



St. Michael School

Fall River, Massachusetts

Welcome to St. Michael School! We are delighted that you have considered our parish school as an option for your child's education. For generations, we have been the choice of parents interested in a faith filled education environment for children. We are blessed to have several parents and grandparents who are alumni and have chosen to send their children here, which speaks to the strong family-oriented community we have here at St. Michael's.

Faith is an integral part of each student experience at Saint Michael School. The Catholic faith is not only taught but also practiced in the students daily lives. The school community begins and ends each day with prayer and attends Holy Mass each week. The students are also taught the traditions and devotions of the Catholic Church, helping them to develop a lifelong relationship with Jesus Christ. It is our goal to be present to both the students and their families, helping them to make the connection between the school and the parish.

At Saint Michael School, we strive to educate and develop the gifts that God has given to each of our students. We teach and live the teachings of our Lord Jesus Christ and His Holy Catholic Church, demonstrating our faith in action through devotion and service to others. It is our aim to form both the hearts and minds of each child.

Academically, we offer a well-rounded curriculum, from pre-kindergarten (age 3) through Grade 8, with a strong emphasis on academic excellence. Our NEASC accredited school follows and often exceeds the learning objective guidelines of the Diocese of Fall River.

In addition to academics, students are provided a variety of extracurricular opportunities, including but not limited to, basketball, futsal, drama, fine arts, chess club, community outreach and student government. Before and after school care are also available to accommodate the busy schedule of parents.

We strive to provide a strong education and spiritual experience for each child. We welcome and encourage parental involvement in this process, as you are their primary educators. We look forward to having you and your child as a part of our St. Michael's community.

In Christ,

Father Jay Mello
Pastor

Ryan Klein
Principal



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Directions for Registration

- Complete all questions on the Application Form
- Pay the one time non-refundable \$50 registration fee
- Complete the Financial Agreement Form
- Enroll in FACTS Tuition Management Program
- Provide a copy of student birth certificate
- Provide a copy of student baptism certificate, (even if from St. Michael Church)
- Provide student medical records

If your child is transferring from another school

- Bring a copy of students last report card
- Bring a copy of latest standardized testing
- Notify school if your child has a 504 Plan or IEP
- Sign a Release Form at Saint Michael or current school

All families need to receive the following:

- Application Form
- Uniform Guidelines
- Tuition Fees Sheet
- Financial Agreement
- FACTS Tuition Management Information
- Extended Day/Lunch Information

Other important information

- School supplies for classroom are provided by school
- Summer work for math, reading and science
- Check out our school website for updates www.smsfr.org. Check weekly note as well as current grade for your child.

If you have any questions, call the school office at 508-678-0266 or email rklein@smsfr.dfrcs.org



St. Michael School

Fall River, Massachusetts

Admission Application for Academic Year 2024-2025

___ * Pre-Kindergarten ___ Kindergarten ___ Other: Grade requested ___
*Days Requested: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Student Information

Name _____ Date of Birth ____/____/____ Gender M / F
Address _____ City/State _____ Zip _____

Mailing Address (If different from above) _____

Place of Birth (City and State) _____

Why are you choosing Catholic education for your child?

Family Information

Father's Name _____ Home Phone _____

Address _____ City/State _____ Zip _____

Occupation _____ Work Phone _____

Company _____ Cell Phone _____

Email Address _____

Parish _____ Formally Registered _____ Practicing _____

Mother's Name _____ Home Phone _____

Address _____ City/State _____ Zip _____

Occupation _____ Work Phone _____

Company _____ Cell Phone _____

Email Address _____

Parish _____ Formally Registered _____ Practicing _____

How did you hear about our school? _____

Sacramental Information

Date of Child's Baptism _____ Church _____

Date of First Holy Communion _____ Church _____

If a child is transferring, School presently attending _____

Signature _____ Date _____

Need Based Financial Assistance:

___ FACE-Foundation for Advancement of Catholic Education

___ Dorothy Vaill Scholarship



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Student Name: _____ Grade: _____
(Last) (First) (MI)

Address: _____
(No.) (Street) (City/Town) (State) (Zip)

Date of Birth _____ Male ___ Female ___ City of Birth _____ Social Security # _____

Phone: _____ Email: _____ Fax: _____

Religion: _____ Parish: _____

City/Town of Parish: _____

Student lives with: _____ Guardian: _____ (if applicable)

Race (optional – used to provide information for yearly statistical reports): _____

Father's Name: _____
(First) (Last)

Religion: _____

Parish: _____

Home Address: _____

Phone: _____

Father's Occupation: _____

Title/Position: _____

Employer: _____

Business Address: _____

Cell Phone: _____

Email: _____

Other siblings presently attending St. Michael School

1 _____ Grade _____

Mother's Name: _____
(First) (Maiden) (Last)

Religion: _____

Parish: _____

Home Address: _____

Phone: _____

Mother's Occupation: _____

Title/Position: _____

Employer: _____

Business Address: _____

Cell Phone: _____

Email: _____

2 _____ Grade _____

FOR EMERGENCY USE WHEN PARENT CANNOT BE LOCATED

Relative/Friend's Name: _____ Relationship _____

Phone: _____

Relative/Friend's Name: _____ Relationship _____

Phone: _____

Relative/Friend's Name: _____ Relationship _____

Phone: _____

EMERGENCY PROCEDURE: In case of illness requiring medical care, you have my permission to obtain such care from the nearest hospital and to release personally identifiable information regarding my child. I agree to pay all expenses incurred in such emergency care.

Signature (Parent/Guardian): _____ **Date:** _____



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All tuition is through FACTS Tuition Management.

2024-2025 PK 3 & PK 4 Tuition Breakdown

Days Per Week	\$ Amount Per Year
5	\$5,100.00
4	\$4,140.00
3	\$3,180.00
2	\$2,220.00

K-8 Tuition

\$4,200 per year

2024-2025 Fees for: Pre-K 3, Pre-K 4 and K-8

Registration fee	\$250 (of which \$200 will be applied to Academic fee)
Academic fee	Included in registration fee
Fundraising fee	\$300 earned throughout the year or billed in May (50% of most school fundraisers count towards this Fee)
Service fee	10 hours of service or \$200 billed in May
8th Gr. Graduation Fee	\$200 for Grade 8 only

Discounts

Sibling Discount	For families with more than one child enrolled at St. Michael School, the first student will be billed the full tuition rate. The second student will receive a discount of \$400. The third and subsequent full time student will receive a discount of \$1,000.
Referral Discount	Refer a family to St. Michael School and you may receive a \$200 discount on your tuition.



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FAMILY NAME: _____

Student(s) Full Names:

- 1. _____ Grade: ____ (2024-2025) Tuition: ____
- 2. _____ Grade: ____ (2024-2025) Tuition: ____
- 3. _____ Grade: ____ (2024-2025) Tuition: ____
- 4. _____ Grade: ____ (2024-2025) Tuition: ____

Families with multiple children will be granted \$400 off tuition for the 2nd child, and \$1,000 off 3rd, etc.

- I will request Parish Subsidy from _____ Parish.
- I will NOT request Parish Subsidy.
- I will commit to 10 hours of volunteering and service.*
- I will NOT commit to service hours and will pay the \$200 in lieu of 10 hours.
- I will raise a profit of \$300 in fundraising (per family).*
- I will NOT commit to fundraising and will pay \$300.
- I am applying for financial aid through the diocesan FACE Scholarship Fund.
- I am applying for financial aid through the Dorothy Vaill Scholarship.

<i>Office Use Only</i>	
Tuition:	_____
Academic Fee:	_____
Service Hours:	_____
Fundraising:	_____
Subtotal:	_____
Subsidy:	_____
FACE:	_____
Dorothy Vaill:	_____
Family Discount:	_____
Referrals:	_____
Total:	_____

*Families that do not meet the service or fundraising commitments will be billed in May.

Important: it is understood and agreed that each and every term and provision of the official Saint Michael School handbook are hereby incorporated by reference in full into this contract. Upon my signature to this agreement, I guarantee that the entire sum for the 2022-2023 school year, as set forth above, shall be paid to Saint Michael School. I understand that the school is under no obligation whatsoever to refund any tuition, fees or student accounts for any reason.

Please select your method of payment:

Full payment by July 25th, 2024. Payment made through FACTS Payment Plan. Payments are automatically withdrawn from your bank account period the service fee is waived for full payment and incidental fees may be paid throughout the year on period,

Ten monthly payments through FACTS Payment Plan, beginning July 2022. Payments are made on the 5th, 10th, 20th or 25th of the month. Payments are automatically withdrawn from your bank account. A service fee of \$50 is added to your first payment.

Parent/Guardian Signature: _____

Address/City/State/Zip: _____



St. Michael School

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UNIFORMS

Our school colors are navy and gold, and our school uniforms reflect that. The following dress code is in place for our students to follow.

GIRLS' UNIFORM GUIDELINES

Pre-K 3 and 4

Blue polo style dress with school logo

Navy blue button down sweater with school logo

Flat black or blue shoes with buckle or tie (no slip-on or ballet style)

Navy socks (tickets in the winter weather)

Elementary School – Grades K-4

Plaid jumper

White blouse with Peter Pan style collar

Navy blue cardigan sweater with school logo

Navy blue knee socks

Flat black or blue dress shoes (no canvas or white soles)

Middle School – Grade 5-8

Plaid skirt

White polo shirt with school logo (tucked in skirt at all times)

Navy blue V-neck pullover sweater with school logo

Navy blue knee socks

Flat black or blue dress shoes (no canvas or white soles)

BOYS' UNIFORM GUIDELINES

All Grades – Pre-K through Grade 8

Navy blue uniform dress pants (Grades 1-8 – no cargo pants)

Navy blue uniform pants with elastic (Pre-K through K – no cargo pants)

White polo shirt with school logo, shirts tucked in at all times

Navy blue V-neck pullover sweater with school logo

Belt, in black or brown, when not wearing sweater

Navy blue or black socks (no ankle socks)

Black or blue dress shoes (no canvas and no white soles)

**May 1st through Columbus Day: Navy blue dress shirts with belt (no cargo style)

ALL SCHOOL GYM UNIFORM

Navy blue sweatpants/joggers – No leggings

Gray T-shirt with school logo

Gray sweatshirt with school logo (approved crew neck or hooded)

Sneakers with black, white or grey socks

**May 1st through Columbus Day: Navy blue athletic shorts to knee and gray T-shirt with school logo.

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.

Uniforms can be purchased from School Belles: www.schoolbelles.com school code: s3050

- Take advantage of their loyalty program with a 5-10% discount based on your order total.
- Lifetime guarantee on products.
- St. Michael School will receive 6% in School Rebates!

Donnelly's: www.donnelysclothing.com/michafallma

Gym uniforms can also be ordered from Mass Cartel, South Main St., Fall River and Potter's Printing on Pocasset St., Fall River. Screen printing and embroidery can also be done at JB Hockey on President Ave., in Fall River.

Embroidered logo patches are available for purchase in the school office.

Please contact the office for the option to "shop" our gently used uniform closet.



St. Michael School

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St. Michael School Extended Care Program

Schedule

The Before Care program runs from 6:45-7:45AM for Pre-K through Grade 8. The After Care program runs from 2:30-5:15PM for Pre-K through 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 7:45AM or not picked up by 2:30PM 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 6:45AM and 7:45AM will incur a one (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 onto 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 personnel 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 nut free snack and a drink with your child for Extended Care. Please let your child know that this snack is for Extended Care. Parents should notify if their child has any 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 5:15PM will be billed at a rate of \$5.00 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 Mrs. Ouellette 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 with our dedicated teachers as well as teacher assistants and parents. 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. Mr. Klein, the principal, is the coordinator of the Extended Care Program and should be contacted with any questions or concerns.

Extended Care Procedures

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

After Care 2:30-5:15PM: After regular dismissal, students proceed to Extended Care in the hall for a snack. Activities include: 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 Mr. Klein. 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.



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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 ___



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St. Michael School Dismissal Form

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

If I would like to change any of the dismissal options I selected below; I will let the school office know by telephone before 2PM or by sending a dated, signed note to the school office, excluding last minute emergencies.

Walking Transportation

I, _____ parent/guardian of _____ has my permission to walk home from school each day.

Parent/Guardian Signature _____ Date _____

Car Transportation

_____ Students in Grades PK-4 will exit the building on the playground (back of school) and then be escorted by parents/guardians from the playground to vehicles parked in the school or church lot or parked curbside, All vehicles are to wait until all students are safely in cars before moving, a faculty/staff member will signal when safe to proceed. Please exit the school lot in uniform fashion, safety is most important. Please do not park in any of our neighbors' lots.

_____ Students in grades 5-8 will exit the building on Essex Street (front of school) and may enter parked vehicles in church lot or curbside. please refrain from allowing students to enter your vehicle while it is in middle of the road, it is much safer to park and let students enter then.

****With the exception of younger and older siblings; both younger and older siblings will exit the building on the playground (back of school) and then be escorted by parents/guardians from the playground to vehicles parked in the school or church lot or parked curbside. All vehicles are to wait until all students are safely in cars before moving, a faculty/staff member will signal when safe to proceed. Please exit the school lot in uniform fashion, safety is most important. Please do not park in any of our neighbors' lots.

Extended Day Care

* Only call when there is a change.

Students who are not picked up by 2:35 will be brought to Exlended Day Care. Students are prohibited from waiting outside for parents/guardians after this time. This is for your child's overall safety.

Persons authorized to pick up your child.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

St. Michael School Dismissal Form (Continued)

Under no circumstances will your child be released to anyone not known to the school without written authorization from parent or guardian.

Are there any individuals who are restricted from picking up your child/children?

****Must include legal documentation.****

Name of Individual _____ Relationship to Child _____

Official Parent/Guardian Signature _____ Date _____



St. Michael School

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Your child's health and safety are improvement to us at St. Michael School. Please read the following notice and keep available for your reference throughout the school year.

Please fill out and return the Student Medical Update Form. Inform the health office of any changes in your child's health anytime during the school year.

Medication: All medications should be given at home when possible. Please do not send medication to school with your child. A responsible adult needs to transport all medications to and from school. Any medication (prescription or over-the-counter) to be administered during school hours must be accompanied by a doctor's order and a parental consent in order for the child to receive the medication in school. Copies of these forms may be found in the health office. Medication brought into school must be in the original packaging. Prescription medication must have original pharmacy label.

Illness/Injury: Please do not send your child to school when signs of an illness such as temperature of 100.4 F or greater, persistent cough, vomiting or unknown rashes are present. If your child has a fever, or is dismissed from school with fever, then they should only return to school after they are fever-free without the use of fever-reducing medications (Tylenol, Motrin) for a full 24 hours. If your child is dismissed from school with a fever, then they must remain home the following day to allow for this 24 hour requirement.

Please notify the school if your child contracts any contagious condition such as: strep throat, conjunctivitis (pink eye), scarlet fever, chicken pox, mononucleosis or whooping cough.

Please notify the health office if your child has a significant injury that impacts his or her day at school. If your child is diagnosed with a head injury or concussion, please call the health office to discuss any necessary restrictions and/or accommodations.



St. Michael School

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Medical Requirements for School Entry

Dear Parents/Guardians,

All documentation should be returned to the School Nurse. Please submit forms at your earliest convenience as missing forms may delay your child's first day of school. Please call the school nurse if you have any questions or concerns.

Massachusetts State Law mandates a physical examination, completed immunizations, and a lead test for entry. Your child will not be allowed to start without these requirements.

The following items MUST be included in your child's health record for entry into:

Pre-School

- Comprehensive Physical Exam
- 4 doses of DTaP/DTP
- 3 doses of Polio
- 1 dose of MMR
- 3 doses of Hepatitis B
- 3 or more doses of Hib
- 1 dose of Varicella or Certified history of Chicken Pox
- Lead Screening
- Vision and Hearing Screenings
- TB Risk Assessment

Kindergarten

- Comprehensive Physical Exam
- 5 doses of DTaP/DTP
- 4 doses of Polio
- 2 doses of MMR
- 3 doses of Hepatitis B
- 2 doses of Varicella or Certified history of Chicken Pox
- Lead Screening
- Vision and Hearing Screenings
- TB Risk Assessment

7th Grade

- DTaP

Physical Exam forms must be fully completed, including vision and hearing screenings.



St. Michael School

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Bullying Prevention/Intervention Plan

“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 § 37O)

“**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.*



St. Michael School

Fall River, Massachusetts

SAINT MICHAEL SCHOOL

BULLYING PREVENTION AND INTERVENTION PLAN ACKNOWLEDGEMENT

AGREEMENT FORM 2024-2025

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.



St. Michael School

Fall River, Massachusetts

Chromebook Agreement

Receiving Your Chromebook:

Chromebooks will be distributed to each student (Grade 1 - 8). Parents & Students must sign and return the Chromebook agreement form document before the Chromebook can be issued to their child.

Distribution:

Students will be utilizing their individual Chromebook only at school. At no time will students be able to utilize another student's Chromebook. Each individual Chromebook is specifically issued to individual students. This ensures that each student is fully accountable for their device. Chromebooks will be properly inventoried and labeled for each student. Students will retain their original Chromebook throughout their academic career/enrollment at SMS. If a Chromebook is damaged, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be immediately reported directly to the office (Principal Klein/Mrs. Ouellette). If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- o Food or drink are never allowed next to your Chromebook.
- o Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- o Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- o Chromebooks should be shut down when not in use to conserve battery life.
- o Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- o Always bring your Chromebook to room temperature prior to turning it on.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- o Do not lean on top of the Chromebook.
- o Do not place anything near the Chromebook that could put pressure on the screen.
- o Do not place anything in the carrying case that will press against the cover.
- o Do not poke the screen.
- o Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- o Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook At School:

The Chromebook is intended for use at school during academic classes. In addition to teacher expectations for Chromebook use, school email, announcements, calendars, academic courses, student handbooks and schedules will be accessed using

the Chromebook. Students must be responsible for bringing their Chromebook to academic classes, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedure.

Personalizing Chromebooks:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Saint Michael School. Spot checks for compliance will be done by administration, teachers, or other staff at any time.

Software on Chromebooks

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Saint Michael School.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as to ensure inappropriate material is not being carried into the school.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number.
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their appropriate Chromebook cart. Students are responsible for ensuring that they are charging the device when not in use.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts for repair and labor.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook at FULL COST - \$250
- Replacement of the Chromebook charger at Full Cost - \$25
- Software licensing at FULL COST - \$50

Saint Michael School Chromebook Agreement Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Saint Michael School.
- I will follow the policies outlined in the Chromebook Agreement.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I have reviewed and agree to comply with the full Chromebook agreement.

Student Name: (Please Print) _____

Student Signature: _____

Parent Signature: _____

Date: _____



SAINT MICHAEL'S CATHOLIC SCHOOL

"Faith in Education"



For more information, or to schedule a visit, please contact:

Father Jay Mello, Pastor | fatherjaymello@gmail.com
Mr. Ryan Klein, Principal | rklein@smsfr.dfrcs.org

Visit: www.smsfr.org

209 Essex Street, Fall River, MA | 508.678.0266

Follow us on Social Media
Saint Michael School



Follow us on **FACEBOOK**,
where photos, articles, upcoming events
and news is shared daily by searching
“**St. Michael’s Church and School**”

Follow us on **INSTAGRAM**
where we post photos and videos of all
the learning and fun at our school.
“**saint_michael_school**”

a dozen reasons

to choose Catholic Schools

We cultivate a faculty and staff of people who are dedicated, caring and effective.

We provide a safe and welcoming environment for all.

We offer an education that combines Catholic faith and teachings with academic excellence.

We partner with parents in the faith formation of their children.

We have a 99 percent high school graduation rate. 85 percent of our graduates go to college.

10

We prepare students to be productive citizens and future leaders.

9

We emphasize moral development and self-discipline.

8

We teach children respect of self and others.

7

We instill in students the value of service to others.

6

We use technology effectively to enhance education.

5

We provide a balanced academic curriculum that integrates faith, culture and life.

4

We set high standards for student achievement and help them succeed.

3

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