



ST. MICHAEL

1873

S C H O O L

Parent – Student Handbook
2016-2017

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I. Introduction

Mission Statement

St. Michael School, a ministry of the Catholic Churches of Stonington and North Stonington, is committed to engaging students in a program of Christian formation characterized by a challenging and enriching curriculum, in a nurturing environment.

Philosophy

The faculty of Saint Michael School is dedicated to preparing their students to become well educated young people of service who live out the gospel mandate to love God and to love others. The teaching staff believes that meeting the needs of the whole child - spiritual, intellectual, and physical - in a valued-centered environment, is the purpose of the school's existence. Programs are devised which foster the students' abilities to think critically, to make morally sound judgments, and to work cooperatively with others. The teachers and the administration of Saint Michael School endeavor to graduate young people who have the skills and the confidence to achieve to their academic potential in their further educational programs and who bear witness to the message of Jesus in their daily lives. The unique contribution of Saint Michael School to the whole community is its identity as a religious, value-oriented school, recognizing the human person as a God-related person, and by education, implementing the values that stem from this understanding.

Accreditation

St. Michael School is accredited by the New England Association of Schools and Colleges and the State of Connecticut.

Non-Discrimination Policy

It is the policy of St. Michael School to promote equal educational opportunity for all students and to prohibit discrimination because of race, color, national origin, and sex or physical disabilities. As a Catholic school, Catholic students are given preference in admission. Non-Catholic students are welcomed, as space is available. The School pledges to avoid discriminatory actions and, instead, seeks to foster equal human and educational relations.

II. Liturgy and Prayer

As a part of the formational experience of St. Michael School, the students participate in the rich and diverse tradition of the Church's liturgical prayer. Fridays at 9:15AM, students come to church for prayer. Mass, Sacrament of Penance, Rosary, Morning Prayer, Stations of the Cross are examples of the prayer that take place on these Fridays. Some of these are led by the students themselves. Parents, families, and friends are invited and encouraged to participate in the liturgies. The schedule for this school year is as follows.

Date	Time	Liturgy	Place
Wed. Aug. 31	10:15 am	Mass (Votive Mass of the Holy Spirit)	St. Mary
Fri. Sept. 9	8:15 am	Prayer (9/11 Memorial)	Shrine
Fri. Sept. 16	9:00 am	Confessions (Grades 6, 7, & 8)	School
Fri. Sept. 23	9:15 am	Morning Prayer and Benediction	St. Mary
Fri. Sept. 30	9:15 am	Mass (St. Jerome, priest and doctor)	St. Mary
Fri. Oct. 7	8:15 am	Rosary	Shrine
Fri. Oct. 14	9:15 am	Morning Prayer and Benediction	St. Mary
Fri. Oct. 21	9:00 am	Confessions (Grades 3, 4, & 5)	School
Fri. Oct. 28	9:15 am	Mass (Sts. Simon and Jude, apostles)	St. Mary
Tues. Nov. 1	11:00 am	Mass (All Saints)	St. Mary
Fri. Nov. 11	9:15 am	Prayer (Veterans' Memorial)	St. Mary
Fri. Nov. 18	9:15 am	Morning Prayer and Benediction	St. Mary
Fri. Dec. 2	9:00 am	Confession (Grades 6, 7, & 8)	School
Thurs. Dec. 8	11:00 am	Mass (Immaculate Conception)	St. Mary
Fri. Dec. 16	9:00 am	Confession (Grades 3, 4, 5)	School
Wed. Dec. 21	10:00 am	Lessons and Carols	St. Mary
Fri. Jan. 6	9:15 am	Mass (St. Andre Bessette, religious)	St. Mary

Date		Time	Liturgy	Place
Fri.	Jan. 13	8:15 am	Rosary	School
Fri.	Jan. 20	8:15 am	Confession (Grades 6, 7, & 8)	School
Fri.	Jan. 27	9:15 am	Morning Prayer and Benediction	St. Mary
Fri.	Feb. 3	9:15 am	Mass (St. Blasé, bishop and martyr)	St. Mary
Fri.	Feb. 10	8:15 am	Rosary	Shrine
Fri.	Feb. 17	9:00 am	Confession (Grades 3, 4, & 5)	School
Fri.	Feb. 24	9:15 am	Morning Prayer and Benediction	St. Mary
Wed.	Mar. 1	11:00 am	Mass (Ash Wednesday)	St. Mary
Fri.	Mar. 10	9:15 am	Stations of the Cross	St. Mary
Fri.	Mar. 17	9:15 am	Stations of the Cross	St. Mary
Fri.	Mar. 24	9:15 am	Stations of the Cross	St. Mary
Fri.	Mar. 31	9:00 am	Confessions (Grades 6, 7, 8)	School
Fri.	Apr. 7	8:15 am	Confession (Grades 3, 4, 5)	School
Fri.	Apr. 21	9:15 am	Mass (Friday of the Octave of Easter)	St. Mary
Fri.	Apr. 28	9:15 am	Morning Prayer and Benediction	St. Mary
Fri.	May 5	8:15 am	Rosary	Shrine
Fri.	May 12	8:15 am	Rosary	Shrine
Fri.	May 19	9:15 am	Morning Prayer and Benediction	St. Mary
Fri.	May 25	11:00 am	Mass (Ascension of the Lord)	St. Mary
Fri.	June 2	8:15 am	Rosary	Shrine
Fri.	June 9	8:15 am	Rosary	Shrine
Wed.	June 8	9:15am	Morning Prayer and Benediction	St. Mary

III. School Attendance

Attendance

Regular attendance is essential for satisfactory work. In order for a student to be eligible for promotion, it is required by Diocesan Policy that the student be in attendance no fewer than 160 days. Therefore, no student may accumulate more than (20) excused/unexcused absences for the entire school year. A student who leaves school before 4 hours of school are completed is considered absent for that day (4 hours are needed to constitute a legal school day). When a student is absent from school, it is the responsibility of the parent to contact the office by 10:00 AM each day of the absence. Extreme medical absences may be excluded from the 20 days at the discretion of the administration and consultation with the Diocesan superintendent, when necessary.

Frequent absence is extremely detrimental to the student's academic progress. Therefore, extended periods of absence for vacations should be avoided so as not to impede the student's academic program or place your child in violation of Diocesan Policy. Such absences must be approved by the Principal. Homework and/or class assignments that are due during these periods of absence will be made available upon the student's return to school. **No assignments will be given in anticipation of the vacation.** Please do not put the faculty in an embarrassing position by asking for work ahead of time.

It is the responsibility of the parents and students to complete all work missed during absences. Work must be completed within 5 school days upon return from an extended absence of 3 or more days. All appointments with doctors should be made outside of school time whenever possible. Emergencies should be the only exception. Notes from parents are required for all absences and tardies.

Students needing medical appointments during school hours require a written note by the parent and the parent must sign out their child upon leaving

Arrival

The first bell rings at 8:00AM. Students should form lines immediately and enter the building when their teacher instructs them to. ALL students are expected to be in the yard on time for the first bell. Students, other than Kindergarten and Grade 1, may not enter the building before 8:00AM unless the weather is inclement. Kindergarten and Grade 1 students are to enter the building using the door near the office as soon as they arrive.

A student will be considered tardy if he/she arrives to homeroom after 8:10AM and before 10:00AM. A student who accumulates three unexcused tardies in a semester will receive a detention. Each additional unexcused tardy will result in a detention. An excused tardy would be for a medical appointment or emergency and calls for a note of explanation the same day.

Students should not be in the schoolyard before 7:45AM (unless a bus arrives early). The school does not provide supervision in the schoolyard before 7:45AM and cannot assume responsibility for early arrivals. Students who arrive before 7:45 should go to the Before School Program in the Convent Building.

The information in the following table describes the procedures for student arrival.

Church Parking Lot	Parents who use the church parking lot as a drop off point are to make sure that their children go directly to the crosswalk at the corner of Robinson Street, cross with the crossing guard, and then proceed directly to the fenced in playground. Students are not to use the crosswalk directly in front of the church.
School Parking Lot	Parents who drop off students in the school parking lot are to enter the lot near the school and drive <i>slowly</i> to the second gate and stop. Students are to go directly to the fenced in playground area. There is no parking in the school lot during the morning. If a parent is planning to go into school in the morning, please use the church parking lot.
School Bus	Students who arrive by school bus are to go directly to the fenced in playground.

Dismissal

The normal time for dismissal from school is 2:05PM. Dismissal time for half-day sessions is 12:10PM. All students will be dismissed from school through the doors by the office in the following manner.

<p>School Bus</p>	<p>Students riding the Stonington School Buses are dismissed first. They are dismissed through the doors by the office and are to board the bus immediately. The playground entrance gate will be closed after the school buses depart.</p>
<p>After School Program</p>	<p>After school buses leave the parking lot, students staying in the After School Program are dismissed through the doors by the office. They are to go directly inside the convent and stay there until the entire school is dismissed and the parking lot is cleared.</p>
<p>Personal Transportation</p>	<p>All other students will be dismissed last. Parents may park in the playground area. Cars are to be lined up three deep facing away from the school building. PLEASE EXERCISE EXTREME CAUTION WHEN DRIVING IN THE SCHOOL YARD.</p> <p>All cars must be out of the playground area by 2:20PM at which time the gates will be closed. Those who wish to stay and use the playground equipment after school must park on Robinson Street or in the Church parking lot.</p> <p>The lined area nearest Robinson Street is reserved for faculty and staff. There is no visitor parking in that lot. Fire lanes along the side of the school are to be kept clear at all times.</p> <p>Students who are not picked up by 2:20PM (12:30PM on half-days) will be sent to the After School Program and parents will be charged for the time the student is there.</p>

Students who are to be dismissed in a manner, which is not his/her usual one, must present the teacher with a note signed by his/her parent.

A written request from parents is required for a student to leave school before the scheduled dismissal time. The request must state clearly the reason for the early dismissal and be approved by the Principal. Students may be released only to parents, or to someone authorized by the parents. Students must be signed out by the appropriate person in the log that is kept in the school office.

When a student is being dismissed early, parents are requested to wait in the office area for their child being dismissed. Do not go to your child's class unless directed by the secretary or a member of the administration.

Attendance and Participation in After School Activities

In order for a student to participate in ANY school sponsored after school program or event, the student must meet the following criteria, in addition to the academic requirements:

- Student must be in school the day of the event or program. If the program or event is on a weekend or vacation day, the student must be in attendance on the last official school day prior to the event or program.

- Students are not eligible if they are on suspension the day of an event or program, or they were on suspension on the last official school day prior to the event or program if the event or program falls on a weekend or school vacation.

Absence from School for Illnesses

For the protection and welfare of all children, parents are requested to keep children at home if they show any of the following symptoms: chills, coughing, earache, enlarged glands, fever, headache, nausea, pain, red or discharging eyes, running eyes, running nose, skin eruptions, sore throat or vomiting. Students should not return to school within 24 hours of a fever, vomiting or diarrhea.

Upon returning to school following an absence, each child will report to his/her classroom teacher with a **written explanation**.

If a child complains of illness and has a temperature of over 99.2°F, or shows evidence of other serious symptoms, he/she will be sent home. Parents will be notified by the school if a child becomes ill while at school. Parents are asked to provide transportation for the child from school to home. An emergency card must be completed annually and is kept on file in the school office.

Medical Excuses

Extended excuses from all normal children's activities will be granted only upon a written statement from the child's physician. The school nurse, or an administrator, may grant a one day excuse from physical education based upon a parent's written request for one. The school nurse should be notified if a child has a cast, surgery, or any new/special medical problems or concerns. This includes, but not limited to, pink eye or Fifth's disease, which are now reportable diseases. Students using crutches must have a note from their doctor and be trained in their use in the school by the school nurse.

In the case of communicable diseases, a child is to be excluded from school for not less than five days from the onset of the illness. A child may be readmitted **BY THE NURSE ONLY** after the required time if all the symptoms have disappeared. Chicken pox, impetigo, ringworm, scabies, pediculosis (head lice) and conjunctivitis (pinkeye) are examples of communicable diseases for which a child is to be excluded until healed or control measures instituted. **PLEASE BRING YOUR CHILD TO THE NURSE'S OFFICE BEFORE HE/SHE RETURNS TO THE CLASSROOM.**

Students with influenza-like illnesses **MUST REMAIN AT HOME** until at least 24 hours after they are fever free without the use of fever-reducing medications.

No School - Delayed Opening - Early Dismissal

Saint Michael School follows the Stonington Public Schools for No School, Delayed Opening, or Early Dismissal. Announcements are made via our Instant Alert system

(see below), on local radio stations and television stations listed here: WJAR CH. 10, WSFB CH.3, WBMW 106.5, WCTY 97.7 FM, WVIT CH. 30, WTNH CH. 8

Instant Alert

St. Michael School uses a notification system called “Instant Alert”. Parents are to register online with Instant Alert and indicate the manner in which they wish to receive emergency messages, e.g. home phone, cell phone, or e-mail. In this system a general announcement regarding unscheduled early dismissals and cancellations will be sent to each family via the communication form they choose.

2016-2017 Calendar

- 23 Diocesan PD
- 25 Diocesan Retreat Day
- 26 Teachers' Meeting
- 31 First Day of School

August '16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 4 Early Dismissal
- 5 Labor Day

- 7 Early Dismissal
- 10 Columbus Day

October '16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 4 Early Dismissal
- 10 Teachers' Institute
- 25 Early Dismissal
- 24-25 Thanksgiving Break

- 3-4 Early Dismissal
- 21 Early Dismissal
- 22-2 Christmas Break

December '16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 New Year's Day
- 2 No School
- 6 Early Dismissal
- 16 M.L. King Jr. Day

- 3 Early Dismissal
- 20 President's Day
- 21 Vacation Day

February '17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '17						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Early Dismissal
- 13 Staff Development

- 7 Early Dismissal
- 10-13 April Vacation
- 14 Good Friday
- 16 Easter Sunday

April '17						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 Early Dismissal
- 29 Memorial Day

- 2 Early Dismissal
- 7 Graduation
- 13 Kindergarten
Graduation
- 14 Last Day of School

June '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '17						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Fourth of July

IV. Safe Environment

St. Michael School seeks to provide a safe environment for our students. In order to accomplish the following policies have been established.

Volunteers

The *Charter for the Protection of Children and Young People*, promulgated by the United States Conference of Catholic Bishops mandated that each Diocese follow specific procedures for establishing and maintaining safe environments for children and young people. The following information is required of all volunteers who have regular contact with children. These forms are available in the school office.

- **Volunteer Application Form and Authorization for Release of Information**– All volunteers in the Diocese of Norwich must fill out a Volunteer Application Form. The Office of Safe Environments will use this information to conduct a background check through the State Police criminal records. The Authorization for Release of Information allows the Office of Safe Environments to conduct a background check through the Department of Children and Families.
- **Acknowledgment of Sexual Misconduct Policy** – Please read the revised *Sexual Misconduct Policy of the Diocese of Norwich* and return the acknowledgment form signed.
- **Acknowledgment of Covenant for All God’s Children** – Please read the *Pastoral Code of Conduct* and return the acknowledgment form signed.

Please return the Volunteer Application Form, Authorization for Release of Information, Acknowledgment of Sexual Abuse Policy, and Acknowledgement of Covenant for All God’s People to the school office.

Furthermore, volunteers are required to participate in an awareness session. This can be done by participating in an on-line course. **Anyone who wishes to volunteer in any capacity, including chaperoning field trips, must complete this course by September 30, 2016.**

These requirements and policies are necessary if we are to provide a safe environment for the children at St. Michael. The policies are mandated by the Diocese of Norwich and comply with the *Charter for the Protection of Children and Young People*. Each year every Diocese is audited by the National Review Board to ensure that every Catholic Church, School, and Institution complies with these national standards.

Visitors

All parents and visitors to the school are to report first to the school office, even after school hours. All visitors and parents must be signed in and wearing a visitor pass. Visitors and parents are to wait until the dismissal period is over before talking to a teacher. No one is allowed past the office without specific permission. Visitors and parents must sign and wear a VISITOR'S PASS. We ask for your complete cooperation on this for the safety of all of the children.

Parents, grandparents, or guardians who are volunteering for recess duty must also sign in and obtain a special pass. This pass is to be returned to the office at the end of the lunch period. Volunteers are requested not to enter the school building until 11:35AM.

Visitors are allowed to observe classes only with the expressed consent of the principal and with prior notification of the teacher. Consent will be given only when a visit will serve a valuable purpose and will not unduly disturb the class.

Fire Drills

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. In cases of a real emergency, the Principal and/or teachers may give additional instructions.

Insurance

All students are covered under a school wide health insurance. The fee for this insurance is included in the registration fees. It is a supplemental insurance to your own health insurance. That is, your insurance company covers costs first, and then the school insurance will provide the remainder of the coverage. If you do not have any health insurance, the insurance covers full benefits as outlined in the policy on file in the Parish Office.

Things Parents Can Do To Create Safe Environments

The Church teaches that parents have the most serious duty, and primary right, to do all in their power to assure the physical, social, cultural, moral and religious upbringing of their children. Parenting is a difficult and demanding task. It is a task that requires the support and assistance of the entire Christian community. Parents, children and Church ministers, must all work together to assure the safety and welfare of our most precious resource, our children.

Parents need to take an active, and even proactive, role in the educational and social activities of their children. As a parent, you can work with your child(ren) to assure their safety. Among other things, you need to:

- Know your child's teachers as well as those adults who have some supervisory role in relationship to your child(ren).
- Satisfy yourself that the adults having contact with your child(ren) have been carefully screened. If you have doubts about whether or not an employee or volunteer was properly screened, talk with the person in charge of the activity, or your pastor, and communicate your concerns. If your doubts concern a school employee, talk with your child's principal.
- *Visit the classrooms and places* where activities are held to assure yourself that these places are safe environments.
- *Become involved* in programs and activities at church and school.
- *Teach your child(ren)* that some areas of their bodies are private areas that should be touched only by very few trusted people such as a doctor or nurse. Private areas are those parts of our bodies covered by a swimsuit.
- Encourage your children to speak openly about their experiences and not keep secrets about their relationships with other people. Children need to be taught that they can and should discuss anything that happens to them that makes them feel uncomfortable, confused, or upset in any way. They need to know they can talk to a parent or another trusted adult about feelings such as these.
- Discourage your child(ren) from accepting inappropriate gifts.
- *Do not allow* your child(ren) to *travel unchaperoned or stay overnight* with adult non-family members as part of Church or school related activities *except with your explicit written permission.*
- Insist that your child(ren) not be allowed to travel without *explicit written permission*, given only after careful review of the travel arrangements.
- *Listen carefully and with a discerning ear* to what children are saying to one another about the adults around them.
- *Be aware* of the *Pastoral Code of Conduct* in effect for Church ministers *and promptly report* any violations of the same to the appropriate authorities.
- *Strive to live lives of truth, holiness, and virtue*, treating all human beings as human persons and not as objects for gratification, power, or advancement; and teach your children not to treat other people as objects for gratification, power, or advancement.

Things Children Can Do To Create Safe Environments

Laws and rules are at the service of a community as well as individuals. Given the unique needs of children and teenagers in relation to the rest of the Christian community, it is not surprising that in the Church we place the needs of our children and teenagers first. Our laws and rules are at the service of our children and teenagers.

Children can help maintain a safe environment by following certain rules. Children need to know that:

- We can and should discuss anything that happens to us that makes us feel uncomfortable, confused, or upset in any way. Usually we talk to one of our parents, but we can also talk to a teacher, a school nurse, or another adult we can trust.
- Some areas of our bodies are private areas. Private areas are those areas of our bodies covered by a swimsuit. These *private areas* should be touched only by very few people, such as a doctor. If we are touched in a way we do not want to be touched we tell our parents or an adult we trust. We need to remember that if an adult touches us in a place we do not want to be touched, that adult is wrong. It is never a child's fault when an adult does something wrong.
- We do not talk to or ride in cars with people we do not know. We do not accept gifts from adults we do not know.
- When we go on *field trips*, we stay close to each other and we do not wander away from our parents or teachers. We always remember to have *permission slips signed* by our parents or guardians that allow us to go on field trips. If there is no permission slip, then there is no field trip.
- If we see a friend doing something that could be bad for our friend, we *tell our friend to stop*. If he or she keeps doing it, we *tell our parents or another adult*. If a friend tells us that another person is making him or her feel uncomfortable, confused, or upset in any way, we tell this to an adult who can help, like our parents or a teacher.
- If someone around us makes us *uncomfortable or worried*, we should *tell* our parents or another adult we trust.
- *We do not wander off alone to lonely or secluded places*. We always *keep an adult we trust within sight*. Before we leave the area of the adult in charge, we must ask permission of the adult.
- *We treat other people the way we would want to be treated*. We do not treat other people as objects. We do not use other people to get what we want.

V. *Uniforms*

We strongly urge parental support every day for the correct wearing of full uniforms. Uniforms are worn from the first day of school to the last day. Students are expected to comply with the school uniform dress code in both action and intent. Students will wear all clothing in the proper manner and remain in their uniform while on school grounds. Students are expected to avoid deliberate attempts to achieve appearances which are conspicuous or attention getting.

On days when physical education classes are scheduled (Tuesdays and Thursdays), students are to wear the alternate school uniform.

All navy and plaid items of clothing should have the student's name on them. For emergencies or serious reasons, a parent may request a temporary exemption from dress code.

Uniforms are purchased from the Donnelly Uniform Company. Gently worn pieces of uniforms may be obtained from "Blanche & Anne's Closet" located in the School basement.

Relaxed dress code may be allowed for certain school functions, such as field trips, and will be subject to the discretion of the Principal.

Infractions against the school uniform policy will be handled as follows:

- First offense – verbal warning
- Second offense – written warning, with copy to the Principal
- Third offense and all subsequent offenses– detention

Please Note: Parents may be required to bring appropriate uniform to school for the student to change into.

The charts on the following pages outline the specifics of the school uniform.

The school administration reserves the right to make adjustments to the uniform policy as necessary. All interpretations of the policy will be subject to the discretion of school administration.

Girls		
	Regular	P.E. Days
Grades K-5	<ul style="list-style-type: none"> ▪ Uniform plaid jumper ▪ White blouse ▪ Navy blue socks (crew or knee only, no sport/ankle socks), navy blue tights or white “bobby” socks may be worn ▪ Navy blue cardigan or pullover sweater (optional) ▪ Navy, brown or black dress shoes (no clogs, no heels that exceed 1”) <p>OPTIONAL: MAY 1 – OCT. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy blue shorts with white blouse and uniform snap tie <p>OPTIONAL: NOV. 1 – APR. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy slacks with white blouse and uniform snap tie (vest recommended, but not required) 	<ul style="list-style-type: none"> ▪ Polo logo shirt ▪ White socks ▪ Navy nylon wind-pant or blue cotton twill pants (no snaps, stripes, or emblems) ▪ Sneakers ▪ Navy shorts may be worn May 1 –Oct. 30 ▪ SMS sweatshirts (optional)
Grades 6-8	<ul style="list-style-type: none"> ▪ Uniform skirt or skort (plaid or navy), khaki optional grade 8 ▪ White oxford blouse, banded polo style blouse, three quarter sleeve blouse ▪ Navy blue socks (crew or knee only, no sport/ankle socks), navy tights may be worn ▪ Navy blue cardigan or pullover sweater (optional) ▪ Navy, brown or black dress shoes (no clogs, no heels that exceed 1”) <p>OPTIONAL: MAY 1 – OCT. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy blue shorts <p>OPTIONAL: NOV. 1 – APR. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy slacks (vest recommended, but not required) 	<ul style="list-style-type: none"> ▪ Polo logo shirt ▪ White socks ▪ Navy nylon wind-pant or blue cotton twill pants (no snaps, stripes, or emblems) ▪ Sneakers ▪ Navy shorts may be worn May 1 – Oct 30 ▪ SMS sweatshirts (optional)
All Girls	<ul style="list-style-type: none"> ▪ Shirts and blouses are to be tucked in and not “bloused out” at the waist. ▪ Pants with belt loops require a black or brown belt be worn ▪ The hem of skirts and jumpers are not to be higher than 1” above the knee ▪ A proper foundation under white blouse is required ▪ No make-up, colored nail polish, tattoos or body painting, etc. is to be worn in school. ▪ Hair should be away from the eyes so as not to impair clear vision. Dying hair is not allowed. Bizarre or unusual hairstyles are not allowed. ▪ Post earrings only that do not dangle from the ear lobe are permitted ▪ A simple necklace that supports a crucifix or similar Catholic religious symbol is permitted. Choker necklaces are not permitted. ▪ Rings & bracelets shall be limited to one (1) 	

Boys		
Regular		P.E. Days
Grades K-2	<ul style="list-style-type: none"> ▪ Uniform navy blue pants with belt ▪ Polo logo shirt ▪ Navy blue socks (crew or knee only, no sport/ankle socks) ▪ Navy blue cardigan or pullover sweater (optional) ▪ Brown or black dress shoes <p>OPTIONAL: MAY 1 – OCT. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy blue shorts with belt. 	<ul style="list-style-type: none"> ▪ Polo Logo Shirt ▪ White Socks ▪ Navy nylon wind-pant or blue cotton pants (no snaps, stripes, or emblems) ▪ Sneakers ▪ Optional shorts May 1- Oct 30 ▪ SMS sweatshirts (optional)
Grades 3-5	<ul style="list-style-type: none"> ▪ Uniform navy blue pants with belt ▪ White oxford shirt ▪ Uniform plaid tie ▪ Navy blue socks (crew or knee only, no sport/ankle socks) ▪ Navy blue cardigan or pullover sweater (optional) ▪ Brown or black dress shoes <p>OPTIONAL: MAY 1 – OCT. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy blue shorts with belt. 	<ul style="list-style-type: none"> ▪ Polo Logo Shirt ▪ White Socks ▪ Navy nylon wind-pant or blue cotton pants (no snaps, stripes, or emblems) ▪ Sneakers ▪ Optional shorts May 1 – Oct 30 ▪ SMS sweatshirts (optional)
Grades 6-8	<ul style="list-style-type: none"> ▪ Uniform navy blue pants with belt, khaki optional grade 8 ▪ White oxford shirt ▪ Uniform navy blue tie or striped college style tie ▪ Navy blue socks (crew or knee only, no sport/ankle socks) ▪ Navy blue cardigan or pullover sweater (optional) ▪ Brown or black dress shoes <p>OPTIONAL: MAY 1 – OCT. 30</p> <ul style="list-style-type: none"> ▪ Uniform navy blue shorts with belt. 	<ul style="list-style-type: none"> ▪ Polo Logo Shirt ▪ White Socks ▪ Navy nylon wind-pant or blue cotton pants (no snaps, stripes, or emblems) ▪ Sneakers ▪ Optional shorts May 1 – Oct 30 ▪ SMS sweatshirts (optional)

All Boys	<ul style="list-style-type: none">▪ Shirts are to be buttoned at the collar, tucked in and not “bloused out” at the waist.▪ Undershirts are to be white with no writing or insignia on them▪ No tattoos or body painting, etc. is to be worn in school.▪ Hair should be away from the eyes so as not to impair clear vision and length is to be above the shirt collar. Mohawks, rat-tails or shaved heads are not allowed. Bizarre or unusual hairstyles are not allowed.▪ Catholic religious symbols may be worn as a pin or on a chain hung around the neck. No other jewelry is allowed for boys.
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VI. Academics

The Diocese of Norwich curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas. St. Michael School offers students a rigorous curriculum in the following subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of reconciliation and Eucharist, Catholic Family Life. Students participate in the church's liturgy each Friday morning.

Computer

Word processing, Database, Spread Sheets, Internet Safety, and Integration into the Curricular Subjects.

Fine Arts

Music, Art and Band

Handwriting

Students study handwriting in grades K – 5. Students in grades 3 – 8 are expected to submit all handwritten work in cursive.

Language Arts

Reading, Phonics, English, Spelling, Vocabulary, Writing, Library Skills and Appreciation of Literature.

Mathematics

Mathematic Skills, Pre-Algebra and Algebra 1

In order to allow teachers to meet the students' individual needs in mathematics instruction, students in grade 8 may be placed into differentiated math classes.

Grade 8

At the end of seventh grade, students will be eligible to take 8th grade Algebra if they have at least a C average and the recommendation of the teacher indicating the student has demonstrated a strong work ethic, consistently completed course work and displays the ability to master Algebra course material.

Students not eligible to take 8th grade Algebra will be placed in 8th grade Pre-Algebra to prepare them to take Algebra in ninth grade.

Physical Education

Physical fitness games and programs appropriate for each grade.

Science

Physical, Life and Earth Science, Laboratory Experiences, Science Fair, Science related field trips.

Homework

Homework should serve a positive purpose and be closely related with class work. It should be review, reinforcement, and enrichment of material already presented in class. Homework will be assigned daily.

Suggested total time for Homework assignments	
Grade 1	15 minutes
Grades 2 – 3	30 minutes
Grades 4 – 6	1 hour
Grades 7 – 8	1 ½ hours

However, since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. The above is a general guide. For questions or clarification, please contact the teacher.

Homework may be given on days before holidays, “no school” days, or weekends. The only assignments that can extend over a vacation period are those that by their nature are long and are assigned to include the week before and/or after a vacation. Teachers are to provide work for students who are absent due to illness. Students who are absent for other reasons will make up the work when they return to class.

Late Assignments

All assignments not due to an absence must be ready for presentation on time at the beginning of the class for which it was assigned. Assignments that are late, but not due to absences will be treated as follows:

1. Any late assignment, will be penalized one full grade for each day that it is late.

Assignments brought to school by a parent/guardian will be treated as a late assignment.

Make-Up Work Due to Absences

Students who are absent due to illness or other excused reasons will be given sufficient time for make-up of work missed upon the presentation of a valid excuse signed by a parent. One (1) or two (2) days absent will be made-up with in one day of return for each day absent. Three (3) or more days absent will be made-up with in five (5) school days of return.

Classroom Modifications

To meet the needs of students, it is sometimes necessary to make modifications to the educational setting. If the classroom teacher determines that a student is having difficulties the teacher will contact the parents to discuss possible modifications. These modifications can then be utilized to determine if a student may need to be referred for further educational evaluation.

In addition, teachers will make modifications to a student's program based on the written recommendation of a psychologist, medical doctor, registered medical facility, or registered therapist. Teachers will continue to offer extra, reasonable, tutorial help. They will also continue to sign assignment books where necessary to assist in the development of organizational skills of the student.

1. **EYE GLASSES:** Classroom modifications other than preferential seating will be made upon written recommendation of an educational optometrist or ophthalmologist.
2. **ADD/ADHD:** Once a student has been identified by a medical doctor, registered medical facility, or psychologist as having ADD or ADHD, modifications made on their written recommendations will be implemented by the classroom teacher(s).
3. **LEARNING CONCERNS:** (Disabilities, weakness, dyslexia, OCD, Tourettes, etc.) Once a student with a suspected learning concern has been tested and/or evaluated by a psychologist, medical doctor, or registered medical facility and the concern has been confirmed, the classroom teacher(s) will make modifications based on the written recommendations of the diagnosing party.
4. **EMOTIONAL/SOCIAL CONCERNS:** Based on the recommendations of a student's registered therapist, appropriate classroom modifications will be made until such time as the therapist communicates to the classroom teacher(s) that the modifications are no longer necessary.

Extra Help

Extra help instruction is available from Monday through Thursday. Each subject is offered as needed in the lower grades. In the Middle School grades, help is provided

by a different teacher each day and is available in all subjects. Homework Club (for grades 6, 7, 8) is available for students who need assistance with their assignments. Additionally, help is available from any teacher by request. Those staying in the building for academic help will adhere to the following rules:

1. Once a student leaves the school grounds, he/she will not be permitted back on the grounds.
2. When a student is staying for a teacher, individually, or for a particular program, the student will remain with the teacher until:
 - A parent or guardian picks the student up, or
 - The student is escorted to the After School Program where the fees for the program will be implemented.
3. Absolute silence. The only talking permitted will be between a student and the teacher for assistance.
4. All students will bring enough work for silent study during the entire duration of their stay.
5. Students will be kept in the room until the release time. At the release time, the entire group will be escorted to the door and the teacher will remain until all are picked up. If a student does not have a ride by 3:10PM, the student will be taken to the After School Program and their parent will be charged accordingly.
6. Any violation of the room rules will result in a detention being assigned for the next available school night.

Library/Media Center

Students are invited to use the books, magazines, and other materials located in the media center. Students are responsible for any material they sign out. Materials must be returned to the Librarian or the assistant at the circulation desk. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods will be donated to the Pawcatuck Neighborhood Center.) Students must pay for any materials they lose or damage. A student's transcript or report card may be withheld until a student's obligation is met.

Field Trips

Students on field trips shall be properly supervised. At least one member of the faculty and one other adult shall be present on each trip, and there shall be at least one adult for approximately every 10 students. If private vehicles are used to transport students, insurance coverage shall be investigated. Additionally, each vehicle shall have at least two adults traveling in it. All such trips must have the approval of the Principal.

Purely recreational trips shall be held outside of school time, with the exception of Grade 8 Activities and those sanctioned by the Pastor and/or Principal.

Written permission of the parents or guardian shall be obtained for each trip. The notification to parents and permission form shall contain the following information: description and objectives of trip, specific items to be brought, specific instructions to be given to the student, teacher and parent.

*** Please Note: If a student chooses not to participate in a curriculum based field trip for personal reasons, the student will remain at home on the day of the trip and will be marked absent for the day.**

Plagiarism/Cheating

Plagiarism is the copying of someone else's work, whether intentionally or not, without giving credit to the original owner of the material copied. This in effect is stealing. Therefore, any student who is found guilty of plagiarism will receive a "zero" on the assignment for the first infraction. The principal will be notified. On all subsequent infractions, the "zero" will be given in addition to an In-School Suspension.

Report Cards

Report Cards shall be issued to parents in December, March and June. The report will include information on the student's academic achievement, attitude, behavior and attendance.

Progress Reports

Progress Reports are distributed at least three times a year. All students receive a Progress Report halfway through the 1st, 2nd, and 3rd marking periods. Class grades are a combination of class work, tests, and homework. If a parent has some misunderstanding and/or difficulty regarding the reports, he/she should first contact the teacher involved before contacting the Principal.

Honor Roll

Students in grades 6 through 8 will be eligible for the Saint Michael Honor Roll if they meet the following requirements:

Principal's Honors List	A student must have earned at least an "A-" or its equivalent, in all subject areas including the specialty areas. The student must have good conduct and effort grades as well.
High Honors	A student must have earned at least an "A-" in his/her major subjects: English, Math, Science, Social Studies, Reading, and Religion. The student must have at least a "B" or its equivalent in all other courses. The student must have good conduct and effort grades as well.
General Honors	A student must have earned at least a "B-" or its equivalent in all subject areas including the specialty areas. The student must have good conduct and effort grades as well.

Grading System			
Major Classes: Grades 3 – 8		All Classes: K – Grade 2 Standards Grades	
A+	98.00 – 100	E	Exceeding Standard
A	93.00 – 97.99	M	Meeting Standard
A-	90.00 – 92.99	P	Approaching Standard
B+	88.00 – 89.99	I	Needs Improvement
B	83.00 – 87.99	N	Not Assessed at this time
B-	80.00 – 82.99		
C+	78.00 – 79.99		
C	73.00 – 77.99		
C-	70.00 – 72.99		
D	65.00 – 69.99		
F	2.00 – 64.99		
I	0.00 – 01.99		

Major classes are: English, Math, Science, Social Studies, Reading and Religion. Special classes are Art, Music, Physical Education, Computer, and French.

Extra-Curricula Participation Policy

Participation in any extra curricula program at St. Michael School is dependent on the student's performance in the classroom as the number one priority. Therefore, to insure that the high degree of academic excellence is maintained, all programs outside of the normal school hours will adhere to the following policy, based on last issued Report Card.

Students must maintain an average in each subject of at least a "C-" to participate in an extra curricula program. Any student receiving a "D" will be on probation and suspended from the activity until progress reports indicate a grade of at least "C-" has been attained. Students receiving an "F" in any subject will not participate in any extra curricula programs until the next report card is issued. Those students enrolled in a special program must maintain an "S" in all subject areas.

If a student's conduct is not satisfactory in the opinion of any of the student's teachers, the student will be given a two (2) week period to show improvement. Parents/guardians and all supervisory personnel will be informed of this action. If there is not sufficient improvement during this probationary period, he/she will be suspended for a period of two (2) weeks from any school sport or activity. If after the two (2) week period, there is still no noticeable improvement, he/she will be suspended from all extra curricula activities indefinitely.

For additional qualifications regarding participation in extra-curricula activities refer to "Attendance and Participation in After School Activities" in section 1 of the Parent-Student Handbook.

Student Records

A cumulative record shall be maintained for each student from his/her entrance into school until he/she leaves. The conditions of access to his/her records shall comply with the Right to Privacy Act of 1974. All Schools shall use the cumulative record forms furnished by the Diocesan School Office.

In accordance with the guidelines of the State Department of Education, Saint Michael School maintains three categories of student records.

CATEGORY A

Official administration records consisting of minimal personal data for the operation of the educational system: e.g. name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, attendance date.

CATEGORY B

Verified information for the formulation of educational programs: e.g. health records, standardized group test scores, speech and hearing evaluations.

CATEGORY C

Verified information necessary for the formulation of prescriptive educational plans designed to meet unique needs of selected students: e.g. referrals to other

professional staff in school, planning and placement team findings, correspondence and reports with other agencies.

Upon written request submitted to the principal, the parents or legal guardian shall have the right to inspect and review the student's record maintained by the school. Copies of student records are released only to duly authorized persons and only after a release form has been signed by the parent or legal guardian.

Release of Records

It is the policy of Saint Michael School not to release the final report card or any official records until all financial obligations (tuition, lost textbooks and library books, etc.) have been met.

Standardized Tests

In keeping with the directives of the Diocesan School Office, Standardized Tests are administered to Grades 1 through 8 annually. Individual results will be sent to the student's parents/guardians. Class and School averages are available by making an appointment with the Principal for review and questions.

Books

All textbooks are to be covered at all times with clean covers that students provide. Books are taken to and from school in book bags. Students are responsible for all books loaned to them. No sticky, or self stick book covers are to be used as they ruin the hard cover of the text. Students will be required to pay for any damaged texts or materials.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Michael School is based on a student's daily performance, test results, recommendations of teachers, and a student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will have it noted on his/her permanent record card. It may also be recommended that the student not continue as a student at St. Michael School.

Academic Contests

While St. Michael School holds various academic contests throughout the year, we hold three major academic contests as follows:

Science Fair	For 6 th , 7 th and 8 th graders. Each student designs an experiment and displays all of his/her observations and results on a backboard. The 1 st , 2 nd and 3 rd place winners in grades 7 & 8 are eligible to participate in the State of Connecticut Science Fair held at Quinnipiac College.
Oration Contest	For 8 th graders. The contest is sponsored by the Modern American Woodmen who choose the topic. The top three students proceed to the district contest.
Creative Writing	All Middle School Students write on topics chosen by the E/LA teacher.

Graduations

Kindergarten	The Kindergarten graduation is held in the Church hall in June. Students perform in a brief program, receive diplomas and enjoy a reception with family and friends.
Eighth Grade	This event is the culmination of a student's years at St. Michael School. Held in the Church, it incorporates readings from Sacred Scripture, a media presentation, and the awarding of diplomas. A reception hosted by the seventh grade parents follows the program. It is a beautiful event that honors the traditions and family values of St. Michael School.

A Student's Plan for Academic Success

1. Arrange a definite time and place to study in a quiet area without television, radio, walkmans or MP3 players, etc.
2. Start the most difficult lesson first.
3. Make sure you understand the lessons and the assignments. Ask questions if you don't understand.
4. Keep your assignments in a separate notebook. Students in grades 2 – 8 must keep long and short-term assignments in the homework notebooks provided. Homework notebooks should be brought to every class attended.
5. Learn to form your own judgments, and to solve your own problems.
6. Review lessons frequently to recall points you did not understand clearly.
7. As you study, take notes or make summaries on the main points. Do all work accurately, neatly, and completely.
8. If you do not have assigned, written homework, use your time to review and “pre-study” for tests.

VII. *Conduct and Discipline*

Good discipline is an atmosphere that is created by policy and action, and has a positive effect on both students and teachers. In an atmosphere of good discipline, the focus is upon helping the student to direct his/her efforts effectively toward educational growth and use of his/her God-given talents. Good discipline provides direction as well as limits within which students can function with some degree of comfort because they know what is possible and why. In other words, good discipline aims to help students become more self-disciplined and to operate in a way which frees the student to learn, and the teacher to teach.

Good discipline begins in the home with the responsibility resting with the parents to assist in developing a positive attitude towards study and behavior. They form a unique bond in the proper atmosphere that produces a child who is eager to learn in a most conducive atmosphere.

Students are expected to be respectful and courteous at all times while on school grounds, riding buses, on the way to and from school and during school related activities. Students are expected to be courteous and respectful to all school personnel in school or outside of school. Students may not refuse any reasonable request made by a staff member, including the completion of homework assignments. Students must not use rude, profane, obscene, or improper language or gestures in school at any time.

Detention

A detention requires that a student stay after school. Detentions are given for violations of school policies and rules and are assigned by the Principal, Vice-Principal or classroom teacher. Students are given twenty-four hour notice of a detention period. A slip explaining the reason for detention goes home to be signed by the parents/guardian and is to be returned to the teacher/Principal the following day. The length of detention varies depending upon the seriousness of the offense and the age of the child.

Suspension

A suspension requires the exclusion of a student from classes and school activities for a stated period of time. Suspensions are given for serious violations of school policies and rules or when lesser detentions are not a deterrent to problem behavior. Suspensions are assigned by the Principal, Vice-Principal or Pastor. The parent or guardian of the student will be notified of the suspension and the reasons for it.

Suspension may be served “In-school” or “Out-of-School” at the discretion of the administration. For In-School suspensions, the student will be doing all class assignments away from his/her class and will not be allowed contact with classmates. Normally this suspension will be served in the Principal's office. For Out-of-School suspensions, the student is not allowed to participate in any school activities or functions until the day he/she returns to regular classes.

Additionally, the administration reserves the right to restrict attendance at school functions and activities for violations of any school rules.

Expulsion

Expulsion from school is the permanent removal of a student from school. A student who is expelled from school may not attend classes, and will not be allowed on school property or be permitted to attend any school-sponsored functions. Expulsions are rare and are assigned only for very grave violations of school policies and rules or when all attempts at correcting problem behaviors have been exhausted. Expulsion is determined by the Principal, in consultation with the Diocesan Superintendent of Schools and the Pastor, and may be appealed to the Diocesan Board of Education. In determining an expulsion, the student and his/her parents/guardians will be granted a hearing with the Principal. If expulsion is determined, then the Principal will notify the parents in writing and a copy of this notice will be added to the student’s permanent school record.

Disciplinary Actions	
Detention	<ul style="list-style-type: none"> ▪ Repeated dress code violations ▪ Disobedience or disrespectful behavior ▪ Vulgar or improper language ▪ Repeated tardies
Suspension	<ul style="list-style-type: none"> ▪ Repeated detentions for the same offense ▪ Plagiarism or cheating ▪ Stealing or destruction of property ▪ Inappropriate use of internet ▪ Fighting or bullying
Expulsion	<ul style="list-style-type: none"> ▪ Repeated suspensions ▪ Possession or use of tobacco, alcohol, or drugs ▪ Possession of a weapon ▪ Threats of violence
<p>This chart is for illustration purposes and is not intended to be an exhaustive list. The administration reserves the right to be the sole judge of policy violations and will assign disciplinary action as it deems appropriate.</p>	

Tobacco, Alcohol, and Drugs

It is unlawful for a student to possess, use, or distribute tobacco products, alcohol, or drugs on any school property, or at any school function. Any violation of this rule will result in disciplinary action up to and including suspension or expulsion. Parents will be notified immediately. If necessary, other officials will also be notified in compliance with the law.

Public Displays of Affection

Inappropriate public displays of affection on school grounds or at school functions will not be tolerated. Such behavior will result in disciplinary action up to and including suspension or expulsion.

Sexual Harassment

All students should be able to learn in an environment free from all forms of sexual harassment. Any student who believes that he/she has been subjected to any form of sexual harassment should report the alleged misconduct immediately to the Principal.

Bullying

St. Michael School seeks to promote a secure and happy school climate that is conducive to teaching and learning, one that is free from threat, harassment and any type of bullying behavior. Bullying and intimidation are actions which are contrary to the teachings of the Catholic Church. Therefore, bullying in any form is prohibited.

Bullying is defined as any overt *repeated, unreciprocated and unprovoked* act by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student. Bullying takes many forms and can include, but not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling, and put-downs including ethnic-based verbal abuse and gender-based put-downs
- Threats and intimidations
- Extortion or stealing of money and/or possessions
- Exclusion from peer groups

Any student who engages in any act of bullying is subject to appropriate disciplinary action including, but not limited to detention, suspension, expulsion or referral to law enforcement officials. This includes “cyber-bullying,” e.g. threats or intimidations via e-mail, instant messages, chat rooms, blogs, etc., which take place during or outside school hours.

How to Report Bullying

1. Arrange a meeting for you and your child with the appropriate school faculty/staff member.
2. Have an in-depth discussion with your child about the incident. Bring to the meeting the facts in writing: date, time, place, students involved and the specifics of the incident(s) and what impact it has had on your child.
3. Work with your child and school personnel on a plan that addresses what your child needs right now in order to feel safe and what to do to avoid being bullied and where help can be received.
4. Inquire what procedures the bully will be going through and what kind of support is expected from the school.
5. If you feel that these steps have not eliminated the problem, contact the principal. If still unresolved, seek assistance from the Pastor or higher authorities.

Bus Riders

Any student who is a Stonington resident, who brings a note signed by a parent or legal guardian to change a dismissal bus shall have that note signed by the Principal, Vice Principal or School Secretary before being dismissed for the day. A copy of this note will be kept on file in the office for 2 months. Any student boarding a bus without a signature on the note will be denied transportation. **Students who are not Stonington residents may not ride the school bus under any circumstance.**

Students riding the school bus are expected to conduct themselves in the proper manner. They should never be out of their seats while the bus is moving. Respect is to be shown to the bus driver at all times. Proper language is to be used at all times. Three written reports from the Stonington School Office will result in suspension from the use of the bus for a period of time determined by the infraction. In that case, parents will be responsible for transportation.

Stonington Public Schools Bus Transportation Rules and Regulations for Students

All passengers on school busses are subject to all Federal, State and local Stonington Board of Education rules and regulations. The operator is entirely in charge of the bus, and is responsible to the contractor and the Board of Education for the safety and conduct of the passengers.

1. Passengers shall enter or leave the bus at the designated stops.

2. All passengers shall follow the instructions issued by the driver for loading, unloading and personal conduct.
3. Students shall enter and leave the bus in an orderly manner, without pushing, crowding, loud talking or horseplay.
4. There shall be no changing of seats while the bus is in motion.
5. There shall be no interference with anyone passing to and from his/her seat.
6. Reasonably loud talking or singing will be permitted, but the operator shall be sole judge as to when quiet is required.
7. There shall be no smoking or lighting of matches on the bus.
8. There shall be no profanity or vulgar language or gestures permitted on the bus.
9. There shall be no whistling, catcalling, or wolf howling at pedestrians or people on passing vehicles.
10. There shall be no throwing of anything on the bus, nor shall anything be propelled by elastic bands or any other means.
11. No threats will be tolerated nor will intimidation be permitted on the part of either student or operator.
12. Parents are informed of misconduct on the bus through bus conduct reports that are automatically mailed home when children violate the rules. In all cases of misconduct, the principal will decide the penalty. Whenever a student is suspended from bus transportation services, the principal must notify the parent. The suspension does not become effective until the parent is notified. No student whose bus transportation service has been suspended shall attempt to ride during the period of suspension.
13. Students are required to attend school during the period of time when they have been suspended from bus transportation services.
14. All complaints about the driver's conduct or bus operation shall be reported to the school district's Business Manager immediately. No feuds between bus driver and students shall be given consideration. However, students may discuss matters of personal conduct, operation, or safety with their principal.
15. The student, or students, who are responsible for ripping seats, breaking windows, defacing the bus with marking and for damage to the mechanical equipment of the bus will be held liable by the bus contractor for the cost of repairs to the bus.

Weapons

No item that can be considered a weapon may be brought to school. The Administration retains final authority in determining what constitutes a weapon,

especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-a-likes, such as toy guns, written or verbal threats, are also considered weapons under this policy. This policy applies to students, staff and visitors. Violation of this policy will be handled as follows:

- Student will be confined to the office.
- Parents will be immediately notified
- Law enforcement authorities will be notified.
- Pastor and School Superintendent will be notified.
- **STUDENT WILL BE REMOVED FROM SCHOOL.**

Additional penalties will be imposed as appropriate according to Federal, State, or Local statutes and/or Diocesan Policies in effect at the time of the offense.

Violations will be prosecuted to the fullest extent of the law.

Care of School Property

Students are responsible for the proper care of school property. This includes school buildings, equipment, and any school materials. Students will be expected to make restitution for damage to school property, including the loss of textbooks and/or library books. All books are to be covered by the end of the first week of school. Do not use self-sticking book covers as they ruin the covers of the texts. Books should always be carried in a book bag (or equivalent) in bad weather.

Personal Property

Students may not steal or damage the personal property of others or school property. No walkmans, radios, headsets, game boys, MP3, or videos are allowed during school hours. Tablets or e-readers used in class are allowed at the discretion of the classroom teacher.

- 1st offense: confiscated items returned after notification of parents.
- 2nd offense: confiscated items will be kept until the end of the school year.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices, games or lessons, he/she should place them in the off position in the class basket each morning upon arrival. The baskets will be brought to the principal's office for the day and picked up by a designated student each afternoon to be returned to the student. At no time during the day should a cell phone be in a child's backpack or his/her possession. Cell phones found in the child's possession will be confiscated by

the principal and returned to the parent/guardian after a meeting with the principal.

Saint Michael School is not responsible for stolen or damaged items brought to school.

Parent's Role in Education

We, at St. Michael School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Michael School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Christian/Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Michael School, we trust you will be loyal to this commitment. During the formative years (K – 8), your child needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally, and physically. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. **If there is an incident at school, you as parents, must make an investigation of the complete story, in collaboration with teacher and principal, your first step.** Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

St. Michael School believes strongly that the education of your child is a partnership between you and the school. ***If, in the opinion of school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from the school.***

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she as earned and be accountable for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership and support one another; helping your child to become the best person he/she is capable of becoming.

VIII. *Internet Use & Safety*

Please read the following carefully before signing the acknowledgment at the end of this Handbook. This is a legally binding document. The signatures at the end of this document indicate the parties who signed have read the terms and conditions and understand their significance.

The Diocese of Norwich and St. Michael School are pleased to make available to students access to interconnected computer systems within the school and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

In order for the school to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school. Upon reviewing, signing, and returning the acknowledgement of this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Michael School and the Diocese of Norwich have taken available precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school before they are given an access account.

Acceptable Uses

Educational Purposes Only

The school is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the teacher or principal to help you decide if a use is appropriate.

Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Uses that others may find offensive, threatening or objectionable, including but not limited to, material that is pornographic, bigoted, or an incitement to ridicule or violence, (including harassment and/or bullying of any nature). Uses that offer for sale or use any substance the possession or use of which is prohibited by the school's student discipline policy; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Students must at all times respect and comply with copyright laws and intellectual property rights. Software may not be downloaded by students from the internet or otherwise installed on Diocesan or school electronic systems.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or

- vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; don’t impersonate another user.
 4. Uses that seek to gain unauthorized access to proprietary or confidential information, including, but not limited to, test materials, grades or information pertaining to other students. Students and others may not send or post unauthorized confidential electronic materials pertaining to another student, the School, or the Diocese.
 5. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
 6. Uses that access entertainment sites, such as social media, games, movies, videos, chat rooms or music downloads, unless authorized for school purposes.

Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don’t assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other

users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Message relating to or in support of illegal activities may be reported to the authorities. Use of email or chat rooms for non-educational use is strictly prohibited.
5. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
6. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being

conducted by students age 17 and older. Students should not attempt to defeat security restrictions placed on Diocesan and School systems and applications.

Privacy

Network and Internet access is provided as a tool for your education. The school reserves the right to monitor, inspect, copy, log, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school and no user shall have any expectation of privacy regarding such materials even in connection with information which they believe to have been “deleted” from the system.

Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school may refuse to reinstate for the remainder of the student’s enrollment in the school. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Diocese of Norwich or St. Michael School is at the users own risk. The Diocese of Norwich and St. Michael School are not responsible for the accuracy or quality of information obtained. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold St. Michael Church, St. Michael School, the Diocese of Norwich, the Data Acquisition Site that provides the computer and Internet access opportunity to the school and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet,

including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the schools network.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a teacher, who will in turn notify a system administrator. Attempts to access the Internet as a system administrator will result in the cancellation of user privileges.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Catholic Educators of Eastern Connecticut Network (CEECNET). This includes, but is not limited to, the uploading or creation of computer viruses.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 0.5. §1040.75, §1040.76)
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 2541h1, III)
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

IX. Student Health

Medications

The Connecticut state law and its regulations requires a physician's, or dentist's written order and the parent's, or guardian's, authorization for a nurse, or in her absence, the principal or teacher to administer prescription and non-prescription medications. Medications must be in pharmacy prepared containers and labeled with the name of the child, name of the drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription. No exceptions. Medications not identified in the prescribed manner will be returned to the parent/guardian. Medications must be brought to the school office, or school nurse, by the parent or guardian of the child. **MEDICINE SHOULD NEVER BE SENT WITH A CHILD.** Likewise, parents must pick up medications at the end of the school year; medications will not be sent home with the student. If your child requires an over the counter medication while in school, a physician's order is required. No medications can be administered without a written physician order, but parents may come in to school to administer a medication. Grades 5- 8 may have Tylenol or Ibuprofen with the consent of parents. A consent form will be sent home the first week of school. Cough drops are permitted with written consent by the parent. The school does not supply cough drops, you may send in a bag of cough drops that will be kept in the nurse's office.

Emergencies

An emergency number must be on record in case a parent cannot be reached at home. If a child becomes sick in school, the parent/guardian will be contacted first. If he/she cannot be reached, then the emergency number will be used. A parent or a designated representative must come to the school office for the child. **NO ONE** will be dismissed from a classroom, or sent home alone.

Telephone Numbers

Please notify the school office if your home number, or any of the numbers listed on the emergency card, has changed. This will allow us to make immediate contact with you in cases of emergencies.

Limited Activities

If a student's activities are limited because of an injury, or health problem, a written note from a doctor is required for the nurse to excuse the student from the activity.

Immunization – General Population

Children will not be admitted to school unless all immunization requirements have been met. Connecticut State Statutes REQUIRE the following. Proof of Immunization is necessary (M.D. form, public health immunization booklet, etc.).

Kindergarten:

DTap: At least 4 doses. The last dose must be given on or after the 4th birthday.

Polio: At least 3 doses. The last dose must be given on or after the 4th birthday.

MMR: 2 doses separated by at least 28 days. 1st dose on or after 1st birthday.

Hepatitis A: 2 doses given 6 calendar days apart. 1st dose on or after 1st birthday.

Hepatitis B: 3 doses, last dose on or after 24 weeks of age.

Varicella: 2 doses separated by at least 3 months. 1st dose on or after 1st birthday. Or verification of disease.

Hib: 1st dose on or after 1st birthday for children less than 5 years old.

Pneumococcal: 1st dose on or after 1st birthday for children less than 5 years old.

A physical is also required in Kindergarten. Please have your physician fill out a blue physical form and return it to school prior to the first day.

Seventh Grade:

Varicella: Must have 2 doses

Tdap booster

Meningococcal: 1 dose

Exemptions from mandated immunizations for medical or religious reasons are valid only with appropriate documentation. Forms are available from the school nurse.

The only valid proof of immunization is the signature of a physician, nurse practitioner, advanced practice registered nurse or physician's assistant, Department of Health, Visiting Nurse Association or Public Health Nursing Agency stating what immunizations were given and the date on which they were administered.

No student will be allowed to enter school until the requirements are met.

Health Assessments

In compliance with state regulations, health assessments will be required of students in grades Kindergarten and seven. Special forms will be sent home in the spring with accompanying letters, or forms can be secured at any school office. They are to be signed by the physician and returned to the school nurse BEFORE the beginning of the school year. A current physical (within the past 12 months) is required in order to participate in any sports activities.

Screening

Vision screening tests are conducted for all students annually, Kindergarten through grade 6. In addition, findings of the health appraisal and the visual examinations are noted on the medical record of each child. Any conditions needing further attention will be reported to the parents by phone, and a referral form will be sent home. Please note that these referral forms need to be filled out by the evaluating physician and returned to the school.

Hearing screening is conducted annually, Kindergarten through grade 3 inclusive, and grades 5 and 8; tests are also administered to other children whenever the need appears to exist or by request.

Postural screening is conducted in Grades 5, 6, and 8 in addition to the health assessments in grade 7. A letter will be sent home prior to the screenings. The screenings are conducted by two registered nurses. Female students may wear a sports bra or a bathing suit top for the screenings.

Allergies

Any student with allergies requiring the need for Benadryl or Epien to be kept at school needs to obtain an order from their physician and meet with the nurse just prior to or on the first day of school in order to complete a care plan. This plan will serve as a guideline for all staff involved with the care of your child.

Please note that if there is a student with a food allergy, a classroom will be designated as an **Allergy Aware** classroom. A letter will be sent home to alert you to this. We ask that you comply with this in regards to your child's lunch and any treats you might make for the classroom. Please remember that this is for the safety of all children involved.

Any chronic health conditions you feel the school should be aware of, please contact the school nurse for a meeting, so a care plan can be established.

Please feel free to contact the school nurse for any questions you may have.

X. Communication

Resolving Questions and Concerns

Your child's teacher should be the first person contacted when a question or problem arises. If the situation is not resolved at this level, then the Principal should be contacted. Talking about your concerns outside the school or to other parents will be ineffective in terms of fixing the problem, and very effective in terms of creating misunderstanding or hurt feelings. So, when you have a question or concern go first to your child's teacher, that's your best chance of finding the right answers and solutions.

Conferences

Conferences with teachers are strongly recommended as often as there is a need. Any parent wishing to see a teacher should send a note to the teacher, or call the school office and request a return call from the teacher. Parents are requested not to call teachers and other school personnel at their homes. Parents are also asked that they please do not come to school unannounced expecting a conference. Conferences may be scheduled by contacting the school office.

Planned Parent-Teacher conferences will be scheduled during the school year. However, if you feel a problem exists, do not hesitate to schedule a conference.

Team Meetings

Any student or parent may request and schedule a meeting with the Middle School team, all 4 teachers, at any time to discuss a student's progress academically, or socially. It provides an opportunity for students and their parents to discuss concerns about the student's educational program.

Telephone Calls

Calls to the school to leave messages for students should be rare. If forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are never to be disturbed.

Parent-Teacher Organization

The Saint Michael Parent-Teacher Organization is the organization that provides articulation between the home and the school. Since the concern of the group is the growth of each student in the school, parents are encouraged to attend the meetings

of the Organization and the activities sponsored by this group. The Parent-Teacher Organization assumes responsibility for most of the fund raising projects.

Go Home Folders

Depending on the age, your student will come home with his/her folder filled with school work and papers for you to review. This is your lifeline to what is happening in class with your child. Occasionally this folder will also hold forms and flyers from the school. This folder is also used as a return envelope when things need to go back to school.

E-Mail Notices

St. Michael School is making every effort to “go green.” To this end, most notices and information will come to you via email. Please make sure that the school has all current email addresses you wish to receive information. If you would prefer not to receive information by email, a form comes home at the beginning of the year for you to send back with your preference.

Instant Alert

St. Michael School uses a notification system called Honeywell Instant Alert. Parents are to register online with Instant Alert and indicate the manner in which they wish to receive emergency messages, e.g. home phone, cell phone, or e-mail. In this system a general announcement regarding unscheduled early dismissals and cancellations will be sent to each family via the communication form they choose.

XI. After School Program

St. Michael School offers a “before and after school” childcare program to help parents with the care of their children

Guidelines and Policy

Hours of operation:

Mornings: 7:00 am to 7:45 am Monday-Friday

Afternoons: 2:05 pm – 5:45 pm Monday thru Friday.

Early Dismissal: 12:10 – last child is picked up.

Open during: all scheduled and non-scheduled half day school days.

Closed during scheduled closed school days, i.e.: Re-dedication Liturgy day, Teacher’s Day of Recollection, Teachers’ Workshop day and Teachers’ Institute.

The program will not be open on the following:

Columbus Day	Presidents’ Day & the Tuesday after
Thanksgiving and the Friday after	April Vacation & Good Friday
Christmas Vacation	Memorial Day
Martin Luther King Day	

Behavior and School Policies

The general goals and policies of St. Michael School apply at all times. We encourage appropriate behavior, personal growth, creativity, positive social interactions, and respect for each other as well as the parish facilities.

There are established rules for the children to follow; many of these are for their safety and/or the care of the building and equipment we use. When the children are caught disobeying the established rules, they will sit down in time-out (1 minute for each year of age) and the child is counseled on the error of their behavior. A log of behavior/incidences are recorded and signed off by the Principal or Vice-Principal every day. If the child does not change his/or her behavior, parents are consulted, and/or the Principal is brought into the disciplinary action.

Many of the older students will be involved in various school activities after the close of school, it is sometimes difficult to write down what time they join the program.

Please note, you are not charged for the time the children are in a school activity. We are requesting the students take responsibility for this by signing in on the attendance roster and telling us they have arrived. (A simple hello will do) Your fee will be adjusted to reflect the time the student actually arrived rather than the program start time.

Fees and Payments:

Your charge for this program is figured on the time put down on the sign out sheet. The total time used during that day is rounded to the nearest quarter hour, and then multiplied by the applicable rate. Morning times will be added to the afternoon time for that particular date. If the child is not signed out by the designated pick up person, your charge for the day will be the average time you normally pick up.

Billing occurs during the first week of each month for the previous month. **Payments must be made by the 3rd or 4th week of that month and sent to the parish office.** All checks are to be made out to St. Michael School. Cash is accepted. If you are having financial difficulty, this should be brought to the attention of Father Perkins or Mrs. Messina. **While we do realize that sometimes events out of our control can cause a payment to be late, any accounts in arrears by three months will result in a loss of privilege to utilize the After School Program until arrangements are made to bring the account up to date.** The billing for June is done at the end of the school year; however, payment is due by June 26. Please send all payments to the parish secretary. Any later payments may jeopardize your registration for September. We have limited space, only those accounts paid up to date will be included in the new registrations.

Currently we do not incorporate a late fee in the rates; however, we do ask you try to be prompt when picking up your child. Someone will stay until your child has been picked up. Kindly remember your child has been in school for a long time and may want to go home.

Forms

The registration and health form was mailed in the August packet. It can also be picked up in the school office. Your child will not be allowed to attend the After School Program without the registration form. You may return the form to the office or the program personnel

The registration forms will establish this years' roster and snack schedule. The snack schedule will be available by the third week of September.

Keep in mind, As always, all information regarding your child is confidential and will be kept so. It is the parents' responsibility to inform the program in writing of any changes in information pertaining to the child's registration/health records. If you are changing your address, please come in, so your records can be updated.

Snacks

Snack time is a very important part of the afternoon. For this reason, we ask each family, who signed up for this service even if only on an as needed basis, to participate in providing a snack on a rotating schedule for all the children 1 day every couple of months. This usually means you will be responsible four times during the school year. Snack schedules will be available after enrollment has been established. The schedule will coincide with a day your child attends. Should you miss your date, you can contribute on another day. Another alternative is donating a store gift card for purchases of snack foods. All snacks are to be peanut free. There is a list in ASP of approved snacks.

Clothing

Children are allowed to change into play clothes or other uniforms in consideration of the length of time they are in the program in the afternoon and considering their activities after getting picked up. All clothing, school and personal, should be marked with family name or initials. This is very important. A great deal of clothing has been forgotten in the school and not claimed. This marking will help us to return the articles to the proper owner. If you believe your child does not have something, please check with us. We have a table set up during the year with all the lost items (toys and school supplies included).

School Closing/Early Dismissal:

No school announcements for the Stonington Public Schools, due to inclement weather or emergencies, will apply to the program. If school is canceled, prior to the students arriving at school, the program is canceled also. If school is closed early, but the students are in school, the program will run until all students have gone home. Parents will be notified via the Instant Alert System and should make appropriate arrangements to pick up the children early.

Student Release

Students will be released to you or your authorized person only after the student is signed-out. **Whoever comes to pick up the student up must sign the student out.** We ask that parents encourage the students to say good-bye, this reinforces acknowledgement of the student leaving and good manners. Any additions or deletions of names of the authorized persons must be done IN PERSON, IN WRITING, and BY THE PARENT. This information will not be accepted over the telephone nor will changes of registration information.

XII. Activities

Book Fair

St. Michael School will be holding a Scholastic Book Fair in December and then again in May. Students are given time to attend the Book Fair during the day. Parents are invited to the Book Fair to volunteer and/or shop.

Extra-Curricular Activities

Through the generous donation of time on the part of parents, teachers and friends of St. Michael School, we are able to offer a number of extra-curricular activities. Some of the regular activities are: Chorus, Cross Country, Robotics, Band, Girls' Basketball, Boys' Basketball, Soccer. Other activities are scheduled based on the availability of volunteers. A physical within the past 12 months is required to participate in any sports activities.

D.A.R.E. Program (Drug Alcohol Resistance Education)

This program is taught and provided by the Youth Officer of the Stonington Police Department for our 5th graders.

Field Day

Every year in June, St. Michael School holds Field Day. This is organized by the Physical Education Teacher. Volunteers are needed to organize and coordinate food for each class as well as set-up and clean-up for the event. Volunteers are also needed with each sporting event. Field Day is always a special treat for the entire student body and faculty as well.

Red Ribbon Week

This is usually held in October. Red Ribbon Week is a program that signifies "Turn Your Back on Drugs". Children wear a Red Ribbon to support the theme. Various activities are held throughout the week and a poster contest is held as well.

School Pictures

School pictures are taken in September. Children are not required to wear their uniforms on picture day. Watch for "Wednesday Folders" for more information about Picture Day.

Grandparents' Lunch

As a part of the student activities for the graduating class, the eighth graders invite their grandparents' to a lunch. This has been a tradition at St. Michael School for years and is usually held in the spring.

Ice Cream Social

This event is held at the end of August. If your family is new to the school, don't miss this chance for all the Kindergarten and new students to get together and meet. It's always nice to see a familiar face or two on the first day of school.

Teacher's Luncheon

This is an annual tradition at St. Michael School, planned by the Parent-Teacher Association. This is usually held during Catholic Schools Week. We need volunteers to help set-up for the event and to provide assistance to the 8th grade class, who will be the servers and dishwashers for the event. We also need volunteers to help with the luncheon menu and meal preparation.

May Baskets

"May Baskets" has been a tradition of St. Michael School since the opening of the school. When the sisters ran the school, the students would purchase various toiletries, creams, lotions, soaps, powder, etc., for the sisters, and put them in a basket as a "present" for the sister-teacher. Over the years, this "theme" has developed into what we now call "May Baskets". The traditional day for this was May 1; a day dedicated in the Catholic tradition to Mary, the mother of God. There is also a tradition of leaving anonymous baskets of goodies on friend's doors in celebration of this day. This has been a celebration of spring turning into the pleasures of summer. Gathering flowers and branches became a tradition and "bringing in the May" became a popular activity on May 1. The giving of baskets became part of the festivities later in the evolution of May Day.

St. Michael School honors this day by giving the teachers a basket of flowers put together by the PTO.

XIII. Fundraising

A portion of the school's operating budget is covered by revenue from fundraising activities. The Parent-Teacher Organization coordinates these activities. Below are some of the fundraisers for this school year. The participation of each family in fundraising activities is critical to the overall success of the school program.

School Store

The School Store is located by the first grade classroom. The store is open at lunchtime from 11:40 to 12:30. Pencils, pens, notebooks, folders, crayons, glue sticks, etc., as well as snacks, water, Gatorade, chips, etc., are offered for sale at reasonable prices. Volunteers are always needed to help staff the school store when it is open for business. The children love taking a trip to the school store!

Hot Lunch

Hot Lunch is offered daily. Local businesses bring in items such as subway sandwiches, chicken fingers and pizza. Volunteers are needed to assist with the distribution of hot lunches every day from 11:00 to 11:30. Just helping out one day a month is a help.

St. Nick's Closet

St. Nick's Closet is an absolutely amazing fund-raiser that is held in December. Volunteers collect (purchase and/or craft) make and create quality items that are then sold - at reasonable prices - in the school basement at Christmas time. The children are given the opportunity to do their Christmas shopping at St. Nick's Closet. Volunteers are immediately needed to help craft and/or collect these quality items, and to help spearhead workshops. During the days that St. Nick's Closet is "open for business", we will need volunteers to help wrap presents, set-up, clean-up, help with bookkeeping and help our little shoppers shop! The children really look forward to this event.

Exercise for Education

The Exercise for Education takes place in October in the St. Michael School schoolyard, and is one of our biggest fund-raisers of the year. We ask EACH STUDENT to obtain at least \$35.00 in pledges for our school. This is a wonderful, fun event for a good cause!

Silent Auction/Raffle

The St. Michael School Silent Auction or Raffle is held every March. The venue and theme change each year. This evening is always a fun filled evening as well as a successful fundraiser for the school.

The Rita Ahearn Memorial Golf Tournament

The Rita Ahearn Memorial Golf Tournament is held in May in memory of Mrs. Rita Ahearn, a loyal supporter of St. Michael School. The tournament, dinner and Silent Auction are held at the Stonington Country Club and all SMS families and friends are invited to participate in any or all portions of the event. If you are not a golfer, please plan to attend the dinner and auction. This is a lucrative fundraiser for SMS, and can only grow if the participation grows.

Westerly-Pawcatuck River Duck Race

This is a local community event held in Pawcatuck in April. St. Michael School will participate in selling ducks.

8th Grade Pasta Dinner

The 8th grade pasta dinner is held as an 8th grade fundraiser. This is held in the evening and all proceeds benefit the 8th grade class trips.

Box Tops for Education

Box Tops for Education are collected throughout the year. Everyone can help by simply saving your Box Tops. Box Tops for Education can be found on a variety of cereal and food items. Take the time to cut out the Box Tops for Education and hand them in to your teachers. Our School earns money for each box top turned in.

XIV. *Volunteers*

Throughout the school year many opportunities arise for parents to volunteer their services to the school in some form. This is one of the most effective ways in which you can become more familiar with your child's school family as well as play a supportive role in his/her education. Every school needs the support of volunteers. You don't have to be a trained teacher to help. You do need love and patience. A form for volunteers will go home early in the school year. Please consider it carefully and see how you can join the number of Saint Michael School volunteers. All volunteers must sign in and out when here for a specific purpose. For more information on requirements for volunteers, please refer to "Volunteers" in *Section III – Safe Environment* of this handbook.

Library Aides

Volunteers needed to assist our librarian in her duties and to assist students while visiting the library. This is a great way to interact with the student body on a regular basis. Day of the week and time depend on the grade. Each class goes to the library once a week.

Recess Volunteers

Volunteers are also needed to help supervise the students at recess. Times vary depending on the grade:

- K-1 ~ recess at 11:40AM to 11:55AM
- 2-4 ~ recess at 12:00PM to 12:15PM
- 5-8 ~ recess at 12:15PM to 12:30PM

Room Representative

We need two volunteers per classroom. This position involves helping the teacher in communications with parents regarding events, trips and class parties. Duties will depend on the grade – "different needs for different grades".

XV. Miscellaneous

Lost and Found

Any articles that are found in the school, or on the school grounds, should be turned in at the school office. Unclaimed articles will be disposed of at the end of the school year. Since all students are wearing similar items, please label all clothing with student's name. Loss or suspected theft of personal or school property should be reported to the Principal immediately upon discovering the loss.

Collection of Monies

Collecting money for any purpose must be cleared through the Principal prior to the collection. Any money sent in to school for milk, magazines, special lunches, etc. **must be in a sealed envelope** with the student's name and the purpose of the money clearly indicated.

Milk

Milk will be available to the students. It may be ordered for either the whole year at once or in two semi-annual payments: August - January and February - June.

Ice Cream

Ice cream is offered every Friday. Ice cream costs \$1.00 a week and is purchased for $\frac{1}{2}$ a year at a time. A slip will be sent home in the Wednesday Folder.

Birthday Invitations

Invitations for birthday or other parties should be sent to the homes of students via the U.S. mail unless an invitation is being sent to every student in the class, all the girls or all the boys in the class.

XVI. Acknowledgements

Parent-Student Handbook

I acknowledge that I have received a copy of the *Parent-Student Handbook 2016-17* of St. Michael School. I also acknowledge that I have read and understand the contents of the *Parent-Student Handbook*. I agree that I will conform to the policies of St. Michael School.

_____	_____
Date	Parent Signature
_____	_____
	Print Name
_____	_____
Date	Student Signature

Internet User Certification

Every student, regardless of age, must read and sign below:

STUDENT: I have read, understand, and agree to abide by the terms of the Internet Use and Safety Policy in section VII of the *Parent-Student Handbook 2016-17*. Should I commit any violation or in any way misuse my access to the school's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

_____	_____
Date	Student Signature

PARENT OR GUARDIAN: As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Internet Use and Safety Policy in section VII of the *Parent-Student Handbook 2016-17* for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for St. Michael School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing

this policy and agree to indemnify and hold harmless St. Michael School, St. Michael Church, the Diocese of Norwich, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

_____	_____
Date	Parent Signature
_____	_____
Date	Parent Signature

This agreement is valid for the 2016-17 school year only.