



## **Parent-Student Handbook**

**2021-2022**

*St. Michael's School reserves the right to revise this Handbook at any time.  
(Recent revisions, September 2021)*

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## Welcome from the Head of School

Welcome to the 2021-2022 academic year at St. Michael's. **Please note that our 2021-2022 COVID Management Plan contains important guidelines and required policies for this year.** Please consider this document, amended in August 2021, as part of this Handbook.

Amidst the challenges we face as a community this year, there remain some foundational beliefs and practices that serve to guide our work day-to-day. This Handbook aspires to articulate these beliefs and practices as succinctly as possible.

Much of the Handbook is descriptive, covering topics ranging from daily procedures and academic programs, policies and practices that help guide student life, to school governance and our Episcopal identity.

In addition to the practical information provided within these pages, I invite each of you to spend time reading and reflecting on the content in this first section of the Handbook—especially our mission statement, the description of our Episcopal educational ethos, and our philosophy and goals.

As we begin the 2021-2022 year, I wish you and your families health, peace, and joy!



Brendan J. Sullivan  
Head of School

## **Governance, Mission, Identity, and Philosophy**

### **Board of Trustees/Governance**

The highest governing authority for the School rests with the Board of Trustees and the Vestry of St. Michael and All Angels Church. The Board of Trustees includes parents and parishioners, and at times individuals from the local professional community, with the approval of all candidates for the Board ultimately in the hands of the Board and Vestry. The Board of Trustees hires, supports, and evaluates the Head of School and, in turn, delegates to him or her the responsibility of leading the school day-to-day. As a rule, the Board does not intervene in the daily affairs of the school. The Board reviews and refines as necessary the school's purpose, or mission, and develops broad mission-driven policies that guide the Head in running the school. The Board 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. Parents are informed about the work of the Board of Trustees, as necessary, through communication from the Head of School and/or from the Board Chair or the Board as a whole.

### **Mission Statement**

The mission of St. Michael's School is to foster the intellectual, physical, artistic, ethical, and spiritual development of each student in our care. We aspire to do this guided by the *ethos* of Episcopal education—balancing tradition and innovation, building a strong and supportive child-centered community, and welcoming students and faculty from all social, economic, ethnic, and religious backgrounds.

### **Episcopal Educational Ethos**

At the heart of the mission of St. Michael's School is the Episcopal educational ethos: to combine academic excellence with spiritual and moral formation, preparing students to lead productive lives, personally and professionally, and lives of service. Diversity in race, religion, national and ethnic origin, sexual orientation, socioeconomic status, and family structure is welcomed in our community. We seek to continue building a school that reflects this range of diversity and to empower our students to embrace the diverse and rich world in which we live.

### **Philosophy and Schoolwide Learning Goals**

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

**With this commitment to educational excellence, we aspire to the following school-wide goals:**

- Provide ample opportunities for each student's personal growth through an engaging, broad-based curriculum consisting of language, literature, the arts, faith and spirituality, science, technology, mathematics, social studies, and physical education
- Develop within students a foundational love for learning that will persist throughout their lives

- Develop students' capacity for success in high school, college, and beyond
- Create a climate of high expectations, with personal care for each student, in a loving and supportive community
- Nurture within each student an appropriate sense of right and wrong that prepares one for moral and ethical decision-making
- Cultivate respect and care for others through community service
- Welcome students and families from diverse social, economic, and ethnic backgrounds.

### **Non-Discrimination Policy**

St. Michael's School admits qualified students of any race, religion, and national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students. The School does not discriminate on the basis of race, religion, national and ethnic origin, or sexual orientation in the administration of its educational policies, admissions policies, financial aid program, or athletic and other school programs.

### **Diversity Statement**

Diversity is integral to the mission of St. Michael's School. Differences in race, religion, national or ethnic origin, sexual orientation, socioeconomic status, and family structure are welcomed in our community. We seek to continue building a school that reflects this range of diversity and empowers our students to embrace the diverse and rich world in which we live. St. Michael's School is a community that reflects "the traditional Episcopal appreciation of cultural, racial, socioeconomic, and religious diversity."

## **General School Information**

### **Academic Policies**

#### ***Assumptions about Learning***

St. Michael's School believes that all students in its care have the capacity to grow and become ever more thoughtful, creative, and engaged as learners and as human beings. Integral to this foundational belief, the School believes that a broad range of experiences and activities beyond the four walls of the classroom—experiences that promote personal growth and abiding respect and awareness of the diverse world in which we live—is essential for a holistic, balanced K-8 education. Community service projects, field trips, our middle school overnight trips (Prescott, Catalina Island, and Washington, D.C.) and Declamation Day, among a number of others, are incorporated into the curriculum. The School recognizes that students have inherent strengths and areas for growth as learners, and, therefore, balances as best it can a variety of instructional methodologies to meet the diverse needs of student learners. The School also believes wholeheartedly that learning is most effective and engaging as a cooperative venture with families. Families are encouraged to be part of the learning process through frequent communication, special intake conferences, and parent-teacher conferences. While traditional Episcopal worship is integral to the life of the school and the people in it, the spiritual and moral formation of the students in our care needs to be nurtured as well.

#### ***Curriculum Mission Statement***

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

#### ***Academic Honors***

At the end of the academic year, a list will be published indicating the names of Upper School students (grades 5-8) who have earned distinction for superior academic achievement for the year. Those students in grades 7-8 maintaining an A average (3.9 minimum GPA) and no C's will be named to the Creswell Scholars List. Those students in grades 5-8 maintaining a B+ average (3.5 minimum GPA) with no D's or F's and no more than one (1) C+ in any subject will be named to the Head of School Honors List.

#### ***Academic Progress***

When concerns arise, a parent conference will be requested 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 means of support and encouragement. Students who do not continue to make progress jeopardize their continued enrollment in the school. Upper School students are expected to meet specific academic standards.

## ***Enrichment Courses***

All our enrichment courses such Music, Art, and PE will be assigned marks of E, S, or N in grades 1-8. Students in Grades K-4 receive written comments in enrichment courses once during the year. While these classes do not meet five days a week, we view our enrichment curriculum as integral to the entire educational process at St. Michael's. As such, homework and testing will be assigned when appropriate, balancing those assignments with the demands of our core courses. We seek student and 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 1-4 earn marks of E, S, N and written comments for all courses at the end of the first trimester. Students in grades 5-8 earn letter grades for their core academic classes, and faculty prepare written comments for the same at the end of the first trimester. Homeroom advisors prepare a summary written comment at the end of the third trimester.

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

## ***Homework Philosophy and Purpose***

At St. Michael's School, we believe students perform best when they get adequate rest and have a balanced level of activities that allow them to explore talents outside of academic classes. We also believe that homework is important in the development of strong, life-long study skills and habits. When students successfully complete homework, they build self-discipline, self-confidence, and become increasingly responsible for their own learning.

In order to help students maintain a healthy balance between academics and extracurricular activities, 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
- To meet 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 key assignments and due dates
- Thoroughly record homework assignments and directions in their planner/calendar
- Give their best effort to complete homework fully and turn it in on time
- Work independently when possible so that the completed work reflects their own ability
- Use good time management to allow sufficient time for homework completion

### **Parents**

- Help create a regular, productive study time and location free from technology distractions
- 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 routinely get adequate sleep at night to be refreshed for the next day
- Communicate with teachers when concerns arise about homework content, student approach in completing homework, and/or excessive time spent on any one assignment or subject area

### **Teachers**

- Share with students and 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, and time in the afternoons and evenings for non-academic pursuits
- Keep parents apprised of students' progress
- Do not penalize students for homework that is not completed because of difficulties or confusion with concepts as long as it can be demonstrated that a good-faith effort was made
- Make accommodations to expected homework assignments when students are participating in school events such as holiday performances, the annual school musical, and other seasonal events that require any evening participation

### **Recommended Guidelines for Total Time Spent on Homework**

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

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

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	40 - 60 minutes
Grade 6	60 - 80 minutes
Grades 7-8	80 - 100 minutes

### ***Appropriateness of Student Work***

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

### ***Upper 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 their intellectual development, the following policies have been instituted.

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

improve sufficiently by the next progress report or end of trimester jeopardize their continued enrollment at St. Michael's.

- If a student's final year-end grade in a core subject (English/Language Arts, Math, Social Studies, Science, or Spanish/French) is below a C-, the student will be required to do summer work in that content area. The summer requirements will be supervised by, and are at the discretion of, the Division Director, and evidence of completion will be required. Parents will be notified of this possibility in the middle of the 3rd trimester when progress reports are mailed.
- In order to graduate, students must pass all of their courses for their eighth grade year. If student achievement falls below that standard, or if their behavior is unsatisfactory, they may not be permitted to participate in special year-end activities. High school acceptance and course placement may be contingent on consistently strong performance.

### ***Middle School Class Trips***

Each year, the sixth, seventh, and eighth grades take a class trip in the spring, designed to enrich the curriculum. This is a very special part of the middle school program and a privilege for students to be able to attend. **For the 2021-2022 academic year, in order to participate safely in one of the overnight class trips, students must be vaccinated and in good standing.** Good standing 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 likely not be allowed to participate in the class trip.
- If a student on academic or behavior warning at the end of the 2nd trimester is subsequently placed on academic or behavior probation at mid-3rd trimester, he/she may not be allowed to participate in the class trip.
- If a student has excessive absences and is not current with his/her work or has not made a serious attempt to make up required work, the student may not be allowed to participate in the class trip.
- As noted, for the 2021-2022 academic year, all students attending overnight grade-level trips will be required to have the COVID vaccine.

### **Accreditation and Professional Memberships**

St. Michael's Parish Day School is accredited by the Southwestern Association of Episcopal Schools (SAES). SAES is the only accrediting agency for Episcopal schools in the U.S., and it does so only for those schools in the Southwest region of the United States. The SAES accreditation cycle is a ten-year process, beginning with a year-long 'self study' through which we examine all dimensions of the School and, with the guidance of an SAES visiting team, define and execute long-term strategic goals to improve the overall program. St. Michael's School is also an active member of the National Association of Episcopal Schools (NAES), a consortium of Episcopal schools unified by a common educational mission and dedicated to sharing best practices and other key resources. As part of their professional development, SMS faculty and staff participate as members in a number of professional organizations, including the Association for Supervision and Curriculum Development, the National Association of Independent Schools, Common Sense Media, the National Council for Teachers of English, and the National Council for Teachers of Mathematics.

## **Admission of Students**

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

The school seeks to admit students who demonstrate strong academic potential (i.e., at or above grade-level) who can contribute to and benefit from its programs. Students are selected for admission to the school on the basis of academic potential, developmental maturity, school achievement, and readiness for the school's program. In addition to grade reports and teacher recommendations, a requisite onsite visit and brief summative assessment provides the school with valuable insights and information about the student and his or her ability to participate productively within the school community.

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

Typically, those decisions are based upon multiple criteria:

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

The school establishes a waiting list when there are more qualified candidates than openings available. 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. When the school cannot offer a place to a child, we are willing to offer counsel on other schools that may be able to accommodate the student.

## **After-School Policy for Student Supervision**

St. Michael's hosts a number of supervised activities after school on most days.

St. Michael's students who are without direct adult supervision from their parent or guardian or from a designated school employee are not permitted to be on campus after the day's scheduled dismissal hours, or in the Harold Bell Wright Park during scheduled aftercare hours, or during scheduled evening school events. School employees who are supervising either the registered aftercare program, intramurals or athletics program, or any other scheduled program cannot be responsible for students not already accounted for or registered for an afternoon activity.

Students who are not accounted for at pick-up time will be accompanied by their respective homeroom teacher or advisor to either the main office to call home, to Aftercare if he or she is registered for Aftercare, to Upper School study hall, or to an appropriate activity. During on campus events after hours, such as the Science Fair, Art Expo, and Fine Arts Night, students are expected to be supervised by parents.

## **Athletics**

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

Our intramural program is eligible for fourth and fifth graders and is designed to introduce fundamental skills in a variety of team sports: the interest in sports exhibited by fourth and fifth grades. These teams will usually meet two 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, basketball, and track/cross country.

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

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

The B-Team level is a participatory-based program. All players who are at practice will play close to equal time during the games. However, the A-Team level is more competitive by nature and does not guarantee that every 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 3:30-5:00 p.m., after school, and are typically 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.

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

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

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

- Fall Season:** Flag Football, co-educational  
Volleyball, girls
- Winter Season:** Soccer, co-educational
- 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 included below.

### ***Student-Athlete Code of Conduct***

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

#### **TRUSTWORTHINESS**

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

#### **RESPECT**

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

#### **RESPONSIBILITY**

- Importance of Education.** Be a student first and commit to getting the best education that I can. Be honest with myself about the likelihood of playing on the next level. Remember that at most schools, student-athletes who do not have a serious commitment to their education, do not get to play.

**-Role-Modeling.** Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model. Students who are unwilling to abide by the Athletic Code of Conduct may lose the privilege to participate in interscholastic sports. Unacceptable demonstration of sportsmanship or behavior may result in withdrawal from the team.

**-Self-Control.** Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

**-Healthy Lifestyle.** Safeguard 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.

**-Teammate.** Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

## **CITIZENSHIP**

**-Play by the Rules.** Maintain a thorough knowledge of and abide by all applicable game and competition rules.

**-Spirit of rules.** Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## ***Parent Code of Conduct for Athletics***

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

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

## **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. 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 (520-722-8478) 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.

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.

### ***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 encouraged 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 class to assure that attendance records may be accurately recorded. A parent conference may be requested when a student is repeatedly late to school.

## **Birthdays and Other Celebrations**

Students' birthdays are typically announced in homeroom and recognized in chapel with a special Blessing. If a student plans to provide a birthday snack or treat for his or her classmates, parents are asked to consult the teacher or advisor ahead of time, above all to prevent exposure of food allergens to particular students. Decorating the outside of lockers, desks, or other school areas for individual students for their birthdays is permitted only with the consent and knowledge of the homeroom teacher, advisor, or division director. The same rule applies for the distribution of party invitations and party gifts at school. It is our hope that all parties will be as inclusive as possible.

## **Carpool/Field Trip Guidelines**

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

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

### **Dress Code**

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

Designated school uniforms are required on school days while on campus at all times; only students with on-campus, after-school sports, or other school-sponsored activities not requiring standard dress code wear, are exempt.

### ***Uniform Vendors***

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

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

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

***Official School Dress***

All students are required to have one official dress uniform: a red polo shirt with the St. Michael’s embroidered logo, paired with khaki bottoms (shorts, pants, skirt, skort or capri). This official uniform is required for picture day, certain field trips and other special occasions.

Official Plaid Pattern: Hunter/Classic Navy - only available at Lands’ End

***Uniform Requirements for All***

Styling	<ul style="list-style-type: none"> <li>▪ No contrasting color trim or zippers</li> <li>▪ No logos, other than the St. Michael’s logo</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>▪ Primarily red, navy, black or white; no patterns, sparkles or prints.</li> <li>▪ All shoes must have rubber soles and stay securely on feet.</li> <li>▪ Athletic shoes are highly recommended.</li> </ul>
Belts	<ul style="list-style-type: none"> <li>▪ Solid navy blue, black or brown</li> </ul>
Jackets Sweatshirts Sweaters	<ul style="list-style-type: none"> <li>▪ Solid navy blue, white or red</li> </ul>
Socks	<ul style="list-style-type: none"> <li>▪ Socks must be worn</li> <li>▪ Predominately white, red, navy blue, or black only.</li> </ul>
Ties	<ul style="list-style-type: none"> <li>▪ Optional. Acceptable styles in red and navy stripe, plaid or solid red or navy blue.</li> </ul>
Watches	<ul style="list-style-type: none"> <li>▪ Watches are acceptable</li> </ul>

***Uniform Requirements for K-8 Girls***

Shirt/Blouse	<ul style="list-style-type: none"> <li>▪ Oxford or Peter Pan collared blouse - white</li> <li>▪ Polo with button placket and ribbed collar (cotton or blend) in long or short sleeve - solid navy blue, white or fire-engine red</li> <li>▪ Turtleneck - solid navy blue, white or fire-engine red</li> <li>▪ All shirts are to be tucked in at all times, except during physical activity.</li> </ul>
Jumper	<ul style="list-style-type: none"> <li>▪ Solid navy blue, khaki or plaid uniform jumper</li> </ul>

	<ul style="list-style-type: none"> <li>Jumpers must be worn with a blouse.</li> </ul>
Skirt	<ul style="list-style-type: none"> <li>Solid navy blue, khaki or plaid, pleated or non-pleated uniform skirt.</li> <li>Skirts must not be shorter than 4" above the middle of the knee.</li> </ul>
Skort/ Short	<ul style="list-style-type: none"> <li>Solid navy blue or khaki</li> <li>Must not be shorter than 4" above the middle of the knee.</li> </ul>
Pants / Capris	<ul style="list-style-type: none"> <li>Solid navy blue or khaki</li> <li>No jean-style pants with pockets sewn on the outside seat</li> </ul>
Tights	<ul style="list-style-type: none"> <li>Solid white, red, navy blue, or black only</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>Small or medium-length pierced earrings</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>Girls may wear clear or light pink nail polish. Girls in grades 7-8 may wear mascara and lip-gloss only.</li> </ul>

### ***Uniform Requirements for K-8 Boys***

Undershirts	<ul style="list-style-type: none"> <li>Solid white or navy blue</li> <li>All shirts are to be tucked in at all times, except during physical activity.</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>Solid navy blue, white or fire-engine red button-placket, ribbed-collar cotton or blend polo shirt in short or long sleeves.</li> <li>Navy blue, white or fire-engine red turtlenecks. White oxford dress shirt in short or long sleeve</li> <li>All shirts are to be tucked in at all times, except during physical activity.</li> </ul>
Shorts	<ul style="list-style-type: none"> <li>Solid navy blue or khaki</li> <li>Must not be shorter than 4" above the middle of the knee and not below the knee.</li> <li>Must not be worn below hip level.</li> </ul>
Pants	<ul style="list-style-type: none"> <li>Solid navy blue or khaki dress pants.</li> <li>No jean-style pants with pockets sewn on the outside seat</li> <li>Must not be worn below hip level.</li> </ul>

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

As a part of daily outdoor wear, all students (K-8) are strongly encouraged to wear a sun protective hat.

### ***Relaxed Dress Days 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 the teacher. The same rules and limitations apply to the attire of students in grades 6-8 when attending middle school dances.

## **Financial Aid**

St. Michael's offers financial assistance to enable students to enroll, regardless of the family's ability to pay the full cost of tuition. All aid is based on financial need; no merit aid is awarded. Financial need is determined by information provided on the FAST (Financial Aid for School Tuition) application. All families who receive financial assistance must reapply each year. There is no guarantee that the level of financial assistance provided will be at the same level on a year to year basis.

## **Financial Obligations**

If tuition payments are not made in accordance with the payment plan agreed to upon enrollment, the school will follow the policy approved by the Board of Trustees; Student grades and all report cards and transcripts will be held until the student's account is paid in full. Returning students will not be allowed to re-enroll for the following school year until the account is paid in full. Please refer to the Enrollment Agreement for specific guidelines.

## **Fundraising**

Fundraising efforts are spearheaded by the Philanthropy department, the Board of Trustees, and the St. Michael's Angels & Vaqueros parent alliance (SMAV). The largest fundraising campaign is the annual Halo Fund, which aims to close the gap between tuition revenue and operating cost. Participating in the annual Halo Fund at any level is welcomed and encouraged with the goal of 100% participation by families, faculty, staff and board of trustees.. Donations are tax-deductible as allowed by law. Additionally, the Arizona tax-credit program allows families to make a tax refundable allocation to the Arizona Episcopal Schools Foundation (AESF), which funds our tuition assistance program. 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 AESF.

## **Lunch**

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

Families who choose to prepare their own lunches are encouraged to do so. For grades K-4, lunches should not require a microwave or refrigerator. Students in the middle school (grades 5-8) will have limited access to a microwave that they can operate on their own. In sending snacks to school, we encourage parents to send items that are nutritious and low in sugar. If a parent orders a lunch or brings a lunch to school, your child's teacher will be notified for pick-up.

## **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 Contact Information is completed (and amended as necessary) through the Blackbaud parent portal by or before the start of school.

To facilitate the case where a child experiences a serious medical emergency and neither parent can be reached, the school requires that parents complete this required information. This is intended to facilitate prompt medical attention for a 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. 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, registered 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 as emergency contacts to be called if the parents cannot be reached. Please make sure that the emergency information is completed and updated each year through our Blackbaud parent portal. Again, please update your emergency contact information as it changes.

## ***Immunizations***

All required immunizations must be current by or before September 15 each year 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 (EpiPen). 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 interscholastic sports on an annual basis. Specific forms are available in the office.

## ***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:

- A licensed physician or licensed health care professional must prescribe medication.
- A copy of the prescription will be attached to the permission slip and filed in the health office.
- Parent or guardian must provide annual written documentation authorizing the pupil to possess and self-administer the handheld inhaler or epi-pen.
- The medication must be in the original container.
- The pupil's name must be on the prescription label and the medication container.
- 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.
- Extra medication will be held in the health office for emergency use.
- A student will be allowed to self-carry an inhaler or EpiPen only after he/she has demonstrated proficiency to the nurse and appropriate staff.

## ***Sun Safety***

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.
- *Sunscreen and Lip Balm:* Students are 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.
- *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.

### **Parent Expectations**

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 the Parent-Student Handbook. When parents choose to enroll their child at St. Michael's School, they agree to support 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 ensure 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.

Although it is extremely rare, occasionally it becomes apparent that parents do not fully embrace the community's values, are hypercritical, or behave in ways that suggest a serious conflict with the school's decisions, policies, or consequences for their child's behavior. The School accepts the reality that it is natural to have differences of opinion on occasion. However, if in the unlikely event that the School feels that parents seem to be at serious odds with the school's values and approach, the School reserves the right to recommend or require the family's withdrawal.

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 can best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem.

### ***Lines of Communication***

A strong partnership and effective communication between school and home are essential to a student's success. We recognize, however, that despite our best intentions, 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 an administrator to be 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.

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 the most 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.

### **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 often 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, and do not 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 a.m. and from 3:00 to 3:30 p.m. During these times we ask that you only stop on the south side along the upper school if you are 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 north 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.

### ***Drop-off and Pick-up***

Parents are required to walk their son or daughter to the classroom in Grades K-3 each day. In 4th Grade, parents have the option of walking them or dropping them off; and parents of students in Grades 5-8 are free to drop their students at the entry curb. (See also *Student Arrival and Departure Guidelines* under **School Hours** section, on page 31.)

### ***Bike Safety***

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

## Playground Safety—Rules & Procedures

The following rules and procedures are in place to prevent injury and maintain proper supervision on the playground.

### *Volunteer/Supervision Expectations*

All volunteers are expected to adhere to the following guidelines in an effort to provide exceptional safety and supervision on the playground:

- Maintain a perimeter around the play equipment so that all children are within view.
- Refrain from talking on the phone or texting while supervising students.
- Engage with students in conversation and games.
- Model appropriate use of equipment.
- Sit students out who are not following safety rules and procedures.
- Require K-4 students to have a buddy, and ask an adult for permission, before leaving the playground to use the bathroom or go to the nurse. Students in grades 5-8 do not require a buddy to use the restroom or go to the nurse.
- Check in at the front office and wear a volunteer vest (located inside the equipment bin) so that students and faculty can easily identify you as a volunteer.
- Notify faculty/staff of any concerns or issues with a student.

### *Playground/Equipment Rules*

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

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

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

**Play Structure** - students should never run on the play structure. Balls, jump ropes, and all other sporting equipment are never allowed on the play structure.

**Basketball Court** - the basketball court is to be used only for basketball. Sidewalk chalk, hula hoops, soccer etc. should not be played on the court. The hoops can be raised and lowered. Older students may be able to adjust the hoops on their own, but younger students will need assistance.

**Sporting Equipment** - students are expected to put away any sporting equipment they use and help clean up the playground before returning to the classroom with their teacher.

- Jump Ropes - jump ropes are to be used only for jumping rope! They should never be tied around a person, the playground structure, or equipment. Students are never allowed to use the ropes for tug of war, nor should they ever be running with a jump rope stretched out between them.
- Hula Hoops - hula hoops should be used for hula hooping! There should never be more than one student inside the hula hoop at a time.

**Fields** - students in grades K-4 may use the large field to the south of the basketball court as long as an adult is supervising them and the field is not being used by upper school or our P.E. teachers. Students in grades 5-8 may use the play structure and field north of the basketball court as long as it is not being used by lower school or our P.E. teachers.

**Public Street** - only adults are allowed to retrieve balls that roll into the street. Students should never be permitted to walk onto the road.

## **School Safety and Security**

### ***Emergency Communication with Families***

The School will provide timely communication with parents and families in the event of a school-wide campus emergency using our Bright Arrow notification system. Bright Arrow provides the capability for the School to send prompt voice, text, and email emergency messages to all within the School community.

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

### ***Emergency Contact Information***

Families are responsible for providing the School with accurate and reliable emergency-contact information. The School requires that each family provides—or updates as often as the information changes—a minimum of two (2) reliable emergency contacts for the academic year. Families can change/update this information at any time by accessing their Blackbaud account. In the event of an accident, serious injury, or severe illness or allergic reaction, the School will first notify the parent(s) or the person(s) listed as emergency contact(s) using the Emergency Contact information provided by the family.

### ***Emergency Medical Consent***

To help facilitate outside medical care in the event of an emergency, parents are required to authorize or deny emergency transport and care by signing the Medical Consent form. If authorized, this consent allows school personnel to initiate prompt care if the student needs to be transported by car or ambulance for emergency medical care. In such circumstances regardless, the School will contact the parents, the person(s) listed as emergency contact(s), and/or the child's physician.

## ***General Safety and Security Protocols***

The safety of our students and staff and of the broader School community is of primary importance. Entry points for School buildings are protected with a locked entry gate, accessible only with the use of a keypad code. While on campus and in our care, students are supervised at all times, for all activities. We expect all visitors to campus to check in at the front office; students, staff, and other parent volunteers are otherwise instructed to accompany all unaccounted-for visitors to the main School office for check-in. The School also employs a security guard who patrols on campus on a daily basis, for the afternoons and evenings, to provide additional security and to assure all access points are secured each day.

## ***Specific Safety and Security Protocols***

In addition to our general security protocols, the School practices specific emergency plans with students and staff throughout the year. Students practice fire-evacuation drills and lock-downs on a monthly basis, as required by law. A school safety committee, comprised of the head of School and members of the faculty and staff, meets routinely to review safety and security protocols.

We recognize and thank the Pima County Office of Emergency Management for providing the following guidelines for practice in schools to prepare for school-wide, on-campus emergencies.

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

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

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

## ***Emergencies Before or After School Hours/Holidays***

In the absence of faculty and staff being present on campus on weekends, holidays, or before School has begun or after School activities have concluded for any scheduled day, available School personnel will respond to any medical or safety-related emergency by calling 9-1-1. The School also encourages parents and guardians to respond to any off-hour emergency on campus by using 9-1-1 as well and/or by informing available School staff.

## ***School Response to Perpetrators***

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

## **Student Health**

The School employs a part-time registered nurse for all student-health needs on campus; the School's nurse, Erika Huff, R.N., can be reached to help answer any questions or concerns, via email at [ehuff@stmichael.net](mailto:ehuff@stmichael.net), or by phone at 520-722-8478 x 219. In addition, the School has articulated the following policies, guidelines, and protocols to ensure the health of all persons in our care and the health of the broader School community.

### *-SNAP Health Portal*

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

### *-At-home Prevention*

Vigilance about health at home helps provide a first line of defense against illness on campus. To protect both the individual student and his/her classmates, parents are asked to keep their child at home during the infectious initial stages of a cold or flu 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 24-48 hours before returning to school.

### *-Health Records and Individualized Needs*

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

### *-COVID-19*

Please refer to our COVID Management Plan (amended as needed and posted on our website and on the parent portal for Blackbaud) for all health and safety protocols and guidelines for on-campus activities. Health and safety guidelines and policies for COVID are set by the Head of School in collaboration with the School's COVID-19 Planning Group, consisting of two infectious-disease specialists, two MD's, a member of the Board of Trustees, our School's nurse, and additional members of the administrative team.

### *-Other Communicable Diseases*

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

### *-Illness and Injury Procedures*

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

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

### *-Medications*

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

### *-Physical Examinations and Immunizations*

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

All required immunizations must be completed and current for each student by or before September 15 each year in order for a student to attend school. For a complete list of required immunizations for students attending school in the State of Arizona (independent, charter, or public), please contact your family doctor or refer to the [Arizona School Immunization Requirements](#) through the Arizona Department of Health Services.

### *-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, the School has adopted the following procedures:

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

### *-Sun Safety*

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

- *Hats and Protective Clothing:* Students are encouraged to wear, as necessary, articles of sun-protective clothing (e.g., hats, long sleeves, etc.) throughout the year.
- *Sunscreen and Lip Balm:* Students are encouraged, year-round, to use sunscreen and sun-protective lip balm.
- *Sunglasses:* When outdoors students are allowed to wear sunglasses that protect the eyes from UV rays.
- *Shade Options:* During the school year, students will be encouraged to utilize existing shade or indoor areas for congregation and recreation.
- *Health Services:* The school and the school nurse shall promote, reinforce, and support, as able, sun-protection efforts for students, families, and staff.

## School Hours of Operation

The school day begins promptly at 8:00 a.m. for all grades. Dismissal is at 3:10 p.m. for grades K-4, 3:20 p.m. for grades 5-8, Monday – Friday, unless there is scheduled early-dismissal day. **Students are requested not to arrive on the school grounds before 7:45 a.m., as there will be no faculty supervision provided.** Unsupervised students after school can be disruptive and susceptible to injury. We ask for your cooperation in picking up your child no later than ten minutes after the conclusion of his or her day. Students in grades K-4 not picked up by that time will be taken to the main office, or if registered with the Aftercare program to the Aftercare room in Tankersley Hall. Upper School students will attend monitored study hall. The Upper School Study Hall will be billed. Enrollment forms and information about this program are available in the school office. Once a student leaves school grounds, we ask that they do not return later that day, except with a parent or guardian.

The school provides an Aftercare program for students in K-4 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. 15, Nov. 17, Jan. 12, March 16, and May 11**), school dismissal is at 12:00 noon for all grades to allow for faculty professional development, in particular our self-study work for the SAES accreditation. Lunch is not served or scheduled on these early-dismissal dates. Please note as well that while Aftercare for grades K-4 will be available on these dates, our middle school study hall for grades 5-8 will not be available on these early-dismissal dates.

### ***Student Arrival and Departure Guidelines***

Parents and guardians of students in grades K-3 are expected to escort their son(s) or daughter(s) to and from their respective homeroom(s) each morning and use the designated remote pick-up locations each afternoon. If students participate in on-campus after-school activities, their teacher will escort them to the appropriate location.

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

### **Special Events**

Students may also be required to attend events such as Fine Arts Night concerts outside of school hours. Attendance is mandatory and exceptions must be approved by the Division Director.

## Student Code of Conduct

### *Overview and Philosophy*

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

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

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

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 contribute to the achievement of student success. Families agree to abide by and uphold all policies of the school and understand that disregard of the rules or disruption of the school community may be deemed sufficient cause for dismissal of the student. We believe that a positive and constructive working relationship between the school and 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 interfere with the school's realization of its educational aims.

### *Expectations, Rules, and Guidelines (K-8)*

- 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** (*see specific policy below*), 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 are forbidden. Any single violation of these provisions may result in expulsion from the school.

### ***Policy on Bullying and Like 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 be limited to, harassment, social exclusion, verbal taunts, name-calling, and put-downs, including ethnically based or gender-based verbal put-downs. In addition, cyber-bullying through the use of electronics such as cell phones, social networks, or other internet communications, is not acceptable. Students who 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.

### ***LOWER SCHOOL (K-4) DISCIPLINE POLICIES***

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

Students should arrive at school on time, well rested, and ready to learn. St. Michael's expects every student to conduct themselves with kindness, courtesy, and respect. In an effort to provide a safe and joyful learning environment for all students, the following guidelines will be utilized to address

specific student infractions. Consequences are reflective of the student's age, type of infraction, and number of infractions made over any given period of time.

### ***Student Redirection***

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

### ***Temporary Removal/Behavior Warning***

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

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

### ***Behavior Probation***

We believe that every child can become a great problem solver, compassionate thinker, and can learn from past mistakes. However, there are some serious infractions that bear little tolerance at St. Michael's such as fighting, bullying, vandalism, cheating, harassment, stealing, and inappropriate use of technology. A student may be placed on behavior probation for any of these infractions, and their continued enrollment at St. Michael's will be in question. Behavior probation requires a student to sign a behavior contract that states he/she will not engage in any further serious offenses. The contract is provided to the student by the head of school and signed during a conference where parent, student, teacher, lower school head, and head of school are present. While a student is on behavior probation they will not be permitted to attend class parties, field trips, or other extracurricular activities affiliated with St. Michael's. If the contract is broken, and serious infractions continue, a student may be asked to leave St. Michael's. Students who are asked to leave will be denied any future admission to St. Michael's.

## ***Expulsion***

Respect for life and property are fundamental rights granted to all individuals. The following infractions will constitute immediate expulsion of a student: possession of illegal drugs, possession of weapons, theft, threats of or actual incidents of violence to individuals or property, and tampering with fire-safety equipment. The head of school reserves the right to expel any student whose serious actions or intentions jeopardize the best interests of the St. Michael's school community.

## ***UPPER SCHOOL (5-8) DISCIPLINE POLICIES***

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

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

## ***Respect and Citizenship***

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

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

## ***Integrity and Emotional and Physical Safety***

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

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

## ***Respect for Property, Life, and the Law***

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

### ***Consequences***

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

More serious or repeated violations are taken very seriously, and may result in suspension as well as the student being placed on Behavior Warning or 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 single consequence 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 or her behavior and conduct will be monitored to ensure that there are no further offenses during the stated period and that a good faith effort is made to improve. If the student's behavior and conduct have shown improvement, he/she is removed from the warning status at the end of the specified time. Should the student's behavior and conduct continue to be unacceptable during the stated period, he or she may be placed on Behavior Probation following a parent conference with the administration.

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

### ***Suspension***

There are two types of suspension. The first is an in-house suspension in which the student performs work in some on-campus location but is not permitted to associate with his or her peers or to attend school functions. The second suspension may require that a student be out of school for one or more days, as a sign that he or she has broken community values to the point of being symbolically separated from the community. No participation in classes, sports, or extracurricular activities, no

appearance on campus nor attendance at any school-related activity on or off campus, is allowed during suspension.

### ***Dismissal or Expulsion***

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

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

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

### **Social Media**

Social media 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.

If students have social-media accounts, we recommend the following for the protection of the students, teachers, and the institution of St. Michael's:

- Parents have access to their children's accounts and check their content regularly
- Passwords are never shared
- Profiles are restricted to friends only, not to friends of friends
- Students use discretion in choosing whom to "friend" and what language and images to post
- Students do not use a photo of themselves as their logo
- Students do not use their real last name in public forums
- Students set privacy levels strictly

Inappropriate use of social media, especially cyber-bullying behavior, even if instigated off campus, 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 combinations or duplicate keys are kept with the advisor. No decorations are permitted on the outside surface of the locker except in the event of a birthday, in which case they must be taken down within a week. No pictures or materials may be permanently glued or taped to the inside of lockers. Items that are in poor taste will be removed. No food should be left in lockers for an extended period.

## 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.**

## Technology

Students will use and have access to computers and other technological devices in varying degrees depending on the grade level. Every effort will be made to ensure that students utilize technology in a safe and educationally sound manner. Below is our policy outlining responsible use of technology.

### *Responsible-Use Policy*

St. Michael's has made every effort, through filtering and firewall 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 inappropriate 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, Chromebooks, iPads and the Internet at St. Michael's, students and their parents/guardians must agree to abide by the rules set forth in the Student Responsible Use Policy below. The use of technology, including Internet access, is a privilege, not a right; if abused, the student loses his or her privilege:

- Students must respect and uphold all laws concerning privacy (opening anyone else's files, accessing anyone else's accounts), piracy (violating site licenses), plagiarism (using another's work without attribution), copyright, and viruses (any methods of corrupting existing files or systems).
- Students must use school technology, on or off campus, only for approved educational purposes and with appropriate language.
- Students will respect the privacy of other users and of themselves: refraining from giving out any personal information about myself, my family, teachers, staff, or other students.
- Access to material that could be considered inappropriate, offensive or pornographic is strictly prohibited.
- Students and families understand that faculty may periodically monitor, audit and review the use of technology by students and staff, including e-mail messages sent and received.
- Students will not download or save to disk any programs, images, movies, sounds, or other content without the teacher's permission.
- Students will only use the Internet at school if there are teachers present. Unsupervised use is not permitted.

- Students will treat the school's equipment with respect at all times. They will not eat or drink near the Chromebooks or the iPads either in the classroom or at home.
- Students will not interfere with or change settings established for the Chromebooks or iPads.
- Students 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.
- Students who encounter technical problems with the Chromebooks, iPad, printer or the Internet will share it with their teachers and ask for their help.
- Students 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.
- Students will not access social media or personal emails at school without the express permission of my teacher.
- Students 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.

### **Telephones/Cameras/Electronics**

In order to conduct school business in an efficient manner, students may not use the school phone without permission. During school hours, messages for teachers will be left on their voicemail 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; however, given that most parents and guardians are not available nor willing during the school day to retrieve items from home, students are not allowed to phone family members to fetch things forgotten at home after the school day has begun, subject to the discretion of staff.

- 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 after-school study hall, is unacceptable, the following rules have been established:
- If a student violates the cell phone policy repeatedly, he or she may be forbidden from bringing the device to campus for a period of time as determined by the Upper School director; or a parent or guardian may be required to deliver it to and retrieve it each day from the upper school director.
- Students in grades K-4 cannot bring cell phones to school. No student in grades K-8 is allowed to wear a Smartwatch (e.g., Apple Watch) at school.

- All other electronic devices such as iPods or game devices are not allowed on campus at any time, unless under supervision of a parent. The use of electronic readers in the classroom may be allowed for class work only at the discretion of the classroom teacher.
- The use of cell phones, iPads, or other personal electronic equipment is not permitted in After Care by any students. Students in grades 5-8 in after-school study hall are allowed to use the school's designated Chromebooks for homework only.
- No pictures or videos should be taken by students at school, unless specifically approved by faculty.
- Inappropriate emails and text messages between St. Michael's students, including cyber-bullying, will not be tolerated. Such misuse of technology will result in a parent conference, loss of phone privileges, as well as possible suspension or expulsion.
- St. Michael's is not responsible for pictures taken by students at school or school functions that are posted by students on social media. St. Michael's reserves the right to request removal of such pictures. The student will receive logical consequences, and the parent will be held responsible for any ramifications from postings of these pictures.

### **Textbooks**

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

### **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 upper 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 upper school students do have available a supervised study hall, Monday through Friday, from 3:25-5:30 p.m., at St. Michael's School, in the upper school classrooms. Should a parent choose to allow an upper 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.

### **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 scheduled program or activity.