



**St. Michael School**  
**Parent Student Handbook**  
**2024-2025**

## **SAINT MICHAEL SCHOOL SEAL, COLORS AND MOTTO**

Saint Michael School Seal consists of the shield of the Dominican Sisters surrounded by the wing and spear of Saint Michael the Archangel. Green and gold are our school colors. Our Motto: To Teach, To Guide, To Guard.

### **MISSION STATEMENT**

St. Michael School is a Catholic community of faith within the vibrant and diverse St. Michael Parish. Our ministry of the Word is the proclamation of the good news of Jesus Christ – a message of hope. Each child is seen as a whole person on a developmental progression with individual differences, but with basically similar learning needs: spiritual, intellectual, social, emotional and physical. Our goal is to educate the whole child, to instill a sense of individual responsibility, to build self-esteem, and to encourage excellence as well as the traditional academic discipline in a safe environment.

### **SCHOOL HISTORY**

Saint Michael School was opened September 1931 under the auspices of the sisters of Saint Dominic of Caldwell, New Jersey. Six Sisters staffed the school, with the [enrollment](#) of 350 children. Each year another grade was added. It became very evident as the years passed that there was a need for expansion, so a campaign was begun for a new church to be erected with the intention of using the portion that was the church for classrooms.

Today, the Charism of Sisters of Saint Dominic still permeates the school with the able assistance of dedicated and qualified lay teachers. The curriculum consists of the three R's with the important fourth R – Religion. Many opportunities are provided to our students in which they are able to demonstrate their gifts.

**Saint Michael School is Middle States [Accredited](#).**

**Welcome to Saint Michael School**

**SAINT MICHAEL SCHOOL**

**1212 KELLY STREET**

**UNION NJ 07083**

|                                |  |
|--------------------------------|--|
| School Phone                   | 908-688-1063   |
| School Fax                     | 908-687-7927   |
| <a href="#">School Website</a> | Smsunion.org   |
| Principal                      | Margaret Kazan   |
| Email                          | <a href="mailto:mkazan@smsunion.org">mkazan@smsunion.org</a> |
| Pastor                         | Msgr. Anselm   |
| Parish Phone                   | 908-688-1232   |
| Clerk                          | Filomena Zalewski  |
|                                | 908-688-1063 ext. 201  |
| Nurse                          | TBD!;/l.   |
|                                | 908-688-1063 ext. 203  |
| Lunch Service                  | Cathy Catering   |
| Uniforms                       | Flynn & O'Hara   |
|                                | 800-441-4122   |

**Purpose and Use of Handbook:** This handbook exists to foster the efficient operation of Saint Michael School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion in the decision-making process. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

**Amendments to Handbook:** This Handbook is subject to changes at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified.

## TUITION AND FEES

Tuition and fees paid per student for a given year does not cover the cost of educating the child. The cost of education of a given student is paid in the following ways:

1. Tuition
2. A Weekly contribution to the Church is encouraged.
3. Participation in the school's fundraising programs.

Tuition payments must be made online with FACTS. Parents are responsible for setting up a FACTS account. Tuition will not be collected in the office. Tuition is expected to be paid on time. In the event a family should fall into hardships, the principal needs to be contacted to set up a payment plan.

**Failure to pay the tuition could result in a child(ren) asked not to return to St. Michael school. Outstanding balances must be paid before a student is allowed to begin a new school year.**

## STUDENT ACTIVITIES

**Student Council:** Saint Michael School has a very active and effective student council. The purpose of the council is to provide first-hand experience for students in the methods and procedures in Democratic Government. In addition, the student council sponsors special activities in the areas of academics, sports and fund raising for some student activities.

Student Council elections are held in September. A representative for each class is elected to serve on the General Council. A school wide election is held to select a president, vice president, secretary and treasurer. Other offices are also available for students. All members of the student body are encouraged to participate in the activities.

**Sports:** Basketball is available for boys and girls. The formation of the teams will depend on how many students sign up. Throughout the year, a variety of clubs will be offered to students. All clubs will be moderated by a faculty member.

**Music:** A school choir is available for grades 2 through 8 and sings at special events and First Friday masses. Instrumental instruction is available for an additional fee.

## FIELD TRIPS AND VACATIONS

On occasion, Saint Michael will sponsor and conduct field trips for the educational enrichment of the students. Participation in these field trips is a privilege. No students may participate in a field trip unless a signed parent/guardian [permission slip](#) for a specific event is submitted to the school. The permission slip is provided by the school. Students must be in good academic and behavioral standing to attend field trips.

Vacations should **NOT** be scheduled during the school year and especially for the weeks of standardized Testing or Final Exams. **The responsibility to make up missed works rests entirely on the student and family.** Teacher will **NOT** supply prescheduled assignments for a child vacationing during the school year.

## **STUDENT DRESS CODE**

Students are to wear the school uniform daily. The teacher is required to enforce the dress code.

### **All uniforms are to be from Flynn and O'Hara:**

- **Boys Grades K – 8:**(Summer Uniform) OPTIONAL
  - Khaki shorts from Flynn and O’Hara
  - White sports sock – no decoration
  - Blue polo shirt with St. Michael’s logo (returning students may still wear green)
  - White sneakers (mostly white) No high tops
  - Belt - black, brown
  - School uniform Shirts must be tucked in
- **Boys Grades K-8:**(Winter Uniform) Required
  - Blue polo (long or short sleeve) with a logo (returning students may still wear green)
  - Uniform Trousers - Khaki- must be purchased from Flynn and O'hara
  - Shoes black dress shoes – no sneakers
  - St. Michael’s Green Sweater or Fleece
  - Belt - black, brown
- **Girls: Grades K – 8**(Summer Uniform) OPTIONAL
  - Khaki shorts or skort- purchased from flynn and-O'Hara
  - White sports sock – no decoration
  - Blue polo shirt with St. Michael’s logo
  - White sneakers (or mostly white) No high tops
  - Belt - black, brown
  - School uniform Shirts must be tucked in
- **Girls: Grades K – 4**(Winter Uniform) Required
  - Uniform jumper- new plaid
  - Peter Pan Blouse long or short sleeve
  - Khaki uniform slacks
  - Green tights- No leggings or knee socks
  - Shoes – black
    - (heels no higher than 1 inch)
    - No sneakers
  - St. Michael’s Green Sweater or Fleece
- **Grade Gr 5-8** (Winter Uniform) Required
  - Uniform skort- new plaid
    - Uniform jumpers and shirts should be no shorter than 2” above the knee
  - Khaki uniform slacks
  - Green, blue or white tights - No leggings
  - blue uniform polo
  -

- **Gym Uniforms:**
  - All students must have a regulation physical education uniform
    - SMS shorts (Summer uniform only)/ SMS sweat pants
    - SMS Grey T-Shirt
    - Sneakers
    - Gym Uniforms can be purchased at Flynn and O'Hara.
- **HIGHLIGHTS:**
  - Only uniform store (Flynn & O'Hara) school head bands are permitted or small, plain headbands, barrettes or clips. NO big bows, Cheerleading style bows or headbands with ears or horns are permitted
  - All students are expected to present a clean, neat appearance
  - Only one, small post earring per ear for girls(no hoops or dangling earrings) is permitted
  - Boys are not permitted to wear earrings
  - Students in Grade 3-8 may wear a watch (No SMART or Apple Watches)
  - Only one necklace allowed
  - No makeup, colored nail polish or tips are permitted
  - No boots, clogs or work boots are permitted
  - Fad hair styles are not permitted
  - All trousers must fit at the waist and have a belt that fits
  - Boys' hair should not touch collar
- **DRESS DOWN DAYS:**
  - Dress down days are for the enjoyment of the students. However, appropriate attire should be worn.
  - Torn jeans are not permitted
  - Tee shirts should be free of any logo, picture, or saying that is unacceptable in a school environment. ▪
- Parents will be notified if the student is not adhering to the dress code. This initial contact enables the parent to review the dress code with the student and correct the situation. Should the unacceptable practice continue, additional action will be taken. Full parental cooperation is expected. If for any reason a student is out of uniform, he/she must submit a letter of explanation to the homeroom teacher.
- Students are not permitted to wear any jackets, sweaters, or visors other than the official St. Michael sweater.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Saint Michael School will communicate with all parents/guardians by memos, emails, google classroom postings. Some notifications will require a signature to indicate that you have received them.

**EMERGENCY CLOSINGS:** Unplanned early closings and emergency closings may occur from time to time. Unplanned emergencies might include boiler breakdown, bad weather, no water or electricity, etc. Parents/guardians will receive a recorded message from Ms. Kazan. Parents must provide school with two up to date telephone numbers. In general, if the Union Public Schools are closed due to snowy conditions, Saint Michael School will also be closed.

**PARENTAL RIGHTS TO SCHOOL RECORDS:** Saint Michael School abides by the provisions of applicable law with the respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

If there is a court order specifying the rights and responsibility of the individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information, which may be useful to the school in fulfilling its obligations.

**APPOINTMENTS WITH SCHOOL PERSONNEL:** Parents who wish to meet with the principal, a teacher or any member of the school staff **MUST** contact the school office to arrange a mutually convenient meeting time. **For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.**

Staff members who wish to communicate with parents of a student may do so by phone, email or a mutually convenient appointment. Teachers will not schedule an appointment at a time that could conflict with teaching or supervisory duties.

**HOME SCHOOL ASSOCIATION (H.S.A):** The Home School Association is an organization dedicated to promoting home and school religious and educational experiences that compliment, reinforce and extend each other so that the child is given every opportunity for living his/her personal commitment to the Catholic Faith while acquiring a catholic Education.

#### **FUNCTIONS:**

1. To provide parents with information about school's educational system.
2. To foster frequent and positive parent/teacher/student interactions which offer the religious and educational mission for all.
3. To encourage the offering of services and talents of the parents to both School and Parish in the building of the Christian community of Faith at Saint Michael Parish.
4. To fundraise for the school budget, student activities and operational expenses.
5. Plan and organize student activities throughout the year.
6. Monitor and track family volunteer hours throughout the year.

### **ADMISSIONS**

Saint Michael School admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. Saint Michael School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, payment policies and athletic and other school administered programs.

## NON-DISCRIMINATORY POLICY

Saint Michael School accepts students giving priority to:

1. Registered parishioners of Saint Michael parish who currently have siblings in the school.
2. Catholic Students registered in parishes other than Saint Michael Parish and who currently have siblings in the school.
3. Catholic students registered in parishes other than Saint Michael Parish who currently so not have siblings in the school.
4. Non-Catholic students.

Once a grade level achieves maximum enrollment, any other child registering for that grade will be placed on a waiting list. The above policies will apply to this list. Children will remain on the waiting list for one academic year only. Re-registration will be required for the succeeding academic year.

### AGE REQUIREMENTS:

|                  |   |
|------------------|---|
| Grade 1          | 6 years old by September 30 <sup>th</sup>   |
| Kindergarten     | * 5 years old by September 30 <sup>th</sup> |
| Pre-Kindergarten | 3-year-old & 4 year old program             |

\*Certain exceptions apply

### FORMS REQUIRED FOR REGISTRATION:

1. Application
2. Originals of Birth and Baptismal Records
3. Additional Sacramental Certificates; i.e. First Communion, Penance
4. Updated and completed immunization records
5. Academic record and transfer form
6. Standardized testing results and current report card

**HEALTH REQUIREMENTS:** Saint Michael School requires all new students to have a complete physical and dental examination before applying for admissions. **All students must present an up-to-date immunization record to attend St. Michael School, with all their shots administered for their age. Influenza shot is required for our Prek program and have until December 30<sup>th</sup> to have the vaccine administered. Failure to comply to these regulations could lead to students be asked to leave the institution.**



**TRANSFER STUDENTS:** A transfer notification must be presented to the principal during an interview at which most recent report card from previous school and standardized test scores are also required.

## **ATTENDANCE – ABSENCE**

The New Jersey statutes on Education (18A. 38-25) provides for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for the compliance belongs to the parents. **Attendance must be regular and punctual. Excessive absences may result in a student being retained.**

### **REASON FOR ABSENCE:**

1. Personal illness of pupil
2. Serious illness or death of immediate family
3. Official quarantine

Prompt regular attendance is essential for academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

A parent/guardian must call the school no later than 8:00 a.m. to report a student's absence. If a call is not received, the school will make every effort to reach the parent/guardian to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present a written excuse from the parent/guardian stating the student's name together with the dates and reason for the absence. An absence of five consecutive days requires a doctor's note.

Prolonged absence for legitimate reasons may not be used as a cause for retention unless the student cannot exhibit satisfactory mastery of required academic material.

**Excused absences are at the discretion of the principal.**

Late students are to report to the office where they will obtain a Late Slip. A student who is chronically late will be subject to discipline.

**Students should be fever free/have not vomited for 24 hours without the use of fever reducing medicine for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to the school the next day as this would not allow for the 24-hour protection of the entire school community.**

**If a student is absent from school he/she is not eligible to participate in after school or extracurricular activities, including but not limited to school field trips, clubs or athletic events.**

**COVID-** The school has the right to ask for a negative Covid test before a child can return school, depending on his or her symptoms.

## **HEALTH SERVICES AND ACCIDENTS**

**HEALTH SERVICES:** Communicable Diseases – State Health Regulations require the exclusion of a child from school if he/she has certain diseases, including measles, whooping cough, respiratory streptococcal infections, scarlet fever, chicken pox, mumps, impetigo, pink eye, pediculosis (lice, scabies, ringworm, tonsillitis, trachoma and favus. Please call the school if your child has contracted one of these diseases. A doctor's note must be presented when your child returns to school. If your child becomes ill during the school hours it is EXPECTED that he/she will be picked up within 30 minutes when notified by the nurse/office. We DO NOT have the facilities to keep children for an extended period of time.

Accidents occurring on school premises during school hours must be reported to immediately to the principal. An accident report must be completed. Parents will be notified immediately of serious injuries and sudden illness. If parents are unavailable, the child will be taken to the emergency room if the local hospital accompanied by an administrator or staff member. An emergency form with current and correct information must be on file in the nurse's office as of the beginning of the school year.

**ASBESTOS:** the school's Asbestos management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

**BOOKS:** Extreme caution and care must be taken against loss and damage. If lost or damaged by a student, payment for a replacement book is required.

1. Books must be covered at all times.
2. Books must be handled with care and concern.
3. Book bags must be used by all students. They should be labeled securely on the inside of the bag.

**CAFETERIA:** Our cafeteria facilities provide seating for all children. No child may leave the building at lunch time without written permission from the parent/guardian. Good manners are expected! Supervisors are to be respected and obeyed. Disrespectful speech or action will be disciplined. Students may bring lunch from home or purchase cafeteria lunch. Menus with lunch orders and monies must be submitted on a monthly basis. **All monies for ordered lunches may be sent to school with your child or paid in the school office in the beginning of the month. Lunch cannot be bought on daily basis, but rather monthly. Student lunches from home cannot be heated. If a child forgets lunch from home, lunch will be provided. St. Michael School is a peanut free school.**

**CELL PHONE POLICY:** Students in grades 5<sup>th</sup>-8<sup>th</sup> must bring their cell phones to the office during first period. Students are not permitted to carry a cell phone in their bookbag or on them during the day. If a student needs a cell phone for purposes of walking home, he or she can pick the cell phone up in the office at dismissal. **Students are not permitted to take pictures, text, or make calls on their cell phone on school grounds. Should a student violate the cell policy, the administration has the right to confiscate the cell phone and further action may be taken.**

**ELECTRONIC DEVICES- The following items are prohibited: E-Readers, Cameras, Headphones, Laser Pointers, Laptops and Watches with internet and texting availability.**

**Grades 5-8<sup>th</sup> may use and IPAD during aftercare hours with the permission of the teacher in the room and under supervision. St. Michael school is not responsible for any lost or damaged devices.**

**SOCIAL MEDIA-** Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a grade or organization. The only official St. Michael Facebook and Instagram® page is the one created and monitored by St. Michael administration. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school. Any child who uses names, pictures or likeness of a student or faculty member without their permission will be subject to discipline.

**CHANGE OF INFORMATION:** Parents are asked to report to the school office immediately any change of address, telephone numbers, emergency numbers or pertinent information about your child.

**CHILD ABUSE/SUSPECTED NEGLECT:** New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services (DYFS).

**CRISIS INTERVENTION POLICY:** Saint Michael School values the Christian gift of life. In support of this statement, we will:

1. Treat with utmost seriousness reports of self-life endangerment.
2. Report a potential suicide situation immediately.
3. The Administrator will interview the child in distress, contact the family, never leave the child unattended, and maintain confidentiality as to all information and documentation and assist in long term care arrangements.

**MORNING CARE/AFTERCARE:** Students may enter the building at 7:00 a.m. for Morning-Care. Aftercare runs from dismissal until 6:00 p.m. Morning and Aftercare billing will be on FACTS at the end of the month under incidental expenses. **Morning and Aftercare payments will not be accepted in the school office.**

Students will not be able to continue to use Morning or Aftercare with an outstanding balance. As with the tuition, aftercare and morning care payments are expected to be made on time. **All balances must be paid before a child can return to a new school year!**

If a child is picked up after 6:00pm, there is a \$30.00 late fee for every 15 minutes.

The administration reserves the right to deny a family of using morning or after care for the following reasons:

- **Outstanding morning or aftercare balance**
- **Excessive lateness picking a child up after 6:00pm**
- **Student(s) disruptive behavior**

**MONEY TO SCHOOL:** Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, the amount enclosed and its purpose.

**PARTIES (BIRTHDAY CELEBRATIONS):** If parents wish, they may bring in cupcakes or some other item that may be handled easily by the child to be served to his/her classmates during lunch. Parents **MAY NOT** go to the classroom with these treats. Please leave them with the secretary who will send them to the classroom.

#### **RESPONSIBILITIES OF THE STUDENTS:**

1. Each student is expected to know and obey the rules and regulations of the school
2. Each student is expected to display Christian conduct on the way to and from school, on school grounds, at school functions and activities.
3. Each student should try to use class time as effectively as possible by taking pride in doing his/her work.
4. Each student should give proper respect and courtesy to teachers, staff members and other students.
5. Each student should be aware that good sportsmanship must prevail in academic or athletic competition.
6. Each student is responsible for making up all the work when absent from school.
7. Each student is responsible for keeping materials used during the school year in good condition. He/she must carry books in a school bag and all schoolbooks must be covered.
8. Each student is responsible for completing assignments. Reading, study or written assignments may be given and written work, when required, must be signed by a parent.
9. Each student is to refrain from snowball throwing around the school property during lunchtime, before and after school.
10. GUM – Our school has a three part policy which governs the use of gum during school hours and school sponsored activities. 1) NO GUM, 2) NO GUM and 3) NO GUM. Students are expected to comply with all aspects of this policy.

**TELEPHONE:** Students may not receive or make calls during school hours. In the event a child has forgotten lunch the food service company will provide a jelly sandwich for that day and the family must send the cost for reimbursement the next day.

**TRANSCRIPTS:** Transcripts of academic and health records may not be given directly to a parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school upon receipt of transfer request.

**VISITORS:** no guest or visitor to the school will be allowed without an appointment and prior approval of the principal. For the safety of the children all requests must be valid and with an educational purpose.

**VOLUNTEERS:** Saint Michael School considers its volunteers a very special resource. Parents are encouraged to help in programs and extracurricular activities. Refer to the Activities Contract for a more detailed account of this program.

### SCHOOL TIMES

|                         |  |
|-------------------------|--|
| 7:45 a.m. – 8:00 a.m.   | Arrival to School                      |
| 8:00 a.m.               | School Prayers/Birthdays/Announcements |
| 8:15 a.m.               | First Class Period                     |
| 11:10 a.m. – 12:00 p.m. | Lunch for grades Pre –K, K, 5 – 8      |
| 12:05 p.m. – 12:55 p.m. | Lunch for grades 1 – 4                 |
| 2:20 p.m.               | Dismissal grades Pre-K – 4             |
| 2:30 p.m.               | Dismissal grades 5 – 8                 |

**Tardiness - Students can enter the building at 7:45. The gym doors close promptly at 8:00am. Teachers along with their class begin the day with a prayer and a flag salute. Any child who is not with their class during morning prayers is considered late. All parents must accompany their child to the office for late arrival. Excessive tardiness will impact the Personal Development (Grades 4-8) and Social Development (Grades 1-3) sections of the report cards. Students who are late four (4) times in a marking period will receive an “I” in the “Obeys school rules”. If continued lateness persists, students will receive a “U” and students in Grades 5-8 will be ineligible for Honor Roll.**

### ARRIVAL AND DISMISSAL

Parents delivering and picking up students at school should use the parking lot in designated areas. The morning drop off includes a drop off lane in which parents **DO NOT EXIT THE**

**VEHICLE.** The drop off allows the students to leave the vehicle by the door of the school and the parent to drive away immediately upon the student's exit from the car. **Only teachers are permitted to park in the first two lanes, no one is permitted to park along side of playground. Both provide additional safety for our children.**

A street crossing guard is positioned at Vauxhall Road and Kelly Street. The guard is on duty before school and after dismissal. All children must cross at the guarded corner ONLY. No child should cross in the middle of the street.

AUTOMOBILES MAY NOT BE DOUBLE PARKED ON ANY STREET OR DRIVE IN SPOTS DESIGNATED FOR STUDENTS. Students arriving tardy must come to the office accompanied by a parent.

### **PARKING IN PROHIBITED IN RED PAINTED PARKING SPACES!**

Afternoon dismissal will be through the parking lot area. PLEASE DO NOT ENTER THE BUILDING TO PICK UP YOUR CHILD.

Students are NOT allowed to leave the school during school hours for any reason without knowledge of the administrator and teacher. **Permission to leave school grounds will only be approved upon written request from the student's parent/guardian. Twenty-four-hour notice should be sent to the school regarding early dismissal, unless due to an emergency. An approved person must sign the EARLY DISMISSAL BOOK in the school office before the student is dismissed.**

### **GRADES/PROGRESS REPORTS/HONOR ROLL**

Progress reports are sent home to parents for grades 1 through 8 three weeks prior to the end of the marking period. For students in Pre-K and kindergarten, the teacher may send a progress note to parents/guardians during the marking period. THESE NOTICES MUST BE SIGNED AND RETURNED to the teacher by the designated date. At this time, the parent/guardian and teacher should avail themselves of the advantages of an interview or phone call if needed. Unsatisfactory progress and retention can be avoided by using this system. **Students who received poor grades in their progress reports will be placed on the WARNING OF SUSPENSION FROM EXTRACURRICULAR ACTIVITIES.** If the grades do not improve by report card distribution, the student will be placed on Acedimic Probation. While on Academic Probatioin, students will be UNABLE TO PARTICIPATE IN SPORTS, CLUBS and STUDENT COUNCIL until the following report card improvement.

Report cards are distributed three times during the school year, so parents are informed of their child's success or failure to maintain grade level work. We ask that you study your child's report cards carefully and note weaknesses so that you may guide the child in improving in this particular subject. Grades are based on the total output of the child: class work – oral or written, tests, projects and homework. If a report indicates that a pupil's work is not satisfactory, you should confer with the homeroom teacher or the subject teacher as soon as possible. Grades 1

through 8 can view their children's progress daily on the Power School website, psrca.n.psisjs.com.

**GRADING 4<sup>th</sup> – 8<sup>th</sup>:** The following is the grading chart which shows the letter grade and the numerical equivalent. On report cards, the letter grade will be used.

|    |          |    |            |
|----|----------|----|------------|
| A+ | (97-100) | C+ | (78-82)    |
| A  | (92-96)  | C  | (73-77)    |
| B+ | (88-91)  | D  | (70-72)    |
| B  | (83-87)  | U  | (Below 70) |

Personal development, Art, Music, Computer Education, Physical Education and Spanish will use the following grade chart:

|   |              |   |                    |
|---|--------------|---|--------------------|
| O | Outstanding  | I | Improvement Needed |
| S | Satisfactory | U | Unsatisfactory     |

On report cards, subcategories will be marked with a "+" or "-" to indicate strengths and weaknesses. Grades 6, 7, and 8 will not be given subcategory marks in basic skills.

Reading and Mathematics will be marked as following:

- (4) If instructed on the 4<sup>th</sup> grade level
- (4+) If the ability of the child is above the 4<sup>th</sup> grade level
- (4-) If the ability of the child is below the 4<sup>th</sup> grade level

Religion grade is based on the content area only.

**HONOR ROLL: First honors is awarded to 6<sup>th</sup>- 8<sup>th</sup> grade students who earned A's or better in every subject. The student cannot have any I's or U's in Specials or Personal Development and Subcategories.**

**Second honors is awarded to 6<sup>th</sup>- 8<sup>th</sup> students who earned B's or better in every subject. The student cannot have any I's or U's in Specials or Personal Development and Subcategories.**

Final Exams will be given to grades 6, 7 and 8 in May/June.

**Grading 1<sup>st</sup> – 3<sup>rd</sup>:**

- E = Exceeds (High Understanding)
- S = Secure (Understanding Demonstrated)
- D = Developing (Growth Demonstrated)
- B = Beginning (Beginning Stages)
- N = Not Yet Performing (Assistance Required)

**Kindergarten and Pre K:** Will distribute Progress Reports and Report Cards twice a year.

**REQUIREMENTS FOR PROMOTION:** In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects during the marking period. Students who receive a “U” for a final year end average in a major subject are required to attend summer school for that subject or attend tutoring 9as approved by the principal) student may attend summer school for up to TWO MAJOR SUBJECTS. If a child receives a mark of “U” in more than TWO MAJOR SUBJECTS; retention in the current grade is required.

**PARENT CONFERENCES:** Planned parent/teacher conferences occur during the first and second trimester of the school year. Parents are requested to make a specific appointment with the teacher (s) of each child. These conference times, if spent wisely, can be valuable to the overall education program. They are held so that parents and teachers can EXCHANGE INFORMATION about the child so that both may better meet the child’s needs.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and may be arranged at any time during the school year by phoning the school office for a day and time convenient to parent (s) and teacher. Teachers should not engage in conversations with parents about student performance (academics or behavior) during school events or during the arrival and dismissal process.

Special problems should be brought to the attention of the principal for further resolution when necessary.

**HOMEWORK REQUIREMENTS**

Research has shown that homework produces positive effects on factual, critical and attitudinal aspects of learning. It is the principal extension of the school into the home. Parental responsibility for homework is to establish the discipline for regular study at home, provide a quiet time for study and reinforce good study habits with praise and attention. Parental assistance



on an age-appropriate basis is a proven method of increasing academic achievement of students and enriching their lives with the love of learning. Working together, teachers and parents can build the habits of independent study in children. The following guidelines apply to our school's homework policy:

1. It is frequently and regularly assigned.
2. It is directly related to in-class work.
3. It is used to master previously taught material.
4. It is graded and included as a significant part of the report card.

The following guidelines for homework are approximate:

Kindergarten – Short assignment are given as the teacher finds need for them

First Grade – Ten minutes or as needed

Second Grade – Twenty minutes or as needed

Third and Fourth Grades – Thirty to Forty minutes or as needed

Fifth Grade – Fifty minutes or as needed

Sixth, Seventh and Eighth Grades – Sixty to Eighty minutes

Additional time may be needed if classwork is not completed though adequate time was allotted. All homework and tests should be signed by a parent/guardian.

Homework will be on each teacher's Google Classroom daily.

### **INTERNET USE**

Each student and one parent/guardian is required to sign an "Acceptable Use Agreement for Technology". Failure to do so will deny your student access to the internet and participation in internet-based lessons in Computer Class. E-mail or any internet communications which discredits the school, faculty, or students will be dealt with as a disciplinary situation.

### **DIPSCIPLINE CODE**

A spirit of Christ like charity, respect for authority and cooperation are essential elements of the learning environment at Saint Michael School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and schoolwork together, to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of these irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in school suspension; out-of-school suspension; or expulsion. Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal-Parent-Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as possible home and school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

The following conduct is **NEVER** permissible:

1. Fighting
2. Defiance of school staff
3. Use of profanity or unacceptable drugs
4. Refusal to prepare assignments or participate in class
5. Cheating on schoolwork and exams
6. Possession of weapons or dangerous objects
7. Possession or use of tobacco or any controlled substance
8. Gambling
9. Vandalism
10. Threats-including on social media
11. Using foul language
12. Disrespect of Teachers/ Staff

St. Michael School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

**EXPULSION:** ordinarily, expulsion will be employed only when all others means of discipline, including suspension, have been used and proven to be ineffectual. However, if, in the sole determination of the school, a student's conduct or activity reflects such grave discredit on the school or otherwise presents a definite impediment to the welfare may be expelled without the school's having taken prior disciplinary measures.

Conduct or activity considered extremely serious and cause for expulsion includes, but is not limited to the following:

1. Drug use or transfer of drugs
2. Arson

3. Carrying weapons
4. Damaging property
5. Use of alcoholic beverages on premises or at school functions
6. Smoking in the school building or on school grounds

#### **CODE OF CONDUCT COVERING PARENTS/GUARDIANS AND FAMILIES**

Students can best receive a quality, faith-based education if parents/guardians and school personnel work together. As our mission statement reminds us, **St. Michael Parish School** strives to maintain an atmosphere of love and Catholic Christian values with many opportunities offered for integrating learning and life based on the Gospel. As critical members of the school community, parents/guardians are not only exemplars for their own children but are role models for our students preparing to take their place as faith-filled stewards in the Church and world. **St. Michael Parish School** expects parents/guardians to conduct themselves in school-related interactions in a way that honors the Catholic Christian values promoted at our school.

Parents/guardians as well as other family members are expected to comply with all school rules and policies, and to accept and support the authority of school personnel, whether it be at school events, on or off school campus, on social media, or in other public forums. Parents/guardians are responsible for ensuring that other family members abide by all applicable rules and policies, including this Code of Conduct.

As an express condition of enrollment, parents/guardians shall follow standards of conduct that are consistent with the Catholic Christian values, as determined by the school in its discretion. These standards of conduct, include, but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, defamatory, or divisive.
- Parents/guardians are expected to always conduct themselves in a respectful and non-disruptive manner when interacting with, or communicating about, school personnel, other parents/guardians and their family members, and students.
- Parents/guardians must be respectful of privacy concerns when communicating about other students, and be careful to not disclose personal, academic or medical information to others when doing so is not authorized or otherwise appropriate.

These standards and expectations apply to all school-sponsored programs and events (e.g., drop off/pick up, extended care, athletics, and field trips). Compliance with these standards and expectations is determined by the school's administration in its sole discretion.

**St. Michael Parish School** views the education of a student as a partnership between the parents/guardians and the school. While **St. Michael Parish School** relies in good faith on the ability of

parents/guardians to cooperate with school personnel, rules, policies, and programs, the school reserves the right to refuse admission or entry to school grounds or activities to parents/guardians who have demonstrated an inability to do so. Should this occur, parents/guardians and family members may be asked to leave school grounds or activities at the sole discretion of the school's administration. Further, if **St. Michael Parish School** determines that a parent/guardian has engaged in conduct that does or could cause significant disruption, disturbance, or disorder, the parent/guardian or family members may be requested to leave the premises. Examples of such conduct include, but are not limited to, persistently and overtly refusing to cooperate with school personnel, rules, policies, or programs; seriously interfering in matters of school administration or discipline; or seeking to use the school community as a platform to advance an agenda contrary to the school's mission.

Just as a parent/guardian can withdraw a child from the school if desired, the school has the right to un-enroll a student if it determines at its discretion that the partnership between the family and the school is broken or cannot be maintained. In some rare instances, circumstances may call for corrective or remedial action, leading up to and including requiring parents/guardians to withdraw their child. The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning or without an intermediate step short of withdrawal.

**PARENT/GUARDIAN ACKNOWLEDGEMENT:**

As a parent/guardian of an enrolled student at **St. Michael Parish School**, I have read, understand, and agree to abide by the Code of Conduct Covering Parents/Guardians and Families.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**The principal or Pastor is the final recourse and reserves the right to amend this handbook.**