

St. Michael School Parent/Student Handbook

Mission Statement

St. Michael School provides a Christian-centered, values-based learning environment for students of all economic, racial and spiritual backgrounds, supported by a program of academic excellence.

We educate the whole child with the support of parents, teachers, alumni, and community in a unified goal to prepare students with the skills to become productive and responsible citizens in the 21st century.

SCHOOL HOURS

Daily:	7:00 a.m.	Before School Program opens in the Activity Center
	8:30 a.m.	Students allowed in the classroom
	8:55 a.m.	First bell
	9:00 a.m.	Morning Prayers, Pledge of Allegiance, Songs, Birthday Celebrations and Announcements
	9:15 a.m.	Classes begin
	2:55 p.m.	First bell for Dismissal
		Students in the After School Program report to Activity Center
	3:00 p.m.	School and Bus dismissal

Half-Day Dismissal will be at 12:00 PM

St. Michael School follows the guidelines and policies of the Diocese of Rochester Department of Catholic Schools.

FACULTY AND STAFF

Principal	Mr. Tom Flood
Administrative Assistant	Ms. Erika Holland
Pre-School Teacher	Mrs. Cathy Matulewicz
Pre-School Aide	Mrs. Becky Hall
Pre-Kindergarten Teacher	Mrs. Gail Viele
Teacher Aides	Mrs. Lisa Cramer Mrs. Cathy Matulewicz
Kindergarten Teacher	Mrs. JoAnne Coutlee
Grade 1	Ms. Anna Hurley
Grade 2	Mrs. Hailey Zimmer
Grade 3	Mrs. Kristin Burch
Grade 4	Mrs. Kristin Burch
Grade 5	Mr. Keith Prather
Classroom Aide	Mrs. Lisa Cramer
Activity Center Director	Ms. Kandi Koek
Maintenance	Mrs. Bonnie Basler
Physical Education	Mr. Pasquale Esposito
Music	Mrs. Mia Swartout-Egli
Band	TBD
Library	Mrs. Elizabeth Castner
Technology Coordinator	Mrs. Kristin Burch
Spanish	Mrs. Mia Swartout-Egli
Art	Ms. Barbara McPhail

SCHOOL ADMISSION AND TRANSFER POLICIES

Non-discrimination to Students

In compliance with Title IX of the Educational Amendments of 1972, St. Michael School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We welcome students from all social, ethnic and religious traditions believing that diversity enriches each of us.

Criteria for Admissions

Children entering Pre-School must be three years of age on or before September 1 of the year of entry.

Children entering Pre-Kindergarten must be four years of age on or before December 1 of the year of entry.

Children entering Kindergarten must be five years of age on or before December 1 of the year of entry.

Birth certificate or Baptismal certificate is required at time of registration.

Screening tests are required of all pre-Kindergarten and Kindergarten students. In accordance with the Public Health Law 2164, all students are to be immunized against diphtheria, measles, mumps, polio, rubella, chicken pox and hepatitis B, **before** they enter school.

Children entering from another school should have previous academic records forwarded to St. Michael School.

Children that are entering PreSchool, PreK, Kindergarten, Second and Fourth Grades, as well as any new St. Michael School students, will need a physical with their health care provider prior to starting school.

Transfer Procedures

Parents should notify the school office as soon as they are sure that their child will be transferring to a new school. When a child transfers from our school, records are sent at the request of the receiving school. In order to transfer health, academic and attendance records the parent may be required to come to the school to sign a "Record Release" form.

Change of Address or Phone

Change of address, phone numbers or emails should be reported to the office as soon as possible.

ATTENDANCE

Procedures for Reporting Absence/Tardiness

Parents are to call the school office (315-536-6112) **before** 9:30 a.m. to report student absence. This request is made in the best interest of your child. According to state law, an excuse, **written** by the parent or guardian, is required **before the child returns to class**. An excuse called into the office is **not** a substitute for a written excuse. The child should give this excuse to his/her homeroom teacher the day he/she returns to school. If a child is late for school, he/she **should report to the office** with a **written excuse** before going to class. Late arrivals are not only disruptive to the child's learning but to the whole class. Pre-K through 5 students must be in their homerooms by 8:50 AM.

Excused Reasons for Absence/Tardiness

Allowable excuses for absence or late arrival are sickness, death in the family, impassable roads, inclement weather, quarantine, court appearance or attendance at health clinics. If absent for any reason, a student has the responsibility to ask another student or teacher for assignments to make up the missed work.

Unexcused Reasons for Absence/Tardiness

Unexcused reasons for absence/tardiness include unlawful detention, which occurs when a pupil is absent with the knowledge and consent, stated or implied, of his/her parents for other than legal reasons. Such excuses as the following come under this heading: visiting, away, vacations, shopping, needed at home, caring for baby, work, no shoes, overslept, sporting events, dance recitals, etc.

Vacations

All vacations that do not follow the school calendar are listed as unexcused in State Registers. Teachers are not required to prepare work before a student leaves for a vacation during school time. Tests and work missed for vacations must be made up by the student. Time missed is difficult for children, teachers and parents to make up. Vacations during school time should be avoided. A written notification should be given to the classroom teacher at least two weeks prior to the vacation if a student will be out of school.

Truancy

A child whose parents expect him/her to be in school, and who does not attend for other than lawful reasons, is truant. Children who are guilty of repeated truancy will be required to make up the time missed and may be subject to legal actions.

Dismissal

If your child will not be using their regular mode of transportation home, the teacher must receive a note or a phone call from a parent must be made during the school day. Unless a note or a phone call is received, your child (ren) will be sent home via the normal route of transportation. It is much easier on children for them to have consistency in their routine each day. Phone calls to the main office ***MUST*** be received ***before 1 p.m.*** in order to change a child's dismissal routine. If uncertainty exists at dismissal time, children will be sent to the Activity Center. This policy is necessary for safety reasons.

Early Dismissal

Please make health and dental appointments, whenever possible, after school hours, Saturdays or during vacation times. A child will not be released without a written request from the parent which states the reason for leaving. Parents are required to report directly to the office upon entering the building to sign a release when calling for their child. Early dismissals are always an interruption to our students and classes. Please try to avoid them. (Do not go to your child's classroom.) If the appointment is the first thing in the morning, please notify the school the day before, so your child does not get marked absent.

Emergency Contact

When your child becomes ill while in school, we will notify you so you can make arrangements to come to the office to pick him/her up. We ask you to fill in the emergency section in the registration form each year. This will allow us to update our files and have a current number available. Cell phone numbers are especially needed. If this information changes during the school year, please notify the school office as soon as possible with the new information.

Also, please let your friend or relative know you are listing him/her as the one to contact in case of emergency. If possible, choose someone not represented by an answering machine.

Emergency Dismissal

At times it is necessary for a school to have an emergency closing after the students have arrived. Usually bus transportation will be provided. When such emergencies arise the local radio/TV stations are informed to broadcast the dismissal. Please make sure your child knows where to go in this event. It is not possible for students to call home. A written emergency dismissal plan is reviewed by all staff members. This plan is practiced yearly by students and staff.

Snow Delays and/or Closing Procedures

St. Michael will delay and/or close whenever the Penn Yan Central School District is delayed or closed. Do not call the school as it is necessary to keep the phone lines open on such days. Tune into local television and radio stations for closing/delay information.

The Activity Center will be open at regular time (7:00 am) even if school is delayed. It will not be open if school is closed. If a delay becomes a closure, the Activity Center will remain open until **noon**. Activity Center Regular Hours of Operation are 7:00 am – 8:30 am and 3:00 pm – 5:30 pm.

COMMUNICATION

Parent-Teacher Communication

It is very important that parents and teachers have open lines of communication throughout the year. Any concerns a parent has regarding schoolwork, classmates, procedures, etc. require that the parent should contact the classroom teacher. The Principal should be contacted only if the concern is not resolved between the parent and the teacher.

Divorced/Separated Parents

Divorce and separation are realities in our families and in our society. Unless there is a court order, we as a school community welcome the involvement of both parents.

Please indicate for us if there are any questions or concerns regarding a biological parent being involved with your child (ren). A copy of the court order must be kept on file in the school office.

Creating a Safe Environment

The Diocese of Rochester mandates that any employee or volunteer who will work with or assist children must participate in the Creating a Safe Environment workshop. This program was developed to help adults age 18 and over to understand more about the many forms of abuse. It also requires participants to fill out forms that allow the Diocese to perform a background check on each individual.

Any volunteer, who will attend a field trip, volunteer in any way in a classroom or work with children at St. Michael School must take this training. THERE ARE NO EXCEPTIONS TO THIS POLICY!

This training is now available online. Please get a packet from the school office.

DISCIPLINE POLICY

Discipline means the training of the mind and character. We instill in our pupils a sense of responsibility and respect for themselves and for one another. **St. Michael School's discipline policy has been designed to encourage and enforce appropriate behavior.**

The following are some basic discipline guidelines:

1. Students show respect for adults and peers at all times. Abusive language (verbal or body) is not tolerated.
2. Students will not engage in exclusion of classmates or students of other classes during times of recess. Any form of bullying will result in appropriate disciplinary consequences.
3. Any and all forms of violence to another student will not be tolerated.
4. No student should disturb or disrupt a class to the point where effective teaching cannot take place.
5. Proper conduct is expected at all school events and functions.
6. Theft, damage such as writing on desks, walls, lavatory compartments, etc., deliberate damage to books or any property require immediate compensation and appropriate disciplinary consequences.
7. Proper conduct is expected at lunch time. Students eat using proper manners and dispose of their garbage properly.

All students are to follow these guidelines. Any teacher or designated adult will have the authority to enforce these guidelines. A written warning may be issued for any inappropriate behavior. A total of two warnings mandate a detention. Written notification will be sent home with the child. This notice must be signed by a parent/guardian and returned to school the next day.

Detention will be monitored by a faculty member. It is the parent/guardian's responsibility to determine transportation home for the student. Please notify the school in writing who will be picking up the student. If a child receives a detention, a mandatory meeting will be required between teacher, Principal, parent and student. At this time it will be determined what action steps need to be taken.

At St. Michael School, we strive to maintain a safe, caring, Christian environment. Therefore, we have a strict policy for weapons, drugs and fighting. The parents of any student violating this policy will be immediately notified. The student may be suspended pending further action.

Teachers will be responsible for a system to deal with academic problems such as completion of homework, preparedness for class, completion of class work and projects.

OLWEUS® BULLYING PREVENTION PROGRAM

St. Michael School and all of the Diocese of Rochester Catholic Schools have incorporated the Olweus® Bullying Prevention Program. The program defines bullying: "is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself."

There are three key components that are involved:

- a) Involves an aggressive behavior.
- b) Typically involves a pattern of behavior repeated over time.
- c) Imbalance of power or strength.

St. Michael School Community has incorporated the following guidelines to prevent bullying:

1. We will be kind to others.
2. We will try to help students who are bullied.
3. We will try to help students who are left out.
4. If we know that somebody is being bullied. We will tell an adult at school and an adult at home.

St. Michael School Community does not tolerate bullying and appropriate disciplinary action will be addressed with individuals and their parents/guardians.

CURRICULUM

St. Michael's follows the curriculum developed by New York State in conjunction with Diocesan standards. Classroom teachers often "cross-curriculum" with other teachers so subject matter being taught in the classroom may be reinforced in art, Spanish, PE, computer, library, or music class. By integrating all the disciplines, students are provided with multiple learning strategies. Teachers will also use some variations in grading techniques – the traditional based on 100% and rubric scores are most popular. They will also use a variety of techniques to determine a student's learning. Assessments can be regular classroom tests/quizzes, projects, group work, creative story telling/writing, etc.

TEST/GRADES/HOMEWORK

Classroom Testing

In order to insure proper evaluation of students, classroom testing is an important facet of our educational program. Teachers in our school are encouraged to use the achievement tests that accompany the basic programs, chapter and unit tests, as well as teacher-made tests.

Standardized Testing

St. Michael School follows the required testing procedures of New York State and the Diocese of Rochester. This testing will be given in the spring of the year and the results are shared with the students' parents. Records of these tests are kept in the student's academic folder.

A record of each child's performance is maintained in his/her permanent file.

Homework

Homework assignments given to students are meaningful learning experiences. It must be remembered that not all children accomplish the same amount of work in the same time; therefore, some children will find it necessary to spend more time to complete a given assignment. When study assignments are given, they are just as important as written assignments. This must be stressed with your child. Please help the teachers by reminding your child to write down all assignments in their agenda each day.

Encourage good study habits by providing a quiet, undistracted place and time for study. If your child never has homework or has too much homework, please consult your child's teacher. It is a good practice to check your child's work daily. Homework is usually assigned in Grades 1-5 nightly.

The following time allotment is suggested:

Grade 1 10-15 minutes (when given)	Grade 4	40-60 minutes
Grade 2 20-30 minutes	Grade 5	60-80 minutes
Grade 3 30-45 minutes		

Make-Up Work

Some students may not be able to complete their daily classwork in a timely fashion. They may be required to remain in the 5th grade classroom during recess, to complete their work.

After an absence, the student is responsible for making up work missed during his absence. Failure to do so will result in a lower class mark. Students are also responsible for making up any work missed because of appointments outside of school.

Grading

Grading is explained on each grade level report card.

FINAL AVERAGE GRADES

The final average grade for grades K-5 is the average of the year's work for four marking periods. It is marked in the last column on the Report Card and is the grade recorded on the student's permanent record. The marking period grade evaluates the three areas of homework, class work and testing over a ten-week period.

Report Cards

Report cards are distributed four times per year in grades K-5. The dates are usually in the months of November, February and April. The final report card will be mailed in June as long as all debts to the school are paid in full.

Promotion/Retention

Every child is an individual and learns and matures at his/her own rate. It may be beneficial to an individual student to be retained at a particular grade level.

A. For Grades 1-5 the following are expected:

1. Completion of academic areas of study according to grade level. For grades 1-5, a final rating average of C in the major subject areas combined. (Major subjects are Religion, Reading, Language Arts, Mathematics, Social Studies and Science).

2. Achievement of a standardized Reading, Math and Language Arts score of not more than one year below grade level for Grades 4 and 5 as of the date of testing. In the primary grades, when student achievement in Reading and Math is more than ½ year below grade level, serious consideration should be given regarding promotion.

3. The school's recommendation as well as the parent response to that recommendation should be in writing and placed in the student's permanent record file.

4. Parents will be notified in advance, by the teacher, if a student is being considered for transferred or retention.

B. Students transferred to the next grade are those judged by the school personnel to be unable to benefit from retention and yet to have serious academic deficiencies for placement in the following grade. In these cases, utmost sensitivity for the best provision for the child must be considered. In a case where a child has spent two years in a grade and does not qualify for promotion, a transfer is made to the next grade.

Parent/Teacher Conferences

Formal Parent/Teacher conferences are required in the fall of each school year. Other Parent/Teacher conferences are scheduled throughout the year as requested by parent or teacher. All conferences should provide parents and teachers an opportunity to discuss the child's growth and needs in school.

School Visits/Parent-Teacher Communication

ALL PARENTS/VISITORS MUST REPORT DIRECTLY TO THE OFFICE WHEN ENTERING THE BUILDING. All forgotten items should be dropped off at the school office. Do not deliver them to your child's classroom. Parents are welcome to visit a class in session **after** an appointment has been made through the school office. Teachers will not be able to talk to parents during school hours, when they have classroom responsibilities. If you wish to talk with the teachers or Principal about your child, please either send a note or call for an appointment. Teachers will return your call for an appointment within two business days.

Parents are encouraged to wait outside the school building when picking up their children at dismissal. When it is necessary to pick up a child during school hours, parents **must** report to the school office first to sign the child out.

Bus Schedule

Each public school district is required to transport children within local transportation guidelines. Bus transportation must be requested by the parents from the public school district in which they live, prior to April 1st for the following school year. Bus schedules are published by each school district during the month of August. Parents should contact the public school bus transportation department if there are any questions concerning bus scheduling.

Bus Rules

All students riding buses will be expected to adhere to rules of conduct pertaining to the buses. Since we are concerned with the safety of all bus children, it is important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and/or termination of service for the disruptive child. Children are not allowed to bring on the bus: guitars, bats, hockey sticks, or any items that cannot be placed in their book bags. Concerns/questions about bus policies/issues should be directed to the transportation department.

Financial Policies (FACTS)

For more than 130 years, generous parishioners of Our Lady of the Lakes (OLOL) and many other benefactors have subsidized the school through their contributions. Without this help, our school would not be an educational option in the community of Yates and surrounding counties. School parents/guardians are expected to contribute their share by making regular tuition payments.

The stability of our school and the quality of its programs are of the utmost importance. We have decided to partner with FACTS Management Company to help us manage our tuition payment program. FACTS is used by the majority of the schools within the Diocese of Rochester as well as 5,000 schools nationally. We are excited to be working with them and are confident you will find this program a significant improvement over our current procedure. It will also offer greater efficiency and improved financial stability for the school.

One of our primary goals this coming school year at St. Michael's is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal. All families with children attending will be required to enroll in the system.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the 5th or 10th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$14 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school from this insurance policy.
4. **Account Status:** You may check your personal account or make payments online from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, St. Michael School maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

TO ENROLL IN FACTS

You will need:

1. Access to the internet
2. Use the web address of <https://online.factsmgt.com/signin/3MJBH> or use the link on the school website.
3. Bank or Credit Card number.

Please call (315.536.6112) or visit the office if you need detailed instructions to register. Call the Business Manager (315.536.7459) if you have questions about the billing or dollar amount of what you owe.

Tuition helps defray the per-pupil costs of operating an elementary school program at St. Michael School. Tuition may be paid in the following manner:

- * monthly in ten installments: August to May
- * semi-annually in two payments: August and February
- * annually in one payment: August
 - * unless a payment is missed

Since tuition and fees do not cover the majority of the per-pupil cost of educating a child at St. Michael School, it is necessary to have fundraising projects throughout the school year. These are generally planned, organized and approved by the Principal. The calendar of events is published at the beginning of each school year and volunteer aid in organizing and running these activities is solicited among school parents and other interested parties.

TUITION GRANTS

Each year the school is usually able to help families defray some of the cost of tuition through a Tuition Grant Program. Grants are awarded based upon financial need. In order to be considered for a grant, parents are asked to complete a form (available on the school website or in the school office) and to submit a copy of the previous year federal tax form 1040. Once the forms have been filed with the school, the principal will schedule a meeting with the parents to look over their present year's federal income tax return and to discuss their need. The process is very confidential and the information discussed is only known by the principal. Requests and decisions on this program are usually made in the late spring of the year. Tuition grants will not be awarded to families that owe monies to the school.

TUITION POLICY FOR ST. MICHAEL SCHOOL

St. Michael School is a private, community-based, Christian School where the ongoing life of the school is sustained by the vital relationship formed by the school community and parents / guardians of the students. St. Michael School provides an alternative educational program for families choosing quality Christian / Catholic education.

The school is populated by children whose families represent a variety of faith commitments and members of Our Lady of the Lakes Parish at St. Michael's Church. Members of Our Lady of the Lakes at St. Michael's are those who regularly participate in the sacramental life of the Church.

The School is funded through three sources:

- 1.) Tuition and Registration Fees. Tuition, the rate of which is re-established annually, helps cover the cost of operating the school. It is not an allowable tax deduction. There is a \$50.00 Registration Fee when you sign up to use the FACTs Tuition Management System.
- 2.) Our Lady of the Lakes Parish contributes annually to the operation of the school.
- 3.) Fundraising to generate monies for operational expenses. It expands the pool of funds available beyond the parish and enrolled families to include other community members. St Michael School is a 501C-3 corporation. Check with your tax advisor on your contributions.

St. Michael School desires to include as many students as possible whose parents / guardians desire a Christian / Catholic education. We encourage special needs or circumstances be brought to the attention of the principal. Financial assistance is available based on need and the availability of school resources.

TUITION POLICIES:

- 1.) Full payment of all tuition and other fees is expected in accordance with the Registration/Tuition Contract. We recognize also that circumstances arise which preclude timely payment. In that event, the person(s) responsible for payment **MUST CONTACT** the Principal or Parish Business Manager to discuss the situation. If circumstances warrant, a revised payment plan may mutually agreed. Failure to remit payments in accordance to a revised plan will result in aggressive collection efforts.
- 2.) All past due amounts must be paid in full at the beginning of a school year. Students may be denied enrollment if this does not occur.
- 3.) If past due balances remain when a student is scheduled for graduation, or leaves the school for other circumstances, student transcripts and / or other benefits such as the students computer will be withheld.

PUPIL SERVICES

Administration of Medication

Under ordinary circumstances, internal medication is never administered in school. This includes Tylenol. If, however, a physician prescribes that medication must be given during school hours, the following rules are observed:

- the medication is delivered directly by the parent to the school nurse or school secretary.
- medication must be in the prescription bottle.
- all medication must be accompanied by a written order from the doctor, indicating frequency and dosage.
- a written statement from the parent must be submitted requesting that school nurse administer the medication

Health Services

The services of a school nurse are available on an “on call” basis through the Penn Yan Central School District. Services rendered include:

- sight and hearing screening
- monitoring of immunization requirements
- school physicals
- scoliosis screening
- distribution of medications

Diagnostic Services

Psychological testing by qualified Penn Yan or other resident district personnel is administered with parental consent. Speech screening for Pre-Kindergarten and Kindergarten entrants is offered by Penn Yan District personnel.

Remedial Services

Title I remedial services for students in grades one through five are provided by the Penn Yan Central School District. These services are in the areas of reading, mathematics and writing. Students who fall below the state reference point in testing administered at grades 2 and 5 qualify. Other students may qualify for service due to weaknesses revealed in classroom work and testing or standardized test achievement. Remedial services may be rendered at St. Michael School or at PYE.

Speech Service

Diagnostic service, as well as speech therapy for students determined to have developmental speech or language problems, is provided through Penn Yan Central School District personnel.

FIELD TRIP POLICY

Field trips for educational purposes are permitted. Teachers who schedule field trips assume responsibility for the safety of all students. **School bus transportation will be utilized whenever possible.** Car seat and seatbelt laws must be followed. Occasionally, parents are needed to provide transportation. Parents will also be asked to attend a *Creating a Safe Environment Workshop*, sign a Volunteer Code of Conduct, agree to a background check and complete a volunteer driver sheet. No one under 21 may volunteer. The purpose of the parent chaperone is to assist the teacher with supervision. This responsibility is a serious one to be assumed by the parent. Field trips are a privilege and not a right. The teacher may deny participation in a field trip for behavioral reasons. No student may participate in a field trip without a permission slip signed by a parent or guardian. **A phone call is not an acceptable substitute for the permission slip.** This policy applies to any class trip.

Lunch/Recess

Students in grades Kindergarten – 5 may bring their lunch daily or purchase a hot lunch provided by the PYCSD. Lunch orders must be received in the office no later than the Friday for the following week. Parent volunteers are asked to serve lunches and supervise play time on the playground. Students will be supervised while they eat in their classrooms and play outside when the weather permits. All students are expected to participate in outside play, unless there is a serious reason explained in writing from the parent. During the winter season, students are to wear boots or bring an alternate pair of shoes to wear for outside play. Snow pants, mittens, gloves and hats are to be worn. A child will not be allowed to go outside if not dressed appropriately for the weather.

UNIFORM POLICY

St. Michael School

Girls: Girls may wear the Plaid jumper (#80), navy blue skirts with a white blouse, or navy blue jumpers. These can be found at many stores in the surrounding areas.

www.academyuniforms.com – for the plaid jumpers – plaid number is 80.

Several stores have the basic shirts, slacks and/or navy jumpers: Wal-Mart, Penney's, Lands End and Target. Locally, the navy slacks and shorts and white Polos are available at Country Quest and Bellona Station Road. Some places that they can be purchased are: Target, Sears, Lands End, The Children's Place, Old Navy and the Gap. Several of the stores in the Waterloo Outlet Center have them as well.

Pants are still an option for the girls if they choose. They must be navy blue Dockers style pants (any brand.)

- Shirts: Button-down blouses; white/light blue, navy Polo shirts: white/light blue.
 Shorts: **Finger-length navy blue uniform shorts (NO SHORT SHORTS) may be worn, September – October 15th and beginning May 1st. SMS stresses, shorts must comply with above stated uniform requirement. Parents should keep in mind if temperatures in the morning are cool students may wear approved uniform pants over their shorts to start the day. Possible special additional days may be allowed by the Principal.**
- Socks: Solid white or navy blue socks (any length.)
 Pants: Navy blue Dockers style pants (any brand.)
 Shorts: **Finger-length navy blue uniform shorts may be worn September – October 15th and beginning May 1st. SMS stresses, shorts must comply with above stated uniform requirement. Parents should keep in mind if temperatures in the morning are cool students may wear approved uniform pants over their shorts to start the day. Possible special additional days may be allowed by the Principal.**
- Shirts: Navy, light blue, white Polo shirts/golf shirts.

Appropriate foot wear (sneakers) should be worn on PE day.

Please note that sandals on students in any grade are not permitted in the school. This is necessary to prevent accidents especially when the children are on the playground.

SCHOOL ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of St. Michael School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the “*St. Michael School Acceptable Use of the Computer Network and Internet Policy.*” Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

1. Acceptable Use:

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of St. Michael School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use:

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

3. Privileges:

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper

use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

4. Warranties:

The educational programs governed by St. Michael School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user's own risk. The educational program governed by St. Michael School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. In addition to adult supervision, a technology program designed to filter unacceptable Internet access for students will be activated when students approach the Internet. While St. Michael School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. St. Michael School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Michael School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibility.
3. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
4. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
5. The following list describes behaviors and/or actions that are not permitted. The Principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language or harassing someone;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another.
6. Violations will result in loss of access as well as other disciplinary action as determined by the school Principal.

			<u>School Days in Attendance</u>	
			Faculty	Students
<u>September-2018</u>			19	19
Monday	September 3	Labor Day		
Tuesday	September 4	First Day of School - Full Day		
<u>October-2018</u>			22	20
Friday	October 5	Fall Diocesan Superintendent's Conf. Day		
Monday	October 8	Columbus Day Holiday		
Friday	October 26	No School - Faculty Retreat Day		
<u>November-2018</u>			18	18
Monday	November 12	Veterans Day		
Wednesday-Friday	November 21-23	Thanksgiving Recess		
<u>December-2018</u>			15	15
Thursday	December 6	Half Day Dismissal - Parent Teacher Conf		
Friday	December 7	Half Day Dismissal - Parent Teacher Conf		
Monday	December 10	Half Day Dismissal - Parent Teacher Conf		
Monday-Monday	December 24-31	Christmas Recess		
<u>January-2019</u>			18	18
Tuesday-Friday	January 1 - 4	Christmas Break (Con'td)		
Monday	January 7	Classes resume		
Monday	January 21	Martin Luther King, Jr. Holiday		
Friday	January 25	Half Day Dismissal		
<u>February-2019</u>			15	15
Monday - Friday	February 18-22	Presidents' Day and Mid-Winter Recess		
<u>March-2019</u>			21	20
Friday	March 15	No School - Conference Day		
Monday	March 18	Half Day Dismissal		
Tuesday	March 19	Half Day Dismissal		
<u>April-2019</u>			17	16
Friday	April 12	Spring Diocesan Conference Day - No School		
Monday-Friday	April 15-19	Spring Recess/Easter		
<u>May-2019</u>			21	21
Friday	May 10	Half Day Dismissal		
Friday-Monday	May 24-27	Memorial Day Holiday		
<u>June-2019</u>			18	18
Monday - Friday	June 10-14	Final week for Pre-K		
Friday	June 21	Last day of school K - 5		
Friday	June 21	Last day for Teachers		
			Grades K-5: Total days	184
			184	180

2018-2019 Daily Schedule Information based on Public School District Bus Transportation

School Hours	School Office	8 AM - 3:30 PM
	Gr. K - 5	8:50 AM - 3 PM
Early Dismissal	Time: 12:00 pm	Dates: 12/6/18, 12/10/18, 1/25/19, 3/18/19, 3/19/19

