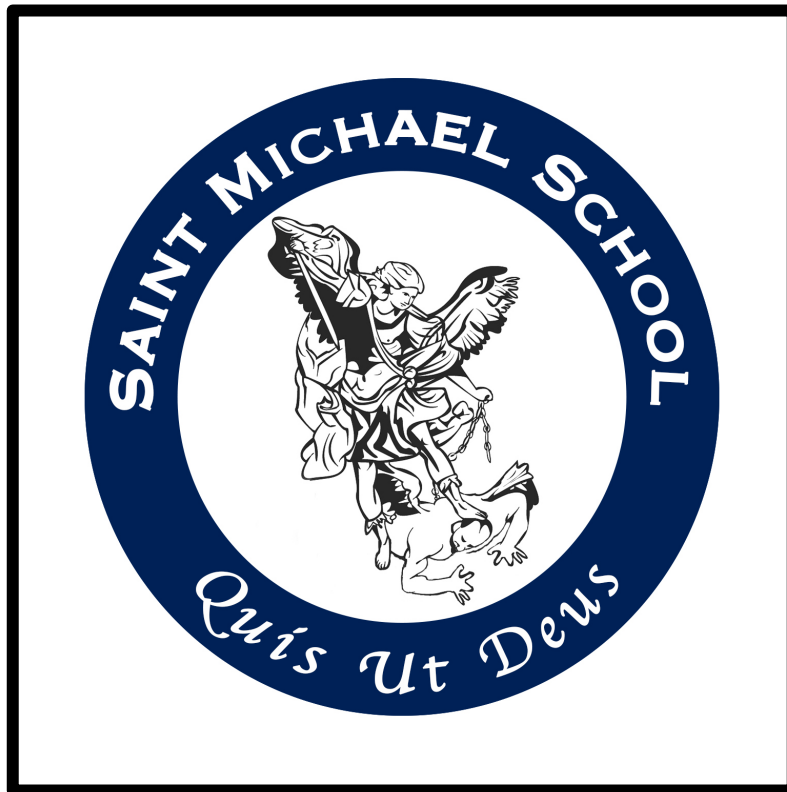


# St. Michael School

Student & Family Handbook

*2018-2019*



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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 can reach their spiritual, academic, and social potential.

### Our Vision

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

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

### 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 on December 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 in the foreseeable future.

## Administration

The governance of Saint Michael School flows from its identity as part of a parish in the Fall River Diocese. Schools within the diocese follow the policies promulgated by the Bishop of Fall River and the Catholic School Office. The pastor of the parish is ex-officio the chief executive officer of the total parish educational program, which includes the school. The principal is the administrator of the school and is responsible for the effective operation of the school as a Catholic educational institution. There is an active School Advisory Council consisting of parents and teachers who work with the Pastor and Principal of the School.

## Admission Policies

### Non Discriminatory Policy

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

Saint Michael School follows the guidelines of Massachusetts State law to determine the age for admitting children to the Pre-Kindergarten and Kindergarten programs. Priority for admission is given to siblings of current students and parishioners of Saint Michael Parish. Students of other faiths are accepted with the understanding that they must participate in all religious programs and services.

### Pre-Kindergarten & Kindergarten Admissions

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

All Kindergarten Students must be 5 by September 1st.

Students for Grades 1 through 8 must submit the following:

- Most Recent Report Card
- Most Recent Standardized Testing Results
- Recommendation from Principal or Teacher
- Release of Records Form
- Application Form
- Registration Fee
- Baptismal Certificate
- 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. Whenever possible, prospective students are invited to spend a day at Saint Michael School. Before acceptance, a meeting with the principal, parents or guardian and student takes place. Parents must be honest in reporting any physical, emotional or academic needs, which may require special attention. *All students are accepted on a nine week probation status.*

## Financial Information

### Tuition

Tuition is determined each year by the principal of the school and is presented to the pastor and School Advisory Council. The increase is announced in May. Payment may be made in full or monthly at FACTS Tuition Management at

<https://online.factsmgmt.com/signin/3GHR0> over 10 months. ***Tuition must be paid in full before then end of the school year.***

### Fees

Academic Fee \$150 – due by June 30, 2018

Graduation Fee \$100 – 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 varies

### Parish Subsidy

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

### Financial Aid

FACE 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.

There is a second Scholarship available to our students through the Holy Union Sisters. The Dorothy Vaill forms can be found on the Holy Union website.

### 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 of fundraiser participated in will be applied to your family's goal of \$300. Families may pay a \$300 fee if they choose not to participate.

The community of Saint Michael School depends of the service of its members throughout the year. Families are expected to work 10 hours or pay an additional \$200 to the school. 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 receive a bill.

### Other Notes

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

## EXTRA SERVICES

### Hot Lunch Program

Saint Michael School has a hot lunch program through Whitson's Lunch Program. The cost per lunch and milk is \$3.50. Milk only is .50 cents. Lunches need to be ordered and paid for a full week in advance. Menus will be provided each month. **Please do not bring lunch from a fast food restaurants. We have a school hot lunch program.**

### Extended Care Program

This program is provided to working parents before and after school. The cost for this program is \$4.00/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 school yard 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.*

### Extracurricular Clubs and Sports

In addition to the Extended Day, students are encouraged to participate in a variety of after school clubs and sports. Most of these programs run from approximately 2:30 through 3:30. 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 a club due to lack of funds.

Club offerings vary each year but may include:

- Student Council
- Drama
- Sports (Futsal, Basketball, )
- Yearbook
- Service (including peer tutoring)

## ATTENDANCE POLICIES

Regularity of attendance is of prime importance to the child from the very first day of school. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by training children to be punctual. We strongly discourage taking students out for appointments or vacations because it is impossible to make up teacher's instructional presentation and other classroom learning experiences. Please follow the school calendar, as much as possible when planning medical appointments and vacations.

### School Hours

Morning Extended Care: 6:45-7:45 (after Labor Day)

Outside Supervision: 7:45

Line Up for prayer: 8:10

Prayer begins: 8:15

Lunch time: 11:00-11:40

Dismissal Bell: 2:30

Afternoon Extended Care: 2:30-5:15(after Labor Day)

### Absences

Parents or guardians are expected to call the school office by 8 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 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 makeup time after school. Students, who need to be dismissed for any reason, must present a note to the school office.

**On a day when a student is absent from school, he/she may not participate in any extra- curricular activities. Absence from school prohibits a student from participating in any after school or evening social, educational, or athletic events.**

### Tardiness

Students are marked tardy if they arrive at 8:15 am or after. Students arriving at 8:15 am or after should report to the main office. Tardies are indicated on the child's attendance record.

### 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 all 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 11:30. 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 school yard through the back of the building. Parents may drive into the school yard slowly and carefully. The gate will be closed just before 2:30 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. Please be courteous and do not block the road.

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

## School Cancellation

Parents will be notified of school cancellations and any emergencies through our SchoolMessenger system. Please make sure your telephone numbers are always updated. Whenever possible it will also be posted via news outlets and our school webpage.

## Telephone Use

The school phone is intended for school business. Please make sure your child is aware of dismissal procedures each day. **Cell phones may not be used during the school day.** If a student has a cell phone, it should be turned off and left in the back pack during the school day.

## HOME/SCHOOL COMMUNICATION

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

### Communication from the Office

Our school website ([www.smsfr.org](http://www.smsfr.org)) and [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 papers that need to be read and returned to school such as fundraising and field trip information. Calendars will be sent home at the beginning of each month and are posted on our website. Family folders need to be returned within a day or two. Failure to return folder signed by a parent/guardian will result in a sanction that may include, but is not limited to a student losing dress down days.

### 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. **Please do not use family and social events to hold a conference with any faculty or staff member.**

### Visitors

All parents and visitors need to check into the Main Office when they come into the school building.

### Mandatory Parent Meetings

Parents/Guardians are expected to attend the following meetings:

- Opening Meeting in September/ sharing of goals and expectations for the year.
- Parent/Teacher Conference in December/ Child's Academic & 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 Files

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

### Medical Information

Physical examinations are required upon entrance into a school and also at three or four year intervals (Kindergarten, fourth grade, and seventh grade). The office needs to be notified about any special medical needs for your children including allergies. Students who have potentially life threatening conditions requiring medications such as an Epi-pen, Inhaler or insulin must have two prescriptions filled – one for the classroom and one for the school office.

## Press Releases/ Public Relations

Saint Michael School issues regular press releases and photographs of our school and its students. 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.**

## 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.

## 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 28 students in all grades except Pre- K. Our Pre-K and Kindergarten classes both have aides. Religion is at the core of all our academic programs. These goals are effectively attained through instruction in accord with the religious curriculum and by providing good example and life experiences for our students. Our school community prays together often, including weekly liturgies. Opportunities are provided for Penance and for a variety of service projects throughout the school year.

The "Learning Outcomes" for all Fall River Diocesan Schools can be found on the Catholic Education Center website: [www.dfrcec.com/curriculum/](http://www.dfrcec.com/curriculum/). Copies of these outcomes as well as our Saint Michael Curriculum can be found in the school office. In addition to the regular course of studies which includes: religion, language arts, reading, math, science, & social studies as well as art, music, tech, and phys.ed..

## 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 have a background check (CORI) run through the Diocesan Office.

## Report Cards/ Progress Reports

Parents receive ongoing information about their child's 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. This account information cannot be given out again so it is important to store it. 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, Kindergarten receive two reports - one in January and one in June.

The teachers use the following categories in determining grades:

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

## Honor Roll

First Honors- all A's

Second Honors- all grades B+ or better

Honors- all grades B- or better

Any grade below 65 is considered failing.

## Policies on Promotion/Summer School

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

## **Graduation Requirements**

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

## **Class Assignments**

Students are expected to make up all missed work when they are absent. Class assignments are also graded and have an effect on your child's grade. 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. Homework assignments are also posted on our school website. 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 all provided with the necessary supplies at the start of the school year. Parents need to replenish supplies throughout the year, as needed.

## **Textbooks**

Students are responsible for all their textbooks. Students need to place their name in the front cover using a blue or black pen. If a student loses or damages a textbook, they must pay the cost of replacement.

## **Internet Use**

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

## UNIFORM 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 marks you as a student of St. Michael School and must be kept ***neat, clean, and worn with pride.***

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 ~ NO Slip on or Ballet Style
4. Navy socks (Tights in the winter weather)

#### Grades K through 4

1. Jumper
2. White blouse Peter Pan collar
3. Navy blue knee socks
4. Navy blue cardigan sweater with school logo-Mandatory
5. Flat black or blue shoes w/ buckle or tie  
\*NO Slip on or Ballet Style, NO canvas or white bottoms

#### 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 shoes & NO white bottom

### 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. White polo shirt with school logo (shirts tucked in at all times)
3. Navy blue, or black sock (no ankle sock)
4. Navy blue V neck pullover sweater with school logo-Mandatory
5. Belt, black or brown, when students choose not to wear blue sweater
6. Black or blue dress shoes  
\*NO canvas & NO white bottom

#### Warm Weather Uniform (May 1 through Columbus Day)

1. Navy blue shorts and white polo shirt with school logo
2. Black or blue dress shoes  
\*NO canvas & NO white bottom

## Gym Uniform

Pre-K - 8

Navy blue sweatpants – NO Stripes – NO Leggings

Gray T-shirt with school logo

Gray sweatshirt with school logo – NO hooded sweatshirts

Sneakers with black, white, or gray socks

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

## Hair

Hair must be properly cleaned, groomed, and consistent with natural color. Hair should not cover the eyes and obscure vision. Hair wraps and bandanas are not permitted. For boys, hair should be no longer than 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.***

## Dress Down Days

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 parents will be required to bring the full uniform for the student to change that day.

## Other Notes

Jewelry may be worn but should be simple, no dangly earrings. No body piercings are permitted, with the exception of earrings. All pants must be worn at the waist. No torn jeans.

Pre-Kindergarten students should not have belts or suspenders. They should always have a spare set of clothing in the classroom including, pants, shirts, underwear, 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.

## Expected Behaviors

### *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 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 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 purchasing lunch and or milk must get into line when their class is called to the counter.
- Remain seated until they have eaten their lunch.
- After eating lunch, students need to 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

We need to work in a partnership with parents and guardians of our students. Your children are here to learn; poor behavior and disruptions interfere with the learning process. **Interruptions include students who are consistently late for school as well as students who consistently talk in class.** We want our students to enjoy learning and to do their very best. Students who consistently fail to complete and turn in both class assignments and homework, will be expected to 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. As a member of a team, your child has a responsibility to themselves and their teammates to be able to attend all games; therefore they need to make school a priority. Students who consistently exhibit poor behavior will be asked to withdraw from extracurricular activities. The behaviors we are asking for from our students are not extraordinary. We ask for respect, good manners and proper classroom etiquette. This means following directions, listening to teachers, working cooperatively during group work. We ask you to partner with us and to make this year both a successful and enjoyable year for all our students. Students who consistently do not contribute to a positive learning atmosphere for all students will face certain consequences including, but not limited to missing specials, afterschool 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 two day notice of a detention period. 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 to excessive talking, lack of cooperation, rudeness, etc.)
- Improper language
- Disrespect toward faculty members, classmates, or anyone giving services at St. Michael School
- Destructive behavior toward any school property or property of others
- Use of electronic devices in the classroom setting
- Consistently unprepared for class
- Missing/incomplete assignments
- 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 an Incident 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 or in jest or online) face detention, suspension and or expulsion.

## **Bullying**

Bullying and/or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to suspension and expulsion.

**“Bullying”** is the repeated use by one or more students of written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that has the effect of:

- (a) causing physical or emotional harm, or of damage to his/her property,
- (b) placing a victim in reasonable fear of harm or of damage to his/her property,
- (c) creating an unwelcoming or hostile environment at school for another person,
- (d) infringing on the rights of another person at school, or
- (e) materially and substantially disrupting the education process or the orderly operation of a school.

**“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.

Regarding the location of bullying, MA legislation states that bullying shall be prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the district or school, or through the use of technology or an electronic device owned, leased or used by the school district or school.

Bullying is also prohibited 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 the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school.

## **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.

## **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 instruction time lost in school evacuation resulting from a threat to school safety shall be made up.

### **Out of School Conduct**

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

### **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.

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

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

# SAINT MICHAEL SCHOOL

## HANDBOOK AGREEMENT FORM 2018-2019

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

*Student Names and Grades*

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*Student Signatures*

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*Date*

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*Parent/Guardian Name*

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*Parent Guardian/ Signature*

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*Date*

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