

Dear Parents,

This handbook is an introduction to our School Policies as well as the Programs of Saint Michael School. Father Edward Correia, our Faculty and Staff look forward to working in partnership with you the parents and guardians of our students.

We hope that this handbook and our website (www.smsfr.org) can be used as an important source of communication. When you enroll your child, you agree to work with us in providing your children with a comprehensive education steeped in the traditions and values of our faith.

During the last few years, we have added many new programs to our school and have updated our curriculum and textbooks. This has been accomplished through the generosity of our school families and our parishioners who have worked on numerous fundraisers.

On March 15, 2007, our school received full accreditation from the New England Association of Schools and Colleges. Our two year report was accepted by the NEASC Committee on June 24th, 2009. Saint Michael School is growing stronger each year. Let us continue to work together to ensure the future of our school here at Saint Michael Parish.

May each of us continue to share the “light of Christ” with all whom we meet during this new school year. May Saint Michael School be a “light” shining in the North End of Fall River.

Peace,

Sister Marie SUSC

Administration and Faculty

Position	Name
Pastor	Father Edward Correia
Principal	Sister Marie Baldi SUSC
Pre-Kindergarten	Mrs. Jennifer Sousa
Pre-Kindergarten Aide	Mrs. Sandy Matos
Kindergarten	Mrs. Mary Wick
Kindergarten Aide	Mrs. Linda DaPonte
Grade 1	Mrs. Cindy Arruda
Aide/Reading Specialist	Ms. Carole Ferland
Grade 2	Mrs. Amy Madeira
Grade 3	Mrs. Jennifer Aguiar
Grade 4	Mrs. Anna Aguiar
Grade 5	Mrs. Sandra Thibault
Grade 6	Mr. Nicholas Grasso
Grade 7	Ms. Michelle Miranda
Grade 8	Mrs. Kate Creador
Computer	
Art/ Library	Mrs. Nancy Dagwan
Physical Education	Mr. Nathaniel Koliyah
Secretary	Mrs. Angie Carvalho
Custodian	Mrs. Paula Correia
School Nurse	Mrs. Lenore Silva

Our Mission

Saint Michael School has provided the Portuguese-American community and generations of Catholic families with a comprehensive education steeped in the traditions and values of our faith.

Under the continuous leadership of the Holy Union Sisters, the faculty and staff of Saint Michael School are dedicated to providing a learning atmosphere in which all students feel secure as they are challenged to reach their potential: spiritually, academically, socially and physically.

Building on this strong community foundation and working cooperatively with parents, we strive to instill the following in our students.

- **A deep appreciation and commitment to our faith.**
- **A healthy respect and integrity for themselves and others.**
- **A dedication to learning that will enable them to be life-long achievers**
- **Ability to problem solve and think critically as they work independently and with others.**
- **A willingness to become involved in community service.**

Our History

The history of Saint Michael School can trace its roots back to Father Ferraz who was appointed pastor of Saint Michael Church in 1917. Father Ferraz was an educator in his native Sao Miguel and his life dream was to establish a parochial school in his new American parish.

This dream became a reality and classes were begun in September 1931. The school was staffed by the Sisters of the Holy Union of the Sacred Hearts.

During its early history, Saint Michael School was housed in three different buildings in the north end of the city. As enrollment continued to increase, the parishioners of Saint Michael School were committed to building a new school. The modern educational facility was blessed by Bishop Connolly on September 23, 1957.

Today, Saint Michael School is a strong parish school serving students in Grades Pre-Kindergarten through Grade 8. It is currently being led by the eighth Holy Union Sister and is staffed by a group of dedicated lay teachers. During the last few years, the Programs provided by Saint Michael School have been expanded to include Technology, Library, Art, and Music. A new Pre-Kindergarten was opened at the start of the 2006-07 school year.

Saint Michael School received full accreditation from The New England Association of Schools and Colleges on March 15, 2007.

Administration

The governance of Saint Michael School flows from its identity as part of a parish in the Fall River Diocese. Schools within the diocese follow the policies promulgated by the Bishop of Fall River and the Catholic School Office.

The pastor of the parish is ex-officio the chief executive officer of the total parish educational program, which includes the school. The principal is the administrator of the school and is responsible for the effective operation of the school as a Catholic educational institution.

There is an active School Advisory Council consisting of parents and teachers who work with the Pastor and Principal of the School.

Admission Policies

Notice of Non Discriminatory Policy

Saint Michael School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to our students. Respect, inclusion, and equality are encouraged for everyone. The principal and faculty are sensitive about enrolling students who are likely to benefit from the program of the school.

Saint Michael School follows the guidelines of Massachusetts State law to determine the age for admitting children to the Pre Kindergarten and Kindergarten programs.

Priority for admission is given to siblings of current students and parishioners of Saint Michael Parish. Students of other faiths are accepted with the understanding that they must participate in all religious programs and services.

Pre-Kindergarten & Kindergarten Admissions

- All Pre-Kindergarten Students must be 3 or 4 years of age by September 1st.
- All Kindergarten Students must be 5 by September 1st.

Students for Grades 1 through 8 must submit the following:

- Most Recent Report Card
- Most Recent Standardized Testing Results
- Recommendation from Principal or Teacher
- Release of Records Form

All Parents must submit the following:

- Ø Application Form
- Ø Registration Fee
- Ø Baptismal Certificate
- Ø Birth Certificate
- Ø Immunization Forms
- Ø Physician's Health form

Parents of a student entering a school in the Diocese of Fall River for the first time shall provide the student's health records which indicate the completion of a recent physical examination and the necessary immunizations required for school entrance.

The Massachusetts Department of Health requires specific immunizations for students at particular grade levels. This list will be available in the school office.

Whenever possible, prospective students are invited to spend a day at Saint Michael School. Before acceptance, a meeting with the principal, parents or guardian and student takes place. Parents must be honest in reporting any physical, emotional or academic needs which may require special attention. All students are accepted on a nine week probation status.

Financial Information

Tuition

Tuition is determined each year by the principal of the school and is presented to the pastor and School Advisory Council. The increase is announced at the annual mandatory May Parent Meeting. Payment may be made in full directly to the school or monthly through the FACTS Tuition Management over 12 months. These payments are made beginning in July and ending in August. There is an annual fee to FACTS.

Fees

There is a Book Supply Fee due by June 30th.

There is a Graduation fee for Grade 8 students to cover caps, gowns, yearbooks and other expenses incurred for their graduation.

Parish Subsidy

It is the policy of the Diocese of Fall River that persons in good standing in their parish may receive \$300 in subsidy. Families should be faithful to weekly attendance at Mass. Parents must meet with their pastor and submit a Parish Subsidy Form.

Saint Mary's Scholarship Fund

Financial aid is available through the generosity of the Diocese of Fall River to families who apply and show financial need. Parents must complete a FACTS Application Form and submit their tax information for the previous year. It is essential for all Forms to be submitted on time.

Fundraising Fees

Since the cost of running Saint Michael School is not totally covered through tuition payments, all families are expected to raise \$250 in profits from our various fundraisers. Families who fail to meet their assessment will be billed at the end of the final fundraiser for the school year.

Bingo Commitment

All families are expected to participate in our Bingo which is a major fundraiser. Families are expected to work 8 hours or pay an additional \$200 to the school. Families who fail to meet these requirements by the end of May will receive a bill.

Hot Lunch Program

Saint Michael School has a federally funded hot lunch program through the town of Swansea. The cost is \$2.25. Envelopes are sent home weekly, so that parents may order lunch tickets. All checks need to be made payable to Swansea School Department.

Field Trips

Students are given the opportunity to participate in a variety of educational Field Trips. Every attempt is made to keep these trips affordable. Information is provided to all our families in a timely manner. No child will be kept from a field trip due to inability to pay. Please contact the office if this is a concern.

Extended Care Program

This program is provided to working parents before and after school. The cost for this program is \$3.00 an hour or any part of an hour. Parents receive a weekly bill for this service. All checks should be made payable to Saint Michael School.

Extracurricular Clubs and Sports

Many of our Sports and clubs have a small fee. This information will be sent to parents when a student shows interest in a particular club or activity. This fee is to assist us in the necessary materials for the clubs. Students will never be kept from a club due to lack of funds.

All money sent to school should be sent in a sealed envelope with your child's name, grade and purpose.

***Diplomas, final grades and field trips will be held until all financial obligations have been paid.

Attendance Policies

Regularity of attendance is of prime importance to the child from the very first day of school. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by training children to be punctual.

We strongly discourage taking students out for appointments or vacations because it is impossible to make up teacher's instructional presentation and other classroom learning experiences. Please follow the school calendar, as much as possible when planning medical appointments and vacations.

*** Teachers are not expected to provide work before you leave for vacation. Makeup work must be completed upon their return to school. They will have 5 days to make-up all missed assignments. Please notify the office and teachers before you leave for your vacation.

School Hours

Morning Extended Care: 6:45-7:45

Outside Supervision: 7:45

Beginning School Bell: 8:15

Lunch time: 11:30-12:30

Dismissal Bell: 2:30

Afternoon Extended Care: 2:30-5:15

Absence, Tardiness and Dismissal

- Parents or guardians are expected to call the school office by 8AM to report an absence or tardiness. If you fail to call us, we must call you.
- A written note must accompany your child when they return to school. Failure to provide a note for absence or tardiness results in an **unexcused** absence or tardiness.
- Absences of 5 days or more require a **doctor's permit** to return to school.
- Students who are tardy 3 or more days will makeup lost time during Friday Specials.
- Students who reach 5 absences without doctor notes, will makeup time during Friday Specials.
- Students who need to be dismissed for any reason, must present a note to the school office.

Dismissal Procedures

Students in Grades Pre-Kindergarten through Grade 4 will be dismissed through the school yard in the back of the building. Parents may drive into the school yard slowly and carefully. Parents should leave their car and meet their child.

Students in Grades 5 through 8 will be dismissed through the front of the building on Essex Street. Younger brothers and sisters will be dismissed with their older sibling. Please be courteous and do not block the road.

***Parents complete a dismissal form at the start of each school year. Any changes in your regular routine must be in a written note sent to the office. If arrangements change during the day, please call the office. Picture identification may be required upon request.

Before and After School Extended Care

Saint Michael School provides before and after school care for \$3.00 an hour. All students who are not picked up promptly will be sent to Extended Care to insure their safety. No students are to be in the halls, entrances, or school yard unattended.

School Cancellation

Parents will be notified of school cancellations and any emergencies through our "School Reach Program. Please make sure your telephone numbers are always updated. Whenever possible it will also be posted on our webpage.

Telephone Use

The school phone is intended for school business. Please make sure your child is aware of dismissal procedures each day. Cell phones may not be used during the school day without permission. Students must go to the main office to use their phone. They should be turned off and left in back packs.

After School Clubs and Activities

In addition to the Extended Day, students are encouraged to participate in a variety of after school clubs and sports. Most of these programs run from approximately 2:30 through 3:30. Due to the nature of some of these activities, a fee may be required but should never prevent any student from participation.

These clubs vary each year but here is a partial list:

- Student Council
- Junior Honor Society
- Drama
- Fitness Club
- Futsal
- Basketball
- Yearbook
- Scrap Booking
- Crafts
- Peer Tutoring
- Peer Mediation

Communication between Home and School

Communication between home and school is a priority for our teachers and staff. We believe that if we work in a partnership with our students' parents, we will enable our students to reach their full potential.

Communication from the Office

Our school website (www.smsfr.org) and edline site will be our chief method of communication with parents. The parent page will have weekly updates from the principal. Teachers will also keep their pages updated with class activities and homework .

Folders will be used for papers that need to be read and returned to school such as fundraising and field trip information. Calendars will be sent home at the beginning of each month. Family folders need to be returned within a day or two. Failure to return folder will result in a student losing dress down day.

Parents may schedule an appointment to see a teacher at any time during the school year. Appointments with teachers can be made through phoning, emailing or a letter to the teacher. Please try to schedule an appointment at least 24 hours in advance unless there is an emergency situation. Teachers can not be disturbed during class time or when they are supervising students.

All parents and visitors need to check into the Main Office when they come into the school building. ***Please do not use family and social events to hold a conference with any faculty or staff member.

Mandatory Parent Meetings

- Opening Meeting in September/ sharing of goals and expectations for the year.
- Report Conference in December/ Child's Academic and Social Progress
- Closing Meeting in May/ Thank You to Parents & Tuition Increase

Emergency Files

This form can be accessed from our website, it should be sent to school during the first week of school. This information is extremely important and should be updated whenever any change takes place. This is the information we use whenever your child is sick or injured.

Medical Information

Physical examinations are required upon entrance into a school and also at three or four year intervals (Kindergarten, fourth and seventh).

***The office needs to be notified about any special medical needs for your children including allergies. Students who have potentially life threatening conditions requiring medications such as an EpiPen, Inhaler or insulin must have two one for the classroom and one for the school office.

Press Releases/ Public Relations

Saint Michael School issues regular press releases and pictures of our school and its students. Such items include honor roll listings, pictures and stories from special programs, awards and other school events. In addition, we prepare brochures and other pamphlets for distribution. Please be sure to sign the appropriate form, Photo Consent Form, granting or refusing permission for the use of the student's name and picture in any of the above.

Confidentiality

The school will not give your name, address or telephone number to anyone requesting information

Custody and Divorce

In cases where parents are separated or divorced, the principal should be informed about such situations. This information should be put into writing indicating which parent has custody of the child and outlining the role of the non-custodial parent. Any court orders prohibiting contact with the child needs to be on file with the principal.

The school abides by the provisions of the **Buckley Amendment** with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary will provide the non-custodial parent access to academic records and other school information regarding his/her child.

Academic Programs

Curriculum

Saint Michael School is accredited through the New England Association of Schools and Colleges as of March 15, 2007. We provide our students with a comprehensive academic program steeped in the values and traditions of our faith. This program meets the learning outcomes of the Fall River Diocese which are in conjunction with the Standards of the State of Massachusetts.

The curriculum is continually reviewed and new texts and materials are also evaluated each year. Class size is limited to a maximum of 25 students in all grades except Pre-Kindergarten. Our Pre-Kindergarten and Kindergarten classes both have full time aides. Religion is at the core of all our academic programs. We seek to embrace the guidelines of the National Catholic Directory which include the following:

- “Proclaiming the message of Jesus”
- “Fostering Community”
- “Encouraging worship”
- “Motivating service to others”

These goals are effectively attained through instruction in accord with the religious curriculum and by providing good example and life experiences for our students. Our school community prays together often, including monthly liturgies. Opportunities are provided for Penance and for a variety of service projects throughout the school year. The “Learning Outcomes” for all Fall River Diocesan Schools can be found on the Catholic Education Center website (www.dfrcec.com/curriculum/). Copies of these outcomes as well as our Saint Michael Curriculum can be found in the school office. In addition to the regular course of studies which includes: Language Arts, Reading, Math, Science and Social Studies, students also have Art, Music, Technology, Library and Physical Education classes each week. We also have an academic counselor on staff part time.

Field Trips

Teachers arrange an educational field trip as part of the instructional program each year. The Diocesan Field Trip Form, signed by the student’s parents or guardian, must be in the possession of the teacher twenty-four hours in advance of the scheduled date of field trip. Only the Diocesan permission slips may be used. Telephone calls are unacceptable. Please keep in mind that a field trip is a privilege and we reserve the right to exclude any student whose participation would disrupt the overall benefit of such trips. Parents who wish to chaperone a field trip must be CORI ed through the Diocesan Program. All monies collected for a field trip are non-refundable.

Report Cards/ Progress Reports

Parents receive ongoing information about their child’s progress through our Edline Site. All parents receive an activation code from the school office. Students receive three report cards, one at the end of each trimester. These usually occur in December, March and June. Students in Pre-Kindergarten, Kindergarten receive two reports one in January and one in June.

The teachers use the following standards as guides in determining grades.

- Class Participation
- Daily Class Assignments
- Homework Assignments
- Tests, quizzes
- Projects

Honor Roll

- First Honors- all A's
- Second Honors- all grades B+ or better
- Honors- all grades B- or better
- Effort Awards will be given to students who consistently do their best work.
- ***Any grade below 65 is considered failing.
- D's are 65 to 69 and require summer school, before a student is promoted to the next grade level.

Policies on Promotion/Summer School

Students must be passing all subjects in order to be promoted to the next grade level. Students who fail one or two classes must attend a summer school program or receive 20 hours of tutoring by a qualified teacher. Grades and work from the above programs must be submitted to the principal before a student is permitted to enter the next grade level.

Graduation Requirements

Diplomas will be awarded to students who have successfully completed the academic requirements of the school. Students must be passing all subjects in order to receive their diploma on graduation night.

Class Assignments

Students are expected to make up all missed work when they are absent. Class assignments are also graded and have an effect on your child's grade.

Homework

Homework should serve a positive purpose and be closely integrated with class work. It is not a substitute for what should be taught in classrooms, but rather serves as a review or enrichment of materials learned during the school day. Your child is graded on their homework; therefore it is important to get homework for your child when they are unable to attend school. Homework assignments are also posted on our school website for your convenience.

Supplies

Students are all provided with the necessary supplies at the start of the school year. These supplies need to be replenished throughout the year.

Textbooks

Students are responsible for all their textbooks. Students need to place their name in the front cover using a blue or black pen. These books which are very costly should be covered and kept covered throughout the year. If a student loses or damages a textbook, they must pay the cost of replacement.

Internet Use

Saint Michael School has Internet access in all their classrooms as well as in our Library and Computer. Students and their parents will be required to sign an Acceptable Use Form outlining the terms and conditions for Internet use. Abuse of the Internet outlined on the permission form will result in disciplinary actions depending on the infraction. This disciplinary action will be determined by the principal after consultation with the teacher. Parents will be expected to meet with the child and principal.

Uniform Guidelines

Pre-K Girls

1. Blue Dress
2. Navy Blue button down sweater with school logo

Girls K through 4

1. Jumper
2. White blouse Peter Pan collar
3. Navy blue knee socks
4. Navy blue button down sweater with school logo

Girls 5 through 8

1. Skort
2. White blouse pointed collar or polo shirt with school logo
3. Navy blue knee socks
4. Blue V neck pullover sweater with school logo

***Winter-Girls may wear plain navy blue pants**

***Summer-Girls may wear white polo shirt with school logo (optional)**

All Boys PK through 8

1. Navy blue pants/Elastic for younger grades
2. White polo shirt with school logo
3. Socks
4. Navy blue V neck pullover sweater with school logo
5. Belt when students choose not to wear blue sweater-warm weather

Gym K-4

1. Navy blue sweats
2. White T-shirt with school logo
3. Navy blue sweat shirt with school logo
4. Navy blue gym shorts and white T-shirt-warm weather

Gym 5-8

1. **Navy blue** nylon pants-can purchase anywhere *must be navy blue/may have white or yellow stripe
2. Gray T-Shirt with school logo
3. Gray sweat shirt with school logo
4. Navy blue basketball shorts and gray T-shirt-warm weather

*****All students must wear the Blue School Sweater.*****

Shoes

All students must wear flat black or blue shoes

Students may not wear backless shoes or boots

Sneakers may be worn only on Gym day

******Uniform Code will be strictly enforced.**

Other Notes for Uniforms and Dress Down Days

All hairstyles must be combed and not in the eyes.

Boy's hair should be no longer than shoulder length.

Hair wraps and bandanas are not permitted.

Ribbons, barrettes and headbands should be simple and compliment the uniform.

Jewelry may be worn but should be simple, no dangly earrings.

Students should be in appropriate clothing for dress down days. No inappropriate logos on tee-shirts and or sweatshirts. Girls skirts or dresses need to be no more than 6 inches above the knee. All pants must be worn at the waist. No torn jeans

Pre-Kindergarten students should not have belts or suspenders.

They should always have a spare set of clothing in the classroom including, pants, shirts, underwear and shoes and socks.

Discipline Program

To facilitate an atmosphere of Christian community and an environment conducive to learning, certain standards of conduct are required from the students. Students attending Saint Michael School are expected to display Christian behaviors at all times. An assertive discipline plan has been adopted through which students learn the rewards and consequences of their behaviors. It is important that parents, school staff and students work together to maintain a positive educational atmosphere. Students are expected to respect both the rules and the people responsible for carrying them out. Students who complete all their class assignments, homework and who do their best to follow school rules will be rewarded during the final period of the school day on Friday afternoons.

Expected Behaviors

- Students should show respect to all members of our school community.
- Students should wear their uniform with pride.
- Students should complete all class work and homework each day.

Corridor Rules

- All hallways are Quiet Zones at all times.
- Students should walk in the corridors- no running.

Classroom Grades K through 4

- Show respect for teachers and classmates.
- Listen to and follow directions of teachers.
- Raise your hand and wait for your name to be called.
- Keep hands, feet and all objects to yourself.
- Speak in a polite voice- do not swear, tease or yell.
- Do your own work, do not copy work from a classmate.

Classroom Grades 5 through 8

- Be in class and seated on time.
- Bring all necessary materials to class.
- Be respectful of teachers and classmates.
- Listen to and follow directions of the teachers.
- Raise hand to be recognized before speaking
- Hand in all assignments on time.
- Do your own work- do not cheat.
- Do not swear, tease, yell or harass your classmates.

Playground Rules

Students should show respect to teachers supervising recess by:

- Listening to directions
- Students should not enter the school building without asking permission
- Students should not use vulgar language, tease or fight with other students.
- Students should avoid rough playing. Football may not be played on the playground.
- Students should not throw rocks, snowballs or any other objects.
- Students should not deface school property.
- Students should bring their class toys back to the building, at the end of recess.

Lunch time Rules

- Students must walk in the lunchroom, there is no running.
- Students purchasing lunch and or milk must get into line when their class is called to the counter.
- Students need to remain seated until they have eaten their lunch.
- After eating lunch, students need to clean their area of the table and discard any trash.
- Students may use the restroom, but must notify teacher on supervision.
- Students should be seated until they are given directions to leave the lunch room.

*****Please do not bring lunch from a Fast Food Restaurant, since we have a school hot lunch program.**

Positive Learning Atmosphere/ Grades K-4

We need to work in a partnership with Parents and Guardians of our Students. Your children are here to learn; poor behavior and disruptions interfere with the learning process. Interruptions include students who are consistently late for school as well as students who consistently talk in class. We want our students to enjoy learning and to do their very best.

Students who consistently fail to complete and turn in both class assignments and homework, will be expected to serve detention. This is to try to help them make schoolwork a priority. Failure to turn in assignments does affect your child's grades. Schoolwork comes before extracurricular activities including Sports. As a member of a Team, your child has a responsibility to themselves and their Teammates to be able to attend all games; therefore they need to make school a priority.

Students who consistently exhibit poor behavior will be asked to withdraw from extracurricular activities. The behaviors we are asking for from our students are not extraordinary. We ask for respect, good manners and proper classroom etiquette. This means following directions, listening to teachers, working cooperatively during group work.

We ask you to partner with us and to make this year both a successful and enjoyable year for all our students!

Students in Grades K –4 will miss Specials and lose Dress Down Privileges for Missing or Incomplete Work and Poor Behavior.

If a student consistently misses work and fails to turn in assignments, they will be asked to stay after school to complete assignments. Also, consistent Poor Behavior or Severe Behavior will result in an after school detention.

Positive Learning Atmosphere/ Grades 5-8

We need to work in a partnership with Parents and Guardians of our Students. Your children are here to learn; poor behavior and disruptions interfere with the learning process. Interruptions include students who are consistently late for school as well as students who consistently talk in class. We want our students to enjoy learning and to do their very best.

Students who consistently fail to complete and turn in both class assignments and homework, will be expected to serve detention. This is to try to help them make schoolwork a priority. Failure to turn in assignments does affect your child's grades. Schoolwork comes before extracurricular activities including Sports. As a member of a Team, your child has a responsibility to themselves and their Teammates to be able to attend all games; therefore they need to make school a priority.

Students who consistently exhibit poor behavior will be asked to withdraw from extracurricular activities. The behaviors we are asking for from our students are not extraordinary. We ask for respect, good manners and proper classroom etiquette. This means following directions, listening to teachers, working cooperatively during group work.

We ask you to partner with us and to make this year both a successful and enjoyable year for all our students!

Search

It is the right and responsibility of the administration at any time to conduct a search of a student's desk or personal belongings if there is a reasonable cause for search.

Substance Abuse

Drugs consist of anything illegal by the Commonwealth of Massachusetts (alcohol and tobacco included) and therefore, are not permitted at Saint Michael School. Any child in possession of or under the influence of any drug will have the drug confiscated and parents and police will be notified immediately. Disciplinary action will be at the discretion of the principal and proper legal authorities.

Weapons

No weapons may be brought on the school property at any time. Any child in possession of a weapon will have the weapon confiscated and their parents will be notified immediately. Items that could be used as a weapon, in the possession of a child, will also be confiscated. If anyone is endangered, the police will be notified and the student may be expelled at the discretion of the administration.

School Safety/Harassment/Hazing

Saint Michael School is committed to providing a safe environment for all their students. Verbal and or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making threats (seriously or in jest or online) face detention, suspension and or expulsion.

Anonymous Threats to School Safety

In accordance with diocesan policy, any students proven to have made an anonymous threat to school safety shall be expelled without recourse or the possibility of re-admittance to any Catholic school in the diocese. Any instruction time lost in school evacuation resulting from a threat to school safety shall be made up.

Out of School Conduct

In accordance with Diocese of Fall River Student Policy 5226, Catholic school students may be held responsible for any conduct on or off school property that violates school rules, common decency, or civil laws, and therefore reflects negatively on their school community. Such student behavior may be cause for student suspension or expulsion.

The school shall provide for student discipline procedures. The procedures shall be communicated to parents and students. Examples of behavior that may subject a student to discipline, include, but are not limited to, behavior that

1. disrupts the educational process
2. endangers a person or property
3. violates a policy of the school, Department of Education, or the Diocese of Fall River.

St. Michael School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Fire Drills & Crisis / Emergency Evacuations

During a fire drill, all children are expected to exit the building in a quiet, orderly fashion. All students need to exit by the nearest door, once the fire bell rings. In the event of an emergency evacuation, all faculty and students will exit the school building in a quiet and orderly fashion. If there is a need to leave the area, we will proceed to Saint Joseph Church. Parents will be notified as quickly as possible.

The Administration reserves the right to make new policies and amendments when deemed necessary.

“All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River”.

Saint Michael School

Handbook Agreement Form

I have read the contents of the Saint Michael School Handbook containing our Discipline Policy with my child/children. We understand the policies and expectations set forth in this document and will abide by them.

Student Names _____

Student Signatures

Parent/Guardian Name

Parent Guardian/ Signature

*Your acknowledgement and signature will be kept on file for the duration of the student's enrollment or until the handbook is updated. This document should be retained for ongoing review.