



St. Michael School

**Parish – Based School System
Elementary School Handbook
2018-2019**

St. Michael School
80 N. High Street
Greenville, Pa, 16125
724.588.7050

Lateran Hall Doors Open	7:30 AM
School Doors Open	7:50 AM
Morning Bell	8:00 AM
Bus Dismissal	2:25 PM
Walker Dismissal	2:30 PM

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SPIRITUAL DEVELOPMENT

St. Michael School strives to develop each student academically, socially, physically, mentally and spiritually. Spiritual development of our students is a very important part of our Catholic Identity. The following are an integral part of preparing our students to be strong and faithful Christians:

Daily Religious Instruction
Weekly Mass celebrations
Reconciliation (2 times a year)
Retreats
Service Projects
Prayer Services
Adoration
The Rosary
Stations of the Cross
Seasonal Church Celebrations

Religion: SMS provides regular instruction in the Catholic faith and students attend Mass weekly. Students who are not Catholic are expected to receive religious instruction and attend Mass with their classmates.

As part of daily school life, both within and outside religion class, emphasis is placed on encouraging students to develop a sense of caring and respect for others, and developing social responsibility.

Service: Each class will initiate a service project in which the school will participate. Focus will be on service to the school and to the community. ***Middle School students will be required to take part in the Middle School Musical in the spring of each year as part of their service to the community.***

ACADEMIC POLICIES

Course of Studies: Core curriculum courses are offered in the following subjects: English/Language Arts, Mathematics, Social Studies, Science, Religion, Technology, Physical Education, Art, Library/Media and General Music.

SMS uses the Diocese of Erie curriculum standards and approved textbooks. The Erie Diocese curriculum can be accessed at www.eriecd.org under the Catholic Schools Parent link.

Library: The library has a collection of fiction, non-fiction, reference and easy-reading/picture books available for students use. The school library is open to St. Michael students, faculty and staff for reference materials and book exchange.

Books are circulated on a week-to-week basis, with the option of renewal. Fines for overdue library books are 5¢ per day for grades K-3, and 10¢ per day for grades 4-8, excluding weekends, holidays and excused absences. Students should return overdue books the day they return from an absence. *There will be a charge for lost books.*

Homework: Homework provides an important extension of classroom instruction, reinforcing skills and knowledge learned in class. Homework is usually assigned nightly. Research has shown that children who complete their homework on a regular basis perform better in school.

St. Michael School wants each child to reach his/her optimal academic potential. Parents are the most influential people in their children's lives and can make a positive impact on their child's learning. Here are a few guidelines on how parents can support academics:

- * Establish homework as a top priority for their children
- * Make sure children do homework in a quiet environment
- * Establish a daily homework time
- * Provide supportive feedback when homework is completed

Missing Assignments: All assignments are due to the teacher by the designated date. Assignments that are not handed in on time are considered incomplete until they are submitted to the teacher. Students with a missing assignment(s) will complete the work for full credit by working before school, during the day and after school until the work has been completed. ***Any assignment not completed within three school days of the due date will receive a zero unless arrangements have been made with the teacher for an extension.***

Our goal is to teach each child to be responsible for his/her own choices. Their development in this area will enhance their potential for success.

Missing Assignments Due to Legal Absence: For every day the student is absent, that is the number of days that they have to make-up the missed work. For example, if the student misses one day, the work should be made up upon their return. If the student misses two days, upon returning to school, the student has until the next day to make-up the work. It is the student's responsibility to ask the teacher when a missed test may be made up. This can include time during the school day or before/after school. The teacher will make arrangements with the student/parent to schedule a time.

Cheating/Plagiarism: Cheating/plagiarism is defined as copying and/or taking someone else's work and passing it off as their own. Enabling or helping others to cheat is also cheating. Plagiarism can be done by obtaining and copying other people's work or using technology.

Parents will be notified if their child has been involved in any type of cheating/plagiarism. A student found guilty of cheating/plagiarism can expect consequences which may include: detention, being assigned an alternate assignment, suspension or expulsion. This will be decided on a case by case basis by the teacher/school administration.

Grading Policy: St. Michael School is committed to academic excellence. All students are encouraged to reach their full potential through an academic program which consists of high standards. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies.

The goal of academic excellence can only be reached when parental involvement occurs and open communication among parents, guardians, teachers, students, and administrators is practiced. Parents are encouraged to follow their student's progress online.

Grading Scale: The scale for grades is as follows:

A = 93 – 100 [Excellent]
B = 85 – 92 [Very Good]
C = 76 – 84 [Average]
D = 68 – 75 [Below Average]
F = 67 and below [Failure]
I= Incomplete*

*Due to certain circumstances, the teacher, in conjunction with the administration, may issue an incomplete on the report card. These situations will be handled on an individual basis.

Honor Roll – First Honors: All A's.

Honor Roll – Second Honors: All A's and B's.

Failure: A student may be retained if a child is failing one or more class. Retention decisions will be made on an individual basis by the teachers, principal and parent/guardian.

Report Cards: Report cards will be sent home quarterly. Parents are reminded through TeacherEase email the day the report cards are sent home.

Student Records: Parents and students over the age of 18 have the right to inspect their records upon written request. The federal mandate Family Educational Rights and Privacy Act (FERPA) requires that parents/guardians be informed of this mandate every school year. Notification is issued at the beginning of every school year. Records may be reviewed by making an appointment with the principal.

Classroom Assessments: Assessments include projects, portfolios, curriculum based tests, journals, oral presentations, PowerPoint projects, written essays and more.

Standardized Assessments: The primary purpose of diocesan testing is to improve student learning by driving instruction.

Standardized testing includes: Terra Nova III Achievement Test – given in grades two through eight as a measure of academic achievement and ability.

In View – a cognitive abilities test administered to students in third grade and sixth grade.

Terra Nova and In View are administered during the first week of October of the school year. Results are used to address educational needs of individual students by making adjustments in curriculum and instruction as needed.

Dibels Reading and Math: will be used in grades K – 6 for benchmark assessment and progress monitoring.

Special Services available: Title I math and language arts remediation, and Act 89 mathematics, reading, and speech and language therapy.

New students to a school are screened their first year for services. If a student qualifies for any of the above services, a permission slip will be issued prior to any service being rendered throughout the school year. As part of these services, students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of SMS, and the results will be shared with the parent/guardian accordingly.

St. Michael School does not provide special education services. This includes Individual Education Plans (IEP) and Section 504. However, the Midwestern Intermediate Unit IV can provide screening services to test a child to see if they may qualify for extra services beyond Title I and Act 89 as necessary.

Special Education Identification is only permitted to occur under the direction of a public school district in the State of Pennsylvania. St. Michael School can assist in scheduling testing with a family's school district of residence, but cannot identify any special education label or service independently of the local school district of residence.

Counseling: A certified guidance counselor is available once a week through Midwestern Intermediate Unit IV. The counselor works with small groups and individuals, as well as, classroom programs.

Educational/Enriching Opportunities: These include, but are not restricted to: Geometry (Grade 8 pending passing score on PA Keystone Algebra Exam in grade 7), Pennsylvania Junior Academy of Science (Grades 7-8), National History Day (Grades (6-8), English Festival (Grades 7-8), Academic Games Leagues of America (pending game Grades 4 – 8), Challenge 24 (Grades 4 – 8), and more.

TECHNOLOGY

Personal Laptops, Tablets and iPads: Personal laptops and iPads are not allowed. The school will provide the needed technology that each student needs to complete his/her work.

Technology Fee: Student in grades 4 – 8 will be assigned a Chromebook or Microsoft Surface Pro for in-school use. A \$50 technology fee will be assessed to each student.

Cell Phones/Personal Devices: Cell phones and other electronics are not to be used during school. Cellular phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours **(8:00 AM – 2:25 PM)** and must remain in book bags during school hours. ~~*This time includes waiting in the gym before school for homeroom and waiting for pickup after school.*~~ **Cell phones and similar electronic devices that are discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated.** Devices confiscated will be held until the parent can pick up the device at dismissal. If there is a second offense, the child will be prohibited from bringing in the cell phone at all. The school is not responsible for any lost, stolen, or broken cell phones.

Acceptable Use of Technology: The use of the school technology resources is a privilege. The privilege of using the technology resources provided by St. Michael School is not transferable or extendible by students to other individuals or groups outside the school, and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Unacceptable Use of Technology: The following is a non-exhaustive list of strictly prohibited student activities.

1. Illegal installation, appropriation, or transmission of copyrighted materials
2. Any action that violates existing St. Michael School policies or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive or embarrassing, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning.
4. Using the iPad/computer camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, pornographic, obscene, sexually explicit or damaging to another person.
5. Use of chat rooms, sites, or other means that sell/copy/distribute term papers, book reports and other forms of student work.
6. Taking pictures of other students' work without specific permission granted by the teacher.
7. Use of bit torrents or illegal file sharing sites.
8. Any form of jail breaking, rooting or in any other way tampering with the iPad's iOS/computer's operating system.
9. Changing iPad/computer settings (exceptions include personal settings such as font size, brightness, etc. in which teacher permission has been specifically granted)
10. Spamming, sending mass or inappropriate emails.
11. Gaining access to other students' accounts, files, and/or data.
12. Use of the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity.
13. Use of any form of anonymous and/or false communications.
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
15. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
16. Bypassing the school's web filter through a proxy server or any other means.
17. Using another student's or teacher's Chromebook, Microsoft Surface Pro, or iPad.
18. The iPad/computer may not be used to take pictures, videos or record sounds of other students, guests or school personnel without their express consent.
19. A student cannot take a picture, video or record sounds of another child without the permission of the parent if the child is under the age of 13.

Legal Propriety/Copyright: All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the St. Michael School handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

Policy Violations and Disciplinary Consequences: Disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved. The school principal will be the sole arbiter of interpretation, violation and penalization of every aspect of this policy.

Social Media: Parents/guardians, relatives, etc., should be made aware of best practices regarding pictures they take on field trips, at class parties, plays, activities, etc. Parents should refrain from posting pictures on personal and social media websites that include children other than their own. Discretion should be used to honor the wishes of parents who do not want their children's pictures available on the internet.

The following are prohibited on any personal websites, blogs or social networking sites:

- Pictures, photos or drawings of the school's name or logo, including clothing.
- Pictures, photos, drawings, references to or names of school employees or students.
- Threats or disparaging remarks about the school, its employees or its students.
- Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

The consequences for the above will be handled on an individual basis.

PARENT TEACHER COMMUNICATION

TEACHEREASE (Common Goal Systems, Inc.): SMS employs TeacherEase Software for data management. Parents receive a login to access the system, which allows them admission to their child's data and information such as grades, schedules and homework. Parents also receive alerts and announcements through the TeacherEase system. The portal directory provides access for parents to send email to any staff member.

Blackboard Connect Parent Information System: SMS employs Blackboard Connect as a phone and email alert system.

Email Guidelines: Students do not have school email addresses per Erie Diocesan policy. Email addresses are assigned as logins in grades 4 - 8 for Office 365 and GSUITE for Education and are not used for communication. Students will have Office 365 accounts and GSUITE for Education accounts that allow them access to the online resources of Word, Excel, power point, One Drive, Docs, Sheets, Slides, and Drive. These cloud drives will permit students to share and store documents with other students and with teachers.

Teacher Communication: Teachers and students are not to directly text or email without the written consent of the parent/guardian.

ST. MICHAEL SCHOOL DRESS CODE

Girls' Uniform (Grades K – 8):

- St. Michael traditional plaid uniform jumper (grades K – 4)
- Navy blue or Khaki jumper (grades K – 4)

Grade 4 is a transitional year in which girls may wear jumpers, skorts, or skirts

- St. Michael traditional plaid uniform skort (grades 4 – 8)
- St. Michael traditional plaid uniform skirt (grades 4 – 8)
- Navy blue or Khaki loose fitted walking shorts no shorter than 2" above knee worn with belt (August – October and April – June)

Note: 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.)

- Navy blue or Khaki dress slacks fitted loosely
- If pants are worn, must wear a solid color brown or black belt (**required grades 3 - 8**)
- Dark green, white or navy polo shirt – Long or short sleeved
- Dark green, white or navy turtleneck
- Dark green, white or navy sweater – Cardigan, V-neck or crew
- Dark green or navy St. Michael fleece jacket
- Sneakers or closed toe dress shoes with a back (black, brown, navy blue) with heel no higher than 1 inch
- Solid color socks -dark green, white, or navy – socks or knee highs that are visible above shoe and cover ankle.
- Solid color white, navy or dark green tights (not leggings)
- Solid color leggings with socks (white, navy or dark green) may be worn under uniform jumper during the months of November – March.

Boys' Uniform (Grades K – 8):

- Navy blue or Khaki dress slacks fitted loosely
- Dark green, white or navy polo shirt – Long or short sleeved
- Navy blue or Khaki loose fitted walking shorts no shorter than 2" above knee worn with belt (August – October and April – June)

Note: 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.)

- Dark green, white or navy turtleneck
- Dark green, or navy sweater – Cardigan, V-neck or crew
- Dark green or navy St. Michael fleece jacket
- Solid color brown or black belt (**required grades 3 - 8**)
- Sneakers or dress shoes (black, brown, or navy).
- Solid color socks - dark green, white, navy, white or black – socks that are visible above shoe and cover ankle.

Students Grades 3-8: Shirts are to be tucked in at all times unless a banded shirt is worn.

Physical Education Uniform (Grades 4 – 8): Students are expected to wear an appropriate t-shirt (long or short sleeve), gym shorts of appropriate length in dark green, navy or black, and clean sneakers. All t-shirts must cover the entire torso so that no skin is showing between the shirt and the shorts. *Shorts are to be no more than 2" above the knee.* On Dress Down Days, students are permitted to wear their jeans during physical education class. No deodorant aerosol or squirt bottles of spray are allowed.

Hair - Boys: Male students are expected to have neatly trimmed hair that does not exceed the shirt collar and that does not impair one's vision. It is also expected that one's hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted.

Hair - Girls: Female students are expected to have neatly styled hair that does not impair one's vision. It is also expected that one's hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted.

Make-up and Nail Polish: Female students in grades 6-8 are permitted to wear minimal and tasteful make-up. Students wearing an abundance of make-up or make-up that is very dark will be required to remove it. Female students are also permitted to wear lightly colored nail polish. Students wearing dark or very bright colored nail polish will be required to remove it.

Jewelry - Boys: The following accessories are acceptable: Wrist watch, one ring, and a thin gold or silver chain. Male students are not permitted to wear earrings of any kind.

Jewelry - Girls: The following accessories are acceptable: Wrist watch, one ring, a thin gold or silver chain, and stud-style earrings (1 piercing per ear). Girls are not permitted to wear hoop or dangling earrings.

All Students: Students are not permitted to wear facial jewelry of any kind including nose, lip or eye brow piercing.

JEANS DAYS: Students and teachers pay 50¢ for the privilege of wearing jeans. Proceeds are donated to various service projects such as: our adopted Mission family, The Good Shepherd Center, Prince of Peace, Strayhaven, and other worthy causes.

1. Jeans of any color with uniform shirt or any shirt/sweatshirt with the St. Michael School logo. (No hoodies are permitted.)
2. Belt is to be worn and shirts must be tucked in.
3. Ripped/torn jeans and bib-overalls may not be worn.
4. Jean shorts **or capris** may not be worn.

DRESS-DOWN DAYS: The following are permissible on dress-down days: jeans, khakis, cargo pants, cords, athletic pants (no tear-aways), sweatshirts (no hoodies), shorts and skirts must be no more than 2 inches above the knee. Athletic shorts may be worn (August – October and April – June), only if they are not see through. Leggings are permissible if worn with a top that is fingertip length or longer and covers the posterior.

The following are not permissible on dress-down days: backless shoes, tank tops, tear-away pant, jeans with holes, pants or shorts with writing on the backside, yoga pants, stretch/lycra pants or tight-fitting pants. All shirts must be long enough so that the midriff is not showing when you raise your hands. *Dress down day and jeans day are not to be confused.*

Dress-Down and Jeans Day clothing should be acceptable for a Catholic school student. Modesty and self-respect should be observed.

ATTENDANCE POLICY

Absenteeism & Tardiness: Regular attendance at school is important to student development, readiness to learn, and social and academic progress. St. Michael School is committed to providing a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation and the Office of Children and Youth. St. Michael School is responsible for monitoring and maintaining records of the attendance of students. Please ensure daily and timely attendance for your student(s).

Parents are responsible for calling the school when their child is going to be absent. Parents may leave a message to notify the school of the absence, between the hours of 7:30 am and 8:30 am. When calling, please give the child's name, homeroom teacher, reason for absence, and request for any homework you wish to be sent home if the child will be absent for more than one day. Specify the name and grade of the child who will be taking the homework assignments and books. Homework requests may be picked up in the school office between 2:45 pm and 3:30 pm.

Lawful excuses for an absence from school include the following: mental or physical illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travels of five days or less, and student-centered court hearings.

Students must present a written excuse within three days upon returning to school; otherwise, the absence will be considered unexcused. After an extended illness, a doctor's excuse must be provided. Written excuses for dental or doctor appointments must be presented to the homeroom teacher the day of the appointment. The parent or designee must pick the student up in the school office and sign him/her in and out of the building for security reasons. Students are responsible for making up any work missed.

Cumulative Lawful Absences: A maximum ten days of lawful absences, verified by written excuses are permitted during one school year. All absences past the ten allotted require a written excuse from a physician.

Unexcused Absences: Any absences for which the school has not received a written excuse from the parent/guardian is considered unexcused. If an excuse is not produced within three days of the absence, the absence becomes permanently unexcused. Students who do not receive advanced permission for educational travel will accumulate unexcused absences for the days missed.

Educational Travel: Students are permitted to utilize a maximum of five (5) excused school days for educational travel per year. All educational travel must be submitted to the school principal two weeks prior to the date of leave. Parents must complete the educational travel form provided by the school. If the educational travel experience is not approved by the school principal, the absences accrued will be marked as unexcused. Special circumstances will be reviewed by the principal on an individual basis. Students are required to make up all work missed while on leave for educational travel.

Tardiness: Students are considered tardy if they are not present by 8:00 AM. Parents are required to produce a valid excuse for tardiness. The following excuses are acceptable: mental or physical illness, family emergency, death of a family member, medical or dental appointments, or authorized school activities. Tardy minutes will be tracked by the school. When the total number of tardy minutes reaches a full school day, an additional absence will be

documented and counted as an absence in the student's attendance file. Students with frequent and persistent tardiness issues may receive relevant consequences accordingly. Tardiness due to bus delays is not counted against the student.

Participation in Extra-Curricular Activities: Students must attend a full day of school in order to attend any extra-curricular activities on that day. The only exceptions to this rule are as follows: excused absences due to a doctor or dental appointment and funerals. Students must be in school by 10:00 am to be considered present and must stay for the remainder of the school day in order to be eligible for extra-curricular activities.

Truancy: A student is considered truant when he/she is absent for six (6) or more days without a valid excuse. After the six (6) unexcused absences, the truancy office from the home district of the student will be notified. The truancy officer will issue fines through the courts if deemed necessary.

Inclement Weather: In case of inclement weather, St. Michael School will act independently regarding closing and delays. On days that school is on a two (2) hour delay, Early Arrival will be in operation at 9:30 am and S.A.F.E. will be available until 5:30 pm. In the event that school is dismissed early due to inclement weather, there will be no S.A.F.E.

Inclement weather that results in a school delayed starting time, early dismissal, or cancellation will be communicated via the Blackboard Connect and TeacherEase Communication System.

HEALTH AND WELLNESS

St. Michael School is committed to providing an environment that promotes student health – physically, mentally, academically, and spiritually. Proper nutrition and education, along with physical activity help students develop a healthy lifestyle and promote overall well-being. St. Michael School in conjunction with the Diocese of Erie maintains a Student Wellness Policy. This policy can be found at:

www.eriercd.org/pdf/schools/wellnessPolicy07.pdf

Health Services: A school nurse is provided by the Greenville School District. The school nurse is responsible for all student health records. These include, but are not limited to: immunization records, physical exams, and dental exams.

*Vision Screening	Grades K – 8 annually
*Hearing Screening	Grades K, 1, 2, 3, & 7 annually
*Height/Weight	Grades K – 8 annually
*Physical Exams	Grades K & 6 unless verification of a physical exam is provided by the family physician and is on file at the school
*Dental Exams	Grades K, 3, & 7 unless given by a private dentist and the form is on file at the school
*Scoliosis Screening	Grade 6 & 7 unless verification is on file from a family/private Physician

Immunizations: The Pennsylvania Department of Health requires the following immunizations as a condition of attendance for all children entering school (K – 12):

Diphtheria	4 doses
Tetanus	4 doses
Acellular Pertussis (DTaP or DTP or DT or Td)	4 doses
Polio	4 doses
Hepatitis B	3 doses (correctly spaced)
MMR (Measles, Mumps, Rubella)	2 doses
Varicella (Chicken Pox)	2 doses

Additional requirements for grades 7 – 12:

MCV (Meningococcal Conjugate Vaccine)	2 doses
Tdap (Tetanus, Diphtheria, Acellular Pertussis)	1 dose

Exceptions: **Medical** – a medical contraindication because of rare conditions.
Religious – this requires a written statement from the parents/guardians.
Philosophical/Strong Moral or Ethical Conviction – this requires a written statement from the parents/guardians

Communicable Diseases: The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If you suspect that your child has one of the following diseases/illnesses, please consult a physician before sending him/her to school. If your child has been diagnosed by a physician as having one of the following conditions, your child must be kept home for the required period of time. The school may require a doctor’s note/excuse before your child is permitted to return to school.

*MMR	Diagnosis and recommendation by physician
*Chicken Pox	Return 6 days after last crop vesicles
*Scarlet Fever	Return after 7 days of onset or 24 hours from the institution of antibiotics
*Pink Eye	Must be excluded from school until the eye is clear or has received a doctor’s clearance that it is no longer contagious that it is no longer contagious
*Impetigo	Diagnosis and treatment by a physician May return to school with doctor approval
*Tonsillitis	May return 24 hours from the start of antibiotics
*Strep Throat	May return 24 hours from the start of antibiotics
*Scabies	May return 24 hours after treatment

*Ringworm	May return to school with doctor approval
*Head Lice	All nits (eggs) must be removed for return to school. Shampooing with lice shampoo must be repeated after 8 – 10 days to be sure that all lice have been eliminated. Student must be checked and cleared by the school nurse/principal before returning.

Illness: If your child has a fever above 99 degrees, becomes sick and vomits, or has diarrhea, please keep them home. They should be free from fevers, vomiting, or diarrhea for 24 hours before returning to school. This is to ensure the health and well-being of our students and faculty/staff.

If your child becomes ill at school, he/she will be seen by the school nurse (if available) or the office staff (and/or principal). If your child has a fever above 99 degrees, becomes sick and vomits or has diarrhea, we will notify the parent(s) and the child will be sent home. If the parent(s) cannot be contacted, we will contact the person(s) listed on your Emergency Data Form.

Medical Emergencies: In the event of a medical emergency, 9-1-1 will be called if deemed necessary, and the parent(s) of the student will be contacted immediately.

Medications: Any medications (over-the-counter or prescription) cannot be dispensed by the school nurse or office personnel unless written permission has been received from the parent(s). If a child has need of an inhaler, epinephrine auto-injector, or seizure medication, the school must have on file the Diocesan Medical Permission form ***filled out by both the parents and the child's health care provider.***

Cough drops and over-the-counter cough medicine will not be dispensed by the school.

SAFETY

Visitor Procedures: Any person, parent or non-parent, must be buzzed into the school and go directly to the Office on the third floor. Every visitor must then sign in at the Office stating the purpose of his/her visit. He/she will then be given a Visitor Badge to wear while in the school building or on school property. Every visitor must remain in the office until school administration grants permission to enter any other part of the school building. Once his/her business is completed, he/she must return to the Office to sign out and return the badge.

Please call or email the teacher to set up an appointment. Parents are not permitted to enter the building and go to a classroom to see a teacher as it disrupts the educational process and compromises the safety of our students. No meetings can be guaranteed, unless they are scheduled and agreed upon prior to visitation.

Transportation: Parents are responsible to transport their child(ren) to and from school and school activities, unless they receive busing from their local school district. If a student needs to take a different form of transportation home, parental written or verbal notification must be received by the Office by 2:00pm.

Buses will be used to transport students on field trips. These will be arranged through the school office and will be noted on Field Trip Permission Forms. In the event that only a small group of students needs to be transported, parent drivers may be required to take children to and from the event.

Emergency Drills: The following drills are conducted throughout each school year:

- *Tornado Drills
- *Fire Drills
- *School Lock-Downs

These drills are to ensure the safety of our entire school family.

The school has locations inside and outside of the building to make sure that our students are safe from any inherent dangers. Critical Incident Plans are in place.

Severe Weather Closings: In the case of severe weather, when the school would need to be closed, an announcement would be made by via Blackboard Connect and TeacherEase (the Student Information System) email. It may also be posted on the local television networks.

Emergency and Crisis Procedures: A Critical Incident Plan (CIP) is a plan which covers a wide range of incidents, such as bomb threats, gas leaks, weapons, hazardous spills, hostage situations, etc. St. Michael School has a specific plan to follow in each case scenario. In the event of such an emergency or crisis, parents/guardians would be notified as to how to proceed in order to keep our students safe.

ARRIVAL AND DISMISSAL PROCEDURES

Student Arrival (K – 8): When students arrive for school between 7:30 am and 7:50 am, they should go into Lateran Hall. If arrival time is after 7:50 am, students should report to their homeroom.

Student Arrival (PreK): When students arrive for school between 7:30 am and 8 am, they should go directly to their classroom door. If arrival time is after 8:00 am, students should report to the school office.

Dismissal: All students are dismissed at the end of the day from the front school entrance.

Early Dismissal: When Early Dismissals take place based on the school calendar, students will be dismissed at noon. The school will inform parents/guardians at the beginning of the school year as to bus procedures for each public school district. If no bus is available, parents will be responsible for picking up their child(ren) on that day. There is no S.A,F.E. on early dismissal days.

Forgotten Items/Messages: In the event that your child forgot something needed for class, the item may be dropped off at the Office. *No parent is permitted to go directly to a classroom to deliver an item to a student.* If you should need to speak to your child directly, we will call them to

the Office for you. Any messages, either phone or written, will be delivered by the Office staff. The school building is open until 3:30 pm for items left after dismissal.

S.A.F.E.

Saint Michael School provides after school care, known as S.A.F.E. (Students Advocating Faith Everyday), for Saint Michael School students in preschool through eighth grade. Saint Michael School staff oversees S.A.F.E., providing a snack, opportunities for physical activity, games, and homework help. S.A.F.E. operates every school day, Monday through Friday from 2:30 PM to 5:30 PM. S.A.F.E. is cancelled when school is dismissed early due to inclement weather. 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 every 15 minutes late for that day.*

Registration for S.A.F.E. is done at the school office. 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 S.A.F.E. 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 on or before the 15th of the next month. Failure to make payment by due date will result in balance being placed on the next FACTS payment or child(ren) being removed from S.A.F.E. 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 S.A.F.E. program. No teacher/faculty member is in charge of watching a sibling(s) during an assigned student's after school activity.*

ATHLETICS

St. Michael School recognizes that athletics and other extracurricular activities enrich students' lives. With God and Christianity as a foundation, the SMS mission is to foster academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, students participating in inter-scholastic sports are expected to keep classwork as a first priority.

Eligibility for Athletics:

1. Students receiving a D or F in any class will be given a warning and re-evaluated weekly.
2. If the student is successful in raising the grade, he/she will be permitted to participate in the respective sport.

3. If after a week the student does not provide evidence of improvement, he/she is not permitted to participate in practices or games, including playoffs. This suspension is indefinite until evidence of growth has been provided.
4. It is the student's responsibility to provide evidence of improvement to the principal.
5. If a student is absent, he/she will not be permitted to participate in practice or a game on the same day he/she is absent. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, etc.

Sportsmanship: Participation in athletics is a privilege which carries with it responsibilities to the school, team, community, and to the students themselves. The obligation of good conduct, fair play, honest competition, and respect extends far beyond the actual contests and into everything from bus trips to practices. Proper sportsmanship is expected by all student athletes. If sportsmanship comes into question, consequences may be issued by school administration accordingly.

Sports Programs: These are examples of the sports programs that are offered at St. Michael School: Basketball – Cheerleading - Pep Squad – Swimming - Track & Field - Golf

STUDENT ORGANIZATIONS AND ACTIVITIES

Students are strongly encouraged to become involved in a variety of activities. Not only does involvement develop leadership skills, it also offers students the chance to develop a more positive attitude toward school.

Examples of Activities:

Science Competitions - Student Council - Math Competitions - Drama/Theater - Class Activities Band – Choir - Altar Servers - History Competitions – English Competitions – Academic Games

Eligibility: Students participating in extra-curricular activities are bound by the eligibility rules which apply to sports.

PARENT INVOLVEMENT

Volunteer Opportunities: St. Michael School enjoys significant volunteerism by parents and alumni. Parent/Grandparent volunteers may serve as “Room Parents.” Other volunteer activities may include, but are not limited to, coordinating class parties, assisting as field trip chaperones, helping in the classroom, and assisting with a variety of other activities and projects for the schools. All volunteers need to possess the appropriate paper work which can be obtained in the school office. Volunteers need all the following:

- *PA State Police Criminal Record check - <https://epatch.state.pa.us/>
- *Child Abuse History Certification - <https://www.compass.state.pa.us/cwis/public/home>
- *Mandated Reporter Training – www.reportabusepa.pitt.edu/
- *Federal Criminal History Record Information - <https://www.uenroll.identogo.com> DHS Volunteer Code 1KG6ZJ
(FBI check is needed only if the adult has not lived in PA for the past ten continuous years.)
- *Creating a Safe Environment Training - http://childprotection.eriecd.org/presentation_html5.html

- *Application for Adults Working with Children
- *Statement of Compliance Document
- *Mandated Reporter Compliance Document
- *Clearance from the Office for the Protection of Children and Youth (*effective 7-1-2018 for new volunteers*)
- *St. Michael School Volunteer Confidentiality Agreement

Coaches will need all of the above plus:

- *SMS Coaching Application
- *On-line Sudden Cardiac Arrest Training (*every year*)
<https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
- *On-line Sudden Concussion Training (*every year*)
<https://nfhslearn.com/courses/61064/concussion-in-sports>

Parent Teacher Organization (PTO): The Parent Teacher Organization supports the families, faculty and staff of St. Michael School through parent education and community-building activities. The PTO provides and sponsors events and opportunities that enhance the sense of community within the school family through Christian-based activity to support the goals and mission of the school.

STUDENT BEHAVIOR POLICY

St. Michael School focuses on Catholic Social Teaching and the academic success of every student. We seek to build within each child a love for God and His creations, a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

Philosophy: School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the St. Michael School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly with empathy towards others and their property. We remind students to reflect on the life of Jesus and how He teaches us to live our lives. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Standards of Behavior: All students will be expected to uphold certain standards of behavior as part of St. Michael School.

To show **respect, maintain safety,** and **focus on learning,** students will:

- 1. Follow directions the first time.**
- 2. Speak using polite language, volume, and tone.**
- 3. Keep hands, feet, and objects to themselves.**
- 4. Be where they are supposed to be.**
- 5. Take care of school property and personal belongings.**
- 6. Walk quietly in the hallways so they do not disturb other classes.**

Disciplinary Actions: While most students consistently observe these standards, and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing the behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline potential disciplinary actions and are not all inclusive or exhaustive.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions or expulsion will be considered when behavior is disruptive and detrimental to the operation of the school. Consequences will be at the discretion of the school administration.

DESCRIPTION OF EXPECTATIONS

1. Classroom Behavior: Students are expected to listen and follow all teacher directions and classroom rules.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

2. Behavior in Halls: Students are to walk quietly in an orderly fashion through the halls. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

3. Behavior in Restrooms: Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible Consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

4. Behavior in Lunchroom: The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. ***For health reasons, children are not allowed to share food of any kind with others.***

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; lunch detention, suspension, expulsion, etc.

5. Behavior on Playgrounds/Recess: The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

6. Behavior on Bus: The same standards of behavior that apply at school also pertain at the bus stop and/or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school detention, in-school suspension, and suspension, expulsion, etc.

7. Behavior During School Sponsored Activities/Field Trips: Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, expulsion, etc.

8. Behavior in Church: Students are expected to conduct themselves in a respectful and reverent manner during school Liturgies, prayer services, Reconciliation services and other programs that occur in church. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, expulsion, etc.

9. Excessive Tardiness, Truancy, Leaving School Without Permission: Students must be on time for school and in their classrooms by 8:00 am; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies in a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school detention, in-school suspension, referral to law enforcement, etc.

10. Dress Code: See Dress Code Policy on pages 10-11.

Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

11. Fighting/Physical Aggression: This includes but not limited to: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

12. Cheating or Plagiarism: See Plagiarism Policy on pages 5.

Inappropriate Use of the Computer Systems: See Technology Safe Usage Policy on pages 7-9.

13. Incendiary Devices: This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, referral to law enforcement, etc.

14. Bullying: Bullying exists *if all three parts* of the following exist:

1. Any intentional electronic, written, verbal or physical act or series of acts, which are severe, persistent or pervasive; 2. Are directed at another student or students or adults with the intent to hurt/harm; 3. AND there must be an imbalance of power between the two or more parties involved.

To constitute bullying, the acts must have the effect of:

- Substantially interfering with a student's education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

15. Physical Attack on Staff or Fellow Student: This includes any aggressive physical battery on a staff member or person. This includes, but not limited to, any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

16. Threats and/or Verbal Abuse: This includes, but is not limited to any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: The Diocesan Threat Assessment Policy procedure will be started, Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

17. Hazing – Anti-Hazing Policy: St. Michael School prohibits any form of hazing of or by employees, volunteers, or students.

Hazing is defined as: "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 a 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 from 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 this 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 such activity notwithstanding. (From Pennsylvania Act 2016-31).

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it immediately to the school administration. School Administration shall investigate the reported incident, and shall render disposition of the reported incident pursuant to this policy and/or any other relevant policy school administration deems appropriate.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

18. Teasing, Verbal or Non-Verbal: This includes but is not limited to name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's appearance or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased, a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

19. Malicious Pranks and Pseudo Threats: This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to the SMS threat assessment team or law enforcement, expulsion, etc.

20. Acts of Hate/Violence: This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

21. Inappropriate Language/Gestures: This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

22. Sexual Harassment: Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

23. Theft/Extortion: Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

24. Theft/Burglary: This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, full restitution, expulsion, etc.

25. Insubordination/Disrespect: This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, staff member, etc.). This includes, but is not limited to, not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school detention, in-school suspension, suspension, expulsion, etc.

26. Destruction of Property/Vandalism: This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement, expulsion, etc.

27. False Fire Alarm: False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, expulsion, etc.

28. Weapons: This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons), which could be used as a weapon. This is a very serious offense and is strictly prohibited.

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, referral to SMS threat assessment team and/or law enforcement, in-school detention, in-school suspension, suspension, expulsion, etc.

29. Possession of Communication and Other Electronic Devices: Cellular phones or personal devices are not allowed. Laser pointers and other disruptive devices will be confiscated

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

30. Possession or Use of Destructive or Harmful Substances: This is possession of matches, fire-crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, referral to the SMS threat assessment team, fire marshal or law enforcement, expulsion, etc.

31. Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials: This is possession of intoxicants, inhalants, smoking materials or controlled substances, which are prohibited.

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, expulsion, etc.