

August, 2017

Dear Parents,

It is important that you read the entire handbook this year as many changes (*highlighted in green*) were made. You must be familiar with the rules and goals if you wish them to be important to your child. Registration of your child in our school means the acceptance of the total philosophy and all that it implies. *The school principal retains the right to amend the handbook, at any time, for just cause.* Parents will be given prompt notification, if changes are made. Please sign and return the handbook form on the next page by **September 8, 2017**.

Saint Michael School has moved into the technology world. Due to this, any forms that are due at the beginning of the school year may be found at our school website - www.saintmichaell.org. Please print out all necessary forms and return them to the school office by September 8th. If your child is in the Middle School, please read the technology forms that are specific to grades 5-6-7-8. Should you have any questions regarding this material, please call the school at 724-588-7050.

We are looking forward to an exciting school year. We will continue to strive for academic excellence and the building of the many programs we have to offer at Saint Michael School. Good luck to all of our students in the upcoming school year.

Sincerely,
Mrs. Nancy Kremm
Principal
Saint Michael School

August, 2017

I/We have read the St. Michael School Handbook for 2017 - 2018.

I/We have discussed the handbook with my/our child/children and believe we understand all of the policies contained in it and our school's philosophy.

My/Our family agrees to support the school philosophy and the rules and policies outlined in the handbook.

Print Name

Parent/Guardian Signature

Date

Please return to the school office by September 8, 2017.

Non-return of this form signed by the parent/guardian, does not exempt parents/children from the policies set forth in this handbook.

MISSION STATEMENT FOR THE CATHOLIC SCHOOLS OF THE DIOCESE OF ERIE

"The future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping." (The Church Today, 31)

PROSPECTUS

A Catholic education aims to prepare students not only for a career, but also for life. It helps students to deal not only with questions of what a person should know, but also with how a person should live. These goals of Catholic education will be best realized by programs that offer opportunities for each student to receive religious and secular instruction, experience daily living in a faith community and develop skill and commitment in serving others.

The Mission Statement is a succinct description of the Catholic student who is learning to integrate the teachings of moral and spiritual values of the Catholic Church within the social, emotional and intellectual environment. It describes all learning through particular skills each student exhibits in four areas: evangelization, education, worship and socialization.

1. Evangelization

The primary purpose of Catholic education is directly related to the fundamental mission of the Church, to communicate Christ. Catholic education assists faith to permeate culture; it relates human affairs and activities with religious values. This integration of religious truth and values and life distinguishes the Catholic school from other schools. The Catholic school becomes the unique setting within which our faith becomes living, conscious and active through teaching and learning.

Thus, in the Catholic school each student is able to:

- ❖ learn the good news of Jesus Christ
- ❖ develop an understanding of the nature of the Church
- ❖ develop an appreciation for our Catholic heritage
- ❖ recognize the importance of a Catholic value system in daily life
- ❖ integrate daily living with the Gospel message
- ❖ grow in a personal relationship with Jesus Christ.

2. Education

Catholic education focuses on the whole person - on the physical, moral and intellectual talents of each student. Catholic education inspires a spirit of learning, knowing, and understanding the worthwhile goals of life. Catholic education further facilitates the blending of religion with challenge of learning and living through a well-balanced curriculum. It enables the student to:

- ❖ develop a desire for learning
- ❖ develop a knowledge and understanding of the academic content areas
- ❖ become a skilled problem solver
- ❖ strive for academic excellence
- ❖ cope with daily living
- ❖ communicate effectively
- ❖ accept responsibility as a productive member in today's society
- ❖ continue education beyond school years through independent learning

3. Socialization

The Catholic school concentrates upon forming persons-in-community; it emphasizes the integrity of persons as it nurtures and builds on the Christian message; to teach all people about God and oneself,

and to show love of God and one another in all sectors of society. These sectors encompass the family, neighborhood, Church, working world, civic arena, the national and international scenes. Catholic education offers each student the opportunity to learn and to practice personal and interpersonal skills that enable each student to give service to the whole of society. In rendering this service, the student is able to:

- ❖ grow in self-worth and personal accountability
- ❖ understand the dependence of person upon person
- ❖ accept social responsibility for self and others
- ❖ respect the person and property of others
- ❖ cooperate and work with others in a productive way
- ❖ develop constructive Christian leadership skills
- ❖ respond to the Gospel call for peace and justice in the
- ❖ local and world communities

4. Worship

As part of the Church, the Catholic school is a community of believers who support each other in their experience of faith and life. The believer searches and fosters a spirit of prayer that enhances the relationship between God and believer. Within the setting of the faith community, the Catholic student has the opportunity to experience prayer as meditation, petition, liturgy, and as life lived in awareness of God's presence. Through the curriculum, each student is able to become more knowledgeable about the Church's heritage, doctrines, rites, symbols, values and great persons. This is the background that helps the student to:

- ❖ understand and appreciate Sacred Scripture
- ❖ understand and appreciate the benefits of the
- ❖ sacraments in daily living
- ❖ appreciate the celebration of the Eucharist
- ❖ develop a spirit of prayer and worship

As a reflection of the mission and message of Jesus, the mission and message of Catholic education is universal, unique, contemporary and oriented to the service of others.

SAINT MICHAEL SCHOOL MISSION STATEMENT

Saint Michael, an accredited Catholic Elementary School, partners with families in the education of the mind, body, and soul of each child.

OBJECTIVES

At St. Michael Catholic Elementary School we believe:

- Each student is a member of the body of Christ, as well as the human family and has the responsibility to contribute to the common good of society.
- Each student is of equal worth and has the right to be treated with respect, compassion, and honesty in a nurturing and safe environment which is essential for human development.
- Each student is encouraged to become the best version of him/herself by following the teachings of Christ in the Catholic tradition.
- Each student is to be educated academically and taught to be accountable for his/her choices and actions.

Profile of a graduate:

- A student with a foundation of strong Catholic values and beliefs that enables the student to stand firm in their decisions.
- A student who has the ability to read with understanding, calculate with accuracy, communicate effectively, reason intelligently, and be technologically proficient.
- A student who continues to value and contribute to the Catholic faith through their active participation and service.
- A student who is a responsible citizen and will be a valuable, contributing member of church, community, and state.
- A student who is well prepared for high school and beyond.

PHILOSOPHY OF SAINT MICHAEL SCHOOL, GREENVILLE

As members of the Catholic Christian Community of Saint Michael School, we are called to communicate the message of Jesus Christ through the integration of religious truths and values with life and learning. We believe that every child is a unique individual endowed by God with a body, mind and soul that must be nurtured.

It is the responsibility of our school and its teachers to create an environment that enables children to learn and live the truths and traditions of our Catholic faith. This is accomplished through religious instruction, participation in the sacramental life of the Church, an active prayer life, the witness of teachers and parents, and service to others.

We also believe that the parent is the primary educator of the child and that we should assist the parent in his/her responsibility of providing a religious education for his/her child. This religious development is the foundation upon which the spiritual, intellectual, physical and social development proceeds.

Academically, each student is presented the opportunity to acquire the skills necessary to function effectively in society. These skills include the ability to read with understanding, to solve problems with accuracy, to reason with intelligence and to be aware of the changing environment.

Saint Michael School offers a strong, supportive environment to nurture the child's self-concept and build self-esteem. Each student is given the opportunity to develop according to his/her individual potential, so that throughout life there may be the desire for and love of learning and the capabilities for continued growth.

It is our belief that a child's intellectual growth proceeds in stages from concrete experiences to abstract concepts. With the teacher's support and encouragement, the strengths and talents of the individual are identified and developed.

We further believe that the intellectual development of the child is greatly enhanced by a structured presentation of logically sequenced subject matter in a positive environment. In this positive environment, opportunities for creative and spontaneous learning experiences are also provided. When coupled with a variety of teaching methods designed to realize the uniqueness of the individual, this environment will provide numerous learning experiences for the St. Michael student.

The personal development of each child occurs within the framework of the Two Great Commandments - to love God and to love your neighbor as you love yourself. With these principles as a guide, the child is encouraged from the very beginning, to enter into a personal relationship with God,

to value his/her own self-worth and to respect the rights and dignity of each person.

The social and personal development of the child is closely related. The values fostered by these Two Great Commandments will enable the child to realize his/her role as a contributing member of the many communities to which he/she belongs - home, school, Church, city, country, and world. A sense of responsibility, a desire to serve others, and a respect for other's rights are qualities valued by the Christian community. Our teachers and staff strive to serve as role models, helpers, and supporters by providing consistent examples of Christian behavior.

The Saint Michael child is encouraged to appreciate and accept the human body as God's creation. It is, therefore, important that the child be taught to care for and respect his/her body. Although this care and concern is evident in every area of school life, it is emphasized in physical education classes. A physical education program incorporating the development of basic motor skills, good sportsmanship, competitive and non-competitive games, exercise and wellness concepts are provided for weekly for each grade level K-8.

The religious development of the Saint Michael child is directly correlated to all other areas of school life. Christian values and the teachings of the Catholic Church provide the foundation for this development. Through liturgies, retreats, prayers and celebrations each child participates in an active way to more fully realize the development of this religious nature.

Diocesan policy provides the framework for school procedures. Policies specific to Saint Michael School are developed through cooperative efforts of the pastor and principal.

Saint Michael School currently follows the Common CORE Standards set forth by the State of Pennsylvania in all academic areas, including Language Arts, Math, Science and Social Studies. Progress monitoring of students in these standards is performed on a weekly basis through skills taught in the classroom.

Our school philosophy reflects St. Michael's commitment to quality education in an environment of Christian values. Our school has been educating young people since 1899 and with God's help will continue to provide the Greenville community an opportunity for educational choice.

ADMINISTRATION

The Most Rev. Lawrence Persico	Bishop of Erie
Rev. Nicholas J. Rouch	Vicar for Education
Mr. James Gallagher	Superintendent of Erie Diocese Catholic Schools
Dr. Samuel Signorino	Assistant Superintendent of School Personnel
Rev. V. David Foradori	Pastor of St. Michael Church
Deacon Frank Luciani	Deacon of St. Michael Church
Mrs. Nancy Kremm	Principal

FACULTY

Preschool	Mrs. Emily Maloney
Kindergarten	Mrs. Sheila Zuschlag
Grade 1	Mrs. Brittani Reynolds
Grade 2	Miss Stephanie Roshala
Grade 3	Miss Andrea Hoffman
Grade 4	Miss Jenna DeAngelo
Grade 5	Miss Emily Zgonc
Grade 6	Mr. Doug Dorio
Grade 7	Miss Nicole Chapman
Grade 8	Miss Jennifer Petrucci
Grades 6-7-8 Language Arts	Ms. Elizabeth Holabaugh
Music/Choir/Band	Mr. Dan Hogan
Technology	Mr. Kevin Woods
Physical Education	Mrs. Anna Boughner
Art 5-8	Mrs. Nancy Jeffries

AUXILIARY PERSONNEL

School Secretary	Mrs. Ronda Erdesky
Religious Education Facilitator	Mrs. Teia Barger
Resource Teacher/Act 89/Title I	Mrs. Terry Brock
Speech Therapy	Mrs. Katy Hudak
School Psychologist	Mr. Nick Bernard
School Nurse	Mrs. Patricia Blatt
Counselor	Mrs. Donna Benson
Pre-K Aide	Mrs. Monica Plummer

SCHOOL NUMBERS

Saint Michael Main Office	724-588-7050
Saint Michael Church Office	724-588-9800 ext. 1
Office of Religious Education	724-588-9800 ext. 5
Finance Office	724-588-9800 ext. 6
Advancement Office	724-588-7050
S.A.F.E.	724-588-5632
Lateran Hall Kitchen	724-588-7082
School Fax	724-588-7056
School Email	stmikes@neo.rr.com
School Website	www.saintmichaell.org

EDUCATIONAL ADVISORY COUNCIL

Rev. V. David Foradori
Deacon Frank Luciani
Mrs. Nancy Kremm – Principal
Mr. Michael Varga - President
Mrs. Jill Harpst – Vice President
Ms. Mary Ellen Bayuk - Secretary
Mrs. Christine Addison
Mrs. Natalie Blatt
Mrs. Kelly Campbell
Mr. Darren Johnson
Mr. Conor Scullin
Mr. Michael Wingard

ACCIDENT INSURANCE

Student accident insurance is available through the school. The decision to purchase coverage is the parents. Information is available from the school office.

ADMISSION

Students must be four years of age by December 31st of the year of entry to Pre-Kindergarten. Students must be five years old by August 31st of the year of entry to kindergarten and six years old by August 31st of the year of entry to the first grade. Parents must present birth and baptismal certificates and health data at the time of registration. There is a (\$100.00) registration fee for new students.

Admission to St. Michael School is open to all students regardless of “*race, color, national origin, sex, age, disability or religion.*”

ANNOUNCEMENTS

Announcements of school activities, meetings, etc., are read to the students each morning following prayer at 8:05 AM. Anyone wishing to place a prayer request or announcement is to notify the Principal. Announcements are sent to parents by email through TeacherEase.

ATHLETIC (ACADEMIC ELIGIBILITY)

Academic eligibility is checked each Friday afternoon. In order to participate in extra-curricular activities, the student cannot be failing a class or have a D in two classes. When academic in-eligibility occurs, the student is to meet with that class’s teacher to develop a remediation plan to bring the grade to passing. If, after the next weekly report or timetable established in the remediation plan, the grade is not passing, the student will be ineligible.

ATTENDANCE

Regularity of attendance and punctuality are important to the child from the very first day in school. Each day that a child is absent from school, he/she misses something important for his/her intellectual growth.

The State of Pennsylvania provides by law for compulsory attendance by all children ages no later than eight to seventeen years, or graduation from high school, whichever comes first. Please see the

Diocese of Erie Attendance Policy in the Appendix of this handbook. All students within Saint Michael School are expected to follow the policy set forth by the Diocese of Erie.

When a child is absent from school, parents should notify the school by phone prior to 9:00 AM. If parents wish to come to school to pick up their child's work, they may request this when they call. Work will be available in the office *after 2:30 PM*.

Saint Michael School recognizes that regular attendance at school is important to student growth, development, social and academic progress, and readiness to learn. Saint Michael is committed to providing a school environment that enforces the compulsory attendance law through pro-active cooperation among students, parents, administrators, and teachers. Saint Michael School is responsible for monitoring and maintaining records of the attendance of students. According to the policies for Catholic Schools in the Diocese of Erie, a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. *EACH absence beyond ten cumulative days requires an excuse from a physician.*

When a student is absent, a note is to be sent to school stating a reason for the absence. Absences of three days are to have a doctor's excuse. Absences without a note stating illness, will result in recording an unexcused absence.

Examples of Excused Absences:

- ❖ Personal Illness
- ❖ Quarantine
- ❖ Approved Educational Trip
- ❖ School sponsored activity – athletic/extracurricular event
- ❖ Impassable Roads

Examples of Unexcused Absence:

- ❖ Lack of written excuse from a parent/guardian
- ❖ Absence because of parental neglect
- ❖ Lack of transportation/Missing the school bus
- ❖ Trips not approved in advance
- ❖ Shopping
- ❖ Birthday or other celebration
- ❖ Hunting, fishing, attending ball games or sporting events
- ❖ Oversleeping
- ❖ Absences for personal reasons
- ❖ Parent written excuse for a reason not in State Code

Unlawful Absence/Truancy:

There are serious legal ramifications for truancy. Any unexcused absence for students of compulsory school age. (Time of enrollment: Kindergarten – 17 years)

PENALTY FOR UNLAWFUL ABSENCES/TRUANCY

FIRST OFFENSE NOTICE (3 days of unlawful absence): In accordance with School Code 1354

When a student has accumulated (3) three days of unlawful absences as verified by the Principal, the parent will be notified by certified mail with a "First Offense Notice". The first offense notice is only a warning. In conjunction with the notice, a school/family conference may be held to develop a proactive plan to address truancy (Truancy Elimination Plan). At the conclusion of the conference, all parties will sign a T.E.P. that is agreed upon by the school representatives, the student and the parent(s) or guardian(s).

SUBSEQUENT OFFENSES In accordance with School Code 1333:

After the first offense notice is sent, the next unlawful absence during the school year becomes a violation of Compulsory School Attendance Law (Second Offense). The school will file the case with the local Magisterial District Judge. The judge, as a result of this violation, may impose a fine. Children under the age of 13 and chronically truant may be referred to the local county children and youth agency for services.

Parents: Pennsylvania law may impose the following on parents of truant students:

- Fine up to \$300
- Pay court costs
- Sentenced to complete a parenting education program
- Community service for up to six months.

If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense.

EDUCATIONAL TRAVEL

A student may legally make a trip of an educational nature with his/her parents or guardians. Parents may wish to take their child out of school because of family vacation plans. To do this, a written request must be submitted to the principal at least one day in advance. The Educational Travel Form can be found by accessing our school's website at www.saintmichaell.org or in our school handbook appendix. Parents will be advised of the child's progress in school and the effect such an absence will have on the student's work. The final decision is the responsibility of the parents. This type of request must be limited to **two such absences per year, with a cumulative maximum of 5 school days.** ***Absences beyond 5 days will be marked unexcused.*** This would include family day trips and extended trips.

*When a student is taken out of school for vacation purposes, homework and assignments are posted daily on TeacherEase, which could be checked by parents or students even when on vacation. Students are always welcome to take books or assignments with them where assignments are known. In Kindergarten, if assignments are not posted to TeacherEase, teachers will advise parents, to the best of their knowledge, of upcoming assignments. ***It is should be noted, that teachers are not required to complete lessons plans until the Sunday of the upcoming week.****

CONSECUTIVE ABSENCES

When a student is absent from school due to serious illness and will be out of school for longer than two weeks, the public school district of residence will be contacted so that a homebound tutor may be assigned.

When a student is absent for illness and will miss less than two weeks of school, they will have one day for each day they are absent to complete make-up work or assignments missed.

When a student is out of school for any reason, including participation in any academic activity, (History Day, Senate Pages, PJAS or Academic Games, etc.), they will have one day for each day they are absent to complete make-up work or assignments missed. Assignments not made up during the stated time will receive a zero.

Students who have been absent/suspended from school may not attend school functions or athletic practices or games the same afternoon or evening as the absence or for the duration of the suspension. If they do, their absence from school will be declared unlawful unless they have a physician's excuse.

RETURNING TO SCHOOL After Absence – Written Excuses

Upon returning from an absence, a parent/guardian must submit an appropriate verification note to the school office within (3) three school days. If the excuse is not provided to the school by the third day of return, the absence will be considered unexcused and/or unlawful.

LEGAL EXCUSES/excuses during the School Day

For students to be legally excused during the school day for reasons such as doctor appointments, funeral, etc., they should adhere to the following expectations:

- ❖ Written excuse or parental notification is required.
- ❖ Such excuses should be presented to the school office by 8:00 AM.
- ❖ The student's parent/guardian must sign out the child before leaving and sign the child in upon returning to the school.
- ❖ Students who have doctor appointments during the school day may be required to bring notification from the doctor's office verifying the appointment.
- ❖ A student that submits an excuse for an appointment and returns to school **within two class periods and with approved documentation** (e.g. doctor's office note) will receive credit for a full day of attendance.

ARRIVAL/DISMISSAL TIME AND PROCEDURES (K – 8)

WHEN DROPPING OFF YOUR CHILD IN THE MORNING, PLEASE BE ALERT AT ALL TIMES TO STUDENTS AND ADULTS CROSSING BETWEEN LATERAN HALL AND THE SCHOOL.

School begins at 8:00 AM and dismisses at 2:30 PM. Bus students are dismissed at 2:25; all others are dismissed at 2:30. ***Students (K-8) are not permitted in the school building until 7:50 AM. If a student arrives before this time, they must report to Lateran Hall. Teachers do not have to be at school until 7:45 AM.***

Students (K-8) should arrive before the start of classes, which is 8:00 AM. Students are considered tardy if they arrive after 8:00 AM. Students arriving after the start of school in the morning (8:00 AM) must check in at the School Office before being admitted to their classroom. ***A parent is to accompany the student and sign him/her in at the school office. PARENTS/GUARDIANS ARE NOT PERMITTED TO WALK THEIR CHILD TO THE CLASSROOM.***

Please send a note to school in the morning if your child's normal end of the day pick-up procedure will change that day – (for example, if your child normally rides the bus home every day, but you will pick him/her up after school.) In addition, if your child will go home with another student after school, two notes are needed - one from the inviting parent and one from the home parent. This way the teacher has written verification of where a child is going at the end of the school day.

Occasionally, students may miss the bus or their ride may be delayed. Other well-meaning parents may offer to take the child home. **THIS IS NOT PERMITTED!** Should an accident occur, you would be held liable and so would the school. Written parental permission is always needed before you transport a child in your vehicle. Proper car/booster seats are also necessary, depending on the age of the child.

The following is the schedule used at St. Michael School for the determination of whether a child is tardy, absent one-half day, or absent a whole day.

Tardy	Arrival between 8:01 AM – 8:34 AM
AM Absence	Arrival between 8:35 AM – 11:15 AM
PM Absence	Leaving between 11:16 AM – 1:55 PM and does not return
Early Dismissal	Leaving between 1:55 PM – 2:25 PM
Whole Day Absence	Leaving before 9:30 AM and does not return (Ex – sickness)

ARRIVAL/DISMISSAL TIME AND PROCEDURES (PreK)

PreK Early Arrival: Students may be dropped off at their classroom exterior door from 7:30 – 8:00. Students should arrive before the start of classes, which is 8:00 AM. Students are considered late if they

arrive after 8:00 AM. For the safety of all students and the building security, students arriving after the start of school in the morning (8:00 AM) must check in at the School Office before being admitted to their classroom. ***A parent is to accompany the student and sign him/her in at the school office. PARENTS/GUARDIANS ARE NOT PERMITTED TO WALK THEIR CHILD TO THE CLASSROOM.*** A school aide/or middle school student will walk the child to the Pre-K classroom.

Please send a note to school in the morning if your child's normal end of the day pick-up procedure will change that day. In addition, if your child will go home with another student after school, two notes are needed - one from the inviting parent and one from the home parent. This way the teacher has written verification of where a child is going at the end of the school day.

Pre-K Dismissal: Parents may pick up their child at 2:30 PM. For the safety of your child, NO dismissal will be permitted during K-8 bus dismissal time (2:20 – 2:30). However, a teacher will be available to supervise your child until 2:30 PM.

Between 8:00 AM and 2:25 PM, there will be no entrance or dismissal from the Pre-K exterior classroom door.

BLACKBOARD CONNECT 5 SYSTEM and TEACHER EASE

Saint Michael School participates in the Blackboard Connect 5 System (formally known as the Alert Now System) and TeacherEase. This allows the administration to contact each family and teacher when emergency school closings are necessary or when there are special announcements to be made. **If your telephone or email information changes at any time during the school year, please call the school office so we can update your information.**

BOOKS AND MATERIALS

At the beginning of the school term, each homeroom teacher will issue a complete set of texts to each student. It is expected that all books be properly cared for and protected by a cover. Please do not use contact paper as it is difficult to remove and leaves a sticky film. All books taken out of the building must be in a bookbag. The student must pay for books, calculators and other school equipment that are lost or damaged.

On occasion after consulting with the principal, it may be necessary for a parent to request a second set of textbooks to be kept at home. The parent is to complete a form in the school office and place a \$50 deposit before they are issued textbooks. This deposit will be refunded when books are returned, in proper condition, at the end of the school year.

BULLYING POLICY

BULLYING/CYBER-BULLYING POLICY

Passed November 14, 2011

Saint Michael School is committed to providing a safe, positive learning environment for our students. The school recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to violence that is more serious. Therefore, Saint Michael School prohibits bullying and cyberbullying.

Definitions

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.” -Dan Olweus

Bullying is an intentional electronic, written, verbal or physical act or series of acts directed at another person or group of people. Bullying, also includes cyberbullying. Cyberbullying is an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another person or group of people. This definition includes three important components:

- 1) Bullying is aggressive behavior that involves unwanted, negative actions.
- 2) Bullying involves a pattern of behavior repeated over time.
- 3) Bullying involves an imbalance of power or strength.

When bullying occurs in a school setting, that is severe, persistent or pervasive, it has the effect of doing any of the following:

- 1) Interference with a student's education.
- 2) Creation of a threatening environment.
- 3) Substantial disruption of the orderly operation of the school.

By definition, a school setting includes the school building itself, school grounds, school vehicles, designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Reporting

Saint Michael encourages students who have been bullied to promptly report such incidents to a teacher or school principal. In addition, any student, school employee, or person associated with the school is requested to report bullying that is observed.

All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Every teacher will review this policy annually with students. The policy shall be posted on the school web site.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action, which may include, but shall not be limited to:

- 1) Counseling within the school
- 2) Parental conference
- 3) Loss of school privileges
- 4) Exclusion from school-sponsored activities
- 5) Detention
- 6) Suspension
- 7) Expulsion
- 8) Counseling/Therapy outside of school
- 9) Referral to law enforcement officials

BUSING/ BUS CONDUCT

Busing will continue to be provided by the various surrounding school districts. If there are any questions regarding the busing of your child (time and place of pick-up, etc.) please contact the school district in which you reside. For further assistance, call our school office.

Students are never permitted to ride the bus to the home of another student. This is the policy of the school districts due to liability concerns. Drivers may not make exceptions to this policy.

During the school year, Saint Michael School administration and the home district of busing students assumes the responsibility of safely transporting children to and from school. If any change in bus assignment becomes necessary during the school year, parents must notify both St. Michael School and the public school district in which they reside.

The driver is responsible for the orderly conduct of his passengers. While on the bus, the students are under the authority of and are directly responsible to the driver. The home district is responsible for students on school district vehicles (owned, rented, leased or contracted.)

Bus privileges may be suspended for misconduct such as fighting on the bus, use of profanity, or disobedience to the driver. Any misconduct that endangers the safety of other students will result in suspension of bus privileges. Drivers have the right to assign seats for students at any time.

Problems related to busing should be reported to the principal. The principal will impose appropriate consequences and notify parents. A student may be suspended from bus transportation by the principal, in which case, the parents are responsible for the transportation. If a SMS student is having a threat of harm on the bus, the principal must be notified immediately so the principal can address it with the public school.

CELL PHONE POLICY

The use of laser pointers and attachments, cellular telephones, and telephone paging devices by students **on school grounds, on buses and other vehicles provided by the school, and at school-sponsored events is prohibited. ANY students bringing a cell phone to school must turn them in to their homeroom teachers upon arrival at school.** They will be returned to the students at the end of the day. Unauthorized use or possession of laser pointers, cellular telephones, and telephone paging devices shall result in confiscation of the item by school personnel and consequences for actions may be imposed by the school principal. *The item will be returned only to a parent or guardian.*

Students and parents/guardians are not permitted to take photos of students during school or at school sponsored events and post to social media.

CHILD PROTECTION POLICY

Everyone in the Diocese of Erie who is involved in the care of children should become familiar with this revised policy. All priests, administrators, teachers, staff members, volunteers and coaches must be trained in this child protection policy. For further information on the Child Protection Policy for the Diocese of Erie, please contact the school office or the Office for Protection of Children and Youth of the Diocese of Erie at 814-824-1195 or visit the website at: <http://www.eriercd.org/protectyouth.htm>.

CLASSROOM PARTIES

Parties are usually scheduled to celebrate special events or holidays – Halloween, Christmas and Valentine’s Day. The teacher is in charge of what will be served and what will occur at classroom parties. Homeroom teachers will assign a parent(s) to provide a snack or come in for an activity for a specific holiday, providing they have all necessary clearances on file in the school office. **The principal must approve all parties.**

*****During classroom parties, only the teacher and the assigned parent, with appropriate clearances, may attend the party.***

CLEARANCES REQUIRED FOR ALL VOLUNTEERS

In order to provide for the welfare and safety of our students, all chaperones, volunteers, or anyone in a supervisory role of students must have satisfactory clearances on file in the school office. A supervisory role is defined as being with children with the presence of a certified employee of the school.

Please reference the chart in the appendix for clearance requirements of all volunteers at St. Michael School as set forth by the Erie Diocesan Office of Child Protection. If you have any questions, please contact Mrs. Erdesky in the school office.

CO-CURRICULAR ACTIVITIES

Saint Michael School offers many co-curricular activities - basketball, band, cheerleading, choir, soccer, intramural sports, swimming, track & field, golf, and academic activities. See the school Youth Activity Handbook for specific details.

Students must maintain passing grades and good effort in all major subjects in order to participate in any co-curricular activity, as stated within the Saint Michael Youth Activity Handbook. Students who are absent from school may not participate in games or practices that day. (Attendance at the funeral of an immediate family member is an exception.) Please see that the principal is made aware of this exception by a written note from the parent/guardian. *Participation in co-curricular activities (e.g. the graduation ceremony, field trips, athletics) is a privilege, not a right. All co-curricular activities must have the approval of the principal before they are scheduled to avoid conflicts due to limited space. Two adults, with required clearances, must be present for any gathering of students for any athletic, class, or other school sponsored activity.*

Only participants may attend practices. Siblings of the participants, who are not involved in the activity, may **NOT** attend practices. Parents may sign the sibling up to attend S.A.F.E. when practice takes place after school.

DISCIPLINE POLICY

St. Michael School's discipline policy is based on Catholic values, as well as ~~respect~~ respect for others. The goal of our discipline plan is to lead the student to achieve self-discipline and to develop in each student a sense of responsibility and recognition of consequences for her/his actions. A positive learning environment requires that all persons involved follow acceptable standards of behavior. The involvement of the parents/guardian, the principal, the teachers and the students is critical to the success of the discipline plan.

This plan focuses on the level where discipline issues have risen to a point where the principal needs to be involved in the communication with the student and the parent and in order to impose stricter penalties. The principal must be assured that the teacher involved has used every strategy possible to improve the behavior of the child within the own classroom. Extensive communication with the parent/guardian must have taken place and the teacher must present documentation of these communications/meetings to the principal even before the first discipline notice goes home. This plan also provides required documentation if an expulsion hearing takes place.

Conduct Detrimental to the Reputation of the School

The principal reserves the right to impose disciplinary consequences for any conduct, inside or outside of school that is detrimental to the reputation of SMS.

The essence of Catholic discipline is self-discipline. A student must be free to choose one form of behavior over another and to deal with the consequences of that behavior. The purpose of any discipline action is to help the child understand the responsibility for making poor choices. It is always meant to be corrective not punitive. The school provides each student with the maximum

opportunity to acquire an education. Our students are encouraged to be loving and responsible members of family, church, community and world. No student has the right to interfere with this opportunity. School rules apply on the school grounds, going to and from school, and at any event where our school is represented - regardless of location.

The goal of a discipline policy is to motivate students toward self-discipline and responsible behavior. Students are expected to know and follow all school regulations. If a student chooses not to cooperate with the faculty or comply with the school rules, there will be consequences.

Consequences for disregard of rules are listed as follows:

Level 1 (Grades PreK- 8) Warning

Students who disregard minor classroom rules will receive consequences from the teacher. Examples of Level 1 infractions warranting a teacher directed discipline are:

- Disrupting class/not being prepared
- Speaking during designated quiet time
- Leaving assigned seat without permission
- First offence for not having homework/assignment
- Running in hallways
- Play fighting
- Disregard of classroom rules
- Other behavior judged to be minor
- Lateness (1-4)
- Profanity

Level 2 (Grades PreK – 8) Lunch Detention

Students who disregard classroom and school rules defined in Level 1 will receive a warning slip. Warning slips are to be signed by a parent/guardian and returned to the teacher the following school day. After a warning slip has been issued, a lunch detention will be given.

- Lateness (5)
- 2nd offence for not having homework/assignment
- Insubordination to any school personnel
- 2nd offence - not coming prepared to class
- Disregard of Level 1 infractions after warnings
- 2nd offence of cell phone violation

Level 3 (Grades PreK – 8) Detention Slip-After School

Students who display serious misbehavior will receive a detention slip or have served a Level 2 Infraction. Detention slips are to be signed by a parent/guardian and returned to the teacher the following school day. Parents/guardians are to sign the slip indicating that they know the child has received a detention. Students must stay after school on the assigned detention day until 4:00 PM. (Parent/guardian must supply transportation after detention.) After five detentions, a student will be suspended for a day or more. A parent conference with the principal is mandatory before a student can return to school. Examples of major infractions warranting suspension are:

- Undesirable behavior after Level 2 infractions
- Disrespectful behavior
- Cursing
- Stealing
- Damaging school property
- Leaving the classroom without permission
- Dishonesty
- Misbehavior during safety drills
- Aggressive behavior
- Offensive language
- Intimidating classmates
- Cheating (also results in non-credit to assignment)
- Fighting (verbal)
- Lateness (10)
- Gum chewing
- 3rd offense of cell phone violation

Level 4 (Grades K – 8) Parent Notification - Conference

When student has reached a Level 4, parents/guardians will be notified and a conference scheduled. The Level 4 parent/guardian notification is an interim step before suspension. A behavior plan will be discussed with the parent/guardian and student, which parent/guardian and student must sign.

Level 5 (Grades K – 8) In School Suspension

Students are to receive an in-school suspension when they reach level 5. After five detentions, lunch or after school, a student will be suspended for a day or more. A parent conference with the principal is mandatory before a student can return to school. Immediate suspensions can be given with parent notification for more serious misbehavior. A parent/guardian conference with the principal is mandatory before a student on suspension may return to school. Examples of major infractions warranting suspension are: 5th offence for no assignment or cell phone violation; repeated disrespect to adult authority.

Level 6 (Grades K – 8) Out of School Suspension

Students may also receive an immediate suspension for more serious misbehavior. The principal will inform parents/guardians by way of a phone call or written notice when a student receives a suspension. Suspensions may last from one to ten days depending on the seriousness of the misdemeanor. Students who are suspended forfeit all schoolwork done in class during their absence and may not participate in any school activities or sports. A parent/guardian conference with the principal is mandatory before a student on suspension can return to school. Students who are suspended receive an unsatisfactory on their report card and not eligible for honors. After two suspensions, a student can be expelled. Examples of major infractions warranting a suspension are:

- | | |
|--|---|
| -Leaving school grounds without permission | -Defiance |
| -Smoking and all nicotine products | -Fighting (physical contact) |
| -Possession/use of drugs or alcohol | -Vandalism |
| -Other behavior judged to be serious | -Threats (will follow Diocesan Threat Policy) |

Level 7 (Grades K-8) Major Infractions Consequences: Expulsion

Students who have received two suspensions in a school year and show no sign of improvement will be asked to leave the school. Parents/guardians will be informed of this decision after meeting with the pastor and/or principal. The possession/use of a weapon and/or immoral action(s) contrary to Catholic teachings is an automatic expulsion.

It is impossible to foresee all problems that arise; this handbook empowers the faculty and administration to take disciplinary action for any behavior in or outside of the school community that violates the spirit, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting. Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case.

Possible disciplinary actions for **ANY OF THE ABOVE LEVEL** of Infractions may include, but are not *limited* to, any of the following:

- Verbal warning/reprimand and apology to victim
- A parent/guardian/student/principal and/or pastor conference
- Written warning/reprimand and parent notification entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Exclusion from sports participation
- Behavior/probation contract, possibly requiring professional intervention
- Probation
- Suspension
- Expulsion/Dismissal

Suspension

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation. The failure of the parents/guardians to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to out-of-school suspensions.

Dismissal

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's code of conduct is justification for a principal/administration to dismiss a student at the close of the school year. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teacher(s), school or parish staff, the school may take corrective action. Such corrective action may include the dismissal of the parent's/guardian's child(ren).

Expulsion

Expulsion may be resorted to when one or all of the following are present:

- A serious infraction of school rules occurs.
- The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual.
- The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community.
- A parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or staff.

DOCTOR AND DENTAL EXCUSES

A child must have a written note designating the time that the parent will call for the child. This will enable the teachers, in the lower grades especially, to have the child ready at the specified time. Parents should call for the child at the school office. No student will be released from his or her classroom. The secretary will call the classroom to have the student sent to the office. ***STUDENTS WILL ONLY BE RELEASED TO THOSE PERSONS WHO HAVE BEEN DESIGNATED BY THEIR PARENTS ON THE SAINT MICHAEL SCHOOL EMERGENCY DATA FORM.***

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an essential part of the academic and social development of a student. Students must also be in attendance the day of a scheduled activity in order to participate in any extra-curricular activity or practice.

Students **must** be in attendance by 11:00 AM in order to participate that day or evening, unless approved by the school principal.

As voluntary participants in school athletics, co-curricular, social events, or class trips, students shall be held responsible for compliance with rules set forth by the advisor or coach. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school, including attendance and behavior.

Those who attend activities are expected to display proper sportsman-like, Christian behavior at all times, which would include with opposing teams, fans, and officials.

If school is cancelled due to inclement weather conditions, all activities on that day/night will also

be cancelled, including practices. Upon special circumstances, the Principal may grant facility access and/or participation.

FIELD TRIPS

Field trips must be educational and at the discretion of the teacher and principal. Diocesan policy no longer allows trips to amusement parks. Each class is permitted to attend one field trip during the course of the school year. Due to the increase cost in liability and transportation, field trips must be educational and *not necessarily yearly*. Middle School students, with teacher and principal approval, may provide input to their fieldtrip. For more information, please read Saint Michael School's Field Trip Policy in the appendix.

Chaperones for Field Trips: Only those parents who have current clearances on file at the Saint Michael School office and who have been selected by the classroom teacher and have permission from the school principal are permitted to attend any type of classroom field trip. Ratio of adults to students must follow Diocesan Policy.

GRADING SYSTEM

For the 2017-2018 school year, TeacherEase will be the online account for student homework and grades. *All parents will be asked to create an account*. Directions for setting up an account will go home at the beginning of each school year. Parents are not required to set up a new account each year; the same username and password may be used from year to year. Parents are asked to check all grades in the classes that their children are being taught, including core classes and special classes of MUSIC, PHYSICAL EDUCATION, HEALTH and TECHNOLOGY. All teachers are required to post current grades every Friday by 4:00 PM. If parents have questions about current, posted grades they are asked to contact the teacher first. If you need assistance with the TeacherEase system, please call the technology coordinator as soon as possible. A parent training session will be held at the parent's request.

HAZING POLICY

ANTI-HAZING LAW - PA Act 2016-31

PA House Bill 1574, July 22, 2016, amends the PA Anti-Hazing Law so that it extends the applicability of that law to public and private secondary schools (grades 7-12). It includes schools with any of these grade levels, therefore, K-8 elementary schools are also required to adhere to this law. Saint Michael School is committed to providing a safe, positive learning environment for our students. The school recognizes that hazing creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning. Therefore, Saint Michael School prohibits hazing of any form in the school setting or related to any school activity.

Definitions

Hazing – *Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of*

public or private property. For purposes of the definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in which activity notwithstanding.

School Setting - By definition, a school setting includes the school building itself, school grounds, school vehicles, designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Reporting

Saint Michael School encourages students who have been hazed to promptly report such incidents to a teacher, coach, or school principal. In addition, any student, school employee, or person associated with the school is requested to report hazing that is either discussed or observed.

All complaints of hazing shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of hazing.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from hazing. Every teacher, coach, and activity supervisor will review this policy annually with students. The policy shall be posted on the school website.

Consequences for Hazing Policy Violations

A student who violates this policy shall be subject to appropriate disciplinary action, which may include, but shall not be limited to:

- 1) Counseling within the school
- 2) Parental conference
- 3) Loss of school privileges
- 4) Exclusion from school-sponsored activities
- 5) Detention

HOME ROOM PARENTS

Homeroom parents serve as the liaison between the teacher and class parents. Your duties may include, depending on the teacher: Planning class parties, helping with events such as holiday performances and talent shows, and communicating about and assisting with school-wide events sponsored by the PTO. Homeroom parents are required to have all necessary clearances on file in the school office.

HOMEWORK

Teachers assign homework with great care and for the purpose of fostering habits of independent study. Each student is to complete the homework assigned. Failure to complete homework by the specified time is a violation of classroom rules and the classroom teacher will give appropriate consequences. If you feel that your child is receiving an excessive amount of homework, please contact your child’s classroom teacher.

Students are permitted to defer homework assignments that cannot be completed because of home conditions, but *must* have a *written* explanation as to why the work was not completed, signed by their parent or guardian. Example: (death of a relative, illness of self or family members)

ALL teachers at Saint Michael School reserve the right to assign homework for any class that they teach during the regular school day, including all core classes and special classes of Art, Music, Computer, Gym and Health. ALL teachers also reserve the right to have their own homework policy within the classes that they teach. ALL homework that is assigned can be given a value for points in the grade book, no matter what class it is.

Parents/guardians are encouraged to call the school office requesting that teachers send work for assignments to be picked up. Parent/guardians or students can also access the assignments posted on TeacherEase.

Students who have significant outstanding work that is inhibiting their success in any class may stay after school from 2:30 PM – 4 PM with the Principal’s permission. It is important to emphasize that this expectation is not a punishment, but rather the extension of our commitment to ensure that your child reaches his/her educational potential. Students who make the decision not to stay to work on outstanding assignments will receive school consequences as outlined in the Discipline Policy.

HOT LUNCHESES/PIZZA

Please see the appendix for more information and the monthly payment form. **This form is to be used by any family who will be paying monthly or yearly for lunches, milk, etc.**

Parents paying monthly will not be called to remind them that they did not turn in any hot lunch/pizza/sub money. Late payments will be returned to the student/parent. **No refunds will be given for a child’s absence.**

INTERNET POLICY

A copy of the Diocesan Internet Policy is available on the school website at the beginning of each school year. **Students are not permitted to use school Internet until this policy is signed by both parent/guardian and student.**

LIBRARY

The library will be available to all St. Michael students and will be staffed by parent volunteers who have current clearances on file at the Saint Michael School office. Books may be borrowed for one week and renewed only twice. Students may sign out one book at a time. However, special permission to take out additional volumes may be obtained if necessary to complete class assignments. Reference books and magazines may not be removed from the library. **Books lost or damaged *must* be replaced at cost. Any outstanding fees not paid by the last day of school will be added to your tuition balance.**

LOCKERS

Each student will be assigned a locker for storing schoolbooks and clothing. Students are not permitted to trade lockers with other students or to move to an empty locker. School lockers are the property of SMS. Although students are permitted to use them, the school may search lockers at any time. Students should not place stickers on lockers or write on lockers. Students will be responsible to clean lockers periodically during the school year. Students are responsible to keep their lockers neat and clean. Lockers are not to be stuffed full causing damage to the locker. Students will be held responsible to pay for any damage done to the locker they are assigned.

LUNCH PERIOD

Lunch will be from 11:00 AM -11:30 AM for students Kindergarten – 4th Grade, 11:15 AM – 11:45 AM for students in Pre-K, and 11:35 AM -12:05 PM for students in 5th - 8th Grade. Since there is no cafeteria, students must bring a sack lunch. Milk is available for purchase on a monthly or yearly basis.

All children in Grades K-8 will eat in Lateran Hall and will be supervised by faculty or school aide. Parents who have been approved by the principal and have current clearances on file at the Saint Michael School office may assist with lunch duty.

Since a quiet and orderly atmosphere will make lunch hour more enjoyable for all, it is necessary that these procedures be followed. Manners and common courtesy are always expected.

- ❖ *Lunch period will begin and end in Prayer before Meal and Prayer after Meal.*
- ❖ *Once seated, the children are expected to remain seated. If they have a question or concern or*

need help opening a container, they are to raise their hand for assistance.

- ❖ *Each student cleans up his or her place and replaces his/her chair at the table before leaving.*
- ❖ *Throwing or mixing of food or touching other children's food is not permitted. Sharing of food is discouraged due to food allergies, special diets, etc.*
- ❖ *Normal talking is permitted. However, screaming or yelling across the table or lunchroom is not permitted*
- ❖ *Do not carry food or beverages into the restrooms.*
- ❖ *Leave the lunchroom quietly when you have finished eating and your table has been dismissed.*
- ❖ *One class will be dismissed at a time.*

As part of the SMS future nutrition plan, we encourage each child to eat his/her lunch at school, and we encourage parents to pack less junk food (candy, chips, etc.) and more fruits and vegetables in the interest of better nutrition. Students may not buy or bring pop of any type as a beverage for lunch or snack. *Parents bringing in special lunches for their child (McDonald's Burger King, Arby's, etc.) are reminded that no soft drinks will be permitted at school during lunchtime.*

MEDICAL ATTENTION

Students needing medical attention must secure their teacher's permission to come to the office. Emergencies occurring during the lunchtime should be directed to the School Office. We have no school nurse on duty in our school full time. However, the Greenville School District nurses do serve our school and are on call in case of emergency. Regulations for student medication as mandated by the Diocese of Erie can be found in the appendix, along with the St. Michael School Medication Authorization Form.

AT NO TIME IS A STUDENT TO HAVE EITHER PRESCRIPTION OR NON-PRESCRIPTION MEDICINE IN THEIR POSSESSION.

MILK PROGRAM

Children may purchase ½ pints of 1% chocolate or 1% white milk for lunch. Cost will be determined from the reimbursement rate that is set by the Pennsylvania Department of Education's Division of Food & Nutrition. Milk may be paid for yearly or monthly (cost per ½ pint x number of days).

Free milk is available for those who qualify according to government program guidelines. When application forms are available, they will be posted on our school's website at www.saintmichael1.org.

MONEY RAISING ACTIVITIES

Any fundraising activities that are completed at Saint Michael School must follow the regulations in the Small Games of Chance Act 2 of 2012. The school principal, pastor and the Bishop's Office of the Diocese of Erie must approve any fundraising for any program at Saint Michael School. Forms for approval can be obtained at the school office.

MOVIE POLICY

Only G-rated movies or films on LEARN360 may be shown to all grade levels. Movies shown during instructional time must relate to the curriculum. PG movies that meet principal's approval, shown for class parties or for curriculum enhancement require written parent permission.

PARENT NEWSLETTER

On the first Thursday of each month, our newsletter will be made available on the school's website at www.saintmichaell.org. (Hard copies are available from the school office upon request.) Please look for it as it contains much information about "What's going on at school". Please read it carefully.

When your child receives an award or honor outside of school, please let us know so he/she might be recognized in the school newsletter.

PARENT - TEACHER COMMUNICATIONS

Every effort will be made to keep parents aware of their child's effort, progress, and behavior at school. Should a problem arise that involves your child, please contact his/her teacher first. It is important to get all the facts before taking any action and to deal directly with the teacher. If the parent is not satisfied with the parent-teacher conference results, the matter should be referred to the principal. Teacher emails are listed on the school website.

The principal is eager and willing to assist you in whatever way possible. If possible, please call the school office to schedule an appointment prior to your coming to school. If you come without a scheduled appointment, there is no guarantee that the principal will be available to take care of your needs.

If you wish to see your child's teachers at a time other than the scheduled conference times, please call the teacher and schedule an appointment. Teachers are not available during school hours or at lunchtime unless by appointment. **Parents/guardians are not permitted to go directly to a classroom anytime during the school day to talk to a teacher.** This interrupts student learning and conflicts with the teacher's supervision of students assigned to him/her.

In our Catholic school, it is expected that teachers and staff will respect parents, and that parents will respect teachers and staff.

PARENT-TEACHER ORGANIZATION - PTO

This is an organization of parents and teachers working together for the good of our school and its students.

All parents are members in this group. Meetings will be held throughout the school year with date, location, and time announced through Blackboard and in the school monthly newsletter. Officers are: President – Heather Pfleger; Vice-President – Carrie Hipkins; Secretary – Jessica Brocklehurst; Treasurers – Shannon Thomas and Ronda Erdesky.

PERMISSION SLIPS

Students receive permission slips from their teacher for field trips, or other events away from the school. Permission slips are also posted on the school's website on the calendar according to the date of the event. No other form of permission slips will be accepted, including handwritten permission because they provide no legal protection for the school. Telephone calls will not be accepted in lieu of proper forms. Signed permissions faxed to school will be accepted. Students who fail to submit a proper form will not be allowed to participate in the field trip.

PHYSICAL EDUCATION/HEALTH EDUCATION

Physical education classes will be scheduled for all grades. Students will need the navy blue uniform walking shorts or the green gym shorts, gray T-shirts, gym socks, and tennis shoes on days they have gym. They will change clothing at the beginning and end of each gym class and are not permitted to wear gym attire to any other class. This applies to grades 5-8.

Special provisions will be made for primary grade children due to the length of their gym class.

Their instructor will notify them of necessary attire other than gym shoes. They generally do not change clothes because of time.

To be excused from gym class, a student must have a note from the doctor stating the reason he/she is not to take gym. Duties and activities may be adjusted to aid students who have health problems. Requests for restricted participation must be addressed to the school principal.

Physical Education/Health Education:

Saint Michael School offers its students a quality physical education and health program that are held to the same standards as core classes for all students within grades Pre-K-8. Students in Pre-Kindergarten will experience gym class for 20 minutes/5 days a week for the entire school year, while students in grades K-8 will experience physical education class one day/week for the entire school year. All students have expectations for gym class.

Students in Grades PreK- 4 Expectations:

All students must be prepared for class with sneakers with a rubber sole. Safe footing is important within physical education, due to this; students who do not wear the proper shoes for class cannot participate. Students will be graded based on attendance and performance within skills taught. Each student in grade 1 will be graded using the performance key of: 3=proficient, 2=basic, 1=experiencing difficulty and NA=Not Assessed. Each student in grades 2-4 will be graded using the performance key of: 4=Advanced, 3=Proficient, 2=Basic, 1=Experiencing Difficulty and NA=Not Assessed.

Students in Grade 5 Expectations:

To help students transition into higher expectations for gym classes within the higher grades, all 5th graders will be required to dress for physical education by wearing the required gym uniform. All 5th graders are expected to follow this requirement. If 5th graders come to class unprepared, without a gym uniform, students will be asked to complete a writing assignment that relates to physical education and must be completed during class time. Students in 5th grades will not be given a "0" for the day's lesson, but reminded of the expectation and the expectations of those within higher grade levels. When students are not prepared for physical education class, the teacher will inform parents through email or a personal note home. Students will be graded based on attendance and performance within skills taught. Each student in grade 5 will be graded using the performance key of 4=Advanced, 3=Proficient, 2=Basic, 1=Experiencing Difficulty and NA=Not Assessed.

Students in Grades 6-8 Expectations:

During physical education classes, all students in grades 6-8 are expected to be prepared for class by wearing the required gym uniform. All students in grades 6-8 are expected to follow this requirement. If students come to physical education class unprepared, without a gym uniform, the student will be given an alternative assignment. A reduction in that day's class points will be reflected within the teacher's grade book. **The physical education teacher will give each student that is not prepared for class or absent an opportunity to make up the gym class the following Tuesday during activity period.** When students are not prepared for physical education class, the teacher will inform parents through email or a personal note home.

Health education for students in grades K-4 is taught by the homeroom teacher and are assessed using the performance key described above for these grades. However, the physical education teacher teaches health education on a semester basis for students in grades 5-8. Health education follows the same premise as physical education class. The Health teacher may assign homework during health class and may take the homework for a grade. Students are required to turn in all homework assignments on time. If a student is absent the day the assignment is due, student is expected to turn the assignment in on the first day of their return. The health teacher reserves the right to have a late policy for homework

assignments and students may be given partial credit. Health education will be graded using the Diocese of Erie Achievement Key of A=93-100%, B=85-92%, C=76-84%, D=69-75%, E=68% or below.

It is important to note that in physical education and health education grades are determined just like those within core classes. Grades will reflect the progress of each student and are used to determine Honor Roll.

PHYSICAL/DENTAL EXAMINATIONS

Physical examinations as prescribed by the Department of Public Health are required of all pupils immediately prior to or upon entrance to school in the Commonwealth and while in the seventh grade.

Dental exams are required of all students in kindergarten, third and seventh grade. The school nurse schedules these exams during the school year. Letters are mailed to all parents informing them of the date of the exam. Parents may also choose to have their own doctor or dentist perform the exam. The required forms may be obtained from the school office prior to the appointment.

PLAYGROUND SAFETY/RECESS

St. Michael students in grades Pre-K – Grade 4 will have an assigned 20 minute recess each day using the playgrounds surrounding the schools, church and Lateran Hall. Students in grade 5 will have recess throughout the week as time permits. Any unsafe playground conditions should be reported to the principal immediately. Students will be supervised by a teacher or school aide.

Students must:

- ❖ *Observe the rules. Obey playground supervisors.*
- ❖ *Stay within assigned playground boundaries.*
- ❖ *Keep hands and feet to themselves. Treat others as they wish to be treated.*
- ❖ *Not twist, swing high off the ground or jump from swings. Observe all safety measures.*
- ❖ *Not bring hard balls, skateboards, or rollerblades to school.*

Due to the length of the school day, Middle School students do not have recess.

PROMOTION POLICY

Promotions are made annually and all children who successfully complete the required grade work are promoted to the next grade. All phases of development are considered in deciding the child's grade placement – including academic progress and social development.

A combination of poor achievement and unsatisfactory ability effort in two or more major subject areas indicates a need for a principal-teacher-parent conference. The conference will determine whether the child could benefit by retention in the grade, summer school, or summer tutoring. A letter of retention determination will be sent to parents to sign in agreement or disagreement of retention.

PROTOCOL

- 1) **When dropping off a lunch or books for a student, go directly to the secretary's office.**
Never go directly to the classroom and interrupt class. This is also an issue of safety.
- 2) Please do not walk your child into the building and to his/her classroom. Allow them to enter with friends or on their own. This helps to build independence and confidence.
- 3) Unless it is an emergency, please make an appointment to see the principal.

REGISTRATION AND APPLICATION POLICY

St. Michael School accepts applications throughout the school year.

Enrollment for Pre-K and Kindergarten is in February. Exact time is announced in the parish bulletin and in area newspapers.

Students currently attending Grades K – 8 will continue to be registered for all grades, unless the parent withdraws the students from Saint Michael School. Students in Pre-K planning to attend Kindergarten at Saint Michael School are not officially registered until the parent completes the Kindergarten registration packet.

Parents must have an active FACTS account that is in good standing for payment of tuition (unless paying in full). Failure will result in a denial of registration of an enrolled student at the beginning of each school year. As Saint Michael School expands further in technology education, each student in grades 5 - 8 will be assessed a \$50 technology fee each year.

New students to Saint Michael School will be required to pay a \$100 one time registration fee when submitting registration papers.

New families, who register after August 15th, will be required to make their first monthly payment directly to the school. Future payments will be paid through FACTS.

RELIGIOUS EDUCATION

We at St. Michael are interested in the total education of our students and our purpose is to provide a completely integrated education - one that is firmly grounded in sound Catholic values and encompasses all aspects of children's learning needs.

In their pastoral, "To Teach as Jesus Did", the American bishops stated that the parish school is the best means of addressing the threefold concern of Catholic education for the young-formal religious training, community, and service. Every effort is made by the faculty, school board, and volunteers to see that each of these areas receives proper emphasis.

Classroom instruction in the principles of our Catholic faith provides an essential background for continued spiritual growth and preparation for reception of the sacraments. However, the religious aspect of the overall educational program certainly does not end there.

Through attendance at Mass and other liturgical services, and by the example of our faculty and volunteers, an environment is created in which students actually become part of a viable Christian community, learning to develop mature Christian relationships with their classmates and teachers. In addition, the needs of other members of our worldwide brotherhood become more than a lesson from a social studies text, as the children reach out to meet those needs through such projects as raising money for the missions and visiting local hospitals and nursing homes.

All of this attention directed to the child's spiritual growth by no means detracts from the quality of our academic efforts. On the contrary, it serves to enhance those efforts.

A Chastity Program is also mandated by the Erie Diocese in grades 5-8.

REMEDATION

Teachers are available and willing to give special help when and where needed. Parents who desire such help for their child should make arrangements with the child's teacher. Remedial reading and math programs are provided by Title I and Act 89 staff to students as needed. Instructional support is available to all students. Parents or teachers may make referrals to the school principal.

REPORT CARDS

Students receive report cards at the end of each nine (9) week period; there are four (4) grading periods. During each grading period, a progress report is sent home after 4 ½ weeks. If parents/guardians wish to meet with a teacher or group of teachers, they can call the school office or send the teacher an

email which can be accessed through TeacherEase or the school's website.

Grades are computed and determined on an individual basis; each teacher uses criteria that he/she believes is appropriate for a particular class. Each teacher will communicate this information at the beginning and throughout the school year. If a parent/guardian or student believes a grade to be incorrect, they are to call the school office or email the teacher.

The Diocesan Grading Scale is point based of which the percent correct is changed to a letter grade.

A = 93 – 100%

B = 85 – 92%

C = 76 – 84%

D = 69 – 75 %

E = 0 – 68%

If a student receive an "I" (incomplete) on their report card, they have a maximum of two (2) weeks to make up their work to receive a grade; otherwise, the grade is computed with the incomplete work receiving a zero (0) credit.

The final grade for the year will be determined by averaging the points received for the four nine (9) weeks grading periods.

PreK: Conferences will be held in November and in May.

Kindergarten: Checklists and report cards are used in Kindergarten with a Parent-Teacher Conference the first quarter in November and report cards being issued the remainder of the quarters.

Grades 1 – 8: Report cards will be distributed four times each year at the end of each quarter. Parent-Teacher Conferences will be scheduled in November. Additional conferences may be scheduled at a teacher or parent's request at any time throughout the school year. Report cards now reflect the Common Core Standards.

HONOR ROLL

Students are eligible for honor roll at the end of each nine (9) week grading period.

Principal Honor Roll – all A's in each subject

Honor Roll – all A's and B's in each subject

SAFE

Saint Michael School provides after school care, known as SAFE (Students Advocating Faith Everyday), for Saint Michael School students in preschool through eighth grade. Saint Michael School staff oversees SAFE, providing a snack, opportunities for physical activity, games, and homework help. SAFE operates every school day, Monday through Friday from 2:30 PM to 5:30 PM. SAFE is cancelled when school is dismissed early due to inclement weather. There is a \$30 *per child* registration fee. Daily cost is \$7.00 for one child in a family and \$6.00 for each additional child. **If a child is picked up at 4:00 PM or before, the rate is \$4.00/child. (There is no grace period for the early pick-up time.)** *Parents who do not pick their child up by 5:30 PM will be billed an extra \$5.00 for that day for every 15 minutes late.*

Registration for SAFE is done at the school office. (Registration forms for SAFE may be found in the appendix.) A monthly calendar will be sent prior to the first of each month for parents to list the days they will require care for their child(ren). It must be returned to the school office by the date listed on the calendar. Parents who require additional days during the month must call the school office so SAFE staff can be notified of the change. Parents will be billed at the end of each month for the days they use the program. Payment is due the 10th of the month. **Failure to make payment by due date may result in child(ren) being removed from SAFE until payment is received.**

***Often times students will stay after school for activities held by teachers or other faculty members.*

Only that student involved in an assigned activity is permitted to stay with the teacher/faculty member who assigned the activity. Siblings of those students who are involved in activities are not permitted to stay at school unless they are enrolled and attending the SAFE program. No teacher/faculty member is in charge of watching a sibling(s) during an assigned student's after school activity.

There is no SAFE on early dismissal days.

SAFETY DRILLS

Throughout the year, fire drills, tornado drills, and lockdown drills are conducted to ensure everyone's safety in the event of a building alert.

Fire drill for school:

Lower Level exits front lower doors. Stage at: Parking lot to left of church

Middle Level exits through back doors. Stage at: Parking lot behind Lateran Hall

Upper Level exits through front doors: Stage at: Parking lot to left of church

Lateran Hall exits through back doors: Stage at: Parking lot behind Lateran Hall

Fire drill for Lateran Hall:

Exit through safest exit. State at: Parking lot to left of church

Tornado Drill:

Safety Locations: MOVE AWAY FROM WINDOWS and proceed to the hallway on the lower level, time permitting. Kneel, cover head. Teachers are to shut the classroom door when all students have exited the room and close the fire doors located in hallways.

SCHOOL WEBSITE POLICY

Saint Michael School has established a website at www.saintmichaell.org. Any information found on the website may not be used without written permission from the school principal.

SOCIAL MEDIA

Saint Michael School requests that parents and students refrain from posting photos of students, other than their own, on social media. For the school to post pictures on social media, newspaper, or advertisement of school, a parent must have a signed Diocesan photo release form on file at the school office. **It is recommended that pictures only be shared to closed social media sites such as Class DoJo.**

SPECIAL CLASSES: ART, MUSIC, PHYSICAL EDUCATION, HEALTH, TECHNOLOGY, CHOIR, BAND

All students in grades 6-8 will be given quarterly grades in the following special classes: MUSIC, PHYSICAL EDUCATION, HEALTH and TECHNOLOGY. Art Education will be given a Satisfactory or Not Satisfactory grade (S or NS). All students in grades K-5 will receive a performance score based on the rubrics outlined on their report card of a 3, 2, 1 or a 4, 3, 2, 1 for these classes.

The following classes for grades 6-8 have current, active grade books on our TeacherEase system: MUSIC, PHYSICAL EDUCATION, HEALTH, TECHNOLOGY, **BAND, and CHOIR.** Parents are asked to check special classes' grades, as well as core classes on the TeacherEase gradebook on a consistent basis.

SPORTSMANSHIP

Student athletic and activities are established to provide a healthy outlet for the energies of youth while instructing them in the rules and skills of the game.

Please see the SMS Youth Activities Handbook for more information regarding youth activity events.

STUDENTS AND PRAYER

1. **Personal Witness:** The personal witness of each priest and faculty member is one of the most important factors in creating a religious atmosphere for the students.
2. **Scripture:** The Bible is the most important book in each classroom. Its display and use, both for prayer and instruction should reflect that importance.
3. **Sacraments**
 - a) **Eucharist:** All students and teachers attend Mass each Friday. Classes will have the opportunity to plan class Masses. These Masses are to be planned by students with guidance from their teachers and priests so that the children will understand the elements of good liturgy. First Communion will be held in the spring of the third grade year for those who are ready and meet all requirements.
 - b) **Sacrament of Reconciliation:** Parents are encouraged to celebrate the Sacrament of Reconciliation with their children regularly. The school will provide the opportunity for confession. First Reconciliation is made in the second grade.
4. **Para-liturgies:** In addition to the Eucharistic celebration, students will be involved in Ash Wednesday, Holy Week, and other special services. Advent wreath ceremonies, Stations of the Cross, praying the Rosary, etc. are planned to enrich student faith experiences.
5. **Classroom Prayers:** Each homeroom teacher is to pray with his/her classroom children at the beginning and closing of both the morning and the afternoon sessions. Prayer is also encourage at the beginning of each class period.
6. **Christian Life Style**
 - a) **Seasons and Symbols of The Church Year:** The seasons of the Church year will be explained to the children by means of visual displays, activities, and instruction. In particular, special attention will be paid to devotions to the Blessed Mother during the months of October and May.
 - b) **Doctrine:** Basic Catholic doctrine will be taught in keeping with the age level of the child.
 - c) **Moral Values:** As stated in our objectives, we hope to develop a person who proves his/her love for God and neighbor by his actions in everyday life.
 - d) **Service:** Students are encouraged to join the following religious organizations sponsored by the school: altar servers, choir, cantors, lectors, etc. They are also encouraged to raise funds for Mission children, visit area nursing homes, and become involved in service projects for Church and community.

STUDENT ADMISSION POLICY FOR STUDENTS TRANSFERRING TO OUR SCHOOL FROM ANOTHER SCHOOL

There are many reasons why a parent may wish to transfer their child from another school and enroll him/her in Saint Michael - locating to a new area, academic or social problems in another school, the desire for a Catholic education, etc.

To make this transfer a positive one for the incoming student and at the same time keeping in mind the good of the students already enrolled, the following policy shall be in place.

- 1) Parents seeking enrollment can call the school to set up an appointment to meet with the principal.
- 2) Parents request that the child's records be sent to Saint Michael or bring a copy with them to the meeting.
- 3) Parents, child, homeroom teacher and principal meet.
- 4) Diagnostic screening tests in math and reading are administered to the child, if necessary.
- 5) Parents are informed of screening results and the recommendation of the school.
- 6) Students are accepted for a probationary period so that his/her academic, behavioral and social adjustment can be observed.
- 7) If, at the end of the probationary period, the teachers and principal feel that the enrollment of this child in our school is in the best interest of the child and our school, and all records have been received from the transferring school, a formal written notice of acceptance will be forwarded to the parents.

Note: Enrollment of a child in our school implies active parental involvement in and responsibility for the academic well-being of the child - checking homework assignment books, and parent-teacher conferences, etc. This involvement is expected if the child is to remain in our system.

If, at any point, Saint Michael School can not provide your child with the appropriate accommodations in order to make them successful in all academic areas, an alternate placement will be reviewed with the parent/guardian.

STUDENT ATTIRE

Saint Michael School has a uniform code to provide direction and cohesion in school attire and to promote a non-competitive atmosphere to unify the image expected of a Saint Michael School student.

The uniform policy (Grades K – 8) is as follows. *Please note that girls' jumpers can be purchased through Schoolbelles and uniform catalogue vendors such as JC Penney's and Lands' End.* **Girls' skirts or skorts for grades 4 – 8 are to be of the plaid purchased through Schoolbelles.** Students dressed inappropriately and not following the guidelines of the uniform policy will be referred to the principal.

BOYS MUST WEAR:

- ❖ Navy blue or khaki slacks. **NO CARGO PANTS OR PANTS WITH SIDE LEG POCKETS.**
- ❖ White dress shirt with a collar, long or short sleeve; or
- ❖ White, forest green, or *navy blue* long sleeve turtleneck; or
- ❖ White, forest green, or *navy blue* knit shirt with a collar, long or short sleeve
- ❖ Solid color coordinated belt
- ❖ **Socks of solid color** (white, black, hunter green, or navy blue) ***must be visible and the ankle must be covered.***
- ❖ Tennis shoes or dress shoes. No footwear may be worn that presents a safety hazard for the child, such as strapless sandals and shoes with wheels.
- ❖ Shirt must be tucked in at all times.
- ❖ Belt must be worn in grades 4 - 8 with shorts or slacks.

OPTIONAL FOR BOYS:

- ❖ If the boy chooses to wear a sweater, it must be the navy blue sweater vest, navy blue cardigan sweater, or the navy blue pullover sweater. No other sweater colors may be worn.
- ❖ Navy blue or khaki shorts that go to the knee may be worn during the months of August, September, October, April, May or June. *Shorts may not be worn on the days students attend Church.* (Usually, we attend Mass on Fridays, holy days of obligation, and the first and last days of school.)
- ❖ **Dress shirt and necktie on special occasions (like class Mass, etc.) as approved by the principal.**
- ❖ A St. Michael School fleece jacket from either Schoolbelles or Kathy's Kreations. Saint Michael School sweatshirts are permitted on jeans days only. **Hoodies are not permitted.**

GIRLS MUST WEAR:

- ❖ **Grades K - Grade 4: Plaid, navy, or khaki tunic or dropped waist jumper. Plaid uniform jumpers are purchased through Schoolbelles.**
- ❖ **Grade 4 is a transitional year. Girls may start the year in uniform plaid, navy, or khaki jumper. When transitioning to the skirt or skort, it must be the plaid purchased from Schoolbelles.**
- ❖ **Grades 5-8 skirts and skorts are to be of the uniform plaid purchased through Schoolbelles.**
- ❖ **Grades K – 8: Jumpers, skirts, skorts, or shorts must at least touch the knee length. Can be longer, but not shorter.**
- ❖ Uniform Plaid, navy or khaki pants. **NO CARGO PANTS OR PANTS WITH SIDE LEG POCKETS. Pants are not to be tight fitting.**
- ❖ Uniform Plaid (current or new), navy or khaki pants. **NO CARGO PANTS OR PANTS WITH SIDE LEG POCKETS. Pants are not to be tight fitting.**
- ❖ White cotton blouse with a collar, long or short sleeve: or
- ❖ White, forest green, or *navy blue* long sleeve turtleneck; or
- ❖ White, forest green, or *navy blue* knit shirt with a collar, long or short sleeve
- ❖ **Socks of solid color** (white, hunter green, or navy) or hosiery (for intermediate/middle school) must be worn. **Socks must be visible and the ankle must be covered.**
- ❖ Dress shoes or tennis shoes. No stacked heels, platform style, clogs, or strapless sandals may be worn in the classroom. No footwear may be worn that presents a safety hazard for the child.
- ❖ **Tights in solid color (white, hunter green or navy) are permitted for all grades.**
- ❖ Shirt must be tucked in at all times unless the banded blouse from Schoolbelles.
- ❖ Belt must be worn in grades 4 - 8 with shorts or slacks.

OPTIONAL FOR GIRLS:

- ❖ Navy blue or khaki loose fitting slacks will be permitted during the entire school year.
- ❖ If the girl chooses to wear a sweater, it must be the navy blue sweater vest, navy blue cardigan sweater, or the navy blue pullover sweater. No other sweater colors may be worn.
- ❖ Navy blue or khaki loose fitting shorts that go to the knee may be worn during the months of August, September, October, April, May or June. Shorts may not be worn on the days students attend Church. (Usually, we attend Mass on Fridays, holy days of obligation, and the first and last day of school.)
- ❖ **Leggings (white, hunter green, or navy) may be worn under uniform jumper during the months of November, December, January, and February.**
- ❖ **Special dresses and skirts may be worn on special occasions, as approved by the principal.** They must be modest and to the knee in length. Dresses **may not** be strapless, even if cover is worn. If sleeveless, a shoulder cover must be worn. If not the proper length, they should not be worn. **Failure to comply will result in parent being asked to bring in an appropriate outfit.**
- ❖ A St. Michael School fleece jacket from either Schoolbelles or Kathy's Kreations. Saint Michael School sweatshirts are permitted on jeans days only. **Hoodies are not permitted.**

SPECIAL ATTIRE – GRADES 7 And 8:

Seventh & Eighth Grade Banquet, Eighth Grade Graduation, Eighth Grade End of Year Class Mass: Special dress-up attire must be worn. Boys must wear dress slacks, dress shirt and tie, and dress shoes. Suits or sport coats are optional. Girls may wear skirts or dresses (knee length) that are modest and appropriate and hosiery must be worn. *Strapless, backless dresses or dresses that expose the bosom or midriff may not be worn, even with a shoulder covering.* For girls, if the cap of the shoulder is exposed a sweater or shoulder cover must be worn over the dress. Students are encouraged to follow standards of good taste and decency when selecting attire for these special occasions.

NOT PERMITTED:

- ❖ ***Any type of boot - fashion or otherwise shall not take the place of shoes.***
- ❖ Boots worn to school must be removed and may not be worn in the classroom.
- ❖ No cargo pants or pants with side leg pockets.
- ❖ No jean shorts or capris are permitted on a jeans day.
- ❖ **No hoodies or sweatshirts are permitted during the school day.**
- ❖ No footwear may be worn that presents a safety hazard for the child, such as strapless sandals, stacked heels, platform style shoes, clogs, and shoes with wheels.
- ❖ Shoes with lights
- ❖ Bandanas for head/hair
- ❖ Nail polish that isn't neutral/light in color; Dark or bright nail polish is not permitted.
- ❖ No make-up of any type in Grades K-6; Natural shades are permitted in Grades 7 & 8; *No eyeliner or mascara may be worn in any grade.*
- ❖ Fake fingernails
- ❖ Shoelaces that are untied
- ❖ Earrings worn by male students
- ❖ No dangling earrings for girls (small studs, hoops 1-inch in diameter or less may be worn)
- ❖ No chain necklaces or chokers
- ❖ No more than two necklaces at any one time
- ❖ Extreme hair styles for boys or girls (Tails, mohawks, shaving of the head, shaving above the ears, tinting or bleaching hair in colors other than the natural shades of blonde, brunette or red)
- ❖ Any shirt exposing the bosom or midriff
- ❖ No tee shirts of any kind or any shirt with "writing" or advertising on the pocket or other areas
- ❖ Colored tee shirts may not be worn under uniform shirts.
- ❖ No sweatpants, nylon windsuit slacks, etc. may be worn during the school day, or for special occasions, under skirts or jumpers. If worn to school in the winter for warmth, they must be removed upon arrival at school.
- ❖ Tattoos or writing on body parts are not permitted.
- ❖ Girls: No piercing of body parts other than ears.
- ❖ Boys: **No body piercing**; hair may not touch collar of shirt or go beyond the eyebrow line.

When a dress code violation occurs, the teacher will issue the violation form, send it to the principal to be signed, the signed form will be mailed home to the parents. Parents are to sign it and return it to school. At the third offense, the child will receive a lunch detention. Fourth offense will result in an after school detention. Each succeeding dress code violation is an after school detention.

STANDARDIZED TESTING PROGRAM

In accordance with the recommendation and approval of the Superintendent of Schools for the Diocese of Erie, a testing program which includes standardized tests of academic achievement and of mental ability, in addition to the regular teacher evaluation program, has been designed to provide information concerning the proficiency of all children in the diocesan elementary schools. All schools will test in grades 2-8.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teacher in diagnosing individual strengths and weaknesses in order to provide effective individualized instruction. During this school year, the following tests will be administered to the children as part of this program:

NAME OF TEST AND PURPOSE

All schools in the Erie Diocese use Terra Nova Testing. The comparison of the computerized testing scores for the achievement and ability tests enables us to determine in part whether the child is progressing according to his ability.

Your child's score will be shared with you and maintained in the school record as long as your child attends school here. Only the minimum personal data, academic records and attendance data will be retained in the inactive file once the student leaves the school. Should your child transfer to another school system, you will be notified if address is known of the transfer of his or her permanent record to the new school system. No individual or agency outside of the school system will be permitted to inspect your child's record without your written permission, or without the student's permission when he is of legal age.

Graduating eighth grade students and advanced math seventh grade students may be asked to take part in the Pennsylvania Keystone Exam for Algebra in May. Students in seventh grade that pass the Keystone Algebra Exam will be given the opportunity to take Geometry during their 8th grade year along with advanced Algebra I.

DIBELS testing is given in grades K – 6. DIBELS help teachers and schools determine how students are performing on important reading skills such as phonemic awareness, phonics, fluency, vocabulary, and comprehension.

Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal.

STUDENT PROPERTY

The school accepts no responsibility for student property brought to school for non-educational purposes: CD players, iPods, MP3 players, etc. These items should not be brought to school and are the sole responsibility of the student owner if lost, damaged, or stolen. Items will be confiscated by school personnel and returned to the parent or guardian.

STUDENT RECORDS

In 1975, the Buckley Amendment or Family Educational Rights and Privacy Act, gave parents and students the right of access to student records.

Should a parent or student wish to view a record, we ask that the request be made in writing and submitted to the school principal at least 24 hours prior to the requested viewing.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TELEPHONE

Students will not be permitted to use any telephone in the school or Lateran Hall for personal calls except in case of emergency. **Students may use the telephone in the Office for appropriate and/or important calls to parents/guardians.** *Students are not permitted to use cell phones at school, unless authorized by their teacher. (See cell phone policy)*

In addition, teachers or students will not be called to the phone during class time. The school secretary will relay important messages.

TOBACCO POLICY

Saint Michael School cares for the health and safety of its students and staff. Therefore, our school and all school property are a smoke free zone. The use or possession of tobacco, smokeless tobacco, or any tobacco products is forbidden. Any student using or possessing any tobacco product or by-product will receive the consequence listed in the discipline policy and a citation will be issued to the District Magistrate. Any person on school property using or possessing any tobacco product or by-product will be removed from the school property and a citation issued to the District Magistrate.

TRANSPORTATION OF STUDENTS

Students may require transportation to attend school activities/events taking place off school grounds. A bus is the preferred option for transporting students to and from these activities/events. When bus transportation is not feasible or available, parents/guardians may be used to transport students. Only parents/guardians or other family members known to the principal and teachers may serve as volunteer drivers for these type of activities. **Volunteer drivers will be required to meet the Diocesan mandates.**

- ➡ PA State Police Criminal Record Check
- ➡ Pennsylvania Child Abuse History Clearance
- ➡ Federal Criminal History Record - FBI Fingerprint (Required if not PA resident for last 10 years)
- ➡ Signed Occasional Volunteer Conduct Form
- ➡ Signed Diocesan mandated Reporter Compliance Document
- ➡ Signed St. Michael School Confidentiality Agreement

Any other adult age 18 and older transported in any vehicle with students must also complete these forms.

All volunteer drivers must also:

- ➡ complete a Volunteer Driver Information Sheet
- ➡ provide proof of insurance to be copied by a school official
- ➡ provide a valid driver's license to be copied by a school official.

All volunteer driver forms and information are kept on file in the school office and **must be updated yearly.**

There must be at least two (2) students in each vehicle. It is preferred to have three (3) students, if one is related to the driver. A driver must never be alone with only one student in his/her vehicle unless he/she is that student's parent/guardian.

Teachers/Staff are NOT to transport students in their motor vehicles at any time. In the event of a motor vehicle accident involving a student, the driver and school may be subject to a lawsuit. Although Pennsylvania law requires that a car and its occupants be insured, coverage by the employee may not be sufficient to cover possible liability.

Students being transported to attend school activities/events taking place off school grounds must be supervised at all times.

TUITION

SCHEDULE FOR TUITION PAYMENT & THE COLLECTION OF TUITION

- Tuition may be paid in full before July 31st. If you choose this option, you need not go through FACTS. (During the month of July, payment may be made at the Church Business Office.)
- If tuition is not paid in full by July 31st, parents must sign up to have their tuition collected through FACTS. Monthly payments are made through the automatic checking transfer system (FACTS), which is used throughout the Erie Diocese.
- Using FACTS, parents may choose to pay half of the tuition the first semester and half the tuition the second semester.
- If not paying in full, **FAILURE TO SET UP A FACTS ACCOUNT WILL RESULT IN NON-REGISTRATION FOR A STUDENT AT SAINT MICHAEL SCHOOL.**

PAYMENT THROUGH FACTS

- *Diocesan Policy allows families to pay their tuition either annually (in July) or by using the FACTS Management Company, a tuition payment program that automatically deducts a specified amount from your checking or savings account based on 2, 4, 10 or 12 month payments. An attempt must be made on all delinquent tuition accounts by the payer to place the account back in good standing. If tuition is delinquent for two months straight, a registered letter will be sent to the family. Within 30 days of mailing the registered letter, if no contact or arrangements are made with the principal, the student/students will not be permitted to return to school.*
- *Any owed fees (e.g. extended care, library fines, books and sport uniforms) will be added to your tuition. All current tuition and fees must be made current by the start of the next school year. If tuition is not paid in full by that date (or arrangements made to bring account current) your child will not be registered for the new school year. No scholarship or tuition assistance will be granted to anyone not current on FACTS.*
- *In the event of student withdrawal from St. Michael School, parents must contact the Advancement Director to make final FACTS payment arrangements based on a pro-rated charge per school days in attendance. Parents must also fill out the proper withdrawal paperwork at the school office. If this procedure is not followed, parents may be subject to a fee that will be charged to their FACTS account.*

***Exemptions may be made by the principal with authorization from the pastor.**

TUITION ASSISTANCE PROGRAMS/SCHOLARSHIPS

The Diocese of Erie provides tuition assistance for Saint Michael School Students through several programs: The Bishop's Tuition Assistance Program, STAR Foundation, Shenango Valley Foundation, and the Community Foundations. All programs identify families in need of tuition assistance; eligibility requirements may apply. Deadline information will be listed on the website and school newsletter.

All students are encouraged to apply for scholarships that Saint Michael School and other donors provide. Scholarship recipients are chosen by a confidential scholarship committee. Students who apply for scholarships are not guaranteed to receive one. Please refer to the school website as scholarships and eligibility are updated yearly.

VEHICLES

Students who may have reached the legal driving age while still enrolled at Saint Michael School are not permitted to drive a vehicle to school or any school function or extra-curricular activity.

Students may ride bicycles to school if permitted by parent/guardian. The school assumes no responsibility for loss/theft/damage to vehicle. This is the responsibility of student and parent/guardian. Bicycles are to be kept in the bike rack and must be locked.

***Parking is NOT permitted on Orchard Street or behind the gray apartment building north of the school building AT ANY TIME. Cars may be towed at the owner's expense.**

VISITORS

Visitors to the school are always welcome. ALL visitors **must** stop at the Office and sign in. The secretary will call for a student, or make any necessary arrangements.

Student visitors are **not** permitted during the school day without the principal's permission.

WEAPONS POLICY

It shall be a violation of the policy of this school for a person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from the school, unless possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.

Any person possessing a weapon, defined by the principal in conjunction with local law enforcement agencies as a weapon, shall be in violation of the above stated policy and will be charged with "possession of a weapon on school property" by the proper authority. The principal will administer discipline, suspension, or expulsion in accordance with the student discipline code. Notification shall be made to the parent(s)/guardian(s) of the student(s), involved in an incident, and law enforcement in a timely manner.

WEATHER ALERT

Often, weather conditions necessitate the closing of school or a delay in the start of school. In the event of a weather alert that affects our school hours, a Blackboard message will be relayed to all families.

Please do not call the church office or rectory about morning delays, school closings or early dismissals. Delays and cancellations will be announced on the following television stations: WKBN, WYFX, WYTV, KDKA, WFMJ, and Erie Channel 12. You may also go online to the Saint Michael School Website or any of the TV stations' school closing sites. Be sure to check your phone for Blackboard Connect 5 messages.

****When Saint Michael School has a two-hour delay, students should report at 10:00 AM. Students riding buses will report to Lateran Hall until 10:00 AM. (Middle School students will report directly to third period class where teacher will take attendance.) If your public school district of residence has a two-hour delay and Saint Michael does not, your child may ride the bus provided by your district to school and will not be marked tardy. If your district has a two-hour delay and you decide to bring your child to school, they should arrive as close to the 8:00 AM starting time, as possible.***

****On days that your public school district cancels and Saint Michael has school, it is the parent's responsibility to provide the transportation to school. Attendance for inclement weather is at the discretion of the parent as they deem safe for their child. If a parent chooses to keep their child home, the child will be given an excused absence for that day when a note validating home district cancellation as the reason for absence is received.***

Handbook updated June 2017

Appendix Index

Field Trip Policy
Guidelines for Keeping Children Home Due to Illness
Diocesan Medication Regulations
Authorization for Medication To Be Taken During School Hours
SMS School Absence Form
S.A.F.E. Forms
SMS Educational Travel Form
Clearance Information for Volunteers

FIELD TRIP POLICIES FOR SAINT MICHAEL SCHOOL GREENVILLE, PA Adopted JANUARY, 2010

The Administration of Saint Michael School recognizes that field trips, when properly planned and executed, are an important ingredient in the instructional program of the school. Field trips supplement and enrich classroom procedures by extending the learning environment to areas outside the school. They also bring all of the resources of the community into the student learning experience.

A field trip is defined as any trip by students away from school premises that is part of approved, planned instruction not available in the classroom, and is supervised by a teacher or other school employee. During such a trip, the safety and well-being of all students will be protected at all times.

When the field trip takes place during school hours, the sponsoring teacher must submit a list of students and chaperones that will be going on the trip to the school principal. The principal will make faculty members aware of students missing class.

Students must return a signed permission slip prior to departing for any field trip. Approval over the phone is not accepted. Students are responsible for making up all work missed while away from school for the field trip.

A field trip is a special privilege reserved for those students who show effort in the classroom and demonstrate that they can behave appropriately in school. A student may be declared ineligible for field trip participation for one or more of the following reasons:

- 1) Excessive missing of assignments
- 2) A failing grade in two or more subjects
- 3) Receiving an in-school or out-of-school suspension during the grading period in which the field trip occurs
- 4) Repeated instances of misconduct resulting in disruption of student learning or damage to school property

There will be no overnight fieldtrips except for multi-day academic competitions like History Day and PJAS.

GUIDELINES FOR CHAPERONES

The role of the chaperone is to ensure a positive educational and social experience for students, while maximizing safety and security concerns. The chaperone is to follow the directions of the teacher in charge.

- 1) Adults who supervise students must have all clearances as required by the Diocese of Erie on file in the school office. Drivers must complete a Volunteer Driver's Form, along with all clearances required by the Diocese, and a copy of their driver's license and current insurance card.
- 2) Chaperones accompanying students on a field trip are under the supervision of the teacher
- 3) Chaperones must be at least 21 years of age.
- 4) Chaperones should lead by example and support and follow all school policies. They should supervise students on site as closely as possible and report any problems to the teacher in charge.
- 5) The consumption of alcohol, use of tobacco, or other illegal drugs is forbidden while serving as a chaperone.
- 6) For overnight trips, chaperones should conduct a visual room check at curfew. They should always know the whereabouts of students assigned to them.
- 7) The number of male and female chaperones for field trips will be determined by the principal.

General Guidelines for Keeping Children Home from School Due to Illness

School attendance is very important for your child in order to have the opportunity to learn. However, within the school community there are illnesses that may be passed directly or indirectly to one another – especially during the cold and flu season. If your child becomes ill at school, the school secretary will contact you.

Your help is also needed to decrease the spread of illnesses. Please do not send your child to school when they are sick. Children should be kept home when they have a contagious illness. It is sometimes difficult to decide when and how long to keep your child home from school. In addition, the timing of an absence is very important in order to decrease the spread of disease to the other students, and to prevent your child from acquiring other illnesses while his/her resistance is lowered. The following guidelines may help you determine when it is necessary to be absent from school.

Common Cold Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain at home if symptoms interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.

Fever If a child's temperature is 100 degrees or greater, he/she should remain at home until he/she has been without fever for a full 24 hours. Fever is a symptom indicating the presence of an illness.

Flu Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain at home until symptoms are gone and the child is without fever for a full 24 hours.

Strep Throat Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. High fever, nausea and vomiting may also occur. **Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours.** Most physicians will advise rest at home for 1 –2 days after a strep infection.

Scarlet Fever Symptoms are sore throat, fever, headache, nausea and vomiting. A bright red rash begins on the upper chest one to three days after onset, spreads rapidly over the neck, arms, body and legs.

Vomiting and Diarrhea Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache and body aches. Your child should remain home until vomiting; diarrhea or fever subsides for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

Pain If your child complains or their behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

Pink Eye Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped.

Skin rashes A physician should evaluate skin rashes of unknown origin before your child is sent to school.

Impetigo Blister-like lesions, which later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and the sores are no longer draining. If the lesions can be covered and are on antibiotic therapy they may return sooner.

Chicken Pox Even though, the children have been immunized with the varicella vaccine there is still a 20% chance that they may still contract the disease. Your child may have a slight fever, listlessness, blister-like spots turning to crusts. If your child has chicken pox they can not return to school until their temperature is normal and all scabs are dry and crusted. This usually takes about one week.

Head Lice The signs and symptoms of lice are extreme itchiness of the scalp and the appearance of nits or lice on the scalp especially around the ears and the back of the head near the neck. The child can not return to school until the nits are completely removed and judged non-infective by the nurse. The child must also use a pediculicide (head lice shampoo). Your child is excused the day they are sent home plus the next day. However, any days after are counted as unexcused.

Hand, Foot & Mouth Disease Hand, foot, and mouth disease is a common viral illness that usually affects infants and children younger than 5 years old. However, it can sometimes occur in adults. Symptoms of hand, foot, and mouth disease include fever, blister-like sores in the mouth and a skin rash. A child with this disease may not return to school until all the fluid in the blisters has dried.

Ringworm The signs of ringworm are scaly patches on the head or body. They are sometimes itchy. The child can return to school if the site is covered and being treated by a fungicide prescribed by their physician.

Scabies The signs of scabies are a fine scab-like rash, which is very itchy especially at night. The child can return to school after they use the treatment prescribed by the physician.

MEDICATION REGULATIONS CATHOLIC SCHOOLS OFFICE DIOCESE OF ERIE

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a student and he/she would not be able to attend school if the medicine were not made available. All medications are dispensed by appropriate school personnel. Students are not to have medication with them during school hours, with the exception of physician approved inhalers or epipens, and with the appropriate forms filled out and on file in the school office.

In order for school employees to dispense prescription medication, a medication authorization form must be signed by both parent/guardian and physician.

All prescription medication must be brought to the school office in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. (Your pharmacy can give you a separate bottle for school, if you ask.)

Non-prescription medicine must be brought **in the original bottle/package, with only a limited supply** to be given in school, accompanied by a written note from the parent/guardian.

Students in PreK through Grade 4 will not permitted to take cough drops in school.

Each change in prescription medication (dosage, time or kind) throughout the year requires a new authorization form signed by both parent (guardian) and physician. Forms must be renewed annually.

Students will be responsible to report to the school office to receive their medication at the proper time.

IMPORTANT NOTICE ABOUT MEDICATIONS FOR FIELD TRIPS

If your child is going on a field trip, medicine should be administered before the trip, if possible. If it is necessary for him/her to take a daily medication, put the dose clearly marked in an envelope with the child's name, name of medication, and time to be given. Seal the envelope, and make sure the teacher receives it. Also, notify the school office or building nurse so they know not to administer the medication that day. Do not ask the school to take a dose from your child's supply to send on the trip. This constitutes "relabeling medication" and is actually against medical practice regulations. Of course, you may come in and request a return of medication from the school supply at any time. If there are any questions, please call the school office for assistance.

SAINT MICHAEL SCHOOL

AUTHORIZATION FOR PRESCRIPTION MEDICATION TO BE TAKEN DURING SCHOOL HOURS

The following section is to be completed by the parent:

I request that my child, _____ Grade _____ assisted in taking the medications described below at school by authorized persons. I understand that I am responsible for submitting the medication in a proper and timely manner, and that, if necessary, the school may request additional information from the physician regarding this medication. I agree to abide by the Medication Regulations that accompanied this form, and I understand that this form must be renewed annually and anytime there is a change in drug, time administered or dosage.

I agree to waive the School, their officers, representatives and employees from any and all liability, claims, demands, and causes of action arising out of or in any way connected with the giving of the prescribed medication or treatment. The undersigned parent or guardian hereby assumes all risk of injury or damage to the minor child receiving prescribed medication or treatment during school activities, and specifically waives any claim for acts of negligence by employees of the School.

Furthermore, as parent or guardian of the minor child to receive prescribed medication and/or treatment, the undersigned hereby expressly agrees to indemnify and forever hold harmless the Catholic Schools Office/Diocese of Erie, officers, and their employees against loss or any claims, demands, causes of action that might be brought by the minor incurred by the taking of the prescribed medication and/or treatment given by the School during regularly scheduled school hours or activities. As parent or guardian, I hereby waive all exemption rights under all state laws against any claims for reimbursements of indemnification.

Date Parent/Guardian Signature Daytime Phone

The following section is to be completed by the physician:

Diagnosis for which medication is given _____

Name of medication(s) _____

Dosage _____ Time to be given _____

Can this time be adjusted to accommodate class schedules? _____

If so, by how much ? _____

If medication is to be given "pm," describe indications and intervals _____

List significant side effects _____

Other information _____

From _____ to _____
(dates medication to be given) Physician Signature

Note: Any alterations to the printed portion of this form will render it null and void.

**SAINT MICHAEL SCHOOL
REPORT OF ABSENCE FORM
PLEASE RETURN WITHIN THREE DAYS OF ABSENCE**

STUDENT NAME _____ TODAY'S DATE _____

HOMEROOM TEACHER _____ ABSENCE DATES _____

Please check the reason for your child's absence:

- | | |
|--|---|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Death in immediate family |
| <input type="checkbox"/> Religious Holiday | <input type="checkbox"/> Family Vacation (Preapproval required) |
| <input type="checkbox"/> Quarantine | <input type="checkbox"/> Other _____ |
- (Please state reason absence)

Parent Signature _____

**SAINT MICHAEL SCHOOL
REPORT OF ABSENCE FORM
PLEASE RETURN WITHIN THREE DAYS OF ABSENCE**

STUDENT NAME _____ TODAY'S DATE _____

HOMEROOM TEACHER _____ ABSENCE DATES _____

Please check the reason for your child's absence:

- | | |
|--|---|
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| <input type="checkbox"/> Religious Holiday | <input type="checkbox"/> Family Vacation (Preapproval required) |
| <input type="checkbox"/> Quarantine | <input type="checkbox"/> Other _____ |
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Parent Signature _____

**SAINT MICHAEL SCHOOL
REPORT OF ABSENCE FORM
PLEASE RETURN WITHIN THREE DAYS OF ABSENCE**

STUDENT NAME _____ TODAY'S DATE _____

HOMEROOM TEACHER _____ ABSENCE DATES _____

Please check the reason for your child's absence:

- | | |
|--|---|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Death in immediate family |
| <input type="checkbox"/> Religious Holiday | <input type="checkbox"/> Family Vacation (Preapproval required) |
| <input type="checkbox"/> Quarantine | <input type="checkbox"/> Other _____ |
- (Please state reason absence)

Parent Signature _____

Students Advocating Faith Everyday

PROGRAM SCHEDULE

2:30 PM – 5:30 PM

☆ **Homework completion for each child**

☆ **Extra help from teachers**

☆ **Special prayer services**

☆ **Homemade, kid-made snacks**

☆ **Group games**

☆ **Hobby and trivia days**

❖ Calendars are sent home monthly for parents to list the days their child will need to use our S.A.F.E Program.

❖ Invoices for are sent home at the end of each month and payment is due to the school office by the 10th of the next month.

❖ *If payment is not received by the due date, families will not be able to use the S.A.F.E Program until payment is received.*

We are looking forward to an exciting year and are open to all suggestions and help!!



Saint Michael SAFE Program
Registration Form 2017-2018

For office use only: Fee Paid _____ Date _____ Cash _____ Check # _____

Name of Child _____

Grade Level _____

Home Phone Number _____

Mother's Work Number _____

Father's Work Number _____

Mother's Cell Phone Number _____

Father's Cell Phone Number _____

Days of the week my/our child will attend the SAFE Program:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Amount Enclosed: \$30.00 per child (*due with registration*)

Amount Enclosed: \$30.00 per child (*due with registration*)

**Daily fee is \$7.00 for the 1st child and \$6.00 for each additional child.
(If your child is picked up before 4:00 PM, daily fee is \$4.00/child.)
Our S.A.F.E. program ends at 5:30 PM.**

**Parents who do not pick their child up by 5:30 PM
will be billed an extra \$5.00 for every 15 minutes late for that day.**

Calendars are sent home monthly to be filled out and returned listing the days your child will need to stay after school in our program. Parents are sent an invoice for the days their child stayed at S.A.F.E. at the end of each month. Payment is due by the 10th of the next month. If payment is not received by the due date, families will not be able to use the S.A.F.E Program until payment is received.

Saint Michael School
S.A.F.E. Information Sheet

Name of Child _____ Grade _____

Name of Parents _____ Home Phone _____

Mother Work Phone _____ Father Work Phone _____

Mother Cell Phone _____ Father Cell Phone _____

1. Who will be the person(s) permitted to pick up the child from SAFE? _____

2. Does the child have any allergies/health needs that the teacher needs to be aware of? _____

If yes, please list. _____

3. In case of emergency and the parents cannot be reached, whom should we contact? _____

4. Is your child on any medication? _____ If so, what? _____

5. Is there anything special that your child enjoys doing? _____

6. Other pertinent information: _____

Signature of parent/guardian

Date

SAINT MICHAEL SCHOOL
80 NORTH HIGH STREET
GREENVILLE, PENNSYLVANIA 16125

EDUCATIONAL TRAVEL FORM

State attendance regulations regarding legal absences from school were revised in 1973. The policy, section 11.26 is as follows:

"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."

As stated in our school handbook, parents may wish to take their child out of school because of family vacation plans. To do this, a written request must be submitted to the principal for approval. Parents will be advised of the child's progress in school and the effect such an absence will have on the student's work. The final decision is the responsibility of the parents. This type of request must be limited to two such absences per year, with a cumulative maximum of 5 school days. Absences beyond 5 days will be marked unexcused. This would include family day trips and extended trips.

It is to be understood by each student and parent that class work missed during the period of absence will be made up when the student returns.

NAME OF PUPIL _____ GRADE _____

HOMEROOM TEACHER _____

DATES OF PROPOSED ABSENCE _____

REASON FOR ABSENCE _____

PROPOSED ITINERARY _____

PARENT'S SIGNATURE _____ DATE _____

APPROVED _____ DENIED _____ Reason: _____

PRINCIPAL'S SIGNATURE _____ DATE _____

**Documentation Needed for Diocesan
Child Protection Compliance for Volunteers**

<p align="center">Volunteers Having Regular Contact with Children</p>	<ul style="list-style-type: none"> * Diocesan Statement of Intent for Compliance * Diocesan Application for Adults Working with Children * PA State Police Criminal Record Check (<i>every five years</i>) * PA Dept. of Public Welfare Child Abuse History Certification (<i>every five years</i>) * Federal Fingerprint Criminal Record Check (If not a Pennsylvania resident for the previous continuous ten years) * Diocesan Mandated Reporter Compliance Document (<i>once a year</i>) * Diocesan <i>Creating a Safe Environment</i> online inservice (<i>every five years</i>) * School Volunteers ONLY (State) Mandated Reporter Training (<i>every five years</i>) * St. Michael School Confidentiality Agreement (<i>once a year</i>)
<p align="center">Volunteer Coaches</p>	<ul style="list-style-type: none"> * <u>All of the above in <i>Volunteers Having Regular Contact with Children</i></u> <li align="center">plus: ➤ SMS Coaching Application ➤ On-line Sudden Cardiac Arrest Training (<i>every year</i>)
<p align="center">Volunteer Drivers</p>	<ul style="list-style-type: none"> * PA State Police Criminal Record Check (<i>every five years</i>) * PA Dept. of Public Welfare Child Abuse History Certification (<i>every five years</i>) * Must be 21 years of age must fill out and sign Volunteer Driver Information Sheet * St. Michael School Confidentiality Agreement
<p align="center">Volunteers Having Occasional Contact with Children</p>	<ul style="list-style-type: none"> * PA State Police Criminal Record Check (<i>every five years</i>) * PA Dept. of Public Welfare Child Abuse History Certification (<i>every five years</i>) * Federal Fingerprint Criminal Record Check (If not a Pennsylvania resident for the previous continuous ten years) * Be listed on the <i>Occasional Volunteers List</i> form * Occasional Volunteer Conduct Form * Diocesan Mandated Reporter Compliance Document * St. Michael School Confidentiality Agreement
<p align="center">Youth Volunteers (under the age of 18)</p>	<ul style="list-style-type: none"> * Be known to the leader * Are never to work unsupervised with children/youth

Website for PA State Police Criminal Record Check: <https://epatch.state.pa.us/>

Website for PA Dept. of Public Welfare Child Abuse History Certification: <https://www.compass.state.pa.us/CWIS>

Website for Cardiac Arrest Training: <http://www.sportsafetyinternational.org/content/cardiacwise-pats>

Website for Concussion in Sports Class: <http://www.nfhslern.com/electiveDetail.aspx?courseID=38000>

Website for Mandated Reporter Training: <http://reportabusepa.pitt.edu/>

Website for Diocesan “Creating a Safe Environment” Inservice: <http://www.eriercd.org/protectyouth.htm>

Please click on the box on the right side of the webpage labeled “**Adult Online Inservice**” to access the directions and the link. This inservice will take about an hour. No password is needed

SAINT MICHAEL SCHOOL CALENDAR 2017-2018

JULY	AUGUST	SEPTEMBER	
S M T W T F S	S M T W T F S	S M T W T F S	
1	1 2 3 4 5	1 2	
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 ☺ 5 6 7 8 9	
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	
30 31			
OCTOBER	NOVEMBER	DECEMBER	
S M T W T F S	S M T W T F S	S M T W T F S	
1 2 3 4 5 6 7	1 2 3 4	1 2	
8 ☺ 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	
22 23 24 25 26 27 28	19 20 21 22 ☺ 23 ☺ 25	17 18 19 20 21 22 23	
29 30 31	26 ☺ 28 29 30	24 ☺ 25 ☺ 26 ☺ 27 ☺ 28 ☺ 30	
		31	
JANUARY	FEBRUARY	MARCH	
S M T W T F S	S M T W T F S	S M T W T F S	
☺ 2 ☺ 3 4 5 6	1 2 3	1 2 3	
7 8 9 10 11 12 13	4 5 6 7 8 9 10	4 5 6 7 8 9 10	
14 ☺ 16 17 18 19 20	11 12 13 14 15 16 17	11 12 13 14 15 16 17	
21 22 23 24 25 26 27	18 ☺ 20 21 22 23 24	18 19 20 21 22 23 24	
28 29 30 31	25 26 27 28	25 26 27 28 ☺ 29 ☺ 31	
APRIL	MAY	JUNE	
S M T W T F S	S M T W T F S	S M T W T F S	
1 ☺ 2 3 4 5 ☺ 7	1 2 3 4 5	1 2	
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	
22 23 24 25 26 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	
29 30	27 ☺ 29 30 31	24 25 26 27 28 29 30	

LEGEND	
	First/Last Day
	Vacation Day
	Act 80 Day (No School)
	In-Service Day
	Early Dismissal Day
	9 Week Interim
	End of 9 Weeks

August 21-22-23	Teacher In-Service Days
August 24	ACT 80 Day - Teacher In-Service
August 28	First Day of School
September 4	Labor Day - No School
October	Terra Nova Testing
October 9	Columbus Day - No School
November 9	Parent-Teacher Conferences
November 10	ACT 80 Day - Conferences /Middle States
November 23-27	Thanksgiving Vacation
Dec. 25 - Jan. 2	Christmas Vacation
January 15	Martin Luther King, Jr. Day - No School
Jan. 28 - Feb. 3	Catholic Schools Week
February 19	Presidents' Day - No School
Mar 29 - Apr. 6	Easter Vacation/Spring Break
April 3	ACT 80 Days - No School
April 4-5	Teacher In-Service - No School
April 27	ACT 80 Day - Teacher CIA Day in Erie
May 28	Memorial Day - No School
May 31	Eighth Grade Graduation
June 1	Last Day of School - NOON DISMISSAL

K - 8 GRADING PERIODS	
Oct. 30	End of 1st 9 weeks
Jan. 16	End of 2nd 9 weeks
Mar. 21	End of 3rd 9 weeks
June 1	End of 4th 9 weeks

SNOW MAKE-UP DAYS	
Make-up Day #1	02/19/2018
Make-up Day #2	03/29/2018
Make-up Day #3	04/06/2018
Make-up Day #4	06/04/2018

NOON DISMISSAL -	
11/09/2017	12/22/2017
11/22/2017	06/01/2018
Faculty meeting - Middle States following Noon Dismissals	

Starting Time 8:00 AM	
Dismissal	2:25 PM
(Bus Students)	
All Others	2:30 PM

Month	Date	To Date
August	5	5
September	20	25
October	21	46
November	19	65
December	16	81
January	20	101
February	19	120
March	20	140
April	17	157
May	22	179
June	1	180