



# **Saint Michael the Archangel Regional School**

## **Student-Parent Handbook**

# Table of Contents

<b>GENERAL INFORMATION .....</b>	<b>5</b>
ST. MICHAEL THE ARCHANGEL REGIONAL SCHOOL’S EDUCATIONAL PHILOSOPHY .....	5
MISSION STATEMENT .....	5
DIOCESE OF CAMDEN .....	5
Vision Statement .....	5
PHILOSOPHY .....	5
GOVERNANCE .....	6
Accreditation .....	6
<b>DAILY PROCEDURES .....</b>	<b>6</b>
Regular School Hours .....	6
Early Dismissal Days .....	6
ARRIVAL PROCEDURES .....	6
Early Arrival .....	6
Late Arrival .....	6
Dismissal Procedures .....	7
Early Dismissal .....	7
WEATHER-RELATED CLOSINGS AND DELAYED OPENINGS .....	7
EMERGENCY PROCEDURES AND DRILLS .....	7
EMERGENCY NOTIFICATION .....	7
FIRE EVACUATION AND LOCKDOWN DRILLS .....	7
TRANSPORTATION, CARPOOL AND PARKING .....	8
Walking .....	8
Parking Lot Procedures .....	8
MESSAGES .....	8
Messages for Students .....	8
Messages for Faculty and Staff .....	9
Liturgies .....	9
The Sacraments .....	9
Books and Supplies .....	9
Lost-and-Found .....	9
Party Invitations .....	9
Communication .....	10
Lunch and Snack .....	10
Use of Technology on Campus .....	10
Visitors .....	10
Volunteers .....	11
USE OF SCHOOL FACILITIES AND GROUNDS .....	12
<b>POLICIES AND PROCEDURES .....</b>	<b>13</b>
CONDUCT AND DISCIPLINE .....	13
CODE OF CONDUCT .....	13
General Rules of Conduct .....	13
Daily Regulations .....	13
Bus Policy .....	14
Offenses .....	14
Disciplinary Sanctions .....	16
Detention .....	17
BULLYING AND CYBER BULLYING .....	17
FIELD TRIP POLICIES AND PROCEDURES .....	18
Purpose of Field Trips .....	18
Parent Liability Waiver Form .....	18
Field Trip Procedures .....	18
Conduct on Field Trips .....	18

<i>HEALTH POLICIES AND PROCEDURES</i> .....	18
<i>School Nurse</i> .....	18
<i>Illness and Injury</i> .....	19
<i>Medication Policy</i> .....	19
<i>Tuition Policy</i> .....	19
<i>Delinquent Tuition Policy</i> .....	20
<i>Admission</i> .....	20
<i>Transfer Students</i> .....	21
<i>Student Withdrawal</i> .....	21
<b>DRESS CODE</b> .....	<b>22</b>
<i>Purpose</i> .....	22
<i>School Uniform Policy</i> .....	22
<b>REGULATIONS</b> .....	<b>22</b>
<i>Young Ladies</i> .....	23
<i>Young Gentlemen</i> .....	23
<i>Gym Uniforms</i> .....	24
<i>Dress Down Days</i> .....	24
<b>ACADEMIC POLICIES</b> .....	<b>25</b>
<i>Spiritual Program</i> .....	25
<i>Academic Program</i> .....	25
<i>Standardized Testing</i> .....	25
<i>Grading</i> .....	25
<i>Honor Roll</i> .....	26
<i>Child Study Team Evaluation</i> .....	26
<i>Report Cards</i> .....	26
<i>Deficiency Notices</i> .....	26
<i>Promotion/Retention Policy</i> .....	26
<i>Homework Policy</i> .....	27
<i>Graduation</i> .....	27
<i>Attendance Policy</i> .....	28
<i>Lateness Policy</i> .....	28
<i>Vacations</i> .....	28
<i>Student Records</i> .....	29
<b>ROLES AND FUNCTIONS</b> .....	<b>30</b>
<i>School Board</i> .....	30
<i>Parents Association</i> .....	30
<i>Athletic Association</i> .....	30
<i>Fundraising</i> .....	30
<i>Parent/School Partnership</i> .....	30
<i>Parental Involvement</i> .....	30

## **Handbook of Saint Michael the Archangel Regional School (“the School”)**

This Handbook is provided to all students to introduce and organize the rules and procedures that students at the School must follow. All students must be familiar with this Handbook and the policies it contains. The Handbook is not to be regarded as an irrevocable contract, however, and the School reserves the right to change any provision or requirement at any time during the student’s enrollment here. The School further reserves the right to ask any student to withdraw at any time. Notwithstanding any other provision or provisions contained herein, the Principal retain the right to interpret and apply all provisions contained in this Handbook in their sole and absolute discretion.

The Principal has the right and authority, notwithstanding any other provision or provisions contained herein, to impose such penalty or penalties as deemed appropriate (including, but not limited to, expulsion or suspension) for any conduct or behavior of any student, whether such conduct occurs on the school premises or at another location, which the Principal determine to be inimical to the good order, reputation and discipline of the School and/or its religious and/or educational mission.

The School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, scholarship and aid programs, athletic and/or school administered programs. All students are, however, required to take theology and attend all religious gatherings for the community.

The Student/Parent Handbook is intended as a guide by which all members of our School community - students, parents, faculty, and staff - will better understand their specific responsibilities in the maintenance of good order and the efficient functioning of the School as a Catholic academic institution.

- a. To assure the pursuit of these standards, each student and parent must be familiar with, and give fullest cooperation to, the administration in the execution and enforcement of all regulations.
- b. Outside the classroom, all faculty are charged with the enforcement and proper coordination of these student regulations. Every student must obey directions from any member of the faculty, staff or other adult giving directions on behalf of the School. Insubordination will not be tolerated; all insubordination shall result in student discipline.
- c. Although we believe that our students will behave appropriately, the School reserves the right to detain, suspend, or expel any student who, in the opinion of the Administration, violates or ignores the regulations and procedures in this Handbook.
- d. In event of a health emergency, the School will create and highlight any modifications that will be visible outside of this handbook and must be followed for the School community.

Finally, it must be remembered by the student and his/her parent(s) that attendance at this school is a privilege, not a right. In order to protect the good order, reputation and discipline of St. Michael the Archangel Regional School and its religious and educational mission, this School reserves the right, and students/parents concede to the School the right, to deny admission to and to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the School and its administrators. Admission to and enrollment in this School include obligations in regard to conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their School. By their signatures on the acknowledgement agreement a student and his/her parents acknowledge the important limitations on civil rights contained in this book and agree to be bound by the restrictions placed upon them.

## *General Information*

### **St. Michael the Archangel Regional School's Educational Philosophy**

#### *MISSION STATEMENT*

Saint Michael the Archangel Regional School strives to provide a rigorous and comprehensive academic program in the context of a living faith community.

We challenge our students to develop and put into practice the skills they need to succeed in the 21st Century, while building on faith and empowering them to make a positive impact on the world.

#### *DIOCESE OF CAMDEN*

##### *Vision Statement*

We, the Catholic Church of South Jersey, envision growing ever more into a dynamic community of faith, hope, and love wherein we reveal the mind and heart of Jesus through our actions and worship.

Empowered by baptism, inspired by the Holy Spirit, and formed by the Word of God and the sacraments, especially Eucharist, we will – with Jesus living in us – reach out with love:  
To proclaim and teach the truths that save,  
To welcome back those who have left our family of faith,  
To forgive and seek forgiveness,  
To care for our sisters and brothers in need,  
To work for peace within our families and communities,  
To promote respect and justice for all people,  
To strengthen unity within our diversity,  
and to celebrate the sanctifying love of God that heals and transforms our world.

#### *PHILOSOPHY*

St. Michael the Archangel Regional School is a living community dedicated to proclaiming the Gospel of Jesus Christ and translating that proclamation into action.

We believe that each child is a unique gift of God entrusted to us for a time. We see the role of the school as one of cooperation with the parents to awaken the potential of each child for his or her full development spiritually, intellectually, psychologically, socio-culturally, and physically as part of God's plan for creation. To this end we seek to instill in the child a belief in the doctrine and values of Catholic-Christian heritage, and we endeavor to promote concepts of self-discipline, personal responsibility, diligent scholarship, and service to the local and world community.

As Catholic educators, we strive to model our teaching after Jesus, the great teacher. With this in mind, we work to be caring role models and ministers of the Gospel. The family of St. Michael the Archangel Regional School encourages our students, through the teachings of our faith, to recognize the presence of Jesus in each other. They are challenged to see themselves not only as individuals but also as members of a total community, and they must work together to foster an atmosphere of mutual cooperation and respect. Students are encouraged to see themselves as unique and special in their own right. Our school nurtures this positive self-esteem through involvement in a variety of activities.

Mindful of the unique contribution they can make to our school community, our students are encouraged to achieve their potential through participation in the arts, service to others, and involvement in social and athletic activities. All of this is accomplished through the loving guidance of our faculty, parents and support personnel.

## GOVERNANCE

The Pastors of the sending Parishes are the spiritual leaders and administrative heads of their Parishes. At the same time, they are the Directors of the school. It is their duty to see that the educational program of the school is implemented and that the regulations promulgated by the Superintendent are strictly observed. They are also responsible for the financial maintenance, adequate custodial care and improvement of the school.

The Principal has the major responsibility of the educational effectiveness of the school and coordination of all work in all departments. The Principal is responsible for maintaining a wholesome and reasonable spirit of discipline throughout the school.

The Vice Principal shares the duties and responsibilities in conjunction with the Principal. They work hand in hand in seeing that the mission statement is professed in word and action. Various duties will be undertaken to serve in both a supportive and educational role.

The Teachers work with the parents in educating our children according to Diocesan and State Guidelines. It is expected that the parents will support and cooperate with the authority of the school. Teachers or their methods should never be discussed critically in the child's presence. This weakens the respect toward and the authority of the teachers.

## Accreditation

The Middle States Association of Elementary Schools accredits St. Michael the Archangel Regional School. The school is also a member of the National Catholic Education Association.

## Daily Procedures

### Regular School Hours

**PK Classes** 7:50 AM - 2:35 PM  
*Optional Half day is to 11:45 AM*  
**Grades K-8** 7:50 AM – 2:35 PM

### Early Dismissal Days

**PK Classes** dismissal 12:35 PM  
*Optional Half day dismissal at 12:35 PM*  
**Grades K-8** dismissal 12:35 PM

## ARRIVAL PROCEDURES

It is very important for students to arrive at school on time. Students need the beginning minutes of the day to put away belongings, touch base with friends and become involved in the first activities of the school day.

### Early Arrival

Students who need to be dropped off early for school must be enrolled in the Before Care Program, which meets from 6:30 AM – 7:15 AM on school days. Students enrolled in the program meet in the Warrior Gym.

Students who are not enrolled in Before Care should arrive at or after **7:15 AM**. A responsible adult must supervise students arriving before that time.

### Late Arrival

Students who are not in their classrooms and ready promptly at the beginning of the instructional day are considered late. Late arrivals may be considered either excused or unexcused. Please see the applicable

instructions in this handbook for further information on late-arrival procedures.

### **Dismissal Procedures**

**Dismissal and early release procedures are different for each division.** At 2:35 PM, bus riders will be dismissed. Car riders will be dismissed in an orderly fashion. Students who have not-been picked up by 2:50 PM (or 12:45 PM on half-days) will be brought to the After School Program.

**Please Note:** Parents will be charged the full \$12.00 fee, which must be paid that day.

### **Early Dismissal**

A parent or guardian must submit a written request for early dismissal stating the reason for the request. The note must be given to the homeroom teacher who will then forward it to the Principal. Parents must report to the school office to meet and sign out students. If at all possible, appointments with doctors, dentists, eye doctors, etc. should not be made during school hours.

### **WEATHER-RELATED CLOSINGS AND DELAYED OPENINGS**

Announcements of closings or delayed openings due to inclement weather or hazardous road conditions will be put on the school's School Messenger service. An announcement will be placed on the website and on School Messenger as soon as a decision is made. Announcements will also be posted on the following websites and local TV stations:

**CBS Philly ▪ 6 ABC Action News ▪ NBC 10**

**When there is a weather-related delayed opening, school will begin at 9:50 AM for all grades.**

When severe or inclement weather is predicted, parents should be alert for possible early dismissal and provide for prompt pick-up of their student(s) if school closes early. (See below under "Emergency Notification.")

### **EMERGENCY PROCEDURES AND DRILLS**

#### **EMERGENCY NOTIFICATION**

St. Michael School has partnered with School Messenger to allow us to notify all of our parents/guardians on multiple designated telephone numbers (e.g., home, work and cell) within minutes after a campus emergency or incident has occurred or in the event of an unexpected early dismissal. A recorded message from a staff member will alert parents and other emergency contacts of the situation and may also give emergency instructions. Please make sure that St. Michael School has up-to-date contact information for your household, particularly if your primary contact phone number or email address changes during the school year. You can update your contact information by contacting our main office.

#### **FIRE EVACUATION AND LOCKDOWN DRILLS**

St. Michael School conducts monthly evacuation and lockdown drills during the school year. Classroom teachers instruct their students in the procedure to follow in case of an emergency evacuation of the building. Students are expected to remain

calm and silent, to listen carefully to their teacher's instructions and to walk quickly to the designated areas.

In case of an actual fire on campus, students will be moved to the place on campus that the administration deems safest.

For various reasons the administration place the school in one of three lockdown operation modes. A lockdown is when all teachers and staff in the school lock themselves and their students into their classrooms. The circumstances responsible for such a decision will dictate the following types of lockdown procedures that will need to be employed:

- *General Lockdown:* In a situation where there is no direct threat to the safety of the students and staff either in the building or outside of the building, but there is the likelihood of danger, this type of lockdown will be performed.
- *Threat Evacuation:* In a situation where there is a direct or imminent threat to the safety of students and staff inside the building.
- *Shelter-in-Place:* In a situation where there is a direct or imminent threat to the safety of students and staff from the outside of the building.

## **TRANSPORTATION, CARPOOL AND PARKING**

The St. Michael School campus is a very busy place during first weeks of school. Please be patient as families get used to the carpool routines, which we strive to make as safe and convenient as possible.

## **Walking**

Students not arriving by car must use the paved pedestrian along the north side of the campus, which begins at West North Street at the main entrance of the campus and follows the neighborhood property line. All pedestrians must cross the parking lot at the designated crosswalk markings. Please do not walk through neighborhood yards without permission.

## **Parking Lot Procedures**

Our primary concern is the safety of our students. Students are not allowed to run or play in the parking lot during arrival and dismissal times. Do not leave children unsupervised in a running vehicle. Please drive slowly through the parking lot, as small children can easily dart out into the roadway. Posted speed limit is 10 mph everywhere on campus.

## **MESSAGES**

### **Messages for Students**

Parents should make arrangements for students' afterschool activities, etc., before the beginning of the school day. Parents should not rely on office personnel to communicate social arrangements. Classes will not be interrupted to relay messages to students except in case of emergency. Messages for students may be left with office personnel. Please do not text your student during the instructional day. All students must turn off their cell phones while classes are in session and give to the teacher. Parents who bring any items for students during the school day (e.g., forgotten lunches, uniforms, or sports equipment) should leave them with the

receptionist, who will notify the students or their teachers.

### *Messages for Faculty and Staff*

Messages for faculty and staff may be sent by email or voicemail. Please remember that teachers are not readily available to take phone calls during the day and classes may not be interrupted for routine matters. Faculty and staff check their voicemail and email regularly. Contact information for faculty and staff can be found on the school website.

### *Liturgies*

All are welcome to attend monthly school Liturgies that take place on a designated day each month and on special occasions. Advent and Lenten Penance Services will be held for Grades Three through Eight. Special assemblies and worship experiences will be provided as well.

### *The Sacraments*

Parents are the foremost educators of their children, and they are expected to share in their child's religious formation. A more intense participation of parents is required in their home parish in preparation for the Sacraments of Holy Eucharist, Reconciliation, and Confirmation. The Parish Community will provide informative meetings and classes to help parents share more fully in the preparation of the child for the Sacrament. While instruction for Reconciliation and the First Holy Eucharist takes place in Grade Two curriculum and Confirmation in Grade Eight. Sacramental reception is a Parish celebration, and all students in Grade Two, and Grade Eight, must follow the guidelines established within their home Parish. We ask that the

school be informed upon the reception of a Sacrament. Please note the name of the Parish, date and sacrament received.

### *Books and Supplies*

The school will furnish most textbooks and workbooks and some classroom supplies. School supply lists for all grades are posted during the summer on the school's website. Students are expected to have all their materials on hand for the first day of school. Some courses require students to purchase their own books. At times during the year students may also be asked to purchase supplementary materials. Information about textbook ordering will be emailed to parents each semester by the teacher. Each student is responsible to return all assigned books prior to the end of the school year. Books damaged or lost (as defined by the school) will be charged to the student who is responsible for them. **Final report cards may be withheld until the student pays all fines due and returns all outstanding books owned by the school.**

### *Lost-and-Found*

Lost-and-found items are placed in bins near the main office and near the Faculty Room. The lost-and-found bins are emptied regularly during the school year and their contents are donated to a charitable organization. Prior to each donation date, parents will be alerted to check the lost and found.

### *Party Invitations*

Invitations to any parties may not be distributed at school unless the entire class is invited or when girls invite all the girls or boys invite all the boys. This has been a source of hurt feelings and unnecessary

quarrels at school. We realize it is often necessary to limit the number of children who may attend a party.

Therefore, in the interest of all students, please find other means of distributing party invitations. Students are asked not to discuss party details in front of uninvited classmates. There will be a class contact list composed by the head room parent with parent permission. This list can be used for mailing or emailing invitations.

### ***Communication***

Each Thursday, a communication with important announcements about school and community events will be sent electronically. Please make every attempt to review the contents on Thursday so as not to miss information relevant to weekend or upcoming events.

Parents may also receive emails from time to time from the room parent or class representative with information related to class projects or activities or school events.

### ***Lunch and Snack***

Students should bring a nutritious lunch from home. Parents should pack nonperishable food or use an insulated container, since refrigeration is not available. Carbonated beverages should not be brought, except for special occasions such as class parties. Plastic utensils, paper plates and napkins should be provided from home, as these items are not stocked in classrooms.

Daily hot lunches are offered through Duke Catering. Students, faculty and staff may place orders online and the lunches are distributed from the kitchen located in the Warriors Gym. Information on the Hot Lunch

menu, schedule and ordering process is available on the school website. Younger students have a designated snack time in the morning. Please send in a healthy snack with your child, preferably fruit and/or crackers, with protein.

### ***Use of Technology on Campus***

Use of technology in the classrooms at St. Michael School is for educational purposes only—for academic supplementation and enrichment, guided and supervised Internet research and other class activities. The use of technology is a privilege and not a right. This privilege will be granted only after the student has read and signed a copy of St. Michael the Archangel Regional School's Responsible Use of Technology Policy. The privilege may be withdrawn at any time if the student violates the regulations in this policy. A copy of this policy is included in the appendix to this handbook and on the school website. Teachers may establish additional rules for computer use specific to their classrooms. Assent to the Responsible Use policy also implies the willingness to adhere to such additional rules as well. Students who fail to comply with the Responsible Use policy are subject to disciplinary action by the administration of St. Michael School. Penalties may include (but are not limited to) loss of access to computers; additional disciplinary action, when appropriate; and/or legal action, when applicable.

### ***Visitors***

For security reasons, all doors are locked during the school day. All visitors to school must use the entrance near the main office. Visitors must report to and sign in at the main office and no one may enter a classroom without the Principal's permission and a visitor's badge. No one will be

admitted through the Warrior Gym doors while school is in session. Please do not disturb classrooms by approaching their Emergency Exit Doors.

## Volunteers

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement, and improves student behavior and attendance. We appreciate the priceless service that you provide us. We ask your cooperation with the following guidelines.

### 1. Application Process

Please fill out all of the information requested on the Volunteer Application that will be sent home. Sign and date and return to the Main Office. All volunteers who have regular contact with our children MUST be fingerprinted through a school process and attend the Virtus program. This includes lunch volunteers, room parents, coaches or athletic helpers, scout leaders, or anyone wishing to chaperone Field Trips.

### 2. Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers, or any parent/teacher for that matter, should not discuss these conversations inside or outside of the school. Refer any concerns to the Administration. Besides being unchristian, any defamatory talk or writing (social media included) that can ruin the reputation of a child, other parent, teacher, staff, or

administrator can be considered libel or slander and legal matters may ensue.

### 3. Sign-in Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and volunteers are to return the badge and sign out at the time of departure.

**Please note:** *While you are in the building, you must be present only in the area in which you are volunteering. The same for lunch volunteers, classroom volunteers, etc. If you are bringing younger children, which is not advised, your child must stay in the room where you are. If you are volunteering as a room parent, no siblings may come, there just is not room in the classroom for other children besides the students. Thank you for your understanding in this matter.*

### 4. Volunteer Dress

St. Michael the Archangel Regional School has very detailed expectations for student dress. Although volunteers do not have dress code requirements, it is expected that volunteers reflect the image of St. Michael the Archangel Regional School and all clothing must conform to the Church's view of modesty while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops.

**Please note:** *All volunteers such as room parents, lunch aides, playground monitors, coaches, etc. who have regular contact with students are required to have a criminal*

*background check and attend one Virtus training session. Every 5 years, school volunteers need to re-attend a Virtus training. To fulfill the criminal background check, volunteers must have fingerprints taken. Please contact the school office for more information about this important process.*

## **USE OF SCHOOL FACILITIES AND GROUNDS**

- a. Smoking on school grounds is strictly prohibited.
- b. Alcoholic beverages are strictly prohibited at any school function unless it is a licensed fundraising activity.

It has become necessary to implement the following policy regarding folding equipment:

- a. A responsible adult should examine any equipment that is moved, taken down or set up.
- b. No child should ever dismantle the folding tables. This should be handled by supervising adults.

This will guarantee that the equipment is properly opened and all safety locks or braces are in place. To keep these “safety brackets” properly working, no adult or child should ever sit on folding tables, opened or closed or on stacks of chairs. This will weaken the legs and could cause the equipment to fall on our children or visitors.

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# Policies and Procedures

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## **CONDUCT AND DISCIPLINE**

### **CODE OF CONDUCT**

St. Michael the Archangel Regional School will employ various disciplinary measures including suspension and expulsion for behavior that is not consistent with the proper atmosphere for a Catholic School. This section of the handbook explains the types of disciplinary action typically imposed for various types of misconduct and prohibited behavior. Please be aware that similar disciplinary action may be taken for violations that are not listed here if the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. In addition, while this section explains typical disciplinary procedures, the Principal and the Pastors have the authority to alter these procedures as warranted in a particular situation.

### **General Rules of Conduct**

Our students come to school to develop spiritually, emotionally, academically and physically. In order to establish pride in themselves, certain basic principles need to be internalized:

- a. Students will be respectful of all adults who have authority over them including greeting them by proper name and title.
- b. Students will respect themselves and others, including others' property.
- c. Students will be neat, clean, and in proper uniform.
- d. Students will exercise good manners and always use proper language becoming of a young lady or gentleman.

- e. Students will knock before entering any room, remaining outside until asked to enter.

### **Daily Regulations**

- a. All students should eat lunch at the table assigned for their grade.
- b. At lunchtime, no food should be taken into the bathrooms or classrooms or be taken outside.
- c. All students should finish eating and drinking and clean their area before leaving the table.
- d. All students will go outside and remain outside until the bell rings signaling the end of recess.
- e. By State law, students are not permitted to drink soda for lunch or for snack.
- f. Gum chewing is not permitted in any place in the school building or on the grounds at any time before, during or after school hours.
- g. All contact sports or rough playing is not permitted on the school yard.
- h. Any game or plaything considered a safety hazard or a distraction will not be permitted.
- i. Students should report all injuries, lost items, and infractions of the playground rules to the adult supervising on the playground.
- j. Students are not to attempt to enter the building without permission.
- k. Articles will be confiscated until claimed by a parent.
- l. Students are not permitted to leave school grounds once they have arrived at school or while they are waiting for their bus to arrive.

The following are exceptions to the above:

- a. A student who is being detained by a teacher.

- b. A student who has brought a note from home requesting permission to remain inside due to illness.
- c. Inclement weather days when the Principal has directed that all students must stay inside.
- d. Students who are not dressed adequately for the weather.

### ***Bus Policy***

Bus conduct should be reflective of our Catholic school standards of behavior. All of the rules and regulations governing a student’s conduct are in place to ensure student safety on the school bus. School bus drivers are responsible for the well-being of all children, and it is their duty to maintain proper conduct and report discipline problems. It is also the responsibility of students riding the bus to respect the rights of others.

Students must wear seatbelts on buses that have them. Parents will be notified whenever the bus driver reports a child for any infraction of bus rules.

- a. The first offense will result in a written warning.
- b. The second offense will result in an after school detention and parent conference with Principal and child.
- c. The third offense will result in suspension of bus privileges subject to Principal discretion and a mandatory conference with Principal, student, parent and bus driver.

As per insurance regulations, parents or teachers may not grant children permission to ride other buses. This permission must be acquired from the public school district bus coordinator. Bus programs may enforce their own discipline policies.

### ***Offenses***

The following offenses require immediate disciplinary action and will result in immediate suspension, counseling with parents present and possible expulsion.

They include but are not limited to:

1. Illegal creation, processing, cultivation, brokering, or possession of controlled dangerous substances on school property or at school-sponsored or supervised activities. Catholic schools in the Diocese of Camden have entered into “Drug-Free School Zone” agreements with the law enforcement authorities. Students and parents should be aware that “school zones” in New Jersey are considered “safe zones” where illicit drugs and underage drinking have no place. Incidents on school property involving any controlled dangerous substance or drug paraphernalia or the possession or consumption of alcoholic beverages by any person under the age of 21 are police matters. Any suspected violations of the Comprehensive Drug Reform Act or the State laws regarding alcoholic beverages will be brought to the attention of the local law enforcement agency.
2. Possession, use, or threatened use of firearms, ammunition, explosives, dangerous chemical, knives, or any other objects viewed as weapons on school property or at school-sponsored or supervised activities. Students are immediately removed from class. The item is immediately surrendered to the Principal. There will be no age limit on this offense. Weapons are immediately turned

over to the police department. There are no exceptions. (Key chain penknives and nail clippers are included.

3. Verbally threatening another student, teacher, staff member, parent or visitor to the school with bodily harm.
4. Possession or consumption of alcoholic beverages on school property or at school-sponsored or supervised activities. It is also an offense against State law for any adult to bring or possess any alcoholic beverage onto school property without the express written permission of the Pastors.
5. Tampering with fire-fighting equipment, turning in a false alarm, calling in a bomb threat, or engaging in behavior that constitutes a significant fire hazard.
6. Smoking and possession of matches or lighters on school property or at school sponsored or supervised activities.
7. Other situations which warrant response will be dealt with according to school law enforcement policies.

The following offenses will result in a suspension or detention based on the seriousness of the offense:

1. Damage, destruction, theft, or unauthorized use of personal property located on school property.
2. Unauthorized entry into or use of school property, including facilities, equipment, or resources.
3. Physical abuse or conduct that threatens imminent physical harm or endangers the health or safety of any person on school property or at school-sponsored or supervised

activities. (See Bullying Prevention Policy in Appendix)

4. Verbal abuse or harassment on school property or at school-sponsored or supervised activities due to another's person's race, color, gender, national origin, age, religion, disability, or for other reason accomplished by:
  - a. intentionally subjecting another person to offensive physical contact other than self-defense.
  - b. specifically insulting another person in his or her immediate presence with abusive words or gestures when a reasonable person would expect that such act would cause emotional distress or provoke a violent response
5. Public display of affection considered inappropriate.
6. Lewd or indecent conduct on school property or at school-sponsored or supervised activities when witnessed by someone in authority including obscene language and obscene gestures.
7. Tampering with or changing grades on tests, papers, homework assignments, etc.
8. Forging a signature of anyone on any school related documents, test papers, demerits, report cards, etc.

The following offenses will result in a detention or demerit based on the seriousness of the offense:

1. Disorderly conduct, unreasonable noise, behavior that results in annoyance.
2. Lack of respect and/or lack of cooperation with school or public officials acting in the performance of their duties on school property or at

- school-sponsored or supervised activities.
3. Talking or disrespect in Church or during Liturgical Services.
4. Failure to conform to emergency drill regulations.
5. Any markings that are anti-Christian or anti-Semitic, swastikas, prejudicial, etc.
6. Misuse of any technology equipment including computers, printers, cameras, CD programs, scanners, Internet services and web sites.
7. Stealing or taking the property of another individual or the school.
8. Defacing or damaging the property of a student, a teacher, or the school (STUDENT WILL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR LOST PROPERTY)
9. Cheating or assisting in cheating in any manner or form including failure to turn in tests when collected.
10. Failure to comply with cell phone/beeper/audio-visual policy. (see p. 23)
11. Leaving the playground without permission.
12. Failure to follow school yard behavior guidelines.
13. Failure to report to a scheduled detention will result in a second detention or in-school suspension.
14. Unauthorized absence from school may warrant an in-school suspension.
15. Chewing gum (incidental).
16. Uniform or dress code policy infraction (incidental).
17. Required parent signatures on papers and notes returned on time (test papers, homework papers, communication papers, homework pads, permission slips, etc.) (incidental).
18. Books not being properly covered (incidental).
19. Unpreparedness for class (incidental).
20. Not completing homework (incidental).
21. Passing or receiving notes (incidental).
22. Leaning back in the chair risking accidental harm (incidental).
23. Any writing on hands and tattoos. Any parent allowing a child to have a tattoo must make sure it is in an area that is not visible and/or it must be covered (incidental).
24. Any other offenses deemed inappropriate by the administration.

### ***Disciplinary Sanctions***

1. Any of the above behavioral offenses may result in an immediate detention.
2. A third detention for behavioral offenses, will result in a suspension, and a "U" in conduct on the report card. A grade of "U" on a report card in conduct will result in a student being ineligible for the Honor Roll.
3. When a student receives a detention or suspension, his or her parent will be notified of the date and time of said detention or suspension and may be required to meet with faculty and/or the administration regarding the offense.
4. Detentions will be held after school on Monday through Thursday. At teacher's discretion, students in Grades One and Two will serve ½ hour as necessary. Grades Three through Eight will serve one hour. All children may also serve a lunch or recess detention. After 5 disciplinary lunch time detentions, the child will serve an after school detention.

5. Four incidental demerits will result in a detention. After a second detention, there will be a mandatory conference with parent and child with the teacher. After the third detention, there will be a mandatory conference with parent and child with both the teacher and principal. Detentions for incidental offenses will not result in a suspension.
6. Restitution: A student is required to replace or restore damaged, stolen, or misappropriated property.
7. Community Service: Students may be required to render a designated number of hours of labor in the service of the school or community.
8. Loss of Privileges: Students may not be allowed to participate in any school function or any school-sponsored or supervised activities, including athletics and extra-curricular activities.

Each student is responsible for their own safety as well as the safety of their fellow students! Students, like everyone, must recognize the importance of forgiveness in the final outcome of disciplinary sanctions.

***Detention***

If you are unable to arrange transportation or pick-up for your child after serving a detention, he/she will be placed in the After School Program and is subject to pay for time there.

***BULLYING AND CYBER BULLYING***

St. Michael the Archangel Regional School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very

seriously. Students making such threats (seriously or in jest including online) face detention, suspension, and/or expulsion.

Harassment/bullying is behavior or words that may be repeated or offensive; are uninvited, unwanted and unwelcome; cause a person to feel uncomfortable and create an environment that makes learning difficult or impossible. Harassment is unfair, disrespectful, and has no place in any Catholic School in the Diocese of Camden. It is considered a serious offense and can lead to a student’s dismissal from school.

Upon learning of a bullying incident, the Principal shall contact the parents of both the alleged aggressor and the alleged subject of the aggression, interview both students and thoroughly investigate. This investigation may include, but is not limited to, interviews with students, parents and School personnel; review of School records; consultation with legal counsel; and identification of all issues. All St. Michael School employees, students and parents shall cooperate with any investigation conducted under this policy or by local law enforcement.

Students found to have bullied others shall be subject to disciplinary action ranging from reprimand to dismissal. Further, students found to have bullied others may be subject to attend mandatory counseling or anti-bullying classes selected by the School. Depending on the severity of the incident, the Principal may also take appropriate steps to separate the aggressor from the subject of the aggression for so long as deemed necessary to ensure student safety.

## ***FIELD TRIP POLICIES AND PROCEDURES***

### ***Purpose of Field Trips***

Field trips are intended to be curriculum-driven and beneficial to the accomplishment of St. Michael School's educational objectives for a particular grade. These trips can serve to deepen and enhance material already studied and may also introduce a unit and inspire students to study. They help build community among students and teachers, provide for interaction across ages or divisions and create memories.

### ***Parent Liability Waiver Form***

Parents must sign a Parent Liability Waiver Form for each student to participate in the field trip. This will include a medical information and consent to medical treatment and release form. **Please note for insurance reasons, no siblings will be allowed to participate in school trips.**

### ***Field Trip Procedures***

Teachers and chaperones should carry a cell phone at all times. In the event of an accident, the school should be contacted immediately and the school will notify parents.

Teachers will carry medical and insurance forms for each student at all times. A copy of these is kept on file. Teachers will also carry a first-aid kit supplied by the school. Students with medical needs must bring their necessary medical equipment and/or prescribed medication on every field trip.

The teacher is the principal authority on field trips. Parents are expected to submit to this

authority. It is the responsibility of the teacher to delegate supervision in a way that ensures the safety of the students at all times.

### ***Conduct on Field Trips***

Before departing, the teacher will read or summarize for the class the rules of conduct during field trips. These should also be communicated to chaperones, either verbally or in writing. In the event of misbehavior, the regular school discipline procedures will be followed.

- a. Students must dress appropriately for the trip, as directed by the teacher.
- b. Regular classroom behavior is expected of students while on the field trip (e.g., no running, shouting or talking when someone else is talking).
- c. Students may not use electronic devices on trips, unless authorized by teacher.
- d. Students must wear seat belts at all times when traveling in a motorized vehicle.
- e. Students must demonstrate courtesy and gratitude whenever they go off campus.

Upon the return of students to school, classes will resume as scheduled. For this reason, we ask that early dismissals not be requested when returning.

## ***HEALTH POLICIES AND PROCEDURES***

### ***School Nurse***

St. Michael School employs a currently licensed registered nurse whose role is to strengthen and facilitate the educational process by protecting and improving the health status of our students.

## ***Illness and Injury***

Students who are ill should not come to school. A student with any of the following symptoms must be kept home from school and may return only when symptom-free for 24 hours: vomiting, diarrhea or a 100°F or higher temperature. Also, any student with contagious symptoms—such as frequent coughing or sneezing, eye discharge or cloudy nasal discharge—should not attend school. If a student with a contagious illness has attended classes, parents must notify the school nurse immediately.

If a student has a condition that may affect his or her ability to participate in normal school activities, the parent of that student should notify the school nurse. The school nurse will make sure that the appropriate school personnel (such as teachers or athletic personnel) know what limitations and restrictions should be applied for the well-being of the student. The school nurse will need a note from the students' health provider that describes any restrictions and when the student may return to normal activities.

When a student is injured or becomes ill at school, he or she will be sent to the school nurse. If the student is too ill to return to class, the school nurse will call to request that the student be picked up by a parent or guardian.

## ***Medication Policy***

The Medication Policy is in effect and is reviewed by the school nurse yearly or as required by changes in state/local regulation or school policy.

**Prescription medications.** Prescription medication will be administered to students

at school only on the specific written request of their parent or guardian and physician. ***The required Medication Administration form must be completed by the parent or guardian and a physician for each medication or change of medication the parent wishes to have administered to the student.***

**Over-the-counter medications.** Over-the-counter medications available to students at St. Michael School will be administered only with written permission from the parent and a physician.

## ***Tuition Policy***

St. Michael the Archangel Regional School bases its tuition collection on an eleven-month calendar year beginning in July and ending in May. St. Michael School utilizes FACTS tuition collection services to act as an agent in collecting payments. The FACTS program provides flexibility for both the school and parents. Families have the payment automatically deducted from their bank account, invoiced or charged to their credit card. Late payments are assessed when payment does not get to FACTS by the pay date.

Guidelines for Tuition Assistance (Diocesan/Parish):

- a) Must be a registered member of the school on a tuition service plan.
- b) Must demonstrate legitimate need as analyzed through FACTS.
- c) Applications may be obtained at the school office or online through FACTS as early as October of the current year. All packets should be completed by December 31. Failure to do so may result in not qualifying for assistance. The parent should complete and mail the application in the envelope provided. Once submitted, the Principal will be

notified of a family's need and the suggested amount. You will be notified of assistance upon budget approval. If you experience financial difficulties during the school year, please make an appointment to speak with your Pastor immediately. Failure to do so may result in your child's ability to continue at St. Michael Regional School.

### ***Delinquent Tuition Policy***

Parents/guardians are obligated to pay tuition and registration and other fees in order to obtain educational services for their children. It is the parent's/guardian's responsibility to maintain their financial commitments to the school. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due or to make arrangements with the school for payment of delinquent obligations, may result in discontinuation of educational services to your child, possibly leading to disenrollment.

- a. If the student's enrollment is withdrawn on or before June 30 of the current year, you will be released from the obligation to pay tuition; however, the initial registration of \$125.00 shall not be refunded.
- b. Tuition refunds will be pro-rated. This means a refund for tuition only will be available and school fees are not refundable.
- c. If a student attends school for one day of the month, tuition must be paid for the entire month regardless of when the student withdraws from school.
- d. Any notice of withdrawal or refund requests must be made in writing to the Office of the Principal.
- e. Student withdrawals made after August 1 of the academic year are eligible for a tuition refund when tuition has begun.

The amount of the refund is determined by the date that the school office receives an official letter of withdrawal

### ***Admission***

To be eligible for admission, Kindergarten children must reach the age of five by September 30. No exceptions will be made. This is in accordance with Diocesan regulations. Pupils registering for the first time must present the following:

1. Certificate of Birth
2. Certificate of Baptism
3. All students entering St. Michael School for the first time are required by State Law to submit a record of immunizations from their doctor, clinic or previous school.

Immunization requirements are as follows:

- a) D.P.T. – 4 doses with 1 dose after the 4<sup>th</sup> birthday
- b) Polio (OPV or IPV) – 3 doses with 1 dose after the 4<sup>th</sup> birthday
- c) Measles – 2 doses with both doses after the 1<sup>st</sup> birthday
- d) Mumps – 1 dose after the 1<sup>st</sup> birthday
- e) Rubella – 1 dose after the 1<sup>st</sup> birthday
- f) The above 3 vaccines may be given as a combined "MMR"
- g) Hepatitis B series
- h) Varicella (chickenpox) – 1 dose after the 1<sup>st</sup> birthday (Kindergarten and those from out-of-country or state) or a statement from doctor or parent of student having had the disease.

Students transferring in from out-of-country or state from certain areas require proof of a PPD (Mantoux) tuberculin test given within the 6 months prior

to the first day of school. Nurse will notify if applicable.

Physical Exam Requirements:

4. Kindergarten students are required to submit proof of a physical exam by a licensed physician or nurse practitioner that was performed within the 12 months prior to the first day of school. Kindergarten students are also required to submit proof of a dental exam performed within the 12 months prior to the first day of school.
5. Records from previous school. Children entering grades two – eight will need a copy of his/her latest report card and the dates of their sacraments.
6. Pertinent information relating to the child’s school performance. The parents should have this released to the school.

- c. New address, if the transfer is due to change of address
- d. Name and address of the school that the child will attend
- e. Last date the child will attend St. Michael School

Only upon receipt of the above information will a transfer card be issued and upon written request of the receiving school, we will send the scholastic records providing that:

- All textbooks and library books have been returned to the school
- All tuition and any other outstanding debt has been paid in full

If tuition has been paid in advance, tuition paid for any succeeding full months will be refunded. In the event that complete payment of tuition or fees has not been made, only health records will be released.

### ***Transfer Students***

Students transferring to St. Michael School from another school must:

- a. Present a transfer slip from the sending school
- b. Request that the sending school mail a duplicate copy of the scholastic records including standardized test materials and a duplicate copy of the health records
- c. Students transferring in for Six through Eighth Grade, must meet with the Principal before being accepted.

### ***Student Withdrawal***

Parents are asked to notify the Principal in advance and in writing of the date of the transfer. The following must be given:

- a. Name of child
- b. Reasons for transfer

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## Dress Code

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### *Purpose*

The purpose of the dress code at St. Michael the Archangel Regional School is to:

- Have students neat, clean, and ready to learn.
- Prevent distractions to the learning environment.
- Minimize fads and the comparison of one student to another.
- Assist parents in the time-consuming and expensive process of purchasing clothes for school.

### *School Uniform Policy*

There is a definite correlation between the way children dress and the way they behave; uniforms are to be worn at all times unless otherwise specified.

- a. The colors for St. Michael the Archangel Regional School are navy blue and Prescott red.
- b. The official uniform supplier is:  
*Flynn & O'Hara located at Garden State Pavilions, 2240 W. Marlton Pike, Cherry Hill, NJ 08002 (856) 931-8838*
- c. Shoes, socks/tights/knee highs, belts and gym uniform may be purchased at any retailer.
- d. The long pants and shorts for all grades are navy blue.
- e. The vest for all grades is Prescott red embroidered with the school name in white.
- f. The golf shirt for all grades is white or Prescott red with the school name embroidered.

- g. Students have the option of wearing short or long sleeves at any time of the year.
- h. During the 'Winter' students must keep their vests on throughout the day.
- i. The optional cardigan is not to replace the vest during the 'Winter'. It is an option provided for children who tend to be chilly and the cardigan does not have to be worn all day as the vest does.
- j. Any young lady whose skirt is deemed to be inappropriately short, will be required to wear navy tights to avoid embarrassment.
- k. Pre-K Three and Four wear the school gym uniform daily.
- l. In grades Sixth through Eighth, an optional navy quarter-zip from Flynn & O'Hara is available to be worn instead of the school sweater.

### **SEPTEMBER 1 TO OCTOBER 31 and APRIL 1 TO END OF THE YEAR**

### *REGULATIONS*

- a. Light colored t-shirts only may be worn under uniforms. No printed t-shirts are to be worn.
- b. Boys' pants must be worn on the waist, not on the hips.
- c. Belts must be worn.
- d. Girls' skirts must not be rolled at the waist and should be no shorter than just above the knee.
- e. All shirts are to be tucked in at all times.
- f. No nail polish is to be worn. Students will be requested to remove polish in class or at the Nurse's office for first offense.
- g. No artificial nails.
- h. Make-up, lipstick, lip gloss, tinted chapstick or tinted lip balm are not permitted.
- i. Girls' hair ornaments should be modest and complement the uniform. They may

wear headbands, barrettes and scrunches in navy blue, white, red or uniform pattern.

- j. Girls may wear one (1) pair of small earrings (preferably gold or silver), one in each ear in the lower portion of the lobe. If girls have two holes in the lower lobe, they must choose one symmetrically in each ear. No long dangling earrings/large hoops are permitted for safety reasons. Boys are not permitted to wear earrings. No earrings may be worn in the cartilage portion of the ear.
- k. Students are not permitted to wear trench coats.
- l. Boys' hair should not touch the collar of their shirts and should be above the eyebrows and above mid-ear on the sides. No tails or Mohawk haircuts are permitted. Buzz cuts, or cuts that are "shaved," should be no shorter than a #2 trimmer. Hairstyles that are deemed too extreme must be modified within a two-day period.
- m. Hair coloring is discouraged
- n. Both boys and girls are permitted to wear one (1) ring on each hand. No jewelry is permitted to be worn on gym day. Medals and/or chains may be worn inside the shirt. Choker necklaces are not permitted.
- o. Visual body piercing or tattoos are not permitted.
- p. No extreme contact lenses may be worn.
- q. No grooming products, hair sprays, gels, perfume, etc., are to be brought to or used in school or on school grounds due to student allergies.

### **Young Ladies**

#### **FALL/SPRING**

- Navy blue skort (K-Five) – white or Prescott red golf shirt with embroidered St. Michael logo.

- Jumper (K-Five) – with Peter Pan collared shirt **or** long pants with golf shirt.
- Skirt (Six-Eight) – with white or Prescott red golf shirt with embroidered St. Michael logo.
- Shoes (K- Eight)- Any black Mary Jane type shoe. Shoes must buckle or tie. No slip on shoes, no heels greater than 1 inch.
- Socks/Stockings (K-Eight)- Navy blue knee highs or tights must be worn with skirts or jumpers. Navy blue knee highs must be worn with shorts.

#### **WINTER**

- Jumper (K-Five) – with Peter Pan collared shirt **or** long pants with golf shirt and vest.
- Skirt (Six-Eight) – with white Oxford shirt and vest.

**Please note:** *The golf shirt cannot be worn with the skirt during the winter uniform time.*

### **Young Gentlemen**

#### **FALL/SPRING**

- Long navy pants or shorts (K-Five) – with white or Prescott red golf shirt with St. Michael logo.
- Long navy pants or shorts (Six-Eight) – with white or Prescott red golf shirt with St. Michael logo.
- Boys must always wear a black belt with pants or shorts.
- Shoes (K-Eight)- Any black tie shoe, not sneakers and no slip on shoes.
- Socks (K-Eight)- Acceptable sock colors are navy blue, white, or black.

#### **WINTER**

- Long navy pants (K-Five) – with golf shirt **or** dress shirt and vest, tie optional.
- Long navy pants (Six-Eight) – with white Oxford shirt, tie, and vest.

## *Gym Uniforms*

- **Winter** (11/1 – 3/31)- All students should wear sweatpants, sweatshirt, crew socks, and sneakers. They may also wear school t-shirt under sweatshirt in case they become too warm.
- **Summer** (9/1 – 10/31 & 4/1 – 6)- During the warmer weather, students may wear shorts and a t-shirt with crew socks and sneakers.

The sweatpants and sweatshirts must be navy blue with school silk screen. The shorts must be navy blue. The t-shirts must be gray with school silk screen.

- **Socks**- White crew socks must be worn with the gym uniform. Crew socks are normally labeled as such on the package. Please be sure to purchase the correct size and style. Crew socks are socks that, when worn properly, completely cover the ankle but the tops do not cover the fuller portion of the calf. It is the parents' and students' responsibility to be in the correct socks for gym day.
- **Shoes**- All students should wear sneakers that tie for gym days.

## *Dress Down Days*

Attire should be appropriate for a Catholic elementary school.

- a. Shorts must be the length of the school uniform shorts. Short-shorts, PJs, baggy pants, tight pants, Yoga pants, skinny jeans, excessively cut jeans, pants with lettering, hip hanging pants of any kind.
- b. Tank tops (boys or girls) sleeveless shirts, inappropriate pictures, wording or themes on tee shirts, or any other attire

deemed inappropriate by the school are not permitted.

- c. No sandals, flip flops or open toed shoes or open heel shoes are permitted.

If students do not adhere to the dress code on any given dress down day, they will lose this privilege for the rest of the year. Parents will be notified to bring them appropriate clothes.

Students dressed inappropriately will be given clothes from the Uniform Exchange to wear for the day.

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## Academic Policies

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### *Spiritual Program*

The fostering of Christian values in our children is the first priority at St. Michael the Archangel Regional School. The program is designed to provide a deepening discovery of God as the child progresses. Through daily prayer, religion classes, special Liturgies, para-liturgical services, and occasions of Penance, the child has the opportunity to grow in the knowledge and love of God.

Our religious education program is required for all students, whether Catholic or Non-Catholic. Each child must attend liturgical celebrations with attention and respect. We further encourage the practice of these Christian virtues:

Honesty	Sincerity
Humility	Acceptance
Integrity	Obedience
Courtesy	Respect

### *Academic Program*

The academic program at St. Michael the Archangel Regional School follows guidelines recommended by the Diocese of Camden. There exists a built-in flexibility within these guidelines and an emphasis in certain areas accordingly in different grades. National and State Core Standards are incorporated within Diocesan Guidelines.

The curriculum consists of Mathematics, Religion, ELA, Phonics (Kindergarten through Grade Three), Spelling, Penmanship (Kindergarten through Three), Social Studies, Science, Art, Physical Education, Technology, Music, and Spanish.

Remedial assistance in Mathematics, Reading, Corrective Speech and Language Problems is available when needed. Guidance lessons are also a part of our curriculum and counseling is available when necessary.

An Enrichment Program called Challenge and Think (CAT) is offered to children in Grades Four and Five who excel academically in all curriculum areas. An Accelerated Math course is offered to children in grades sixth through eighth based on IOWA, COGATS and the student's final average in Math. Algebra is offered to those eighth graders enrolled in the accelerated course.

### *Standardized Testing*

Students in Grades Two through Seven at St. Michael School are given a standardized achievement test in March of each year. Individual results as well as an overview of the total school achievement will be shared with parents upon their receipt.

### *Grading*

The Diocese of Camden has a uniform grading scale for all the schools in the Diocese. The grading scale and marking code are as follows for Grades three through eight:

Grades Three		Thru Eighth	
MAJOR	SUBJECTS	MINOR	SUBJECTS
A+	97-100	E	Exceeds
A	93-96	G	Good
B+	89-92	S	Satisfactory
B	85-88	NI	Needs Improvement
C+	81-84		
C	77-80	U	Unsatisfactory
D+	74-76		
D	70-73		
F	Below 70		

Grades One thru Two	
E	Exceeding grade level expectations
G	Growth and meeting grade level
P	Progressing toward level expectations
I	Initial stages of development; needs help

Pre-School	Kindergarten
C	Consistently Observed
S	Sometimes Observed
N	Needs Practice & Support
N/A	Not Assessed

All tests for students in all grades must be signed and returned to school. Pre-K -Three and Four will send home report cards.

### Honor Roll

- *Principal's List* – All A+'s and A's
- *First Honors* – All A+'s and A's except for one B+'s or B's
- *Second Honors* – All A's, B+'s and B's
- Students must have an E, G or S in conduct and minor subjects to be eligible for the Honor Roll

### Child Study Team Evaluation

Upon recommendation from a teacher or parent, a child exhibiting difficulties in learning may receive confidential diagnostic testing through the Gloucester County Special Services School District. This comprehensive evaluation by a team of specialists is at no expense to the parents. This evaluation of the child's ability and performance may yield specific areas of improvement and qualify them for extra class support services. It is important to note that testing of any sort is a tool for evaluation. It should be viewed together with a child's total performance and accomplishments. It should never be seen solely as the measure of a child's ability.

### Report Cards

Report cards will be issued four times per year. Report cards represent a composite of daily class work, home assignments, reports, projects and tests. As of 2021 per Diocesan policy, a 99% is the highest average that will appear on report card. From September 1, 2021, the highest average can be 100%. A parent/teacher conference will be held in October-November. Parents will be given a password to access report cards posted on "RenWeb" website. Check the yearly calendar for the exact dates.

### Deficiency Notices

Deficiency notices will be issued to students showing deficiencies in any area when needed throughout the marking period. They are to be reviewed, signed, and returned the next school day. Tests will be sent home, parents sign and return. Test return policies will be discussed at Back to School Night.

### Promotion/Retention Policy

A student is promoted upon successful completion of his or her grade. Successful completion constitutes not only academic performance but evidence of emotional and social growth. It is imperative, therefore, that a student maintain a passing average throughout each marking period. A student who fails a subject for a marking period must work to improve this grade through more concentrated efforts and possibly tutoring. A student who fails a subject for the year must receive 15 hours of tutoring throughout the summer before moving to the next grade. If a student fails two or more major subjects for the year, retention will be necessary. Students who demonstrate a gross social immaturity or have had long or

frequent absences may also be retained. Parents will be notified by the school by January 31<sup>st</sup> if their child is in danger of retention. If efforts in assisting the child in his or her progress and performance are not successful, parents will be notified by the end of May of the school's decision.

### Homework Policy

Homework is assigned regularly to reinforce and master content of lessons presented in class. The assigned work is both written and studying for tests. It may also take the form of long-range projects. Completion of all homework is the responsibility of the student as is the budgeting of time required to complete long-range projects. Students are responsible for submitting their homework to parents for their approval. Parents should check homework for neatness and thoroughness on a daily basis. A student, therefore, should take pride in the neatness and completeness of all homework assignments. Parents can easily assess the student's quality of academic performance by the quality of the homework.

Homework must be handed in on time in order to receive full credit. Late assignments other than when absent (see Absence Policy) will not be accepted after one day of lateness. A special homework assignment book is required of all students. It is hoped that this will assist in good study habits and organizational skills. This book will be provided in school. Homework assignments are also posted on each Teacher's class page.

The following is a recommended time allotment for homework:

Kindergarten	15-30 minutes
Grade One	15-30 minutes
Grades Two – Three	30-60 minutes
Grades Four – Five	60-90 minutes
Grades Six - Eight	90-120 minutes

The various types of homework are as follows:

- Homework provides practice on the skills learned in school that day. Homework is a review of class work in both the written and study form.
- Homework is a preparation for the next day's activities and preparation to share with others what he or she has discovered, read, or learned.
- Homework may provide a creative means of expressing concepts and skills.
- Homework may ask a student to extend to different situations what they have learned.

Parents have the responsibility to provide a place that is quiet and conducive to study and to exhibit a real interest in the accomplishments of their child.

### Graduation

A graduation mass is held culminating a student's successful completion of the eighth grade program. Parents and family are invited to attend this celebration. Class dues of approximately \$150.00 are collected from eighth graders. This amount covers caps and gowns, diplomas, pictures (individual and group) and yearbooks. Dues should be paid prior to Easter Break.

**Please note:** *The cost of the class trip is not included in this amount. All monetary obligations to the school must be met by the first Friday in May. Failure to do so may result in the student not being able to attend the class trip. All financial obligations must be met by May 30<sup>th</sup>.*

## Attendance Policy

Regular attendance at school is necessary for the continuity of the learning process. A child must be present two full hours of each session to be counted present for that session. If your child will not be in school on a particular day, parents must notify the school by **8:15 AM** or earlier using the school's answering service. If a child leaves before 10:00 AM, they are absent for the day. Requests for homework should be made when phoning out your child and the work may be picked up after 2:30 PM.

Students who have been absent are responsible for all the work they have missed. Any absence of three or more consecutive days requires a doctor's note upon the child's return. An absent student will be given the same amount of days they were absent to complete missed work. Teachers may amend this amount of time for special circumstances.

In compliance with Diocesan regulations, excessive absences may require that the student be retained in that grade. The policy also states that parents of students who have missed 10 or more cumulative days of school be notified in the following manner:

- a. After 10 cumulative days of absenteeism, a written warning notice will be forwarded to the parents. It is expected that the parents will respond to the Principal as a result of this warning.
- b. After 18 cumulative days of absenteeism, a parent's conference will be scheduled with the Principal to inform parents of appropriate corrective measures.

If absenteeism continues, the decision to request a student's withdrawal may occur. Twenty-four (24) absences can impede the learning process and may result in retention

when a student's grades/performance are affected.

## Lateness Policy

A child is considered late if he or she is not in the building by 7:50 AM. As prayer is integral to our program, it is very important that students be in class and settled for morning prayers. Car riders should be dropped off no later than 7:45 AM to guarantee being on time.

We ask parents to make every effort to see that children arrive on time. After five late arrivals, a detention will be given within one marking period. Habitual lateness will be dealt with in a way which best helps the parent fulfill the responsibility of getting their child to school on time.

***Please note:*** When a child arrives late, a parent needs to walk them into the main office. A late child should never enter on their own. This is to guarantee that the child reports in and is admitted.

## Vacations

It is our hope that parents will try to work in vacations in alignment with the school calendar. However, when this is not possible the following procedure should be followed:

- a. Notification of additional vacation time must be made directly to the school office, as well as the teacher.
- b. If work is requested ahead of time, to be completed while the child is on vacation, the work must be handed in to the teacher the day the child returns.
- c. It is the child's responsibility to make up the work missed when he or she returns.
- d. It is the parent's obligation to see that all assignments are completed and submitted in a timely manner within one

week of their return in order to receive credit. This includes all tests that are missed.

- e. These days are counted as unexcused absences.

***Please note:*** *It is imperative that children be present during standardized testing days. Therefore, we ask no vacations be planned during these weeks.*

## ***Student Records***

The Family Education Rights and Privacy Act of 1975 gave parents the right of access to records. Opportunity for review of records will be provided in the Main Office upon written request. St. Michael the Archangel Regional School also abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, we will provide the non-custodial parent access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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## **Roles and Functions**

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### ***School Board***

The School Board acts and serves to assist the Pastors and the Principal with the administration of sound policies and procedures for the future of our school. Official meetings will be held on a regular basis. Information regarding dates, times and sites will be available on the school website and school newsletter.

### ***Parents Association***

The function of the Parent/Teacher Association is to cooperate with the Pastors and Principal in all matters pertaining to the school. All parents are members. Dates and times of meetings will be posted in the newsletter. These meetings are informative and serve as a forum for communication. The PTA also sponsors “fun” fundraisers throughout the year to offset the costs of special programs and events.

### ***Athletic Association***

The members of the Athletic Association, which include coaches and other interested parties, are appointed by the Principal to assist in providing a sound sports opportunity for our children. Learning proper attitudes, values, and moral behavior are also important aspects of the sports program. All must be at least 18, Virtus certified. All students in grades six-eight must have the state mandated physical and proper forms completed prior to any practices/play.

### ***Fundraising***

Fundraising is coordinated by the Fundraising Committee, but falls under the auspice of the Advancement director.

### ***Parent/School Partnership***

It is critical that parents and guardians support the mission of the school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his or her parents or guardians are to register necessary complaints with the appropriate teacher and/or administrator and to cooperate with the school’s procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or whose parent or guardian engages in conduct which is detrimental to the school.

### ***Parental Involvement***

Catholic schools have been successful, in great part, because of the involvement of dedicated parents. Involvement in your child’s education takes many forms. Parents and guardians can offer their children no better support than being in the home to assist with the daily homework and to listen to the child’s “story” of school life each evening.

For those parents who are able to do so, we welcome you to be present in the school as school yard aides or in any classroom capacity when requested by the teacher. It is important that parents who do come in to the building understand that the school is the “child’s place of business” for the time he/she is within the building. The child’s “job,” from 7:50 AM-2:35 PM, is to learn as much as possible about God, about life and about how to deal with the world when the time comes to leave this most important “place of business.”

Educators agree that optimal learning takes place in an atmosphere of structure, quiet, calm, safety and love. Time on task, under the guidance of the teacher, provides structure. Feeling that the building where they spend much of the day is a safe place to be encourages security.

Placing responsibilities on students commensurate with their age encourages a healthy discipline. Providing a “professional atmosphere” at all times allows students to view what they are about as their “profession” for these formative years. Children feel safe, important and loved when there is calm, quiet, structure and safety in their school building.

Respecting your child’s “space,” allowing the child to blend in with his/her peers, honoring your child’s daily “place of business” will serve to help your child grow in to the self-confident, self-directed, mature, young person who will face the world with calm and with the assurance that his/her judgments are sound and worthy of respect.



## St. Michael the Archangel Regional School

Please read the following, complete the bottom of the page, and return to your teacher at St. Michael the Archangel Regional School no later than September 17, 2021.

My child and I have reviewed the contents of the 2021-2022 St. Michael the Archangel Regional School Student-Parent Handbook. We acknowledge the expectations, procedures and consequences explained throughout.

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<i>Child Signature</i>	<i>Grade</i>	<i>Date</i>
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<i>Parent/Guardian Signature</i>	<i>Date</i>
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<i>Parent/Guardian Signature</i>	<i>Date</i>
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