



FAMILY HANDBOOK 2020-2021

Kindergarten-Eighth Grade

*Please see Covid 19 Addendum on Page 25 for policy changes this year

“BE a Witness”

“Dear young people, let yourselves BE taken over by the light of Christ, and spread that light wherever you are.”

-Pope John Paul II

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2020-2021

**St. Mary's Catholic School
Family Handbook of Policies, Guidelines and Information**

The Family Handbook is published so that all families of St. Mary's Catholic School may have the information necessary for understanding the daily operation of our parish-school. The policies have been approved and adopted by the St. Mary's School Board of Directors. It is essential that all parents read the information contained in this handbook so there are few misunderstandings.

The handbook is considered a contract between the family and the parish-school. Parents have the obligation to familiarize themselves and their child(ren) with the contents of the St. Mary's Catholic School Family Handbook. This handbook is in keeping with policies and procedures set forth by the Diocese of Grand Rapids. A complete copy of these policies is available in the school office.

Upon receipt of this handbook, parent(s) and child(ren) must acknowledge they have read the handbook, have discussed the contents, and agree to abide by the policies stated herein.

The Pastor and Principal retain the right to amend the Handbook for just cause. Parents and students will be notified promptly of any changes made.

**St. Mary's Catholic School
430 E. Savidge St.
Spring Lake, Michigan 49456
616.842.1282
Fax: 616.842.8048**

www.stmarysl.org

Mission

Inspired by Saint Mary and rooted in our Catholic faith, St. Mary's School fosters spiritual development, academic excellence, responsibility to self, and service to others in order that the Gospel of Christ may be known in the world.

Vision

St. Mary's School strives to be a school of excellence with a strong focus on its Catholic identity, academic distinction, and superior teaching. Students will have an appreciation and desire to continue to explore the beauty of the ongoing revelation of God through daily encounters. The school community aspires to form lifelong disciples by providing opportunities to grow in love, knowledge, patience, wisdom, and understanding of God. We aim to reflect the divine and become beacons of Christ's light through witness in word and deed and inspire others to do the same.

History

"Therefore, when we build, let us think that we build forever. Let it not be for present delight, nor for present use only; let it be such works as our descendants will thank us for, and let us think as we lay stone on stone, that a time is to come when those stones will be held sacred because our hands have touched them." (Ruskin, from original school campaign brochure of 1953)

On August 2, 1953, parishioners of St. Mary's Church held a kickoff dinner for a fundraising campaign and candle-lighting ceremony in the old Church Hall. Their purpose was to raise \$100,000 to build a new Catholic elementary school. One year later, on September 8, 1954, the new school opened its doors with 150 students enrolled in Grades 3 through 8. Pallotine Sisters Thomasine, Emilia, Magdalena, Perpetua, and Annette came to live and work in Spring Lake.

There were only 260 registered families at St. Mary's Church when the school was built, which was only about one-fifth the size of St. Mary's Parish today. Together these people sacrificed to build a school that continues a mission of quality, Christ-centered education today. It is a living monument to the work of the faithful.

In 1955, grades 1 and 2 were added. Enrollment increased every year to a peak of 330 students enrolled in the 1965-1966 school year. In 1962, the junior high wing of three classrooms was added, at a cost of \$54,000. In 1988, the Pallotine sisters left St. Mary's after 34 years of faithful service, and the Dominican sisters of Grand Rapids began their service to St. Mary's Parish.

In 1995, St. Mary's School became accredited through Michigan Nonpublic Schools Accrediting Association (MNSAA). The school was most recently accredited in 2015.

A playground for the younger students was added to the original campus in 1996.

In 2002 the gathering space, kitchen, and gym were built to support the growing needs of the parish and school.

In 2009, a preschool and childcare program were added to provide parents access to excellent early childhood Catholic education.

In 2013, fundraising efforts to replace our original school buildings began with the launch of the *Mary, Seat of Wisdom Campaign*. A new state of the art education center that brings preschool-eighth grade learners together cohesively was completed in the fall of 2016 at which time the playground was relocated to be adjacent to the new education center.

Accreditation

St. Mary's School is fully accredited through the Michigan Association of Non-Public Schools Accrediting Agency (MNSAA). St. Mary's was last accredited in Spring 2015. The school is required to repeat the accreditation process every five years. Our next visit is scheduled for April 2021.

St. Mary's School Board of Directors

The School Board is a selected body that is responsible for making policies and guiding the educational programs of St. Mary's School. The meeting dates are listed in weekly newsletters. Meeting minutes and contact information for board members are posted on the school website [HERE](#).

Parent Teacher Organization

The Parent Teacher Organization is organized and staffed by parents of St. Mary's School students and provides a variety of services to and for the school. The PTO meets monthly to plan and fund various educational and social activities during the school year, enriching the educational experience at St. Mary's School. In addition to providing funding for equipment and services, the PTO contributes to the sense of community within St. Mary's School by providing hospitality related services throughout the year. PTO meeting dates are listed in weekly newsletters. To foster open communication and full participation in school events for all families, parent attendance is strongly encouraged. More information is available on the school website [HERE](#).

Faculty and Staff

The primary instructional tool in any educational facility is its staff. In recognizing this educational reality, St. Mary's Catholic School seeks to gather teaching and support personnel who regard the Gospel Message as central to any effective teaching and who strive to become more proficient in their chosen profession, both academically and catechetically. In addition to personal prayer and participation in our parish, Saint Mary faculty and staff set aside time for prayer together. It is our belief that such prayer experiences are essential to our teaching ministry. Each teacher recognizes that assessing student needs, teaching essential skills, evaluating progress, and participating in professional development opportunities are keys to offering a quality Catholic education.

Parent/Teacher/ School Communication

St. Mary's School communicates once a week with school families through an emailed newsletter. The newsletter is also posted [HERE](#) on the website. Please read the school newsletter in its entirety each week. Classroom teachers will communicate class newsletter plans at the beginning of the school year.

St. Mary's Catholic School always welcomes any questions parents may have regarding their child's school life. We ask that parents email teachers to request a call or a note may be sent by way of your child and the teacher will get with you as soon as he/she can by way of return email or phone call. If it is an emergency, please call the office to speak with the principal or administrative staff and he/she will relay the message to the classroom teacher. Parents are free to leave a message on the teacher's voicemail and the call will be returned. We ask that you not go to your child's classroom before the school day begins or after the school day has ended without making an appointment first. The teacher needs time to prepare for the day ahead and many times may have an after school commitment. Teachers and school administrators are encouraged to respond to emails and/or phone calls within 24-school hours. However, faculty and staff may not check correspondence outside of school hours (i.e. emails sent after school may not be read until the following day).

If a parent wishes to meet with a teacher, it is suggested to schedule an appointment rather than just dropping in unannounced. If the concern results from a problem or misunderstanding in the classroom, the parent must contact the teacher involved first. Teachers or assistants should not be pursued for information on school matters. School personnel should not be questioned or conferenced with at outside events such as athletic matches, parish activities, etc. Please contact the teacher to make an appointment. Do not approach teachers at recess or in carpool with concerns as they are tasked with monitoring student safety at these times. Teachers are willing to discuss concerns when the proper protocols are used. Keep in mind that parents and teachers both want what is best for the student.

2019-2020 Saint Mary School Faculty and Staff Contact Information

Administrative Staff

Name	Role	Email	Ext.
Rev. David Gross	Parish Priest	dgross@slstm.org	100
Kathleen Doyle	Principal	kdoyle@slstm.org	201
Mary Peel	Administrative Assistant	mpeel@slstm.org	202
Gera Peel	School Secretary	gpeel@slstm.org	200
Carol Payne	Director of Marketing	cpayne@slstm.org	205
Rhonda Michels	Student Support Coordinator	rmichels@slstm.org	219

Instructional Staff

Megan Johnson	Kindergarten Teacher	mjohnson@slstm.org	210
Jill Conroy	Instructional Aide/Kindergarten	jconroy@slstm.org	
Madeline George	First Grade Teacher	mgeorge@slstm.org	211
Jan Bator	Instructional Aide/First Grade	jbator@slstm.org	
Meredith Skorupski	Second Grade Teacher	mskorupski@slstm.org	212
Chris Fojtik	Second Grade Instructional Aide	cfojtik@slstm.org	
Tricia Suchecki	Third Grade Teacher	tsuchecki@slstm.org	213
Alissa Mullally	Fourth Grade Teacher	amullally@slstm.org	214
Rachel Derck	Fifth Grade Teacher, Math	rderck@slstm.org	215
Elizabeth Rhein	Sixth Grade Teacher, Language Arts	erhein@slstm.org	216
Amy Giroux	Seventh Grade Teacher, Science	agiroux@slstm.org	217
Bryan Celano	Eight Grade Teacher, Social Studies	bcelano@slstm.org	218
Katherine Hollemans (Rodriguez)	Kindergarten-Fourth Grade Music	khollemans@slstm.org	222
Frank Rytlewski	P.E.	frytlewski@slstm.org	223
Lindsey Gillespie	Technology	lgillespie@slstm.org	220
Julie Osterman	Art	josterman@slstm.org	221
Bryan Celano (mentor)	Spanish with Michigan Virtual	bcelano@slstm.org	218

Other Staff			
Tanya Kval	Director Lunch Program	tkval@slstm.org	240
Laura McKenna	Lunch Program Assistant		
Mary VandeVrede	Lunch Program Assistant		
Kelly Weiss	Lunch Program Assistant		
Jennifer Grossman	Recess Supervisor		
Christina Michael	Recess Supervisor		
Josh Pressey	Recess Supervisor		

Administration

Admissions

The following admission policy has been approved and adopted by the St. Mary’s School Boards of Directors.

Parents seeking to enroll their child(ren) in St. Mary’s School will be given admission forms to be completed in full and returned to the school office. If classrooms are filled to capacity in the grade level requested, order of acceptance is as follows:

1. To students of active, worshipping and contributing parishioners with siblings already enrolled providing tuition payments are current.
2. To students of non-parishioners with siblings already enrolled in the school, providing tuition payments are current.
3. To students of active, worshipping, and contributing parishioners not already in the school.
4. To students of non-parishioners not in the school

All new students will be accepted on a probationary basis, pending the gathering of additional required information. At the time of admission, it is understood that the parent(s)/legal guardian will accept the policies, rules, and regulations set forth by St. Mary’s School.

A child entering Kindergarten must be five years old by September 1 of the year s/he enters school.

A birth certificate and/or adoption papers are required for incoming Kindergarteners and newly enrolled students.

Registration

Registration for the next school year will usually take place in February/March (dates to be arranged). The first two weeks of registration will be for those children already enrolled in St. Mary’s School. After this two- week period, a week will be set aside for the enrollment of children on waiting lists of the respective grades. (See order of acceptance under ADMISSION.) After this period, registration will be open on a space available basis.

A non-refundable, non-transferable registration fee of \$100 per student is required to insure the child’s place in the classroom. Copies of any pertinent custody papers must accompany registration forms when applicable.

Tuition

When you send your child to a Catholic school, not only does your child gain access to an exceptional education, but your entire family joins a very special community. Like your child, your family will be enriched by the opportunity to grow in faith. At St. Mary's School we understand that an investment in education and faith requires a sacrificial financial commitment. That's why we are committed to keeping the cost of education as low as possible by offering scholarships, financial aid packages, and other opportunities to offset the cost of tuition. Funding to operate the school is provided through a combination of tuition and fees, parish investment and fundraising. Tuition rates are decided upon by the Finance Council and approved by the St. Mary's School Board of Directors. The SMART Tuition platform is used for all payment of tuition and fees.

Scholarships

All scholarship awards are determined after the Smart Aid application has been submitted and verified. Once diocesan scholarships have been awarded, and parish scholarship awards are made, further consideration of need can be brought to the attention of the pastor.

Stewardship

Families paying parishioner tuition rates at either St. Mary's or St. Patrick's/St. Anthony's are expected to participate in parish stewardship by supporting their parish through financial contributions as well as the sharing of time and talent through involvement in activities, committees, ministries, etc. In addition, families awarded a parish scholarship are strongly encouraged to commit time and talent throughout the school year.

Scrip

Scrip is a cost-free way to pay part or all of your tuition. You simply use cash/checks to purchase gift cards for stores you intend to buy from anyway – for things like groceries, gas, clothing, etc. In exchange, the stores give a cash rebate which St. Mary's uses to offset your individual child's tuition. Hundreds of merchants participate and rebates range from 2%-25%. Scrip is available after each weekend Mass and during regular business hours at the Parish office. Parents can also order Scrip on Monday morning by 9:00am for delivery the same day (in stock) or by Wednesday (special orders). For more information on Scrip visit <https://www.stmarysl.org/scrip.html>

Custodial/Non-Custodial Rights

If there are any court-ordered restrictions with respect to custodial/non-custodial parents/guardians, it is the responsibility of the custodial parent/guardian to see that the principal has a copy of the official document. The principal then sees that the secretarial staff and respective teachers are aware of such information.

Americans with Disabilities Act (ADA)

Michigan Persons with Disabilities Civil Rights Act (MPWDCRA)

St. Mary's School complies with the ADA and the MPWDCRA to ensure that individuals will not be discriminated against. Students with disabilities may be served within the regular education program based on an accommodation plan developed by the school staff in conjunction with parents/guardians and other appropriate professionals. "Accommodation" refers to changes which are necessary to provide access for a student with a disability to participate and which do not fundamentally alter or lower the standard or expectations of the academic class.

Documentation of the student's disability must be on file at St. Mary's School, and St. Mary's School reserves the right to require an examination and/or evaluation by a healthcare provider or specialist of its own choosing. Parents/guardians who believe their child may have a disability that limits the child's ability to function properly should contact the school office.

Dress Code

GIRLS:

Mass Days

Jumpers/Skirts/Skort: Lands End Clear Blue Plaid only.

Lands' End ID #900038506

- Length of jumpers/skirts/skort must reach at or below the knee.

Shirts: White button-up, collared dress blouse. No polos.

Socks: Navy or white solid socks/tights/leggings—length of leggings must reach the ankle.

Students may add:

Sweaters: Navy or white cardigan, crew, v-neck, or sweater vest—all solid.

Tie: Lands' End Clear Blue Plaid tie only. Lands' End ID #900038506

Blazer: Lands' End navy blazer.

Daily

Jumpers/Skirts/Skort: Lands' End Clear Blue Plaid only. Lands' End ID #900038506

- Length of jumpers/skirts/skort/shorts must reach at or below the knee.

Pants: Navy or khaki relaxed fit pants—cotton, twill, corduroy, or “Docker” style. **NO** skinny, tight, wide-legged, baggy, cargo, or bell-bottom styles.

Shorts/Capris: Navy or khaki shorts and capris—September, May and June only.

- Length of shorts must reach at or below the knee.

Shirts: White or navy polo, turtleneck, or white button up collared dress blouse—all solid.

Sweaters: Navy or white cardigan, crew, v-neck, or sweater vest—all solid.

Sweatshirts: St. Mary's sweatshirts only—Cyclone or School logo.

Socks: Navy or white solid socks/tights/leggings—length of legging must reach the ankle.

Hair: Faddish hairstyles, including but not limited to, beads, hair wraps, dyes, spikes, highlights, etc. are not permitted.

Make-up (5th-8th grade only): Cover-up and natural light mascara only.

Fingernail polish (5th-8th grade only): Light pink, natural, or clear polish.

Jewelry: Earrings—post or non-dangling only. All other jewelry must be religious only. No costume accessories, including jewelry, hair accessories, eyeglasses etc.

The only logo permitted on clothing is the St. Mary's School logo.

BOYS:

Mass Days

Pants: Navy relaxed fit pants—cotton, twill, corduroy, or “Docker” style.

Shirt: White button-up collared shirt—tucked in. No polos.

Tie: Lands' End Clear Blue Plaid tie only. Lands' End ID #900038506

Socks: Navy or white solid socks.

Students may add:

Sweaters: Navy or white cardigan, crew, v-neck, or sweater vest—all solid.

Blazer: Lands' End navy blazer.

Daily

Pants: Navy or khaki relaxed fit pants—cotton, twill, corduroy, or “Docker” style. **NO** skinny, tight, wide-legged, baggy, cargo, or bell-bottom style pants.

Shorts: Navy or khaki —September, May and June only.

Length of shorts must reach at or below the knee.

Shirts: White or navy polo, turtleneck, or white button up collared dress shirt.

Sweatshirts: St. Mary’s sweatshirts only—Cyclone or School logo.

Sweaters: Navy or white cardigan, crew, v-neck, or sweater vest—all solid.

Socks: Navy or white—all solid.

Hair: Must be neatly groomed, and is not to fall below the eyebrows or below the shirt collar.

The only logo permitted on clothing is the St. Mary’s School logo.

Shoes/Boots

Shoes/booties must be neatly kept and have closed toe and heel.

Shoes/booties cannot have more than a one-inch heel height.

On normal dress-code days, boots are worn at outdoor recess only. Students must wear a different pair of shoes or booties during school hours.

Booties at ankle height or below can be worn during school hours.

Students may wear fashion boots on Color Days only.

Color Days

- Color days fall the first Monday of each month and on students’ birthdays—No Color Days on Fridays/Mass days.
- Summer birthdays will schedule their color day with their teacher.
- The apparel worn is to be clean, neat, and appropriate for school.
- Shirts must be at least cap sleeved.
- Tank-type tops are not allowed at any time.
- Sleeveless dresses must be worn with a cardigan.
- Pajama pants and yoga pants are not permitted. Nylon athletic pants and sweatpants are allowed.
- Leggings are to be worn only with a dress, skirt, or top that goes to the knee; **Leggings cannot be worn as “pants”**.
- Fashion boots may be worn on Color Days.
- All shoes must be closed toe and closed heel.
- Nail polish may be worn by girls only.
- All shorts, dresses, and skirts must be worn at the knee—even when wearing leggings or tights.

Final determination of apparel appropriateness will be made by the student’s teacher.

Dress Code Violations

Dress code violations will be handled according to the behavior rubric noted in the Code of Conduct section.

REVISED: AUGUST 2020

Visitors

To help ensure our students' safety, we ask that all visitors enter the school through the front doors on Savidge Street only. All other school entry doors will remain locked; however, for safety purposes, all doors open from the inside. As part of our safety procedures, students are not to open doors to visitors. Visitors are to press the buzzer and gain admittance via the office staff. All visitors must stop at the office.

Volunteers

We encourage parents/guardians and other family members to be a part of the learning process at school through volunteering in the classroom or at the various activities throughout the year. Parents and school staff create a partnership to benefit our children. Anyone who works with our school children is asked to respect them, to maintain open communication with the school and to respect the confidentiality and privacy of students.

We ask that you sign in at the office to receive a "visitor pass" when you come to volunteer. All volunteers MUST be VIRTUS trained. Please contact Mary Peel in the school office for VIRTUS questions. A list of training dates can be found at: https://www.virtusonline.org/virtus/reg_list.cfm?theme=0 . Be sure to select GRAND RAPIDS DIOCESE.

Right to Access and Privacy of Student Records

All parents/guardians of students under 18 years of age have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school (district) directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge will be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the parents/guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents/guardians shall be directed to the principal.

Phone calls and messages for students

Classrooms may not be interrupted without permission from the school office. We cannot call your student down to take a phone call. Important messages and deliveries to the classroom will be handled by the school secretary.

If your child has a need to reach you during the day, he/she can ask the school secretary for use of the office phone. Students are not permitted to use classroom phones.

Electronic Devices

Personal cell phones and all other devices including smart watches are not permitted during the school day. Phones and devices must be turned off and kept in backpacks or lockers until students are off school property. Personal devices in use during the school day will be confiscated, and parents/guardians will be required to pick them up from the office. The virtuous behavior rubric explained in the Code of Conduct section of this handbook will be used to address multiple offenses to this policy.

Daily Routines

Calendar

A calendar for the entire school year is included with information provided to parents at the beginning of the school year and posted on our website [HERE](#). A publically shared online Administration reserves the right to adjust the calendar as needed. All changes will be communicated promptly.

School Hours, Arrival and Dismissal

St. Mary's School's day begins at 8:40am and ends at 3:40pm. Students are not allowed on school premises, inside or outside the building, before 8:15am. There is no provision for supervising students prior to this time. After arrival on school grounds, students are considered to be the responsibility of the school and are not allowed to leave without following dismissal procedures through the school office.

St. Mary's School day ends at 3:40pm. Dismissal procedures begin at 3:33pm to ensure safe, supervised and prompt dismissal of all our students. Students remaining at school after 3:50pm will be held in the school office, and parents must come inside to sign them out.

School Office hours are from 8:00am-4:00pm. If a student forgets a book or homework and needs to return to the building after dismissal, he/she must be escorted by the principal, the administrative staff, or a teacher.

Morning Arrival by Car

St. Mary's school doors open at 8:15 to accommodate early arrivals. Students will proceed directly to their classrooms upon arrival, and classes will begin promptly at 8:40.

Car riders should be dropped off at the south door only.

During drop off, if using the carpool lane, parents are respectfully asked to remain in the car. If you prefer to walk your child to the exterior door, please use angled parking spots.

Parents are welcome to conduct school business in the office from 8:15-8:40 but will not have access to classrooms while teachers are monitoring students and preparing for the day. Please park in the south lot if you need to access the office.

Students arriving after 8:40 will be marked tardy. Students must be escorted by a parent to the office through the north door to obtain a tardy slip.

Afternoon Dismissal by Car

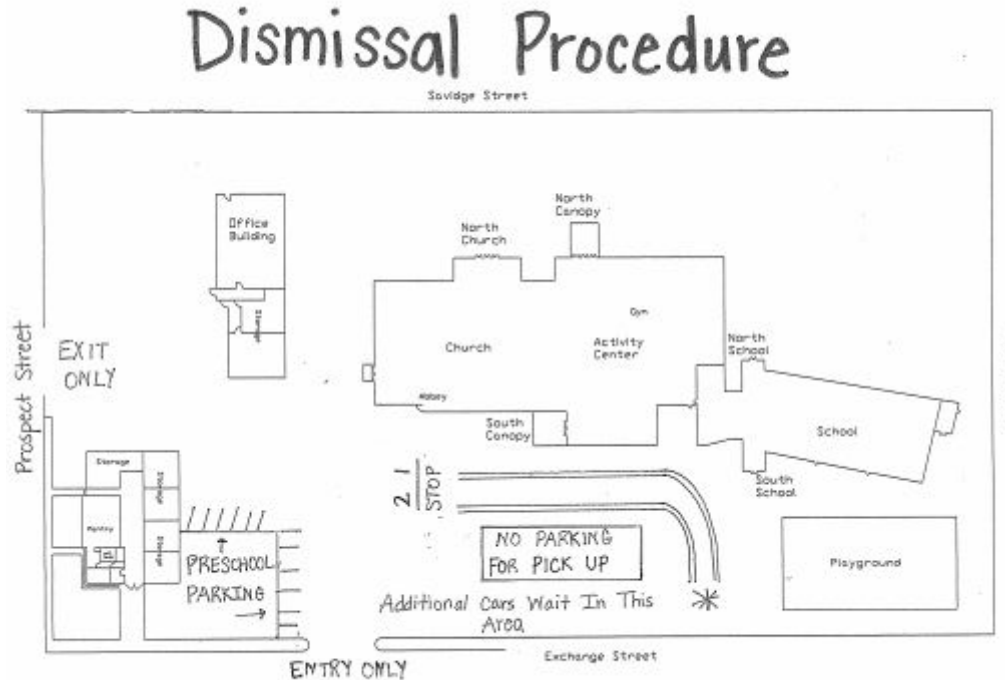
Car riders will be dismissed to the south parking lot beginning at 3:33. To ensure the safety of our students, maximize the number of cars in the parking lot, and reduce back ups to city traffic, cars are asked to fill the parking lot in the following pattern (see diagram):

- Fill Lane 1 first-pull forward to stop sign by Abbey.
- Begin Lane 2 when Lane 1 reaches star on diagram.
- K-2 students will load cars in lanes 1 and 2 from the school door; Grades 3-8 will load the same cars from the church/extension door.
- Please stay in your vehicle during dismissal process. Teachers will deliver your child/children to your vehicle.
- NO CARS IN LANES 1 and 2 WILL MOVE UNTIL ALL ARE LOADED.
- When it is safe to move cars, Lane 1 will be signaled to exit via Prospect. Lane 2 will immediately follow.

- Remaining students will wait in a designated area under teacher supervision.
- After Lanes 1 and 2 have cleared, additional cars waiting on the southernmost side of the parking lot will be filtered into Lane 1 and 2.
- Remaining children will be loaded once all cars are safely stopped.
- NO CARS IN LANES 1 and 2 WILL MOVE UNTIL ALL ARE LOADED

Please note: Exchange Street is the only entry point and Prospect Street is the only exit point.

Please do not walk up from other parking on campus to retrieve your child. To ensure the safety of our students, all car riders must be picked up using the designated process.



Walkers/Bikers

A crossing guard is provided for walkers and bikers who need to cross East Savidge Street at arrival or dismissal. Bikes should be parked on the rack in the north canopy entrance.

Bus/Harbor Transit Dismissal

Students riding the Spring Lake bus or Harbor Transit will be dismissed out the north doors when busses are in place.

Extension/Preschool Sibling Dismissal

Students using the Extension program will be escorted to Extension at the conclusion of the afternoon announcements. At this time, preschool siblings from the elementary school will also be escorted to the designated preschool parking area for pick up. Please exit the preschool parking area promptly when you have all your

children.

Library Walker Dismissal

Students headed to the Spring Lake Public Library after school will be supervised inside until the car rider dismissal process is complete. At this time, they will be walked to the corner of Prospect and Exchange.

Half Day Dismissal Schedule

Half day dismissals will begin at 11:53am with the exception of the last day of school which will be a 10:30am dismissal.

Attendance

It is important that your child be in school every day that he/she is physically able. Unnecessary absences hurt your child's educational progress. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interaction. For this reason, parents are strongly encouraged not to plan family trips to include school days as they are not considered excused absences. Teachers are not required to prepare work in advance to accommodate vacations.

If your child will not be in attendance it must be reported to the school office (616) 842-1282 or schooloffice@slstm.org by the parent/guardian between 8:30am and 9:30am. The school secretary will contact parents if the school office has not been notified of absences. Absences due to a student's illness or death in the family are valid reasons for missing school. Parents should report all cases of contagious diseases to the school immediately, as this information must be reported to the Health Department.

Students are responsible for making up the work they have missed during an absence. In the case of an absence, students will be given as many days as they were absent to make up work. (i.e., two days absence means two days to make up work). If your child will be absent for multiple days, please offer instructions for forwarding assignments and homework. If work is requested the day of an absence, parents can request that work be sent home with a sibling or be available for pick up in the office at 3:00pm. Requests for work must be communicated to and confirmed by the teacher before 12:00pm.

Illnesses

If a child is ill, he or she should remain at home. The Health Department suggests that a child who is well enough to be in school is well enough to participate in all school activities, including outdoor recess and physical education. If a child is ill and remains at home during the school day, the student should not attend extra-curricular activities on that day. If a child becomes ill during the school day, a parent, relative, or a person designated on the child's emergency card will be contacted. Please do not allow your child to return to school until he/she is fever free without the help of medication and has not vomited for 24 hours.

Appointments

If it is necessary for a student to be excused from school during class time in order to keep a medical appointment, the school office and teacher must be notified in advance to allow teacher and student to prepare for the schedule disruption. To ensure the child's safety and minimize disruption of classes, children must be signed in and out and picked-up and returned to the school office. The school will release children to parents/guardians only, unless we have instructions to do otherwise.

Tardiness

Tardiness is defined as a child being late in reporting for classes after 8:40am in the morning and at the start of classes in the afternoon. In case of tardiness the following procedures are to be followed:

1. Parents should inform the office if they know their child(ren) will be late.
2. Students must report to the office when they arrive. A parent must sign the child in and indicate hot/cold lunch. The student will be given a tardy slip to give to their teacher.
3. Excessive tardiness will be addressed through communication between the principal and household. It is important that children develop good habits of punctuality and responsibility. When a child is late for class, he/she misses important instructional time and causes a disruption to the teacher and other students. Parents are asked to make every effort to bring their child(ren) to school on time.

Transportation

St. Mary's School uses the services of the Spring Lake Public Schools' transportation department. If you live in the Spring Lake School District, you are eligible to ride the Spring Lake Public School buses at no cost. Please register your student(s) for annual transportation by contacting Spring Lake Transportation. Spring Lake bus routes and schedules can be found at www.springlakeschools.org/transportation. If Harbor Transit is used, parents make their own arrangements.

Students who ride the buses are asked to observe appropriate behavior as listed by the transportation department providing the ride. Misconduct may result in permanent suspension from riding the bus.

Spring Lake Transportation:

Harbor Transit: 616-842-3220

Marian Karell, Director of Transportation

616-846-5507

mkarell@springlakeschools.org

www.springlakeschools.org/transportation

If you wish to report a change in transportation, please call the school office before 3pm. Your child will be notified of any changes during afternoon announcements. Students will not be released to people other than parent or guardian without explicit permission.

Lunch/Recess

Schedule

11:40-12:02	11:45-12:07	11:45-12:07
Kindergarten-1st recess	2nd-3rd recess	4th-8th grade lunch
12:02-12:30	12:07-12:30	12:07-12:30
Kindergarten-1st lunch	2nd-3rd lunch	4th-8th recess
K-4 Afternoon Recess 2:15-2:35		

Lunch

Each student eats lunch in the cafeteria. Hot lunch and milk are available everyday. The lunch menu and other information is linked in the weekly newsletters and available [HERE](#).

Microwaves are available for student use in reheating lunch entrees from home. We cannot accommodate MICROWAVE POPCORN popping during lunch. If popcorn is a part of your child's lunch, please pop it at home.

Parents are welcome to join children in the lunchroom for the meal. Please enter through the north doors and sign in at the office.

If you need to deliver a lunch after school has started, please bring it to the office for appropriate delivery to your child.

Recess

We believe all students deserve a safe area for outdoor recreation and can behave virtuously while enjoying playtime. All K-8 students enjoy recess during the lunch hour; K-4 students have an additional 20 minute afternoon recess.

Recess rules include

- The outdoor supervisors are to be respected and obeyed at all times
- Injuries must be reported to the outdoor supervisor for a decision as to necessary treatment
- Lunches must be stored in provided grade level bins
- Students must stay in designated areas (playground, basketball court, grass area, or kickball field)
- Students should be in supervisors' line of vision at all times
- No food or drink permitted on the playground
- Use equipment properly
 - No climbing up slides
 - No jumping from tall play structures
 - One way on the monkey bars
 - Use your bottom on the swing, avoid twisting the chains, and do not jump off high swings
 - Preschool playground structure is limited to preschool and kindergarten students
 - No rough or violent play permitted
 - No throwing wood chips or snowballs
 - All equipment must be returned to the shed in an orderly fashion
- When the bell rings, recess is over and students should pick up equipment and line up immediately
- Schedule for afternoon recess play must be adhered to
- Coats/sweatshirts left on the playground can be retrieved from lost and found at the end of the day

ALL students will be going outside as long as the air temperature or wind chill is above 0 degrees and conditions on the playground are safe for play.

Proper dress for outside is expected for all students: hats, mittens, snow boots, warm coat, snow pants, etc. Please make collection of these items part of your morning routine.

SNOW PANTS and SNOW BOOTS are required for playing in snow covered areas, including the snow hills, of our playspace. Students without these items will be limited to designated areas where their feet and clothing will stay dry.

**Please note: A change of shoes is not adequate for snow play.

Outdoor Winter Play

All students will be going outside as long as the air temperature or wind chill is above 0 degrees and conditions on the playground are safe for play.

- Proper dress for outside is expected for all students: hats, mittens, boots, warm coat, snow pants, etc.
- Students without boots will be required to stand in a designated area of the playground.
- Students without snow pants will be kept off snow hills and kept from snow play.

Indoor Recess

In the event of inclement weather, students will be supervised for indoor recess in either the gym or their classrooms.

Birthday Celebrations

St. Mary's School is happy to celebrate each student's birthday at school and share in his/her excitement. Parents may send an appropriate treat for the child's class to enjoy on their special day. It is encouraged that children with a summer birthday celebrate at the six-month mark or toward the end of the school year. If an out of school birthday celebration is planned for your child/(ren), invitations are not to be passed out at school, unless *all* students in that class will be invited.

Clubs and Organizations

St. Mary's School provides students the opportunity to broaden their learning through curricular related and extra-curricular activities outside the regular school day. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Activities that are available to the students include:

Altar Serving

Brownies/Daisies/Girl Scouts

Scouts

Athletics (5th-8th grade basketball)

Student Council

Middle School Chess Club

Youth Choir

Absence or suspension from school will prohibit the student from participating in, or practicing for, an activity scheduled for that day. Students are held accountable for adhering to any applicable school standards when participating in extracurricular activities.

Students are expected to be picked up from after school activities and extracurricular activities on time.

Student Council

St. Mary's Student Council is composed of student officers (grades 6-8) and class representatives (grades 1-8). All members of the Student Council are elected to their positions by their classmates or the student body. Student Council responsibilities include, but are not limited to, fundraising activities, community projects, and planning Spirit Week. Some required Student Council activities occur after school.

Field Trips

Educational field trips and community service projects that enhance the learning experiences of the students are encouraged. Such trips add real experiences to learning and are considered valuable in the education of the students. Transportation for field trips can be provided by outside transportation agencies or parent drivers. A written consent by parents is necessary before a student is permitted to attend class trips.

Parents will be notified ahead of time about any field trip fees; field trip fees are charged to SMART Tuition.

Code of Conduct

Discipline

Our aim at St. Mary's School is to provide all students a Christ-centered environment and help students grow in self-discipline by learning respect for self and respect for others. It is the right of every student, staff member and parent/guardian to expect a climate of peace and justice within our school. Students should accept responsibility for their own actions, respect the authority of school personnel, and the personal and property rights of others, and to conform to the laws of the community.

We use our learning from the *Education in Virtue* program to set behavior expectations in our school. The chart below shows the virtues students are expected to cultivate in their daily life in the classroom, on the playground, in the lunchroom and anywhere else they go on campus. Disciplinary decisions will be based on the circumstances and the individual situation.

St. Mary's Virtuous Behavior Expectations				
	Justice (fairness)	Prudence (sound Judgment)	Fortitude (courage)	Temperance (self-control)
Expected virtues	<ul style="list-style-type: none"> • Affability • Courtesy • Kindness • Obedience • Respect • Responsibility • Trustworthiness 	<ul style="list-style-type: none"> • Good judgment • circumspection • Foresight 	<ul style="list-style-type: none"> • Patience • Perseverance 	<ul style="list-style-type: none"> • Honesty • Humility • Self-control
Looks like/sounds like	<ul style="list-style-type: none"> • Smiling at others • Helping others • Following directions • Taking care of school property • Being honest 	<ul style="list-style-type: none"> • Choosing to do what you know is right • Thinking before acting • Following rules • Considering others when making decisions 	<ul style="list-style-type: none"> • Waiting your turn • Listening to others • Respecting others' ideas • Choosing to do right every time • Completing assignments 	<ul style="list-style-type: none"> • Telling the truth • Admitting you did something wrong • Complimenting others • Listening to others • Using appropriate words and actions
Behaviors that oppose it	<ul style="list-style-type: none"> • Being cruel • Gossiping • Arguing with an adult • Telling a lie • Fighting • Breaking a promise • Showing disrespect 	<ul style="list-style-type: none"> • making choices that hurt others • Making choices that break rules • Following others who make wrong choices 	<ul style="list-style-type: none"> • Having to be first • Interrupting others • Getting angry and quitting when you don't get your way • Giving poor effort 	<ul style="list-style-type: none"> • Being untruthful • Blaming others • Disrupting your teacher • Disrupting your classmates • Using words or actions that hurt others
Oppositional behaviors will result in a verbal warning and discussion at classroom level about the virtue that needs growth.				

Repeated or overt challenges with a particular virtue will result in:

1. A written reflection filled out by student, reviewed by teacher and principal, and sent home for parent signature. This reflection sheet will be returned to school and discussed at a follow up meeting with the teacher.
2. A meeting involving students, parents, teacher, and administration may be necessary.

Consequences for not meeting these expectations may include but are not limited to:

- Loss of student privileges
- Temporary removal from environment where behavior occurs
- Loss of recess/free time
- Out of school suspension
- Acts of retribution/service for school

Bullying/Harassment

As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members. Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It is unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Cyberbullying is bullying conduct that is undertaken through the use of electronic devices or social media.

In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Examples of bullying behavior may include but are not limited to the following:

Electronic: phones, computers or other smart devices, email, instant messaging, text messaging, video games, websites, or any other form of social media

Written: derogatory, demeaning, or inflammatory posters, cartoons, written words, or drawings

Verbal: name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks.

Physical: hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, threatening to do physical harm, or damaging someone's personal property

Social: undermining other relationships, ostracizing, excluding from the group, making jokes or making someone look foolish, or playing mean tricks

These definitions and many more helpful resources for schools and families may be found at <https://www.stopbullying.gov/>

Any student believing that they are being harassed/bullied should try to express their displeasure to the student harassing them or should tell a teacher. If the harassment continues, the student should report the incident(s) to the appropriate school official immediately and/or should tell a parent or guardian who could contact the school. Upon receipt of the complaint, the principal will initiate an investigation of the complaint, including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.

Possible consequences may include, but are not limited to, the following: a meeting with parents and students involved to discuss the incident and set up a behavior modification program, a written apology, possible isolation of student harassing/bullying from other students, possible loss of privilege, removal from school or extra-curricular activity, or suspension.

Weapons

Weapons shall be defined as any device that is clearly meant to do bodily harm.

All students are prohibited from bringing weapons or items resembling weapons to school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on the school bus, or in the immediate vicinity of the school. Any student in violation is subject to suspension and possible expulsion.

Violence Prevention

It is the mission of the school to provide a safe, respectful, and caring educational environment for students and staff. For this reason, we will tolerate no form of violence within the school building, on school grounds, on school-sponsored transportation, or at any school-sponsored activity away from the school. We will intervene when violent behavior comes to our attention, and will enforce rules and consequences when violence occurs. Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Grievance Procedures

A grievance is not a routine matter, but rather a circumstance thought to be unjust or injurious. A grievance can arise from a situation that is impeding a student's academic progress or social development. No matter what the situation, the school is always concerned.

Many problems can be resolved through open communication. Parents are asked to first contact a teacher or responsible staff member when such a situation occurs. If, after consulting the teacher(s)/staff member there is still a concern, parents should contact the principal.

Parent Conduct

As partners in Catholic education, St. Mary's acknowledges parents as the primary educators of the domestic church. Parents are the most influential role models in their child's life. We must strive to build a harmonious community where students can flourish. It is expected that parents will conduct themselves in accordance with the Gospel message toward other parents, students, and staff members at all times within the school setting and at school sponsored activities. Conflicts, disagreements and issues may arise. However, within this Christian environment, all communication should occur in a professional, respectful manner.

Social media is a useful tool for communicating and sharing news. There are many opportunities via social media to share the activities and accomplishments of St. Mary's School. We do ask however that school parents refrain from posting negative comments about St. Mary's School or any school related content on their personal social media accounts. The nature and tradition of a strong Catholic school is the school community working together. Please come and discuss an issue you are having rather than post it on your social media account so we can work together for the strength and success of our school.

Academics

Curriculum

St. Mary's School uses the curriculum prescribed by the Diocese of Grand Rapids which upholds the values, morals and teachings of the Catholic Church and defines the academic outcomes expected of our students.

Curriculum standards can be found [HERE](#)

Homework

Homework is assigned to reinforce concepts that have been learned and is an important part of the learning process. Assignments are made at the discretion of the teacher and are expected to be completed by the due date. Each teacher will make his/her style of assigning homework known to students and parents as the year progresses.

Grading Scale

Students are assessed using a standards based grading system. In grades kindergarten through third, academic performance levels are used to report student progress. In grade four, we begin to transition students to letter grades by using them in Math and Reading. In middle school, students are assessed using academic performance levels and letter grades.

Academic Performance Levels for DOGR KG-08	
Proficient: Student demonstrates complete understanding.	PR
Developing: Student is making progress toward proficiency.	DV
Not Yet: Student has not yet demonstrated understanding.	NY
Not Evaluated: Standard has not yet been assessed.	NE

Grade	Score	Grade	Score
A+	97-100	C-	70-72
A	93-96	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82		
C+	77-79		
C	73-76		

Student Assessments

Student progress is monitored through a variety of means. Assignments, projects, discussion, daily observation, quizzes, and tests are some of the ways teachers assess learning. Communication between home and school about student progress is critical and a sign of real partnership in the child's education. Teachers, parents, and students are encouraged to contact each other to meet the needs of each child.

NWEA Map Growth Testing

NWEA MAP assessments are required by the Diocese of Grand Rapids and are administered two-three times per year to first through eighth grade students. These online assessments in Reading, Language Usage, Math, and Science (grades 3-8) provide a personalized assessment experience for your child, one that adapts to your child's level of learning. Due to the online nature of MAP assessments, results are immediate and accurate, helping teachers to identify the strength and growth opportunities for each child in their classrooms.

DIBELS

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is an assessment used in grades K-3 to help identify reading strengths and concerns.

Reports Cards

Student report cards are generated 3 times per year at the end of each trimester. They will be sent home either in hardcopy or as a PDF attachment to an email within two weeks of the trimester end date.

Conferences

Parent/teacher/student conferences are scheduled for all students in October and March. Parents and teachers may request other conferences during the school year when they feel they would be beneficial.

Health, Wellness, Safety

Health

Michigan Law requires that "all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, and mumps; a statement signed by the Ottawa County Health Department to the effect that the child has not been immunized because of religious convictions or other objections to immunization; or a request signed by a parent or guardian that the local health department give the needed protective injections." Vision and hearing tests are provided by the Ottawa County Health Department one time during the school year. Hearing tests are required in grades kindergarten, two and four. Vision tests are required in grades one, three, five and seven.

Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Any removal will only be for the contagious period as specified by the child's doctor and/or the local and state health department. Specific communicable diseases include; scarlet fever, strep infections, whooping cough, mumps, measles, rubella, fifth

disease, and other conditions indicated by the local and state health departments. A weekly report is sent to the local health department and parents must report all occurrences for inclusion in these reports.

Health Services

The Ottawa County Health Department offers the following services at our school each year:

Vision Screening - grades one, three, five, seven

Hearing Screening - kindergarten, grades two, four

Public Health Nurse: An Ottawa County Public Health Nurse serves as a health consultant to school personnel, students, parents, and community health agencies. These nursing services are also available for special parent/teacher information meetings as requested by the staff.

Medication

No medication will be dispensed by St. Mary's School without a completed Medication Authorization form. This form is available in the school office or [HERE](#).

It is required that all medications, prescription or non-prescription, which need to be administered during the school day, be brought to the School Office by the parent(s)/guardian(s). Prescription medication must be in the original container with the prescription label attached that includes the physician's directions for dispensing the medication. Non-prescription (over the counter) medication (including aspirin/aspirin-free Tylenol, and cough drops) must be in an original container and be accompanied by parent instructions for dispensation.

Accident/Injury

In case of an accident or injury at school, emergency first aid will be administered. Every effort will be made to contact the parent(s) or guardian(s). If the school is unable to contact the parent/guardian, the authorized person listed as the emergency contact will be called. It is important that the emergency contact information is complete and current. Notifying the school office promptly of any changes in this information assists the school in making contact in a timely manner.

Crisis Response

St. Mary School has developed plans that will serve as a guide for the handling of emergency or crisis situations. The St. Mary School Crisis Team will be responsible for systematically and appropriately handling all emergency situations.

We ask that you follow this procedure if you hear of any school emergency:

Turn on your radio or television. We will try to keep the media informed of any and all emergency information.

Please do not call the school. Our telephone lines must be kept open to respond to the emergency.

Please do not come to the school unless you are directed to pick up your child(ren). Congestion in the parking lot could prevent emergency vehicles from being able to get to our building

Fire/Evacuation Details

In the rare event of fire or an emergency prohibiting re-entry into the building, students will be relocated to a safe area on campus. If student safety cannot be ensured on the campus, students will walk with supervision to either Spring Lake District Library or Holmes Elementary. The dismissal procedure will depend on the situation, but the goal would be to keep transportation arrangements as close to normal as possible. Details will be announced on local media.

Safety drills

According to state regulations, the school has 5 fire drills, 2 tornado drills, and 3 lockdown drills each year. A record of the dates and details of all safety drills can be found on the school's website [HERE](#).

Severe Weather/School Closings

In the event of severe weather, school closings will be announced on local radio and television stations. We will also use Flocknotes, our automated text and email communication system to inform parents of closures/delays. St. Mary's School will follow **Spring Lake Public Schools'** decisions regarding closings. If **Spring Lake Public Schools** delay or close **because of weather**, St. Mary's School will also delay or close.

Radio and television stations are typically notified by 6:15 a.m. School closings are announced over television stations WZZM-13, WXMI-17 and WOOD-8 as well as radio station WGHN.

If school is to be dismissed once we are in session parent contact will be made via phone, email, social media or text. Radio and television stations will also be notified.

If school is closed because of inclement weather, all extra-curricular activities will be cancelled for that day and evening.

Students will remain in school during a tornado warning. Parents are asked not to call the school. Full cooperation is needed so that phone lines are available for emergencies. We do not recommend that parents travel to school in a tornado warning in an attempt to retrieve a child since **all** school personnel will be sheltering with students.

Acceptable Use Policy

In order to use the St. Mary's computer network or equipment, students and staff must have a signed acceptable use policy on file. The Diocese of Grand Rapids Acceptable Use Policy adapted for St. Mary's School can be reviewed [HERE](#).

Pesticide Use Notification

Regulation 637, Rule 15

Within 30 days of the beginning of the school year, the administrator shall provide written notification to parents or guardians of their right to be informed before any pesticide application is made to school property. Parents/guardians of new students must be informed as they enroll throughout the year.

Video/Photo Permission

Written parental permission is needed to have your child(ren) involved in activities that may require them to have their picture taken, be on video, appear in school websites or the media for purposes of promoting St. Mary's School.

Covid 19 Addendum

8.31.2020

St. Mary's School is subject to all legal requirements in the MI Safe Schools Return to School Roadmap as well as State of Michigan childcare licensing regulations, both of which incorporate CDC guidelines. The following policies and procedures are revised as follows in response to our 2020-21 Return to Learn Plan.

Parent/Teacher/ School Communication (page 5)

All parent and teacher communication will be via phone call or virtual meeting until visitor policies allows for in person meetings.

Scrip (page 8)

Scrip is not currently being sold after weekend masses.

Dress Code to include Masks (pages 9-10)

Every student is required to wear a facial covering according to the following guidelines:

- All staff and students will enter the building and travel through common spaces wearing masks
- All staff will wear masks at all times unless eating
- All students in kindergarten through fourth grade will wear masks at all times in the classroom unless eating or when directed by the teacher that appropriate social distancing allows for removal
- All students in fifth through eighth grade will wear masks in the classroom at all times unless eating
- Students in grades preschool through grade eight will be strongly encouraged to wear facial coverings while outdoors when 6' feet of social distancing is not maintained
- Staff members outdoors on school grounds will be required to wear facial coverings at all times unless 6' of social distance is maintained
- Disposable level one or basic grade surgical masks may be used
- Masks must be made of a cloth material (cotton, linen, etc.), no mesh, lace or visibly permeable materials may be used
- No offensive phrasing/graphics or controversial messaging may be present
- Masks must cover the mouth and nose completely.

Visitors and Volunteers (pages 10- 11)

Visitors and volunteers will not be allowed in the building during the school day. We will strictly enforce that the North canopy entrance is the ONLY door through which parents may enter the building. You will be limited to the vestibule where you can speak to Mrs. Peel to explain the reason for your visit. Sign out forms will be available in this space if you are picking up early.

If you need to drop something off for your child (lunch, homework, uniform items), there will be a labeled bin outside the North entrance where you may leave items for us to retrieve and deliver. Please follow the posted instructions to call the office when making a delivery so we can handle things promptly.

Arrival and Dismissal (pages 12-14)

Please click [HERE](#) for our revised arrival and dismissal procedures.

Harbor Transit is not transporting students until further notice this school year.(8.31.20)

The Spring Lake District Library will not be available to students after school until further notice. (8.31.20)

Illness (page 14)

This information noted here is based on guidance and direction in the *miOttawa Department of Public Health Covid-19 Return to School Toolkit* and is current as of August 25, 2020. As this is an ever-changing situation and new information is gleaned daily, we will be in frequent contact with the Ottawa Department of Public Health and will continue to update our protocols. If you have questions or concerns, please contact us to request a copy of our guiding protocols.

Students with COVID 19 Symptoms

If a student has any of the following symptoms that are new, worsening, or different from what they normally experience, they should be kept home from school. Parents should contact school and note the symptoms specifically to the school office. Parents should pursue testing.

- Temperature at or above 100.4 or signs of fever (chills/sweating)
- Sore throat
- New, uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

If students present with these symptoms and have no known risk of exposure or have tested negative, students should remain home until they have no fever, without the use of fever-reducing medications, for 24 hours and other symptoms have improved for at least 24 hours.

If students present with these symptoms and test positive or have risk for exposure but aren't tested or results are pending, students should remain home for at least 10 days from the first day symptoms started and until no fever and other symptoms have improved for at least 24 hours.

The health department will issue an official letter or other documentation to release a person from isolation or quarantine. We must and will use this letter to determine when to allow students to return to school.

Students with Close Contact or Potential Exposure

If the school or health department learns about a positive COVID-19 case:

The school will send a notification to parents and staff that there has been a positive case in the building but will ensure confidentiality of student

Student with positive case will isolate at home

Household members and siblings of student testing positive will be required to quarantine for 14 days from the last day of exposure

School and health department will work together to identify close contacts

Health department will notify close contacts of exposure

All close contacts will quarantine at home and engage in remote learning for 14 days

Classmates of quarantined close contacts may still attend school and should monitor for symptoms. If symptoms develop, they should contact the school and their medical provider to be tested for COVID-19

A close contact is someone who has been within 6 feet of an infected person for at least 15 minutes with or without a mask

Lunch/Recess (page 15-16)

The schedule has been adjusted to allow for eating in the classroom and cohort grouping on the playground.

Kindergarten and Middle School (Lunch 11:30-12:00, Recess 12-12:30)

	Monday	Tuesday	Wednesday	Thursday	Friday
Fence	K	K	K	K	K

Basketball	5	7-8	6	5	7-8
Grass	6	5	7-8	6	5
Blacktop	7-8	6	5	7-8	6

First-Fourth Grade (Lunch 12:00-12:30, Recess 12:30 - 1:00)

	Monday	Tuesday	Wednesday	Thursday	Friday
Fence	1	2	3	4	1
Basketball	2	3	4	1	2
Grass	3	4	1	2	3
Blacktop	4	1	2	3	4

Microwaves will not be available for reheating items in home lunches this year.

Birthday Celebrations (page 17)

Students will not be permitted to bring in class birthday treats this year. We will host monthly school wide birthday parties to celebrate student and staff birthdays that month. A treat will be provided.

Homework (page 21)

With the addition of flex time at the end of the school day for all students, homework is intended to be reduced. Reasonable age appropriate tasks related to independent reading, math practice, long term projects and studying for assessments should be expected.

Conferences (page 22)

Parent/Teacher/Student conferences will be conducted virtually this year.

Safety drills (page 23)

Safety procedures for fire, tornado, and lockdown will be discussed in individual classrooms but schoolwide drills will not be conducted until further notice.