

# St. Michael School

**Student & Family Handbook  
2023-24**



**209 Essex Street, Fall River, MA 02720 ~ Telephone: 508-678-0266**

**[www.smsfr.org](http://www.smsfr.org)**

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## **GENERAL INFORMATION**

### **Mission**

Saint Michael School is a Catholic community which provides a Christ-centered learning environment in which all students are enabled to reach their spiritual, academic, and social potential.

### **Our Vision**

Building on our Catholic faith and working in cooperation with parents, we strive to instill the following in our students:

- A deep appreciation and commitment to our Catholic faith and traditions.
- 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.

### **Accreditation**

St. Michael School is accredited by the New England Association of Schools and Colleges (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include private and public elementary schools through collegiate institutions offering post-graduate instruction. NEASC Accreditation consists of a rigorous, standards-based review that ensures a school has available all the necessary resources to achieve its stated purposes through appropriate educational programs.

Saint Michael School received full accreditation from The New England Association of Schools and Colleges in December of 2017. This accreditation certifies St. Michael School is providing an appropriate educational program steeped in the traditions of the Catholic Faith and will continue to do so. The accreditation process takes place every 10 years.

### **Administration**

The governance of Saint Michael School flows from its identity as part of a parish in the Fall River Diocese. Our policies and decisions are made in collaboration with the Diocese 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 daily operation of the school. Collaboration from the pastor maintains the Catholic identity of the school and the overall mission.

As a Catholic educational institution, there is an active School Advisory Board consisting of educators, parents, and community leaders who work with the Pastor and Principal of the School.

## **ADMISSIONS POLICIES**

### **Notice of Nondiscrimination Policy**

Saint Michael School admits students of any race, color, sex, or ethnic origin to all programs and activities conducted by the school. It does not discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admissions policies and other school administered programs

We foster and encourage respect toward every member of our community.

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, and will be taught the Catholic Faith in its entirety.

### **Pre-Kindergarten & Kindergarten Admissions**

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

- Children will be accepted as young as 2 years 9 months, provided that they are properly potty-trained. As determined by the principal in consultation with the parents, a child beginning before the age of 3 will have to spend an additional year in either PreK 3 or PreK 4.

All Kindergarten Students must be 5 years old 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
- Application Form
- Registration Fee
- Baptismal Certificate (if Catholic)
- Birth Certificate
- Immunization and Physician's Health Forms

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.

## FINANCIAL INFORMATION

### Tuition

Tuition is determined each year by the School Finance Committee ([www.smsfr.org](http://www.smsfr.org)). Any changes are announced in May. Payment must be made in full or monthly at FACTS Tuition Management at <https://online.factsmgmt.com/signin/3GHR0> over 10, 11 or 12 months. Tuition must be paid in full before the end of the school year, or a payment schedule must be made with the approval from administration. Each payment in accordance with the individual FACTS accounts/statements. You are entering into a good faith agreement to pay tuition in a timely manner. There is an administrative fee for checks that are returned to the school (fee amount \$25). This fee will also apply to the extended care program and any fundraising payments.

Tuition for the 2023-2024 year is:

- Grade K-8: \$4,000
- Pre-Kindergarten - 4 Year Olds: \$4,900
- Pre-School 3 Year Olds: \$4,900
  - 4 Days per week: \$3,920
  - 3 Days per week: \$2,940
  - 2 Days per week: \$1,960

Vacancies that occur during the school year are not easily filled; therefore, a tuition agreement refund policy is necessary. Once registered, if a student leaves Saint Michael School anytime after August 1st or during the first trimester, the school will retain tuition for the entire first term (K-8: \$1,334 and all fees; PreK and Pre-School: \$1,634 and all fees). If a student leaves Saint Michael School during the second trimester, the school will retain tuition for the entire first and second trimester (K-8: \$2,668 and all fees; PreK and Pre-School: \$3,268. and all fees). If a student leaves Saint Michael School during the third trimester, the tuition must be paid in full (K-8: \$4,000 and all fees; PreK and Pre-School: \$4,900 and all fees). There are no exemptions for the tuition agreement refund policy. It should also be noted, fee(s) are not prorated and mandatory for all payment agreements. Any previous discounts granted will not be honored.

It is agreed that in the event the Saint Michael School is required to commence legal action in order to collect any monies due and owing for tuition and academic/administrative fees relative to attendance at school, all legal costs and legal expenses associated with the commencement and finalization of said action will be the sole responsibility of the family and/or parent(s) of the student(s).

For students in the 8th grade, tuition and fees must be paid in full for students to be eligible to participate in Final Exams and graduation exercises.

## **Fees**

### **2023-2024**

- Academic Fee - \$200
- Fundraising Fee - \$300 (per family)
- Service Fee - \$200, or 10 hours of service/volunteering (per family)
- Graduation Fee - \$150 (Grade 8 students only). This fee covers caps, gowns, yearbooks and other expenses incurred for graduation.
- Field Trips – fee varies, but payable before the field trip.
- Sports/Curricular Activities – fees vary and are announced in a timely manner.

### **Parish Subsidy**

It is the policy of the Diocese of Fall River that persons in good standing in their parishes may receive a tuition subsidy of up to \$300.00 per child. Saint Michael/Saint Joseph Parish will grant subsidies to families who regularly attend their parish and actively practice their faith. Parents must meet with their pastor and submit a Parish Subsidy Form. These forms are available at the parish office and are due by June 1st.

### **Financial Aid**

FACE (Foundation for the Advancement of Catholic Education) financial aid is available through the generosity of the Diocese of Fall River to families who apply and demonstrate financial need. Parents must complete a FACTS Application online at <https://online.factsmgmt.com/signin/3GHR0> and submit their tax information for the previous year by the deadline set by the FACE committee.

### **Mrs. Mary Wick Scholarship Fund**

Following the passing of long-time SMS faculty member Mrs. Mary Wick, a special fund was established. This particular fund is for families in serious financial need. Families must have submitted an application for the FACE scholarship through the Diocese of Fall River. Parents must complete the appropriate hardship form and then meet directly with the pastor.

### **Fundraising & Service Commitments**

Tuition covers a portion of education at Saint Michael School but not the entire cost. In an effort to keep tuition affordable for all, all families are expected to participate in fundraising efforts throughout the school year. A percentage of each fundraiser participated in each year will be applied to your family's goal of \$300. Families may pay the \$300 fee if they choose not to participate in fundraising. A complete list of fundraising events will be provided.

Saint Michael School depends on the service of its members throughout the year. Families are expected to work 10 hours or pay an additional \$200 to the school. All volunteers must have a completed CORI to volunteer. Many opportunities are provided for both fundraising and service throughout the year. Families who fail to meet these requirements by the end of May will be billed accordingly.

All money sent to school should be sent in a sealed envelope with your child's name, grade and purpose. Diplomas, final grades, final exams, and field trips will be held until all financial obligations have been paid.

## **EXTRA SERVICES**

### **Breakfast & Hot Lunch Program**

Saint Michael School has a breakfast & hot lunch program through Fall River Public Schools/Whitson's Lunch Program. Breakfast is offered and will be available from 6:45-7:45 AM. Lunch is free and must be ordered online through the link provided on the school website ([www.smsfr.org](http://www.smsfr.org)). Lunch needs to be ordered a full week in advance. Menus will be provided each month. When sending snacks or lunch, please send healthy choices and only nut-free products as SMS is a nut-free community.

Birthday parties are more appropriately held at home. If you wish, you may deliver cupcakes or other pre-sliced pastry, must be store bought, to be served at snack time or at a time determined by the teacher and at the principal's discretion. We ask that you notify the school (teacher/principal) ahead of time.

### **Extended Care Program**

This program is provided to working parents before and after school. The cost for this program is \$6 per hour or any part of an hour. To ensure their safety, all students who are not picked up promptly will be checked in to the Extended Care program. No students are to be in the halls, entrances or schoolyard unattended. Parents receive a bi-weekly bill for this service. All checks should be made payable to Saint Michael School. If payment is not received within 14 days, your child will not be able to attend Extended Care. Also, if you have a balance from the previous year, your child will not be able to attend Extended Care until it is paid in full. Please refer to the Extended Care Program Procedures Appendix.

### **Extracurricular Clubs and Sports**

In addition to the Extended Day Care Program, students are encouraged to participate in a variety of after school clubs and sports. Most of these programs run from approximately 2:30 through 3:30PM. Specific information about each club will be sent to parents when a student shows interest in a particular club or activity. Due to the nature of some of these activities, a fee may be required. This fee is to assist us in the necessary materials for the clubs. Students will never be kept from participating in a club due to lack of funds.



Club offerings vary each year but may include the following. A complete list of extracurricular activities is available on the school website ([www.smsfr.org](http://www.smsfr.org)).

- Student Government
- Young Men's Club
- Sports (Futsal, Basketball)
- Yearbook/Press Club
- Art Club
- Chess Club
- Lego Engineering
- Stem-Building
- Robotics Club
- Early Stem Building
- Arts & Crafting Club
- Choir

## **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 a teacher's instructional presentation and other classroom learning experiences. Please follow the school calendar, as much as possible when planning medical appointments and vacations. It should be noted, unexcused or excessive absences will have a negative impact on future applications for high school placement.

Students should be dropped off before 8:10AM at the front entrance on Essex St. From 7:45-8:10AM students will meet in the schoolyard at the rear of the building. Students will line up, by class, to enter the Hall and begin with prayer as a school community. No students should be in the Hall without teacher supervision. Only on inclement weather days, teacher supervision will be in the Hall from 7:45-8:10AM.

## **School Hours**

Morning Extended Care:	6:45-7:45 AM
Outside Supervision:	7:45 AM
Line Up for prayer:	8:10 AM
Prayer begins:	8:15 AM
Lunch time:	11:00-11:40 AM
Dismissal Bell:	2:30 PM
Afternoon Extended Care:	2:30-5:15 PM (after Labor Day)

## **Absences**

Parents or guardians are expected to call the school office prior to 8:15 AM 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 medical note for absence or tardiness results in an unexcused absence or tardiness. Absences of 5 days or more require a doctor's order to return to school. Students who reach 5 absences without doctor notes, will make-up time after school. Students who need to be dismissed for any reason, must present a note to the school office.

The amount of time spent in school is regulated by the State of Massachusetts. Dismissing a student at an earlier time each day is disruptive to the educational process of all students in that class and will not be tolerated. The school has the obligation to report these problems to the proper authorities.

It is the school's obligation to ensure students are in school. Students who are constantly absent or late to school will be referred to the Department of Social Services to determine if there is neglect, since by law, children must attend school. Also, the truancy officer of the Fall River Public Schools will be contacted.

Vacations during the school year are not excused absences on the attendance record. It is the responsibility of the student to make up all work immediately upon their return to school. There will be no work given before any vacations, and all work must be completed when the student returns to school. The teacher is not obligated to provide extra help for missed class assignments due to vacation absence.

When a child is ill, no active learning can take place. Children who are not feeling well, exhibit signs of illness, or are in discomfort from an injury or accident, should have the right to be cared for in a safe and comfortable home-like environment. We require that students are dismissed within 45 minutes of notification to parents or contacts for dismissal.

If an illness or accident occurs during the school day, the office will call parents first. If parents cannot be reached, emergency contacts provided will be contacted for dismissal.

If a child must leave the building other than at the normal dismissal time, a responsible adult must call for him/her and sign him/her out at the main office. Parents are discouraged from making dental or medical appointments for children during school hours except with an orthodontist, a free clinic, or in the case of an emergency. Any child dismissed before 11:30 AM is considered absent for the day. This absence will be reflected on the report card.

There will be no early dismissals between 2:00 PM and 2:20 PM, with the exception of emergencies. Please contact Mr. Klein if your child needs to be released between this time.

A student may not participate in any extra-curricular activities on days when he or

she is absent from school. Absence from school precludes a student from participating in any after-school or evening social, educational, or athletic events that the administration determines.

### **Tardiness**

Daily attendance at school is important for all students. Any interruption to the student's educational program could be detrimental. With this in mind, it is expected that all children will arrive at school on time. Students are marked tardy if they arrive at 8:15AM or after. Students arriving at 8:15AM or after should report to the main office. Tardies are indicated on the child's attendance record. Students who are tardy will not be considered for perfect attendance awards.

### **Make Up Work**

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 any missed assignments. Please notify the office and teachers before you leave for your vacation.

### **Early Release Days**

Early release day dismissal time will be at 11:30AM. Parents/guardians are expected to arrange for prompt pick up of their students at dismissal time as no extended care is offered on these days. Please refer to the school calendar for specific dates and time of dismissal.

### **Dismissal Procedures**

Students in Grades Pre-Kindergarten through Grade 4 will be dismissed in the schoolyard through the back of the building. Parents may drive into the schoolyard slowly and carefully after 2PM. The gate will be closed just before 2:30PM and not reopened until every student and parent is in their car.

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

Parents complete a dismissal form online ([www.smsfr.org](http://www.smsfr.org)) at the start of each school year. Any changes in your regular routine must be sent into the office in writing. If arrangements change during the day, please call the office. Picture identification may be required upon request. Please make the office aware of any sensitive family situations which may affect students being picked up from school.

### **School Cancellation**

Parents will be notified of school cancellations and any emergencies through our SchoolMessenger/Flocknote system. Please make sure your telephone numbers are always updated. Whenever possible it will also be posted via news outlets and our school webpage. In cases of weather-related or any other school cancellation, SMS may institute Structured Alternative Learning (SAL) days that satisfy school day requirements. If school is canceled due to a storm, rather than add the missed day to the end of the school year calendar, we will send homework to be done independently by the children. The learning at home would count towards that school day.

### **Telephone Use / Electronic Devices**

Parents may call the school at any time to relay important messages to their children.

It is not necessary for students to bring electronic devices, such as (but not exclusive of) cell phones, smartwatches or other communication devices to school, however, we understand that you may want your child to have his/her phone before or after school for safety reasons. If your child needs to bring his/her phone, smartwatch, iPod (or similar device) to school for some reason, he/she is to turn it off and turn it in the main office. They will be stored in the principal office. If one of these devices is not turned in and is taken out in school, teachers and the principal reserve the right to confiscate and hold such items until a parent retrieves the device.

Also, these electronic items are not permitted on school field trips unless authorized by the principal.

### **HOME/SCHOOL COMMUNICATION**

Our school website ([www.smsfr.org](http://www.smsfr.org)) and student information system ([www.gradelink.com](http://www.gradelink.com)) 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 notices 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 and are posted on our website. It is expected that all forms requiring a parent signature will be returned to school the same week they were sent home.

### **Parent-Teacher Communication**

Parents may contact teachers by calling the school office, e-mailing, or sending a letter to school. Teachers, however, cannot be disturbed during class time or when they are supervising students. Parents may schedule an appointment to see a teacher at any time during the school year. Please try to schedule an appointment

at least 24 hours in advance unless there is an emergency situation. If there are questions about school policies or related matters, please contact the school to ensure accurate information. A weekly newsletter and flocknote will be issued by the principal and pastor.

### **Visitors**

All parents and visitors must enter the building through the main entrance at the front of the building and need to check into the Main Office when they come into the school building.

### **CORI**

The Diocese of Fall River requires all employees and volunteers to submit to Criminal Offender Record Information (CORI) and complete an online abuse prevention program. CORI forms are available in the school office. Each year, any parent/guardian who plans to volunteer in the school or to chaperone a field trip during the school year must submit to and clear a CORI check. If a parent does not complete a CORI in the beginning of the year, the parent will not be eligible to volunteer for school events or attend field trips.

### **Mandatory Parent Meetings**

Parents/Guardians are expected to attend the following meetings throughout the year:

- Opening Meeting in September/ sharing of goals and expectations for the year.
- Parent/Teacher Conference in November/ Child's Academic and Social Progress.

Please see the school calendar for specific dates. If a parent/guardian is unable to attend a mandatory meeting, please schedule a meeting with your child's teacher at the earliest convenience for all parties.

### **Emergency Contact Files**

This form can be accessed from our website. 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 grade, and seventh grade). The health 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 Epi-pen, inhaler or insulin must have two prescriptions filled – one for the classroom and one for the school office.

### **Press Releases/ Public Relations (FORM)**

Saint Michael School issues regular press releases and photographs of our school and its students in a variety of formats including social media. Such items include honor roll listings, photographs and stories from special programs, awards and other school events. In addition, we prepare brochures and other pamphlets for distribution. If refusing permission for the use of the student's name and photograph in any of the above, please send a notice of your request with date and parent/guardian signature - we presume the right to use photos, if not otherwise notified. All such requests must be submitted to the school office and documentation will be forwarded to the Pastor / Director of Pastoral Services. (Form: 2023-2024 Contact and Photo Release waiver - [www.smsfr.org](http://www.smsfr.org))

#### Social Media Links

- School Website - [www.smsfr.org](http://www.smsfr.org)
- Facebook - "St. Michael's Church and School"
- Instagram - "saint\_michael\_school"

#### **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 need 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, the school will provide the non-custodial parent access to academic records and other school information regarding his/her child.

### **ACADEMIC INFORMATION**

#### **Academic Expectations**

Students are expected to make a daily commitment to their academic preparation. Students are expected to be prepared every day for every class. All students are expected to work to the best of their ability at all times, putting care and thought into all that they do. Modifications and accommodations are made for students as necessary.

#### **Academic Integrity**

Students at Saint Michael School are expected to demonstrate integrity in all academic areas. This means that each student is responsible for his/her own work. Any assignments should be done to the best of the individual student's ability. To plagiarize is to pass off as one's own work the ideas or works of another. Copying another's work (homework, class work, quizzes, or tests) is never acceptable. Students must never submit work that has been directly copied from another source. No credit will be given for work that is not the student's own. Parents should encourage students to complete their own work. If a student is having difficulty with an assignment, the parent and/or student should contact the teacher for assistance. Homework completed by a parent or any person other than the student is also considered plagiarism. Multiple offenses of plagiarism will make a student liable to suspension.

## **Curriculum**

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 30 students in all grades except Pre-Kindergarten & Kindergarten. Our Pre-Kindergarten and Kindergarten classes both have full time aides. Our Catholic faith is at the core of all our academic programs. These goals are effectively obtained through instruction in accord with the religious curriculum and by providing good examples and life experiences for our students. Our school community prays together often, including attending Mass weekly. Opportunities are provided for Mass and Confession and for a variety of service projects throughout the school year.

The Saint Michael School 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, Foreign Language & Culture, Religion and Physical Education classes each week.

## **Field Trips**

Students are given the opportunity to participate in a variety of educational field trips as arranged by the teachers to complement classroom instruction. Information about field trips is provided to all our families in a timely manner. Every attempt is made to keep these trips affordable; however, all monies collected for a field trip are non-refundable. No child will be kept from a field trip due to inability to pay. Please contact the office if this is a concern.

Field trips are considered to be a valuable extension of the curriculum; however, students can be denied participation if they fail to meet academic and/or behavioral requirements.

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.*

Parents who wish to chaperone a field trip must pass a background check (CORI) run through the Diocesan Office and complete the Safe Environment Training at <https://fallriver.cmgconnect.org/>.

### **Report Cards/Progress Reports**

Parents have access to a student's academic progress through our Gradelink Site. All parents receive an activation code from the school office to create a username and password for the Gradelink site. Parents/guardians should check Gradelink often to monitor their child's academic progress.

Students receive three report cards, one at the end of each trimester. These usually occur in December, March and June. Students in Pre-Kindergarten and Kindergarten receive two report cards - January and June.

The teachers use the following categories in determining grades:

- Class Participation
- Class Assignments
- Homework Assignments
- Quizzes
- Tests
- Projects

### **Honor Roll**

Pastor Award Certificate - Top student in each class.

Principal Honors - For Elementary School, 90% in all subjects.  
For Middle School, 90% in all subjects.  
Conduct is also considered.

St. Michael Star Award - Award for overall good behavior and kindness.  
Awarded based on teacher decision.

Other awards:

Student of the Month - Individual achievement by sustaining a culture of learning that not only values academic achievement, but elevates awareness of student contributions to our Catholic identity.

Perfect Attendance - Students must be present every day of the trimester with no absences or tardies for any reason.

### **Special Education / Individual Education Plans / Accommodations Plans**



Saint Michael School, unlike public schools, is not required to follow Individual Education Plans (IEP) or accommodation plans (ie: 504 Plans) commonly used in the public school system, or to offer special education programs or curriculum to accommodate and/or address a specific student's learning differences.

Given that Saint Michael School accepts students from various school systems, the purpose of this statement is to explain the school's policy on learning differences to parents in order to avoid confusion and to enable parents and guardians to make informed decisions about their child's education.

Saint Michael School, on the other hand, will consider giving individual students the chance to be placed on the SMS Success Plan. These decisions will be made on an individual basis by Saint Michael School.

### **Disciplinary/Academic Probation**

Academic or disciplinary probation is a status issued by the Administration to a student who has repeatedly violated school academic or disciplinary policies and/or regulations.

A probationary contract will be required to be signed by the student in question and his parent/guardian. The Administration will closely monitor a student's conduct or academic performance while on disciplinary or academic probation. If the student on probation does not show a significant improvement in his or her academic standing or behavior, he or she may be suspended or required to withdraw from Saint Michael.

### **Policies on Promotion/Summer School and Retention**

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 promoted.

If a student is performing unsuccessfully at his/her present grade level, it may prove beneficial for him/her to repeat the grade. Retention provides some students with the time to grow socially and intellectually, enabling them to succeed in the following grades.

In grades K – 8, promotion of a student to the next grade will be determined by a student's performance as indicated by report card grades. In K – 3 this is based primarily on the child's reading level and academic maturity. In Grades 4 – 8, all major subjects are of prime importance. A second consideration in retention is the teacher's professional judgment of a student's class participation, ability to demonstrate understanding of subject matter and social interaction with peers. It is important that a child feel confident of his/her own ability to succeed in the grade to which he/she is assigned. The third factor, school attendance, will also be considered.

Parents of all students will be notified through a parent conference by the end of the second trimester if there is a possibility of their child repeating.

Grade 8, the culmination of the student's grammar school days, is an important year. During this time, students are preparing for the upcoming high school program of study. If a student is experiencing difficulty, a meeting will be held with the parent/guardian at the end of the first marking period. A follow up conference will be held at the end of the second term. Students must pass grade eight in order to graduate.

Students who fail a subject will be required to attend a summer school program in order to be promoted to the next grade.

### **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. Final exams will not be given to students with outstanding tuition and fee(s) balances; all outstanding balances must be satisfied prior to June 1st.

### **Class Assignments**

Students are expected to make up for all missed work when they are absent. Class assignments are also graded and have an effect on your child's grade. If a student does not complete class assignments, he or she will be asked to stay after school to complete the assignment.

### **Homework**

Homework should serve a positive purpose and be closely integrated with class work. Homework supports classroom learning and it is important to get homework for your child when they are absent. Students who fail to complete homework will be given a second chance to complete the assignment. If the assignment is not turned in on the second day, students will be expected to stay after school to complete it.

### **Supplies**

Students are provided with all the necessary supplies at the start of the school year. Parents may need to replenish supplies throughout the year, as needed.

### **Care of School Materials, Technology, Textbooks and Property**

Students are expected to use textbooks/workbooks/technology and other school materials with care. Textbooks are to be covered at all times. Do not use the "stick-on" book covers, as they leave a residue when removed. Students who lose their books will be charged for the lost text. School property is to be treated with

respect. If property is defaced or damaged, the student(s) responsible will be required to do clean-up work and be charged for any necessary repairs and may incur other disciplinary action.

## **Internet Use**

Saint Michael School has Internet access in all their classrooms. 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. (Student Internet Acceptable Use Agreement - [www.smsfr.org](http://www.smsfr.org))

## **UNIFORM POLICIES**

Students are expected to be in complete uniform at all times except on designated dress-down days, as announced by the Principal. The uniform identifies you as a student of St. Michael School and must be kept neat, clean, and worn with pride. The school converted to a new uniform logo for student uniforms in the Fall of 2023, and by the Fall of 2024, all student uniforms must comply. For the transition, a one-year grace period has been set.

Students out of dress code will be subject to disciplinary action including, but not limited, to detention and exclusion from school activities until their parents arrive with the appropriate clothing and the student is in compliance.

### **Girls' Uniform Guidelines**

#### **Grade Pre-K**

1. Blue Dress with school logo
2. Navy Blue button down sweater with school logo - Mandatory
3. Flat black or blue shoes w/ buckle or tie
4. Navy socks (Tights in the winter weather)

#### **Grades K through 4**

1. Jumper
2. White Peter Pan collar blouse
3. Navy blue knee socks, navy tights during winter uniform dates
4. Navy blue cardigan sweater with school logo-Mandatory
5. Flat black or blue shoes w/ buckle or tie (no canvas: no sneakers - Vans)

#### **Grades 5 through 8**

1. Skirt
2. White polo shirt with school logo (shirts tucked in at all times)
3. Navy blue knee socks, navy tights only during winter uniform dates
4. Navy V-neck pullover sweater with school logo - Mandatory
5. Flat black or blue dress shoes. (no canvas: no sneakers - Vans)

## **Boys' Uniform Guidelines**

### **All Grades (Pre-K through 8)**

1. Navy blue uniform dress pants(1-8)/Elastic (Pre-K & K) No Cargo Pants
2. Warm Weather (May 1-Columbus Day) Navy blue dress shorts with belt
3. White polo shirt with school logo (shirts tucked in at all times)
4. Navy blue, or black sock
5. Navy blue V-neck pullover sweater with school logo - Mandatory
6. Belt, black or brown (except Pre-K & K)
7. Black or blue dress shoes (no canvas: no sneakers - Vans)

### **Gym Uniform - Pre-K - 8**

Navy blue sweatpants/joggers – No Leggings (for middle school grades, 5th-8th)

Gray T-shirt with school logo

Gray sweatshirt (approved crew or hooded with school logo)

Sneakers with black, white, or gray socks

*May 1 – Columbus Day, Navy blue athletic shorts to knee & gray T-shirt w/ school logo.*

### **Hair**

Hair must be properly cleaned, groomed, and consistent with the student's natural hair color. Hair should not cover the eyes and must be above the eyebrows at all times so as not to obscure vision. Hair wraps and bandanas are not permitted. For boys, hair should be no longer than the bottom of the ears. No mohawks, no decorative cuts/shaving. For girls, ribbons, barrettes and headbands should be simple and compliment the uniform. Students not in compliance with hairstyle expectations will be sent home with a parent and may not return until the situation is rectified. No exemptions.

### **Dress Down**

The administration may call special dress down days or make exceptions to the required uniforms. When this is the case, you will be notified in writing.

Students should be in appropriate clothing for dress down days. No inappropriate logos or tee-shirts and or sweatshirts. Shorts need to be knee length and blouses should not be low cut. Failure to follow guidelines will result in loss of all further dress down days and will result in the student being sent home.

### **Other Notes**

Jewelry may be worn but should be simple, no dangly earrings, limit to 1 bracelet and 1 ring only. Students are not permitted to wear smart watches. No body piercings are permitted, with the exception of earrings (girls only). All pants must be worn at the waist. No torn jeans. Students may not have artificial nails and nails should be trimmed to a safe length with no polish. Students are prohibited

from wearing makeup.

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, shoes, and socks.

## **BEHAVIOR POLICIES**

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 throughout the year.

Each classroom has grade appropriate rules posted. Children learn that their actions may merit either rewards for positive behavior or consequences when rules are not followed.

Students may be detained at the close of the regular school day for academic or disciplinary reasons. Teachers have the right and the responsibility to do so. Students will normally be given 24 hours notice prior to reporting after school for detention. It is their responsibility to make provisions for transportation.

The principal is the final recourse for all disciplinary situations. Suspension (temporary removal of a student from class) may be either in-school or out of school and may be imposed by the principal for a serious offense.

The guiding principle in any discussion of discipline should be the desire to act in a Christian manner characterized by fairness and compassion. The principal is committed to listening to the student's side of the story as well as the teacher's report.

### **Expected Behaviors**

Students should do the following.

At all times...

- Show respect to all members of our school community.
- Take responsibility for their learning and behavior.
- Wear their uniform correctly and with pride.

In the corridor/stairs...

- Walk safely and silently.

- Do not run or jump.

In the classroom...

### **Pre-Kindergarten**

- Students must be fully potty trained. No diapers or pull-ups can be used.

### **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.
- Complete all classwork and homework.

### **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 your hand to be recognized before speaking.
- Complete all classwork.
- Hand in all assignments on time.
- Do your own work - do not cheat.
- Do not swear, tease, yell or harass your classmates.

### **On the playground...**

- Listen to directions.
- Do not enter the school building without asking permission.
- Do not use vulgar language, tease or fight with other students.
- Avoid rough playing. Soft, playground approved balls are only allowed.
- Do not throw rocks, snowballs or any other objects.
- Do not deface school property.
- Bring class toys back to the building, at the end of recess.

### **In the Hall for lunch/snack...**

- Walk in the lunchroom, there is no running.
- Students getting school lunch must get into line when their class is called to the counter.
- Remain seated until they have eaten their lunch and voices should be quiet.
- After eating lunch, students must clean their area of the table and discard any trash.
- Remain seated until given direction to leave.
- Ask for permission to use the restroom.

## **Positive Learning Atmosphere and Virtue Formation**

We 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. Our goal, however, is to do more than pass along information, but to be a part of the students overall formation as a person. The Virtue Formation program is an integral part of our educational and disciplinary program. 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 stay after school to work with their teacher. 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.

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, and 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 who consistently do not contribute to a positive learning atmosphere for all students will face certain consequences including, but not limited to missing specials, after school detention, dismissal from class, referral to the office, suspension, and dismissal from school.

## **CONSEQUENCES**

### **Detention**

Detention will be issued for infractions at the discretion of the teacher or principal. Students are given detention notices, and detentions are scheduled every Wednesday. A discipline notice explaining the reason for detention is issued to the student to be signed by the parents/guardians and is to be returned the following day. Failure to serve a detention will result in a parent conference. Three detentions for repeated infractions may result in suspension.

The following are infractions of school rules that could result in detention:

- Inappropriate or disruptive conduct or behavior (including, but not limited excessive talking, lack of cooperation, rudeness, etc.),
- Improper language,
- Disrespect toward faculty members, classmates, or anyone providing services at St. Michael School,
- Destructive behavior toward any school property or the property of others,
- Use of electronic devices in the classroom setting,
- Consistently unprepared for class,
- Missing/incomplete assignments,
- And/or uniform violations.

### **Dismissal from class/office referral**

If a child is asked to leave a classroom due to continuous inappropriate or disruptive behavior, he/she will report to the principal and complete a Behavior Reflection form. At that time the parents may be called and the child may be issued a detention or be sent home from school for the day. This may constitute a suspension at the principal's discretion.

### **Serious Infractions**

The following violations of school policy are considered serious infractions and will result in a detention and may result in suspension or expulsion.

- Conduct or behavior unbecoming of a Catholic school student, in or out of school
- Stealing of any nature and vandalism
- Throwing of ANY object including, but not limited to food, pencils, etc.
- Causing physical harm to self or others
- Fighting, bullying, or harassment
- Truancy or leaving school grounds without permission
- Cheating or plagiarism on any assignment or test
- Forgery of any kind, i.e. a student signing a parent's or teacher's name on any school document
- Possession or use of any illegal drug, alcohol, tobacco product, weapon
- Written or verbal threat of violence
- Inappropriate use of technology (including, but not limited to harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats).

Suspension for any other reason may be issued at the discretion of the principal in consultation with the Pastor and Faculty.

When suspension or expulsion is deemed appropriate, a conference will be called with parents. The length of suspension will be determined by the principal. Suspension may be in-school or out-of-school as determined by the principal. During the period of any suspension, the student is denied the privilege of attending all school functions and activities. Classwork/homework/tests missed during suspension will be made up according to the teacher's guidelines. However, the maximum grade that can be achieved on any work due to suspension will be one full grade mark reduction.

### **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, in jest or online) face detention, suspension and or expulsion.

### **Bullying/Harassment**



“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

## **I. Definitions**

The Diocese of Fall River and Saint Michael School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places

the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 370)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting

creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O) “Aggressor” is a student who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, and athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

## **II. Formal Procedure for Reporting**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying,

cyberbullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all credible reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the classroom schedule to reduce that aggressor's access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the

local law enforcement agency.

### **III. Investigation**

The principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

### **IV. Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the

principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

**1. Name of Reporter/Person Filing the Report:**

\_\_\_\_\_  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

**2. Check whether you are the:** Target of the behavior  Reporter (not the target)

**3. Check whether you are a:**  Student  Staff member (specify role)

\_\_\_\_\_  
 Parent  Administrator  Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:**

\_\_\_\_\_

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**6. Information about the Incident:**

**Name of Target (of behavior):**

\_\_\_\_\_

**Name of Aggressor (Person who engaged in the behavior):**

\_\_\_\_\_

**Date(s) of Incident(s):**

\_\_\_\_\_

**Time When Incident(s) Occurred:**

\_\_\_\_\_

**Location of Incident(s) (Be as specific as possible):**

\_\_\_\_\_

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**7. Witnesses (List people who saw the incident or have information about it):**

**Name:** \_\_\_\_\_ • Student • Staff • Other

\_\_\_\_\_

**Name:** \_\_\_\_\_ • Student • Staff • Other

\_\_\_\_\_

**Name:** \_\_\_\_\_ • Student • Staff • Other

\_\_\_\_\_

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**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on the back if necessary.**

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FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: Reports may be filed anonymously.)

10: Form Given to: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date

Received: \_\_\_\_\_

II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

2. Interviews:

Interviewed aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Interviewed target Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Interviewed witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the aggressor?  Yes  No

If yes, have incidents involved target or target group previously?  Yes  No

Any previous incidents with findings of BULLYING, RETALIATION  Yes  No

Summary of Investigation:

III. CONCLUSIONS FROM THE INVESTIGATION

**1. Finding of bullying or retaliation:**

YES

NO

Bullying

Incident documented as

only \_\_\_\_\_  
\_\_\_\_\_

Retaliation

Discipline referral

**2. Contacts:**

Target's parent/guardian Date: \_\_\_\_\_  Aggressor's parent/guardian Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

District Equity Coordinator (DEC) Date: \_\_\_\_\_  Law Enforcement Date: \_\_\_\_\_

**3. Action Taken:**

Loss of Privileges  Detention  STEP referral  Suspension

Community Service  Education  Other \_\_\_\_\_

**4. Describe Safety Planning:**

\_\_\_\_\_

Follow-up with Target: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Follow-up with Aggressor: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Report forwarded to Principal: Date \_\_\_\_\_ Report forwarded to Superintendent: \_\_\_\_\_  
Date \_\_\_\_\_

(If principal was not the investigator)

Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_



At the beginning of each academic year, the principal will conduct a meeting of the entire student body. The purpose of the meeting is to address the consequences for students who use threatening or violent language or language that can be perceived to be threatening or violent. The Head of School determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, "I am going to kill you," "I'm going to blow up this building," or "I'm going to sabotage this school's computer system." Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

### **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 consisting of anything illegal by the Commonwealth of Massachusetts (alcohol and tobacco included) 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.

### **Smoking/Vaping:**

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

### **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.

### **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 instructional 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. St. Michael School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, such student behavior may be cause for student suspension or expulsion.

### **Grievance Policy**

Any grievance should be discussed directly with the teacher in question. The individual presenting a grievance shall request a meeting with the teacher. This meeting will occur privately and during non-school hours. If this meeting does not resolve the grievance, the matter will then be referred to the school principal.

The individual shall request a meeting with the principal and the teacher concerning the grievance. The meeting will take place during non-school hours. The principal may look into the matter, and provide a resolution to the grievance, within five school days.

If the individual is not satisfied with the resolution provided by the principal, s(he) can present the grievance, in writing, to the Pastor for final consideration. The Pastor may arrange for a meeting with the individual. The Pastor may look into the matter, and provide a resolution. This will be at the Pastor's discretion.

### **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.

### **Student Safety and Health**

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus. In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

## **CONCLUSION**

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

The principal/pastor is the final recourse and reserves the right to amend this handbook at any time for just cause. In case of an amendment, parents will be given prompt notification.

Any situation not included in this handbook will be handled at the discretion of the principal or the pastor.

Parents and students must read and agree to be governed by the handbook and return the signed statement below to their homeroom teacher within one week of distribution.

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.

## **St. Michael School Extended Care Program**

### Schedule

The Before Care program runs from 6:45-7:45 AM for PreK – Grade 8. The After Care program runs from 2:30-5:15 PM for Grade PK – Grade 8 on full school days. Any changes to the schedule will be communicated by the principal.

### Admission Policy

Students enrolled in PreK – Grade 8 at SMS may participate in the Extended Care Program. Students must adhere to the rules and parents must keep financial obligations up to date in order for the student to attend the program. Students may participate in the morning or afternoon sessions as needed. *Students arriving prior to 7:45 AM or not picked up by 2:30 PM will join an Extended Care class for proper supervision, and parents will be billed accordingly. Please note that students dropped off at any time between 7:30 AM and 7:45 AM will incur a 1 hour charge.*

Parents are to notify the school in-writing of their child's participation schedule barring unforeseen circumstances. Also, students who are not picked up after extracurricular activities will be sent to Extended Care and parents will be billed accordingly.

### Pick Up Policy

Parents, guardians or authorized individuals should ring the doorbell for entrance through the main doors at the front of the school and proceed to the main office. Students will be released only to parents or an authorized individual. An authorized individual is someone on the student's Emergency Information Form or someone indicated in a note submitted to the school by the parent. A photo ID of the authorized individual will be requested unless well known to school personnel. Students will not be released to individuals who are not on their emergency form or do not have a note. Students must be signed out by a staff member.

### Discipline

Students are expected to abide by the SMS Code of Conduct (see school handbook) while attending the Extended Care Program. They are expected to demonstrate responsible behavior that follows Christian values and focuses on respect for all adults, peers, personal and school properties. Students are required to remain in their school uniform while they are at Extended Care

### Emergency Procedures

The school nurse is not available during Extended Care hours. Any minor first aid care will be provided by the Extended Care staff. If an injury requires more than minor first aid, then the parents and/or rescue will be contacted. Emergency procedures are consistent with the emergency procedures used during the school day. Emergency contact information must be provided on the school Emergency

Information Form for students attending the Extended Care Program. This information will be on file in the school office. A copy will be made available to the Extended Care Program staff.

### Snacks

Please send a snack and a drink with your child for Extended Care. Please let your child know that this snack is for Extended Care. Parents should note if their child has any food allergies on the attached registration form.

### Payment

The Extended Care cost is \$6.00 per hour or any part of an hour for each student.

Parents arriving after 5:15 PM will be billed at a rate of \$6.00 for every five (5) minutes late. Financial obligations must be kept up to date in order for your child to participate in the Extended Care Program. Parents or guardians will be billed bi-weekly via paper invoice for Extended Care services for the prior month. If payment is not received within 14 days, your child will not be able to attend Extended Care. Also, if you have a balance from the previous school year, your child will not be able to attend Extended Care until it is paid in full. If you prefer a weekly invoice please notify the school secretary, in the school office. Deposits for the program are accepted and parents or guardians will receive a statement detailing the declining balance.

### Staff

The Extended Care Program is staffed primarily with our dedicated teachers as well as teacher aides. All staff members attend the Abuse Prevention Training Workshop required by Catholic Social Services of the Diocese of Fall River and complete a Criminal Offender Record Information (CORI) filing. The principal is the coordinator of the Extended Care Program and should be contacted with any questions or concerns.

### Extended Care Procedures

**Before Care 6:45-7:45 AM:** Students enter through the main doors at the front of the school and proceed to the main office, a staff member will sign them in. Activities: study, read, games, etc. Students may have a light breakfast from school or bring one from home. A staff member accompanies students to the playground at 7:45AM weather permitting or to the gym indoor recess.

**After Care 2:30–5:30 PM:** After regular dismissal, students proceed to the Extended Care in the hall for a snack. Activities: homework, outdoor or indoor play in the gym, arts & crafts, games, and technology.

If you believe your child has been at Extended Care for a long enough period of time to have finished his/her homework and is consistently not finished, please

inform the principal. It is our intention that students who are here for more than an hour will have completed most, if not all, of the required homework.



# St. Michael School

## Fall River, Massachusetts

### St. Michael School Extended Care Program Registration Form

Parents/guardians are required to complete an Extended Care Registration Form in order for their child to attend the program. It is recommended that **every** parent/guardian complete this form even if it is not your intention to send your child to Extended Care as unforeseen circumstances may occur.

#### Student

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Please let us know if your child has any allergies.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Allergy: \_\_\_\_\_ Allergy: \_\_\_\_\_

I understand that the Extended Care Program is a support service for families and a privilege to attend. I understand that the principal reserves the right to exclude any student who is not cooperative from the privilege of attending Extended Care. I understand that in order for my child to attend Extended Care that my balance must remain current. Students whose balances are over 14 days in arrears will not be allowed to participate in the Extended Care Program. I have read the policies and procedures regarding the Extended Care Program and agree to the terms.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please place a check next to the days you will regularly use Extended Day Care.

#### Mornings

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

#### Afternoons

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_



# *St. Michael School*

Fall River, Massachusetts

## SAINT MICHAEL SCHOOL

### BULLYING PREVENTION AND INTERVENTION PLAN ACKNOWLEDGEMENT

#### AGREEMENT FORM

I have read the Bullying Prevention and Intervention Plan. I am aware of and I agree to be bound by the policies and guidelines found therein. Your acknowledgment and signature will be kept on file for the duration of your child's enrollment. This document should be retained for your ongoing reference.

#### Parent/Guardian

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Student

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Detach and return to school.**



**SAINT MICHAEL SCHOOL**

**HANDBOOK AGREEMENT FORM 2023-2024**

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.

**Parent/Guardian**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Detach and return to school.**

Your acknowledgment 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.

*Revised July 26, 2023*