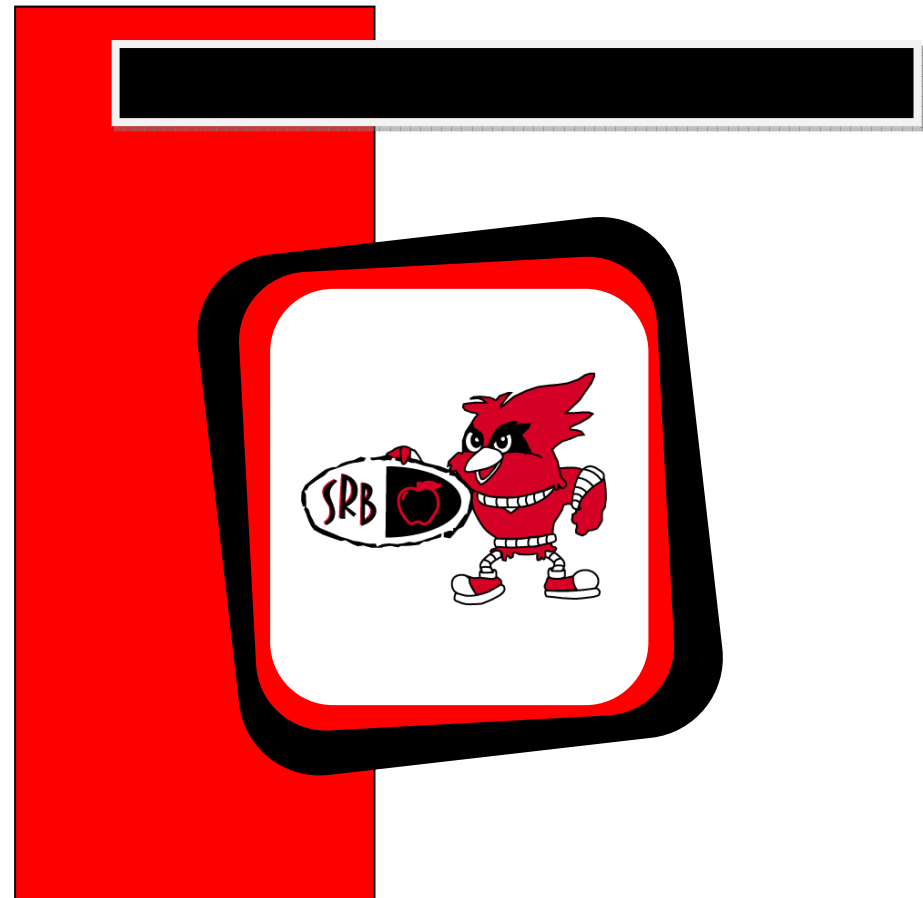




*St. Robert Bellarmine...
Redford's best kept secret!*



St. Robert Bellarmine Student-Parent Handbook

27201 W. Chicago
Redford, Michigan 48239
Phone: 313-937-1655
Fax: 313-937-9795
www.strobertbellarmine.com

Strength Respect Belief

Transportation

Car Regulations

It is everyone's responsibility to protect SRB children while they enter and leave the school premises. During the scheduled lunch periods, the west end of the parking lot is closed to traffic in order to provide a safe play area for the children. If students are going home with another student, a note must be given to the teacher from each of the student's parents.

Bicycles

Bicycles are brought to school at owners' risk. Locks should be used at all times. Bicycles are parked near the office and are walked through the playground or on walkways.

Walkers

The term "walkers" refers to students who walk home. They will exit the building at the Office doors, and the southeast Westfield doors.

Bus Transportation

Bus service is provided for eligible South Redford residents only. Routes and times are established by the South Redford School District. Any issues regarding bus transportation are to be directed to the transportation department @313-535-4000 ext#1105. Only South Redford residents who are eligible for bus service are allowed to ride the bus.



St. Robert Bellarmine Mission Statement

The mission of St. Robert Bellarmine Catholic School is committed to the education of children through *Strength in academics, Respect for all, and Belief in Christian Values.*

To fulfill this mission we will:

- ◆ Foster a personal relationship with God.
- ◆ Instruct and challenge children through an integrated curriculum.
- ◆ Promote creativity and aesthetic values.
- ◆ Guide children in developing the qualities of leadership, citizenship and self-discipline.
- ◆ Provide an atmosphere of open communication among students, teachers and parents.
- ◆ Teach students to work for peace and justice in their school, home, and community.
- ◆ Implement various methods of technology in our curriculum as well as through communication with parents, students, and community.



Visitors

In order to insure the safety of students and staff, all entrance doors to the school building remain locked. Visitors must check in at the school office and receive a visitor's pass to enter the building. Students at all grade levels are instructed not to open an entrance door for anyone.

Forgotten books and other items left at home must be left at the office to be delivered to the student at a convenient time.

Background Screening

All staff members have been fingerprinted and profiled. All coaches are screened as well. Any volunteers/chaperones must complete an I-CHAT Background information form that is processed as well.

Severe Weather Conditions

In case of severe weather conditions, every precaution possible will be taken to protect the children. In case of an extreme emergency where the children need to be sent home during the school day, parents or emergency contacts will be notified to make arrangements to pick up students. Parents are urged not to come to school for the children unless notified. Our staff is trained to handle emergencies.



Emergency Secured Lock-Down

In the event of a lock-down situation, the students will remain in secured areas with staff members until the "all clear" is issued by local authorities. No one will be allowed to enter or exit the building until the lock-down has ended.

Table of Contents

Admission Policy 2

Attendance..... 4

Calendar 5

Code of Conduct 7

Curriculum 10

Dress Code.....14

Health..... 18

Safety Procedures 20

Transportation..... 21

The Principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

Admission Policy

St. Robert Bellarmine (SRB) is a Catholic parish school in the Archdiocese of Detroit. It is committed to excellence in education based on Catholic-Christian values and principles. Students and parents are expected to support the mission and policies of St. Robert Bellarmine School.

Admission requests will be given the following priority:

1. Children from registered parish members.
2. Catholic students from the Northwest Wayne Vicariate.
3. Catholic students from other vicariates.
4. Non-Catholic students who agree to be present and participate in daily religious education classes and in liturgical functions scheduled during the regular school day.

Enrollment

St. Robert Bellarmine School does not discriminate on the basis of race/ethnicity, color, religion, or sex.

A child entering Kindergarten must comply with the following:

- Be five years of age on or before December 1st of the same year
- Present the original birth certificate at the time of registration
- Produce a record of compliance with immunization requirements
- Present the original Baptismal Certificate if baptized at SRB, present the actual date of Baptism
- Present a Social Security card or number

Registration

Registration of new students and re-registration of currently enrolled students will take place in the spring. Parents and guardians will be notified accordingly. All students must re-register each year. To register, all school-related financial obligations must be paid in full and the required registration fee must accompany the signed Tuition Preference Form.

Students will not be allowed to have any medication in their possession. Parents/guardians must deliver the medication to the school office where it will be administered. Any medication remaining at the end of the school year needs to be retrieved by the parent/guardian as well.

Illness in School

If a student becomes ill during the school day, a parent/guardian will be notified. If a parent/guardian cannot be reached, an emergency card contact will be called. Please inform the office of any changes in emergency information throughout the school year.

If a student is absent from school for a fever related illness, they are not to return to school for a minimum of 24 hours after the temperature has returned to normal. Students who become sick (vomit, diarrhea, fever) during the night or in the morning prior to school should not be sent to school.

Injuries



Injuries which occur during the school day must be reported to the office immediately. Treatment for minor injuries will be administered when necessary. Parents will be notified of any injury that may require additional medical attention. If a parent cannot be reached, the emergency contact person will be called.

In an emergency when 911 is called and time is an important factor, the injured student may have to be sent to the hospital before a parent/guardian can be notified. In this case, a staff member will accompany the student. Parent/guardian signatures on the emergency card authorize St. Robert Bellarmine School to take this action.

Vision and Hearing Screening

The Wayne County Department of Health annually screens students' vision in grades K, 1, 3, 5. Hearing screening is conducted in grades K, 2, and 4. Grades to be tested are determined by the Wayne County Health Department.


Health

SRB follows the regulations of the Wayne County Department of Health regarding all immunizations and health requirements for all students.


In accordance with the Wayne County Health Department, any students who are not up to date with their immunizations as stated in the Wayne County Immunization Directives will be excluded.

Communicable Diseases

Each child has a health file which must be kept current.

Students with a communicable disease (e.g. strep throat, chicken pox, pink eye, impetigo, fifth disease, etc.) are excluded from classes and are readmitted only after sufficient time for complete recovery has lapsed. All cases of communicable disease must be reported to the school office so the information required by the Wayne County Health Department can be communicated to them. When returning to school, a student must bring a signed parent note (or doctor's note if applicable) to their teacher to be readmitted.

Medication



Should it be necessary for a student to receive prescription or non-prescription medicine during the school day, please contact the office for instructions prior to sending in the medicine. Students will not be allowed to take medicine without supervision. When medication needs to be administered, the following will apply:

- A medication release form must be signed by the parent & doctor for all non-prescription and/or prescription medicine
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, and strength of the medicine
- Medication shall be given to the child listed on the label only and will be given in accordance to the label instructions
- The medication must be in its original container
- The dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child

Tuition

Annual tuition rates are determined by the Parish Finance Committee in consultation with the Pastor and Principal. These rates differ for subsidized (in parish) families and non-subsidized (out of parish) families. Tuition payments will be completed according to a Tuition Preference choice of the following: full payment, F.A.C.T.S. monthly payments, and Catholic Parishes Credit Union Plan.

**Any item returned by your financial institution will be subject to a return check fee.*

Transfers

Students transferring from other schools will be expected to present a report of their educational progress and conduct before a final decision of admission is made. New students will be evaluated before the registration and grade placement is final. New students will be admitted to our program on a trial basis for nine weeks. If there is consistent poor behavior, a poor attitude, or inattention to academics during this probationary time, the student will not be invited to return at the end of the nine week time period.

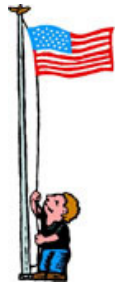
When a child transfers to another school, the Principal and the classroom teacher should be notified in writing at least one week in advance. All textbooks must be returned to the teacher and all financial obligations to the school must be settled.

Academic and health records of the child will be sent to the new school when a request, signed by a parent/guardian, is received from that school and all financial obligations have been met with SRB.

Terms of Custody

SRB requires that divorced parents file a court certified copy of the custody section of the divorce decree with the school office. If a parent claims the custody arrangements have changed, we require a copy of the new order.

A non-custodial parent has no right of physical access to a child unless granted by court order.



Attendance**Absence Reporting**

When a student is going to be absent from school, parents or guardians are requested to call the office at 313-937-1655 and leave a message reporting the reason for the absence. Calls should be made by 8:30 a.m. When a child returns to school following

an absence, a parent/guardian's written excuse must be presented to the homeroom teacher. ***If a student is absent 11 days or more during a quarter, he/she will not receive a report card for that quarter.***

Make-up Work

Homework should not be requested for a student that is only absent for one day. On the second consecutive day of absence, parents may request by phone or note that homework be available outside the school office at dismissal time.

Each student will be given sufficient time to complete missed work. The grade level, amount of homework and nature of the homework will determine the length of make-up time provided. It is the student's responsibility to contact the teacher on the day of their return for make-up work.

Teacher instruction, class participation and interaction are critical aspects of learning. Parents are requested not to plan vacations outside of specified days off from school. Work will not be given prior to a vacation.

Please schedule dental and doctor appointments outside of school time if at all possible.

Early Dismissal

Students do not leave the school premises before the regular dismissal time unless a note signed by the parent/guardian requests an early dismissal for a specified reason. Students must be picked up by a parent or guardian from the office.

highlights or colored tips. Faces must be clean shaved. Issues pertaining to inappropriate hairstyles will be left to the discretion of the staff.

Jewelry... ...No earrings

NO OTHER PIERCINGS ALLOWED

No tattoos

No rings may be worn to school

No chokers

One simple necklace/bracelet may be worn with symbols such as a cross or religious scapular.

Gym Attire

Students may wear the gym uniform to school on their gym day.

Grades K-8:

SRB Gym Wear purchased through Schoolbelles.



Black athletic pants or shorts with minimal white or red striping

SRB white Gym Wear t-shirts

SRB red school sweatshirts (with white Spirit Wear t-shirt underneath)

Athletic gym shoes are required. (Any color)



Jewelry.....Only one earring per earlobe. **NO OTHER**

PIERCINGS ALLOWED

No long dangling or large hoop earrings.

Earrings should be post only.

No rings may be worn to school

No chokers

One simple necklace/bracelet may be worn with symbols such as a cross or religious scapular.

**** SRB School Code at Schoolbelles is #848 ****

BOYS

Grades 1-8 Uniform Options:

Pants.....Black uniform dress pant **NO CORDUROY**

Shorts.....(Shorts may only be worn April 1st-November 1st)
Black uniform short

Shirts.....Short or long sleeve SRB monogrammed polo shirt from Schoolbelles (Must be tucked in and worn with a belt)
Banded short sleeve SRB monogrammed polo shirt from Schoolbelles (No belt necessary)

Belts.....Black

Cardigan/Sweatshirts..Red SRB monogrammed from Schoolbelles (white polo shirt must be worn underneath)

Socks.....Black or white crew socks

NO DESIGNS OR PRINTS ALLOWED

Shoes.....Solid black or white athletic shoes. **NO**

OPEN BACKED SHOES. Issues pertaining to sole size and style will be left to the discretion of the staff.

Hair.....Must be neatly trimmed, above collar length, not covering the ears or hanging in the eyes. **NO FAD HAIRCUTS;** i.e. tails, carvings, cut/shaved on sides and long on top, visible defined hair lines, colored/bleached



If a student becomes ill, they will leave after a parent/guardian has been contacted and an authorized person on the Emergency Card picks them up.

Tardiness

Students must be in homeroom no later than 8:05 a.m. Any student who arrives after 8:05 will be marked tardy. If your child arrives after the tardy bell they will need to be escorted to the office by the parent/guardian. Each student will be graced 4 tardies per quarter. If a student is tardy more than 4 times, a fee of \$4.00 will be incurred for each tardy thereafter. Fines are per family, not per individual. The fines will be totaled at the end of the quarter and must be paid before report cards will be distributed.

Calendar

A yearly calendar as well as monthly calendars are emailed home to families and available on the school website.

School Closing

Our school will be closed when St. Robert Bellarmine School is specifically named. Local AM Radio Station WWJ and TV channels 2 and 4 will carry our school information. Updates will also be available on the website www.strobertbellarmine.com. In emergencies, other than inclement weather, we will use a telephone notification system to contact parents.

Daily Schedule

School Office hours are 7:45 a.m.-3:30 p.m.

Children should arrive at school between 7:50-8:00 a.m. First bell rings at 7:55 a.m. There is no safety patrol supervision for any students who arrive earlier than 7:50 a.m. When there is rain, heavy snow, ice, sleet, strong wind, or very cold temperatures, the children will be allowed to enter the building beginning at 7:50 a.m.

Students are dismissed at 3:15 p.m. Dismissal will be at 11:45 a.m. on the 1st Friday of each month. Students are not permitted back into the school building after dismissal.

Lunch Period

Lunch and lunch recess is scheduled as follows:

Grades K, 1, 2, 3.....11:20-11:40 eat / 11:40-12:00 recess

Grades 4, 5, 6, 7, 8.....11:30-11:50 recess / 11:50-12:10 eat

Students eat lunch in their lunchrooms. Lunch monitors will remain with the students throughout the lunch period. Lunch monitors are in complete charge of the students during the lunch period. Students are to show them the same respect that they have for their classroom teachers and each other.

Lunch monitors are responsible to the Principal or the Principal's designee. Persons interested in working the lunch program may leave their name at the school office.

Weather permitting, all SRB students are expected to go outside during lunch recess. All students should be dressed accordingly. The Principal or the Principal's designee will determine if recess will be outside or inside. Generally, when the temperature is 10 degrees and above, recess will be held outside. If the temperature is between 15 and 20 degrees, wind conditions will determine whether the children will go outside. If the temperature falls below 10 degrees, the children will stay inside. Personal belongings brought to school to be used during recess must be approved by the faculty or administration. **SRB IS NOT RESPONSIBLE FOR ANY PERSONAL BELONGINGS.**

Food and Beverages

SRB encourages healthy food. Students may bring lunch from home or order lunch from the school lunch program. Lunch order options are sent home monthly. You may select food order items and return the order form and money by the due date. Pretzels and milk are available for purchase during the lunch period.

Fast food delivery and pop are NOT allowed.

Milk Orders

SRB participates in the Government Milk Program. Milk is sold to the students at a price regulated by the government. White or chocolate milk is sold by the day to grades K-8. Monthly order forms are available online.

*****Forgotten lunches must be left at the office. The student's name and room number should be put on the lunch. Parents may not deliver lunches to classrooms.***

GIRLS***Grades 1-8 Uniform Options:***

- Skort**.....Black/Grey plaid #847 skort (split skirt)
- Pants**.....Black uniform pant with white banded monogrammed polo shirt
- Shorts**.....(Shorts may only be worn April 1st-November 1st) Black uniform short with white banded-monogrammed polo shirt
- Shirts**.....Banded short or long sleeve SRB monogrammed polo shirt from Schoolbelles
- Cardigans/Sweatshirts**.....Red SRB monogrammed from School-belles (white banded polo shirt must be worn underneath)

***Optional only for Grades 6-8:***

- Skirt**.....Black/Grey plaid #847 wrap kilt skirt

Grades 1-8 Accessories:

- Socks**.....Solid black or white socks or tights. Socks must be knee-high or crew. **NO DESIGNS OR PRINTS ALLOWED**
- Shoes**.....Soft-soled black dress shoes that do not resemble boots or athletic shoes or all white athletic shoes. **NO OPEN BACKED SHOES.** Issues pertaining to heel and sole size, style, etc. will be left to the discretion of the staff.
- Hair**.....Hair should be neatly styled with no drastic bleaching or highlighting. Minimal highlight within the hair's natural color tones is allowed. Hair accessories should remain simple. Any that become a distraction will be brought to the parent's attention.
- Make-up**...Make-up of any kind is not to be worn.
No tattoos
Only clear nail polish is allowed. Acrylic nails are not allowed.

Dress Code

A student's exterior dress sets an atmosphere and tone for the important task of education. SRB cannot enforce this policy alone. Parents/guardians must address the uniform issue at home and support the dress code.

All issues that may arise involving any aspect of the dress code are subject to office approval and will be left to the discretion of the staff. Students will receive a note for any uniform violations to be signed by the parent. If a student receives 3 notes for the same offense, the parent/guardian will be called and the situation will be remedied.

The Principal will declare special days when the children may wear clothes other than the uniform. Parents will be notified of a non-uniform day in advance. Written notification from the Principal supersedes previous calendar information.

Uniforms are available through Schoolbelles located on Wayne Road in Westland. A complete list of the required SRB uniform is on file at Schoolbelles. Schoolbelles is the preferred provider for uniforms, however, other providers are acceptable.

Kindergarten

Girls—black skort from Schoolbelles or solid black or red pants or shorts and a white monogrammed-banded polo shirt or a red SRB monogrammed sweatshirt from Schoolbelles. Socks and athletic shoes: white or black.

Boys—solid black or red pants or shorts with a white-banded monogrammed polo shirt or a red SRB monogrammed sweat-shirt or cardigan from Schoolbelles. Black or white socks and athletic shoes

Gym uniform—black athletic pants or shorts, cotton or nylon. A white gym T-shirt or a red school sweatshirt with white socks and athletic shoes. (Available from Schoolbelles)

**** SRB School Code at Schoolbelles is #848 ****

Code of Conduct

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is to instill attitudes and habits necessary for socially acceptable, self- controlled behavior.

SRB students are expected to conduct themselves in a responsible, Christian manner, respecting their teachers, other adults, fellow students and all property. Parents/guardians are reminded that their cooperation is necessary.

Students will:

- accept responsibility for their own actions
- develop an attitude of respect and consideration for the rights and welfare of others through the use of appropriate manners, courtesy, and language
- understand and willingly comply with school rules

Students are expected to abide by SRB's Code of Conduct. School rules are to be followed while in school, as well as on the way to and from school including riding the bus.

Students will be held accountable for violations of classroom or school rules. Any violation of school rules will result in a conduct referral, disciplinary measure (i.e. a conference with the Principal, parent notification, written assignments, lunch detention, loss of privilege, etc.), suspension (in-school or home—one day or more), or expulsion. The following list is not meant to be all-inclusive, but is intended to highlight some major areas of concern:

- | | |
|---|--|
| Cheating | Harassment/threats/bullying/intimidation |
| Persistent disobedience | *Inappropriate internet actions at school/home |
| Disruptive behavior | Theft |
| Cheating | Possession of weapons |
| Disregard for lunchtime rules/bus rules | Property damage |
| Fighting | Criminal acts |
| Throwing snow/ice on school premises | Profane/sexually explicit language or behavior |
| Inappropriate gestures | Possession/use of drugs, alcohol, tobacco |

*Any incidents that occur on home computers that directly relate to school, SRB students, staff or volunteers .

The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law as indicated in section 340.613 and 340.614 of General School Laws of Michigan, 1960

Sexual Harassment

It is the policy of the Archdiocese of Detroit and SRB 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 staff, students, and volunteers. The Archdiocese of Detroit and SRB are open to and respect the complaints brought under this policy.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior will result in disciplinary action up to and including exclusion from school.

DEFINITION OF SEXUAL HARASSMENT—*Student Relationships*

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

Reporting

Any staff member, student, or volunteer who feels that he or she has been a victim of sexual or other forms of illegal harassment should bring the matter to the immediate attention of the Principal or any faculty member.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any person who is determined to have engaged in harassment in violation of this policy will be subject to appropriate

Eighth Grade Graduation

An eighth grade graduation mass will be held in the evening of a designated day at the end of the school year. Students who have successfully completed all academic requirements will be presented with a Diocesan Elementary School Diploma.



A student must have a passing grade in 4 out of 6 major subjects. Students who do not receive a signed diploma will be required to attend summer school in the area of failure. Upon successful completion of summer classes, at the discretion of the Principal, a signed diploma may be given.

Kindergarten Celebration

Each child in kindergarten will receive a kindergarten completion certificate at the year-end Kindergarten Celebration.

Field Trips

Various field trips are planned for students. Each child must present the diocesan permission form with parent/guardian signature to take the trip. If a teacher does not have the authorization by the day of the trip, the child will not be permitted to accompany his/her class and will be

assigned to another class at school. Transportation will be by bus or parent drivers with proper insurance coverage and cleared I-CHAT Background checks. Parents/guardians may be responsible for the cost of the trip.

Extended School Program

The ESP provides before and after school care in a safe, nurturing environment for SRB students. Students must register and pay a registration fee to be eligible for the program. Services are provided from 7:15-7:55 A.M. and 3:15-6:00 P.M.

A Readiness Test is administered by the kindergarten teacher for incoming fall kindergarten students.

All new students may be tested to determine appropriate placement.

Eighth grade students may participate in the High School Placement Testing Program conducted by the Archdiocese. The test is scheduled for late fall and the fee is paid by each student. Results of this test are helpful in determining the best possible placement of students in the high school they will be attending. The placement test is **required** for entrance to a Catholic High School.

Homework

Homework assignments are planned according to individual class needs. A student may not have a home assignment in every class every night. The following is a general guideline the average student should be spending on homework.

Grades K-31/2 hour to 1 hour

Grades 4-51 hour to 1 1/2 hours

Grades 6-81 1/2 hours to 2 1/2 hours

Beta Club

The National Junior Beta Club is an honor and service club. The goals of academic achievement, school leadership, and service to the school and community are determined by the Beta Club's National Organization.

Students in grades 6, 7, & 8 are eligible to be members of the SRB Beta Club. To become a Beta Club member a student must achieve an 85% or higher in all subject areas and conduct on their report card for two consecutive quarters.

If a student's grades fall below these standards, he/she will be placed on probation for the next quarter, but still be allowed to participate in service activities. If the criteria is not met after the probationary period, membership is terminated. One probation period is allowed during one's membership. A second probation will not be granted. *(If an 8th grade student is on academic probation during the 4th quarter, he/she will not graduate with an honor cord.)*

disciplinary action up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

***Archdiocese of Detroit School Policies and Guidelines, Students, 5000-23**

Weapons

Students are prohibited from having weapons (real or TOY) in school or at school sponsored activities, on the school premises, on a school bus, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. A "dangerous weapon" includes a firearm, dagger, dirk, stiletto, knife, iron bar, or brass knuckles.

- A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by the State of Michigan law.
- School premises includes: the school building and the adjacent grounds including but not limited to the parking lot, playground, student lockers, and busses.
- Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be 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 a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, locker, etc. Questioning of the same purpose 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.

***Archdiocese of Detroit School Policies and Guidelines, Students 5000-8**

Suspension

SRB, realizing its obligations to the students, will extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. In some cases, however, failure to observe school rules may result in suspension of a student. Authority to suspend rests with the Principal or the Principal's designee.

Suspension is the denial of the privilege of a student to attend classes or take part in school functions for a period of one or more days. A zero will be averaged into all subjects for the days of suspension. Work must be made up with no grade. Tests may not be made up. If a student is to be suspended, the administrator will notify the parents/guardians immediately of the reason for the suspension. A student will not be asked to leave the building until a parent or authorized adult arrives. The Pastor will be notified of the suspension and the circumstances of the situation.

Expulsion

Expulsion is the permanent dismissal of a student from the school. Authority for expulsion rests with the Principal and the Pastor. (Archdiocese Guidelines)

Curriculum

The SRB curriculum is developed around the needs, abilities and interest of the individual child. It is broad in scope and provides for a wide range in readiness and potential for learning through a balanced program of learning experiences. It is developed according to guidelines published by the Archdiocesan Curriculum Committees.

Learning experiences are provided in Religion, Language Arts, Mathematics, Science, Social Studies, Library Skills, Art, Music, Computers, and Physical Education.

School/Home Communication

The primary methods of communication are yearly and monthly calendars, frequent notes from the office, health alerts, message board



notifications, emails, and notes/phone calls from the teachers.

For questions or concerns regarding your child, please consult directly with his or her teacher. Should you need further assistance, the principal will be available for discussion.

Report Cards

Report cards are issued at the end of each trimester. The grading scale is as follows:

- A...90%-100%
- B...80%-89%
- C...70%-79%
- D...60%-69%
- F...59% or below

Grades are the result of the student's cumulative scores in any subject during the quarter. Parents/guardians whose child is failing in any subject or is not completing homework assignments will receive notice of this from the teacher.

Progress reports are issued mid-quarter during the 1st, 2nd, and 3rd quarters. 4th quarter progress reports are sent home as needed.

Conferences

A Parent/Teacher Conference is an invaluable aid in bringing about a closer relationship between the home and the school. It gives parents/guardians and teachers an opportunity to pool their observations and to plan and work together. Conferences with parents are scheduled late in the fall. Special conferences will be scheduled when necessary. Such a conference may be requested by the teacher or the parent/guardian. Please discuss concerns with the classroom teacher first, then the Principal.

Testing

The primary purpose of testing is to determine the instructional needs of the students. The school will comply with the testing policies set forth in the Archdiocesan Testing Program and administer the recommended standardized tests; currently the IOWA Basic.