



Saint Michael the Archangel Regional School

Student-Parent Handbook

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INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith ; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Saint Michael the Archangel Regional School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, Saint Michael the Archangel Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

HUMAN SEXUALITY

The Catholic Church teaches, “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity.” (Catechism of the Catholic Church, 2393). Saint Michael the Archangel Regional School strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

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 7:45 AM - 2:35 PM
Optional Half day is to 11:45 AM
Grades K-8 7:45 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. (see attachment sent via email August for full details)

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. Students cannot be dropped off and left alone unsupervised at any 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. Car riders will be dismissed in an orderly fashion. Grades 5 – 8 will leave the building through the Mod exit doors. Grades 1 – 4 will exit through the Gym doors. Prek3, PreK4, and K will be dismissed at the Main exit by the main office. 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. (see attachment sent via email in August for Full details.

Please Note: *Students who are brought to the aftercare program will be subject to a fee to be paid on 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 Informacast system. An announcement will be placed on the website

and on Informacast as soon as a decision is made.

When there is a weather-related delayed opening, school will begin at 9:45 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 procedures and drills will be followed in accordance with state laws.

EMERGENCY NOTIFICATION

St. Michael School has partnered with Informacast 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 may 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:* May take place if any event or situation near or in the school is deemed as a direct threat to the safety of the students and staff either in the building or outside of the building.
- *Threat Evacuation:* May take place where there is a direct or imminent threat to the safety of students and staff inside the building.
- *Shelter-in-Place:* May take place if any event or situation near the school is deemed to be a possible threat.

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 and Apple watches and place them in the container provided in each homeroom. 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

There will be occasions where all will be invited to attend the school Liturgies that take place on a designated day each month and on special occasions. Those dates will be communicated when the schedule has been finalized. Restrictions to attendance may be mandated to prevent exposure to illness. 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 records may be delayed until the student pays all fees and fines due and returns all outstanding books and electronic devices owned by the school.**

Lost-and-Found

Lost-and-found items are placed in bins in the Gymnasium. 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

Periodically, a communication with important announcements about school and community events will be sent electronically. Please make every attempt to review the contents weekly 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 unless otherwise specified. 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. Visitors visiting the school should remain in the classroom or the area for the purpose of that visit only. Visitors should be limit speaking to students during instructional time.

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.

a. 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.

b. 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.

c. 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 I 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.*

d. 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.

Policies and Procedures

DISCIPLINE CODE

PHILOSOPHY

St. Michael the Archangel Regional School is a Catholic Community focused on learning to love and care for others as Jesus taught us. Therefore, at St. Michael the Archangel Regional School our goal is to develop in each student a sense of self-discipline which grows out of the respect for oneself and a respect for others. Thus our code of conduct is designed to help each student take responsibility for his/her actions through reflective practice. All faculty members are expected to provide strong Catholic practice by modeling care and concern for students. As a staff, our goal is to provide support and guidance while giving clear and consistent consequences for behaviors that are not in line with our discipline code or Catholic teachings. We expect our students to help maintain a spirit-filled atmosphere where the unique dignity of each person is respected. We further expect them to take responsibility when mistakes are made and to grow from the experience. We expect our staff and parents to support and encourage the children as they grow into responsible Catholics. Allowing them to grow means holding them accountable for mistakes.

General Rules of Conduct and Expectations

Our students come to school to develop spiritually, emotionally, academically and physically. At all times, St. Michael the Archangel Regional School students will be expected to respect themselves, respect others, respect property, and make safe

choices. Further expectations include the following:

CAFETERIA

Be Safe:

- Walk when in the lunch room, or when entering and exiting.
- Keep hands, feet, and food to yourselves
- Leave space between you and others in line
- Keep all food off the floor
- Respond to quiet signal

Be Respectful:

- Use inside voices
- Listen to adults
- Use good manners
- Clean up your area
- Wait for your table to be called
- Raise your hand for help

Be Responsible:

- Wait your turn in line
- All food and drink stay in eating area
- Pick up trash around you, even if left by others

PLAYGROUND

Be Safe:

- Listen to the adult in charge
- Use equipment properly
- Play in assigned areas
- Line up quickly and quietly
- Get an adult's help for accidents

Be Respectful:

- Include everyone and take turns

- Be a good sport
- Use appropriate language
- Use kind words and actions
- Follow directions from adults
- Agree on and follow the rules of the game
- Share equipment

Be Responsible:

- Freeze at the bell
- Listen for directions
- Put all equipment away
- Tell an adult if someone is hurt

BUS & BUS STOP

- Remain seated in assigned seats
- Use inside voices
- Use proper language
- Respect bus driver and safeties
- Obey bus safety rules
- Respect others and their property

HALLWAYS

Be Safe:

- Walk at a safe pace at all times, please do not run.
- Keep hands, feet, and objects to yourself
- Keep a space between yourself and others
- Walk to the right when in line
- Get an adult’s help for accidents

Be Respectful:

- Use quiet voices
- Put trash in garbage cans
- Use appropriate language
- Use kind words and actions
- Keep hands, pencils, pens, markers, crayons off the walls

- Close lockers without slamming them.

Be Responsible:

- Keep halls clean, no food
- Be ready to hear directions
- Stop at check points

CLASSROOMS

Within each classroom, faculty members set their own procedures and expectations, consistent with school policy and Discipline Rubric. Students are expected to follow all St. Michael the Archangel Regional School rules, policies, and procedures within each classroom.

SCHOOL-WIDE

Students must be supervised at all times. They are not permitted to leave classrooms or other areas without permission. They are not allowed to leave the building without a staff member or being released to a parent/guardian.

CONSEQUENCES

At all grade levels students will be expected to reflect upon their behavior in an effort to grow and learn from their mistakes. Part of accepting responsibility is accepting consequences that result from our choices. The school-wide Discipline Policy outlines misbehavior and levels of consequence. Always the goal is to instill a sense of self-discipline in the student with an emphasis on reflection.

Serious offenses, such as the following, may warrant after-school detention, suspension (school or bus), and expulsion (dismissal).

- Gross insubordination
- Disrespect of others by words, gesture, or actions
- Stealing
- Dishonesty
- Continual and willful defiance and disobedience
- Damage or defacement of school property or the property of others
- Possession of weapons or instruments that can be used as such at school
- Threats of violence
- Possession or association with alcohol, cigarettes, e-cigarettes, drugs, our drug paraphernalia on school property or at school-sponsored events
- Any immoral conduct of serious nature
- Intentional cruelty to another student in word or action
- Arson
- Endangering the welfare of others
- Any serious misconduct which causes disruption in the classroom or the school.

The principal reserves the right to determine the seriousness of any school infraction and to determine the appropriate course of action to be followed. Under normal circumstances serious offenses are referred to the principal.

In cases of expulsion, the decision will be made in consultation with the Pastor and the Superintendent of Schools or Assistant Superintendent.

Under normal circumstances disciplinary records do not become part of the child's permanent record and are not forwarded to a new school. However, the principal reserves the right to report discipline

records to a new school if he/she deems that there is a significant threat.

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.

Detention

If your child is required to serve a teacher or administrative detention, they will be held from 2:35 – 3:30 on the days that they are assigned. 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.

All discipline infractions will be recorded and put on file in the office. This file will be included in the student's cumulative record file.

DISCIPLINE RUBRIC

<p><u>Level 1 Infractions</u></p> <ul style="list-style-type: none"> • Not following directions • Disruptive hallway behavior • Excessive talking • Teasing/put-downs • Non-verbal disrespectful (eye-rolling) • Consistent tardiness • Misuse of materials • Late to class • Minor uniform infractions 	<p><u>Consequence</u></p> <ul style="list-style-type: none"> • Issue a verbal or nonverbal warning • Reteach expectation • Redirect student by having him/her leave selected area • Classroom strategies • Student reflection • Lunch and recess/afternoon detention
<p><u>Level 2 Infractions</u></p> <ul style="list-style-type: none"> • Repeated level 1 infractions • Back talking/arguing • Inappropriate gestures • Taunting/Mocking Behavior • Work refusal • Name calling • Derogatory comments • Progressive disruptions • Technology violation/cellphone use • Inappropriate language • Cheating/lying • Minor physical contact • Inappropriate use of school supplies and property 	<p><u>Consequence</u></p> <ul style="list-style-type: none"> • Discipline Referral • Multiple Detentions • Classroom strategies • Loss of privileges • Parent/Teacher conference • Student reflection • Student behavior contract
<p><u>Level 3 Infractions</u></p> <ul style="list-style-type: none"> • Fighting • Ethnic slurs and/or inappropriate language • Obscene gestures • Inappropriate touching • Seriously damaging property • Cheating/plagiarism • Intention cruelty towards another in word or action • Habitual non-conformity to school rules • Vandalism • Bullying/Cyber Bullying • Threatening bodily harm • Stealing • Harassment • Weapons • Cellphone use that damages others via words, pictures, or videos • Direct and willful disobedience of school expectations and policies 	<p><u>Consequence</u></p> <ul style="list-style-type: none"> • Administrative Discipline Referral • Parent/Teacher conference • Student behavior contract • Loss of privileges • Student reflection • Administrative Detention • In/out of school suspension • Expulsion

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

from your parish 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 \$135.00 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, Pre- K 3 candidates must be "bathroom trained" and will turn three years of age by September 30 of the school year, Pre -K -4 candidates must be "bathroom trained" and will turn four years of age by September 30 of the school year, 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. Certificate of Holy Eucharist (if applicable)
4. 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 4th birthday
- b) Polio (OPV or IPV) – 3 doses with 1 dose after the 4th birthday
- c) Measles – 2 doses with both doses after the 1st birthday
- d) Mumps – 1 dose after the 1st birthday
- e) Rubella – 1 dose after the 1st birthday
- f) The above 3 vaccines may be given as a combined "MMR"
- g) Hepatitis B series
- h) Varicella (chickenpox) – 1 dose after the 1st 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:

5. 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.
6. 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.
7. Pertinent information relating to the child’s school performance. The parents should have this released to the school.

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
- 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.

Dress Code

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 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 or be asked to contact a parent for a change in uniform 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 below the hips.
- c. A blue or black belt must be worn. (mandatory)
- 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. Parents will be notified of this violation and asked to have the nail polish removed by the next school day.
- g. No artificial nails.

- h. Make-up, lipstick, lip gloss, tinted chapstick or tinted lip balm are not permitted.
- i. Girls' hair ornaments must be modest and unadorned 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 the ear lobes 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.
- r. Students that wear shoes that tie, must learn to how to tie their shoes and keep them tied all the time.

Young Ladies

FALL/SPRING

- Navy blue skort (K-Four) – Prescott red golf shirt with embroidered St. Michael logo.
- Jumper (K-Four) – with Peter Pan collared shirt **or** long pants with golf shirt.
- Skirt (Five -Eight) – with Prescott red golf shirt with embroidered St. Michael logo.
- Shoes (K- Eight)- Any black shoe. 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 skorts.

WINTER

- Jumper (K-Four) – with Peter Pan collared shirt **or** long pants with golf shirt and vest, or Navy ¼ zip pullover.
- Skirt (Five-Eight) – with white Oxford shirt and vest or Navy ¼ zip pullover.

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 Prescott red golf shirt with St. Michael logo.
- Long navy pants or shorts (Six-Eight) – with 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.
- Socks (K-Eight)- Acceptable sock colors are navy blue, white, or black.

WINTER

- Long navy pants (K-Four) – with golf shirt or dress shirt and vest, or Navy ¼ zip pullover. Tie optional.
- Long navy pants (Five-Eight) – with white Oxford shirt, tie, and vest or ¼ zip pullover.

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, sun dresses, 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, slides, or open toed shoes or open heel shoes are permitted. Crocs may be worn with heel strap in place on the heel only. These can only be worn on dress down days.

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.

Please note: Gym uniforms cannot be worn on days we celebrate Mass

Academic Policies

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 Accelerated Math course is offered to children in grades sixth through eighth based on STAR test results and the student's final average in Math. Algebra is offered to those eighth graders enrolled in the accelerated course.

STAR Testing

Students in Grades One through Eight at St. Michael School are given a STAR test three times each year to determine growth in Math and Reading. 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 special area 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. Effective in the 2021-2022 academic year, teachers may longer cap a student's grade at 99% if the earned grade is 100%. A parent/teacher conference will be held in October-November. A hard copy of your child's report card will sent home in a report envelope. The envelope should be signed and returned the following day of receipt. Parents will also be given a password to access grades and report cards posted on "RenWeb" website. Check the yearly calendar for the exact dates.

Academic Progress Notices

Academic Progress Notices are generated when a student shows significant signs of struggle in any subject area when needed throughout the marking period. They are to be reviewed, signed, and returned the next school day. When a notice is received a parent conference will be scheduled to review the child's progress and to create a plan for remediation. Test return policies will be discussed by each teacher 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 31st 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 Attendance 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 30th.*

Attendance Policy

Regular attendance at school is necessary for the continuity of the learning process. A child must be present a minimum of 4.5 hours to be counted present for that day. 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.

Please note: SMRS student athletes are required to attend school for a full day to be able to participate in a sporting event or practice on the same day. If a student attends a funeral, doctor's appointment, or school visitation on a day of a sporting event or practice, prior notification should be presented to the school one day before the event. Documentation of their alternative attendance, should be given to a school representative upon their return. If a doctor's appointment is scheduled on an early release day, that student must be in school a minimum of two hours to be eligible to play or practice.

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 7:45 AM. As prayer is integral to our program, it is very important that students be in the morning gathering area (Gym) and settled for our faith community morning prayers and pledge of allegiance. Car riders should be dropped off no later than 7:40 AM to guarantee being on time.

We ask parents to make every effort to see that children arrive on time. After five late arrivals, the parents will be notified. 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 completed work must be handed in to the teacher on the date that was mutually agreed upon by the teacher and parents.
- 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.

Roles and Functions

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.

PTO

The function of the Parent/Teacher Organization 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 PTO also sponsors “fun” raisers 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 7:45 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 15, 2023.

My child and I have reviewed the contents of the 2023-2024 St. Michael the Archangel Regional School Student-Parent Handbook. We acknowledge the expectations, procedures and consequences explained throughout.

_____ *Child Signature* _____ *Grade* _____ *Date*

_____ *Child Signature* _____ *Grade* _____ *Date*

_____ *Child Signature* _____ *Grade* _____ *Date*

_____ *Child Signature* _____ *Grade* _____ *Date*

_____ *Parent/Guardian Signature* _____ *Date*

_____ *Parent/Guardian Signature* _____ *Date*