



## **Parent-Student Handbook**

*St. Michael's School reserves the right to make changes to this Handbook at any time.  
Recent revisions, February 2024.*

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## ST. MICHAEL'S SCHOOL

### SCHOOL CONTACT INFORMATION

#### Physical Address

St. Michael's School  
602 North Wilmot Road  
Tucson, Arizona 85711-2702

#### Virtual Address

<https://stmichael.net>

#### Phone Numbers

Main Office: (520) 722-8478  
Fax Number: (520) 886-0851

#### E-Mail Contacts

Main Office: [school@stmichael.net](mailto:school@stmichael.net)  
Admissions Questions: [admissions@stmichael.net](mailto:admissions@stmichael.net)  
Alumni Information: [alum@stmichael.net](mailto:alum@stmichael.net)

### SCHOOL AND OFFICE HOURS

The School's Main Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday, for each scheduled day of the academic year.

Campus Opens	7:40 a.m.
Classrooms Open	7:45 a.m.
School Day Begins	8:00 a.m.
Lower School Ends (TK-4)	3:10 p.m.
Upper School Ends (gr. 5-8)	3:20 p.m.
Aftercare Hours (TK-4)	3:10-5:30 p.m.
Study Hall Hours (gr. 5-8)	3:20-5:30 p.m.
Lower School Early Dismissal (TK-4)	11:50 a.m.
Upper School Early Dismissal (gr. 5-8)	12:00 p.m.

## WELCOME FROM THE HEAD OF SCHOOL

Dear St. Michael's Students, Parents, and Families:

Welcome to the 2023-2024 academic year!

This Parent-Student Handbook contains foundational policies and practices that guide our work each day. The Handbook aspires to articulate these policies and practices as succinctly as possible. As such, most of the Handbook is descriptive, covering topics ranging from dress code and the particulars of our academic and extracurricular programs, to student life, the responsible use of technology, and School safety and security.

The opening section of this Handbook includes statements on Governance; Mission and Vision and Values; and Episcopal Identity and Community, all to provide, in summary form, the foundational values and spirit of the broader Episcopal Church and of our own St. Michael and All Angels Episcopal Parish and School. I invite each of you to spend time reading the content in this first section of the Handbook.

The policies and practices contained within this Handbook are to be used by families for reference, as needed, and some of the same policies and practices are expected to change year to year as student needs and the needs of the School change. The Head of School, administrative team, and faculty and staff review and amend the Handbook annually, with the abiding intent of clarifying policy language, improving the overall student experience, and strengthening mission.

**In presenting this Handbook for the 2023-2024 academic year, the School requires families to initial by section and sign in full a Statement of Receipt and Acknowledgement as a formal step in the online registration process. Please note that this Handbook will be accessible as reference at the start of the year on the Resources page of Blackbaud.**

Above all, in the interest of building strong, positive relationships with your child's teachers and with School staff, I invite you to reach out to your son or daughter's classroom teacher or advisor, or to the respective division director or administrator, to help answer any questions you may have regarding the contents of this Handbook.

We look forward to a productive and joyful year!

Sincerely,



Brendan J. Sullivan  
Head of School

## **ABOUT ST. MICHAEL'S**

### **SCHOOL HISTORY IN BRIEF**

In 1953, the original chapel and rectory buildings for St. Michael and All Angels Church, designed by the famed Swiss-born architect Josias Joesler, opened in a Pueblo Revival style, relying entirely on mud-adobe and timber construction. Over the years, a number of improvements and expansions—carefully adapted to Joesler's original vision—have been made to the physical plant to accommodate the School's growing enrollment.

St. Michael's Parish Day School was founded in 1958, five years after the formation of St. Michael and All Angels Episcopal Church, by the church's first rector, the Reverend John Clinton Fowler. Father Fowler realized the need to establish a school after discovering that many of his Sunday school students, from various local neighborhoods, could not read. On opening day in September of 1958, thirty-four students enrolled in Kindergarten and first grade.

The school thrived from the start. Within five years, St. Michael's was serving grades K-8, and the first eighth grade class graduated in 1965. To accommodate growth in the upper grades, the School completed construction of a middle-school addition in 1997. An endowment campaign that surpassed the \$1 million mark in 2005 has allowed the school to expand its programs while maintaining our high standard of educational excellence. In 2022, St. Michael's was pleased to introduce the Transitional Kindergarten program to provide a bridge between preschool and elementary school, providing students the opportunity to gain skills needed to excel in Kindergarten.

From the beginning, the School's curriculum has been strongly academic. As Father Fowler proclaimed, "We teach children to read, to write, to cipher, to sing, and to pray." While our educational program is grounded in tradition, we believe that students should be exposed to a broad liberal arts curriculum that includes athletics, the arts, and religious study. The integration of modern technology as a teaching and learning tool supports the curriculum from Transitional Kindergarten through Eighth Grade. Graduates from St. Michael's leave well prepared for their high school experience, matriculating at top area schools where they are leaders in scholarship, extracurriculars, and character.

### **SCHOOL GOVERNANCE/BOARD OF TRUSTEES**

The highest governing authority for the School rests with the Board of Trustees and the Vestry of St. Michael and All Angels Church. The Board of Trustees includes parents and parishioners, and at times individuals from the local professional community, with the approval of all candidates for the Board ultimately in the hands of the Board and Vestry. The Board of Trustees hires, supports, and evaluates the Head of School and, in turn, delegates to him or her the responsibility of leading the School day-to-day.

As a rule, the Board does not intervene in the daily affairs of the School. The work of the Board focuses on reviewing and refining as necessary the School's Mission, Vision, and Values; developing broad mission-driven policies that guide the Head in running the School; approving the annual operating budget; engaging in long-term strategic planning; assuring that year-to-year and long-term resources are adequate to operate the School; serving as ambassadors to the School community; and supporting and evaluating the Head of School.

In the conduct of its business, the Board of Trustees acts only as a whole. Parents are informed about the work of the Board of Trustees, as necessary, through communication from the Head of School and/or from the Board Chair or the Board as a whole.

### **MISSION**

Our Statement of Mission defines our purpose, our reason for being. The Board of Trustees reviewed and refined our previous statement and approved and adopted the following Statement of Mission during the 2022-2023 academic year:

**Our mission is to educate students in mind, body, and spirit to prepare them for lives of meaning and purpose.**

### **VISION**

Our Statement of Vision articulates what we aspire to do and become in the course of a defined period of time, typically over the course of four to five years. As part of our strategic planning work during the 2022-2023 academic year, the School community—trustees, parents and students, faculty and staff—worked collaboratively to articulate the following Board-approved Statement of Vision:

**By 2027, St. Michael’s School will excel in innovative teaching and learning in a community of wellness, belonging, and joy.**

### **CORE VALUES**

After the completion of our comprehensive self-study and accreditation visit with the Southwestern Association of Episcopal Schools (SAES) during the 2021-2022 academic year, St. Michael’s School engaged in a community-wide process of identifying our Statement of Core Values and articulating them, as presented below. Core Values represent those essential habits of mind and character that we aspire to in all we do, that we expect of all members of the School community, and that we seek to develop and instill in students.

#### **BALANCE IN MIND, BODY AND SPIRIT**

Balance is essential to the healthy growth and development of the whole child. Through a careful blending of academics, wellness, and spirituality and the fostering of resilience and joy in student life and learning, we nurture students’ understanding of the important role each plays in leading well-balanced and fulfilling lives.

#### **COMMUNITY**

Relationships begin with empathy for one another and expand to ever-widening circles that positively impact the world around us. As a faith-based community of love and kindness, we welcome all and work together for the betterment of society through acts of friendship, service, and compassion.

#### **DIVERSITY AND INCLUSION**

Our Episcopal identity calls us to respect the dignity of every human being and to strive for peace and justice for all people. In this spirit, we prioritize the value that diversity adds to our world by demonstrating authentic inclusion and ensuring every person’s inherent right to belong as a child of a loving God.

#### **EXCELLENCE**

We pursue excellence to achieve potential, not perfection. We nurture the discovery and growth of each person’s unique abilities and interests for the enrichment of our community and beyond. We embrace

innovation, creativity, and critical thinking as pathways to excellence in teaching, learning, and leadership.

#### **INTEGRITY**

Integrity is the cornerstone upon which all our values rest. We create a culture of trust that is safe, honest, and ethical by holding each other accountable to living the values that define us.

#### **EPISCOPAL IDENTITY AND COMMUNITY**

In the longstanding tradition and spirit of Episcopal schools, St. Michael's School combines academic excellence with spiritual and moral formation, preparing students to lead productive lives, personally and professionally, and lives of service to others. St. Michael's School admits qualified students of any race, religion, and national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to all students. The School does not discriminate on the basis of race, religion, national and ethnic origin, or sexual identity or orientation in the administration of its educational policies, admissions policies, tuition-assistance program, or athletic and other School programs.

Our identity as an Episcopal school is, by nature and theology, bound up inextricably with becoming a more inclusive community. Our commitment to equity and belonging, and the honoring of the many ways in which human beings differ in our country today is fundamental to what it means to be an Episcopal school, and the particular expression of Christianity to which our Episcopal schools are tied.

As an Episcopal school, St. Michael's School grounds its commitment to diversity, equity, and belonging in the words of the Baptismal Covenant, "to respect the dignity of every human being," and in our promise as Christians to "seek and serve Christ in all persons, loving your neighbor as yourself," striving for justice and peace among all people. Our pledge to respect the dignity of every human being rests on an abiding appreciation of our differences and of our common humanity as people of God. The same respect for all persons leads us to act in every instance with compassion, love, and integrity, and to challenge those behaviors that promote exclusion, intolerance, and mistrust.

#### **SCHOOL PHILOSOPHY AND GOALS**

Our program from Transitional Kindergarten (TK) through eighth grade is founded on an engaging and challenging academic course of study, a commitment to the arts, a culture of respect for self and others, and opportunities to pursue athletic and other extracurricular endeavors on campus and beyond. Our broad curriculum in the core academic subjects, in world languages (Spanish in Lower School, French and Spanish in Upper School), and in athletics and the arts balances the power of learning through teamwork and collaboration with the pursuit of individual excellence. St. Michael's strives to prepare students in mind, body, and spirit to meet the challenges of an ever-changing world in high school, college, and beyond as caring and competent people.

With this abiding commitment to excellence, we aspire to the following School-wide goals:

- Provide ample opportunities for **each student's growth in mind, body, and spirit** through an engaging, broad-based curriculum consisting of reading, writing, mathematics, the arts, faith and spirituality, science, technology, social studies, and physical education
- Nurture within each student **an appropriate sense of right and wrong** that prepares one for moral and ethical decision-making
- Develop each student's capacity for **success in high school and college**

- Develop within each student a **foundational love for learning** that will persist throughout their lives
- Create a **climate of high expectations**, with personal care for each student, in a loving and supportive community
- Cultivate respect and care for others through **community service**
- **Welcome students and families** from diverse social, economic, and ethnic backgrounds.

#### **ACCREDITATION AND PROFESSIONAL MEMBERSHIPS**

St. Michael's School is accredited by the Southwestern Association of Episcopal Schools (SAES), the sole accrediting agency for Episcopal schools in the United States. The SAES accreditation cycle is a ten-year process, beginning with a year-long self-study, through which we examine all dimensions of the School and, with the guidance of an SAES visiting team, define and execute long-term strategic goals to improve the overall program. Our most recent self-study and accreditation visit took place in the fall of 2022.

St. Michael's School is also an active member of the National Association of Episcopal Schools (NAES), a consortium of Episcopal schools unified by a common educational mission and dedicated to sharing best practices and other key resources.

As part of their professional development, St. Michael's faculty and staff also participate as members in a number of professional organizations, including the Association for Supervision and Curriculum Development, the National Association of Independent Schools, Common Sense Media, the National Council for Teachers of English, and the National Council for Teachers of Mathematics.

## COMMUNITY RESPONSIBILITIES

### CAMPUS SAFETY

The safety and security of students, staff, and families is our highest priority. The School campus is secured with locked entry gates accessible only with a keypad code, key, or fob. The access code for students and families will be changed at least once per year, or more often if needed. We ask that families and students maintain confidentiality with the code and exercise due discretion in sharing this information with others.

The access to campus via these locked coded gates will be limited to the following times, Monday through Friday only; there is no gate code accessibility on the weekends. Students and / or parents who have good reason to be on campus on weekends, or at any other time for which the gate code does not function, will need to arrange access to campus with a staff member or other authorized School representative:

- **7:30 a.m. - 8:05 a.m. for morning arrival and drop-off**
- **3:05 p.m. - 6:00 p.m. for afternoon pick-up**

The School's main office entry is secured with an electric door-entry lock. Other than for morning drop-off and afternoon pick-up, all guests and visitors must check in at the main office, and wear a yellow name tag to confirm check-in, when coming onto campus.

Faculty and staff are instructed to inquire with all unaccounted-for visitors, to accompany them to the main School office for check-in, or to respond as appropriate by calling for help from a colleague or by calling 9-1-1. The School also employs a security guard who patrols on campus in the afternoon and early evening, until 7:00 p.m., to provide additional security and to assure all access points are secured each day.

Students are discouraged from entering the School campus before 7:40 a.m. If they do, there will be no faculty supervision provided prior to this time. Unsupervised students before and after school can be disruptive and susceptible to injury.

Students arriving after 8:00 a.m. must sign in at the main office with a parent or guardian for a tardy slip before going to class. St. Michael's is a closed campus: students are not allowed to leave campus prior to dismissal time unless a parent or guardian has signed the student(s) out in accordance with early-release procedures.

### EXPECTATIONS OF PARENTS AND FAMILIES

The relationship between a student, his or her family, and the faculty and administration is formally governed by the Enrollment Agreement and by this Parent-Student Handbook. Families who enroll at St. Michael's School do so with a genuine understanding and appreciation of the School's Mission, Values, Episcopal Community and Identity, and Philosophy and Goals. In short, the School expects students and families to support its mission, follow its rules, and abide by its decisions.

First and foremost, the relationship between families and the School must be positive and mutually respectful. Trust and mutual respect are the essential underpinnings of an effective relationship between families and the School and between the School and the students. This partnership helps to

ensure the educational success of each student, and it is essential for the fulfillment of the School's educational purpose, its mission, and its objectives.

Families play an essential role in the life of St. Michael's School. Families are necessary partners in educating their children; they support the School community through engaging in volunteer opportunities, attending social events, and supporting fundraising efforts. Families are, therefore, encouraged to work productively with faculty and staff by communicating concerns openly and constructively. If families have concerns about their child's classroom dynamics or ability to learn, please first schedule a meeting to discuss the concerns with the classroom teacher or advisor.

Although it is extremely rare, occasionally it becomes apparent that families do not fully embrace the community's values, are hypercritical, or behave in ways that suggest a serious conflict with the School's philosophy, rules, decisions, policies, or standards. In such an instance, the family has every right to terminate their enrollment agreement with the School, and the School reserves the right to recommend or require the family's withdrawal.

### **COMMUNICATION PROTOCOLS**

A strong partnership and effective communication between School and home are essential to each child's success. We recognize, however, that despite our best intentions, misunderstandings or differences occasionally occur. The School values input, suggestions, and constructive comments from families. When a question, problem, or concern arises with a particular student, the following steps should be taken:

- Ask your child's teacher for a scheduled time to discuss your concerns. It is essential to first contact the teacher who is directly involved, as attempts to communicate with someone other than that teacher will only delay the process. Most difficulties can be resolved at this level when families and teachers communicate openly and respectfully for the benefit of the student.
- If, after meeting with your child's teacher, the situation has not been resolved, meet with the respective division director to present your concerns. The parent or guardian(s), teacher, or division director may request a joint conference with the parent(s) or guardian(s), teacher, and an administrator.
- If, after meeting with the division director, the situation has not been resolved, schedule a meeting with the Head of School to present your concern. The parent or guardian, teacher, division director, or Head of School may similarly request a joint conference with the parent(s) or guardian(s), teacher, and the administrator present.

The School expects that parents and families will respect and adhere to the communication protocols process set forth above. The Head of School welcomes the opportunity to meet with individual families to discuss various School-related topics.

### **USE OF HAROLD BELL WRIGHT PARK**

Under a formal agreement between the City of Tucson and St. Michael's School, we share the Harold Bell Wright (HBW) Park space immediately adjacent to the east side of our campus with the general public during School hours, especially with the residents who live in the HBW neighborhood. This agreement nonetheless gives the School exclusive rights to the use of the park's grass surfaces and basketball courts during the scheduled School day, and maintains an open policy for the use of the play structure, park benches, and shaded areas on the far east edge of the park. Local residents, employees

on break from local businesses, and other members of the public occasionally use the park within those limits during the day as well.

Students and teachers of St. Michael's use the park space for morning break, lunchtime recess, afternoon sports, and aftercare activities. At all times when students are present in the park, in the care of the School during these scheduled activities, the School provides adult employees to supervise children, to assure general safety within the park bounds, and to assure the safe transfer of the students in our care to and from the teacher or School employee and the adult employee or volunteer overseeing park supervision and safety. The School also welcomes the help of parent and family volunteers to help supervise children during lunchtime.

In the interest of maintaining a strong, collaborative relationship with the local residents, the City of Tucson, and the general public who use the park appropriately during the day, we emphasize above all that you act mindfully and with common courtesy at all times when driving to and from the park, and when using the park space. Specifically, use only the designated parking spaces along the park's east-side entry, avoiding the use of parking on the residential street or in front of neighborhood homes. Please use caution and maintain strict adherence to the posted speed limits, street signage, and road rules, especially at the roundabout turn at E Brian Kent Road and N Corinth Avenue.

More recently, in the spring of 2023, St. Michael's School and the City of Tucson initiated plans to install a perimeter fence along the south and east sides of the park to provide additional boundaries for safety during School hours.

#### **FAMILY ENGAGEMENT AND VOLUNTEERISM**

St. Michael's encourages families to attend School-wide and class- and grade-specific activities throughout the year, and to volunteer as able with events and activities that invite parent and family involvement. For the 2023-2024 academic year, the School will provide a comprehensive calendar of events and activities that define those opportunities for attendance and volunteering. One of the more accessible opportunities for families to help is with class field trips, for which parents and family members with valid drivers' licenses and auto insurance are invited to provide safe transportation to and from designated local trip sites.

The School also coordinates an annual parent-volunteer organization, called St. Michael's Angels and Vaqueros (SMAV). By virtue of being a parent or guardian with a child, or children, enrolled at the School, all families are members of SMAV. The aim of SMAV is to support the life of the School, the students, and the teachers with planned events throughout the year. Among other activities SMAV parent volunteers support annually are the uniform exchange, playground supervision, class coordinators, Teacher Appreciation Week, and a handful of events that require volunteer help.

## **GENERAL SCHOOL INFORMATION**

### **ACADEMIC POLICIES TK-8**

#### **ASSUMPTIONS ABOUT LEARNING**

St. Michael's School believes that each student in its care has the capacity to grow as a competent, compassionate, and engaged individual. Integral to this foundational belief, the School believes that a broad range of experiences and activities within and beyond the four walls of the classroom—experiences that promote personal growth and an abiding respect for the diverse world in which we live—is essential for a holistic, balanced TK-8 education. Community service projects, field trips, our Middle School overnight trips (Prescott, Catalina Island, and Washington, D.C.) and Declamation Day, among a number of others, are incorporated into the curriculum.

The School recognizes that students have inherent strengths and areas for growth as learners and differentiates as best it can with a variety of instructional methodologies to meet the diverse needs of each learner. The School also believes wholeheartedly that learning is most effective and engaging as a cooperative venture with families. Families are encouraged, therefore, to be part of the learning process through effective and respectful communication, year-start intake conferences, and parent-teacher conferences. While traditional Episcopal worship is integral to the life of the School and the people in it, the spiritual and moral formation of the students in our care needs to be nurtured as well.

#### **CURRICULUM MISSION STATEMENT**

A St. Michael's education is designed to assist students in developing reflective, creative, and disciplined approaches to learning. In addition, the curriculum is designed to foster positive self-concepts that help students to grow into caring, competent, and confident young adults. This is achieved by a dynamic teaching staff incorporating a variety of methodologies in a climate of high expectation with attention to the needs of the individual learner. The curriculum builds a foundation for future academic success and creates coherence and connectedness to everyday life experiences through interdisciplinary, integrated, and cross-curricular approaches to learning.

#### **ACADEMIC PROGRESS**

When concerns arise with a student's academic progress, the respective faculty member will request a time to meet in person to enlist the family's support to improve the student's academic performance. Learning support may include tutoring, monitored homework time, help with test preparation, outside referral for evaluation and support, required study time at School, or other means of support and encouragement. Students who do not continue to make progress jeopardize their continued enrollment in the School. Middle School students are expected to meet specific academic standards.

#### **ENRICHMENT COURSES**

All our enrichment courses such as Music, Art, and PE will be assigned marks of E, S, or N in grades TK-8. While these classes do not meet five days a week, we view our enrichment curriculum as integral to the entire educational process at St. Michael's. As such, homework and testing will be assigned when appropriate, balancing those assignments with the demands of our core courses. We seek student and family support in placing equal priority between their core subjects and enrichment courses. Please do not hesitate to contact these teachers with any questions you have.

#### **HOMEWORK PHILOSOPHY AND PURPOSE**

At St. Michael's School, we believe students perform best when they get adequate rest and have a balanced level of activities that allow them to explore talents outside of academic classes. We also

believe that homework is important in the development of strong, life-long study skills and habits. When students successfully complete homework, they build self-discipline, self-confidence, and become increasingly responsible for their own learning.

In order to help students maintain a healthy balance between academics and extracurricular activities, St. Michael's faculty strive to assign homework that reinforces classroom learning in meaningful and challenging ways. Homework is designed to help students and teachers to:

- Reinforce concepts and skills taught in class through practice and review
- Prepare students for subsequent classroom learning
- Allow for further inquiry into topics than class time allows
- Assess students' depth of understanding and any need for re-teaching
- Meet long-term project assignments
- Aid in developing time-management, study, and organizational skills

Homework is most beneficial when students understand teacher expectations, take responsibility for their homework, and have family support and guidance. Students, families, and teachers work together in the following ways:

#### **STUDENTS**

- Ask questions to clarify daily assignments, study guide objectives, and project expectations
- Seek assistance from teachers when difficulties or challenges arise
- Inform parents of key assignments and due dates
- Thoroughly record homework assignments and directions in their planner/calendar
- Give their best effort to complete homework fully and turn it in on time
- Work independently when possible so that the completed work reflects their own ability
- Use good time management to allow sufficient time for homework completion

#### **FAMILIES**

- Help create a regular, productive study time and location free from technology and other distractions
- Assure students' work is their own, being mindful of the line between plagiarism and original work
- Help students develop organizational and time-management skills (i.e., review their assignment notebook or planner with them)
- Contact the teacher if there is routine observation of an absence of homework. At St. Michael's, with the exception in most cases of TK, homework is routinely assigned at all grade levels
- Ensure that students routinely get adequate sleep at night to be refreshed for the next day
- Communicate with teachers when concerns arise about homework content, student approach in completing homework, and/or excessive time spent on any one assignment or subject area

#### **TEACHERS**

- Share, with students and families, expectations for homework in that class
- Assign relevant and meaningful homework that reinforces classroom learning
- Ensure that students understand what is expected from them and how it will be assessed
- Give students sufficient time to complete their homework, taking into account other assigned work, tests, and quizzes, and time in the afternoons and evenings for non-academic pursuits
- Keep families apprised of students' progress
- Do not penalize students for homework that is not completed because of difficulties or confusion with concepts as long as it can be demonstrated that a good-faith effort was made

- Make accommodations to expected homework assignments when students are participating in School events such as holiday performances, the annual School musical, and other seasonal events that require any evening participation

**RECOMMENDED GUIDELINES FOR TOTAL TIME SPENT ON HOMEWORK**

If the total time spent on homework routinely exceeds the amount of time in the guidelines below, families are encouraged to communicate with the appropriate teacher or administrator in a timely manner.

Tests and major quizzes are assigned as part of homework and are used periodically to assess the progress of students.

The following time guidelines are intended to provide the expected range of total time spent on homework each night. This will vary from student to student as each works at a different pace. While routine homework is not typically assigned over weekends, certain occasional, long-term projects may require time outside of these guidelines. Routine nightly reading is recommended for all grade levels, when possible.

Grade TK and K	0 – 20”
Grades 1-2	20 – 30”
Grade 3	25 – 35”
Grade 4	30 – 45”
Grade 5	40 – 60”
Grade 6	60 – 80”
Grades 7-8	80 – 100”

**APPROPRIATENESS OF STUDENT WORK**

Student work (e.g., artwork, written work, work related to public speaking, etc.) for a public audience must contain content that is reflective of the values of the School. Student work that references symbols or imagery of potential concern (e.g., weapons, drug symbols or paraphernalia, alcohol, smoking, violence, gang symbols, swastikas, sexually explicit material, insulting depictions of gender or race, vulgarity, obscene gestures, etc.) will be subject to review by the teacher first, in partnership with a student's parent(s) or guardian(s), and as necessary with the respective Division Director (and Head of School), before a decision is made regarding public presentation.

**ADMISSION, PLACEMENT, AND PROMOTION**

**ADMISSION**

St. Michael’s goal is to provide a balanced, transformative experience for its students. Achieving that goal requires that St. Michael’s have maximum flexibility in making admissions decisions. The School, therefore, seeks to admit students who demonstrate strong academic potential who can contribute to and benefit from its programs. Students are selected for admission to the School on the basis of academic potential, developmental maturity, and readiness for the School’s program. In addition to grade reports and teacher recommendations, a requisite onsite visit and brief summative assessment

provides the School with valuable insights and information about the student and his or her ability to participate productively within the School community.

The admissions committee makes recommendations to the Head of School, who has ultimate authority and sole discretion, in the decisions whether or not to admit or re-enroll a student.

The School establishes a waiting list when there are more qualified candidates than openings available in any given grade level. If any openings occur, the admissions committee decides which candidate(s) will be offered a position, based on the overall profile of the class and the match between the needs and qualifications of the student with the needs of the School. When the School cannot offer placement for a student, we are willing to offer counsel on other schools that may be able to accommodate the student.

#### **PLACEMENT**

Under the guidance of our two division directors, the teaching faculty devote more than a month's time each year to place students for the coming year in class sections deemed most beneficial to the individual student, based on a number of considerations. These factors include male-female student ratio, learning style, class chemistry, and socialization. This process begins in earnest in early May, class rosters are made final by the beginning of June, and parents are notified by early August, just prior to the start of the new academic year.

Although we make no guarantee that requests will be honored, we do accept written parent requests for placement with specific teachers. To that end, near the start of the third trimester, our lower- and upper-school division directors will notify parents of a one-week window within which they can send an email explaining their specific request.

#### **PROMOTION**

For promotion to the next grade level, each student is expected to maintain appropriate progress annually with academic growth and solid citizenship, and to demonstrate commitment to both through excellent attendance. A student must be present at least 90% of the days he or she is enrolled at St. Michael's School. When and if a student has not met these fundamental requirements, he or she will be referred to the appropriate division director, and the student's family will be notified of the School's concern.

#### **AFTERCARE & AFTERSCHOOL ACTIVITIES**

As part of its extracurricular and aftercare programs, St. Michael's offers a variety of opportunities for students in the afternoon, after dismissal on the majority of full days and half days. St. Michael's students must have direct adult supervision from their parent or guardian, or from a designated School employee, at (1) any time on campus after the day's scheduled dismissal hours (2) in the Harold Bell Wright Park during scheduled aftercare hours, or (3) during scheduled evening School events. School employees who are supervising either the registered Aftercare program, intramurals or athletics program, or any other scheduled program cannot be responsible for students not already accounted for or registered for an afternoon activity.

Students who are not picked up on time will be accompanied by their respective homeroom teacher or advisor, or another designated School employee, to either the main School office to call home, to Aftercare/Upper School study hall, or to an appropriate scheduled afternoon School activity. All families

in Lower School will be required to register for Aftercare during registration, regardless of their intent to use the service. This helps assure appropriate supervision for unplanned late pick-up in the afternoon.

Below is a summary list of offerings for Aftercare and Afterschool activities for the 2023-2024 academic year:

#### **AFTERCARE**

The School provides a State-certified childcare program for students enrolled at St. Michael's in grades TK-4. All enrolled students in grades TK-4 are eligible to participate in this Aftercare program for a modest fee. Aftercare services include supervised indoor and outdoor play, arts and crafts, an afternoon snack, and homework help as appropriate.

This service is offered from 3:10 p.m. - 5:30 p.m., Monday through Friday, on all scheduled full School days, and from 11:50 a.m. to 5:30 p.m. on half days, during the regular School year, with a few exceptions for the start of a holiday or end of year.

At the conclusion of the School day, students are escorted to Aftercare by their classroom teacher and signed in by the Aftercare staff. A parent or guardian must sign the student(s) out to take them home. There will be an overtime charge of \$1.00 for each minute after 5:30 p.m. a parent or guardian is late picking up the student. There is also a Sign Out surcharge of \$5.00 if families fail to sign the student out of Aftercare. Siblings under the age of 18 are not allowed to sign a student out of Aftercare.

If there is a serious problem, or continual problems, with a student, the Head of School will make the final decision of any additional actions that need to be taken or if a student needs to be dismissed from the Aftercare Program.

#### **OTHER LOWER SCHOOL AFTERNOON ACTIVITIES**

St. Michael's offers Lower School families (TK-4) the opportunity to enroll their son or daughter in Karate, Chess, and/or Legos for either one or both annual sessions, the first from the start of School in August through the Christmas break, and again from January through May.

#### **SCHOOLWIDE SPECIAL EVENTS**

The School hosts a number of special events throughout the year, many of which take place in the afternoons. During on-campus events after hours, such as the Science Fair, Art Expo, and Fine Arts Night, students are expected to be supervised by parents or guardians. A scheduled list of activities for the year will be provided for families at the start of the year; parents and families are updated monthly and weekly for any and all events through the School's monthly email communication, the *Eagle News Monthly*, and through weekly email updates and reminders from our division directors.

#### **UPPER SCHOOL STUDY HALL**

Students enrolled at St. Michael's in grades 5-8 are eligible to register for and participate in afternoon Study Hall. Study Hall is a designated space on campus, typically the Lower School science room, where Upper School students can spend supervised time completing homework, engaging in independent reading, or working on other projects assigned by their teachers. This service is offered from 3:20 p.m. - 5:30 p.m., Monday through Friday, and from 12:00 p.m. to 5:30 p.m. on half days, during the regular School year.

### **UPPER SCHOOL MUSICAL THEATER**

Students in Upper School have the opportunity to participate in the annual School musical. Auditions and practices typically take place in the afternoons as well, after dismissal on full days and in some cases on half days. As with all afternoon activities, families must register and pay the seasonal activity fee for their child for participation in musical theatre with Tony Antista, Director of St. Michael's School Musical Theatre program. Communication for registration will also be made available to parents and families at or near the start of the year.

### **UPPER SCHOOL ATHLETICS AND INTRAMURALS**

Students in grades six, seven, and eight who are in good standing with their academics, attendance, and citizenship are eligible and encouraged to participate in after-school interscholastic athletics. For a full description of the Upper School athletics program, please see the "Athletics" section of this Handbook. Students in grades four and five who are in good standing with their academics, attendance, and citizenship are encouraged and welcomed to participate in the intramural sports program throughout the year. Both programs meet in the afternoons for practices or games according to a schedule made available to students and families at the start of the academic year. Both programs also require families to register their child and pay a modest fee for the season.

### **ARRIVAL AND DEPARTURE**

Parents and guardians of students in grades TK-3 are expected to escort their son(s) or daughter(s) to their respective homeroom(s) each morning and retrieve their son or daughter at the classroom for pick-up at the end of each scheduled day. Fourth-grade students may be dropped off curbside in the morning or escorted by a parent or guardian to the classroom. All students in grades 5-8 are able to walk themselves to their respective classrooms in the morning and meet their parents or guardians at their designated pick-up spot in the afternoon. Lower School students participating in on-campus after-School activities will be escorted to the appropriate location by their teacher.

Students in grades 5-8 must sign in with their homeroom teacher in the morning. At the end of the day, students must also sign out of their homeroom, indicating their immediate destination, including after-School activities and School sports. Should a family want their son(s) or daughter(s) to leave St. Michael's at the end of the day unattended by an adult—including to walk to the library, to home, or to the Metro bus—individual arrangements and written permission must be provided by the parent(s) or guardian(s) to the School. Once a student is off campus, we can no longer monitor his or her location, and he or she is not allowed to return to campus without a parent or guardian.

On a handful of afternoons this year, School dismissal is at 11:50 for Lower School and 12:00 noon for Upper School to allow for faculty professional development. Lunch is not served or scheduled on these early-dismissal dates. Please note as well that Aftercare for grades TK-4 and Study Hall for grades 5-8 will be available on most of these dates..

We ask for your cooperation in picking up your student no later than ten minutes after the conclusion of his or her day. Students who are not picked up on time will be accompanied by their respective homeroom teacher or advisor to either the main office to call home, to Aftercare/Study Hall, or to an appropriate activity. Enrollment forms and information about the Aftercare program/Study Hall are available in the main office and on the School website.

**BIKE SAFETY**

It is law in Pima County that cyclists under the age of 18 wear a suitable helmet while riding. We insist that students riding bikes to School follow the law, above all for their own health and safety. Regardless of grade, students riding bicycles to School should secure their bikes using the rack located in the Lower School campus on the west side.

**PARKING & TRAFFIC FLOW**

Given the physical limitations of our campus, navigating the School's parking lot at drop-off and pick-up is often an exercise in patience and courtesy. We ask that you follow the one-way traffic signs and use extreme care and caution while operating a motor vehicle on School grounds. Courtesy and patience go a long way in making the parking area safe and efficient. Please proceed with caution when leaving St. Michael's either south or westbound, as traffic may not yield to you.

The outer edge of the parking circle is for momentary drop-off or pick-up only. Do not leave your car unattended in this area, do not double-park, and do not park on inner curbs. This is a fire lane; parked cars in this area are subject to fines and/or towed removal.

Please note that due to the congestion at the south entrance from Wilmot Road, parking or standing on the south side entry of the main lot, as marked by traffic pylons, is prohibited from 7:30 to 8:00 a.m. and from 3:00 to 3:30 p.m. During these times, we ask that you only stop on the south side along the Upper School if you are indeed dropping off your child in the morning or picking up in the afternoon. If your child is not ready for pickup, we ask that you find a parking spot and wait for him or her. We encourage families to coordinate with their child to determine a time and place for pickup to minimize the amount of time you have to wait.

Please be a good neighbor and use the designated parking for Harold Bell Wright Park when dropping off or picking up students. We request that any family driving through the Harold Bell Wright neighborhood use caution and strict adherence to the posted speed limits and driving rules.

**ATTENDANCE AND ABSENCES**

Regular daily attendance and prompt arrival for the start of the day are required. As such, the School strongly discourages students from missing scheduled School days for non-medical reasons. Missing class time, especially multiple days of absence, often puts an undue academic burden on the student. Furthermore, it places a large burden on the teacher and the student's classmates as the teacher tries to make up for missed class time for that individual.

**TARDY POLICY**

Arriving to School each day on time is essential. Doing so represents a sense of personal responsibility, a seriousness of purpose about academics, and consideration for one's classmates and teachers who make every effort to begin the day together on time. When a student is late to School, the rhythm of his or her day is disrupted and often important information covered at the beginning of the day is missed. With that in mind, all students are encouraged to arrive on time, between 7:45-7:55 a.m., ready to begin the day at 8:00 a.m. Students arriving after 8:00 a.m. must report to the School's main office for a pass to class to assure that attendance records may be accurately recorded. A conference may be requested when a student is repeatedly late to School, and students may be required to attend lunch detention to make up for missed class time.

**REPORTING ABSENCES**

Parents are expected to call the School's main office (520-722-8478) by or before 8:30 a.m. on any day their child is absent. Excessive absences (i.e., more than eight [8] days in any given trimester) often result in a failure to meet academic requirements and may jeopardize promotion to the next grade. Teachers will work with students to assure they have an opportunity to complete missed work due to an absence. If a parent or guardian would like to pick up the student's homework due to an absence, they are asked to email the student's advisor or classroom teacher the morning of the absence to request that homework be left in the office for pick-up after School. A student will, upon his/her return, be allowed a reasonable amount of time to complete the work missed. Absences due to illness of more than three consecutive days typically will require a doctor's note in order to return to class.

If possible, all appointments should be avoided between 8:00 a.m. and 3:10/3:20 p.m. on regular School days. Parents of students who miss School or who plan to arrive late for good reason are asked to notify the School's main office by or before 8:30 a.m., same day.

If a student misses a School day, he or she will likely not be allowed to attend after-school activities on that same day, at the discretion of the faculty and administration.

Students may also be required to attend events outside of School hours. In cases where attendance is mandatory, exceptions for attendance must be approved by the respective teacher or division director.

**LEAVING DURING THE SCHOOL DAY/EARLY RELEASE**

Students leaving school during the school day must (1) be signed out at the School's main office by a parent or guardian and (2) indicate whether or not the student will return that day. If a student returns to school later in the day, a parent or guardian must sign the student in before the student may return to class.

**EXCESSIVE ABSENCES AND TARDIES**

Excessive absences and/or tardies may impact promotion and will result in a notation in the permanent file and a parent conference.

**BIRTHDAYS AND OTHER CELEBRATIONS**

Students' birthdays are typically announced in the homeroom and recognized in Chapel with a special blessing. If a student plans to provide a birthday snack or treat for his or her classmates, parents are asked to consult the teacher or advisor ahead of time, above all to prevent exposure of food allergens to particular students. Decorating the outside of lockers, desks, or other school areas for individual students for their birthdays is permitted only with the consent and knowledge of the homeroom teacher, advisor, or division director. The same rule applies for the distribution of party invitations and party gifts at School. As an Episcopal school founded on the values and practice of kindness and inclusion, we strongly encourage that parents and students hosting parties off-site invite all students (or all males or females) in the classroom or advisory group. Excluding a student, or some students, from off-site hosted celebrations is contrary to the School's aim of building community and making all families feel welcome.

**CHAPELS AND ASSEMBLIES**

Chapel services, communion Masses, and special assemblies are an integral part of the life of the School and our Mission to educate in mind, body, and spirit. Weekly Chapel and Mass services are designed

above all to develop an appreciation and respect for the sacred, regardless of family religious tradition. All students in grades K–8 attend the School-wide Chapel at the start of each week, with some exceptions. The weekly Chapel is an opportunity for all students and teachers to gather for prayer, announcements, pledge, and music to sing along under the direction of the Head of School and Chaplain. In addition, in both Lower and Upper School, students and teachers participate in a weekly Chapel for each division—often led by students and teachers—for reading, reflecting, and singing. And students and teachers also participate in a weekly communion Mass where they can receive the Eucharist or participate by simply by receiving a blessing.

### **COMMUNITY SERVICE**

St. Michael's believes that service to others is integral to faith and spirituality, regardless of one's faith or spiritual tradition. As a School and as a parish in the Episcopal tradition, St. Michael's has long been committed to helping those in need in our community and around the world. Service to the community complements the academic curriculum and promotes the dignity of others to our students. Students take part in various age-appropriate service activities throughout the year, and community service is a requirement for graduation.

### **CONFERENCES**

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held formally twice each year. These conferences involve the parent(s) and/or guardian(s), but not the student. The first conference in August is designed as a year-start intake conference, to understand the student as a person and as a learner. During the second trimester, another conference will be held that will give a more formal evaluation of your student's performance following report cards. Because of our firm belief in the benefit of a cooperative venture in your student's education, both of these conferences are mandatory. Faculty and administration are also available at any time to discuss your student's progress. Please ask your teacher for a scheduled time to discuss your student.

#### **SCHOOL-PARENT CONFERENCES AS REQUESTED**

In addition to the standard parent-teacher conferences during the year to discuss students' progress, the School may convene an on-campus parent conference with a student's teachers and/or members of the administration if there is a serious concern about a student's academic progress or personal well-being. The objectives are to share observations, ascertain the reasons for concern, and develop a plan of action to meet the student's needs and maximize his or her success. In some instances, the School may require that the parents retain the services of a psychologist or psychiatrist to assess the student's emotional health and/or academic aptitude and learning style. Similarly, the School may require parents to share such assessments and grant the evaluator, therapist, or doctor permission to communicate directly with the Head of School and/or Division Head. The sole motivation is to ensure that the student is properly and well served, which is only possible through a common strategy, good communication, and a strong, mutually supportive family-school-professional partnership.

### **DRESS CODE**

School uniforms eliminate distractions about dress and appearance and provide a seriousness of purpose appropriate for TK-8 learners.

The St. Michael's School dress code, as with most school dress codes, is designed to add a sense of common purpose and dignity to our day-to-day work. A dress code also goes a long way toward eliminating potential distractions about who is wearing which brand and the implicit and explicit judgment students may make about the appearance and dress of others.

Designated School uniforms are required at all times while on campus during school days. Students with on-campus after-school sports, or other School-sponsored activities that require non-uniform clothing, are exempt for the duration of the after-school activity.

#### UNIFORM GUIDELINES

- **Official School Dress:** Red St. Michael's polo shirt with embroidered logo, and khaki shorts, pants, skirt, skort, or capris are required *for certain field trips and other special occasions*. On all other days, the dress code is as follows:
- **Shirt/Blouse:** Navy blue, white, or fire-engine red button placket, ribbed collar cotton, or blend polo shirt in short or long sleeve. Navy blue, white, or fire-engine red turtlenecks. White oxford or Peter Pan collared blouse in short or long sleeve. No contrasting color trim, zippers, or logo, other than St. Michael's logo, on shirts. All shirts are to be tucked in at all times, except during physical activity.
- **Jumpers:** Plain navy blue or khaki or uniform plaid. Hunter/Classic Navy Plaid, the only approved plaid for St. Michael's, is available at Lands' End. A sample of the plaid is on our website, [www.stmichael.net](http://www.stmichael.net), in the Uniform Policy section. Jumpers must be worn with a blouse.
- **Skirts:** Plaid (Hunter/Classic Navy Plaid), plain navy blue, or plain khaki, pleated or non-pleated uniform skirt. Skirts must not be shorter than 4" above the middle of the knee. For grades TK-3, wearing shorts under a skirt or jumper is recommended.
- **Skorts/Shorts:** Navy blue or khaki. Must not be shorter than 4" above the middle of the knee. Must not be worn below hip level. Shorts must not reach below the knee.
- **Pants and/or Capris:** Navy blue or khaki dress pants. Must not be worn below hip level.
- **Jackets, Sweatshirts, or Sweaters:** Must be solid navy, white, or red with no contrasting color trim, zippers, or sizable imagery, other than the St. Michael's logo. (The gray athletic St. Michael's sweatshirt is to be worn during P.E. only.)
- **Shoes:** Shoes must be primarily muted colors and patterns. All shoes must have rubber soles and stay securely on feet. Athletic shoes are highly recommended. Crocs and sandals are not permitted.
- **Socks:** Must be worn; muted colors and patterns only.
- **Belts:** Solid navy blue, black, or brown (if worn).
- **Tights:** Solid white, red, navy blue, or black only, if worn.
- **Undershirts:** Solid white or navy blue, if worn.
- **Hats and Protective Clothing:** As a part of daily outdoor wear, all students (TK-8) are strongly encouraged to wear a sun-protective hat, which must be removed when indoors.
- **Jewelry:** Small or medium length stud/post earrings only; no hoops or dangling earrings; watches are acceptable, but Smart watches (e.g. Apple Watches) are not allowed.
- **Makeup:** Clear or light pink nail polish only; mascara and lip gloss allowed in grades 7 – 8 only.
- **Ties:** Ties may be worn. Acceptable patterns: red and navy stripe, Hunter/Classic Navy plaid (available from Lands' End), or solid red or navy.
- **Hair:** Student hairstyles should not be outlandish or distracting. Students are only allowed to dye their hair natural shades rather than unnatural colors (e.g., pink).

### **UNIFORM VENDORS**

Lands' End is the official uniform supplier for St. Michael's. All items listed on the online Lands' End uniform store have been selected and approved by the School. A percentage of the profits go toward the School.

Parents are welcome to purchase uniform items from any retailer, so long as the items meet the specific parameters listed above. The School logo may be embroidered on approved uniform items through an exclusive local vendor, Desert Beach Specialties, for \$12.50 per item.

Desert Beach Specialties  
150 S. Camino Seco, Suite #102  
Tucson, AZ 85710  
(520) 733-0903  
Contact: Tori Friedman  
[tori@desertbeachspecialties.com](mailto:tori@desertbeachspecialties.com)

### **P. E. DRESS GUIDELINES**

Students in grades 5-8 are required to "dress out" for all P.E. classes. P.E. uniforms, consisting of red mesh shorts without pockets and gray logo t-shirts, may be purchased through Lands' End. To access Lands' End, go to the St. Michael's home webpage ([www.stmichael.net](http://www.stmichael.net)) and click on the Lands' End logo on the "Parents" page.

### **RELAXED DRESS DAYS**

Periodically, students will be granted a relaxed dress day. On relaxed dress days, students will still be required to dress appropriately. Items considered inappropriate include but are not limited to flip flops, revealing clothing, spaghetti straps, bare midriffs, short skirts/shorts, shirts with inappropriate words/images, and torn or cut clothing. No costumes unless specified by the teacher.

### **DRESS CODE FOR SPECIAL EVENTS**

The same rules and limitations apply to the attire of students when attending after-school events such as Fine Arts Night, middle school dances, class trips. Students will still be required to dress appropriately. Items considered inappropriate include but are not limited to flip flops, revealing clothing, spaghetti straps, bare midriffs, short skirts/shorts, shirts with inappropriate words/images, and torn or cut clothing. No costumes unless specified by the teacher.

### **FACILITIES USE AND RENTAL**

The School permits the use of the Student Center and other areas of the campus, as available, for a modest fee throughout the year to individuals and groups who have been approved by the Business Office. For more information on guidelines and availability, please contact the main School office.

### **FIELD TRIPS**

Many of our field trips are made possible by the generosity of parents who assume the responsibility of driving students to and from various activities. To ensure that we provide the safest environment possible for our parents and students, the following guidelines apply:

- A seat belt is required for each student. All students will utilize individual seat belts at all times.
- No student below sixth grade (and/or under 75 pounds) may sit in the front seat of a car with an airbag.

- Drivers must follow the itinerary planned by teachers. Be sure to have complete directions to the event.
- Although the School carries a general-liability policy, parent drivers need to be advised that the School's coverage would act as secondary coverage to your insurance policy.
- Before going on a field trip, parents should receive an emergency treatment form for students in their car.
- No unauthorized stops will be made.
- Observation of all posted speed limits and rules of safety will be followed.
- Drivers will insist that all students remain calm and quiet during the trip, make sure students behave properly and obey all St. Michael's rules and regulations, and report any inappropriate behavior to the coach or teacher in charge of the event as soon as possible.
- Drivers may not be under the influence of alcohol or any drug which might impair their driving ability while transporting students.
- Drivers will not smoke while operating the vehicle and transporting students.
- Drivers will refrain from operating cell phones or any other device that might in any way interfere with safely operating the vehicle.
- Drivers will not provide any treats (candy, drinks, snacks, etc.) to the students in their care without the expressed consent of the teacher or School-designated adult in charge.
- Parents who drive on a field trip must submit a completed parent-driver form to the office before being allowed to drive students.
- Parent drivers function as chaperones for all students and should follow the guidelines given by teachers.

#### **LUNCH**

St. Michael's supports and encourages healthy food choices as part of the balance we promote in all of our programs. Our daily lunch program, in partnership with [Dishes2U](#), provides our families with the freedom to choose their own meals from local restaurants (e.g., Jimmy John's, Panda Express, Panera) and have them delivered to campus each day. Families can choose to order lunch through Dishes2U for one day or for up to three months at a time during the School Year.

Families who choose to prepare their own lunches are encouraged to do so. For grades TK-4, lunches should not require a microwave or refrigerator. Students in the Upper School (grades 5-8) will have limited access to a microwave that they can operate on their own. In sending snacks to school, we encourage parents to check with the classroom teacher or advisor about acute allergies among students first, and to send items that are nutritious and low in sugar.

#### **LOST AND FOUND**

The School maintains three on-campus bins for unclaimed student items that have been left on campus after the School day has ended. These items typically include uniform and other clothing, water bottles and backpacks. Typically at the end of each trimester, the School displays all lost and found items for families to claim; all unclaimed items after that trimester-end period are donated to local charities.

#### **SCHOOL PROPERTY**

The School expects students to demonstrate care and good stewardship for School and personal property. Intentional damage, or damage caused by carelessness, to School property or grounds—including lockers, computers, and desks—is unacceptable and will result in disciplinary consequences, up to and including suspension, dismissal, or expulsion. We also expect the same care for property at

the Harold Bell Wright Park behind the School, which we have committed to keep clean. This same value of respect for place and property means that all members of the community pick up after themselves and take every measure to prevent littering. To that same end, no chewing gum is permitted on School grounds.

#### **PLAYGROUND, ATHLETIC, AND PHYSICAL EDUCATION EQUIPMENT**

The School provides play items and toys to be used appropriately by students on the playground, for the School's athletic and intramural programs, and for physical-education classes. In all cases, these items and toys remain the property of the School; students and staff using these items are expected to do so with the utmost care and to return the items in like condition at the end of the respective activity. We ask students and families to report any damage to or loss of any School property. In cases where property has been damaged or lost due to carelessness, students and families may be asked to replace an item at their own personal cost.

#### **TEXTBOOKS**

Students are often assigned textbooks to use during the year. We ask that students and families work to maintain their good condition. Students that lose or excessively damage books will be billed the full value for their replacement.

### **STUDENT CODE OF CONDUCT**

St. Michael's shares with families the responsibility to foster ethical and moral values and mature citizenship with the students in our care. We believe that it is important for all students to demonstrate responsible citizenship commensurate with their age level. Proper conduct is expected of all students, whether on campus or participating in an off-campus, School-sponsored event. We are also guided by the following thoughts about a community of learners who are still in the process of becoming who they will be:

- We acknowledge that students will make mistakes.
- We believe that the Golden Rule and God's love and grace guide all practices.
- We believe that reconciliation and flexibility are hallmarks of good discipline.
- We believe that the School must be proactive and educate students to make good choices.
- Proper conduct and enforcement work best with fully vested collaboration and partnership among teachers, parents, and administrators.

Kindness, respect, and compassion for one another are important values. Pronounced and consistent inappropriate behavior warrants a parent conference and may result in a student's being placed either on behavioral warning, suspension, or expulsion from School in extreme cases.

We believe that the educational success of a student is dependent on a strong, positive partnership between the School and parents or guardians. Open communication and support of School policies contribute to the achievement of student success. Families agree to abide by and uphold all policies of the School and understand that disregard of the rules or disruption of the School community may be deemed sufficient cause for dismissal of the student. We believe that a positive and constructive working relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. The School therefore reserves the right not to continue enrollment or not to re-enroll a student if the School concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or seriously interfere with the School's realization of its educational aims.

## **TK-8 GENERAL EXPECTATIONS & GUIDELINES**

- Personal integrity and honesty are fundamental values at St. Michael's for all students in all grades. Academic honesty is an integral component of this as well. Each student is responsible for clearly identifying any work which is not his/her own. This expectation applies to both the receiver and giver of information. Plagiarism and cheating are serious violations; consequences for either may require parent(s) and their child to meet with the respective faculty member and may result in further disciplinary consequences, including a mark of "0" for the work in question and/or a requirement to redo the work, or suspension, dismissal, or expulsion.
- We expect all members of our community to treat each other respectfully. Bullying, undue or unwelcomed physical aggression or contact, name-calling, and verbal abuse, including obscenities, are not tolerated and may result in suspension, dismissal, or expulsion.
- We expect all members of the School community to demonstrate respect for School and personal property. Intentional damage, or damage caused by careless action, to any item or area of School property or grounds—including lockers, computers, and desks—is unacceptable and will result in disciplinary consequences.
- We also expect the same care and respect for people, public space, and property while attending any School-sponsored activities off campus and/or in the Harold Bell Wright Park, which we share with the general public.
- We encourage and expect that all students will practice good stewardship of the School and Park property by cleaning up after themselves. Chewing gum is not permitted on School grounds.
- At morning drop-off, once a student has transferred safely to his or her respective teacher or advisor or coach, the student must remain on School grounds until released to a parent, guardian, or other authorized individual. Students are forbidden from leaving/exiting School property without explicit permission and accompaniment from the parent or legal guardian.
- No tobacco in any form is allowed on School grounds, School trips, or at School events.
- The use of, selling of, possession of, or being under the influence of alcohol or drugs on School grounds or at a School function is forbidden and will result in suspension, dismissal, or expulsion.

## **EAGLE SLIPS AND STAR CARDS**

All members of the School community are expected to uphold and exemplify our School Values and the broader habits of mind and character defined by the Fruits of the Spirit (i.e., love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control). Lower School faculty present Eagle Slips throughout the year to students in grades TK-4 who demonstrate any one or more of the School Values or behavior and actions that demonstrate a fruit of the spirit. The same is true of Upper School faculty in recognizing students in grades 5-8 in the form of a Star Card. Our year-end Soar with the Eagles Chapel also recognizes students in each grade who have demonstrated such behavior over the course of the academic year.

## **POLICY ON BULLYING AND HARASSMENT**

It is the right of every student to be educated in an environment that is positive, safe, and caring. At St. Michael's School, students are expected to treat each other and members of the School community with kindness and respect at all times. As an Episcopal school, we expect that each member of the School community respects the dignity of every human being. With that in mind, St. Michael's School will not tolerate any form of bullying behavior. Bullying includes repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse. It also

may include, but not be limited to, harassment, social exclusion, verbal taunts, name-calling, and put-downs, including ethnically based or gender-based verbal put-downs. In addition, cyber-bullying through the use of electronics such as cell phones, social networks, or other internet communications is not acceptable. Students who engage in bullying behavior will be subject to disciplinary action, up to and including suspension, dismissal, or expulsion.

Students who are experiencing bullying behavior by another student or group of students should immediately report the incident or behavior to a parent or guardian, teacher, division head, or School administrator. Incidents of unacceptable behavior will be investigated by an administrator or by the teacher. Parents of students involved will be notified. Retaliation by any student related to the reporting of bullying will not be tolerated and may result in suspension, dismissal, or expulsion.

### **STUDENT RECORDS**

A parent or guardian may request to inspect and review the official records of a student in the presence of School personnel or to obtain an unofficial copy of the student's records. The Head of School will authorize the release of a student's records in accordance with the following procedure; a parent or guardian must:

- Send a written statement (email or otherwise) to the Head of School, division director, or other designated employee, requesting to view or obtain a copy of a student's records, and provide legal proof as needed of the requestor's relationship to the student; and
- Schedule an appointment to meet with appropriate school personnel at a time mutually convenient to review the records or to obtain an unofficial copy of the student's records.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree. The School will not be held liable for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the office. Both parents, custodial and noncustodial, have access to information about the Student's progress as mandated by law.

If a family is requesting student records because the student is transferring to another school, the request must be made in accordance with parts (a) and (b) of the Records Request Procedure; once the School has received the necessary information, the School will forward the student's records to the student's new school. However, if any portion of Tuition or other charges is past due, the School will not provide transcripts or other records on behalf of the student to any party, including to a transferring student's new school, except as required by law.

### **TECHNOLOGY**

Students at St. Michael's School use and have access to computers and other technological devices in varying degrees depending on the grade level. Every effort will be made to ensure that students utilize technology in a safe and educationally sound manner. St. Michael's has made a concerted effort, through device restrictions and filtering and traffic monitoring, to keep Students from accessing inappropriate material, language, and pictures on the internet while on campus.

Since no filtering software is 100% effective all of the time, it is possible for students to encounter inappropriate material online. If this happens, it is important that the student reports it immediately to the respective teacher or administrator so that the internet site can be added to the filtering software.

In order to use the computers, Chromebooks, iPads, and the internet at St. Michael's, students and their parents/guardians must agree to abide by the Responsible Use policy set forth below. The use of technology, including internet access, is a privilege, not a right; if abused, the student loses his or her privilege, and may potentially face additional repercussions.

#### **RESPONSIBLE USE POLICY**

- The student shall use School technology for educational purposes only. Students will only use the internet at the School if there are teachers present; unsupervised use is not permitted. The student shall comply at all times with the St. Michael's Student Handbook.
- Students will respect the privacy of other users and of themselves, refraining from giving out any personal information about themselves, their family, teachers, staff, or other students. This includes passwords.
- Students must respect and uphold all laws concerning, among others: privacy, piracy, plagiarism (including using uncited Artificial Intelligence [AI]-generated writing), and copyright infringement.
- Access to material that could be considered inappropriate, offensive, or pornographic is strictly prohibited.
- Students will treat the School's equipment with respect at all times. They will not eat or drink near the Chromebooks or the iPads, and will take precautions not to cause accidental damage to the devices. Students who do not demonstrate sufficient care for their devices may lose access to them. Any damage caused intentionally or accidentally may be charged to the parents or guardians of the student, at the School's discretion.
- Students will only print with the teacher's permission. In the interest of conserving paper, students will only print one copy of a document, and take care to make sure they do not print more than needed of any particular document. If a document does not print, they will ask their teacher or the IT department for assistance.
- Students will not access social media or personal emails at School.
- The student has no right of confidentiality using any devices or managed accounts issued by St. Michael's. Contents of email, information regarding internet usage, and network communications while on campus are monitored and reviewed at the sole discretion of the School.
- Cyberbullying using School resources will not be tolerated. Please see the sections "Policy on Bullying and Like Behavior" and "Social Media" of the Student Handbook for additional information.

#### **CHROMEBOOK USE POLICY**

Students in grades 4-8 at St. Michael's School are given a Chromebook laptop computer for academic use. The Chromebook remains the property of St. Michael's School throughout the time the student is enrolled. Upon graduation, the Chromebook will be given to the student and released from St. Michael's School's device management. Students should remember that the Chromebook will eventually be theirs, and take proper care of it as it will be their own.

In addition to the St. Michael's Responsible Use Policy, as a recipient of a School-issued Chromebook, the student receiving the device and the parent/guardian signing this form agree to the following:

- The Chromebook must remain at St. Michael's School and cannot be taken home except under certain previously agreed to circumstances. The parent/guardian of a Student that requires

home use of his or her Chromebook must reach out to the St. Michael's IT Department, by emailing [chromebook@stmichael.net](mailto:chromebook@stmichael.net).

- As detailed in the St. Michael's Responsible Use Policy, any damage caused intentionally or accidentally may be charged to the parents/guardians of the student, at the School's discretion.
- If any students lose their Chromebook, they will be charged for a replacement unit. The price of the replacement unit will vary depending on inventory, market values, and licensing replacement.
- Students may not loan their Chromebooks to another student, as they have been inventoried and provisioned to the assigned student only. If a Chromebook is damaged or lost while in the possession of another student, the originally assigned student will still be held accountable.

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

- Cell phones are not allowed to be carried or used during School hours. Students are allowed to have cell phones on campus only if the phones are turned off and stored in their backpacks. Cell phone use, before and after School, is restricted to communication only (i.e., calling and texting). Cell phones may not be used for music, taking photos or videos, internet access, or games. Cell phone use during the school day is not allowed for any purpose without explicit permission from the teacher.
- If a student repeatedly violates the cell phone policy, he or she may be forbidden from bringing the device to campus for a period of time as determined by the Upper School division director, or a parent or guardian may be required to deliver it to and retrieve it each day from the Upper School division director.
- Students in grades TK-4 may not bring cell phones to School.
- No student in grades TK-8 is allowed to wear a Smartwatch (e.g., Apple Watch) at School.
- All other electronic devices, such as iPods or game devices, are not allowed on campus at any time, unless under supervision of a parent. The use of electronic readers in the classroom may be allowed for class work only at the discretion of the classroom teacher.
- The use of cell phones, iPads, or other personal electronic equipment is not permitted in Aftercare or during other extracurricular activities on campus by any students. Students in grades 5-8 in after-School Study Hall are allowed to use the School's designated Chromebooks for homework only.
- No pictures or videos should be taken by students at School, unless specifically approved by faculty.
- Inappropriate emails and text messages between St. Michael's students, including cyber-bullying, will not be tolerated. Such misuse of technology will result in a parent conference, loss of phone privileges, as well as possible suspension or expulsion.
- St. Michael's is not responsible for pictures taken by students at School or School functions that are posted by students on social media. St. Michael's reserves the right to request removal of such pictures.

#### **SOCIAL MEDIA**

Social media has become a predominant means of communication, connecting people through the use of technology. The world of social media and the internet, for all of their benefits and applications for good, is essentially an ungoverned and often unsupervised space for individuals to communicate, without regard for its impact, or at times to communicate with the explicit intention of causing harm. Its use, therefore, is complicated and becomes problematic when there is no parent oversight of a child's

social-media use. The use of social media by students, in short, is not permitted on School-issued devices, nor on any device or in any form during scheduled School hours.

As a rule, the School does not govern, intervene with, or monitor student social-media use outside of School. Nonetheless, inappropriate use of social media, especially cyber-bullying behavior, even when initiated off campus, can result in disciplinary action by the School, including possible suspension, dismissal, or expulsion.

For students who choose to engage with social media, we recommend the following guidelines for the protection of the students, teachers, and the institution of St. Michael's:

- Parents have access to their child's account(s) and check their content regularly
- Passwords are never shared
- Profiles are restricted to friends only, not to friends of friends
- Students use discretion in choosing whom to "friend" and what language and images to post
- Students do not use a photo of themselves as their avatar or logo
- Students do not use their real last name in public forums
- Students set and abide by strict privacy levels.

#### **VISITORS AND VOLUNTEERS**

Visitors to St. Michael's are required to come to the main office to sign in and to wear a visitor's badge while on campus. Parents are expected to check in at the front desk and get a visitor's badge if their visit to campus is for more than a quick pick-up or drop-off, or for a scheduled meeting with a faculty or staff member.

## ATHLETICS

The St. Michael's intramural and interscholastic athletics programs seek to develop the student-athlete in a setting conducive to individual growth and accomplishment, teamwork, and competition. It is the objective of the athletics program that all participants will achieve this development through a number of means. These include disciplined practice and training on a daily basis; an increased understanding of rules, regulations, and strategies specific to a sport; fitness enhancement; and, above all, cooperative behavior based on respect for self and others.

Our intramural program is open to fourth and fifth graders and is designed to introduce fundamental skills in a variety of team sports. These teams will usually meet two days per week, emphasizing information and instruction rather than competition, and will be held during the "off season" so that the facilities will be available. The sports offered typically include soccer, flag football, volleyball, basketball, and track/cross country.

St. Michael's offers competitive interscholastic sports for students in grades 6-8. Each sport has a head coach, with many having an assistant as well. These coaches report to the School Athletic Director. As a member of the Tucson Independent Athletic League (TIAL), St. Michael's teams compete in three different eleven-week seasons throughout the School year. Students in the sixth through eighth grades are eligible to participate.

No player who comes out for a team will be cut at St. Michael's. We welcome students of all levels of experience and skill to participate. The philosophy of the program is to allow all participants the opportunity to grow as athletes and individuals. There is a strong emphasis on team unity and sportsmanship, as we feel this is the backbone to any successful program. Though the coaches play to win, the primary goal is to see players gain steady improvement and provide an environment conducive to positive socialization.

The B-Team level is a participatory-based program. All players who are at practice will play close to equal time during the games. However, the A-Team level is more competitive by nature and does not guarantee that every student will play equal time, even though they may have been at all the practices. Should any parents have a problem or concern with a coach regarding this issue or anything else, we ask that they make an appointment to speak to the coach the next day rather than immediately following a game. Practices and games are usually scheduled on weekdays only. Practice times run from 3:30-5:00 p.m., after school, typically Monday through Thursday, and possibly Friday.

If a student-athlete also competes on a club team or has another outside commitment, a compromise between the two can be arranged with the coach. In addition, those students who receive two or more D's on either the progress report or the trimester report card are required to attend a mandatory study hall two days a week and will be placed on Academic Warning.

**There is an \$85 athletic fee per sport** payable at the beginning of the season along with a registration form. Lastly, there are no School vans for transportation. Parents are heavily relied upon to get the players to the games and pick them up. Please consider helping with this need by contacting the Athletic Director.

Current physical examinations are required for participation in athletics. Parents and guardians must give written consent for each sport in which students participate.

The sports and the seasons in which St. Michael's athletes participate are listed below:

<b>Fall Season:</b>	Flag Football, co-educational Volleyball, girls
<b>Winter Season:</b>	Soccer, co-educational
<b>Spring Season:</b>	Basketball, boys Basketball, girls Track and Field, co-educational

In alignment with our mission, sportsmanship and respect for others are our highest priorities. Therefore, the School has adopted a Student-Athlete Code of Conduct as well as a Sports Code of Conduct for Parents. Both of these policies are included below.

#### **SPORTSMANSHIP**

The School's intramural program for fourth and fifth grade and the interscholastic athletic program for sixth through eighth grades are held in the belief that competitive team experiences contribute significantly to the development of character and school spirit. Sportsmanship and fair play are important facets of this program. We expect our coaches, players, faculty, staff, and parents to represent the School in a manner that is respectful of others on and off the field. It is imperative that we maintain the highest standards of courtesy, control of emotions, and good sportsmanship and act as respectful hosts and guests.

We encourage and endorse enthusiastic support from families and friends. In the process, we expect adults to uphold the same standards that we ask of our students. That means being respectful toward players, coaches, officials, other spectators, and the proper conduct of the game. Our objective is to ensure that everyone enjoys athletic contests to the fullest extent.

#### **STUDENT-ATHLETE CODE OF CONDUCT**

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The greatest benefits of a student's participation in sports include pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This Code applies to all student-athletes involved in interscholastic sports at St. Michael's School.

#### **TRUSTWORTHINESS**

- **Trustworthiness.** Be worthy of trust in all I do.
- **Integrity.** Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- **Honesty.** Live and compete honorably; don't lie, cheat, steal, or engage in any other dishonest or unsportsmanlike conduct.
- **Reliability.** Fulfill commitments; do what you say that you will do; be on time to practices and games.
- **Loyalty.** Be loyal to my School and team; put the team above personal glory.

## RESPECT

- **Respect.** Treat all people with respect all the time and require the same of other student-athletes.
- **Class.** Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help; compliment extraordinary performance; show sincere respect in pre- and post-game rituals.
- **Disrespectful Conduct.** Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- **Respect Officials.** Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

## RESPONSIBILITY

- **Importance of Education.** Be a student first and commit to getting the best education that I can. Be honest with myself about the likelihood of playing on the next level. Remember that at most schools, student-athletes who do not have a serious commitment to their education, do not get to play.
- **Role-Modeling.** Remember, participation in sports is a privilege, not a right and that I am expected to represent my School, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model. Students who are unwilling to abide by the Athletic Code of Conduct may lose the privilege to participate in interscholastic sports. Unacceptable demonstration of sportsmanship or behavior may result in withdrawal from the team.
- **Self-Control.** Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
- **Healthy Lifestyle.** Safeguard one's health; don't use any illegal or unhealthy substances including alcohol, tobacco, and drugs or engage in any unhealthy techniques to gain, lose, or maintain weight.
- **Integrity of the Game.** Protect the integrity of the game; don't gamble. Play the game according to the rules.

## FAIRNESS

- **Be fair.** Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

## CARING

- **Concern for Others.** Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to you or others.
- **Teammate.** Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

## CITIZENSHIP

- **Play by the Rules.** Maintain a thorough knowledge of and abide by all applicable game and competition rules.
- **Spirit of rules.** Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## **PARENT CODE OF CONDUCT FOR ATHLETICS**

St. Michael's School expects that students, teachers, and parents will represent the School at all times with respect, fairness, and dignity. These values and expectations apply to our athletics program as well. Win or lose, good sportsmanship is the highest priority. We expect all parents participating as coaches and/or spectators to abide by the following guidelines. Parents and visitors supporting student-athletes at St. Michael's School agree to:

- Lovingly encourage and support their student's participation in sports;
- Inform the coach of any physical illness, disability, or other health-related concerns that may affect the safety of their student or the safety of others;
- Act as positive role model(s) for their student and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, or other sporting event;
- Expect that their student treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, gender, or physical ability;
- Support an environment that is free from drugs, tobacco, and alcohol, and refrain from their use at all athletics events.

## **FINANCES**

### **FINANCIAL OBLIGATIONS**

Tuition payments are arranged in accordance with the family payment plan agreed upon in the Enrollment Agreement, and all other fees for programs and activities are due as scheduled. Returning students are permitted to re-enroll for the following School year on the condition of having their tuition account and all other fees paid in full. Please refer to the Enrollment Agreement for specific guidelines.

### **FUNDRAISING AND PHILANTHROPY**

Fundraising efforts are spearheaded by the Philanthropy department and the Board of Trustees. The largest fundraising campaign is the annual Halo Fund, which strives to bridge the gap between tuition revenue and annual operating costs. Participating in the annual Halo Fund at any level is welcomed and encouraged with the goal of 100% participation by families, faculty, staff, and Board of Trustees. Donations are tax-deductible as allowed by law.

Additionally, the Arizona tax-credit program allows families to make a tax-refundable allocation to any one of a number of Arizona Student Tuition Organizations (STO's) that fund our tuition-assistance program. Our ability to offer scholarships is significantly enhanced when parents designate their State tax dollars to St. Michael's. All parents are strongly encouraged to, but not required to, contribute their individual and/or corporate tax payment to one or more of the STO's in partnership with St. Michael's.

### **TUITION ASSISTANCE**

St. Michael's offers need-based tuition assistance to help subsidize the full cost of tuition. All School-issued aid is based on financial need; no merit aid is awarded. Financial need is determined by information provided on the FAST (Financial Aid for School Tuition) application. All families who receive financial assistance must reapply each year. There is no guarantee that the level of financial assistance provided will remain consistent year to year. While tuition assistance is awarded throughout the School Year, the majority of tuition-assistance awards are made by March each year and funding is limited after that date. Families accepting tuition assistance must comply with all terms and conditions as outlined in the Tuition Assistance Award Letter.

The State of Arizona also offers parents opportunities for tuition assistance in the form of the Empowerment Scholarship Account (ESA) Program and Tuition Tax Credit programs through Student Tuition Organizations (STO's). Should a family elect to participate in one of these programs, it is the family's sole responsibility to ensure they remain compliant with all terms and conditions of the program(s) they elect to participate in for the given School year.

## **HEALTH AND STUDENT SERVICES**

### **ALLERGY AWARE POLICY**

St. Michael's School acknowledges that, despite our best efforts, we cannot guarantee an allergen-free environment on campus nor at School-related events off campus. Our Allergy Aware policy, therefore, is intended to reduce the risks to students and staff who have life-threatening allergies. To raise awareness and lower risk for all members of the School community who are susceptible to allergens, below we provide (1) a list of the most prevalent allergens in our community (2) protocols and practices at School, and (3) student and family responsibilities.

#### **ALLERGENS IN OUR COMMUNITY**

Food allergens are responsible for more than 90% of allergic reactions. The most common food allergens include peanuts, tree nuts (e.g., walnuts, pistachios, almonds, cashews, pecans, etc.), milk, wheat, soy, fish, shellfish, and eggs. Other allergic reactions are known to occur from insect venom (bee stings, ant and spider bites, etc.), other medications, and latex. From a safety and health perspective, again despite our best efforts to reduce risk, we assume that some of these allergens are present on campus to some degree on any given School day.

#### **PROTOCOLS AND PRACTICES AT SCHOOL**

In addition to requiring emergency medical information from all families at the start of the academic year, we practice the following protocols to help reduce the risk of allergic reactions on campus and to help prepare ourselves for allergy-related emergencies.

- This Allergy Aware policy is presented to and reviewed by staff, students, and parents in the Family-Student Handbook each year. Furthermore, staff and students are educated about the prevalence and prevention of allergens, about the risk of exposure due to incidental contact and/or ingestion, and about the potential for allergic reactions occurring immediately and up to four hours after exposure.
- Parents, staff, and students are discouraged from bringing or sending food to School containing peanuts or tree nuts.
- At the start of each year, staff will be properly trained in the use and administration of emergency anti-allergen medications, namely epinephrine.
- Emergency medications by auto-injector will be readily accessible to staff at all times during School hours. Students are permitted to self-carry with proper paperwork submitted to the School nurse.
- Students' names, pictures, and their respective allergies are posted in the Nurse's office, teacher's lounge, and administrative offices.

#### **STUDENT AND FAMILY RESPONSIBILITIES**

The long-term goal for the student with life-threatening allergies is to become increasingly independent in the prevention, care, and management of their allergies and reactions based on their developmental level. With this in mind, families of students with life-threatening allergies are asked to follow the below guidelines:

- It is the responsibility of the family to notify the School of your child's allergies before the start of School, or as soon as diagnosed, and to request a meeting with the School nurse, teacher, and/or division head to discuss and develop individual safety protocols.
- The School lunch program cannot guarantee that the food served in the general lunch program

is allergen-free. It is ultimately the responsibility of the family, therefore, to decide whether their child will buy the School lunch or bring his/her lunch to School.

- Inform others of your allergy and specific needs, avoid trading or sharing food, and wash hands with soap and water before and after eating.

### **GENERAL HEALTH POLICIES AND PROCEDURES**

The School employs a part-time registered nurse for all student-health needs on campus; the School's nurse, Erika Huff, R.N., can be reached to help answer any questions or concerns, via email at [ehuff@stmichael.net](mailto:ehuff@stmichael.net), or by phone at 520-722-8478 x 219.

Our registered School nurse is scheduled to be on campus for student health needs from 10:00 a.m. to 2:00 p.m. daily. Our nurse administers basic first-aid for minor cuts, scrapes, and bruises; contacts parents or guardians as needed for any health-related concerns; assess symptoms for illness; administers prescription medication under the authorization of the parent and physician; manages all data pertaining to student health; and provides direct instruction in the classroom on a variety of health topics throughout the year.

When the nurse is not present on campus, teachers and attending staff direct all student health-related concerns to the School's main office for the administration of basic first aid and/or to contact parents or guardians to come to campus to pick up their student.

The Confidential Emergency Health Information Form due at registration each year must be on file before a student can attend School and participate in physical education and other such activities.

### **ILLNESS PREVENTION**

Vigilance about health at home helps provide a first line of defense against illness on campus. To protect both the individual student and his/her classmates, parents are asked to keep their student at home during the infectious initial stages of a cold or flu or other communicable ailment. If your student develops a contagious disease, please notify the office at once so that the School may notify parents of students who may have been exposed.

A student must be kept home if the student has:

- A fever of 100 degrees or above; the student must be fever-free, without the use of medication, for 24 hours before returning to school.
- Vomited within the past 24 hours; the student must be free from vomiting for at least 24 hours or have eaten 2 solid meals, without the use of medications, before returning to school.
- Had diarrhea within the past 24 hours; the student must be free from diarrhea for at least 24 hours without the use of medications before returning to school.
- A bacterial infection; the student must have taken antibiotics for at least 24 hours before returning to school.
- A body rash with fever or itching; the student must be free from rash, itching, or fever and evaluated by a doctor if needed, before returning to school.
- An itchy head or active head lice; the student must be treated with appropriate lice treatment at home and seen by the school nurse before returning to school.
- Redness, itching, or "crusty" discharge from the eye(s); the student's eye must have returned to normal or must have a note from the doctor before returning to school.
- Recently been to the hospital; the student must be released by a medical provider before returning to school.

Illness causing an absence for more than three consecutive days will typically require a doctor's note in order to return to class.

#### **COVID-19 AND OTHER COMMUNICABLE DISEASES**

St. Michael's School will maintain strict confidentiality concerning any medical condition for students, faculty, or staff that does not constitute a public-health danger. The School administration, in consultation with the Board of Trustees, will seek medical advice in the case of conditions that might prove a hazard and will act accordingly. For example, infectious conditions such as COVID-19, widespread influenza, or streptococcus would warrant advising members of the School community, including parents of students, so that proper precautionary measures could be taken. In other instances, confidentiality will be maintained in view of the consensus among physicians that such conditions represent no threat to public health in the School setting. St. Michael's will follow recommendations of local, state, and federal health agencies. When and where appropriate, and as able, the School will send specific informational notes home.

#### **ILLNESS AND INJURY AT SCHOOL**

Parents must pick up their student from the School if informed of an illness or injury requiring their student to leave campus. If the School determines that a student needs emergency medical care, and provided the parent has authorized such care, the School will arrange for ambulance transportation to the hospital. In all such cases, the School will make every effort to contact the parent or the designated emergency contact(s).

Should students experience minor illness or injury, they will be sent to the nurse's office or taken to the School's main office. A majority of School staff, including our School nurse, are trained in first aid. In the case of a minor illness or accident, the School will make every effort to contact the parents, or, if unavailable, the persons designated by the parents as emergency contacts. Please make sure that the emergency information is completed and updated each year through our Blackbaud parent portal.

#### **MEDICAL EMERGENCIES**

The School adheres to the following emergency-care protocols should it be necessary to transport a student to the hospital. In the event of a serious medical emergency involving an illness or injury, the student will be transported to the hospital emergency department per his or her Emergency Medical Consent form. In such circumstances, a diligent effort will be made to contact parents, other designated individuals, or the student's physician.

It is important that your Emergency Contact & Health Information Form and Emergency Medical Consent form are completed (and amended as necessary) through the Blackbaud parent portal by or before the start of School. Families are responsible for providing the School with accurate and reliable emergency-contact and health information. The School requires that each family provides—or updates as often as the information changes—a minimum of two (2) reliable emergency contacts for the academic year. Families can change/update this information at any time by accessing their SNAP Health Portal ([www.studentehr.com](http://www.studentehr.com)). In the event of an accident, serious injury, or severe illness or allergic reaction with a student, the School will notify 9-1-1 and the parent(s) or the person(s) listed as emergency contact(s) using the Emergency Contact and Health Information provided by the family.

To facilitate the case where a student experiences a serious medical emergency and neither parent can be reached, the School requires that parents complete this required information. This is intended to facilitate prompt medical attention for a student in the event that parents or guardians are not present

or cannot be contacted to give authorization for emergency medical treatment. To help facilitate outside medical care in the event of an emergency, parents are required to authorize or deny emergency transport and care by signing the Emergency Medical Consent form. If authorized, this consent allows School personnel to initiate prompt care if the student needs to be transported by car or ambulance for emergency medical care. In such circumstances regardless, the School will contact the parents, the person(s) listed as emergency contact(s), and/or the student's physician.

### **HEALTH RECORDS**

In compliance with Arizona law, students may not be permitted to begin School until all required health information has been submitted. By or before the beginning of each academic year, families must provide for the School comprehensive information about their student's medical history (e.g., annual physical, immunization record), conditions, treatments, physical limitations, allergies, and needs for medication and interventions by completing the Confidential Emergency Health Information Form. As individual-student health needs change, parents are also required to provide timely updates to the School.

### **SNAP HEALTH PORTAL**

The School uses the SNAP Health Portal system to assure timely receipt of student health-related information. This online system provides an easy, secure, and paperless way for parents and families to update and review important School health information and medical documents throughout the year. Encrypted transmission protects all data from exposure and meets the highest security standards, ensuring health information is always kept safe and confidential. With 24-hour online access, parents and families will be able to (1) electronically sign and submit all health forms safely over the internet (2) review and update new health information, such as vaccinations, health conditions, and screening results throughout the School year (3) receive immediate notifications when there are changes in a student's health status, and (4) easily message the School's nurse to expedite communication.

### **SOCIAL-EMOTIONAL HEALTH**

St. Michael's is committed to supporting the social and emotional health of our students, faculty, and school community by increasing awareness, promoting positive lifestyles, and integrating comprehensive practices to achieve optimal health. Social and emotional health plays an essential role in the academic and overall development and success of students. We believe in nurturing the mind, body, and spirit of each child by, in part, providing health-awareness education, a safe and healthy environment, and the tools necessary to grow and flourish. We believe that a healthy school culture teaches students to value and prioritize their own mental, physical, and emotional health in order to foster and advance their quality of life.

### **STUDENT HEALTH SCREENINGS**

Under the guidance and supervision of the School nurse, the School provides vision, hearing, and speech screenings at the beginning of the School year. Families who choose to defer this complimentary screening are asked to indicate as such during annual online registration.

### **IMMUNIZATIONS AND PHYSICAL EXAMS**

All required immunizations must be completed and current for each student by or before September 1 each year in order for a student to attend School. For a complete list of required immunizations for students attending school in the State of Arizona (independent, charter, or public), please contact your

family doctor or refer to the [Arizona School Immunization Requirements](#) through the Arizona Department of Health Services.

Physical examinations are required (1) when students first enroll and enter the School (2) at the beginning of sixth grade, and (3) annually for all students participating in interscholastic sports. Physical exam forms are available in the School's main office and available for download through the SNAP Health Portal for families.

A physical exam must be on file before a student is allowed to participate in P.E. courses.

### **MEDICATIONS**

In cases where medications must be administered at the School, the parents must give written consent and register the medication with the School nurse. All medications must be labeled with the student's name, prescribed dosage, and any other instructions for administering the medication. Under Arizona state law, students must be allowed to carry inhalers and auto-injectable epinephrine (epi pen); nonetheless, the School requires that the parent or guardian and physician provide annual written authorization. Permission slips may be procured from the School's nurse.

#### **SELF-ADMINISTERED RESCUE MEDICATIONS**

In order to allow students to self-administer rescue medications (e.g., inhaled prescription medication, EpiPen) in a timely manner at School and at School-sponsored activities, the School adheres to the following guidelines:

- A licensed physician or licensed healthcare professional must prescribe medication.
- A copy of the prescription will be attached to the permission slip and filed in the nurse's office.
- The parent or guardian must provide annual written documentation authorizing the student to possess and self-administer the self-administered medication.
- The medication must be in the original container.
- The student's name must be on the prescription label and the medication container.
- If auto-injectable epinephrine is used while at School or a School-sponsored activity, the student must notify the nurse or the designated School staff person of the use of the medication as soon as practical.
- Extra medication will be held in the nurse's office for emergency use.
- A student will be allowed to self-carry an inhaler or epi-pen only after he/she has demonstrated proficiency to the nurse and appropriate staff.

### **SUN SAFETY**

St. Michael's School recognizes that sun safety is integral to living in Arizona. To help prevent damage to the skin, students are encouraged to protect themselves from overexposure to the sun when they are outdoors. We encourage all parents to adopt appropriate protective measures. For sun safety, the School recommends the following measures:

- **Hats and Protective Clothing:** Students are encouraged to wear, as necessary, articles of sun-protective clothing (e.g., hats, long sleeves, etc.) outdoors throughout the year.
- **Sunscreen and Lip Balm:** Students are encouraged, year-round, to use sunscreen and sun-protective lip balm.
- **Sunglasses:** When outdoors (only) students are allowed to wear sunglasses that protect the eyes from UV rays.

- **Shade Options:** During the School year, students will be encouraged to utilize existing shade or indoor areas for congregation and recreation.
- **Health Services:** The School and the School nurse shall promote, reinforce, and support, as able, sun-protection efforts for students, families, and staff.

## **SAFETY AND SECURITY**

### **CUSTODIAL OR GUARDIANSHIP CHANGES**

The School honors all current court orders or decrees pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the School a current, certified copy of the effective court order or decree.

If the status of a student's custody changes after the student's enrollment, the parent(s) or guardian(s) shall notify the School immediately. The parent/guardian submitting the change of custody shall notify the appropriate Division Head in writing and provide the appropriate certified copy of the court order or decree. The School will act in accordance with the most current documentation it has on file.

The School shall not act merely on the desire of one parent to prevent the other parent from seeing the student.

### **EMERGENCY POLICIES**

In the event of an emergency on or off-campus during School or any School-sponsored activity, any able person present—a School employee, a volunteer, a parent, a student—is authorized and directed to call 9-1-1.

In the absence of faculty and staff being present on campus on weekends, holidays, or before school has begun or afterschool activities have concluded for any scheduled day, available School personnel or any able person present will respond to any medical or safety-related emergency by calling 9-1-1. As able, the same responder should notify the Head of School.

### **COMMUNICATIONS**

In the event of a campus emergency, the School will call 9-1-1 first and initiate subsequent communication with staff, parents, and families using our Bright Arrow notification system. Bright Arrow provides the capability for the School to send simultaneous voice, text, and email emergency messages to all within the School community.

It is critical that the School and the police have access to all telephone lines and be able to concentrate fully on the situation at hand. In such an event, parents and families are asked to refrain from calling the School and should not come to the School unless instructed to do so.

### **CONTACT INFORMATION**

Families are responsible for providing the School with accurate and reliable emergency contact information. The School requires that each family provide—or update as often as the information changes—a minimum of two (2) reliable emergency contacts for the academic year. Families can change/update this information at any time by accessing their Blackbaud account. In the event of an accident, serious injury, or severe illness or allergic reaction with a student, the School will notify 9-1-1 and the parent(s) or the person(s) listed as emergency contact(s) using the Emergency Contact Information form completed by the family. **This form must be on file before a student may participate in P.E. courses.**

### **MEDICAL CONSENT**

To help facilitate outside medical care in the event of an emergency, parents are required to authorize or deny emergency transport and care by indicating their preference on the Confidential Emergency

Health Information Form. If authorized, this consent allows School personnel to initiate prompt care if the student needs to be transported by car or ambulance for emergency medical care. In such circumstances regardless, the School will contact the parents, the person(s) listed as emergency contact(s), and/or the student's physician.

### **SAFETY AND SECURITY PROTOCOLS**

The safety and security of our students and staff and of the broader School community are of primary importance. Entry points for School buildings are protected with traditional locks, padlocks, or locked entry gates accessible only with the use of a keypad code, updated each year. While on campus and in our care, students are supervised at all times, for all activities, by faculty and staff employees of St. Michael's School. We expect all guests and visitors to campus to check in at the main office and wear a name tag to confirm check-in, unless attending a large gathering or hosted event on campus or a scheduled meeting directly with a teacher or staff person; faculty and staff are otherwise instructed to inquire with all unaccounted-for visitors, accompany them to the School's office for check-in, or respond as appropriate by calling for help from a colleague or calling 9-1-1. The School also employs a security guard who patrols on campus in the afternoon and early evening to provide additional security and to assure all access points are secured each day.

In addition to our general security protocols, the School practices specific emergency drills with students and staff throughout the year. A School safety committee, comprised of the Head of School and members of the faculty and staff, meets routinely to review safety and security protocols and to schedule and oversee the following practices to remain prepared for school-wide, on-campus emergencies:

#### **FIRE AND EVACUATIONS**

Evacuation is enacted when it is safer for students and staff to be outside rather than inside the School's buildings. The School will enact evacuation for fire, explosion, building collapse, bomb threat, fire alarm, or as directed. As required by law, School-wide evacuation/fire drills are practiced monthly under the supervision of the Head of School, faculty, and staff.

#### **SHELTER IN PLACE**

Shelter in place is enacted when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the School's buildings than outside. The School will enact soft lockdown/shelter in place for feral/unleashed animals on campus, severely adverse weather conditions, hazardous materials release, environmental or biological hazards, or as directed. School-wide soft lockdown/shelter in place drills are practiced twice a year under the supervision of the Head of School, faculty, and staff.

#### **LOCKDOWN**

Lockdown is a protective action that involves locking and hiding; it is enacted when there is an immediate threat of violence or harm in or around the School. The School will enact a lockdown for hostile intruders, hostage situations, a weapon on campus, or as directed. All possible means of staying out of sight are used, according to established procedures, which include turning off lights, pulling down shades, getting out of view of windows, silencing cell phones, and remaining quiet. School-wide lockdown drills are practiced four times a year under the supervision of the Head of School, faculty, and staff.

## **SCHOOL RESPONSE TO PERPETRATORS**

The School will respond to any behavior of a threatening or a potentially threatening nature made to any individual person or persons within the community with the support of local law enforcement, and will further pursue applicable prosecution to the full extent of the law and/or dismissal of students, employees, or families associated with or responsible for the threat.

### **PLAYGROUND RULES AND SAFETY (FOR THE HAROLD BELL WRIGHT NEIGHBORHOOD PARK)**

The following rules and procedures are in place to prevent injury and maintain proper supervision on the playground. Students using School sporting equipment or toys in Harold Bell Wright Park after school must still abide by the School's rules for using such equipment. The rules and guidelines below apply for the use of the Park before, during, and after scheduled school hours.

#### **BASKETBALL COURT**

The basketball court is to be used only for basketball and the game of four- square, as marked by the designated lines.. Sidewalk chalk, hula hoops, soccer etc. should not be played on the court. The hoops can be raised and lowered. Older students may be able to adjust the hoops on their own with permission, but younger students will need assistance.

#### **FIELDS**

Students in grades TK-4 may use the large field to the south of the basketball court as long as an adult is supervising them and the field is not being used by Upper School or our P.E. teachers. Students in grades 5-8 may use the play structure and field north of the basketball court as long as it is not being used by Lower School or our P.E. teachers.

#### **PLAY STRUCTURE**

Students should never run on the play structure. Balls, jump ropes, and all other sporting equipment are never allowed on the play structure.

#### **PUBLIC STREET**

Only adults are allowed to retrieve balls that roll into the street. Students should never be permitted to walk onto the road.

#### **SANDPIT**

Students are welcome to dig, build, and play in the sand as long as there are no families using the baby swings, which hang directly above the sandpit.

#### **SLIDES**

Students may only go down the slides, one at a time, feet first. They should never be standing on top of the slide, or hanging off the sides.

#### **SPORTING EQUIPMENT**

Students are expected to put away any sporting equipment they use and help clean up the playground before returning to the classroom with their teacher.

- Jump Ropes - jump ropes are to be used only for jumping rope! They should never be tied around a person, the playground structure, or equipment. Students are never allowed to use the ropes for tug of war, nor should they ever be running with a jump rope stretched out between them.

- Hula Hoops - hula hoops should be used for hula hooping! There should never be more than one student inside the hula hoop at a time.

#### **TOYS FOR TRANSITIONAL KINDERGARTEN**

Toys meant for students in Transitional Kindergarten (i.e., tricycles and scooter boards) are to be used solely by the TK students under the supervision of the TK teacher or aide. These toys are permitted in the designated play area adjacent to the TK classroom and at times in the Harold Bell Wright Park during scheduled play or recess time.

#### **SWINGS**

Only one student should be on the swing at a time. They should never be standing on the swing or dismounting from the highest point of motion. Students may swing for as long as they wish unless there is someone waiting in line, in which case, each student will be timed for five minutes on the swing. Students waiting to swing may form a line behind the green columns next to each swing. With the exception of our TK students, the baby swings located on the northwest corner of the playground should never be used by any student at St. Michael's.

#### **VOLUNTEER SUPERVISION EXPECTATIONS**

Under the supervision of the School's employees who oversee park safety, all parent and family volunteers serving as park monitors are expected to adhere to the following guidelines in an effort to provide safety and supervision on the playground:

- Maintain a perimeter around the play equipment so that all students are within view.
- Refrain from talking on the phone or texting while supervising students.
- Engage with all students in conversation and games.
- Require TK-4 students to have a buddy, and ask an adult for permission, before leaving the playground to use the bathroom or go to the nurse. Students seeing the nurse or using the restrooms during the lunch / recess time must have adult permission and the School-issued pass to enter the School building, Students in grades 5-8 do not require a buddy to use the restroom or go to the nurse.
- Check in at the main office and wear a volunteer vest (located inside the equipment bin) and a whistle so that students and faculty can easily identify you as a volunteer.
- Notify faculty/staff of any concerns or issues with a student.

#### **VISITORS**

All visitors to St. Michael's are required to come to the main School Office to sign in and to wear a visitor's badge while on campus. Parents and guardians are expected to check in at the front desk and get a visitor's badge if their visit to campus is for more than a quick pick-up or drop-off.

## THE LOWER SCHOOL (GRADES TK-4)

### ACADEMICS

#### GRADING

Students in grades K-4 earn marks of E, S, N for all courses and marks of 3, 2, 1 for Community Standards. Families of students in the TK program will receive regular summary progress reports, but grades are not given.

Grade	Description
E	Sustained, outstanding achievement
S	Competent achievement
N	Needs improvement
3	Exceeding the Standard
2	Meeting the Standard
1	Not Meeting the Standard

#### TESTING

In the Lower School, teachers endeavor to manage daily workloads and assessments appropriately.

#### STANDARDIZED TESTING

Lower School students receive NWEA Map Growth standardized testing three times a year (September, December, April/May) for Reading and Math. These tests each take approximately 45 minutes to an hour. Students who are absent on test days are able to make up the test later in the month. Scores for the first two administrations are shared during second trimester Parent-Teacher conferences and a summary Family Report is sent home with the third trimester report card

#### PROGRESS REPORTS

Progress reports are sent out to families at the midpoint in each trimester. They contain grades for all courses as of that moment in time. These are unofficial grades and neither appear on transcripts nor factor into GPA calculations. In addition to the ESN grades, students may receive comments from individual teachers.

#### REPORT CARDS

Official report cards are prepared and released at the end of each trimester. They contain finalized grades for the term (and past terms that year), scores for "Community Standards" as determined by homeroom teachers, and narrative comments twice a year.

## **DISCIPLINE AND CONDUCT**

Our youngest learners range in age from four to ten. Through teacher modeling, guidance, and clear expectations, students are provided ample opportunities to learn from mistakes, develop problem-solving skills, and understand personal responsibility and integrity. Developing and maintaining authentic relationships with each student and his or her family is monumental in supporting the growth and development of our students into kind and caring individuals. The parent-student-teacher partnership is imperative to the overall success and well-being of each student. Together, we provide an exceptional learning environment that allows our students to succeed, persevere through failures, and become their best.

Students should arrive at School on time, well rested, and ready to learn. St. Michael's expects every student to conduct themselves with kindness, courtesy, and respect. In an effort to provide a safe and joyful learning environment for all students, the following guidelines will be utilized to address specific student infractions. Consequences are reflective of the student's age, type of infraction, and number of infractions made over any given period of time.

### **STUDENT REDIRECTION**

During the course of the School day students are often redirected back to the learning if they become off task or distracted. These are normal expected behaviors that classroom teachers will not need to notify parents about unless they become repetitive behaviors that take away from the learning process and are disruptive, in which case, the teacher will reach out to the parents through email or phone call.

### **TEMPORARY REMOVAL/BEHAVIOR WARNING**

Repetitive, disrespectful or disruptive behavior may lead to a student being temporarily removed from the classroom and placed under the supervision of the Lower School Division Director. Examples of such behavior include, but are not limited to, disruptive behavior during lunch/chapel/enrichment classes, using offensive language towards other students or adults, demonstrating inappropriate behavior in class that takes away from the learning process, and engaging in repetitive behaviors that are hurtful to others.

A student may be placed on behavior warning after concerted efforts by the classroom teacher have been made to correct the behavior, parents have been made aware of the issue, and the student has been temporarily removed from the classroom more than once. Being placed on behavior warning requires students to adhere to a behavior form which sets specific goals for improvement that are agreed upon by the teacher, parent, student, and Lower School Division Director. The length of time that a student will be placed on behavior warning depends on the type of infraction, age/grade level of the student, and progress made towards goals. Logical, natural consequences may also be enforced. For example, if a student uses hurtful language and causes emotional distress to another student, that student may spend their recess writing an apology note rather than playing. A student may also forego upcoming class parties, field trips, and other School activities if deemed appropriate by the classroom teacher and Lower School Division Director.

### **BEHAVIOR PROBATION**

We believe that every student can become a great problem solver, compassionate thinker, and can learn from past mistakes. However, there are some serious infractions that bear little tolerance at St. Michael's such as fighting, bullying, vandalism, cheating, harassment, stealing, and inappropriate use of technology. A student may be placed on behavior probation for any of these infractions, and their continued enrollment at St. Michael's will be in question. Behavior probation requires a student to sign a

behavior contract that states he/she will not engage in any further serious offenses. The contract is provided to the student by the Head of School and signed during a conference where parent, student, teacher, Lower School Division Director, and Head of School are present. While a student is on behavior probation they will not be permitted to attend class parties, field trips, or other extracurricular activities affiliated with St. Michael's. If the contract is broken, and serious infractions continue, a student may be asked to leave St. Michael's. Students who are asked to leave will be denied any future admission to St. Michael's.

#### **EXPULSION**

Respect for life and property are fundamental rights granted to all individuals. The following infractions may constitute immediate expulsion of a student: possession of illegal drugs, possession of weapons, theft, threats of or actual incidents of violence to individuals or property, and tampering with fire-safety equipment. The Head of School reserves the right to expel any student whose actions or intentions jeopardize the safety and well-being of any member or members of the School community.

#### **HAROLD BELL WRIGHT PARK / PLAYGROUND**

The same above rules for appropriate School behavior apply to the Harold Bell Wright Park / Playground. As a general rule, a first instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s) and a one-day suspension from recess. A second instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s) and a one-day suspension at home or in School. A third instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s) and either a multiple-day, at-home or in-School suspension, or dismissal from the School.

### **THE UPPER SCHOOL (GRADES 5-8)**

#### **ACADEMICS**

The mission of St. Michael's School is to educate students in mind, body, and spirit. In order to better serve their intellectual development, the following academic policies have been instituted for students in grades 5-8.

- When a student receives more than one grade in a core class that is below a C- on either a progress report or a report card, the student will be put on Academic Warning. He/she will be asked to improve his or her grades during the next grading period to avoid being placed on Academic Probation. A parent conference will be called to enlist the family's support to improve their student's academic performance. Possible requirements could include tutoring, monitored homework time, or help with test preparation, along with mandatory after-school study hall (or tutoring instead) at least two times a week.
  
- When a student who is on Academic Warning fails to meet the goals as prescribed by the administration, or still has more than one core grade below a C- on the next progress report or report card, that student will be placed on Academic Probation. Again, a parent conference will be held, and the student will be required to attend after-school study hall or tutoring at least four times a week. The student may also lose privileges to participate in extracurricular activities, including Middle School overnight class trips, the School musical, after-school sports, and Middle School dances, as determined by the administration. Students on Academic Probation who fail to improve sufficiently by the next progress report or end of trimester jeopardize their continued enrollment at St. Michael's.

- If a student’s final year-end grade in a core subject (English/Language Arts, Math, Social Studies, Science, or Spanish/French) is below a C-, the student will be required to do summer work in that content area. The summer requirements will be supervised by, and are at the discretion of, the Division Director, and evidence of completion will be required.

**ACADEMIC HONORS**

At the end of the academic year, a list will be published indicating the names of Upper School students (grades 5-8) who have earned distinction for superior academic achievement for the year. Those students in grades 7-8 maintaining a 3.9 minimum GPA and no grades below a B- will be named to the Creswell Scholars List. Those students in grades 5-8 maintaining a 3.5 minimum GPA with no grades below a C- will be named to the Head of School Honors List.

**GRADING**

Students in grades 5-8 earn letter grades for their core academic classes, and faculty prepare written comments for the same at the end of the first trimester. Homeroom advisors prepare a summary written comment at the end of the third trimester. Enrichment courses, such as Music, Art, and PE, will be assigned marks of E, S, or N.

Grade	Description	Range
A	Sustained, outstanding achievement	90-100
B	High achievement	80-89
C	Competent achievement	70-79
D	Minimal achievement	60-69
F	Failure	<60
E	Sustained, outstanding achievement	
S	Competent achievement	
N	Needs improvement	

**TESTING**

For Upper School, there will be no more than two tests or major quizzes given in one day. In Upper School, a master calendar of tests, quizzes, and projects scheduled will be available to parents through a Google Calendar link in order to help support students in their time management and preparation.

**GRADUATION**

In order to graduate, students must pass all of their courses for their eighth-grade year. If student achievement falls below that standard, or if their behavior is unsatisfactory, they may not be permitted to participate in special year-end activities. High school acceptance, admission, and placement may also be contingent on satisfactory performance and good standing with academics, attendance, and citizenship.

## UPPER SCHOOL CLASS TRIPS

Each year, the sixth, seventh, and eighth grades take a class trip in the spring, designed to enrich the curriculum. This is a very special part of the Upper School program and a privilege for students to be able to attend. **For the 2023-2024 academic year, in order to participate in any of the overnight class trips, students must be current with all medical requirements, and must be in good standing with their academics, attendance, and citizenship.** The vaccine requirement for COVID-19 and good standing for both academics and behavior are outlined as follows:

- If a student is on either Academic or Behavior Probation at the end of the 2nd trimester, he/she will likely not be allowed to participate in the class trip
- If a student on Academic or Behavior Warning at the end of the 2nd trimester is subsequently placed on Academic or Behavior Probation at mid-3rd trimester, he/she may not be allowed to participate in the class trip
- If a student has excessive absences and is not current with his/her work or has not made a serious attempt to make up required work, the student may not be allowed to participate in the class trip

## MIDDLE SCHOOL DANCES

Students in grades six through eight who are in good standing with academics, attendance, and citizenship are encouraged and welcomed to attend on-campus social dances hosted by the School and the Student Council, under the supervision of Upper School faculty, two to three times each year. Parent or guardian written permission is required for all dances; a one-time annual permission for all dances will be provided for students prior to the first scheduled dance. Cell phones and all other electronic, video-sharing, recording, and photo-capable devices are not permitted at dances. Snacks and beverages are available for a modest charge. Students are otherwise not permitted to bring their own snacks or beverages.

## LOCKERS

Each student in grades 6-8 will be assigned a locker. Students provide their own key locks, and combinations or duplicate keys are kept with the advisor. No decorations are permitted on the outside surface of the locker except in the event of a birthday, in which case they must be taken down within a week. No pictures or materials may be permanently glued or taped to the inside of lockers. Items that are in poor taste will be removed. No food should be left in lockers for an extended period.

## DISCIPLINE AND CONDUCT

As members in a community, we each give up some personal preferences; we agree to live within certain rules. Students are expected to know the rules and procedures governing the following areas, as well as others printed in this handbook, posted, or announced during the year, and to live by them responsibly without reminder:

- Dress code
- Lunch behavior
- Punctuality in School commitments
- Gum chewing
- Use of locker
- Acceptable use of technology, including School-issued Chromebooks and personal cell phones

## **RESPECT AND CITIZENSHIP**

One of the most basic expectations in the St. Michael's community is the "Golden Rule," to treat others as we would want them to treat us. Above all, members of the School community are expected to be kind. Compassion and courtesy go far in guiding behavior that respects the rights, sensibilities, and needs of others. Typical infractions at this level might come in the following areas:

- No disruptive behavior inside or outside of classrooms
- No offensive language with or towards other students or adults
- Respectful behavior toward faculty and staff
- Respect and courtesy toward fellow students

## **INTEGRITY AND EMOTIONAL AND PHYSICAL SAFETY**

Moral and physical well-being is crucial to the health of a community. Violations of the community's values are unacceptable. This includes conduct that is detrimental to the reputation of the School, its students, or its staff. Some abuses of community trust include, but are not limited to, the following examples:

- Cheating (exchanging homework, plagiarism, giving/receiving help during tests)
- Lying
- Skipping School commitments
- Stealing
- Flagrant misuse of technology, including inappropriate posts and web surfing
- Vandalism
- Fighting
- Bullying (refer to policy statement above)
- Harassment (emotional, verbal, sexual, or physical)

## **RESPECT FOR PROPERTY, LIFE, AND THE LAW**

Any possession or use of illegal drugs or alcohol, possession of a weapon, theft, or tampering with fire or fire-prevention equipment jeopardizes the life and property of the individual as well as others. Additionally, threats of violence to others, whether intended seriously or not, will be taken seriously and may result in the involvement of local authorities and/or dismissal.

## **MINOR VIOLATIONS**

Minor violations are met with natural and appropriate consequences that result from the nature and number of the infraction(s). Repeated violations of the dress code typically result in the loss of Relaxed Dress Day privileges. Misuse of technology can lead to shorter- or longer-term loss of the use of School Chromebooks or the use of personal devices before and after School. Disruptive or disrespectful behavior may lead to lunch detentions, which are coordinated by, and communicated to parents through, the Upper School Division Director. The accumulation of lunch detentions may lead to the loss of more significant privileges like Middle School dances and after-school sports.

More serious or repeated violations are taken very seriously, and may result in suspension as well as the student's being placed on Behavior Warning or Probation.

## **BEHAVIOR WARNING**

A student is placed on Behavior Warning when the behavioral offenses are so numerous or of such a serious nature that more than a single consequence is warranted. A student is put on Behavior Warning for a specific period of time as agreed upon by the faculty and administration. During this time, the

student may participate in School activities at the discretion of the faculty or administration, but his or her behavior and conduct will be monitored to ensure that there are no further offenses during the stated period and that a good-faith effort is made to improve. If the student's behavior and conduct have shown improvement, he/she is removed from the warning status at the end of the specified time. Should the student's behavior and conduct continue to be unacceptable during the stated period, he or she may be placed on Behavior Probation following a parent conference with the administration.

#### **BEHAVIOR PROBATION**

Behavior Probation is more serious than Behavior Warning and places the student's status at St. Michael's in question. As with a Behavior Warning, a student is put on Behavior Probation for a specific period of time as agreed upon by the faculty and administration. Students under Behavior Probation may lose the right to participate in the middle school class trips as well as School dances, after-school sports, and other activities. The faculty and administration will review the student's progress at the end of the probationary period to determine if the student can continue at St. Michael's. Further offenses during Behavior Probation may result in immediate expulsion. The Head of School, with the counsel of the Division Director and advisors, oversees Behavior Warning and Behavior Probation, which involve a family conference and a letter in the student's file.

#### **SUSPENSION**

There are two types of suspension. The first is an in-house suspension in which the student performs work in some on-campus location but is not permitted to associate with his or her peers or to attend School functions. The second suspension may require that a student be out of school for one or more days, as a sign that he or she has broken community values to the point of being symbolically separated from the community. No participation in classes, sports, or extracurricular activities, no appearance on campus nor attendance at any School-related activity on or off campus, is allowed during suspension.

#### **DISMISSAL OR EXPULSION**

Dismissal or expulsion from the School is decided by the Head of School after consultation with the Division Director and faculty. Students who have been dismissed or expelled are not permitted to be on campus without specific permission from the Division Director or the Head of School.

Students who are dismissed from the School will have the option, under written conditions, to apply for readmission after a period approved by the Head of School. Students who are expelled will not be permitted to reapply.

Students who make or pose credible threats against the School community or any individual in it, students who inflict bodily harm on another, or students who sell and/or use illegal substances on campus or at School events will be summarily dismissed from the School. Students who have had multiple lesser offenses, students who use alcohol and/or other drugs at School, or students who violate other major School rules may also be expelled. The Head of School reserves the right to suspend, dismiss, or expel any student whose actions or intentions jeopardize the safety, security, or integrity of the St. Michael's School community or any member of the School community.

#### **HAROLD BELL WRIGHT PARK / PLAYGROUND**

The same above rules for appropriate School behavior apply to the Harold Bell Wright Park / Playground. As a general rule, a first instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s) and a one-day suspension from recess. A second instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s)

and a one-day suspension at home or in School. A third instance of unacceptable behavior on the playground will result in a conversation with the student and parent(s) and either a multiple-day, at-home or in-School suspension, or dismissal from the School.

**2023-2024 ST. MICHAEL'S HANDBOOK  
STATEMENT OF RECEIPT ACKNOWLEDGMENT**

I/We acknowledge that I/we have received, read, and reviewed the Parent-Student Handbook in its entirety, and having read and reviewed the Handbook with our child, we acknowledge and agree to abide by the policies and guidelines contained herein.

Parent (Guardian) Signature \_\_\_\_\_

Date \_\_\_\_\_