



# **2022-2023**

# **Parent/Student Handbook**

Shrine Catholic Grade School  
1621 Linwood Avenue Royal Oak,  
MI 48067 248-541-4622

## **Philosophy and Mission Statement**

### **Shrine Catholic Grade School**

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

#### **Shrine Catholic Schools Philosophy**

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

We form a foundation of success through:

- \*Catholic teachings
- \*Hands-on learning
- \*Proficiency in the use of technology
- \*College-preparatory curriculum
- \*Opportunities to be a part of accomplished athletics
- \*Various visual and performing arts programs
- \*Service projects and extracurricular activities
- \*Creation of a strong sense of community

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

#### **Shrine Catholic Schools Mission Statement**

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

## **GENERAL POLICIES: ADMINISTRATIVE**

### **ADMISSIONS**

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

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

### **BASIC REQUIREMENTS FOR ADMISSION**

#### Preschool Requirements

1. Applicants must be 3 years old by September 1<sup>st</sup>.
2. Applicants for 4-year pre-school must be 4 years old by September 1<sup>st</sup>.
3. Students must be toilet trained.

#### Grades K-5 Application Process

1. Kindergarten applicants must be 5 years old by September 1<sup>st</sup> of the enrolling year.
2. Complete the New Student application using our online application.
3. Submit all required documentation (report cards, standardized test results, birth certificate, baptismal certificate, immunization requirements (as set forth by Oakland County Health Department) must be met.
4. Our Admissions and Enrollment Coordinator will contact new applicants to schedule a time for potential students to take our Admissions Placement Assessment.
5. A letter of acceptance or denial will be sent via email and postal service.

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

1. Past disciplinary actions/poor academic performance
2. Pattern of poor attendance
3. Failure to meet the required financial responsibilities to Shrine Catholic Schools or parish

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

### **ADMISSION PRIORITY**

Admission priority will be as follows:

1. Currently enrolled students who have met previous years' financial and academic obligations
2. Siblings of currently enrolled students who are currently registered, contributing and participating members of the Shrine Parrish.
3. Siblings of currently enrolled students who are registered, contributing and participating members of a Catholic parish other than Shrine.
4. Siblings of currently enrolled students.

## **TUITION**

Tuition rates for the upcoming school year can be found on our website at:

<https://shrineschools.com/admissions>. Shrine Catholic Schools offer an in parish subsidy and a multiple student discount.

In order to be eligible for Parish Subsidized Tuition Rates, families will be asked to verify meeting the following requirements: 1) registered members of their Catholic Church; 2) regular weekly Mass attendance; 3) financially support their parish; 4) volunteer fifteen hours of time for the benefit of Shrine schools and parish (grade school families must volunteer 6 of the 15 hours for grade school operations). For more information on the requirements to be considered for Shrine Parish Subsidized Tuition Rates.

All tuition payments must be paid online using FACTS. Tuition payments will not be accepted at the Shrine Catholic Grade School or at the parish offices.

In order to secure a spot for the current or upcoming school year, parents are required to pay a non-refundable registration fee.

## **RIGHTS OF PARENTS AND STUDENTS**

In accordance with **Public Law 93-380 (11-9-74) Right of Students and Parents:**

Parents and students have the right to view education records kept on file in the school office. These include:

1. Scholastic Records
2. Standardized test results
3. Attendance records
4. Records of disciplinary actions
5. Progress reports

\*\*\*This right does not include taking a copy of the record by either parent or student.

## **HOURS OF OPERATION**

During the school year, the school office will be open 7:30am to 3:30pm. The building is open to students beginning at 7:45am. Students may enter the building each day at 7:45am and proceed to their locker and classroom. Teachers are to stand in the doorway of their classroom to greet students and monitor students in the classrooms. The school day begins at 8:00 am. Students arriving after 8:00 am are tardy and must check in at the front office before proceeding to their classroom.

## **DISMISSAL**

At 2:45pm, we will pray as a school family over the P.A. system. Students are not to be in the hallway at this time. Following prayer, children will pack-up and prepare for dismissal.

- Preschool 3- 2:50pm
- Preschool 4-3:00pm
- Junior Kindergarten, Kindergarten, and 1st grade- 3:05pm
- 2nd and 3rd Grade- 3:10pm
- 4th and 5th Grade-3:15pm

- At their assigned dismissal time, teachers lead their classes to their dismissal door. If any child is not picked up by 3:25pm, the teacher will take him/her to the front office. The office staff will call home.
- If a child is consistently picked up late- Shrine Catholic Grade School administration will insist that the child is registered for our Kid's Club program
- Children going to Kids' Club or an extracurricular activity are dismissed to that location from their classroom. Junior Kindergarten and Kindergarten students going to Kids' Club will be picked up by a Kids' Club staff member and walked down to the cafeteria. Preschool students going to Kids' Club are escorted to the Kids' Club room by the teacher or aide, and signed in.
- Early Dismissal: Students being picked up early will be called down to the office with their belongings. Students are not to be dismissed early by their classroom teacher. All students being dismissed early must go to the office and signed out appropriately.

## **PARKING LOT PROCEDURES**

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

- **Park** in the lot in a parking spot. If the lot is full, you must park at the church and cross at the crosswalk.
- Walk with your child to the marked crosswalk at the front porch of school
- **Wait in the coned Safety Zone** for the Crossing Guard on duty to signal you to cross
- Then, use the sidewalk to proceed to the proper door
- Exit the parking lot by turning left onto Linwood – DO NOT CHANGE LANES

## **Drop Off Procedure**

- (This is the best procedure if you want to safely let your child independently exit the car, go to their door, and wait for the bell. To use this procedure, a child must be able to exit quickly and carry all belongings without assistance).
- Drive into the Drop Off Lane
- **Watch the signal of the Crossing Guard**, who is stopping the traffic flow to let pedestrians cross
- **Pull forward as far as you can before stopping** to let your child exit the car, regardless of where your child's door is located
- Children should exit the car on the sidewalk side (on the right) only
- Proceed forward and **turn right onto Linwood – DO NOT CHANGE LANES**

## **Woodward Parking Lot**

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

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

to drive onto school property.

### **CHRONIC TARDY POLICY**

Tardiness: A student entering class late not only impacts their own learning, but also disrupts the flow of the classroom and impacts the entire community of learners. We recognize there are times when unexpected events occur that cause students to be late. We also acknowledge that parents play a large part in the punctuality of the students, but students are part of the team as well and must do their part to be at school on time.

Our tardy policy is as follows:

Assessed Quarterly:

- 5th Tardy—Letter home to parents
- 10th Tardy—Both parents/guardian(s) will be required to meet with administration to develop a corrective plan of action to address chronic tardiness.

Assessed Annually:

- 15 or more tardies during course of school year without a medical doctor's note, both parents/ guardians(s) will be required to meet with administration to develop and sign a corrective plan of action to address significant number of absences.

### **CHRONIC ABSCENSE POLICY**

Absences: Students are required to attend school unless unable to do so due to illness, an injury which impedes their ability to be at school, or when otherwise prearranged with school personnel. In cases where chronic absences occur without a doctor's note, the following policy will apply:

Assessed Quarterly:

- 5 Absences without medical doctor's note- Letter home to parents
- 10th Absence - Both parents/guardian(s) will be required to meet with administration to develop a corrective plan of action to address chronic absences.

Assessed Annually:

- 15 or more absences during the course of school the year without a medical doctor's note, both parents/ guardians(s) will be required to meet with administration to develop a corrective plan of action to address significant number of absences.

### **VACATIONS**

Since class explanations, discussion, peer interaction, and instructional continuity are important, parents are asked **NOT** to take their children out of class for extra vacation days. Every effort should be made to utilize the current, published vacation schedule. Classwork, homework, and assessments will not be given to students to take on vacations. All work will need to be made up upon return.

### **APPOINTMENTS**

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

## **ATTENDANCE LINE**

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

- Your name
- Student's name
- Room number or teacher's name
- Reason for the absence including symptoms if illness related.

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

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

## **COMMUNICATION TO STAFF**

All messages to personnel will be delivered in a timely manner. Replies to inquiries directed to teachers will be returned within 24 hours, if feasible. An appointment is the appropriate avenue for teacher meetings. Teachers cannot be interrupted in their classrooms or in the hallways before/after school. Please call or email to make an appointment.

- All questions and concerns regarding student issues are to be directed to teachers prior to contacting administration.

## **COMMUNICATION TO PARENTS**

- Every Sunday our school newsletter is emailed to each family's primary email address with important school information and posted on our school's website.
- If a student needs to contact his/her parent/legal guardian, the call will be made from the school office
- Each grade level team uses a variety of means for parent communication. Teachers will communicate class updates as well as individual progress and concerns in a timely manner.

## **PARENT RESPONSIBILITIES**

The primary responsibility for the education of our students belongs to the parents. The greatest factor in developing a child's positive educational, moral, cultural, and behavioral mindset is the example and expectations set at home by parents. Parents are responsible for:

- Supporting school policy, teachers, and administration.
- Being ambassadors of goodwill in the community and supporting the reputation of Shrine Catholic Schools.
- Modeling and supporting our Catholic values.
- Establishing the expectation that your student is to complete all assignments and strive to be the best student they can be.
- Insisting that that your student follow and abide by school regulations and policies and live the practice of "teaching others how you want to be treated".
- Regularly logging into FACTS, Google Classroom, or any other source of academic and behavioral progress.
- Abide by and follow the guidelines set forth in the Shrine Catholic Grade School Student/Parent Handbook.

## **AUTHORIZED PICKUP**

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

## **GENERAL POLICIES**

### **BIRTHDAY CELEBRATIONS**

Due to the COVID-19 pandemic, birthday treats must be individually packaged and brought to the office. Our office staff will ensure that treats find their way down to the cafeteria for distribution. Party invitations should never be distributed at school and should be mailed via USPS or emailed to parents to prevent hurt feelings by students who may not be invited.

### **CHILD ABUSE/NEGLECT REPORTING**

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

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

### **ILLEGAL SUBSTANCES**

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

### **LATCHKEY PROGRAM**

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

### **LOCKERS**

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

### **LUNCH PROGRAM**

A hot lunch program is available daily or children may bring a bag lunch. Children who bring their lunches may purchase milk or water. No fast food lunches may be delivered. Students are not allowed to leave the school grounds for lunch. Parents must order hot lunch using FACTS one month prior. Students that do not have a



lunch will be provided a basic lunch from our cafeteria staff.

### **LUNCHROOM/RECESS GUIDLINES**

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

### **PARENT/TEACHER CONFERENCES**

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

### **PARENT VOLUNTEERS**

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

Each year families are required to volunteer no less than 15 hours at our schools, but due to the COVID-19 pandemic we will not be mandating service. Service hour policy will be revisited prior to the 2023-2024 school year. Grade School parents are required to volunteer 6 of the 15 hours for the day-to-day operations at the Grade School. These areas are as follows: Library, School Advisory Committee or Unified School Board Member, Moms' Club Board Member, Dads' Club Board Member, Morning Safety Duty, Lunchroom, or Playground.

### **FACTS**

FACTS is Shrine Catholic School's student information system. This system is used for the following applications:

- Student registration
- Parent communication
- Gradebook updates
- Behavioral demerit tracking
- Tuition payment
- Kid's Club/Latchkey payment

Parents should get into the routine of checking their student's grades, assignment updates, and behavioral demerit log on a weekly basis.

### **REQUEST FOR TEACHERS**

Students are placed in homerooms based on many factors. The male-female ratio, leadership, academic, and behavioral needs of the children are included in determining class make up. It is not appropriate for parents to request a specific teacher. You have trusted us with your children; please trust us with their class placement. We will not reassign students once the class lists are posted. ***Please refrain from contacting teachers and administration with requests for a specific teacher.***

### **SACRAMENTAL PREP PROGRAM**

National Shrine of the Little Flower Parish provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation and Confirmation within the Catholic community of prayer and worship. The sacraments of Reconciliation and Eucharist are received in the second grade. The sacrament of Confirmation is celebrated in the ninth grade. Preparation for the celebration of these sacraments is a joint effort of parents, teachers and religious education staff. Periodic meetings and activities are scheduled throughout the year. In all spiritual activities, the school recognizes the fact that the parent(s) play the most important role in the moral and spiritual training of the child.

### **SCHOOL ADVISORY COMMITTEE**

This Grade School Advisory Committee represents its constituency and works towards generating realistic ideas for improving the school. The Committee is not concerned with the administration of school policies, curriculum or personnel matters, but serves as a sounding board for the school administration. The school advisory committee shall consist of the following individuals:

- Pastor
- Head of Schools
- Principal
- Assistant Principal
- CYO Athletic Director
- Mothers' Club Chair
- Dads' Club Chair
- Catholic Identity Chair
- ECC Parent Representative
- 1<sup>st</sup> Floor Parent Representative
- 2<sup>nd</sup> Floor Parent Representative

School administration reserves the right to invite individuals on an as needed basis. Advisory committee members will be required to sign a non-disclosure statement and will serve a two year term.

### **SCHOOL CLOSING**

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

## HEALTH AND SAFETY

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

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

### Communicable Diseases

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

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

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

Students are excluded from classes for the following and can be re-admitted by approval of the administration after the time indicated, as well as Oakland County Health Department guidelines.

<u>Illness</u>	<u>Time Required</u>
Chickenpox	Six days from onset
Fever	Student must be fever free for 24 hours without Tylenol, Ibuprofen, etc.
Hand, Foot and Mouth Disease	Until fever is no longer present and the sores subside; most contagious during the first week
Impetigo	When under medical treatment and lesions are healing and no new lesions appear
Head Lice	Until lice and eggs (nits) are destroyed – head check by school staff required before student may enter classroom. The school follows the Michigan Department of Education/Michigan Department of Community Health Head Lice Manual as directed by the Archdiocese of Detroit. <a href="http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf">http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf</a>
Mumps	Nine days from onset
Pinkeye	When under medical care and drainage from eyes has cleared
Ringworm	Two days after face, trunk and extremities – until topical treatment is applied
Rubella	Seven days from onset (German/3-Day Measles)
Stomach Flu	Student must not have vomited for a period of 24 hours. Strep Throat/Scarlet Fever One day (24 hours) after treatment

**Rashes** All rashes must be identified by a physician. **If a rash appears during the school day, the student must leave school.** The student may return to school when the rash has disappeared, or with a physician's written verification identifying the rash and verifying that the rash is not contagious

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

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

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

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

A signed "Permission to Administer Medication" form by parent and physician should be on file. Included should be the physician's order indicating drug name, dose, time and method of administration and duration (length of time) for the medication to be dispensed. This includes over-the-counter medication (i.e., Tylenol, cough drops, etc.) The doctor's signature is not required if parent has the prescription with the medication.

The school office staff shall dispense medication. A record of date and time medication was administered is kept and initialed by two adults.

A student may carry an Epinephrine Auto-Injector during the school day. The "Release for Dispensing of Medication" must be on file in the school office as well as an Emergency Care Plan.

A student may carry an inhaler during the school day. The "Release for Dispensing Medication" must be on file in the school office. If a student uses the inhaler during the day, he/she should come to the school office to report the time of usage. If parents prefer, inhalers may also be kept in the school office.

All medicine should be clearly labeled with the student's name on the container.

When medication needs to be replenished, the parent/guardian should bring the medication in directly. Students are not to carry medication or keep it in their backpacks or lockers.

Students are forbidden from dispensing their own medication during school hours with the exception of the Epinephrine Auto-Injector and inhaler.

### **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Our school works directly with the Royal Oak Police Department to create and update our school's Emergency Operations Plan (EOP) that addresses school emergencies. This guide is located in each classroom and office space throughout our school campus.

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

### **SCHOOL EMAIL**

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

### **SCHOOL/HOME PARTNERSHIP**

A strong, cooperative partnership between school and home is an essential ingredient in effective education.

The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community.

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

### **SCRIP PROGRAM**

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

### **SMOKING/TOBACCO POLICY**

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

### **ACADEMIC SUPPORT SERVICES**

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

Shrine Catholic Grade School also employs an Academic Support Team, consisting of highly qualified teachers, whose responsibility is to work with our students having difficulties in the areas of math and reading. The academic support team utilizes teacher reports and standardized testing data to determine students that qualify for services.

### **SPIRITUAL AWARENESS**

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

## **STANDARDIZED TESTING**

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

## **STUDENT RECORDS**

In accordance with Federal Legislation entitled "Privacy Rights of Parents and Students", the following records are kept on students enrolled at Shrine Catholic Grade School. Education records directly related to a current student containing information such as academic grades, test scores and health records; family information such as address and telephone number. Alumni records containing the permanent academic and attendance records are maintained in the School. Parents or guardians of students have a right to inspect and review these records.

## **STUDENT SUPERVISION**

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

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

## **TEXTBOOK POLICY**

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

## **UNIFORM CODE**

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

### **Uniform Policy - Girls**

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

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

**Summer Uniform** - Navy blue walking shorts/skorts (or school plaid skort purchased from Dennis Uniform) may be worn during August/September, and May/June. **They may be no shorter than three inches**

**above the knee.** No cargo shorts. Students are to wear their regular uniforms on Mass days or anytime we visit the Basilica.

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

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

**Optional** - Navy blue sweater, vest, and ¼ zips with Shrine logo (must be purchased from Dennis Uniform).

¼ zip from the brick and mortar Spirit Shop with block S is also approved. All must be worn over a uniform blouse or shirt. No hooded sweatshirts, athletic sweatshirts or oversized clothing allowed.

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

**Gym Uniform** - Grades JK-5: The gym uniform will consist of a Shrine logoed gold shirt, Shrine logoed blue sweat pants, Shrine logoed blue shorts, and gym shoes. Gym sweat pants must be worn from October-March (shorts may be worn underneath). Gym shorts may be worn August/September and May/June. The gym uniform must be purchased from Dennis Uniform and students will wear the gym uniform all day on gym days. White crew socks must be worn above the ankles.

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

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

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

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

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

### **Uniform Policy – Boys**

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

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

**Summer Uniform** - Navy blue walking shorts may be worn during August/September, and May/June. No cargo shorts. **They may be no shorter than three inches above the knee.** Students are to wear their regular uniforms on Mass days or anytime we visit the Basilica.

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

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

**Optional** - Navy blue sweater, vest, and 1/4 zips with Shrine logo (must be purchased from Dennis Uniform). 1/4 zip from the brick and mortar Spirit Shop with block S is also approved. All must be worn over a uniform shirt. No hooded sweatshirts, athletic sweatshirts or oversized clothing allowed.

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

**Gym Uniform** - Grades JK-5: The gym uniform will consist of a Shrine logoed gold shirt, Shrine logoed blue sweat pants, Shrine logoed blue shorts, and gym shoes. Gym sweat pants must be worn from October-March (shorts may be worn underneath). Gym shorts may be worn August/September and May/June. The gym uniform must be purchased from Dennis Uniform and students will wear the gym uniform all day on gym days. White crew socks must be worn above the ankles.

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

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

**Nail Polish** - Nail polish is not permitted.

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

\*\*\*Please see the attached style guide for examples of our dress code

### **VANDALISM**

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



## **VISITORS TO THE SCHOOL**

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

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

## **WATER BOTTLES**

Drinking fountains will NOT be used during the 2022-23 school year due to the COVID-19 virus. Students will be allowed to bring a water bottle to school. Bottles will be filled used the water bottle filling stations. Water bottles be labeled with student's name.

## **WEAPONS**

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

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

Shrine Catholic Schools take all threat of the use of a weapon seriously.

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

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

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

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

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

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

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

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

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

**WELLNESS POLICY**

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

**WITHDRAWALS**

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

**ACADEMIC POLICIES AND CURRICULUM**

**CURRICULUM**

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

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

Reading	Phonics	Vocabulary
English	Math	Spelling
Social Studies	Science	Handwriting

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

**EXTRA-CURRICULAR ACTIVITIES**

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

**ACADEMIC HONESTY**

Shrine Catholic Grade School considers cheating or academic dishonesty a serious violation of school rules. No copying or plagiarism is acceptable. If quoting others in academic material, students must cite their sources.

The Shrine Catholic Grade School academic honesty policy includes, but is not limited to:

- Receiving or providing information during a test or for a test.
- Using material on tests when the teacher has not given permission to do so.
- Violating the teacher’s testing rules and procedures.
- Using somebody else’s work or ideas without proper credit (plagiarism).
- Using or copying another student’s assignment to turn in as your own work.
- Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

Students who are in violation of academic honesty will receive an automatic demerit and deduction of grade and/or automatic zero for the assignment.

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

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

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

### **HOMEWORK POLICY**

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

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

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

#### **Late Assignments for Grades 4-5: Late assignments will be marked as follows:**

- 1 day late – 10% off
- 2<sup>nd</sup> day late – 20% off
- 3<sup>rd</sup> day late – 50% off
- Any assignments handed in after 3 days late will be left up to the discretion of the teacher

### **GRADING POLICY**

**A:** An excellent knowledge of the subject; completeness and thoroughness in daily assignments; voluntary participation in class; exemplary attention during class period.

**B:** Good knowledge of the subject matter; more than average preparation of daily assignments; willingness to participate in class discussion; above average attention during class period.

**C:** Average knowledge of subject matter; rarely does extra work on assignments; participation in class discussion when called upon; ordinary attention in class.

**D:** Completion of only minimum requirements; incomplete and/or low quality assignments and tests; little participation in class; lack of interest in class.

**F:** Inadequate knowledge of subject matter; irregularity and incompleteness of daily assignments; little or no participation in class discussions; little or no interest in class.

**I:** Incomplete work that can be made up during time specified by the teacher. Pertains to students who have

excessive absences.

**Shrine Catholic Grade School Grading Scale – Grades 1-2:**

- PR Proficient
- D Developing
- N Needs Support

**Shrine Catholic Grade School Grading Scale – Grades 3-5:**

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

**Conduct Marking**

**4 – Good:** Student follows classroom rules and directions. Exhibits self-control. Seldom needs reminder of expectations.

**3 – Acceptable:** Student follows rules and directions most of the time. Responds readily to teacher reminder of expectations.

**2 - Needs Improvement:** Student often ignores classroom rules and directions. May respond to teacher reminders, but resorts back to previous behavior.

**1 – Unacceptable:** Student ignores classroom rules and directions. Consistently needs to be reminded of expectations.

## CONDUCT

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

*Prudence-*

Students demonstrate the ability to find the good in every situation and choosing the right means of achieving it.

*Respect-*

Students are mindful of our Faith when choosing their words with others and actions with property.

*Fortitude-*

Students demonstrate strength in situations requiring them to make a difficult choice between right and wrong.

*Temperance-*

Students are able to demonstrate self-control in the areas of modesty, humility, and honesty

*Faith-*

Students rely on Christ as well as their teachers, peers, and administration for guidance and support.

*Perseverance-*

Students persist to complete tasks even when they become difficult.

*Charity-*

Our students give of themselves to others through academic support and friendship.

## **STUDENT CODE OF CONDUCT:**

Shrine Catholic Grade School students are expected to conduct themselves in a manner consistent with our Catholic teachings and values, therefore students will:

- Be honest and committed to integrity.
- Be respectful and courteous toward all teachers and adults.
- Refrain from harassment of any kind.
- Use appropriate language.
- Speak respectfully to and about others in school, but also in online chat rooms, text messaging, social media posts, phone calls, and voicemails.
- Respect all school and individuals' property.
- Refrain from any deliberate disruption.
- Demonstrate good sportsmanship when engaged in all school-sponsored and extra-curricular activities.
- Not engage in any physical or verbal contact with another student which could be interpreted as an inappropriate display of affection. Such conduct is prohibited on school grounds or at school sponsored activities.
- Not sell, trade, or purchase items from other students.
- At all times, whether at school or in the community, conduct themselves in a manner which reflects respect and the Catholic principles of Shrine Catholic Grade School.
- Shrine Catholic Grade School Administration reserves the right to investigate and impose in-school consequences for violations of any incidents involving online chat rooms, text messaging, social media posts, phone calls, and voicemails that are brought to our attention.

## **SCHOOL COUNSELOR**

If a child needs to see the counselor, the parents should fill out the School Counseling Referral Form. The Counselor is available to see students five days a week. Shrine Catholic Grade school views our children's social/emotional health, safety, and education as a vital component of their education. Our school counselor plays a vital role in the mission. The School Counselor Referral Form is located in the school office and is also on the Shrine Schools website.

## **SCHOOL DISCIPLINE**

### **Kindergarten-2<sup>nd</sup> GRADE DISCIPLINE**

Teachers rely on many tools to ensure Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students are learning from their mistakes and abiding by our student code of conduct (classroom discussion, modeling, individual student conversation, parent email/conference, referral to counseling office, assistant principal or school principal). The standard mode of positive reinforcement in the classroom is the use of a behavioral clip system. In the instances that a child is following directions and the expectations of school and classroom a child is "clipped up". In the instances a child is off task or not following classroom expectations they are "clipped down".

### **3<sup>rd</sup>-5<sup>th</sup> GRADE DISCIPLINE**

**DEMERITS AND DETENTIONS** are tools employed when infractions occur that require more than a brief verbal intervention or warning by staff. A demerit can be issued when any violation to the student code of conduct occurs. When a student receives a demerit, teachers/staff will submit the violation into the school

database. Parents will receive an email communication and will have access to any documented demerits through the FACTS.

After a student receives three (3) demerits, the student will be required to serve detention. **There will be instances where a behavior will automatically result in a lunch/recess/afterschool detention.** Detentions are held during lunch/recess or after school depending on the grade level. Three detentions in one quarter will result in an in-school detention.

Please Note: Depending on the frequency and severity of offenses, the following privileges may be suspended:

- attending assemblies, field trips, or class parties
- participating in after-school clubs and/or activities
- participating in CYO practices and/or games

### **SUSPENSIONS/EXPULSIONS**

Suspensions and expulsions are enacted when the seriousness of the student's action results in the justification of this level of consequence. Serious offenses that could justify suspension include the use of physical violence or verbal threats, sexual harassment, causing purposeful damage to school or another student's property, repetitive disciplinary issues, and/or the willful disobedience of directives issued by a teacher or staff member.

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

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

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

The most common serious violations are:

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

### **Procedure for Expulsion:**

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

## **INDIVIDUAL DISCIPLINE**

When determining the appropriate disciplinary course for a child thoughtful consideration is always given to each individual and situation. The four criteria that shall be followed in each situation are:

1. The unique traits and circumstances of that child.
2. The nature and severity of the incident.
3. The frequency of the incident.
4. The impact the behavior had on the learning environment, social setting, and or community.

## **Other Considerations**

1. The age of the student.
2. The student's ability to control his/her behavior.
3. The student's ability to understand the foreseeable consequences of his/her behavior.
4. Whether the student's presence poses an unacceptable safety risk to others.
5. How disruptive the behavior is to the classroom learning environment.
6. The student's history of behavior.
7. The interventions, plans, consequences, and supports that have been previously utilized with the student.
8. Whether the student's behavior involved the harassment of another due to their race, ethnic origin, religion, disability, physical/mental capability, gender, perceived sexual orientation.
9. Any unforeseen additional factors deemed relevant by school administration

## **CELL PHONE/SMART DEVICES**

Students are not permitted to use cell phones during school hours; however, it is recognized that some parents may wish for their child to have a cell phone for use for after-school activities. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

Students may not use cell phones during school hours (from arrival to dismissal).

- All cell phones must be turned off and placed in a backpack or locker during school hours. Cell phones are not to be in the pockets or desks of individuals at any time during the school day.
- If a student needs to use the telephone during the school day, they may use the phone in the school office. Parents should not contact students via cell phone during the school day. Necessary messages may be left by calling the school office.
- Should a cell phone not be turned off or should a student use a cell phone in any way (calling, texting, sending pictures, playing games, etc.) during school hours it will be taken and held in the principal's office for pick-up by the parent and a demerit will be issued. If the issue continues, on the third offense, the student's phone will be confiscated and returned on the last day of school. Failure to adhere to these guidelines will result in disciplinary action.
- Smart Watches or Wearables that are voice or data connected (i.e. iOS and/or Android enabled devices such as an Apple Watch) are not permitted.

**\*\*\*Parents that chose not to abide by school disciplinary policies will be required to unenroll their student(s).**

## **HARRASSMENT POLICY**

Harassment: Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or



effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Facebook, Twitter, Instagram, Snap Chat, etc. will be disciplined, up to and including expulsion.

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

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

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

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

Examples of sexual harassment:

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

### **BULLYING POLICY**

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

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

\*Shrine Catholic Grade School Administration reserves the right to amend this document.

Last Amended: August 9<sup>th</sup>, 2022

**Appendix A: Uniform Style Guide**

# Girls: JK-3rd Grade

V-Cut  
Jumper



Drop  
Waist  
Jumper



Navy Dress  
Pants: NO  
Leggings



**\*\*\*Hemline no shorter than 3 inches above the knee.\*\*\***

Peter Pan  
Collar  
Blouse



Polo



**\*\*\*Shirts MUST be appropriately buttoned and tucked in.\*\*\***



# Girls: 4th-5th Grade

Skort



Skirt



Navy Dress  
Pants: NO  
Leggings



**\*\*\*Hemline no shorter than 3 inches above the knee.\*\*\***

Peter Pan  
Collar  
Blouse



Polo



**\*\*\*Shirts MUST be appropriately buttoned and tucked in.\*\*\***



# Girls: Summer Uniform JK-5th Grade

August/September and May/June

Navy Skort

\*\*\*Hemline no shorter than 3 inches above the knee.\*\*\*



Peter Pan Collar Blouse



Navy Flat Front Shorts



Polo



\*\*\*Shirts MUST be appropriately buttoned and tucked in.\*\*\*

\*\*\*Regular Uniforms to be worn on Mass Days or if we will be going to the Basilica\*\*\*

# Boys: JK-5th Grade

Navy Dress  
Pants



Oxford  
Collar Shirt



Polo



\*\*\*Shirts MUST be appropriately buttoned and tucked in.\*\*\*

3rd-5th Grade Boys MUST wear a belt;  
optional for JK-2nd Grade



Magnetic  
Closure



Leather- Black, Navy, or  
Brown

# Boys: Summer Uniform JK-5th Grade

August/September and May/June

Navy  
Shorts



Oxford  
Collar Shirt



**3rd-5th Grade Boys MUST wear a belt; optional for JK-2nd Grade**



Magnetic  
Closure



Leather-Black, Navy, or  
Brown

Polo



**\*\*\*Shirts MUST be appropriately buttoned and tucked in.\*\*\***



**\*\*\*Regular Uniforms to be worn on Mass Days or if we will be going to the Basilica\*\*\***

# Socks

## Girls



Navy or White  
Knee Socks

Navy or White  
Knit or Opaque  
Tights

## Boys



White or Navy  
Crew Socks;  
nothing below  
the ankle



Navy, White, or Plaid Ruffled Anklet;  
nothing below the ankle

# Sweaters



1/4 Zip Fleece with Shrine Logo



Navy Cardigan or Sweater Vest  
with or without Shrine logo

**\*\*\*No athletic, crew neck, or hooded sweatshirts\*\*\***



# Gym Uniforms



Gold T-Shirt and Navy  
Mesh Shorts with  
Shrine Logo

October 1-April 30:  
Sweatpants and sweatshirt  
with logo **MUST** be worn  
over shorts and t-shirt

## CIVILITY POLICY

Shrine Catholic Grade School recognizes that the education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and advisory board personnel. The school views parental participation in the educational process as critical to children's educational success. The school welcomes and encourages positive and productive parental input and participation in their child's school life. The following civility policy has been created in order to establish an atmosphere that will observe effective and appropriate communication between members of its community.

### **PURPOSE:**

1. To provide communication/interaction guidelines for our Shrine Grade School staff, students, parents, visitors, and others which will encourage open and productive communication, while observing a level of respect, orderly conduct, and civility reflective of our Christian values and a healthy school and work environment.
2. To the greatest extent possible, ensure a safe and harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community.
3. To encourage participation in school or district activities, while enabling the school to identify and address behaviors which are inappropriate and disruptive to the operation of a school.

### **POLICY:**

The following outlines conduct that is appropriate and productive for a school environment, as well as conduct which is deemed disruptive or harmful to those within the Shrine community. These guidelines apply to, but are not limited to, face-to-face interactions, email communication, voicemail, and social media posts.

#### Expected/Acceptable Conduct:

- a. School employees and volunteers will treat colleagues, parents, students, and others visiting our school with courtesy and respect.
- b. Parents, students, and other visitors to the school, will treat teachers, students, school administrators, other school staff, and district employees with respect and will utilize appropriate school procedural processes to have issues/concerns addressed.

#### Unacceptable/Disruptive Conduct:

- a. Disruptive conduct can include: behavior which interferes with or threatens to interfere with the operation of a classroom, after-school activities or sporting event; within an employee's office or office area, areas of a school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/ guardians and the general public.
- b. The use of loud and/or offensive language, profane language, intimidating language, display of temper, or otherwise inappropriate conduct in front of students.

- c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, other parent, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- d. Written, verbal, or electronic communications that are abusive, harassing, threatening, or obscene in nature; including those sent via voicemail, email, or posted on social media. This includes the use of social media posts to embarrass, demean, shame, or the like a member(s) of the school community.
- e. Demanding or harassing communications in regards to an issue(s) that has been previously reviewed and responded to by school administrators.
- f. Inappropriate or hurtful statements toward students.
- g. Non-Shrine Grade School staff members addressing concerns or problems directly with students whom are not their own children; this does not include appropriate interactions directly related to volunteering responsibilities (e.g., lunch or recess monitoring).
- h. Damaging or destroying school property.
- i. Any other behavior that is determined by administration to be disruptive to the orderly operation of Shrine Grade School (within or outside of the classroom.)

**PROCEDURE:**

The following outlines the recourse members of the school community have available to them when the terms of the Shrine Grade School Civility Policy have not been observed.

- Parent Recourse:  
Any parent who believes he/she or their student was subject to unacceptable/disruptive behavior on the part of a staff member or another parent should promptly bring such behavior to the attention of the Shrine Grade School School principal for investigation.
- Student Recourse:  
Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent, or visitor should promptly bring such behavior to the attention of a teacher, guidance counselor or school administrator.
- Authority of School Personnel:
  - a. Authority to direct persons to leave school or premises:  
Any individual who: (1) disrupts or threatens to disrupt school or operations; (2) threatens to or attempts to do or does physical harm to school personnel, students, or other parents; (3) threatens the health or safety of students, school personnel, or others lawfully on school premises; (4) intentionally causes damage to school property, or property of others lawfully on a school premises; (5) uses loud or offensive language; or who without authorization comes to the school may be directed to leave the school by a school's principal or assistant principal, or in their absence, a person who is lawfully in charge of the school. If the

person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.

- b. Authority to deal with persons who are verbally abusive:  
If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving polite notice to the speaker to communicate civilly, terminate the meeting, conference or telephone conversation. If the meeting or conference is at school, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.
- c. Abusive, harassing, threatening, obscene email, voice mail or social media posts:  
If any district employee receives an email or voice mail message which is abusive, harassing, threatening, or obscene, the employee will not respond to the email or return the telephone call until an appropriate message is communicated. The employee will save the message and contact a school administrator so it can be documented. If the message threatens personal harm, the employee may contact law enforcement.
- d. Shrine Grade School principal reserves the right to impose particular rules, restrictions or procedures parents must follow when interacting with the school, its staff, volunteers, or students. In severe cases or when there has been repeated inappropriate or disruptive behavior and/or communications by an individual(s), their access to the school and/or their child(ren)'s enrollment can be terminated. The Shrine Grade School principal may impose appropriate corrective action, without prior recourse, based upon the nature of the individual's conduct and surrounding circumstances.
- e. Shrine Grade School administration will address instances of student violations of the civility policy. The ASCS principal may impose appropriate corrective or disciplinary action, without prior recourse, based upon the nature of the student's actions and relevant circumstances.