

PARENT/STUDENT HANDBOOK

2018 - 2019



**Saint Michael School
48 Walnut Street
Brattleboro, VT 05301
(802) 254-6320**

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Excellence in Education since 1874
Saint Michael Catholic School
Parent/Student Handbook 2018-2019

Dear Parents/Guardians,

Please take time with your child(ren) to review the 2018-2019 Parent/Student Handbook. In its pages, you will find the rules and procedures that govern our community and enable us to provide a safe, successful environment for all of our students. It is important that, following review, you sign the acknowledgement form and return it to school. Thank you.

Elaine Beam, Principal

Parent and Student Acknowledgement
2018 - 2019

It is my understanding that attending Saint Michael School is a privilege that may be revoked at any time for unsatisfactory academic and/or behavioral performance by students, or unsatisfactory compliance with policies, procedures and/or behavior by parents/guardians. By sending my son(s)/daughter(s) to Saint Michael School, I agree that the Administration and Staff of Saint Michael School have the right to expect myself and my son(s) / daughter(s) to comply with the rules and regulations set forth in this handbook, as well as other policies of this school. I also understand that the Administration has the right to make decisions not only in the best interest of my son(s) / daughter(s), but also in the best interest of the entire student body. I also understand that as a parent or legal guardian, I am required to follow the rules and policies set forth by the school, and to act in collaboration with the school in the best interest of my child.

By enrolling my student at Saint Michael School, I acknowledge that I will comply with the school rules and regulations as set forth in the family handbook, and will accept those decisions made by the school and Administration.

Please print names: _____

Parent(s) Signature: _____

Student(s) Signature: _____

Administration and Facilities

Diocesan Administration

Most Rev. Christopher Coyne, Bishop of Burlington

Lisa Lamondie-Grenville, Superintendent
llamondie-grenville@vermontcatholic.org

School Administration

Father Justin Baker, Pastor
parish@stmichaelvt.com

Elaine Beam, Principal
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daydonharvey@smsvt.info

Sandi Gauthier, Administrative Assistant and Accounts Receivable/Payable
sandigauthier@smsvt.info

Bobbi Jo Anderberg, Food Services Manager
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Building Maintenance

Harry Borst
harryborst@smsvt.info

Philosophy

Saint Michael Catholic School is a non-profit, private school that has proudly served the local community and exemplified excellence in education since 1874. Saint Michael School currently provides an all-inclusive and well-rounded educational experience for students in grades Preschool-12th Grade. The program focuses on the intellectual, emotional, social, aesthetic, and athletic development of all its children. This is done with the Catholic Christian message serving as a beacon and guide for our faculty inside and outside of the classroom. Saint Michael School provides its students with a strong moral background and teaches personal responsibility through the dynamic Catholic spirit of the parish community. While Saint Michael School is a Catholic school, our doors are open to children and families of all faiths and backgrounds.

Educational Program

The educational program at Saint Michael School is developed with the expectation of high standards for achievement. We teach religious moral values within the educational process. We provide our students with the necessary knowledge and skills to excel in the areas of Mathematics, Reading/Language Arts, Science, Social Studies, Art, Music, Physical Education, Technology, and Religion.

The Catholic faith is integral in everything we do- within the classroom, the school, and the community. We firmly believe that Christ is the foundation of the whole educational experience in a Catholic school.

Core Learning Goals

We set and accomplish the following educational goals in the course of our comprehensive Pre-K through 12th grade programs offered at Saint Michael School:

- To develop self-esteem and a sense of personal effectiveness while fostering our children's belief in their ability to shape the future and assume a responsible, active role in their Church and society.
- To develop knowledge and love of God and Church through prayer, good example and service to our local and global community.
- To develop critical thinking, i.e. assess a situation, bring prior knowledge to it, generate alternatives, make logical and reasonable judgments, implement the plan, and evaluate the results.
 - To promote independent reading, reading comprehension, thoughtful discussion, independent inquiry, and the desire to pursue lifelong learning.
- To develop the ability to read, write, communicate an idea, and provide supporting facts and research.
- To develop scientific knowledge and inquiry skills to be used in the collection and analysis of data, and to solve a variety of relevant life problems.
- To develop skill in general mathematics including estimation, mental math and math concepts.
- To develop timely, useful and appropriate use of technological skills in order to prepare for a technology-driven workforce.
- To nurture an appreciation of the value and dignity of hard work.
- To develop dependability, personal accountability, and resourcefulness in accomplishing tasks.
- To develop respect for the world's various cultures and demonstrate an appreciation of the richness that cultural diversity brings to the human experience.

The Family's Role in Education

We at Saint Michael School consider it a privilege to work with families in the education of children. We believe that parents/guardians are the primary role models for the development of their student's life. Your choice of St. Michael School involves a commitment and responsibility.

Once you have chosen to enter into a partnership with us at St. Michael School, we trust you will be loyal to this commitment. During these formative years, your student needs constant support from both the family and faculty in order to develop his/her moral, intellectual, social, cultural, and physical aptitude. Neither the family nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach his/her potential. It is vital that the family and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect of all authority. Evidence of mutual respect between families and teachers will model good mature behavior and relationships.

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for all assignments. This includes homework, long-term assignments, quizzes, tests, service projects, and all other assigned work. This responsibility also extends to times of absence.

Together, let us make a commitment to partnership as we support one another in helping your student become the best person he/she is capable of becoming.

Parents/Guardians as Partners

As partners in the educational process, we ask parents/guardians to do the following:

- Set rules, times, and limits so that your student(s) get enough sleep on school nights, and have a nutritious breakfast, snack and lunch every day. A healthy diet can greatly influence the student's ability to complete work and concentrate.
- Assure students are completing assignments on time.
- Make arrangements so your student(s) arrive at school on time and are picked up on time at the end of the day.
- Ensure that your student(s) dress according to the school uniform/dress code.
- Actively participate in school activities.
- Ensure that your student(s) pay for any damage to school books or property due to carelessness or neglect on the students' part.
- Notify the school by 10am when the student is absent or tardy.
- Notify the school of any changes to address, phone number(s), emergency contacts, or persons authorized to pick up your student(s).

- Meet all financial obligations to the school.
- Inform the school of any special situation regarding a student's well-being, safety, and health.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat faculty and staff with respect and courtesy.
- All members of our school community need to be good role models of our Catholic faith to our students. Therefore, it is our expectation that all written and verbal communication between parents, guardians and school staff will be respectful. Education in a Catholic school is a partnership.

Admissions

Admission of Students

Students will be admitted to Saint Michael School upon the completion of an admission interview with the school principal, receipt of registration/financial documents, appropriate health and immunization records, and relevant screening/testing results/transfer records. The principal will make the final decision regarding admission and appropriate grade placement.

Placement and Withdrawal

After consultation with parents and teachers(s), the principal will make the final decision regarding appropriate placement of students, including promotion and retention. Students/families withdrawing from Saint Michael School will be asked to complete an exit interview with the principal and/or completion of a survey in order to aid in our development.

Student Records

Saint Michael School takes great care to maintain the confidentiality and accuracy of all student records. The accuracy, privacy and confidentiality of all student records shall be preserved in accordance with Section 438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974 PL93-3801.

Non-Discrimination - Students

The Catholic schools of the Diocese of Burlington are in compliance with the Civil Rights Act and where applicable, admit students of any religion, race, color, national and ethnic origin, handicap, or age to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Preschool Program

The two-year, 4-STAR Preschool program at Saint Michael School offers two operational options for our families.

Half-Day Option: 8:15 a.m. to 11:45 a.m.

Full-Day Option: 8:15 a.m. to 3:00 p.m.

The program will provide children with a variety of developmentally appropriate activities to stimulate physical, emotional, social, and cognitive growth and confidence through teacher directed and child initiated activities, in the framework and philosophy of a Catholic Christian environment and the Vermont Early Learning Standards.

Kindergarten Program

Saint Michael School kindergarten provides a firm, basic foundation for the child's education. It is a program developed to make each child's first experience with formal schooling a successful and happy one. The kindergarten program stimulates a positive self-concept, providing each child with many diverse learning experiences. The children work and create independently, and learn to cooperate with others. The program provides opportunities for social and emotional development, inspires language development, fosters critical thinking skills and processes, and expands physical and mental growth, all in the framework and philosophy of the Catholic Christian tradition.

Students entering kindergarten must be five years of age before September 1st of that school year. Some exceptions may apply to children who were born in September or October and successfully pass a screening to indicate readiness. Each prospective kindergarten student is evaluated for readiness in the spring prior to the start of the new school year.

Computer Skills/Technology Lab

Saint Michael School strongly believes that every student needs a relevant background in computer keyboarding and technology programs that supplement the learning process and the school's curriculum. All classes have ample opportunity to work with computers and software in our fully equipped technology lab.

Physical Education

Students in grades K-8 participate in physical education two times each week. During the winter season, all students in K – 12, participate in the Saint Michael School Winter Sports Program. The program includes downhill skiing, snowboarding, cross country skiing, ice skating, bowling and additional supplemental programs.

Art Education

Art is a necessary and important part of the well-rounded educational experience. All Saint Michael School students participate weekly in our art program called *Meet the Masters*. The Art teacher may, at times, request special materials for a project.

Instructive Music & Choral Music

Saint Michael School provides Instructive Music for students in grades Pre-K through 12 once per week. The Music teacher will assist the teachers in preparing songs for special Liturgies, special events and performances. All students perform in both a Christmas and Spring Concert under the direction of the Music teacher.

Instrument lessons are available during school hours *for an additional fee*. Information will be sent home at the beginning of each school year.

Library

All students will have access to both the Brooks Memorial Library and the Saint Michael School Library on a regular basis. Every child and their parent/guardian(s) are responsible for the care of any books or magazines he/she borrows. If damaged or lost, the family is expected to pay to replace them. If a child repeatedly has overdue/unreturned library books, an overdue fine will be charged for each day the book is out. Library books should be treated with the same care as school textbooks.

School Prayer/School Mass

Saint Michael School is a Catholic school. Therefore, any student enrolled in the school must participate in the religious education classes taught in the school. In addition, students at Saint Michael School begin and end each day with a school prayer. All students attend Mass weekly on Wednesdays at 8:45 a.m. Full student participation is necessary to build the positive community we desire. The School Mass is open to the public. We encourage parents, relatives and friends to join us when possible.

Field Trips

Field trips are exciting educational experiences. We believe they play a valuable role in the development of our students. **In order to participate, a student must have all field trip permission slips filled out and in the office BEFORE leaving the school on such trips.**

Any class trip/outing is a privilege for students as well as an added responsibility for the teacher. A student's behavior in school prior to any activity will be an indication as to whether or not he/she will be able to participate in the activity.

Parents who volunteer to drive on field trips are required to provide evidence of current insurance coverage, and must ensure that each child is using a seatbelt and/or appropriate booster/car seat (if applicable) in their vehicle. In addition, drivers and volunteers are required to take the mandatory Diocesan Safe Environments training (Safe and Sacred) and to follow the proper volunteer registration procedures which include a background check.

SCHOOL DAY

The building is open from 7:15am to 5:30pm daily. (This includes Extended Care hours.)

Teacher Day:

8:00 a.m. to 3:30 p.m. *(Unless completing a school related duty or chaperoning a special event.)*
Please make every attempt to schedule meetings with teachers during this time.

Student Day:

8:15 AM to 3:00 PM	K-12 & Full-Day Preschool
8:15 AM to 11:45 AM	Half-Day Preschool
8:15 AM to 12:00 PM	<i>Early release days</i>

Please Note: The school playground is not supervised before school. Therefore, there is no playground time before classes commence for the day.

Unless enrolled in the Saint Michael School Extended Care Program, children are not to arrive at school prior to 8:15 a.m. Extended Care is available beginning at 7:15 a.m for an additional charge. Students participating in Extended Care will be sent directly to their homerooms at 8:15 a.m.

At 8:15 a.m., students may enter the building and report directly to their homeroom. All students must be in their homerooms by 8:25 a.m. Students arriving after 8:25 a.m. are considered tardy and must report to the school office for a late slip.

Parents bringing students to school substantially late (after 8:45 a.m.) are required to bring the child into the school office to sign them in.

Parents who must take their child out during the school day are to report to the office. A school employee/faculty member will get the child from class. The parent must sign the child out in the Administrative Office.

Tardiness Policy

Students are required to be in their homeroom by 8:25 am. If a student arrives after 8:25 a.m., they must report to the school office for a late slip. Tardiness is recorded on the child's report card and permanent record. If you have an issue that is consistently preventing your child/children from arriving at school on time, please schedule a time to discuss your concerns with the principal. **Ten (10) tardies, whether excused or not, will equal one absence.**

Absence

State law requires that the annual school calendar consist of at least 175 school days. If a student is absent, the parent must call the office by 8:30 a.m. to report the absence. Absences for illness of 3 or more days require a physician's note. If your child has contracted a contagious disease, please contact the school office so that we may notify the CDC. Please make arrangements with the teacher to have your child make up work that has been missed due to absence/illness. Whenever possible, appointments with doctors and dentists are to be made outside of school hours. Excessive, unexcused absences will be reported to DCF. A combined absence of 30 days or more may compromise academic promotion.

Unscheduled/Prolonged Vacations

While we acknowledge and respect parental rights related to this matter, we discourage taking students out of school for extended periods of time over and above regularly scheduled school vacations. Teachers are not obligated to provide work in advance or make-up work for unscheduled and prolonged vacations. Parents are asked to submit a notice in writing to the office and to appropriate teachers for any unscheduled or prolonged vacations including the dates and reason for the absence.

Dismissal Procedures

Teachers will determine dismissal routines that are best suited to their classroom environment. Please be respectful of closing activities when picking up your child. The first bell will ring at 3:00 p.m. to prepare for dismissal. A second bell will ring at 3:05 p.m. for students to be dismissed to after-school care. At 3:10 p.m., a third bell will ring to dismiss walkers and pick-ups. Please meet your child/children on the side yard at the fence next to the Parish Youth Center located in the parking lot. Teachers will accompany students to the side gate.

In order to maintain the safety of all students, please follow the entrance and exit arrows in the parking lot, drive very slowly at all times, and park in designated areas only. Cars should park in

the east side parking lot. **Our accessible parking spaces may be used at pick up and drop off as needed.** Parking is **PROHIBITED** in the bank parking lot across from the school, as well as in front of the Dead River Heating Company parking lot.

If a student is not picked up by 3:15 pm they will be signed into the Extended Care Program. A child may not be released from school into the custody of any person other than the child's parents or guardian (as listed in the school records) unless previous arrangements have been made with the school office. Please notify the principal and teacher if there are any parental restrictions due to custody settlements in a court of law. A copy of any relevant custody documentation from a court must be on file in the school office. The school will not release a child to a parent if such notification and documents are not provided/on file.

Lunch Schedule

<u>Grades</u>	<u>Lunch</u>
Preschool	11:45 – 12:10 p.m.
Grades K – 6	11:45 – 12:10 p.m.
Grades 7 – 12	12:10 – 12:35 p.m.

School Lunch Procedure

Students may order lunch daily during homeroom attendance. Lunches are billed on a monthly basis. Invoices are sent home with students shortly after the first of each month. Students are permitted to charge lunch on account unless payment is over 45 days past due. If payment is over 45 days in arrears, students are required to pay daily, in the administrative office, at the time the lunch order is placed.

Those students who bring lunch are to have their name on their container or lunch box. Please do not send glass bottles or sharp knives to school. **Microwaves are not available for student use. (No candy, coffee drinks or soda permitted.)**

AM Snack/Break:

Grades K-8 will have a 10-15 minute snack time from approximately 10:00 AM until 10:30 AM. Each classroom teacher will supervise his/her own class. Students may bring a nutritious snack for recess or snack break.

Party Policy

Parents may send in a special snack to school to celebrate a birthday or special occasion. Please check with the teacher before bringing in any food as there may be special diets/allergies to consider. It is also required that a healthy option be available at all classroom parties per our school Wellness Policy (available in office). Please discuss options with your child's teachers.
****Distributing party invitations in the classroom is only permitted if the entire class is invited.****

Visitors

Parents are welcome to visit the school, not only at stated times and for parent teacher conferences, but throughout the school year. For safety reasons, the door facing the school parking lot is the only accessible entrance to our school during the day. **All visitors, including parents, are to report to the school office upon entering the school building and obtain a visitor's pass.** At no time is any visitor, parent, etc. to go to any classroom to speak with a teacher unless a specific appointment has been arranged with that teacher.

Please schedule classroom volunteer times with the teacher so that instruction time can be maximized. Arrangements for parental visit to an individual classroom to observe the learning taking place should be at a time acceptable to parent, teacher and principal so that the parent may be accompanied from the principal's office to the classroom. Parents are asked to schedule meetings with teachers after school or at other appointed times so as not to interrupt class instruction or dismissal/arrival routines.

School Volunteers

Different kinds of knowledge, skills, interests and experiences are necessary to provide a well-rounded education. **All Saint Michael School parents are asked to volunteer 20 hours of their time at school, at a school related activity or helping on a school project at home.** Parents will be able to participate in various instructional and enrichment experiences. At the beginning of the school year parents will be asked to make a commitment of time, energy and talent by signing up for events and activities.

Fundraising and Development

The cost of educating a child continually increases. Saint Michael School is a parochial school, and by virtue of that, it cannot be subsidized by Vermont State tax monies. Therefore, fundraising plays a key role in helping to educate your child and keep our tuition rates affordable for our families.

Everyone is asked to participate in and support fundraising efforts. Active participation will enhance the education of our entire SMS student body.

Expectations

Textbooks and School Property

Students are responsible for their textbooks. All books are to be covered and the child's name and subject must be written on the cover. Students are required to carry books to and from school in an appropriate bag or carrier (*i.e. a book bag*). Lockers are available for students in grades 6 through 12. Cubbies/hooks are provided for each student in grades Pre-K through 5. Students who deface, damage and/or lose books must pay for the materials destroyed or lost.

Any student found defacing desks, walls, or any school property will either pay to repair or replace the item(s). In some instances, a student may be asked to repair the damage themselves.

Student Work Expectations

At Saint Michael School we strive for excellence in educating your child/children. It is the expectation that all children do their personal best. The quality of their work should reflect that effort.

Quality writing and accuracy are key factors. Students should be instructed to present work that supports this expectation. Examples of what is expected include neat writing, proper headings, dated work, correct spelling, and regulation ruled paper. Pen and/or pencil are proper writing tools (markers are not to be used unless directed by the teacher). Students will be asked to redo all work that does not reflect their best effort.

Homework Expectations/Policies/Philosophies

Homework is defined as any assigned review and/or reinforcement of work the child knows and understands, as well as any incomplete class work or makeup work the student may have. Homework is to be done at home, and will be collected and checked so parents, as well as the student, can keep records of progress, increase classroom preparedness/participation, and identify any curriculum questions that may arise.

Teachers' homework policies/philosophies vary by grade level. Policies and philosophies are available on each teacher's classroom page at: www.saintmichaelschoolvt.org

Consequences for forgotten, incomplete, or lack of homework will be set by each individual teacher. Homework may be included in the grading system set up by the teacher. Continued missed assignments will result in a conference with the student, parents, teacher and principal. It is strongly advised that an assignment book or log be kept by the student and checked daily by the parent. Homework should reflect the child's best ability and meet the expectations for quality work including accuracy and neatness. No teacher is expected to accept anything less than that and may require the student to redo the work. No phone calls may be made for forgotten homework.

Student Evaluation Systems

A variety of means are utilized to assess student performance. Assessment is an ongoing process and is not restricted to test performance. Each teacher's method and style may differ. Many factors are taken into consideration for measuring the progress a child makes during the school year. Teachers will send home a packet of completed/assessed work each week in a folder or portfolio with weekly feedback.

Standardized Testing

Along with other schools in the Diocese of Burlington, Saint Michael School will administer the appropriate standardized testing each spring to children enrolled in grades 1-12 as necessary. Test results will be mailed to parents/guardians in the summer or included with the last report card.

2018 - 2019 REPORT CARD SCHEDULES

<u>Trimester Dates</u>	<u>Progress Reports</u>	<u>Report Cards</u>
1st Trimester 8/30/18 – 12/01/18	10/12/18 <i>11/09 & 11/10 Parent/Teacher Conferences</i>	11/30/18 Trimester Ends 12/07/18 Report Cards Home

2nd Trimester 12/03/18 – 03/15/19	01/25/19	03/08/19 Trimester Ends 03/15/19 Report Cards Home

3rd Trimester 03/11/19 – 06/13/19	05/10/19	06/07/19 Trimester Ends 06/13/19 Report Cards Home

1. All Students (*Grades K-12*) receive a mid-term report during all marking periods.
2. Narrative comments are required on all **report cards**.
3. Parent conferences are to be scheduled by the homeroom teacher in conjunction with parents/guardians of students on 11/15 and 11/16 however, conferences can be scheduled and are encouraged at all times.

4. The final report card for grades 4-12 contains the third trimester grades as well as the final average grade for the year in each subject.

Conferences may be requested by the parent or the teacher at *any* time during the school year.

Parents who have concerns about their child or the classroom program are encouraged to first speak with their child's teacher concerning these matters. If the concern is not resolved or requires additional discussion, a meeting can be arranged with the principal and teacher.

Middle and High School Honor Roll

In grades 6-12, an honor roll and high honor roll will be released for each of the marking periods. In order for students to attain **High Honors**, an A (93% or above GPA) must be attained.

In order for students to attain **Honors**, an *average* of an A (93% or above GPA) must be attained with no grades lower than a B (85%).

Special Services

Saint Michael School employs a Title I teacher who will work with students needing academic intervention. In addition, if appropriate, we may utilize the services of a learning specialist if a child's ISP (Individual/Instructional Service Plan) indicates. Referrals may be made by the classroom teacher or requested by the parent in writing to the principal. Parents will be contacted for a conference with the classroom teacher and evaluators to determine the sequences of a plan for possible evaluation. Findings will be given to the parent. If services are needed, parents must arrange any special services required for their child with the local SU office case manager.

Fire and Lockdown Drills

Saint Michael School is required to hold fire drill/emergency preparedness or lockdown/Secure the Halls drills on a rotating basis each month that the school is in session (and two drills – one of each - during the first 30 days of operation each year).

Saint Michael School meets regularly with local emergency personnel to review and update our School Crisis Plan.

Health

Saint Michael School provides a health office for the well being of our students. The following policies and procedures must be followed to ensure the safety of all students.

Student Medication Policy

Prescription Medication:

Saint Michael School recognizes that many children are able to attend school because of the effective use of prescribed medication in the treatment of chronic disabilities or illness. It is more desirable for medication to be administered in the home; however, any student who is required to take prescribed medication during the regular school day must comply with the following regulations:

- Written orders from a physician detailing the name of the student, the drug dosage, reason for giving, and time medication is to be given. This must be received by the school office before the medication may be administered. A new, written order is required at the beginning of each school year.
- Written notice from the parent/guardian of the student requesting that the school comply with the physician's orders must accompany the physician's order. (These forms are available in the school office.)
- Medication must be brought to school in a container properly labeled by the pharmacy or physician. (As directed by the pharmacy and physician.)
- Medication will be stored in a locked cabinet in the school office. **The child may not carry any type of medication on his/her person.**
- Unused medication shall be destroyed or returned to parent/guardian for appropriate disposal.

Non-prescription Medication:

- Non-prescription medication will only be given on the recommendation of the parent/guardian.
- The school office must be notified if a non-prescription medication is to be used during school hours or activities.
- Non-prescription medications (including vitamins, cough drops, etc.) will be administered by office personnel or the classroom teacher only after written permission has been given by the parent/guardian. (Non-Prescription Medication Forms may be obtained from the school office.) Non-prescription medicine must be left in the school office. **No child may carry their own medicine on his/her person.**

Immunization

No student may be permitted enrollment without full and proper immunization. Philosophical exemptions will be reviewed on a case by case basis. A schedule of required vaccinations, as required by Vermont State Law, is available from the SMS office or your child's pediatrician.

Illness or Injury

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment. If emergency medical treatment is necessary, parents will be contacted. Parents must leave the names of other responsible persons who could be contacted in case the school cannot reach the parents. If time is critical, it will be necessary for the school to first contact the Emergency Medical Service, and then contact the parents as soon as possible. Parental permission must be given before a sick or injured child can be released from school, except when a serious emergency necessitates immediate medical assistance. It is essential that current emergency information be kept on file in the school office.

Fevers

Students must be fever free for 24 hours *without medication* in order to return to school in order to reduce the spread of contagious illness.

Universal Precautions

Universal precautions in the school setting will be used to reduce the risk of exposure to bloodborne pathogens. Universal precautions are used to prevent contact with blood and body fluids.

Physical Education Class – Participation Waiver

A student may be excused from physical education class only if he/she brings a doctor's and/or parent/guardian's note to the office stating that he/she needs to be excused due to health reasons. After two consecutive weeks of obtaining a physical education waiver, the matter will be referred to the principal for review. If necessary, a parent conference will be arranged.

Communication

School News

Parents will receive school/classroom information in either a paper packet or via e-mail. Correspondence is sent out weekly by each homeroom teacher during the school year. The school newsletter is distributed via e-mail every Friday, September through June. Important notices, permission slips and other time sensitive correspondence will be placed in student *Home and Back* folders or, if appropriate, attached to an all-school email. ***Most importantly, please take the time to read the information sent home each week in its entirety.*** Please return classroom folders each week (as classroom policy dictates) with any permission slips or forms

that require signature and/or return. Please contact the school immediately if you are not receiving weekly communication/updates from the school.

School Closings and Important Announcements

In the event of a school closing, the school will use the RenWeb automated calling system to notify each family and staff member. Each family will receive an email, text, and/or phone call. Information will also be listed on the school's web page. We do not always follow the public school closings for snow days as we do not have buses on secondary roads.

The Extended Care Program

Saint Michael School provides extended care for our students from 7:15 a.m. to 8:15 a.m. and from 3:00 p.m. to 5:30 p.m. Care is available for the additional cost of \$5.00 per hour/per child. Our Extended Care Program is drop-in friendly however, if possible, we ask that parents provide an extended care schedule to our program support staff in advance so that we may staff appropriately. Payment for care services are billed monthly and **MUST** be paid upon receipt. Any student not picked up at dismissal by 3:15 p.m. will be sent to the After School Care Program. The charge for this service is \$5.00 per hour and is charged to the closest half hour. Likewise, any child dropped off before 8:15 a.m. will be required to report to the Before School Care Program. **There is no supervision outside the school prior to the start of the school day.**

Families are permitted to charge extended care services on account ***unless payment is over 45 days in arrears***. If payment is over 45 days in arrears, families are required to pay daily, at the time of drop-off/pick-up.

Change of Address and/or Phone

It is required that parents inform the school office of any change in residence, telephone number, emergency information, or family situation. This allows us to keep our records up to date and to keep your child safe.

Change of Parental Custody

In cases where parents are separated or divorced, it is necessary that the principal be informed in writing as to who is the custodial parent. Any changes in custody must also be made known in writing to the principal.

Withdrawal and Transfer

Parents who plan to move out of area, or who are transferring their children to another school, must notify the school office in advance of their withdrawal. Parents must fill out the proper

forms for release of records. All financial commitments must be reconciled before records will be released. Failure to meet financial responsibilities will result in legal action.

Saint Michael School Behavior Code

1. Discipline

The idea of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children first must learn appropriate behavior through someone or something outside themselves. As they are maturing, they will be guided so as to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Saint Michael School has established a school wide behavior plan for the benefit of all students and staff. Our plan follows the Responsive Classroom approach and is based on respect and responsibility for one's actions, and logical consequences. Behavior expectations apply during regular hours, at school-sponsored off-campus events, and at after-hours school functions. The following rules and consequences are in place:

2. Saint Michael School Campus Rules

- Love God and neighbor, as you love yourself.
- Respect the rights and dignity of others.
- Be aware of the safety of others and yourself when acting.
- Be on time and prepared for school each day.
- Leave gum, candy, soda, and toys at home.

3. Recess and Playground Rules

- Show respect and dignity to your peers and adults on duty.
- Keep hands and feet to oneself at all times.
- Share equipment and acknowledge everyone's right to participate and play.
- Stay in the yard and on school property. Do not go into the school without permission, in the street or behind the Youth Center.
- Students must be dressed appropriately for all types of weather.
- Balls, of any type, are not to be bounced against the building.
- Do not throw dangerous objects at other people. This includes snowball, dirt and rocks.

4. Consequences for Violating any of the Above Rules

- Verbal warning.
- 5 or 10 minute time-out on the wall.
- Loss of recess the following day.
- After-school detention
- If inappropriate recess behavior is an ongoing problem, a parent-teacher-principal conference will be scheduled.

Saint Michael School has a no-tolerance policy for bullying and any violent behavior:

- No inappropriate physical contact. This may include hitting, punching, kicking, biting, wrestling, spitting, using anything as a weapon, or any other type of action deemed inappropriate by a staff member.
- No inappropriate language: No swearing, threats, gender slurs, racial slurs or sexual comments.

Consequences for inappropriate behavior

- If violent behavior or inappropriate behavior/language is used, an after-school detention will be issued and parents will be contacted. Detention time and date will be determined by the principal or her designee.
- If after three detentions, the student's behavior does not improve, a behavior plan will be established by the student's teacher, parent(s) and principal in order to help the child refrain from the inappropriate behavior. In extreme cases a student may be suspended in accordance with Diocesan policy.

Class Trips

Any class trip/outing is a privilege for students as well as an added responsibility for the teacher. A student's behavior in school prior to any activity will be an indication as to whether or not he/she will be able to participate in the activity.

Drugs and Alcohol

Students and parents may not possess, use, transport or be under the influence of illegal drugs or alcohol on the school grounds, on a bus, while serving as a school transport/chaperone for off-site school functions/trips, or at any school-related activity.

Weapons Policy

No weapons of any kind (guns, knives, martial arts weapons, etc.) are to be brought to school. Any weapon found on school grounds will be immediately confiscated and brought to the principal. If the principal deems it appropriate, the police will be notified as well. The principal has the right to expel a student if he/she deems it necessary, after consulting with the pastor and Superintendent of Diocesan Schools.

Any adult who brings a weapon to school will be immediately banned from school property.

Guns in School Policy

No gun of any type (including any type of toy gun) is allowed on the Saint Michael School campus. Any guns discovered in the school or, on the campus will be immediately confiscated by the principal, or any authority figure delegated by the administration. Any student bringing a gun into the school or on campus will be referred to the Brattleboro Police Department, and

his/her parents will be immediately notified. The gun will be given to the principal, or any authority figure designated by the administration, after consulting with the Brattleboro Police Department and the parents of the child.

The principal will meet with the parents to discuss the incident with them. After this consultation, the student will be expelled from the school for a period of not less than 12 months from the date of the incident.

Hazing

"Hazing" means any act committed by a person, on or off school grounds, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with any school or program operated by the Diocese of Burlington; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Examples of hazing include:

- Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

HARASSMENT OF STUDENTS

The Catholic schools of the Diocese of Burlington are committed to providing a safe and supportive school environment in which all students are treated with respect. Harassment is a form of unlawful discrimination that will not be tolerated in the schools, on school property or at any school related function.

This policy and the following regulations address incident(s) and/or conduct involving students, employees, agents of or visitors to the school that occur on school property, a school bus, or at a school sponsored activity or incident(s) and/or conduct involving students, employees or agents of the school that does not occur on school property, on a school bus or at a school sponsored activity but where direct harm to the welfare of the students can be demonstrated.

Harassment

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the Catholic Schools in the Diocese of Burlington to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually, each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District/Independent School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

It is the intent of the Catholic Schools of the Diocese of Burlington to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The Catholic Schools of the Diocese of Burlington shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct that, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

Definitions

■ "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

■ Sexual harassment is conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

■ Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or

■ Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

■ Sexual harassment also includes student to student conduct, as well as other conduct which results in the creation of a hostile environment.

- Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, negative references to cultural customs, and taunts on manner of speech.
- Harassment of members of other protected categories, is conduct directed at the characteristics of a student or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

BULLYING

The Catholic Schools of the Diocese of Burlington are committed to providing a safe and supportive school environment in which all students are treated with respect. "Bullying" is dangerous and disrespectful behavior that treats others with disrespect. Such an overt act or combination of acts directed against a student by another student or group of students are not permitted or tolerated.

Bullying is a pattern of abuse that involves a student being "picked on over a period of time". Bullying includes but it is not limited to physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, social isolation, cyberbullying and sexting.

The four key elements that define bullying are:

- Power imbalance between the bully and the victim
- Intent to harm
- Repeated acts over a period of time
- Impact upon the victim (distress)

See the Harassment Regulation 5152 above. Bullying is essentially a form of harassment, and procedures outlined in the harassment regulation shall be followed in addressing bullying.

Superintendent of Schools
Diocese of Burlington
Bishop of Burlington

Promulgated: February 1, 2006
Approved: February 1, 2006

Uniform Dress Code

Saint Michael School Uniform Philosophy – Modesty, neatness and cleanliness are emphasized at Saint Michael School. The use of uniforms has several significant benefits. They promote the mindset that school is a special place with special expectations. Uniforms help to develop and enhance school pride. They also project a positive image to the community and eliminate the pressure of “dress competition.” Please ensure that your child adheres to our Uniform Dress Code and treats this code with respect.

Students that do not follow the uniform dress code will be asked to change into appropriate attire. The principal has final discretion about the appropriateness of student attire.

“A uniform silently teaches the lesson of equality while allowing individuality to shine through via actions, words, and personality.”

Preschool- There is no uniform requirement for students attending preschool

Boys

Grades K-5

Navy pants

Light blue Oxford shirt (Long or short sleeve worn tucked inside the pants)

Navy shorts: First day of school - October 1st and May 1st – Last day of school

White collared polo shirt: First day of school – October 1st and May 1st – Last day of school

Sweater – navy blue

Plaid tie (School Plaid)

Black belts are to be worn in pants with belt loops

Footwear:

Any regular indoor shoe, indoor sport shoe or sneaker of dark color

(NO exposed toe or exposed heel shoes)

Dark colored socks

Grade 6-8

Khaki pants

White Oxford Shirt (Long or short sleeve worn tucked inside the pants)

Khaki shorts: First day of school - October 1st and May 1st - Last day of school

White collared polo shirt: First day of school - October 1st and May 1st - Last day of school
Sweater – navy blue
Plaid tie (School Plaid)
Black belts are to be worn in pants with belt loops

Footwear:

Any regular indoor shoe, indoor sport shoe or sneaker of dark color
(NO exposed toe or exposed heel shoes)
Dark colored socks

Girls

Grades K-5

Navy blue pants (not leggings), jumper or navy skort/skirt (1.5 inches above the knee)
White Blouse - Long or short sleeve

Navy shorts: First day of school – October 1st and May 1st – Last day of school
White collared polo shirt: First day of school – October 1st and May 1st – Last day of school
Sweater – navy blue
Plaid Tie (optional)

Footwear:

Any regular indoor shoe, indoor sport shoe or sneaker of dark color
(NO exposed toe or exposed heel shoes)
White or navy blue crew, ankle, or knee socks
White or navy blue tights

Grade 6-8

Navy, plaid, or khaki skirt/skort or jumper
Navy or khaki pants (not leggings)
White blouse/dress shirt

Navy or khaki shorts: First day of school – October 1st and May 1st – Last day of school
White collared polo shirt: First day of school – October 1st and May 1st – Last day of school
Plaid tie (optional)
Sweater – navy blue

Footwear:

Any regular indoor shoe, indoor sport shoe or sneaker of dark color *(NO exposed toe or exposed heel shoes)*
White or navy blue crew, ankle, or knee socks
White or navy blue tights

High School Uniform Dress Code

Dress Code - Ladies

White, collared shirts

Khaki or Navy pants (not leggings) and/or skirts

Striped tie - from Donnelly's only (optional)

Blazer - from Donnelly's or other retailer (*Blazers must be labeled and left at school*)

Navy blue knee socks, tights and (Navy Blue or beige) nylons are acceptable.

No dangling earrings or large jewelry

Dark (Tan, Brown, Black) closed toed shoes

Dress Code - Gentlemen

White collared dress shirts - Oxford

Khaki pants

Striped tie - from Donnelly's only

Blazer - from Donnelly's or other retailer (*Blazers must be labeled and left at school*)

Dark colored socks and shoes (closed toed)

Please note: Uniforms must be clean, pressed, well-fitted and presentable.

P.E. Uniforms

Student must wear navy blue sweatpants/wind pants/leggings and white shirts (short or long sleeved). Navy blue sweatshirts are appropriate for cooler weather.

(No Logos, Word or Emblems aside from the SMS logo).

Navy blue shorts and white gym shirts are allowed underneath sweatpants and sweatshirt.

Navy blue shorts without sweatpants are permitted only on P.E. days during warm weather.

Jewelry and Other

The wearing of earrings, necklaces, bracelets, rings, and other accessories is discouraged. On the playground and during P.E., the wearing of such items may be dangerous.

Excessive/inappropriate jewelry is not permitted. Body piercing is unacceptable with the exception of studded earrings worn on earlobes. There should be no exaggerated hairstyles or coloring. School administration determines appropriateness of above mentioned and reserves the right to require the removal of items deemed inappropriate or dangerous. The principal makes the final judgment about the appropriateness of any article of a student's uniform. (*Please note - uniforms must be the appropriate size.*)

Winter Dress for Recess

Boots are required when there is snow on the playground. Students who do not have boots will stay on the blacktop. Snow pants are required for playing in the snow. Please bring hats, mittens, and gloves each day.

Cell Phones

Students may have cell phones at school, but they must remain turned off and secured away according to the policies outlined by their respective homeroom teacher and grade level. Cell phones are not allowed to be used on campus unless it is after school to contact a parent and/or arrange for pick-up. Students found out of compliance with this policy will have the phone taken away and held for parent pick-up.

Family Service Hours

Saint Michael School strives to keep tuition affordable. To this end, each family is required to provide a minimum of 20 hours of service to the school per year. These hours may be fulfilled in many different ways such as working with teachers on different projects, by supervising in the lunchroom or on the playground during recess, by helping in the library, supervising/driving on field trips, preparing food for special events such as the Parish Appreciation Brunch, dances, etc. or helping to keep our school grounds beautiful. If you have ideas for ways in which you can use your skills and talents to help the school, please contact us.