



**2018-2019**

**Student/Parent  
Handbook**

**Revised 7/2018**

# STUDENT/PARENT HANDBOOK

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<b>(This page to be signed and returned to homeroom teacher)</b>	

## **MISSION STATEMENT**

The mission of St. Michael's School is to foster the intellectual, physical, artistic, ethical and spiritual development of its students. It seeks to do this in a traditional Episcopal setting, nourishing a community of students and faculty from all social, economic, ethnic, and religious backgrounds.

## **PHILOSOPHY OF ST. MICHAEL'S SCHOOL**

St. Michael's Parish Day School was established in 1958, five years after the formation of St. Michael and All Angels Parish. The School's philosophy remains based on the principle outlined by its founder, the Parish's first rector, the Reverend John Clinton Fowler: "We teach children to read, to write, to cipher, to sing, and to pray." The curriculum for the kindergarten through eighth grade focuses on rigorous academics, a deep commitment to the fine arts, spiritual growth in a pluralistic atmosphere, and athletics, thus, nourishing mind, spirit, and body. Our broad and balanced curriculum – whether basic composition writing, grappling with Biblical texts, or group science projects in our wetlands or on the Internet – encourages both cooperation and healthy competition among students, helping them to develop lifelong problem-solving and learning skills. St. Michael's strives to prepare students to meet an ever-changing world as caring, competent, and confident young adults.

The school insists on a low student-to-faculty ratio, a variety of teaching styles and materials, as well as attention to the development of the student as an individual and as a member of a broader school community. It is our belief that learning is best explored by children who have a positive self-image, senses of joy and humor, and value perseverance. Students who are encouraged to take risks, and who are held accountable for their actions, develop a sense of ethical responsibility, not only for learning, but for behaviors consistent with the values of the School and the community at large. Therefore, we strive to create a climate of high expectations in a supportive environment that acknowledges the innate self-worth of all members of our community.

The values that guide our community are grounded in our Christian faith. As a member of the National Association of Episcopal Schools, St. Michael's is proud of its connection with the Episcopal Church. We welcome students of all faiths. We do not seek to convert them, but rather to nurture them in a Christian community and educate them about Judeo-Christian world views. Our goal as an Episcopal school is to nurture the moral, religious, and spiritual development of each child and to welcome everyone to our community.

St. Michael's seeks to function as a family, as a school in which administrators, faculty, parents, and students support one another. Successful communication flowing from one group to another serves the purpose of fostering understanding and trust and provides a rewarding learning environment for everyone. St. Michael's is proud of its tradition of creating a climate of mutual trust, respect, and enthusiasm for the life and mission of the school.

## **SCHOOL OBJECTIVES**

- To provide a broad-based academic curriculum consisting of language, literature, the arts, science, technology, mathematics, social studies, and physical education.
- To assist students in developing reflective, creative, and disciplined approaches to knowledge.
- To develop students with the foundation and inclination to be life-long learners.
- To develop students with the capacity for future academic success.
- To create a climate of high expectations coupled with a loving and supportive environment that acknowledges innate self-worth of all members of the community.
- To nurture within each student a sense of self-worth that prepares one for moral and ethical decision-making.
- To cultivate each student's understanding about the innate self-worth of all members of God's Kingdom. To put that awareness into action through community service projects and educational activities.
- To recruit, accept, and retain students and families from a diverse social, economic, and ethnic background.
- To attract, retain, and fairly compensate quality faculty and staff who can model our academic character and spiritual values.
- To create a climate of open dialogue with active lines of communication among parents, students, parishioners, alumni, teachers, and administrators.
- To create a climate of mutual trust and respect for parents, students, and colleagues – a climate which enlists all constituents to achieve a unified goal.
- To enhance the relationship with the Parish, and to be ever mindful of our status as a ministry of the Parish.
- To maintain a Board of Trustees committed to the mission of the school and to our relationship with the Parish, and to maintaining a fiscally sound institution.

## PARENTS AND BOARD OF TRUSTEES

Ultimate decision-making authority at the school rests with the Board of Trustees and the Vestry of St. Michael's Church. The Board of Trustees includes parents and parishioners. The Vestry must approve all members of the Board of Trustees. The Board of Trustees does not intervene in daily affairs of the school, such as curriculum development and hiring, personnel matters, evaluating faculty, or on issues related to daily routines. Instead, the Board of Trustees focuses on three areas critical to the success of the school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being and strategic goals of the school. In the conduct of its business, the Board of Trustees acts only as a whole; individual committee members, including the chair, have no authority to act unless specifically authorized to do so by the Board of Trustees acting as a whole. Parents are informed about the work of the Board of Trustees through letters from the Head of School and/or the Board Chair, where issues before the Board of Trustees are often highlighted. Parents should know that the Board of Trustees does not act as an appeals board for decisions made by the school's administration.

## PARENT CODE OF CONDUCT

Parents play an essential and positive role in the life of St. Michael's School. Not only are parents necessary partners in educating their children, they support the school and its children through extensive volunteer activities, through educational and social events and through fundraising efforts including the Annual Fund and Arizona tax credits.

The relationship between parents and the faculty, and administration is formally governed by the enrollment agreement and by family and divisional handbooks. When parents choose to enroll their child at St. Michael's School, they agree to subscribe to its mission, follow its rules, and abide by its decisions. First and foremost, however, parents and all school personnel must be guided by an ethic of mutual respect. **Trust and mutual respect are the essential underpinnings of an effective relationship between families and the school. This partnership helps to insure the educational success of each child.**

Parents are encouraged to work productively with teachers, staff, and administrators by communicating concerns openly and constructively. Parents should stay informed about their child's progress and about important events in the life of the school. The school welcomes thoughtful questions and suggestions.

The first response of parents with concerns about their child's classroom or learning should always be to schedule a meeting to discuss those concerns with your child's primary teacher. Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem.

While parents may not agree with every decision made by the school, in most cases, parents and the school find enough common ground to continue a mutually respectful relationship. In the extreme case, however, a disagreement may emerge that is so severe that the parent cannot remain a constructive member of the St. Michael's School community. In such cases, the school and the family should consider whether another environment would be more suitable for the family. **In the very rare and extreme cases where parent/guardian behavior undermines mutual trust and respect, including verbal abuse, the use of threats, bullying, and other similar behavior, the school reserves the right, at any time in the school year or at any point in a student's career at the school, to immediately terminate the student's and family's relationship with St. Michael's School.**

Members of the faculty and staff agree to always demonstrate integrity and honesty; to show concern for the welfare of others and act responsibly; to demonstrate respect for the rights of others; to build trust in professional relationships and demonstrate professional demeanor at all times.

## **ACADEMIC POLICIES**

### **ASSUMPTIONS ABOUT LEARNING**

The Rev. John Clinton Fowler, first Rector of the Parish and Headmaster of the School, founded the school after observing that many children coming to Sunday school were lacking academic skills. In addition, Father Fowler believed it was in the best Anglo-Catholic tradition to gather people around the church for as many activities as possible. His philosophy about learning was highly traditional and academically oriented. He liked to say, “We teach children to read, to write, to cipher, to sing, and to pray.” While this thinking underlies much of our current structure and practices today, a broader perspective about learning has modified that approach. The school believes that students should be exposed to a broad liberal arts curriculum.

Consequently, the curriculum incorporates the arts, languages, technology, and physical education. The school believes that students should become reflective, creative, and disciplined learners. Therefore, a balanced curriculum that strives for skill building and creates connectedness to everyday life experiences through interdisciplinary and integrated approaches is sought.

The school believes that students should also be exposed to a variety of experiential activities that promote personal growth and awareness of diversity. Thus, activities such as community service projects, field trips, the 8th grade Washington D.C. trip, and Declamation Day are incorporated into the curriculum. The school believes that students develop different learning styles and as a consequence, a balance of different teaching methodologies is implemented to meet those needs. The school believes that learning best takes place as a cooperative venture with families. Consequently, families are encouraged to be part of the learning process through frequent communication, special intake conferences, and mandatory parent-teacher conferences. Finally, while traditional Anglo-Catholic worship is important, spiritual development of young people needs to be nurtured as well as prescribed. Thus, our chapel services offer a variety of modalities for worship that encourages student participation.

## **CURRICULUM MISSION STATEMENT**

A St. Michael's education is designed to assist students in developing reflective, giving, 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 HONORS**

At the end of the academic year, a list will be published indicating the names of students (grades 6-8) who have earned distinction for superior academic achievement for the year. Those students in grades 7-8 maintaining an A average and no C's will be named to the Creswell Scholars List. Those students in grades 6-8 maintaining a B+ average with no D's and no more than 1 C+ in any subject will be named to the Head of School Honor List.

## **ACADEMIC PROGRESS**

When concerns arise, a parent conference will be called to enlist the family's support to improve their child's academic performance. Possible suggestions could include tutoring, monitored homework time, help with test preparation, outside referral for evaluation and support, required study time at school or other consequences. 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. Those standards are addressed in a separate Middle School Academic Policy addendum that can be found in the Appendix.

## **ENRICHMENT COURSES**

All our enrichment courses (Music, Art, P.E., Spanish, and Computers) will be assigned a letter grade or marks of E, S, or N depending on the grade level. Students receive written comments in enrichment courses once during the year. While these classes do not meet five days a week, we view their 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 parental 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.

## GRADING SYSTEM

Students in grades K-3 will receive marks of E, S, N, and written comments at the end of the first trimester. No plus or minus will be attached to the E or N marks. Students in grades 4-8 receive a letter grade for their work, and written comments at the end of the first trimester.

Grade	Description	
A	Sustained, outstanding achievement	90-100
B	High achievement	80-89
C	Competent achievement	70-79
D	Minimal achievement	60-69
F	Failure	59-below
E	Sustained, outstanding achievement	
S	Competent achievement	
N	Needs improvement	

## HOMEWORK PHILOSOPHY AND PURPOSE

At St. Michael's School, we believe students perform best when they routinely 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 extra-curricular activities, faculty members strive to assign homework that reinforces classroom learning in meaningful and challenging ways. Purposes associated with homework generally align with one or more of the following:

- To reinforce concepts and skills taught in class through practice and review
- To prepare students for subsequent classroom learning
- To allow for further inquiry into topics than class time allows
- To assess students' depth of understanding and any need for re-teaching
- Are integral to meeting long-term project assignments
- To 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 parental support and guidance. Students, parents, 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 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

#### Parents:

- Help create a regular, productive study time and location free from technology distractions. (i.e., cell phones, iPods) Regarding iPads, these are issued by the school and are intended for school work only and not for personal entertainment.
- 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 homework is routinely assigned at all grade levels
- Ensure that students put away electronics after finishing their homework (i.e., iPads)
- Ensure that students routinely get adequate sleep at night to be refreshed for the next day (see [http://www.cdc.gov/sleep/about\\_sleep/how\\_much\\_sleep.htm](http://www.cdc.gov/sleep/about_sleep/how_much_sleep.htm))
- Communicate routinely with the teacher any concerns about the nature of homework or the students' approach to homework
- **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 parents 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
- Keep parents apprised of assigned tests, quizzes, and projects
- Keep parents apprised of student's 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, parents are strongly encouraged to communicate this to the appropriate teacher in a timely manner.**

Tests and quizzes are assigned as part of homework and are used to periodically assess the progress of students. In the Lower School there will be no more than one test or quiz in a day. For Middle School, there will be no more than two tests or quizzes given in one day. In Middle School, a master calendar of tests, quizzes, and projects scheduled will be available to parents through a link on PlusPortals in order to help support students in their time management and preparation.

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 K	10 - 20 minutes
	Grades 1-2	20 - 30 minutes
	Grade 3	25 - 35 minutes
	Grade 4	30 - 45 minutes
	Grade 5	45 - 60 minutes
	Grade 6	60 - 90 minutes
	Grade 7-8	90 - 120 minutes

## **ACCREDITATION**

St. Michael's Parish Day School is accredited by the Southwestern Association of Episcopal Schools. SAES is an accrediting agency for both the National Association of Episcopal Schools and the National Association of Independent Schools. This is reviewed every five years and we seek renewal every ten years. St. Michael's was re-accredited in January, 2010. St. Michael's is a member of the Arizona Association of Independent Schools, the Tucson Association of Independent Schools and the National Association of Episcopal Schools.

## **ADMISSION OF STUDENTS**

St. Michael's goal is to provide a rich academic, spiritual, and cultural experience for its students and faculty. Achieving that goal requires that St. Michael's have maximum flexibility in making admissions decisions.

The school seeks students of average to above average ability who can contribute to and benefit from its program. Students are selected for admission to the school on the basis of academic potential, developmental maturity, school achievement, and readiness for the school's program. Where appropriate, testing is used as a tool to provide information to assist in the assessment of each candidate. In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student. 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.

Typically, those decisions are based upon multiple criteria:

- ◆ Academic readiness or qualification;
- ◆ Developmental maturity;
- ◆ Affiliation with the school and church;
- ◆ Diversity and gender balance; and,
- ◆ Appropriateness of the match between the family and the school.

When the school cannot offer a place to a child, we are eager to offer counsel on other schools that may be able to accommodate the student. When there are more qualified candidates than openings available, the school establishes an unranked waiting pool. If any openings occur, the admissions committee decides which candidate(s) to offer 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.

Financial aid is need based and available on an annual basis in the spring. The school's Financial Aid Committee makes recommendations on a financial need basis only based on application to Financial Aid for School Tuition (FAST). No merit aid is awarded.

It is the policy of the school not to discriminate in violation of the law on the basis of race, sex, color, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services. St. Michael's welcomes application from all persons.

## **AFTER-SCHOOL POLICY**

St. Michael's students are not allowed to be on campus after hours, in the park during after care hours or during evening school events without direct adult supervision. Adults may be supervising as part of either the registered after school or sports programs, or family activities and cannot be responsible for students who are not part of the program or activity.

Students not complying with the policy will be sent to the appropriate activity, either paid after care or study hall. Repeated offenses will result in additional consequences.

During on campus events after hours, such as the STEM Festival or Art Expo, students are expected to be supervised by parents.

## **ATHLETICS**

The St. Michael's after-school sports program seeks to develop the student athlete in a setting conducive not only to individual growth and accomplishment, but also to team unity and competition. It is the objective of the sports 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.

St. Michael's fields teams for each of the eight sports listed below. 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.

An intramural program has been established in order to accommodate the interest in sports exhibited by fourth and fifth grades. These teams will usually meet three days per week, learn the emphasis or information and instruction, rather than competition, and will be held during the "off season" so that the facilities will be available. The sports may include soccer, flag football, volleyball, track/XC, and softball.

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 child will play equal time, even though they may

have been at all the practices. Should a parent 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 3:30-4:45 p.m., after school, on Monday, Tuesday, Wednesday, 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 Ds on either the progress report or the trimester report card are required to attend a mandatory study hall two days a week that gets out at 4:15 p.m. They are expected to come out and join the team at that time for the remaining thirty minutes of practice.

There is a \$75 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. Parent or guardian must give written consent for each sport in which student participates.

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

- Fall Season:** Cross-country, co-educational  
Flag Football, co-educational  
Volleyball, girls
- Winter Season:** Soccer, co-educational  
Softball, girls
- Spring Season:** Basketball, boys  
Basketball, girls  
Track and Field, co-educational

In alignment with our mission at St. Michael's, sportsmanship (respect for others) is a high priority. 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 in the appendix. In order for a student to participate in any sport, the family must have returned the last page of this booklet acknowledging that all parties have read the policy, agree to abide by the policy, and are aware of consequences for not doing so.

## ATTENDANCE

**Regular school attendance and prompt arrival at the beginning of the day are essential for consistent academic progress and achievement.** As such, the school does not encourage students to miss school for non-medical reasons. Missing class time may prove to be an academic burden. Furthermore, it places a large burden on the teacher and other classmates as the teacher tries to make up for missed class time for that individual. The school requires a written request for non-medical and non-emergency absence be made five school days in advance of the absence. A student will, upon his/her return, be allowed a reasonable amount of time to complete the work missed.

**Parents are expected to call the school office (722-8478) before 8:30 a.m. on the day the student is absent.** Excessive absences (more than 8 per trimester) often result in a failure to meet academic requirements and may jeopardize advancement to the next grade level. Excessive absences will result in a notation in the permanent file and a parent conference. Teachers will convey to students how missed assignments can be obtained. **If parents would like to pick up the student's homework, they need 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.** Absences, due to illness, of more than three consecutive days 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 3:00 p.m., on regular school days. Parents wishing to have a student miss class are to notify the school office before 8:30 a.m., Parents should come to the office to pick up their children and to sign them out.

### TARDINESS

Promptness is essential to the learning process and a value we strive to practice and instill in our students. It represents a sense of personal responsibility, a respect for the academic process and a spirit of concern and consideration for others. When a student is late to school, the rhythm of his/her day is disrupted and often important information covered at the beginning of the day is missed. With that in mind, **all students are expected to arrive on time at 7:45 a.m., ready to begin the day at 8:00 a.m.** Students arriving after 8:00 a.m. must report to the school office for a pass to assure that attendance records may be accurately recorded. **A parent conference may be requested when a student is repeatedly late to school.** Students in Middle School will receive an "Uh-Oh Card" for each time they are tardy. Uh-Oh points may restrict middle school students from various activities including free dress days and school dances.

If a student misses a school day, he/she may not be able to attend after school activities on that same day, at the discretion of the faculty and administration .

## CARPOOL/FIELD TRIP GUIDELINES

Many of our field trips are made possible by the generosity of parents who drive students to the various activities. To insure that we provide the safest environment possible for our parents and students, the following policies must be followed:

- A seat belt is required for each child. All students will utilize individual seat belts at all times.
- No children below sixth grade (and/or under 75 pounds) may sit in the front seat of a car with an air bag.
- Drivers must follow 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 will not smoke while operating the vehicle and transporting children.
- Drivers may not be under the influence of alcohol or any drug which might impair his/her driving ability while transporting children.
- **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 give candy, drinks, snacks, etc., to the children.
- Parents who drive on a field trip must submit a completed parent-driver form to the office before being allowed to drive children.
- Parent drivers function as chaperones for all students and should follow the guidelines given by teachers.

## DRESS CODE/APPEARANCE

**In order to maintain St. Michael's high degree of educational excellence, it is imperative that the environment be conducive to learning and as free from distractions as possible. School uniforms establish a standard of dress that supports a learning environment.**

The school will continue to enforce the uniform policy as listed below. Sample vendors and catalogues for purchasing uniforms are as follows: Lands' End for logo merchandise (link is on the St. Michael's website – [www.stmichael.net](http://www.stmichael.net)), JC Penney, Kohl's and Target for non-logo merchandise. Following are the approved uniform styles. If you have any questions regarding the selected clothing styles, please contact the office. Awards to Go is the only local vendor authorized for logo embroidery.

**School Uniforms** are required on school days while on campus at all times. Only children with on-campus after school sports or activities which require non-uniform clothing may change. **Lands' End is the official uniform supplier for St. Michael's.** Catalogues are available in the school office. **A percentage of the profits go toward the school.** You must mention our preferred school number when placing your order with the operator. That number is 9000-3138-6.

**Official School Dress:** Red St. Michael's polo shirt with embroidered logo and khaki shorts, pants, skirt, skort or capri is required for certain field trips and other special occasions. Lands' End sells the official polo shirt.

### **K-8 Girls**

**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. White oxford shirts may be worn with a Lands' End red/blue stripe tie or a hunter/classic navy plaid tie.

**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.**

**Jumper:** 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 Dress Code section), plain navy blue or khaki uniform jumper. Jumpers must be worn with a blouse. (Biker shorts should be worn under jumpers and skirts.)

**Skirt:** 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.

**Skort/ Shorts:** Navy blue or khaki. Must not be shorter than 4" above the middle of the knee.

**Pants and/or Capris:** Navy blue or khaki. No jean style pants with exterior stitched pockets,

### **K-8 Boys**

**Shorts:** Navy blue or khaki. Must not be shorter than 4" above the middle of the knee and not below the knee. Must not be worn below hip level.

**Pants:** navy blue or khaki dress pants. Must not be worn below hip level.

**Shirts:** Navy blue, white or fire-engine red button-placket, ribbed-collar cotton or blend polo shirt in short or long sleeves. Navy blue, white or fire-engine red turtlenecks. White oxford dress shirt in short or long sleeve. White oxford shirts may be worn with a Lands' End red/blue blue stripe tie or a hunter/classic navy plaid tie. **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.**

### **K-8 Boys and Girls**

**Shoes:** Shoes must be primarily red, navy, black or white; no patterns, sparkles or prints. All shoes must have rubber soles and stay securely on feet. Athletic shoes are highly recommended.

**Belts:** solid navy blue, black or brown.

**Jackets, Sweatshirts or Sweaters:** Must be solid navy, white or red with no contrasting color trim, zippers or logo, other than St. Michael's logo (the grey athletic St. Michael's sweatshirt is to be worn during PE only).

**Socks or Tights:** must be worn; predominately white, red, navy blue, or black only.

**Tights:** solid white, red, navy blue, or black only

**Undershirts:** solid white, navy blue or red.

**Hats and Protective Clothing:** As a part of daily outdoor wear, all students (K-8) are strongly encouraged to wear a sun protective hat. Hats are available through Lands' End as well as Tucson area stores.

**Jewelry:** small or medium length pierced earrings and watches are acceptable.

**Makeup:** girls may wear clear or light pink nail polish. Girls (grades 7 - 8) may wear mascara and lip-gloss **only**.

**NOT ACCEPTABLE (This list is not all inclusive.)**

- Black shorts, pants, skirts, skorts or jumpers
- Corduroy clothing
- Knit, lycra, spandex clothing
- Denim clothing (except for designated jeans days)
- Leggings, jeggings, or yoga pants
- Long skirts (below the knee)
- Short shorts (shorter than 4" above the middle of the knee)
- Sleeveless blouses
- Shirts without a collar
- Flannel shirts
- Clogs, sandals, high-heel shoes, platform shoes, hiking, cowboy or fashion boots including Uggs
- Tights with shorts
- Outlandish hair styles or dyed hair
- Extreme costume jewelry, large hoop earrings, ankle bracelets
- Eyeliner, eye shadow, blush and lipstick
- Skinny shorts, pants or skinny jeans (this also applies to relaxed dress days)
- jeans with holes or shredded areas

### **ENFORCEMENT POLICY**

For a detailed explanation of the enforcement policies associated with dress code violations see the Dress Code portion of the Student Code of Conduct printed in the appendix.

### **RELAXED DRESS DAY AND MIDDLE SCHOOL DANCES**

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 teacher.

## **EPISCOPAL IDENTITY**

The values that guide our community are grounded in our Christian faith. As a member of the National Association of Episcopal Schools, St. Michael's is proud of its connection with the Episcopal Church. We welcome students and families of all faith traditions. We do not seek to convert them, but rather to nurture them in a Christian community and educate them about Judeo-Christian world view. Our goal as an Episcopal School is to nurture the moral,

religious, and spiritual development of each child and to welcome everyone to our inclusive community.

There are four areas that comprise our Episcopal identity. One is our worship services. Children are expected to attend our almost daily services and participate to the extent their faith and background allows. Beginning in fourth grade, all students take a religious education course one period a week. Another pillar of our identity is a commitment to serving others. All students engage in a variety of community service projects during the year. Eighth grade students must complete an independent service project for graduation. Finally, the priority we place on our collective community life and the focus on relationship and process that this commitment entails is the fourth pillar of our Episcopal identity.

## FINANCIAL OBLIGATIONS

By policy of the Board of Trustees, students will not be allowed to attend classes if payments to the school are not made in accordance with the agreed payment plan. No student will graduate or be enrolled for another academic year and all report cards and transcripts will be held until all accounts are cleared. **By contract, any student who makes voluntary withdrawal after February 28<sup>th</sup> is liable for one-half of the tuition of the following year. Any student who withdraws after May 1<sup>st</sup> will be obligated to pay the entire tuition.**

## FUNDRAISING

Since 1958, St. Michael's has been nourishing a pluralistic community of students and faculty while fostering the intellectual, physical, ethical and spiritual development of its students. St. Michael's has been able to maintain its excellence while keeping tuition rates at a moderate level. This has only been possible with the generosity of the Southern Arizona community. Annually, a letter will be sent home describing the different fundraising efforts which are spearheaded by the Development Department, the Board of Trustees, and by the Parents Association (SMA). **Participating in the Annual Fund at any level is encouraged and celebrated. The Annual Fund contributions are tax deductible and help to close the gap between tuition revenue and operating cost. Our goal is 100% parent participation.** Success in this area assists us in soliciting additional sources of revenue. Additionally, the Arizona tax credit program allows families to make a tax refundable allocation to the Arizona Episcopal Schools Foundation (AESF), which funds our tuition assistance program (details are available through the Development Office). **Our ability to offer scholarships is enhanced significantly when parents designate their state tax dollars to St. Michael's. All parents are strongly encouraged to contribute to the AESF.**

## LINES OF COMMUNICATION

A strong partnership between the school and parents is an essential piece to a student's success. It is recognized, however, that no matter how hard everyone tries, misunderstandings or differences occasionally occur regarding students, or personal and

professional practices. The School values input, suggestions and constructive comments from parents. When a question, problem, or concern arises with a particular child, the following steps should be taken:

1. First, ask your child's teacher for a scheduled time to discuss your concerns. It is essential that the teacher directly involved be contacted first, as attempts to communicate with someone other than that teacher will only delay the resolution process. Most difficulties can be resolved at this level when parents and teachers communicate openly and respectfully for the benefit of the child.
2. If, after meeting with your child's teacher, the situation has not been resolved, meet with the Division Director to present your concern and the history of your earlier efforts at resolution. The parent, teacher or Division Director may request a joint conference with the parent(s), teacher, and administrator present.
3. 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 and the history of your attempts to get it resolved. The parent, teacher, Division Director, or Head of School may request a joint conference with the parent(s), teacher, and the administrator present.
4. The decisions of the Head regarding the day-to-day operations of the School are final. If any party believes that the decision of the Head deviates from School policy or that School policy should be re-evaluated, he or she may present the issue in writing to the Chair of the Board of Trustees. The Chair will then determine whether Board involvement is appropriate.

The School expects that the process set forth above will be followed. The Head always welcomes the opportunity to meet with individual parents to discuss various school-related topics. Circumventing this process is neither in the School's nor the child's best interests. This process works when parents, teachers, and administrators work as a team committed to meeting the needs of our students in as professional and caring way as possible. As always, the School's primary goal is to provide the best for those most important beneficiaries, our students.

## LUNCH

St. Michael's strives to model positive nutritional choices as an important aspect of the balance we seek to promote on campus. As we promote healthy habits as it relates to the food we eat, we strive to offer nutritional lunch options that are rich in fruits, vegetables, whole grains, and low in fats, sodium and sugar, using the federal guidelines as our benchmark. Lunch is offered five days a week. Information regarding this program will be sent home through the monthly calendar in the Eagle Express. Sack lunches will be kept in the classroom. For students in grades K-5, please do not send your children with food that needs to be microwaved or refrigerated. Students in the middle school (grades 6-8) will have limited access to a microwave they can use on their own. In sending snacks to school, we encourage parents to send items that are nutritious and low in sugar. If a lunch is sent to school, please leave it in the front office, and your child's teacher will be notified.

# MEDICAL POLICIES & PROCEDURES

## COMMUNICABLE DISEASES

St. Michael's School will maintain strict confidentiality concerning any medical condition of 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 act accordingly. For example, infectious conditions such as head lice and measles would warrant advising members of the school community, including parents of students, so that proper precautionary measures could be taken. In other instances, such as AIDS or HIV-positive, 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. Whenever appropriate, informational notes will be sent home.

## EMERGENCY PROCEDURES

The following practices are followed 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 child will be transported to the hospital emergency department. In such circumstances, a diligent effort will be made to contact parents, other designated individuals, or the child's physician.

It is important that your Emergency Card/Annual Registration Form is turned in before the start of school so we have accurate phone numbers. **Please notify the office whenever contact information is changed.**

To facilitate the case where a child experiences a serious medical emergency and neither parent can be reached, the school requires that parents complete the Emergency Card/Annual Registration form. This is intended to facilitate prompt medical attention for a child in the event that parents or guardians are not present or cannot be contacted to give authorization for emergency medical treatment.

The safety of our students and school community is of primary importance. The school also practices a variety of emergency plans with the students during the year. Students practice fire-drills, lock-down situations, and other emergency safety plans in accordance with our comprehensive multi-hazard emergency plan and manual. A school safety committee, comprised of members of the faculty and staff, meets routinely to review safety plans, policies and procedures.

## HEALTH

To protect both the individual and his/her classmates, parents are advised to keep a child at home during the highly infectious first stages of a cold or other communicable ailment. If your child develops a contagious disease, please notify the office at once so that the school may notify parents of children who may have been exposed. **Students with a fever of 100 degrees or above must be fever free without medication for 24 hours before returning to school.**

## **ILLNESS PROCEDURES**

Should students become ill or injured, they will be taken to the school office or sent to the nurse's office when she is available. The school administration, nurse, faculty, and other staff members 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 to be called if the parents cannot be reached. Please be certain that emergency information is on the child's Emergency Card which is to be completed, signed by parents, and returned to the office before the start of school each year. **Please notify the office when a contact number changes.**

## **IMMUNIZATIONS**

All immunizations must be current in order for a student to attend school.

## **MEDICATIONS**

In cases where medications must be administered at the school, the parents must give written consent and register the medication with the nurse. All medications must be labeled with the child's name, 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 pens). It is the school's policy to require that the parent (guardian) provide **annual** written authorization. A full copy of our policy is contained in the appendix. Permission slips may be procured from the school nurse.

## **PHYSICAL EXAMINATIONS**

Physical examinations are required when students first enter the school, at the beginning of sixth grade, and for all students participating in scholastic sports in grades 5-8 on an annual basis. Specific forms are available in the office.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held formally twice each year. Our first conference in August is designed as an intake conference in which we will begin a dialogue of our cooperative venture in your child's education. We will seek information about your child that will be helpful in our teaching strategies. During the second trimester, another conference will be held that will give a more formal evaluation of your child's performance following report cards. Finally, because of our firm belief in the benefit of a cooperative venture in your child's education, both of these conferences are mandatory. We have specifically set time in the schedule for these to happen. Please look for further literature announcing and describing our parent-teacher conferences. Faculty and administration are also available at any time to discuss your child's progress. Please ask your teacher for a scheduled time to discuss your child.

## **PARKING & TRANSPORTATION**

The school does not own vans or buses and relies on parent volunteers for transportation to field trips and athletic events. Permission slips will be sent home when volunteer drivers will be used. All parent volunteer drivers must fill out a field trip driver guideline form at the beginning of the year. We must have a permission slip or a child will not be allowed to go off campus.

The parking lot is heavily congested in the mornings and afternoons. We ask that you follow the one way signs and use extreme care and caution. Courtesy and patience go a long way in making the parking area user friendly. **The outer edge of the parking circle is for momentary drop-off only. Do not leave your car unattended in this area, do not double park, or park on inner curbs. This is a fire lane and parked cars in this area are subject to fines and/or removal.**

**Please note that due to the heavy congestion at the south entrance from Wilmot Road, parking or standing on the south side of the main lot is prohibited from 7:30 to 8:00 am and from 3:00 to 3:30 pm. During these times we ask that you only stop on the south side along the middle school if you are actually dropping off your child(ren) in the morning or picking them up in the afternoon. If your children are not ready for pickup, we ask that you find a parking spot and wait for them. We encourage parents to coordinate with their children to determine a time for pickup so that you can minimize the amount of time you have to wait for them.**

The faculty has reserved parking in the northeastern corner of the lot. Please proceed with caution when leaving St. Michael's either south- or westbound, as traffic may not yield to you.

Please be a good neighbor and do not park east of Harold Bell Wright Park when dropping off or picking up children. **We request that any parent driving through the Harold Bell Wright neighborhood use great caution and strict adherence to the posted speed limits and driving rules.**

### **BIKE SAFETY**

We strongly recommend that students riding bikes to school wear helmets. It is the law in Pima County that riders under the age of 18 must wear a helmet. Bikes should be parked and locked in the rack located in the middle school.

## **PHYSICAL EDUCATION**

Grades K-8 will participate in physical education courses. Physical exams and emergency medical information must be on file before a student may participate.

Students in grades 4-8 are required to "dress-out" for all P.E. classes. PE uniforms may be purchased through Lands' End. To access Lands' End, go to St. Michael's internet home

page ([www.stmichael.net](http://www.stmichael.net)), click on the school store link, and click on the uniform section. Various other uniform selections as well as gift items may be purchased here as well. The grey athletic St. Michael's sweatshirt is to be worn during PE only.

## SCHOOL HOURS

The school day begins promptly at 8:00 a.m. for all grades. Dismissal at 3:10 p.m. for grades K-3, 3:20 p.m. for grades 4-8 Monday – Friday. **Students are requested not to arrive on the school grounds before 7:45 a.m., as there will be no faculty supervision provided.** We also ask for your cooperation in picking up your child no later than fifteen minutes after the conclusion of his/her day. Students in grades K-5 not picked up by that time will be taken to the Extended Day Program for which you will be billed. Middle School students will be taken to after-school study hall at that time. Middle School study hall is open to all Middle School students from end of school to 5:00 p.m., Monday through Thursday at no charge. Middle school students will be taken to After Care at 5:00 p.m., and the parents will be billed. Unsupervised students after school can be disruptive and susceptible to injury from unsupervised play. Once a student leaves the grounds, we ask that they do not later return.

The school provides an After Care Program for students in K-8 after school until 5:30 p.m. Enrollment forms and information about this program are available in the school office.

On four afternoons a year (**Sept. 19, Nov. 9, March 6, and May 8**), school dismissal is at 12:00 noon for all grades to allow for faculty professional development opportunities. Hot lunches will **not** be available on these dates. After Care will be available on these dates.

## SPECIAL EVENTS

Students may also be required to attend out of school activities such as Fine Arts Night performances, Holiday Program, Graduation, and other events as indicated on the yearly calendar. Attendance is mandatory and exceptions must be approved by the Division Director.

## STUDENT CONDUCT

St. Michael's consciously shares with families the responsibility to foster ethical and moral values, and mature citizenship. Kindness, respect and compassion for one another are important values. We believe that it is important for all students to demonstrate responsible citizenship commensurate with their age level. Thus, expectations and sanctions differ between grade levels. Proper conduct is expected of all students whether on campus or participating in an off-campus school-sponsored event. Pronounced and consistent inappropriate behavior warrants a parent conference and may result in either being placed on behavioral warning, suspension or expulsion from school in extreme cases. The basics of the Code of Conduct follow.

## **POLICY ON BULLYING BEHAVIOR**

It is the right of every child to be educated in a learning 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, respect and compassion. As an Episcopal school, we will expect that each member of the school community will respect 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, or through attacks on the property of another. It also may include but not 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 are engaged in bullying behavior will be subject to disciplinary action up to and including suspension or expulsion.

Students who are experiencing bullying behavior by another student or group of students should immediately report the incident or behavior to a teacher, division head, or school administrator. Incidents of unacceptable behavior will be investigated by an administrator. Parents of students involved will be notified. Retaliation by any student related to the reporting of bullying will not be tolerated.

## **EXPECTATIONS, RULES & GUIDELINES**

- Personal integrity and honesty are fundamental values at St. Michael's. Academic honesty is an important component of this as well. Each student is responsible for clearly identifying any work which is not his/her own. This value applies to both the receiver and giver of information. Plagiarism and cheating are serious violations.
- We expect all members of our community to treat each other respectfully. **Bullying, excessive physical force, name-calling, verbal abuses, including obscenities, are not tolerated.**
- A third fundamental value is respect for school and personal property. No damage to school property or grounds (including lockers, computers, and desks) is acceptable. We also expect the same care for property at the public park behind the school which we have committed to keep clean. Children are not permitted to climb the park trees. This same value of respect for property means that we expect our students not to litter. No gum or glass containers are permitted on school grounds.
- Students are to remain on school grounds. Any student who leaves the school property without permission will result in the student's parents being immediately contacted. A conference with the student's parents must be arranged before the student can return to school.
- 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. Any single violation of these provisions may result in expulsion from the school.

The complete code of conduct along with applicable consequences can be found in the appendix. The school expects the parent (guardian) and the child (age appropriate) to read the code and then sign and return the back page of this booklet acknowledging that all parties agree to uphold the code and are aware of the consequences of not doing so.

### **PARTNERSHIP IN EDUCATION**

We believe that the educational success of a child is dependent on a positive relationship and partnership between the school and parents or guardians. Open communication and support of school policies contributes 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 student’s parents (or guardian) 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 interferes with the school’s realization of its educational aims.

### **FACEBOOK AND OTHER SOCIAL MEDIA**

Social media, including Facebook, has become a major source of communication, connecting people through the use of technology. Students as well as adults, however, often feel they are invisible on the internet and therefore write things that would not ordinarily be said, befriend those whom they do not know, and join groups that may not be appropriate.

**St. Michael’s recommends that students not have social media accounts.** If students must have social media accounts, we recommend that for the protection of the students, teachers and St. Michael’s:

- Parents have access to all accounts and check their content regularly
- Passwords are never shared
- Profiles are restricted to friends only, not to friends of friends
- They use discretion in choosing friends, fan pages, pictures, and language both on their page and on pages of others
- They do not use a photo of themselves as their logo
- They do not use their real last name
- They set privacy levels strictly

Inappropriate use of social media where bullying behavior of one student toward another occurs can result in disciplinary action by the school, including possible suspension or expulsion.

## **STUDENT LOCKERS**

Each student in grades 6-8 will be assigned a locker. Students provide their own key locks, and duplicate keys are kept with the advisor. No decorations are permitted on the outside surface of the locker. 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.

## **STUDENT PLACEMENT**

The school staff, with careful forethought, places students in a class section which is deemed most beneficial to the student, based on a number of considerations. These factors include: achievement level, boy/girl ratio, learning style, class chemistry, and socialization. **Parents are asked not to make requests for placement with a specific teacher nor with specific students.** No changes will be made to class placement after lists are published. It is a common occurrence in schools that an adult may look back on his/her school years and realize that his or her most influential teacher was not one who would have been chosen at the time.

## **TECHNOLOGY**

All students will use and have access to computers and mobile 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. A policy outlining acceptable usage of technology is contained in the appendix. In order for students in grades 4-8 to have access to technology they must have read the policy and signed the last page of this booklet acknowledging that all parties agree to uphold said policy and are aware of the consequences on not doing so.

## **TELEPHONES/IPODS/ELECTRONICS/CAMERAS**

In order to conduct school business in an efficient manner, students may not use the school phone without permission, nor will messages be taken to students, except in case of an emergency. During school hours, messages for teachers will be left on their voice mail extensions. If there is an emergency or health concern, school staff will be responsible for contacting the child's parent/guardian. Students may use classroom phones with teacher permission only. Students may also use the school office phone to contact parents.

- **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 (calling and texting). Cell phones may not be used for photos, music, internet access, or games. Cell phone use in the classroom is not allowed without explicit permission from the teacher. Since the use of cell phones during school hours, including study hall, is unacceptable, the following rules have been established.

The first time any student misuses a cell phone, he or she will have the cell phone confiscated immediately. The cell phone will be kept for 3 school days and will only be released to a parent.

If a student misuses a cell phone more than once, the cell phone may be confiscated and not returned until the end of school in May. The student will lose all cell phone privileges at school for the year.

- Students in grades K-5 cannot bring cell phones to school nor have Apple Watches 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. If such items are seen they will be confiscated until the end of the school year. The use of electronic readers in the classroom may be allowed for class work at the discretion of the classroom teacher.
- The use of iPads or other electronic equipment is not permitted in After Care by any students.
- **No pictures 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. The student will receive logical consequences, and the parent will be held responsible for any ramifications from postings of these pictures.

## **TEXTBOOKS**

All students are assigned necessary 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 in June full value for their replacement.

## **MURPHY-WILMOT LIBRARY**

Many of our teachers make use of the Murphy-Wilmot Library as part of their curriculum. Students will be asked to get library cards if they do not already have one. We expect our students to follow all library policies and be respectful of that property and staff.

Some middle school families choose to send their children to the library after school. St. Michael's **does not recommend this practice** as the children are unsupervised in a public place. The library staff cannot be responsible for the supervision of our students. When students are at the library after school, they have access to the internet and can leave at any time to go to locations other than the library. All middle school students do have available a

supervised study hall, Monday through Friday, from 3:20-5:30p.m., at St. Michael’s School, in the Middle School classrooms at no cost. Should a parent choose to allow a middle school student to leave school to go to the library, we strongly recommend that they be accompanied by an adult. Once off campus, St. Michael's has no way to monitor their location.

Signing In and Out for 4 - 8th Grade Students

All 4 - 8th grade students must sign in with their homeroom teacher. At the end of the day, students sign out with their homeroom teacher, indicating who they are leaving with and their final destination, including after school activities and intermurals. Should parents want their student to leave St. Michael's at the end of the day, unattended by an adult, including to walk to the library, to walk home, or to ride the bus, individual arrangements and written permission must be provided by the parents to the school. Once a student is off campus, we can no longer monitor their location.

## SUN SAFETY

### **St. Michael’s Parish Day School Sun Safety Guidelines**

St. Michael’s School recognizes that the sun’s ultraviolet (UV) radiation can cause skin cancer. To help prevent the development of skin cancer, students shall receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors. We encourage all parents to adopt appropriate protective measures. St. Michael’s suggests a sun safety program that addresses the following elements:

#### **Hats and Protective Clothing**

Students should be encouraged, year-round to wear articles of sun-protective clothing. **The use of sun protective hats is strongly encouraged for all students when outdoors. Sun protective hats and clothing are available through Lands’ End or local retailers.**

#### **Sunscreen and Lip Balm**

Students should be encouraged, year-round, to use sunscreen and sun-protective lip balm.

#### **Sunglasses**

When students are outdoors students are allowed, year-round, 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.

#### **Instruction**

In addition, St. Michael’s School will address education at each grade level, Kindergarten through 8, which relates to skin cancer, including information about the harmful effects of UV rays and recommended practices for preventing skin cancer.

**Personnel**

All school personnel shall be educated about skin cancer's impact and prevention, including sun protection methods. Employees shall be strongly encouraged to protect themselves from overexposure to the sun and to model sun-safe behavior for students.

**Health Services**

The school and the school nurse shall promote, reinforce, and support sun protection and skin cancer prevention efforts for students and their families, and for personnel.

**VISITORS**

Visitors to St. Michael's are expected to come to the front 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 program.

## **APPENDIX**

### **ART FREEDOM OF EXPRESSION POLICY**

Art is a self-awareness tool by which artists, young and old, process the world, seek answers to life's difficult questions as well as search for their own truth. In recognition of this, St. Michael's art department protects and enhances each child's emotional and conceptual growth through an open expression process in art. As endorsed by the National Art Education Association, we provide an atmosphere where each child can freely express and explore through art.

In support of the school's philosophy statement, to nurture the moral and spiritual development of each child, our values-based community expects that the expression of young artists does not hinder the education, moral development, and creative process of other children or the learning environment. If it is determined that a child's art does affect other children in these areas, he/she may be asked to complete the work at home and avoid the topics listed below. Artwork that reflects values inconsistent with the values of the school and community, or an underdevelopment of the student's moral or spiritual growth, will be subject to review by the parents of the child, teachers, the Head of School, Division Director and/or counseling professionals. Examples of this include, but are not contingent upon, artwork containing symbols or imagery of the following subjects: weapons, drug symbols or paraphernalia, alcohol, smoking, violence, gang symbols, swastikas, sexually explicit material, insulting depictions of gender, vulgarity, and/or obscene gestures.

### **ART EXHIBITION AND DISPLAY POLICY**

Art chosen for public display must contain content that is reflective of the values of the school community, and policies outlined in the school handbook. Art containing the following symbols, imagery or otherwise communicated subject matter; weapons, drug symbols or paraphernalia, alcohol, smoking, violence, gang symbols, swastikas, sexually explicit material, insulting depictions of gender, vulgarity, and/or obscene gestures will be subject to review by the art teacher first, and then the Head of School before public display is permitted. The above list of symbols, imagery, and otherwise communicated subject matter is not all-inclusive, nor does it always warrant a review prior to display. The context of the symbols as well as the intended and perceived communication of the art will be considered upon review.

## STUDENT CODE OF CONDUCT

St. Michael's consciously shares with families the responsibility to foster ethical and moral values, and mature citizenship. 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 discipline*
- *We believe that reconciliation and flexibility are hallmarks of good discipline*
- *We believe that the school must be pro-active and educate students to make good choices.*
- *Proper conduct and enforcement works best with fully vested collaboration and partnership between teachers, parents, and administrators.*

Guided by the above principals, St. Michael's Administration will utilize the following guidelines but reserves the right to implement any consequence or action it deems necessary. Consequences are adjusted by grade level as well as time distance between infractions. Failure to comply with consequences generally means students will be given an additional consequence. Parents are asked to notify administration of possible conflicts with assigned consequences (such as detention) in a reasonable time period.

## EXPECTATIONS, RULES & GUIDELINES-STUDENT AND ADMINISTRATION (These apply to the rules outlined on page 22)

<u>Level</u>	<u>Behavior</u>	<u>Consequences for Misbehavior</u>
I	Common Sense/Courtesy	Conversation/Uh-Oh Card/Email or phone call to parent
II	Responsibility/Citizenship	Detention/Behavior Report Form
III	Honesty/Safety/Respect	Suspension/Probation
IV	Respect for Life & Property	Expulsion

## **LEVEL I**

### **Behavior: Common Sense and Courtesy**

One of the most basic expectations in the St. Michaels 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. Common sense 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:

- Dress Code
- Lunch behavior
- Punctuality in meeting all school commitments (including tardiness to classes as well as to school.)
- Gum chewing
- Use of locker

### **Consequences: Conversation, Uh-Oh Card and Behavior Report Form**

Failure to meet the basic expectations articulated above will result in a conversation with a member of the community. If more than that seems needed, such as for a second lapse in the Dress Code, the students in middle school will receive an Uh-Oh Card. An accumulation of Uh-Oh cards will result in loss of privileges such as not being able to participate in free dress or free shirt days, not being able to attend social functions, and possibly not participating in the class trip.

## **LEVEL II**

### **Behavior: Responsibility and Citizenship**

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

- No disruptive behavior inside or outside of classrooms
- No offensive language with or towards other students or adults
- No electronics on campus (with the exception of iPads or e-readers as approved by the class teachers)
- Respectful behavior toward faculty and administration
- Respect and courtesy toward students
- Appropriate use of cell phones

### **Consequences: Detention and Behavior Report Form**

Failure to live within the rules articulated in Level II, or repeated problems in Level I, results in a detention (for students in grades 4-8). Detention is typically served on Monday-Thursday afternoons from 3:30-4:30 p.m. (no exceptions)

Additionally, an incident report will be filled out and a detention slip reviewed by the advisor, will be sent home with the assigned date. A chronic pattern of ignoring expectations or rules calls for more extreme measures.

### **LEVEL III**

#### **Behavior: Honesty, Safety, and Respect for Others**

Moral and physical well-being is crucial to the health of a community. Violations of the community's values are unacceptable. This includes conduct, whether inside or outside the School (including the internet, social media, and other electronic messaging) 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 in testing)
- Fighting
- Bullying (refer to page 23 for policy statement)
- Vandalism
- Harassment (emotional, verbal, written, sexual or physical)
- Lying
- Skipping any school commitment
- Misuse of technology, including inappropriate emails, texts, or postings
- Stealing

#### **Consequences: Suspension and Probation**

**Violations of values in Level III, or repeated problems in Levels I and Levels II, are taken very seriously, and may result in suspension coupled with the student being placed on behavior warning or probation.**

There are two types of suspension. The first is an in-house suspension where the student performs work in some other location but is not permitted to associate with his/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 the he/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.

A suspension may or may not be coupled with Behavior Warning or Behavior Probation.

A student is placed on **Behavior Warning** when the behavioral offenses are so numerous or of such a serious nature that more than a suspension is warranted. A student is put on Behavior Warning for a specific period of time as agreed upon by the faculty or

administration. During this time, the student may participate in school activities at the discretion of the faculty or administration, but his/her behavior and conduct will be monitored to insure 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/she may be placed on Behavior Probation following a parent conference with the administration.

**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 or administration. While on Behavior Probation, the student may participate in school activities at the discretion of the faculty or administration, but his/her behavior and conduct will be monitored to insure that there are no further offenses during the stated period and that a good faith effort is made to improve. 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 suspension, Behavior Warning and Behavior Probation, which involve a family conference and a letter in the student's file.

#### **LEVEL IV**

##### **Behavior: Respect for Life and Property**

Any possession or use of illegal drugs or alcohol, possession of a weapon, theft, or tampering with fire or fire-prevention equipment constitutes a threat to fundamental rights, jeopardizing 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.

##### **Consequences: Dismissal or Expulsion**

Violations of rights in Level IV, or further offenses in Level III, could result in dismissal or expulsion. Asking a student to leave the school is a very grave event; dismissal or expulsion 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.

##### **Dismissal**

Students who are dismissed from the school will have the option under written conditions to apply for re-admission after a period approved by the Head of School.

## **Expulsion**

Students who make credible threats against the school community or any individual in it, or who sell illegal substances on campus or at school events will be automatically expelled. Students who have had multiple offenses, who use alcohol or other drugs at school, or who violate other major school rules, may be expelled. Students who are expelled from the school will not be able to return under any circumstances. The Head of School reserves the right to expel any student whose serious actions or intentions jeopardize the best interests of the St. Michael's School community.

## 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 highest potential of sports is achieved when participants are committed to 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 Parish Day School.

I understand that, in order to participate in after school athletics, I must act in accord with the following:

### 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 yourself 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. **Suspension or termination of the participation privilege is at the sole discretion of the school administration.**

**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 your 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.

**Teammates** — 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.

## **SPORTS CODE OF CONDUCT FOR PARENTS**

As “Sportsmanship” is a priority higher than winning at St. Michael’s School, we are requiring the following document be read by all players’ parents. This contract must be signed and returned to the team coach prior to the first game of the season.

### **PREAMBLE**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character”.

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child 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.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.
11. I will praise my child for competing fairly and trying hard and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol, and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization.
- Written warning.
- Parental game suspension with written documentation of incident kept on file by organizations involved.
- Game forfeit through the official or coach.
- Parental season suspension.

## STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

St. Michael's has made every effort, through filtering software, to keep students from accessing inappropriate material, language and pictures on the Internet while on campus. Since the filtering software is not 100% effective, it is possible for the student to view inappropriate material, language and pictures on in-appropriate websites. If this happens, it is important that the student report it immediately to the classroom instructor so that the Internet site can be added to the filtering software.

In order to use the computers, iPads and the Internet at St. Michael's, the students and parent/legal guardian must agree to abide by the rules set forth in the Student Responsible Use Policy below.

I, \_\_\_\_\_ (student's name), the student, agree to the following rules for using computing devices and the Internet at school:

1. The use of technology, including Internet access, is a privilege, not a right. If I abuse that privilege I will lose it.
2. I will respect all laws concerning privacy (opening anyone else's files, accessing anyone else's accounts), piracy (violating site licenses), plagiarism (using another's work - words, pictures - without attribution), copyright, and viruses (any methods of corrupting existing files or systems).
3. I will use school technology, on or off campus, only for approved educational purposes.
4. I will use only appropriate language.
5. I will respect the privacy of other users and of myself, but not giving out any personal information about my family, teachers, staff, other students or myself.
6. I will never intentionally initiate access to material that could be considered inappropriate, offensive or pornographic.
7. I understand that the staff may periodically monitor, audit and review the use of technology by students and staff, including e-mail messages sent and received.
8. I will not download or save to disk any programs, images, movies, sounds, or other content without my teacher's permission.
9. I will only use the Internet at school if there are teachers present supervising me. I understand that unsupervised use is not permitted. I will not hide my online activities from my teachers.
10. I understand that I am not responsible for what other people say and do on the Internet; therefore, if someone else online says or does something offensive or disturbing, or if I see images on a web site that make me feel upset or disturbed in any way, I will tell my teacher at school or parents if at home. I will not respond to any messages that make me feel upset, angry or scared, but instead will talk to a teacher or parent.
11. I will treat the school's equipment with respect at all times. I will not eat or drink near the computers or the iPads either in the classroom or lab or at home.
12. I will not interfere with or change settings established for the computers or iPads.
13. I will not print without the teacher's permission. I will print only one copy of a document. If a document does not print, I will ask my teacher or the computer teachers for assistance.

14. If I have a technical problem with the computer, iPad, printer or the Internet, I will share it with my teachers and ask for their help.
15. I understand that misuse of the Internet and social media can have serious consequences. It is the responsibility of parents to monitor their child's Internet usage. Violation of this policy may lead to consequences, including suspension or expulsion.
16. I will not access social media or personal emails at school without the express permission of my teacher.
17. I will not use the Internet or related technologies to harm other people, in a deliberate, repeated, and hostile manner. Cyberbullying will not be tolerated and will result in loss of privileges, suspension or expulsion.

My parent/legal guardian and I have reviewed and discussed the St. Michael's Student Technology Responsible Use Policy. I understand the importance of being polite, respectful, honest and obedient to all of the rules. I understand that I should not give out personal information about myself or my family on the Internet. I also understand that the Internet is for electronic information resources that are to be used for educational purposes. If I break the rules of the Responsible Use Policy, I understand that my technology usage can be suspended, or that other disciplinary or legal action can be taken against me. I promise to follow the rules set forth in this Student Technology Responsible Use Policy.

## **PROCEDURE FOR SELF-ADMINISTERED RESCUE MEDICINE**

In order to allow students to self-administer rescue medications (inhaled prescription medication), in a timely manner at school and at school sponsored activities, St. Michael's Parish Day School has adopted the following procedures:

1. A licensed physician or licensed health care professional must prescribe medication.
2. A **copy of the prescription will be attached to the permission slip** and filed in the health office.
3. Parent or guardian must provide **annual** written documentation authorizing the pupil to possess and self-administer the handheld inhaler or epi-pen.
4. The medication must be in the **original** container.
5. The **pupil's name** must be on the prescription label and the medication container.
6. If auto-injectable epinephrine is used while at school or 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.
7. Extra medication will be held in the health office for emergency use.
8. 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.

## MIDDLE SCHOOL ACADEMIC POLICY

The mission of St. Michael's school is to foster the intellectual, physical, artistic, ethical and spiritual development of its students. In order to better serve the intellectual development, the following policies have been instituted.

- When a student receives more than one grade that is below a C- on either a progress report or a report card, his/her advisor will counsel with the student and contact the parents to facilitate any intervention that might be necessary. The student will be required to attend the after school study hall at least two days per week. This requirement will stay in effect until the grades have improved as evidenced by either the next report card or progress report, whichever comes first.
- If a student's final year end grade is a D in Spanish or a core subject, core subject being defined as English, history, Latin, math, or science, for the year, that student will be required to do summer work in that content area. The summer requirements will be supervised by the Division Director and evidence of completion will be required. Parents will be notified of this possibility in the middle of the 3rd trimester when progress reports are mailed.

A student whose academic performance is deemed unsatisfactory by the faculty and administration will be put on Academic Warning. He/she will be asked to improve their 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 child's academic performance. Possible suggestions could include tutoring, monitored homework time, or help with test preparation, along with detention study time at school.

- When a student who is on Academic Warning fails to meet the goals as prescribed by the administration, that student will be placed on Academic Probation. Again, a parent conference will be called and students may lose privileges to participate in extracurricular activities (field trips, choir, sports, etc.) as determined by the administration. Students remaining on Academic Probation jeopardize their continued enrollment at St. Michael's.
- In order to graduate, students must pass all of their courses for their 8th grade year. The school expects that students will always strive to do their best so that their final transcripts reflect their true abilities and, at a minimum, have no more than two grades lower than a C- and a GPA (for 8th grade only) of 2.5 or higher. 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 including class trips. High school acceptance and course placement may be contingent on consistently strong performance.

### **MIDDLE SCHOOL CLASS TRIPS**

Each year, the sixth, seventh and eighth grades to take a class trip in the spring, designed to enrich the curriculum. While these trips are educational, they are not part of a specific curriculum. This is a very special part of the middle school program and a privilege for students to be able to attend. In order to be allowed to participate in the class trip, the student must be a student in good standing. This is based on both academic and behavioral criteria as outlined below:

- If a student is on either academic or behavior probation at the end of the 2nd trimester, he/she will 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.

## 2018-2019 ST. MICHAEL'S SCHOOL COMBINED DEVICE CONTRACT

All students at St. Michael's will have access to a school-owned device in the course of the school day. These devices (e.g., Chromebooks and iPads) remain the property of the school and used under the following requirements.

### Academics

1st-3rd Grade: It will be up to the teacher's discretion how often and in what ways the iPads will be used. Homework will *not* be completed on the iPads because the iPads will remain at school at all times.

4th-5th Grade: It will be up to the teacher's discretion how often and in what ways the Chromebooks will be used. Homework will *not* be completed on the Chromebooks because they will remain at school at all times.

6th-8th Grade: Since devices will be used to some extent in every class, the student will be required to bring it to the classroom each period. It will be up to the teacher's discretion how often and in what ways the devices will be used. Students will not bring Chromebooks home with them, but they will need access to a computer or tablet at home in order to complete some web-based homework.

**Typing Speed:** Middle School students will be given a typing test during the first week of school using the typing test in the app Tap Typing. Sixth Graders will need to demonstrate proficiency and consistency at typing 25 wpm. Seventh Graders will need to demonstrate proficiency and consistency at typing 30 wpm. Eighth Graders will need to demonstrate proficiency and consistency at typing 35 wpm. The test will be given on the student's iPad. Students who do not pass the typing test will be required to take typing class as an elective until they are able to demonstrate the required proficiency. Students should practice their typing with [typingweb.com](http://typingweb.com) or a similar website over the summer and aim for 5-10 wpm faster than the required speed if practicing with a computer keyboard.

**Usage:** The technology department can add and remove restrictions using Apple Configurator, Cisco Meraki Mobile Device Management, the Google Admin Console, and/or Hapara Teacher Dashboard. Devices can be restricted from things such as taking pictures or video, accessing particular web content while on campus, and using Facetime unless the technology department removes these restrictions as teachers deem necessary for particular assignments. Teachers will monitor device usage during class. Devices may not be used at school during recess or lunch or before or after school unless under teacher supervision.

### Apps

2nd-3rd Grade: The school will check out apps to students using the mobile device management program. This means that all content on the iPads will be controlled by the school. Students will not be able to add their own apps or music. All content on the iPads will be school-related.

4th-8th Grades: Students will use Google apps under the supervision of their teachers; all content on the Chromebooks will be school-related.

### **Storage & Charging**

1st-3rd Grade: iPads are to be stored and charged in the classroom safe when not in use.

4th-5th Grade: Chromebooks are to be stored and charged in the classroom safe when not in use.

6th -8th Grade: During the day, Chromebooks must always be either with the student, locked in his or her locker, or stored in their homeroom charging station. Unattended Chromebooks will immediately be locked up. Chromebooks will remain at school at all times unless otherwise approved by Mrs. Breault or a middle school teacher for a special assignment. Chromebooks will be charged overnight in the homerooms.

### **Passcode and Lock Screen**

1st-3rd Grade: Students must keep the original St. Michael’s lock screen that identifies them by the iPad name.

4th-8th Grade: Students will login to their Chromebooks with their school Google account. Students must not share nor attempt to learn each other’s passcodes.

### **Loss and Damage**

1st-3rd Grade: Each student is responsible for his or her iPad. **Physical damage to the iPad will be charged to the student on the school’s monthly billing.** In the event of such damage, the unit will be repaired at the student’s cost, not to exceed \$120 for damage.

4th-8th Grade: Each student is responsible for his or her Chromebook. **Theft, loss or physical damage to the Chromebook will be charged to the student on the school’s monthly billing.** Therefore, each student is required to protect their Chromebook from theft, and will be responsible if the unit is damaged. In the event of such loss and damage, the unit will be repaired or replaced at the student’s cost, not to exceed \$110 for damage or full replacement cost for loss. Insurance can be purchased through Worth Ave. Group or another third-party insurance company. All damages must be reported as soon as possible.

### **Cases**

1st-3rd Grade: iPad cases will be provided by the school.

4th-5th Grade: Cases are not provided for the Chromebooks.

6th-8th Grades: Students will be provided with a protective Chromebook case that is not to be removed from the Chromebook.

Prior to the device being issued, the parent and student will sign a copy of this agreement.



STUDENT NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

## **ST. MICHAEL'S POLICY & PROCEDURE AGREEMENT**

**We acknowledge that we have read the Student/Parent Handbook in its entirety, including the following Policies and Procedures:**

- Parent Code of Conduct pg. 3
- Homework Philosophy and Guidelines pg. 7-9
- Attendance and Tardiness pg. 13
- Dress Code pg. 14
- Student Conduct pg. 22
- Art Freedom of Expression Policy pg. 29
- Art Exhibition & Display Policy pg. 29
- Student Code of Conduct pg. 30
- Student Athlete Code of Conduct pg. 35
- Sports Code of Conduct for Parents pg. 37
- Student Technology Responsible Use Policy pg. 39
- Procedure for Self-Administered Rescue  
Medicine pg. 41
- Middle School Academic Policy pg. 42
- Combined Device Contract pg. 44

**Having read and reviewed the Student Parent Handbook with our child/children, we agree to abide by the policies and are aware of the consequences of not doing so.**

**Student:** \_\_\_\_\_

**Parent (Guardian):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS PAGE TO BE TURNED IN DURING INTAKE CONFERENCE FOR EACH CHILD.**



STUDENT NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

**ST. MICHAEL’S POLICY & PROCEDURE AGREEMENT**

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- Student Conduct pg. 22
- Art Freedom of Expression Policy pg. 29
- Art Exhibition & Display Policy pg. 29
- Student Code of Conduct pg. 30
- Student Athlete Code of Conduct pg. 35
- Sports Code of Conduct for Parents pg. 37
- Student Technology Responsible Use Policy pg. 39
- Procedure for Self-Administered Rescue Medicine pg. 41
- Middle School Academic Policy pg. 42
- Combined Device Contract pg. 44

**Having read and reviewed the Student Parent Handbook with our child/children, we agree to abide by the policies and are aware of the consequences of not doing so.**

**Student:** \_\_\_\_\_

**Parent (Guardian):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS PAGE TO BE TURNED IN DURING INTAKE CONFERENCE FOR EACH CHILD.**



STUDENT NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

## **ST. MICHAEL'S POLICY & PROCEDURE AGREEMENT**

**We acknowledge that we have read the Student/Parent Handbook in its entirety, including the following Policies and Procedures:**

- Parent Code of Conduct pg. 3
- Homework Philosophy and Guidelines pg. 7-9
- Attendance and Tardiness pg. 13
- Dress Code pg. 14
- Student Conduct pg. 22
- Art Freedom of Expression Policy pg. 29
- Art Exhibition & Display Policy pg. 29
- Student Code of Conduct pg. 30
- Student Athlete Code of Conduct pg. 35
- Sports Code of Conduct for Parents pg. 37
- Student Technology Responsible Use Policy pg. 39
- Procedure for Self-Administered Rescue  
Medicine pg. 41
- Middle School Academic Policy pg. 42
- Combined Device Contract pg. 44

**Having read and reviewed the Student Parent Handbook with our child/children, we agree to abide by the policies and are aware of the consequences of not doing so.**

**Student:** \_\_\_\_\_

**Parent (Guardian):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS PAGE TO BE TURNED IN DURING INTAKE CONFERENCE FOR EACH CHILD.**