parents/Guardians: It's important that you have a back-up plan for care when your child is ill. This may be a grandparent, friend or neighbor that can care for the child if you are not unable due to work-related issues, etc.

Parent Notification:

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) and/or designated adult will be called immediately and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within 60 minutes, the emergency contact person will be called and asked to come pick the child up.

RETURNING FROM ILLNESS

The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to school immediately if he/she has been free of other (mentioned) symptoms for at least 24 hours. If you aren't sure whether or not to bring your child to school, please call the school office to discuss it. Allergy-related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor.

A child too ill to remain at school will be placed in our Health Room and will be monitored and cared for until parents/guardians arrive.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL:

EXCLUSION POLICY FOR CHILDREN

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm or 99°F taken orally. (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: Please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

CHILD CARE – EXTENDED SCHOOL PROGRAM (ESP)

The Saint Robert ESP Program is licensed and offers after school child care for children K-8 grade. After school supervision in a safe, stimulating environment is offered from 2:30 p.m. to 6:00 p.m. Monday through Friday on school days. Child Care is also available on half days, if requested in advance. Specifics of the program can be found on the school website www.strobertschool.com; click on Extended School Program.

CHILD PROTECTION ACT

In accordance with state law, educational, catechetical, and youth ministry administrators and all other school and parish employees shall be required to report immediately to the proper authority any suspected case of child abuse or neglect involving a student under the age of 18. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified in writing of the reporting of the suspected case of child abuse or neglect.

DROP-OFF & PICK-UP PROCEDURES (PRE-SCHOOL – 8TH GRADE)

For liability reasons, no child may be dropped off before 7:15 a.m.

ARRIVAL (BUS RIDERS)

Please be advised that there are to be NO DROP OFFS ON HENRY ST at any time before school begins, as this is a bus zone. All car riders are to be dropped off at the south door (church parking lot). If you would like to walk in with your child, then you need to park in the south church lot and walk up the stairs or use the elevator. If arriving late, please make sure to check in at the school office. These rules are in place for everyone's safety. We kindly ask for your cooperation.

Bus Riders exit busses and proceed THROUGH THE NORTH ENTRANCE DOORS (HENRY ST.) and proceed directly to their classrooms

ARRIVAL (CAR RIDERS/DROPP-OFFS) - As a reminder, there are no drop-offs on Henry St. This is a BUS ZONE. (See detailed map on page 16)

- CAR RIDERS will be dropped off three cars at a time at the SOUTH ENTRANCE.
- We ask that CAR RIDERS PROCEED SOUTH (ONLY) on McKinley Rd and enter the EAST PARKING LOT. CAR RIDERS will then follow the flow of traffic (arrows on pavement) heading WEST towards the SOUTH SCHOOL ENTRANCE. Children will need to exit the vehicle on the RIGHT HAND SIDE. (See map provided on page 19).
- Adults WILL BE PRESENT at the SOUTH SCHOOL ENTRANCE to help children proceed safely into the building.
- Please be PATIENT at all times! Students exit on the driver's side (right hand side). Wait to drop children off at the yellow pylons. Take your turn; stay in line.

ARRIVAL (WALK-INS)

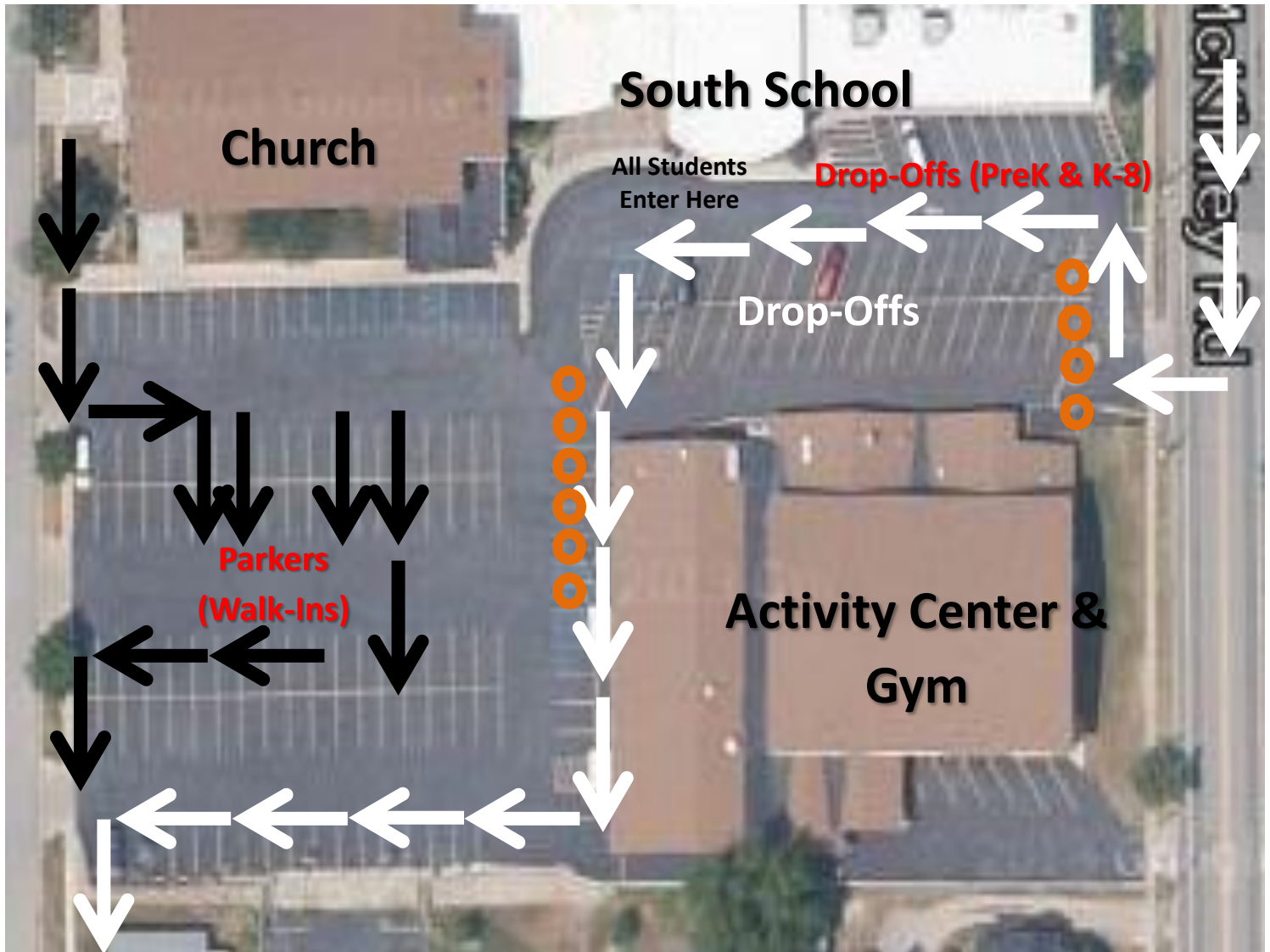
- PARKERS (WALK-INS) will BE dropped off in the SOUTH CHURCH PARKING LOT.
- We ask that PARKERS (WALK-INS) PROCEED SOUTH ON CHERRY ST and enter the SOUTH CHURCH PARKING LOT (lower lot). Please PARK facing SOUTH and then proceed into the SOUTH SCHOOL ENTRANCE.
- CHILDREN WILL BE ALLOWED TO PROCEED UP THE STAIRS AND TO THEIR CLASSROOMS BEGINNING AT 7:15 A.M.
- Parents with young children or strollers may use the elevator during bus zone times.

PICK UP – Please help us keep our kids safe during school dismissal. Students are dismissed to parents who are parked in the church parking lot. Students are NOT allowed to wait for pick up by the street, in the Church, in the Activity Center or on the playground. These areas have no adult supervision. Students who are not picked up in a timely manner after school will be brought to the school office. Any students not picked up by 2:45 p.m. will be sent from the office to ESP, and parents will be charged \$4 an hour per child for supervision.

DISMISSAL

- School dismisses at 2:20 p.m.
- Bus riders will be dismissed with a 2:20 p.m. bell.
- Teachers will walk car riders and walkers to the south exit for dismissal. Parents picking students up are to PARK IN LOWER CHURCH PARKING LOT (SOUTH LOT).
- NO parking in the UPPER LOT. PLEASE WAIT FOR SCHOOL STAFF TO DIRECT THE FLOW OF TRAFFIC.
- No child will be dismissed from school during school hours unless a note requesting such dismissal has been received in the school office prior to dismissal. A telephone call to the school office is acceptable under unusual circumstances.
- Parents are to meet their child at the school office. For the protection of the children, no child will be dismissed unless a parent or approved parental substitute is at the office to meet the child. Parental substitutes must be authorized in advance by the parent through phone or written authorization. All parents will be treated equally as to rights to pick up children, unless a court order is previously on file in the school office.





Arrival/Drop-Off Procedures – Separate drop-offs and parkers. Eliminates safety issues with children walking across drop-off line. Additional Advantages – Children exit on RHS (not LHS), as well as more frontage, improving throughput. All drop-offs are in one place.



BUS POLICY AND PROCEDURES

* This policy is taken from official Flushing Community Schools' Standard Policy and Regulations.

- For student pick up, depending on the traffic conditions and the number of students at a particular stop, students will either cross with the crossing lights or cross before the bus arrives. The driver will recommend the safest procedure. If the students are to cross with the lights, they will wait on the opposite side of the road at least 20 feet from the edge of the road.
- The student will wait until the bus comes to a complete stop.
- The student makes sure crossing lights are activated.
- The student makes eye contact with the driver and waits for a nod of approval.
- The student looks both directions and, if clear, crosses in front of the bus. (The student will cross far enough in front of the bus so that the bus driver can see his/her feet.)
- When the bus brings students home, the bus will wait for the student to cross the road before leaving. The crossing must be in front of the bus. Students have been instructed to follow this crossing procedure when they get off the bus:
- Take six (6) GIANT steps in front of the bus (out far enough for the bus driver to see their feet).
- The driver will establish eye contact with the student, hold up one finger, nod head yes, and move finger slowly across the front of the steering wheel to start student's crossing.
- Students will stop at the traffic side of the bus and will look left, right, and left and then cross the roadway.
- Students will always cross in front of the bus. Crossing behind the bus will result in disciplinary action.
- Students will not stop or return if any item is dropped.
- Stop when the bus horn is blown! (The horn will always mean STOP AT ONCE!!).

THIS PROCEDURE APPLIES TO ALL STUDENTS, BOTH ELEMENTARY AND SECONDARY.
(Failure to observe safe crossing procedure is subject to disciplinary actions, including loss of riding privilege.)

TRANSPORTATION RULES AND REGULATIONS

The personal conduct of students riding school buses is a very important aspect of safe and efficient operation of buses, second only to the skill and performance of the bus driver.

Acceptable behavior of students on buses is as important as acceptable behavior in classrooms, if not more important, since improper behavior can lead to putting all students on the bus in an unsafe situation. The bus driver cannot be expected to be responsible for correcting all misbehaviors of riders. Parents need to assume the responsibility of demanding correct behavior from their children.

Over the years, certain rules of conduct on buses have become established as necessary to healthy, efficient and safe bus operation. They are as follows:

A. AT THE BUS STOP

- Students should be at the stop three to five minutes before the designated pick-up time. Buses need to follow strict time schedules and cannot wait for students who are not waiting at the stop.
- Students should stay off the road while waiting for the bus.
- As the bus arrives, students should stand back. There is a possibility that a bus could slide, especially in the winter, and seriously injure those waiting too closely.
- Students should wait until the bus has come to a complete stop and the door is opened before attempting to enter or leave the bus.
- Students must conduct themselves properly at the bus stops. Pushing, shoving or indulging in mischievous behavior can result in accidents. Also, students must not destroy or molest private property.
- Students are to board and to leave the bus only at their regularly scheduled stops unless there is written permission from the principal to do otherwise. Once students have entered the bus, the driver must take them to designated spots.
- Students are not permitted to take a guest with them on buses unless there is written permission from the principal.
- When a student being taken home has left the bus at the usual departure place, and the bus has left after there has been an observance of correct departure procedures, the school's responsibility has ended. For example, if, after the bus has left, a student crosses a road to get mail from a mailbox or to attend to other matters, he is proceeding at his own and his parents' risk. The bus driver is responsible only for letting the student off at his usual place, not for supervising additional activity, such as getting the mail or going to a neighbor's house.

Throwing snowballs, stones, and other items at a bus, either at a stop or at any other place, is strictly prohibited. A student who does this could lose all privileges to ride for the remainder of the school year.

B. ON THE BUS

- The driver must be accorded the same respect and obedience as parents and teachers.
- Students are to take seats promptly, to remain in them, and to avoid moving around while the bus is moving.
- Students will keep heads, arms and hands inside the windows.
- No firearms or explosives are allowed.
- Animals are not allowed.
- In case of a road emergency, students are to remain inside the bus unless the driver directs otherwise.
- Smoking is prohibited.
- Use of possession of intoxicants or illegal substances is prohibited.
- Food and beverages are not to be consumed.
- Pushing, hitting, and fighting are not allowed.
- Use of profanity and disrespectful language, as obscene or disrespectful language, as well as obscene or disrespectful signs or gestures, violates the rights of others and will be subject to disciplinary penalty.
- Talking must be limited to a conversational level and only with other students close by. Yelling and shouting cannot be tolerated.
- Damage to the bus and its equipment will be paid for by the responsible student or his parents. A student who willfully damages a bus may face loss of riding privileges for the remainder of the year.
- Throwing articles of any kind is prohibited.

C. PARENT RESPONSIBILITY

- Parents should be certain that their children arrive at the bus stop on time in the morning (three to five minutes before the bus arrival time). Earlier arrival than three to five minutes before the bus arrives can create safety and discipline problems at the stop and is discouraged.
- Parents must provide necessary protection of their children on the way to and from bus stops.
- Parents need to accept responsibility for the proper conduct of their children at the bus stops and to accept joint responsibility with the school for proper conduct of their children on the buses.
- Parents need to make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

D. DISCIPLINARY PROCEDURES

- Students riding buses who violate rules of safety and conduct must realize that such violations bring penalties, and such penalties need to be applied.
- Serious offenses must be dealt with immediately and by the bus driver. These would include extreme misbehavior, which causes an immediate safety or health problem for other riders. Examples of this would be fights, use of alcohol, and willful damage to buses. In such cases, notice will be given by telephone to the parents by the transportation department, if the offense occurs on the take-home run. Most offenses will, however, be able to be dealt with by the principal acting upon a report and recommendation.
- Flushing School will use a Bus Conduct Report, which can provide the means for complete information to the student and parent concerning the misbehaving charge. This report provides written notations of the bus driver's complaint, preliminary actions taken and final disposition of the matter including the penalty applied. Ordinarily, it will be possible to process their reports within the time limits of the next school day.

E. PENALTIES

- A principal has several options available to penalize those students who violate proper conduct rules on buses. Sometimes a good, well understood discussion with the student will remove the need to impose a penalty. Penalties available, however, which will be at the discretion of the principal, are as follows:
- A probationary period. This may vary in length from a few weeks to the remainder of the year.
- Suspension of bus riding for a day to a few days.
- Removal for the remainder of the year.

F. GENERAL

- Bus drivers are the best observers of undesirable behavior on buses. Not only because they are adults, but also because they must pass driving and performance tests, the drivers are specifically qualified to determine what it takes for safe operation. They do not have time to discipline children and generally give a misbehaving child sufficient opportunity to correct misbehavior before it is reported to the principal. Because of the association with students, bus driving could be one of the most enjoyable jobs in the school. All bus drivers wish that all students could find it possible to contribute to the enjoyment, safety, and welfare of all.
- Parents need first of all to recognize the awesome responsibility involved, and second to avoid being overwhelmed by their children's desire sometimes to see adults clashing over a matter which could be resolved by clear thinking and understanding of each other's concerns. A united front by home and school will surely eliminate such manipulative behavior.
- The Flushing Community Schools hope that corrective steps never need to be used, but if they do, all parties involved can understand that need and make the experience valuable and worthwhile.

- Bus driver certification and drug testing regulations are in accordance with State and Federal law.
- **PROCEDURE FOR PROCESSING WRITTEN PARENTAL BUS PASS REQUESTS**
- Requests for bus passes or special circumstances should be placed on the school secretary's desk during homeroom period.
- Bus passes are available after lunch on the office counter with the principal's signature. All other requests will be signed or denied and returned to the child's homeroom teacher by dismissal.

Dress Code

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DRESS CODE



Research has proven that uniforms and dress codes lessen peer pressure, promote a spirit of unity, and promote safety. They also promote a learning environment focused on educational achievement and good citizenship. Through a collaborative effort, we have revised the dress code to create a more unified appearance throughout the school. The refined dress code outlined below will be enforced into the immediate future and will not include a preferred supplier.

Colors and options are listed below. Please note that Angel's Attic is also available and stocked with gently-used dress code clothing for purchase by school families to help defer some of the cost (All items are \$1).


Please be advised that the SRS Dress Code will be strictly enforced. Violators will be issued a violation slip and must be returned to teacher the next school day. After three violations, the parent will be notified and an after-school detention may be issued. **See matrix for dress code specifics.**

All students in grades 1 – 8 will be required to sign a dress code promise contract at the beginning of each school year and return to the school office. (See Appendix 9 - 1) Kindergarten students are required to follow dress code; however, will not need to turn in a dress code promise contract.

Recommended Suppliers:



Lands' End Preferred School Number Search:
900028838

Dress Code Item	Colors	Dress Code Acceptable Options
Tops -- Shirts, Blouses, Polos 	Solid red, white, or navy	<p>Logos or emblems are discouraged but must be smaller than a quarter</p> <p>Styles: Long or short sleeve plain collared shirts. All shirts must be tucked in. This will be strictly enforced.</p>
Pants, Slacks, or Shorts 	Solid navy or khaki	<p>Traditional full length dress pants (no cargos); Elastic or traditional waist with traditional hip pockets.</p> <p>Walking shorts or Capri pants acceptable April 15 – Nov 1. (width of a 3x5 index card from top of knee to hem of shorts).</p>
Jumpers, Skirts, or Skorts 	Solid navy or khaki	<p>Width of a 3x5 index card above knee or longer.</p>
Sweaters & Vests 	Solid navy, red, or white	<p>Four Styles: (cardigan, V-neck, crew or vest)</p> <p>Collared shirt worn beneath</p>
Socks and Stockings (Mandatory)	Solid white, navy, or khaki	<p>Socks must be visible, and tights must cover the entire foot.</p>
Blazers/Sport Coat 	Solid navy	<p>Without logo or emblem.</p>

Other	NOT Acceptable	Acceptable Options
Shoes & Boots	Sandals, open toed, open-backed, wheels (heelies), heels or platforms greater than one inch may not be worn in class.	Dress flat or athletic shoes with backs and toes. Heels/platform of less than 1 inch. Boots may be worn for warmth and dryness outside only. Hiking boots must be ankle height or lower.
Makeup/Jewelry & Hair	Face glitter, fake fingernails, tattoos, and face/nose/tongue piercing NOT allowed. Sweatbands, hoop earrings, dangling earrings, body piercings, or large necklaces/bracelets are NOT acceptable.	It is highly recommended that makeup not be worn; jewelry is to be kept to a minimum. Single stud earrings are acceptable for girls. Small neck chains or single bracelets that are subtle are acceptable for both boys and girls.
Hair	Hair extensions, hair feather extensions, and facial hair are NOT acceptable.	For both boys and girls - hair must be clean and neat. No extreme hair colors or styles. Boys' hair must be over ears and above collar.

Dress Code sweatshirts and Polo shirts along with Spirit Wear Attire is a Student Council Fundraiser. Order forms are available online at www.strobertschool.com under the Tab, "Current News". Spirit Wear Sweatshirts and Attire may be worn on jeans days, pep rally days, and after school. Please note that the SRS Spirit Store carries a variety of SRS attire

Sweatshirts purchased from SRS Spirit Store	Solid white, navy or red	Styles: Quarter Zip & Crewneck - Only dress code sweatshirt that may be worn daily. Comes with SRS shield.
Polo Shirts purchased from SRS Spirit Store.	Solid white, navy or red	Styles: Short-sleeve and long sleeve. May be worn any school day. Comes with SRS shield.
Spirit Wear Sweatshirts & T-shirts purchased from SRS Spirit Store	Solid Navy or Red	Styles: Hooded sweatshirt; crewneck sweatshirt. Long and short sleeved t-shirt Comes with "St. Robert Catholic" in Red & White block letters across the chest. May be worn only on jeans day, pep rally days & after school.

JEANS DAYS/SPORTS TEAMS

- Dress code shirts must be worn on a jeans day unless a special promotion has been announced (such as Christmas top and jeans). Collars are not mandatory under special promotion shirts (holiday, team, etc.)
- Students may wear Spirit Wear (SRS navy shirts long and short sleeved) for free.
- Ugg boots or dress boots may be worn with jeans on jeans days.
- Sports team jerseys are to be worn by the entire team on the day of a game or the Friday preceding the game.
- A solid colored shirt with either a short or long sleeve must be worn under the jersey, but a collar is not mandatory.
- Colored jeans are prohibited on jeans days (blue denim-colored only).
- Jeans must have a modest fit and waistline show no skin.
- Jeans must not have holes or bare spots.
- Jeggings and skintight jeans (spandex) are not appropriate.

CASUAL DAYS

Casual Days may be offered a few times during the school year. It is a day meant to encourage comfortable, clean, modest clothing.

Please follow the guidelines below for Casual Days:

- Jeans or denim of any color may be worn, but may not have tears or holes.
- T-shirts, sweatshirts, and hoodies may be worn. If they have logos the logos must be school-appropriate. No advertising of alcohol, drugs, firearms, etc.
- Dresses or skirts may be worn but they must be of at least knee length.
- Shorts may be worn, but they must be of at least knee length.
- Warm up suits and Under Armor athletic shorts and shirts are allowed.
- Collars are not required on Casual Day.
- Students may wear Ugg-type boots on Casual Day
- No loungewear, pajamas, sweat suits with holes, spandex-wear, yoga tight-fitting wear, or short running shorts. No tight-fitting, sleeveless, or revealing shirts. No sandals.

SRS SPIRIT DAYS

- Spirit shirt with dress code bottoms or jeans is acceptable

Listed below are some of the school rules that the students of Saint Robert School are expected to know and follow. Many of these rules are already well known by the students. Some of the more obvious general rules have not been listed but are expected to be followed.

These rules were developed to assist the children in their attempts to act always with respect toward their fellow students, staff, teachers, and visitors.

GENERAL

- Saint Robert School operates a closed campus; therefore, no student is to leave the school grounds during school hours or after arrival at school.
- Proper and respectful behavior to others is always expected of a Saint Robert School student.
- Running in halls, classrooms, cafeteria or any other area of the school environment is forbidden.
- No student may leave the playground, even to recover equipment, without the permission of the playground supervisor.
- Food is not to be eaten anywhere except in the cafeteria unless proper permission has been given to do so. Teachers do plan age-appropriate snack breaks.
- Water bottles are allowed throughout the school day for hydration.
- No gum chewing is allowed during school hours.
- All students are expected to abide by the dress code.
- Smoking is forbidden anywhere in the school or on Saint Robert School property.
- No firecrackers, snap pops, smoke bombs, etc. are to be brought to school.
- All weapons are strictly forbidden, including, but not limited to, guns, knives, sharp objects, etc.
- Fighting is never allowed.
- Proper language is expected of all Saint Robert School students. No profanity, vulgarity, or indecent language will ever be permitted.
- Absence requires communication between the school and the parent or guardian.
- All bus riders are expected to abide by the student conduct policy set by the Flushing Community Schools.
- Due to the physical dangers involved, students are not to throw snowballs.
- All students are expected to abide by the Saint Robert School Code of Discipline and the Education in Virtue Positive Behavior Plan (adopted in September 2014).

VISITORS

- All visitors must obtain a visitor badge at the office upon arrival at school during school hours. Visitors will leave a form of picture ID with the office upon requesting a badge. They can retrieve their ID upon sign-out in the office.
- No parent or visitor is to directly attempt to enter a classroom without being cleared by the office through an official pass.
- Classrooms are open to visitation by parents and other interested parties with an advance appointment through the office.

COMMUNICATION

CELL PHONES/ PHONE CALLS/ E-MAIL

- There is one telephone line at Saint Robert School (810.659.2503), which is used for official school business only.
- Parents may contact the school via e-mail at SRSOffice@aol.com. Messages will be forwarded to the proper employee or person.
- The web-based communication and grading system, TeacherEase, is in use for two way school-home communications for 1st through 8th grade parents, students, teachers, and principal. Log on at TeacherEase.com
- Parent may also access a myriad of school information on the school website, www.strobertschool.com.
- Students may use the phones only for emergency reasons and with office permission.
- Students are encouraged to make arrangements for their personal belongings or after-school plans (for example, going home with another student) before coming to school.
- Cell phones are allowed only for before and after school use. Cell phones are to be secured in lockers or in the homeroom teacher's desk daily upon arrival. All cell phones are the responsibility of the student. If a student does not abide by the cell phone policy, the phone will be confiscated and given to the principal. A parent must come to school to retrieve the confiscated phone.
- A parent may send electronic mail directly to the school office (srsoffice@aol.com) or may communicate directly to a teacher through the teachers Quia web page link or TeacherEase account.

CARE OF MATERIALS

It is expected that students use all books, desks, chairs, equipment, locks, lockers, etc. properly. The teaching of the wise and proper use of material items is inherent in Christian philosophy. Therefore, school officials will meet malicious defacement or destruction of school property with proper concern. Fair restitution for destroyed or damaged goods at the hands of a student or students is expected in applicable cases.

LOCKERS/PERSONAL PROPERTY/ELECTRONIC DEVICES

School and gym lockers are the property of Saint Robert School. A school official, acting to protect the health, safety, and welfare of the school community and to enforce school rules, maintains the right to inspect lockers. The school is not responsible for lost or stolen items. The custody and safeguarding of his/her belongings is the special responsibility of each student.

No electronic devices (Smart phones, gaming systems, MP3 players, etc.) are allowed in school during school hours unless required for a specific class. In addition, personal electronic devices are not to be used on field trips with the exception of the DC trip. All such devices will be confiscated by school personnel and held in the school office for parent pick up. Repeated violation of this rule will result in disciplinary action.

VANDALISM

Students and their parents shall be financially liable for any damage to property under the jurisdiction of this board as may be intentionally inflicted by students. This liability applies to items such as, but is not limited to: books, supplies, equipment, buildings, and grounds.

HOMEWORK/ UNFINISHED ASSIGNMENTS

Homework policies and procedures are adopted by the K-3 teachers and 4-8th grade teachers at the beginning of each school year. These expectations and rules are age-appropriate and consistent through the range of grades (lower elementary and upper elementary). Teachers provide specific information at the beginning of the year at “Meet the Teacher” night, which is always held during the first week of school.

Homework is assigned as a means of further enhancing what is learned at school. Often there is not enough time within our class periods to complete the work that is necessary to fully learn presented concepts. Homework is due the next day unless designated otherwise. Teachers will give guidelines of what is excessive time spent on homework and ask that parents contact the teacher if a student is spending excessive time at home on schoolwork. This usually indicates another underlying issue. There is a definite distinction between unfinished schoolwork and homework.

Unfinished schoolwork is material that was covered in class, and the student had ample time to finish the assignment in class, but they did not. Homework is practice that is sent home to reinforce the concept taught, and no class time was given to complete the assignment.

Students can always retrieve assigned work via TeacherEase. Ultimately, it is the student’s responsibility to check with all his/her teachers for clarification about missing assignments. Assignments are generally due within the number of days missed. For example, if a student is absent one day, he/she has one day to make up the assignments.

PARTIES AT SCHOOL

The children at school sometimes observe celebrations of special events, holidays, and birthdays, by having a party in the classroom. The arrangements for these events are made by and through the classroom teacher who, in turn, usually works with the appropriate homeroom parent.

When celebrating their birthdays, students are allowed to bring in enough choices to support healthy eating for all of their classmates. We ask that this be limited to a simple snack, which would not require a major interruption of the school day. Any inquiries regarding parties should be directed to the classroom teacher.

Birthday party invitations are not allowed to be passed out at school, on the bus, or at any school-related activity unless every student in the child's room is invited.

BIKE RIDERS

Students may ride bikes, skateboards, etc. to school. The student must dismount their vehicle while on parish property. All bicycles should be put in the rack provided by the school. Since the school is not responsible for thefts, every bike should have a strong padlock or combination lock. If possible, the bike should be locked to the rack.

ARTICLES LOST AND FOUND

Appropriate receptacles for lost and found items are located in three places: outside the school office, in the church basement, and in the Activity Center. Please look for lost articles in these three areas before inquiring at the office. Items unclaimed are donated periodically to area charities. Items of value (such as glasses, watches, money, rings, etc.) are kept in the school office until identified and claimed.

LIBRARY

The library of Saint Robert School is a facility of quality that is generously funded through two separate family endowments in addition to the school's funding. Materials are purchased yearly to keep the facility updated. It is completely computerized, and on-line services are available. Proper care of the facility and its contents by the student body is expected. The person responsible shall restore any materials, which are not returned or are returned in such fashion as to indicate malicious destruction. The library staff works closely with teachers and students to address educational needs.



SCHOOL PICTURES

A professional photographer takes pictures of students at least once a year. Photo packages are available, prepaid, and at moderate rates, which are given to parents as they become available. Pictures may be retaken upon request in case of technical failure, closed eyes, etc. Graduating eighth graders are expected to dress appropriately for the occasion - **boys in dress shirt and tie and girls in a modest dress up outfit**. These pictures are used for the class composite, which will eventually be exhibited in the hallway of the school.

MEET THE TEACHER/PASTOR NIGHT

Meet the Teacher night will be held near the beginning of the school year. Teachers will present their goals and expectations for the school year and answer any questions you might have. It is critical that we establish and maintain positive interactions from teacher to student to parent to teacher. The goal is and has always been to ensure that each student has a positive and successful school year academically, socially, and emotionally.

Environmental Policies

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ENVIRONMENTAL POLICIES**PESTICIDES**

Pesticides are occasionally applied to the building and/or grounds at St. Robert School facilities. You have the right to be informed of any pesticide application made to the school grounds or buildings. If you need prior notification, you must complete the "Pesticide Prior Notification Request" by the end of the first full week of school. Those who request notification will receive the information through email. If you do not have email, we will send the notice with the youngest child.

ASBESTOS INSPECTIONS

In accord with AHERA (Asbestos Hazard Emergency Response Act), St. Robert School conducts an inspection twice yearly, of all friable and non-friable asbestos containing materials in the building. The Asbestos Management File is located in the rectory office and is available upon request.

SMOKE FREE POLICY

All St. Robert School and Parish facilities and grounds are designated "Smoke Free".



EMERGENCY SCHOOL CLOSINGS

Should weather conditions or other circumstances warrant a closing or cancelation of school, or if the day is cut short after it has begun and the children are being sent home early, please do not call the school unless it is absolutely necessary. The school telephone lines must be reserved for school use. Parents will be notified of such emergency closings by the following television stations: WJRT (Channel 12), WEYI (Channel 25), WNEM (Channel 5), or call the Flushing Community Schools' Recorded Message Line: (810) 591-0659. If Flushing Community Schools are closed, St. Robert School is also closed, unless otherwise posted. You will also be notified of school closings through the television stations' websites including: www.abc12.com; www.nbc25news.com; www.wsmh.com; www.wnem.com

If the school is closed during the day, all after-school activities held at St. Robert School are automatically canceled.

EMERGENCY CARDS

Each family will receive a blue 8.5 x 11 Emergency Card. Please fill out the card as completely as possible. There is also an 8.5 X 11 yellow emergency card for each child that is kept with each teacher in case of an emergency building evacuation. Please fill each card out completely and return them to school

These cards are used in cases of emergency, such as accident or illness, when it is crucial that the school be able to immediately contact either a parent or designate. Please return the cards to school as soon as possible. Inform the school of any change of information pertinent to the emergency card which may occur during the course of the academic year, so that the card can be kept up-to-date. Students will be kept with their homeroom teacher during all emergencies. Students will only be released to parents or appointed adult per instructions on the yellow student Emergency Dismissal Card. A parent or appointed adult must sign out the student.

FIRE, TORNADO, DISASTER DRILLS

Fire drills are held at regular times during the course of the school year. Each class has a designated evacuation route and destination in case of fire. The fire drills are conducted in ABSOLUTE SILENCE. Proper behavior in an emergency is stressed to the student body during, before, and after these drills.

Tornado or severe weather conditions will warrant the school's taking proper precautions. An official warning will result in the children taking shelter in the safest areas of the school, which were designated by Genesee County Civil Defense. No busses will run and no school in Flushing will dismiss until the Tornado Warning has been officially canceled. Under no circumstances will children be released from the classroom or any designated area directly to anyone but a parent or parent-designated adult cleared through the school office.

Disaster Drills- Copies of these particular procedures are on file in the school office.

PARENT INVOLEMENT PROGRAM (PIP)

The purpose of the PIP program is to encourage parent involvement in the variety of activities and events offered throughout the school year. The time and talent of every family is needed to support the school.

1. Each family must complete a minimum of 15 credits of school service per school year (**March to March**).

- Kindergarten Prep, Kindergarten and families new to St. Robert School must complete a minimum of seven (7) credits.
- Families with students in grades 1—8 must complete a minimum of 15 credits

2. If a family is unable or unwilling to complete their credits of service to the school, they will be assessed a fee at the time of registration for the upcoming school year.

- \$140.00 (7-credit families)
- \$300.00 (15-credit families)

3. Families that do not reach their 15-credit requirement by March 31st of the current school year will be charged \$20 per missing service credit.

PROCEDURES

1. Each individual must fill out a Service Credit Sheet (available online at **www.strobertschool.com** or the pamphlet rack in the school office). The event name, date and number of hours spent on the event must be included.
2. Service Credit Sheets must be turned into the school office. The form must be filled out completely to receive credit. Parents are responsible for their own Service Credit Sheets.
3. This form is cumulative and is kept by each family. It is to be turned in to the school office at least two weeks prior to the end of each marking period (quarter) so that the credits can be tabulated and added to each family's PIP statement. PIP statements come home in the report card envelop for quarters 1,2, and 3.
4. Service credit totals will be tallied from March of the current year to March of the following year for the current school year.
5. Any credits not completed will be charged to the May tuition payment.

Examples of the wide array of activities to earn service credits are on page 32

Book Fair Chairperson	10 credits	Driver for Field Trip	1 credit per trip
Book Fair Worker	1 credit	Early Registration	2 credits if you register for next school year before April 30th
Booster Meeting	1 credit for each meeting	School Advisory Council Member	2 credits per meeting
Booster Officer	15 credits	Field Day Volunteer	2 credits
Christmas Play/Spring Musical Helper	2 credits	Graduation Reception Chair	10 credits
Coaches	10 credits per sport	Homeroom Parent	10 credits
Coaching Assistant	7 credits	Library Assistant	10 credits per semester
Daddy Daughter Dance (attend)	1 credit	Superdraw Chair	15 credits
Spring Raffle Committee	10 credits	Superdraw Committee Member	10 credits
Spring Raffle Ticket Seller	1 credit earned for each book of 5 tickets sold (beyond the required 3 books)	Superdraw Party Worker	2 credits
Scout Leader	10 credits	Superdraw Ticket Seller	4 credits for each ticket sold
Scout Co-Leader	7 credits	VBS Instructor	10 credits
Virtus (Protecting God's Children)	1 credit	VBS Volunteer	1 credit

MEDICAL INFORMATION

School Nurse- A school nurse is provided by the parish for referrals.

The State of Michigan revised code requires that all medicines given at school shall have parent permission and a **doctor's order form, including dosage, signed and on file** at school in order to administer the medication. This includes all over-the-counter medication such as Tylenol, cough medicines, nasal spray, etc. Forms are available in the school office. The doctor and parent information may also be faxed to the school office.

Medication must come to school in its original container. (No medicines in Ziploc bags or cellophane wrappers).

Inhalers – Students may possess and use metered dose or dry powder inhalers for the relief of asthma symptoms while at school, on school-sponsored transportation, or during any school-sponsored activity when approved by a physician and requested in writing from the student's parent/guardian.

IMMUNIZATIONS

Immunization records are required for each student. Be sure that you keep a record of your child's immunizations and report them to your doctor and the school office to keep all records up-to-date. Immunization records must be provided when students are registered for Kindergarten, Pre-K or Child Care. Records for students in grades 1-8 will arrive with other school records. Michigan school law requirements are followed, and children can be excluded from school if immunizations are not up-to-date.

NONMEDICAL WAIVER FORM

Michigan recently modified the administrative rules that change how nonmedical waivers for immunizations will be processed for school/childcare programs. The new rule went into effect on Jan 1, 2015.

- The new rule applies to all children who are enrolled in a public or private:
- Licensed childcare, preschool, and Head Start Program
- Kindergarten, 7th grade, and any newly enrolled student into the school district
- The new rule does not take away your right to obtain a nonmedical waiver. Nonmedical waivers (religious or philosophical (other) objections) will need to be obtained from a county health department. St. Robert School will NOT have them. The certified nonmedical waiver can only be obtained at a county health department.

Parents/Guardians must follow these steps when requesting a nonmedical waiver:

1. Contact your county health department for an appointment to speak with a health educator.
2. During the visit, there will be an opportunity to have a discussion about immunizations with the county health department staff.
3. If at the end of the visit, you request a nonmedical waiver for your child, you will receive a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form.
1. St. Robert School will only accept the current, official State of Michigan form (Current date: January 1, 2015).
2. Forms cannot be altered in any way (such as crossing information out).
3. Please return completed, certified waiver form to St. Robert School no later than Friday, September 11, 2015
4. If your child has a medical reason (a true contraindication or precaution) for not receiving a vaccine, a physician must sign the State of Michigan Medical Contraindication form; this form is available at your doctor's office—not the county health department.
5. Based on the public health code, children without an up-to-date immunization record, a certified nonmedical form or a physician signed medical waiver form can be excluded from school/childcare.
6. For more information, please visit www.michigan.gov/immunize > then click on *Local Health Departments* > then click on *Immunization Waiver Information*



SCHOOL LUNCH PROGRAM

- Children need healthy meals to learn. St. Robert School offers healthy meals every school day. Students may buy lunch for \$2.75 a lunch and milk is .50. Adult lunches are \$3.25. Lunches can be purchased any of the following ways:
- Lunch/milk cards are sold in the cafeteria Monday through Friday. A card includes five (5) days' worth of meals/milk.
- There is the option to purchase a semester lunch/milk card. (89 days) for first semester and for second semester (88 days). Semester cards offer a discounted price per meal. By purchasing the semester card you receive 5 free meals per semester.
- A year-long card is for (175 days). This card also carries the discounted per meal incentive.
- Students may pay cash in the lunchroom for lunches and milk.
- There will be no refunds for missed meals during the semester or year-long options. There is also an "add an entrée" option for \$1.00 per meal or \$5.00 per card. These students will receive a double portion of entrée with each meal.
- Ice cream and other snack food are available for purchase in the lunchroom. Lunch, milk, and snack costs are published each fall in the back to school newsletter. A monthly schedule of menus is available to students and parents on the school website, www.strobertschool.com.

Saint Robert School prohibits discrimination on the basis of race, color, national origin, sex, age, and/or handicap in the hiring of employees, the serving of lunches, and the determination of recipients of free and reduced priced lunches for students. A yearly statement of compliance of federally assisted programs to federal policies of civil rights is filed in October, and a civil rights poster is on display.

Furthermore, lunch is not served on the first half day of school. Free and reduced lunches are not available the first week of school according to rules of the Federal School Lunch Program, but are available beginning week two of school. Applications will be distributed during week one of school.

Food allergies are accommodated through doctor's directions and the child's Emergency Health Care Plan. Parents need to inform the school of these special requirements and provide all necessary paperwork to implement accommodations.

PLAYGROUND AND CAFETERIA EXPECTED BEHAVIORS

PLAYGROUND

1. Snow pants and boots are required to play in the snow.
2. Supervisors, not students, must retrieve balls that stray off parish grounds. Students do not go under the fence or in the road!
3. No child is allowed to talk to or enter an occupied vehicle. (All students leaving school grounds must be signed in and out in the school office.)
4. Children must remain in sight of the supervisors.
5. No physical contact between students.
6. Supervisors have two-way radios for communication with the school office and each other.

CAFETERIA

- No food throwing.
- No yelling.
- No physical contact.
- Stay at assigned table row per grade.
- Quiet during announcements.
- Visitors must sign in at the school office and obtain a visitors badge to attend lunch with the students.

Mutual respect is expected and required at all times at Saint Robert School. If this respect is violated, supervisors will follow the school-wide Education in Virtue Positive Behavior Plan steps, as adopted in September 2014



PROGRAMS AND SERVICES

FACULTY

Any school is only as good as its teachers. Excellence in the teaching staff is a priority at Saint Robert School. All teachers have a minimum of a Bachelor's Degree and are fully certified by the State of Michigan. Teachers are "highly qualified" in the areas that they teach. All faculty members either hold or are working towards Master's Degrees. These qualifications, together with a spirit of Christian dedication and caring, have helped make Saint Robert School the family-oriented, quality school it is.

CURRICULUM

A full-range curriculum with emphasis on core curriculum is offered at Saint Robert School. The disciplines of Catholic religion, mathematics, science, language arts (reading, writing, spelling, and English) and social studies are offered at all grade levels. Physical education, music, computer education, and Spanish are also taught. School staff, according to an established review cycle, updates the curriculum annually.

Parents can view a "parent-friendly" copy of grade-by-grade curriculum on the school web site, www.strobertschool.com.

SERVICE PROJECTS

In an effort to provide an understanding of Christian ministry, monthly service projects are planned and implemented during the school year and involve all students in the school. School children have a real sense of what it means to be a Catholic Christian and do as Jesus did, as they reach out to those who are less fortunate. A complete list of present and past projects is available through the office of the Director of Religious Education.

SPECIAL SERVICES

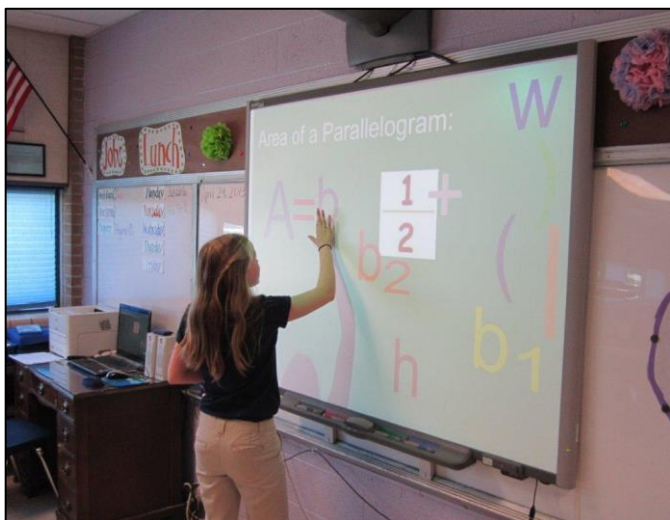
- Priest-A priest is available for one-on-one meetings and/or classroom instruction as needed.
- School Nurse-The Registered Nurse (a parish volunteer nurse) is accessible on an as-needed basis.
- Speech and Language Therapist –A therapist is available to St. Robert School students through Flushing Community Schools and is assigned a schedule in the St. Robert School building.
- School Social Worker –A specialist from Flushing Community Schools works with St. Robert School students on an as-needed basis.

- School Psychologist-A psychologist examines and works with students on a referral basis.
- School Counselor-A licensed professional counselor is available for sessions according to teacher or parent referral.
- Reading Development Program- A specialist is available to students for both remediation and gifted students. Alternative reading instruction is provided for students who are reading above grade level as well as below grade level. The Orton-Gillingham Method is used, along with MLPP.
- GISD Funds- Funds are available for development and student enrichment projects each year.
- Grant Writers-Materials and program services are procured through a variety of grants and are reviewed on a regular basis.

STUDENT RECORDS AND INFORMATION

A standard Michigan school record folder is kept for each student at Saint Robert School. This folder contains such things as personal information (name, birth date, parents' names and occupations, etc.), health information (immunization records, vision or hearing examination records, health form returned at time of Kindergarten registration, etc.) and educational information (year to year grades, record of attendance, results of tests taken, records of special services rendered, etc.). The folder follows the child throughout his/her formal education. Parents must sign a Record Release Form in order for school records to be transferred to another school.

Parents also have the right to review the folder of their child's school records. Any questions or concerns should be referred to the school principal, who will assist in interpreting the records. If you are moving or otherwise transferring a child to another school, then your child's records will be forwarded to that school upon request of that school authorized by you. Please report any important changes of status (address, telephone number, marital status, etc.) to the school as quickly as possible so that your child's school data may be kept up-to-date.



RELIGION PROGRAM

Saint Robert School teaches a well-balanced Religion program approved by the Diocese of Lansing. Religion classes are taught a minimum of four times per week in each grade. The fifth weekly Religion class period in grades Pre-K through 6 is the “Catechesis of the Good Shepherd” Montessori-based interactive atrium experience. Students in grades 5 and 6 also have the atrium experience monthly (Level III Catechesis of the Good Shepherd). In addition to this instruction, the following is offered:

- Weekly Masses are prepared and presented by a different class each week, working through a rotation of all grades (K – 8). This is done through a mutual effort of teacher, class, music teacher and celebrant.
- The students prepare special masses for holidays, All Saints Day, May Crowning Kindergarten graduation, 8th grade graduation, and opening and closing of the academic year.
- Reconciliation for students is offered in Mary’s Room every Friday during lunch/recess time.
- Sacrament preparation for Reconciliation, first reception of the Eucharist, and Confirmation is conducted at appropriate times.
- Living Rosary is held during the month of October.
- Stations of the Cross is prepared by students during Lent.
- May Crowning is held annually.
- Music Program supports and supplements the religion program.
- Monthly Service Projects that connect students to the community are planned and implemented throughout the school year.

CATECHESIS OF THE GOOD SHEPHERD

The religion department at St. Robert School focuses on students developing a relationship with Christ through Catechesis of the Good Shepherd. This hands on, meditative method centered on liturgy and scripture uses wonder questions to let the children encounter Jesus in a profound way. Started here in the fall of 2007, three year olds through grade six attend sessions once a week in the prepared environment called an atrium.



TESTING PROGRAM

Students in grades 3 – 8 at Saint Robert School are tested annually via the Genesee County Catholic Schools required ACT Aspire Summative Assessment. ACT Aspire is a computer-based longitudinal assessment system that connects growth and progress from elementary grades through high school in the context of college and career readiness. Assessing students' knowledge and skills is critical to ensuring all students receive the support and services necessary to help them succeed in school and life. The essential, actionable information and insights gained from ACT Aspire Assessment System help us to understand a student's past, capture the present, and impact the future.

- ACT Aspire was developed for and focuses on the students.
- Identifies a student's predicted path toward readiness through individualized reporting.
- Highlights gaps between what students have learned and what they need to learn.
- Leverages technology familiar to students to foster achievement.
- Uses robust online reporting that enables timely notifications to student learning and intervention strategies.

ACT ASPIRE ASSESSMENT SYSTEM HIGHLIGHTS

- Vertically articulated, standards-based system of summative, interim, and classroom-based assessments
- Multiple question types – constructed response, selected response, and technology enhanced
- Subject areas: English, math, reading, science, and direct writing for grades 3 – 8
- Linked to ACT College Readiness Benchmarks and aligned with Common Core State Standards
- Students in grades K-5 also are assessed using DRA (Developmental Reading Assessment) three times a year to gauge reading level/progress. This test is also used to determine Title 1 eligibility (federal program to address reading and math “at risk” students).
- STAR Enterprise (Renaissance Learning) is also given at least three (3) times a year to students in grades 1-8 to assess progress and target individual student goals in both Reading and Mathematics.

REPORTING TO PARENTS

Open lines of communication between home and school are crucial to a successful learning experience. Therefore, the use of progress notes, telephone calls, TeacherEase, electronic communication, Quia teacher web pages, the school web site (www.strobertschool.com), sending home student work, etc. are always highly encouraged. These are especially important in cases where students are struggling academically. **Cooperation between home and school cannot be overemphasized. Student success is fostered when a team approach of family and school is practiced.**

Formal communication regarding students' progress in school is planned into school procedures:

- Report cards are sent home to parents four times a year, shortly after the completion of each quarter's learning activities. Progress Reports are sent home four times a year at mid-quarter.
- Formal Parent-Teacher Conferences are scheduled at least twice a year. Mid-quarter progress notes are sent to all parents; these also serve as eligibility reports for athletes as do report cards.
- TeacherEase is the electronic web-based communication and grading program used by St. Robert School. Every family has access to the communication tools 24/7 and can directly contact a teacher or staff member to discuss a concern. The program is also a direct window into student assignments, missing assignments, and upcoming assignments. Teachers do go between Quia and TeacherEase to list assignments, so please make yourself aware of which the teacher utilizes. When emailed, please be aware that teachers will reply within 24 hours but are not "on call" 24/7 to answer immediately. Every student has a Teacher ease account that can be accessed via the Internet. Go to Teacher ease.com and log in with the password/account assigned at the beginning of the school year. If you have any problems or questions with Teacher ease and its use, please contact the school office at 810-659-2503 or SRSOffice@aol.com.
- A Quia Web page is available for each teacher. This page lists classroom homework, events, projects, and teacher to home information. Pages may be accessed via teacher assigned password. Contact the teacher if a password has been misplaced.
- A weekly newsletter is published and is available each Friday via the website (www.strobertschool.com) on the link Newsletter. This newsletter is also automatically sent electronically every Friday to all SRS families (when there is a full week of school).
- A quarterly bulletin is published and sent home in the report card envelop as well as is available on the school web site, www.strobertschool.com. It is called "The SRS Quarterly."

VOLUNTEERS

Saint Robert School is able to offer a wide range of extraordinary education opportunities due to the involvement and support of parents. Involvement is strongly encouraged. Any volunteer that works with students **four or more hours per month must attend a "Protecting God's Children" session, review and sign the diocesan sexual conduct booklet, and be fingerprinted.** See the school secretary for details and paperwork.

VIRTUS - PROTECTING GOD'S CHILDREN



The Diocese of Lansing requires all staff, catechists, catechist aides, coaches, assistant coaches, overnight chaperones, playground/lunchroom helpers and volunteers who have direct contact with students to complete the Protecting God's Children for Adults Safe Environment training program. To learn more about Protecting God's Children Safe Environment Training through Virtus: Go to www.virtus.org/virtus/

Keeping the Promise Alive is the Virtus program approved by Bishop Boyea for retraining of clergy, employees, and volunteers. The Diocese of Lansing requires all staff and volunteers to be re-trained every three years. Please contact the school office at (810) 659 – 2503 for more information.

FIELD TRIPS

Field trips of an educational nature that will take the children away from the school are sometimes planned. Permission slips are sent home for parental permission for each particular field trip. Under no circumstances will a child be allowed to participate in a field trip without a signed permission slip.

- The school takes out insurance for each field trip. Since transportation for most field trips is by private car, it is the school's policy that:
- Must have attended a Protecting God's Children session to serve as a Field Trip driver
- Each passenger in each car must use the seat belt provided.
- Students must remain in a five point harness car seat until they are 40 pounds.
- Students up to age 8 or 4 foot nine inches tall must travel in a booster seat, per Michigan law.
- No child under the age of twelve sits in the front seat.
- Parent drivers must have the automobile insurance level required by the Diocese of Lansing to drive on a field trip: Minimum acceptable liability for privately owned vehicles is \$500,000 CSL (Combined Single Limit).

- Volunteer/Employee Drivers must have a Driver Information Sheet on file in the school office prior to driving on a field trip. You can access this form on the school web site (www.strobertschool.com).
- The teacher must authorize all stops.
- No candy, gum, and personal electronic devices are allowed in the cars.
- Since field trips are of an educational nature and are age appropriate, younger siblings are not allowed.

CHAPERONES

There are occasions when parents are requested to help chaperone school-sponsored events. Such events are, for example, field trips, dances, etc. The children are instructed to respect and to respond to chaperones as they would to teachers or to the principal. Chaperones are asked to remember that they are the adults in charge and that sharing the supervision of the children as adults in charge is their responsibility. The teacher or school official in charge of the event will, of course, remain in ultimate control and will retain ultimate responsibility.

School Activities/Athletics

SCHOOL ACTIVITIES

There are a wide variety of activities for Saint Robert School students to get involved in outside of school hours. They include

Art Club	Tutoring
Athletics	Yearbook
Band	Christmas Concert
Book Bowl	Mock Rock/Talent show
Boy Scouts	Movie Night
Cub Scouts	Right to Life Group
Choir	Spring Musical
Daisy Scouts	Student Council
Field Day	
Friendship Games	
First Lego League Robotics	



ATHLETIC PROGRAM

Competitive athletics are offered on many levels and in diverse areas for both boys and girls at St. Robert School. These programs' costs are partially underwritten by the Parish Men's Club and the School Boosters.

Our athletic fee is \$35.00 per child/per sport, with a \$150.00 maximum per family/per year. This fee helps defer the cost of replacing uniforms and equipment. The athletic fee must be paid before a student may participate in any practices or games for all sports.

Every student athlete must also have a current physical (dated within the calendar year) signed by a doctor on file with the coach prior to practice or games. Copies of the MHSAA physical form are available in some physicians' offices and always in the St. Robert School office.

Competitive athletics are distinct from the physical education offered every child at school. Athletics are extracurricular, while physical education is part of the school's curriculum.

Among the opportunities for participation in competitive athletics available to students at Saint Robert School are

Saint Robert School Teams (Member of Flint Area Catholic Schools League)

Girls

1. Basketball- fifth through eighth grade
2. Volleyball-seventh and eighth grade
3. Softball- fifth through eighth grade

Boys

1. Football-seventh and eighth grade
2. Basketball- fifth through eighth grade
3. Baseball- fifth through eighth grade



ATHLETIC ELIGIBILITY

The goal of the eligibility policy at Saint Robert School is to ensure that the relationship between extracurricular activities and the classroom is positive. We feel that these activities should be enhancing and motivating to the learning that is going on within the school. This policy is not meant to be punitive, but to help focus a student's attention to academic priorities.

St. Robert School policy states that every student athlete must have no lower than a C- overall GPA with no D's or E's to maintain athletic eligibility. This is not punitive, but in place to encourage academic effort and to maintain academic priority.

The eligibility communication system will be adjusted as follows:

- Academic status of the student is determined at progress report time by the principal and students are informed in school. The principal sends an email through TeacherEase to alert parents of ineligibility.
- The coach is notified by the school of students who are ineligible.
- Students may not practice or play the sport until the school notifies the coach that their grades are in the eligible range.
- The principal will check grades via TeacherEase every Friday throughout the season

*Code of Discipline***CODE OF DISCIPLINE**

The essence of Christian discipline is self-discipline. Therefore, students of Saint Robert School are expected to reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church in all interpersonal interactions. They will show consideration and respect to all peers, adults, and property. They must recognize their individual responsibilities and fulfill them in accordance with the policies and regulations established by the Education Commission, School Administration, and pastor. Failure to comply with the established rules and policies will result in disciplinary action, which may include suspension from the classroom, after-school suspension, out-of-school suspension, and in extreme cases of persistent disobedience, expulsion.

The general policies applicable to Saint Robert School are based on guidelines established by the Diocese of Lansing. There are specific policies on the following subjects: Grievance Procedure, Student Suspension, Student Conduct, and Discipline/Punishment.

Teachers and staff members are responsible for good order in the room or area that they are monitoring. Under Michigan law, teachers are considered to stand in place of parents with respect to their pupils while they are in their charge and may discipline a pupil for acts that are detrimental to the good order of the school. In general, classroom teachers handle their own disciplinary problems. Only exceptional cases, serious infractions, or insubordination are referred to the principal.

MATTERS FOR DISCIPLINARY ACTIONS (GENERAL)

The St. Robert School Advisory Council, School Administration, and pastor consider that the following actions are examples of misconduct that may result in serious disciplinary action, up to and including suspension or expulsion. These actions are only illustrations of unacceptable behavior and are not deemed to be all-inclusive:

Attendance violations

- Repeated tardiness
- Truancy
- Walkout
- Closed campus violation

Persistent disobedience

- Defiance of authority
- Disruptive behavior
- Violation of school rules
- Disrespect for school personnel, either during or after school hours, and either on or off school property
- Failure to obey all school directions and handouts (i.e. bus rules and field trip rules)

Conduct unacceptable in a Catholic school

- Use of profane or offensive language
- Conduct considered being indecent, obscene, immoral, vulgar, or disorderly
- Possession of pornographic material
- Any type of inappropriate Internet behavior whether accessed at school or outside of school

Use or distribution of illegal materials

- Tobacco
- Alcohol
- Drugs
- Weapons or explosives

Criminal actions against persons or property

- Striking or threatening students or school employees on/off school premises
- Extortion or intimidation
- False fire alarm or bomb threat
- Vandalism
- Theft or arson
- Bullying

BULLYING

Bullying is defined as a pattern of abuse over time and not isolated or a singular incident. The common thread involves a student being “picked on”. Bullying may consist of direct and/or indirect behavior. The St. Robert School definition of bullying/ is in alignment with the Education in Virtue Positive Behavior Plan adopted in 2014.

In order for us to carry out our duty of providing all students with a safe environment in which to learn, grow, and develop – the school seeks to enlist your support and cooperation with respect to issues of bullying. In addition to the preventive measures currently in place including our Education in Virtue/Positive Behavior Support Program, we are committed to working in a proactive manner on additional practices.

Therefore, in an effort to build upon a culture of acceptance and inclusion, we are implementing the use of a Bullying Incident Report Form. This measure is put in place to immediately address any potential concerns that may otherwise have gone unnoticed because of fear, embarrassment, and/or intimidation. This Bullying Incident Report form is confidential and goes directly to the principal.

It is also important to be mindful that certain behavior may be perceived as "bullying" due to a misinterpretation by the person receiving the message. In this instance, conveying the message to seek first to understand, then to be understood is critical for children to grasp.

Please take the time to talk with your child(ren) about bullying. It is necessary that we continue to cultivate a culture of acceptance and inclusion.

The Bullying Incident Report Form can be found on our school's website at <http://www.strobertschool.com/> You will find the form under the tab: **Report Bullying.**

MATTERS FOR DISCIPLINARY ACTION (SPECIFIC)

Truancy. Truancy is any absence from school without an acceptable reason. It disrupts a student's education and violates the school's responsibilities. Refer to the attendance policy.

Smoking. Smoking or possession of tobacco is not allowed on school property or buses. It is a violation of state law and creates problems of health and safety. It may be penalized by suspension.

Alcohol, Narcotics, or Explosives. Possession of these items is a violation of State law and will be reported immediately to the local police. This will be penalized by immediate suspension or expulsion.

Vandalism. Students and their parents will be financially liable for any intentional damage to school property. This liability applies to books, supplies, furniture, equipment, buildings, or grounds.

MEANS OF DISCIPLINE

The following types of disciplinary procedures may be taken when a student's behavior interferes with his/her educational opportunity or that of others, disturbs the orderly conduct of school activities, or violates expected standards of Catholic behavior and moral education:

Ordinary (responsibility of the classroom teacher): A conference between the teacher and the student, additional school lessons, isolation in the classroom, hallway detention, lunch hour or after-school detention, denial of privileges, or a conference between the teacher and the parent(s) are some options available.

Extraordinary (responsibility of the Principal): Upon being sent to the office, a conference between the principal and the student, a conference between the principal and the parent(s), detention after school, weekends, or holidays, referral to an appropriate educational specialist, or suspension for up to ten days are examples of action that might be taken.

Extreme (responsibility of the Principal and the Pastor to initiate): suspension for more than ten days or expulsion. The extreme means of discipline will be used only in serious cases when other means of motivation or discipline have failed or when attendant circumstances of disruption, scandal, immorality, or crime necessitate such extreme discipline.

Student Suspension. The student will be informed of specific charges and allowed to present any relevant information. The parents will be notified by the administration prior to the suspensions taking effect and will be told the reasons for the suspension and the steps required before the student will be permitted to re-enter school. When warranted, students returning to school after a suspension should be referred to an appropriate guidance counselor or social agency.

Expulsion. Expulsion is permanent dismissal from Saint Robert School. It will be used only as the last resort after all other means of motivation and discipline have failed. Expulsion requires prior notice to the parent(s) regarding the general nature of the offense and the specific violation, approval by the Pastor, referral to the Diocesan Superintendent, and the notification of an appeals process.

GRIEVANCE PROCEDURE

Any parent or employee of St. Robert School approaching the pastor or School Advisory Council members with school-related problems will be directed to first follow the procedure set forth here and as outlined in Diocesan Policy 2450:

If a dispute is with a teacher, first contact that teacher.

Make an appointment with the school principal. If, after a conference with the teacher, the problem has not been resolved, then a discussion with the principal will usually lead to the proper corrective measures.

If the issue has been put in writing, presented and discussed with the principal and not been satisfactorily resolved, the pastor or school advisory council may then be consulted. Petitions to appear before the Commission must be written and presented to the council at least twenty-four hours before the next scheduled meeting of that body (normally, the first Monday of the month). The school office (659-2503) can provide dates, times, and procedure for submitting a petition. **The pastor has final say in any dispute.**

DETENTION

Detention, as an alternative to either in-school suspension or out-of-school suspension, may be assigned by an administrator for a violation of school rules. The detention may be assigned to a specific room and time. Failure to report or serve the assigned detention during a designated period of time may result in an in-school or out-of-school suspension for a period of not less than one day and not more than ten days.

IN-SCHOOL SUSPENSION

The principal in charge of discipline has the option of using the in-school suspension as an alternative to temporary suspension from school on many violations of school rules. The principal may use a combination of in-school suspension and temporary out-of-school suspension when deemed appropriate.

OUT-OF-SCHOOL SUSPENSION

"Suspension" means exclusion from class, school, or transportation pending the fulfillment of a specific set of conditions.

An out-of-school "short- term suspension" may be for a set number of days or an indefinite number of days (not exceeding ten (10) school days).

An out-of-school "long- term suspension" may range from ten (10) days to varying lengths of time and are imposed for more serious violations but with further planning for the student to remain in the school district.

During the time of out-of-school suspension, the student cannot participate in any extracurricular activities or be present on school property during school- sponsored activities unless for an administratively approved, prearranged conference. A student on out-of-school suspension may make up missed class work, but not for credit. The student will not receive credit for any in-class work assignments (e.g. unit or chapter tests, research papers, etc.), which are due during the suspension. The student shall be recorded as absent during the period of out-of-school suspension.

Education in Virtue

22 - 1

DISCIPLES OF CHRIST – EDUCATION IN VIRTUE

Positive Behavior Support Program

Adopted 2014-2015

Purpose: “The Goal of Virtuous Life Is To Become Like God”

The purpose of the St. Robert School Education in Virtue Program is to help guide our students to becoming Disciples of Christ. It is essentially the individual formation of our students which enables them to see the world as God sees it, and to act as God would have them act at all times. Therefore, our aim is to support students that are making good choices on a daily basis and educate those on patterns of behavior which need to change in order for one to mature in virtue. This will be done for all kids through proactive lessons encompassing Christ’s Virtues and will focus on promoting the intrinsic reinforcement of these virtues rather than extrinsically motivating through rewards/punishments. The goal, then, is the true cultivation of virtue, so that all of our students are directed away from sinful habits and toward God himself.

Implementation Plan:

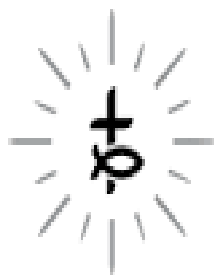
Entire school will focus on the Cardinal (Moral) Virtues. In essence, the Cardinal Virtues are pivotal habits of right thinking, ordering of the passions, and moral conduct which aim to perfect human living. They include:

Prudence (Sound Judgment)

Justice (Fairness)

Fortitude (Courage)

Temperance (Self-Control)



DISCIPLE of CHRIST

EDUCATION IN VIRTUE™

Daily and Weekly Affirmation Statement:

St. Robert Mustangs have “PRIDE.” This affirmation statement will be stated daily by all staff and students at the conclusion of morning announcements. This affirmation statement will reinforce the values and belief systems of Disciple of Christ Virtues in the school on a daily basis. The pledge states:

“I am proud to be a St. Robert Mustang! With God’s help today, I will demonstrate PRIDE by

Acting with **P**rudence

Having strength of fo**R**titude

Showing Just**I**ce to Others

Being Safe and Or**D**erly

Mastering T**E**mperance

AWARDS ASSEMBLIES:

At the conclusion of the 1st Semester and 2nd Semester, we will hold grade level assemblies to recognize students that have exhibited outstanding accomplishments in the areas of academics, attendance, behavior and extra-curricular. Staff will work with the office in generating these awards and this portion of our Education in Virtue program should be an ongoing topic of our meetings together this school year along with summer learning packets. These assemblies will be for students in 4th – 8th and are held immediately following mass.

STAFF RECOGNITION:

Mustang Money and PIT Award – These two activities are designed to recognize staff. Too often we are not recognized for the GREAT things we do and this is a simple way to do so. The PIT (Principal-In- Touch Award) goes to one staff member each month for an hour of coverage. Mustang Money are positive notes that we all can use to recognize each other.

Mustang “PRIDE” Slips

Students who are “caught” demonstrating appropriate “PRIDE” behavior can be positively recognized by staff. Any adult can identify a PRIDE recipient by filling out the PRIDE Behavior Slip. Make sure to sign and highlight the student action that prompted the recognition. Students can submit these slips to the “**Mustang Stable**” in the office. The principal will pull a slip each day and highlight that student on the AM announcements. The five students from the week that were pulled will have lunch with me on Friday in my office. All students will be issued these slips to take home to parents.

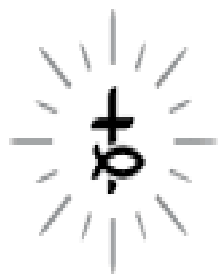
Monthly:

Disciples of Christ Virtues – Each month we will highlight various related virtue themes throughout the building. These related virtues will create a thematic tie-in to the classroom and throughout the building. Below are our themes for this school year:

<i>MONTH</i>	<i>VIRTUE</i>	<i>RELATED VIRTUE</i>
September	PRUDENCE	DOCILITY
October	PRUDENCE	FORESIGHT
November	FORTITUDE	PATIENCE
December	FORTITUDE	MAGNIFIENCE
January	JUSTICE	COURTESY
February	JUSTICE	KINDNESS
March	TEMPERANCE	MODESTY
April	TEMPERANCE	MEEKNESS
May	TEMPERANCE	HUMILITY

Angel Award – The St. Robert School Angel Award is given to a student or staff member who exemplifies education excellence and/or extraordinary service to other people.

See St. Robert School behavioral rubric ([Appendix 22 – 1](#)) for more information regarding behavioral choices contradictory to our Education in Virtue program and their associated disciplinary consequences.



DISCIPLE of CHRIST

EDUCATION IN VIRTUE™

PARENT/GUARDIAN COOPERATION

Parent(s)/Guardian(s) and students understand and acknowledge the Roman Catholic religious nature of St. Robert School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Robert School gleans from its Catholic Faith.

As the primary educators of the children, parents/guardians will not act in ways that contradict the Catholic nature of St. Robert School. Parents/Guardians shall cooperate fully with the school and the student shall participate in all required school programming, including instruction in the Catholic Faith and attendance at Mass.

Parent(s)/Guardian(s) agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Diocese of Lansing and St. Robert School.

PARENT CONCERNS & RELATED COMMUNICATION PROCEDURES

If a parent/guardian has a concern about classroom or school procedures, it should be discussed, first, with the teacher/staff member. An appointment can be made by calling the school office or sending a note.

If the matter is not settled to a satisfactory level through direct communication with the teacher/staff member, then the parent/guardian should make an appointment with the principal. The staff member may also request this option.

Most concerns can be settled equitably on the initial contact between the concerned parties.

Weapons

WEAPONS

In accordance with the federal "Gun-Free Schools Act of 1994" and the State of Michigan Public Act 328 of 1994, any student found in possession of a weapon while the student is in attendance at school, or at a school sponsored activity, or while the pupil is en route to or from school on a school bus will be subject to ramifications and consequences of the laws.

In general, major provisions of the two (2) laws are as follows:

Federal Law: Gun-Free Schools Act: This law basically requires a school to expel any student who brings a firearm or explosive onto school grounds. The expulsion is to be for at least a one-year period.

Michigan Law: Public Act 328 and Public Act 250 of 1995: This law also requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or criminal sexual conduct in a building or on school grounds. A dangerous weapon refers to a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device (switchblade) iron bar or brass knuckles. The law provides for the permanent expulsion of students who violate its provision. Also, the punishment is mandatory; meaning the school district must expel the student. If the student is in grade six or above, the student may be readmitted after one hundred eighty (180) days.

Michigan law does provide for possible reinstatement after a certain time period. If the student is in grade six or above, the student may be readmitted after one hundred eighty (180) school days. If the student is in kindergarten through grade five, reinstatement is possible after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to all Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

The principal and pastor are responsible for making decisions regarding suspension and expulsion pursuant to these laws.

Additionally, Genesee County law enforcement agencies and Saint Robert School have included mace, pellet guns, pepper gas, daggers and any other commercial and/or homemade devices that can be used to inflict damage to property, cause harm to individuals or disturb the educational setting of school as weapons. Such infractions of school policy can result in an out-of-school suspension of up to ten (10) days and a possible recommendation of long-term suspension or permanent expulsion.

SEXUAL HARASSMENT

The Saint Robert School Administration and School Advisory Council shall maintain learning and working environment that is free from discriminatory and/or sexual insult, intimidation, or harassment.

Sexual harassment does not refer to occasional compliments. It refers to behavior, which is not welcome, which is personally offensive, and which interferes with the work and instructional effectiveness of the victims. It is one-sided, demeaning, invasive, and degrading, whereas flirting is more reciprocal, flattering and complimentary.

It may occur not only at school but also during any school- related activity such as field trips, sporting events, and group or club meetings.

DEFINITION

Unwelcome sexual advances, requests for sexual favors and any inappropriate verbal or physical conduct of a sexual nature. It may include, but is not limited to

- Sex-oriented verbal kidding, joking, or abuse
- Name-calling
- Spreading sexual rumors
- Subtle pressure for sexual activity
- Touching such as patting, pinching, or constant brushing against another person's body
- Cartoons, pictures and pornography
- Gestures with the hands and body
- Touching oneself sexually in front of others
- "Spiking" (pulling down someone's pants)
- Cornering, blocking, standing too close, following
- Sexually suggestive gestures, sounds, leering or whistling. (Ask yourself if you would say this to your mother or father or if you would want your comments printed on TV, in the newspaper, or on the internet.)
- Cyber bullying/Harassment in the form of inappropriate and/or sexually explicit texting, inappropriate sharing of photos or videos through Instagram, as well as Snapchat.

SEXUAL HARASSMENT MAY OCCUR AT THE FOLLOWING LEVELS

- Between students
- Between co-workers
- Between supervisors and employees
- Between any person working in a leadership role and students (i.e.. in after-school activities)

REPORTING PROCEDURE

Any student or employee who feels that she or he has been subjected to sexual harassment and/or intimidation should report incident(s) to the employee's immediate supervisor or, in the case of a student, to a teacher or the principal. All complaints shall remain confidential to the greatest possible extent. The student or employee may file either a written or verbal complaint that should include the name(s) of the harasser(s) and the nature of the harassment/intimidation. A written summary is to be prepared promptly by the administrator in charge.

Students will not be disciplined for making good faith complaints. If it is determined after an investigation that a student has engaged in harassment/intimidation, he or she will be subject to disciplinary consequences as outlined on page 67, including but not limited to, suspension and/or expulsion consistent with the school's discipline policy.

INVESTIGATION OF COMPLAINT

Upon filing of the complaint, the designated administrator will conduct a complete investigation, which always includes the opportunity for the person accused to tell his/her side of the story.

SANCTIONS/CONSEQUENCES

If the complaint against a student is found to be valid, then appropriate discipline will be imposed and might include, but is not limited to, a reprimand, a written apology to the victim, not being permitted to participate in extracurricular activities for a specific period of time, suspension or expulsion for repeated or severe offenses.

Anyone who retaliates against an individual who reports sexual harassment will be disciplined. Anyone who retaliates against an individual who testifies, assists or participates in an investigation, proceeding or hearing related to a complaint of sexual harassment will be disciplined.

THREATS

A threat is a statement that one makes, either written or verbal that could cause harm to another. Statements such as, but not limited to the following, will be considered threats: "I am bringing a gun to school." "I will kill you." "I'll beat you up after school."

If it is determined after an investigation that a student has made a threatening statement directed at another person, he/she will be subject to disciplinary procedures as outlined on page 67, including but not limited to, suspension and/or expulsion consistent with the school's discipline policy.

WELLNESS POLICY

Saint Robert School is committed to providing a school environment that enhances learning and development of lifelong wellness. In accordance with federal, state, and local requirements, the policy statements within document this commitment.

Nutrition Education and Standards

- The Nutrition Education program uses the Michigan Model to meet the Michigan Education Content Standards and Benchmarks, and the Curriculum Standards of the Diocese of Lansing.
- Nutrition education is integrated into the core curriculum, including math, science and language arts, as well as in the physical education program.
- Staff that provide nutrition education attend the Michigan Model training and receive/attend updates as available to insure appropriate training
- Saint Robert School is a USDA Team Nutrition school.
- Family/parent nutrition education and information are provided through a variety of means, including weekly newsletters, the SRS Quarterly, and the website.
- The School Lunch Program adheres to the USDA Standards and requirements.

In order to meet the nutritional goals of the program, food service staff is properly trained in the appropriate substitution of foods, as well as in food safety and sanitation. Funds are provided for food service staff to attend training and education programs.

- The needs of students with special dietary requirements are met according to USDA Guidelines for Accommodating Students with Special Dietary Needs.
- At least 50% of the a la carte items sold in the lunchroom will meet the following nutritional criteria: Contains no more than 6 grams of fat, and meets two of the following three criteria: (1) 300 or fewer calories, (2) 1 or more gram fiber, (3) contains at least 10% of daily value for Calcium, Iron, Vitamin A or Vitamin C (nuts, seeds, cheese do not have a restriction.)

PHYSICAL ACTIVITY

- Saint Robert School requires physical education at all grade levels with class time allotted for it.
- Students are regularly assessed for attainment of physical education skills.
- Qualified teachers are hired to teach physical education.
- The Physical Education program at St. Robert meets or exceeds the Michigan Physical Activity Standards and Benchmarks, as well as the Diocese of Lansing Physical Activity Curriculum.
- Students are provided many choices of physical activity, including cooperative and competitive games.
- Physical activity is encouraged outside of the school day through the availability of school sports teams, the promotion of Flushing Community Education programs, and using the Michigan Model to teach about the benefits of lifelong physical activity in health related curriculums.
- Saint Robert School encourages teachers and other adults in the school setting to serve as role models of physical activity for students.
- Recreational facilities are safe, clean and accessible for all students.

OTHER SCHOOL-BASED ACTIVITIES

- The school lunchroom has sufficient space for students to sit and eat.
- The school lunchroom is a clean, safe and pleasant environment for eating.
- Students have access to school meals with a minimum of wait time.
- School lunch is served near the middle of the school day.
- Students are given adequate time to enjoy eating their meals.
- Food or physical activity will not be used as a reward or punishment.
- Fundraising efforts are supportive of healthy eating.
- In-school parties and field trips are supportive of healthy eating and physical activity.
- All in-school advertising and marketing send positive healthy foods and physical activity messages. School staff actively looks for opportunities to promote healthy foods and physical activity messages. (Grants for programs, posters, products, etc.).

- On-going professional training and training is encouraged, and funding is provided for food service staff and teachers in areas of nutrition and physical education.

Technology

27 - 1

TECHNOLOGY

The Diocese of Lansing, Department of Education and Catechesis and St. Robert School encourage and strongly promote the use of technology in the Catholic Schools of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocese's and school's terms, conditions, and regulations for the use of Internet and other technologies, including (but not limited to) computers, telephones, video, cameras, and fax machines. These procedures apply to all computers/technologies whether located at school, activity center, parish office, home or anywhere else Saint Robert School members are involved.

Students are to abide by the copyright laws. Permission must be sought from the technology instructor or homeroom teacher to bring to school and use any personal software or flash drives or devices to store electronic data.

At times pictures of students and student work are posted on the St. Robert School website, in publicity for the school, and in school brochures and yearbooks. On the website, names are not attached to the picture or work.

The school assumes the right to use student pictures in publications and on the school's website, unless specifically informed otherwise. **All parents will be required to fill out an Acceptable Use Contract at the beginning of their time at St. Robert School, indicating what images and in what media the school has permission to use pictures.** This Acceptable Use Form can be found on the SRS web site (www.strobertschool.com). If a parent wants to change the Acceptable Use Contract, they are to contact the school office.

Students are to abide the acceptable contract for students' technology. The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the diocese.

To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of the Internet and the other technologies including, but not limited to, computers, portable gaming devices, telephones, video, fax, digital camera, mobile phone/cameras, and listening devices.

THESE PROCEDURES APPLY TO ALL COMPUTERS/ TECHNOLOGIES WHETHER LOCATED AT SCHOOL, ACTIVITY CENTER OR OFFICE, HOME, LIBRARY, OR ANYWHERE ELSE.

ACCEPTABLE CONTRACT FOR STUDENTS TECHNOLOGY**FOR ST. ROBERT CATHOLIC SCHOOL AND PARISH EDUCATIONAL PROGRAMS**

I will not use a computer on school/parish grounds unless an adult is present.

I will follow the Diocese of Lansing's and the school's and parish's code of ethics for the internet and technologies.

I will use only authorized computer disks, CDs, or USB devices. I will not use a disk/flash drive/CD from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.

I will respect the privacy of the others. I will not use another's computer or computer disk/flash drive/CD without permission. I will not use another's password, file, or identity code. If I enter another's file or I know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.

I will respect the safety of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address, or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission. Anything online can be printed and held against me.

I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighting material; threatening, violent, or harassing material; obscene material and material protected by trade secret.

I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.

I will use the technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.

I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.

***Access and use of the Internet, local area networks, computers and other technologies is a privilege for the user.

I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.

Student User Signature

Date

Parent/Guardian Signature (I have read and support this student contract)

Date

Faculty/ Staff member Signature

Date

School or parish name

Date

CIPA SAFETY POLICY

The Internet connection used by St. Robert School is provided by Comcast Cable internet at a rate of 8Mbps (Megabits per Second) download and 768Kbps (Kilobits per second) upload. The main office and parish utilizes a separate internet connection provided physically through the parish office which is firewalled via a Linksys Etherfast Cable/DSL router that provides DHCP and NAT (Network Address Translation) to the computers that are connected to it. The Linksys box only allows connections that were initiated by outbound activity (i.e. web browsing). No inbound port connections are permitted.

The computer lab and the remainder of the school are connected to the internet via two Linksys boxes, one of which acts as a firewall and the other which acts as a web proxy server and filter. Each computer runs Red Hat Linux Fedora 8 on an Athlon X2 4800 (dual core system) with 2GB of RAM. The Linux box has been configured so that the only traffic passed between the computer lab and school from the rest of the internet is HTTP (web) and FTP (File Transfer Protocol) traffic. As a result, any intranet traffic generated by the computer room such as file shares and printer traffic stay within the school. In addition since the network for the office is also separate, essentially the parish office is also isolated from the school network.

The web proxy and filter are provided by Squid and McAfee SmartFilter Bess edition. Squid is an open-source web proxy solution which is freely available tool on the internet. It is a proxy that all the computer lab machines point to when they need to access the internet. Squid provides caching for all web traffic and as a result reduce the resulting network traffic if multiple computers access the same web page. Smartfilter is a commercial program that works with Squid to filter websites based on criteria we select to choose to filter out, and what the Smartfilter Corporation has categorized a particular site as. A daily categories file, much like a virus scanner update, is downloaded from the vendor, and then updates the master database as to what new sites exist on the internet and what category they fall under. Attempts to access a website that fits a category we are filtering (i.e.: violence, chat, e-mail) will be forwarded to an "access denied" screen.

In addition to web filtering, the computers which are part of the school network also use the commercial version of AVG 8 Antivirus software. Updates are controlled by a centralized management server which deploys the latest signature file to all the client workstations along with providing a single view regarding what viruses have been found and removed.

The computers in the lab and all Windows workstations are part of the school's "Active Directory Domain" which is used to centralize the management of user IDs, computers and printers. Windows Update Services has been configured on the server to collect and generate reports on systems in the domain which need Microsoft updates and to procure and deploy those updates in a controlled fashion.

CATHOLIC DIOCESE OF LANSING

Social Media Policy

In the constantly developing and evolving realm of electronic communication, the term “social media” can include e-mail, text messages, blogs, websites, Face book, Twitter, and a host of related and novel forms. These forms of communication are of unquestioned importance in the modern world, and thus are equally vital to the Church’s evangelical presence in the world. Accordingly, the Catholic Diocese of Lansing adopts the following principles to guide use of these media.

1. Authorization. A parish, school, or agency may have a social media presence only with the express consent of the pastor, principal, or agency director. A diocesan office may do so only after consultation with the Diocesan Director of Communications at FAITH Catholic.
2. Accountability. A minimum of two adults functioning with an official organizational capacity should have full access to all organizational account sites(s).
3. Church Sponsorship. Every parish, school or agency should have its own appropriate domain. Any electronic communication coming from a parish, school, or agency must be on a domain for the corresponding parish, school, or agency. Personal websites, e-mail addresses, etc., must never be employed as a substitute. For example, a Face book announcement regarding an event for parish youth should be on a Face book page for the parish, not the CYM’s personal Face book page. Unit heads should have an e-mail address that uses the domain of the unit. Priests responsible for multiple units are encouraged to have an e-mail address using each unit’s domain, If impractical, the priest may use a personal e-mail address that is appropriate. The diocese needs a record of all unit domains and e-mail addresses of significant staff/volunteers. This information should be provided annually during the directory update process conducted by the Diocesan Director of Communications at FAITH Catholic.

4. General Rules for Use of Social Media.

- Because it is fast, easily disseminated, and durable, electronic communication requires great prudence, accuracy, charity, and caution.
- The content of electronic communication must not be at variance with the doctrinal and moral teaching of the Church.
- In every respect, electronic communication should be in accordance with civil law, including Intellectual Property protections, such as the copyright laws.
- Do not divulge confidential information. Nothing posted on the Internet is private.

- Never post text, photos, or videos of another person without permission.
- On social networking sites, it is recommended that the “no tagging” option be set.
- Use organizational sites rather than personal social media sites for communication about church events or programs. For example, establish a Face book youth group “fan page” rather than communicate through a personal site.
- Church personnel are to establish separate social media identities that are reserved for the purpose of communicating about church-related matters. (e.g. –a separate Face book page Diocese of Lansing Social Media Policy DRAFT June 9, 2011 for John Doe as the CYM of St. Mary Parish as opposed to John Doe’s personal Face book page.)

5. Adult Interaction with Youth.

- Parents should be informed of the use of e-mail or instant messaging for communications purposes with minors, and that it is a standard part of youth ministry. Also, where applicable, parents should be informed that a social networking site is being utilized as a standard part of the ministry.
- Parish/school/agency employees and volunteers may not initiate friendship status with minors but may “friend” minors who initiate friendship status with them, as long as it is done through the separate ministry email/social network identity, and not through the parish/school/agency employee’s personal page.
- At the beginning of an academic year, parents/guardians will be asked to sign a form granting permission for parish school/agency employees to e-mail and text message their child(ren) for ministry-related purposes only.
- Parents have the right to know what information is being shared with their children in any medium. Parents may request that Church personnel provide information about events and curriculum that is being communicated to their children.
- If at all feasible, copies of all electronic communications with youth should be preserved.
- The same boundaries observed in oral/personal communication should be adhered to when communicating via e-mail text messages. E-mail, text messages, and instant messages can be logged, archived, and forwarded to other parties. Avoid engaging in any postings/communications that could be misconstrued or misinterpreted.
- E-mail and instant messaging should only be used with matters that deal with one’s professional relationship. Communicate only about matters relative to the ministry (i.e., parish/school/agency matters or pastoral care matters that are appropriate for discussion).

Avoid any communication, which might be construed as having sexual overtones. Do not reply to any such e-mail received from teens; make and keep a copy of any such inappropriate communication and notify the administrator/pastor/supervisor

One-on-one video or chat room interaction is inappropriate between minors and parish/school agency employees and volunteers.

When presenting personal opinions and engaging in online chats/discussions, it is essential for parish/school/agency employees and volunteers to faithfully represent the values of the Catholic Church.

All communication with youth must adhere to the Charter for the Protection of Children and Young People, as well as to the Children's Online Privacy Act.



DIOCESAN GUIDELINES FOR STUDENT SAFEGUARDS

Web page documents may include only the first name and the initial of the student's last name parent's/guardian's written permission.

Student's personal email address may not be published on school/parish website.

Decisions on publishing student pictures, audio and video clips are based on parent/guardian written permission.

Web page documents may not include any information which indicates the physical location of a student, other than attendance at a particular school/parish, or participation in activities.

Documents to be copyrighted need date only.

Dear Parent/Guardian,

The school is asking permission to use your child's name, picture, video, class work, or voice on the St. Robert School website, MLive, etc. Many times throughout the school year, students are involved in class projects that are worthy of praise. Pictures are taken and stories are written about group activities, sporting events, plays, or field trips. Only students with permission will have their image, video, voice or class work published on the website.

I give permission for the following to be posted on the St. Robert School website, MLive, etc.

My child's FIRST NAME and LAST INITIAL	_____ YES	_____ NO
My child's CLASS WORK	_____ YES	_____ NO
Picture of my child alone	_____ YES	_____ NO
Picture of my child in a group	_____ YES	_____ NO
My child's name (FIRST NAME/LAST INITIAL) in newsletter, news article, or as picture caption	_____ YES	_____ NO
My child's picture in newsletter or news article	_____ YES	_____ NO
Audio or video clip of my child	_____ YES	_____ NO

STUDENT NAME _____
DATE _____

PARENT/GUARDIAN SIGNATURE _____
DATE _____

Appendix 1 – 1: HANDBOOK REVIEW AND AGREEMENT DOCUMENT

Dear Families of Saint Robert Bellarmine Catholic School Every organization needs rules and procedures to run effectively. This handbook is the legal compilation of the rules, policies, and regulations that govern and guide St. Robert School. Its purpose is to ensure a safe, nurturing, environment for all students and staff, as well as to provide the structure for high academic and personal achievement. This handbook includes school regulations and information for you and our students. Please keep this handbook for the duration of the year. Should you need a new copy, you can print one from the school website, www.strobertschool.com or contact the school office.

In addition, please continue to look for newsletters and other notes throughout the year. Newsletters are available on the school website each Friday throughout the school year and are emailed to all school families weekly. The school also has an active teacher web site for each teacher, as well as a Quia interactive educational site used by many teachers. These communication tools contain timely general school activities as well as specific classroom highlights and expectations. St. Robert School also utilizes a web-based communication and grading system to connect school and home. Access to this system is set up in the fall through each homeroom teacher.

Feel free to contact the school office with any questions or concerns that may arise throughout the year. Please be assured that all decisions are made with the best interest of each student involved in mind.

May God shower His blessings on our students, staff, families, and school year!

Sincerely,

Mr. Matt Ralbusky, Principal

(Please return this portion to the school office within the first week of school)

We have read and reviewed this St. Robert School Handbook with our child(ren) and agree to support the information and policies included in this document.

Student Name _____

Homeroom _____

Parent(s) Signatures(s) _____

Date _____

Appendix 22 – 1 – Behavior Rubric

		1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
MINOR BEHAVIOR	Inappropriate Language Physical Contact Disrespecting God Disrespecting Adult(s) Disrespecting Students(s) Teasing/Name-calling Gesture/Rumors/Gossip Interruption Property Misuse Horseplay/rough play Name-calling/Teasing Exclusion	SENT TO OFFICE 15 second intervention Documentation Opportunity for apology and/or make it right DATE: _____	SENT TO OFFICE 15 second intervention Documentation Student calls parent Opportunity for apology and/or make it right DATE: _____	SENT TO OFFICE 15 second intervention Documentation Student calls parent 1 lost lunch recess Think Sheet Opportunity for apology and/or make it right DATE: _____	SENT TO OFFICE Documentation Student calls parent 3 lost lunch recess In-School suspension Teacher generated behavior plan Think Sheet Opportunity for apology and/or make it right DATE: _____
MAJOR BEHAVIOR	Bullying/Threatening Harassment Abusive/Profanity Language Fighting/Physical Aggression Defiance Disrupting Class Theft/Forgery Inappropriate Touch/Talk/Gestures Destruction of Property Non-compliant to request Sexually explicit behavior Racial, ethnic, or sexual name calling	SENT TO OFFICE 15 second intervention Documentation Student calls parent Behavior Plan 1-2 days In-School suspension Work-study with Pastor Consult DATE: _____	SENT TO OFFICE 15 second intervention Documentation Student calls parent Out of school suspension at Principals discretion per handbook Pastor/Principal consultation with possible expulsion DATE: _____		

Appendix 9 – 1 – Dress Code Promise

Dress Code Promise

I understand that The St. Robert School Dress Code policy is intended to promote an environment conducive to learning and distinguish from recreation. I will do my best to follow the rules and dress according to the dress code daily. I understand that by wearing inappropriate clothing I am violating the dress code policy willingly and will have consequences. The administration determines the final appropriateness of clothing/grooming of all students.

_____ (student name)

_____ (date)

P.E. Class

Running shoes are highly recommended. Pants/shorts must be worn with skirts/jumpers.