

# St. Michael School Parent/Student Handbook

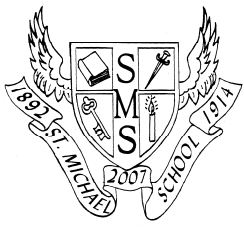
56 Sewall Street  
Augusta, ME 04330  
Phone: 207-623-3491  
FAX: 207-623-2971

Web Site: [www.stmichaelmaine.org](http://www.stmichaelmaine.org)

E-mail: [stmichaelschool@portlanddiocese.org](mailto:stmichaelschool@portlanddiocese.org)

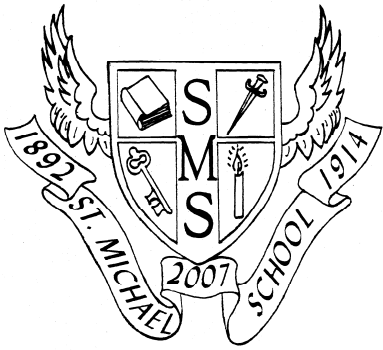
**\*\* Please pay close attention to our updated discipline policy and health policy\*\***

Revised 9/2009



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ST. MICHAEL SCHOOL  
56 SEWALL STREET  
AUGUSTA, ME 04330  
207-623-3491

Dear Parents and Students,

“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom

Welcome to St. Michael School! In choosing St. Michael School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Yours in Christ,

Mr. Jon Caron  
Principal

Father Francis Morin  
Pastor

## Philosophy of St. Michael School

St. Michael School aims to provide the fullest and best opportunity to the student to realize the threefold purpose of Christian Education: to teach doctrine, to build community and to serve humankind.

Students are instructed in the necessary skills, “valued for their own worth but seen simultaneously as deserving their most profound significance from God’s plan for His creation.” Realizing the dignity and worth of the individual person, and realizing that schooling must prepare each for his or her place in life, St. Michael School offers a well-balanced program based on the spiritual, moral, intellectual, emotional, social and physical needs of the student.

## Mission Statement of St. Michael School

In the Spirit of the Catholic tradition, united by Christ’s love, St. Michael School’s mission is to educate, nourish, develop and inspire the body, mind and spirit of its students and staff.

## Vision Statement of St. Michael School:

St. Michael School, while partnering with parents and community, provides opportunities for students to embrace a rigorous program of studies and practice and model strong faith through community activism. We realize that by embracing individual differences and creating a sense of mutual respect, compassion and understanding, we will instill in all students, an enthusiasm for learning and a realization of their Christ-guided place in the world.

## Admission Information

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

The following criteria will be followed for new admissions:

1. Members of St. Michael Parish
2. Siblings of current St. Michael School students
3. Catholic students from other parishes
4. Non-Catholic students
5. Transfer students following a school day visit and assessment

## Pre-K

Children entering Pre-K must be four (4) years of age by October 15<sup>th</sup>.

Records needed for admission are the same as needed for Kindergarten.

There is no screening process for Pre-K; however, students must be toilet trained.

## Kindergarten

Children entering Kindergarten must be (5) years of age by October 15<sup>th</sup>.

Registration takes place in the spring. Records of immunization, birth certificate and baptismal certificate (if applicable) are required as part of the registration process. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten screening.

## Present Students

Present students must be re-registered yearly. Registration forms are sent home in the spring.

## Financial Obligations

Registration fee: A non-refundable per student fee of \$250 is required with all registrations.

### Payment Options:

- Pay full tuition by July 1, checks payable and mailed directly to Facts Management Company – PO Box 2315 – Omaha, NE 68103-2315 or online at [www.factspayment.com](http://www.factspayment.com)
- Finance 2 automatic monthly payments through Facts Payment Plan. The first payment will be deducted in July and second payment in January.
- Finance 10 automatic monthly payments through Facts Payment Plan. Payments will be deducted from July – April.

### Withdrawal Policy:

If you transfer on or before November 1: ½ tuition refund

If you transfer on or before January 1: ¼ tuition refund

If you transfer after January 1: no refund

## APPLYING FOR FINANCIAL AID:

Limited tuition assistance is available to families of St. Michael Parish.

FACTS Grant & Aid Assessment will be conducting the financial need analysis for St. Michael School. Paper applications are available in the School office. Applicants can apply online For paper applications FACTS Grant & Aid Assessment will provide a self-addressed envelope for you to mail your information. All requests will be given full consideration and will be held in strictest confidence.

Tuition Schedule for 2009-2010

Kindergarten – Grade Eight

- (A) Tuition rate for all Catholic Families..... \$3,370
- (B) Tuition rate for Families with *Parish financial aid approval*. \$2,370\*
- (C) Tuition rate for all other families..... \$3,535

Pre-Kindergarten

- (A) Tuition rate for Pre-Kindergarten students.....\$3,250

\*Parish Financial Aid Approval

Parish financial aid does not come from the school, but from your church where you are officially registered. St. Michael Parish offers a limited number of needs-based scholarships for children of **registered** parishioners who meet at least both of the following two criterions:

1. Attend Mass on a regular basis
2. Contribute to their parish through the use of offertory budget envelopes on a regular and consistent basis throughout the calendar year.

Applications for Parish financial aid will be distributed at the same time as registration. Please place the application in an envelope marked: “Attention to the Pastor,” and place in the offertory collection basket at any weekend Mass at any one of the St. Michael Parish Churches. Deadline for submission of applications for financial aid is March 31st.

Parent’s Role in Education

We, at St. Michael School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life-- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Michael School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with St. Michael School, we trust you will be loyal to this commitment. During these formative years (Pre-K – 8), your child needs constant

support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents 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. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents 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, your child may perceive discipline as restrictive. However, it is boundaries and limits which 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 homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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

### Parents as Partners

As partners in the educational process at St. Michael School, we ask parents:

To set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional snack & lunch every day
  - To actively participate in school activities such as Parent-Teacher Conferences;
  - To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
  - To notify the school of any changes of address or important phone numbers;
  - To meet all financial obligations to the school;
  - To inform the school of any special situation regarding the student's well-being, safety and health;
  - To complete and return to school any requested information promptly;
  - To read school notes and newsletters and to show interest in the student's total education;
  - To support the religious and educational goals of the school;
  - To support and cooperate with the discipline policy of the school;
  - To treat teachers with respect and courtesy in discussing student problems;

## Parent Association

St. Michael School Parent Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. Through the St. Michael School Parent Association, parents work with and for the school as we grow to know each other.

The contact information of the Parent Association members, meeting dates, and minutes of prior meetings can be found on the school web page @ [www.stmichaelmaine.org](http://www.stmichaelmaine.org). Click on the School link and Parent Association link.

## Parental Involvement

Volunteerism is at the heart of our school. Each family is required to volunteer 14 hours. Remember to complete a volunteer form (located in a basket outside the school office). The opportunity to volunteer is tremendous. Chaperone a field trip, help in your child's classroom, bake and cook, run a booth, or make crafts for an event. Attend Parent Association meetings on a regular basis and stay involved. You will be at 14+ hours in no time.

## Family Financial Obligation

Income from tuition covers only a portion of the cost of educating your child. The St. Michael School families are obligated to help raise money to sustain and support the school. This amount is \$225 per family.

The Parent Association provides many opportunities to fundraise. Some of the fundraisers are Magazine Drive, Wrapping paper fundraiser, Box Tops, Campbell Soup Labels, Cartridges for Kids & Funding Factory, and Christmas Fair among others. Some fundraisers generate dollars for the general pool and others count towards fulfilling your family obligation. The Parent Association keeps track of each family's obligation. If you have not raised the required amount by May, you will be asked to write a check for the difference.

## General Information/ School Hours

Morning Supervision Begins Drop off at playground on Lincoln Street		7:40	
Opening Session	Pre-K, Kinder, 6, 7, 8	8:15	
	Grades 1 – 5	8:20	
Lunch	Pre-K & Kinder	11:15	11:40
Lunch	Grades 1, 2	11:25	11:50
Lunch	Grades 3, 4 & 5	11:50	12:15
Lunch	Grades 6, 7 & 8	12:30	12:55
1 <sup>st</sup> Dismissal	Walker/Car Pick up students	2:30	
2 <sup>nd</sup> Dismissal	Bus students	2:35	
3 <sup>rd</sup> Dismissal	Extended Day students	2:40	5:30

Students not in their homeroom at 8:20 are considered tardy.

### Extended Day

Extended day is available from 2:40 PM until 5:30 PM on school days. It begins at the third dismissal bell and runs until students leave, but no later than 5:30 PM. Snow days, early release days and vacation days are not included in this program. Payment for extended day services should be made on a weekly basis. Those who wish to make other payment arrangements (not to exceed 1 month) must contact the Principal. After school snacks may be brought from home or purchased for 50 cents. *Extended day students must be picked up at the Lincoln Street entrance.*

<b>Rate if picked up by</b>	<b>1 child</b>	<b>2 children</b>	<b>3 children</b>
<b>2:40 – 4:15</b>	<b>\$6.00</b>	<b>\$ 9.00</b>	<b>\$12.00</b>
<b>2:40 – 5:30</b>	<b>\$8.00</b>	<b>\$11.00</b>	<b>\$14.00</b>

**There will be a \$1.00 per minute late fee if you arrive after 5:30**

### Attendance – Absence - Tardiness

1. It is expected that students will arrive at school on time with all necessary materials, books and homework.
2. School hours are from 8:15 A.M. – 2:30 P.M. All students are expected to attend daily unless prevented by illness or emergency. **Excessive absence or tardiness has a negative effect on a child’s learning pattern and teaches irresponsibility and will also result in appropriate administrative action. Parental cooperation is requested.**
3. With the exception of bus students, any student not in his/her classroom at the beginning of class for the taking of attendance, and opening prayers is considered late and must report to the office for a “tardy slip” before being admitted to class. Tardy students must come to the front door.
4. If absence is necessary, the parent should call the school by 9:00 A.M. explaining the absence.
5. Students not picked up by the end of the school day will be sent immediately to the Extended Day Program.
6. It is the student’s responsibility to make up all assignments, projects and test he/she missed during his/her absence within a time frame set by the teacher. It is often helpful to have a classmate bring home daily assignments when students are out of school. Parents may call in the morning to request that students’ assignments and books be brought to the school office at the end of the school day.
7. Students are subject to teacher class rules regarding work that is missed due to absence or tardiness.
8. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school at the office
9. Parents are requested to schedule family vacations to coincide with school vacations. Extended absences do have an adverse effect on a child’s performance and academic achievement.

## Transportation

**Walkers:** For their safety, students are to use the crosswalks. Supervision begins at 7:40 A.M. therefore; students should not be in the schoolyard before that time.

**Bicycles:** Students riding bikes to and from school are to walk them on and off school property to avoid accidents in the yard.

**Bus:** Students from Augusta may ride the bus. Bus information is listed in the Kennebec Journal in August. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office. Students are expected to conduct themselves properly while waiting and while riding to and from school. This is a privilege that can be taken away by the principal and/or the bus driver.

### **Bus Rules Are:**

1. Students must wait until the bus comes to a full stop before approaching it.
2. Students are to enter and leave the bus with caution.
3. Students are to keep all body parts away from open windows.
4. Students are to remain seated until they reach their bus stop.
5. The bus driver has the authority to assign a seat to a student for whatever reason or length of time he deems necessary.
6. Students are not to mark or damage the bus in any manner or they will be liable for payment.
7. Students are expected to speak and act in a mature and responsible manner. Disrespectful behavior is not acceptable.
8. If necessary to cross the road when leaving the bus, students must always wait for a signal from the driver, and then cross in front of the bus.
9. Any child who misbehaves on the bus will receive a notice. If behavior does not improve, a written notice will be sent to parents, after which the child will be suspended from the privilege of riding the bus for a period of time determined by busing authorities.

**Cars:** Morning supervision begins at 7:40 A.M. Students should be dropped off at the yellow gate of the school playground on Lincoln Street. If the gate is shut, there is supervision. Please do not drop off your child if the gate is open. To avoid traffic congestion, we ask parents who drop off their child/children in the morning to pull up, drop off your child/children and leave immediately. We are asking that you not park your car and come into the schoolyard with your child. This will avoid cars having to double park to drop off students. We also encourage students not to play around the entrance of the schoolyard. Supervision becomes very difficult to teachers wondering if the “grown-up” in or near the schoolyard is a parent or a stranger. At dismissal, we are asking you to do the same. Students, who walk or are picked up, leave the building first so that traffic can clear. The bus students leave the building at the second bell, giving cars picking up their children a chance to leave, and providing the buses the space they need to circulate. **There will be no parking allowed on the school side of Lincoln Street as this must remain open for buses to proceed.**

On inclement weather days, students should be dropped off at the same location and enter through the gym door. Parents of younger students may want to walk the student to the gym door.

Please watch out for the safety of all students while picking up and dropping off your child/children.

### Visitors

All visitors to the school, except at times of public functions, must sign in at the office in the visitor registry book and complete and wear a visitor’s badge.

### Academics

Each student is expected to work to his/her fullest potential. Academic responsibilities are to take priority over any other school activities or programs. It will be up to the student to complete the work that is assigned in a timely fashion. Students are expected to maintain passing grades in all subject areas.

### Academic Assistance:

After school academic assistance may be arranged or required, whenever a need is noted by a teacher, student or parent. Parents will be given (advance) notification anytime a student is staying after school. Academic assistance will take precedence over any other after school program or sports activity.

### Classroom:

Each teacher will establish their policies as applies to their classroom. These policies will be clearly communicated at the beginning of each new school year.

### Homework:

Homework reinforces what has been taught; develops independent study skills and contributes to a sense of responsibility. Students should expect some homework each night. Some students can accomplish more than others in the same time span, therefore, the following is offered as a homework “guide”:

Grades 1 & 2	15 to 30 minutes
Grades 3 through 5	30 to 60 minutes
Grades 6 through 8	1 to 2 hours

No homework is assigned over weekends or school vacations. However, such times may be helpful in completing long term assignments as well as make-up work.

### Curriculum:

Students at all levels are taught religion, math, language arts, science, health, social studies, history, geography, computer lab, French (grades 3 through 8), physical education, art and music. Our curriculum is under constant review and is revised when necessary to best fit the needs of the students.

## Report Cards

Report cards are distributed four (4) times during the school year so that parents are informed regarding their child's success or failure to maintain grade level. We ask that you study your child's report card carefully and note any particular weakness, so that you may guide him/her in improving in this particular subject.

If the report card indicates that a parent-teacher conference is requested, you should contact the teacher without delay.

Report card slips must be signed and returned within one week after reception, except at the end of the school year.

## Promotion Policy and Retention Policy

Advancement to the next grade in St. Michael School is based on a student's daily performance, test results, recommendations of teacher, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. Students are obliged to have a passing grade (70%) in four of the major subjects listed on their report cards.

Major subjects include English, Math, Reading/Literature, Social Studies and Science. Taken into consideration also would be the grade value in Religion, Spelling/Vocabulary, Phonics and French. Performance in all areas would be weighed for promotion.

## Grading System

Grades are issued quarterly and reflect the teacher's evaluation of students' contribution in class, their performance on tests and their preparation of outside assignments, including independent projects. The grades represent a record of their scholastic achievement.

The marking system for Kindergarten is:

S = Satisfactory  
W = Working On  
N = Needs Improvement  
\* = Most of the time  
I = Has Shown Improvement

The marking system for Grades 1 & 2 is:

E = Exceeds Expectations  
M = Meets Expectations  
PM = Partially Meets Expectations  
DNM = Does Not Meet Expectations

The marking system for Grades 3 through 8 is:

A	(100-93)	Excellent work, showing originality through preparation and understanding.
A+	98-100	
A	96-97	
A-	93-95	

B	(92-85)	Above average, shows a good record of achievement. B+ 90-92 B 88-89 B- 85-87
C	(84-76)	Average, shows satisfactory completion of course requirements. C+ 82-84 C 79-81 C- 76-78
D	(75-70)	Passing, but indicates a student does not have proper foundation in the subject to proceed in a sequential program. D+ 74-75 D 72-73 D- 70-71
F	Below 70	Failing; usually indicates a lack of effort and means a student may have future severe difficulty in related subjects.
I	Incomplete	At the teacher's discretion, a grade of incomplete may be assigned to a student when an extended excused absence has not allowed sufficient time to complete make-up work. After a two week extension, incomplete grades will be changed to an F if work is still not completed.

### Progress Reports

Interim progress reports will be given at the mid-quarter period. Any significant changes in academic and/or behavioral performance will be reported by the teacher(s) to the student's parents/guardian. Parents are welcome to make an appointment with the teacher after school hours to discuss these reports.

### Honor Roll

The Honor Roll acknowledges the exemplary work of students in grades 5, 6, 7 and 8.

### Parent-Teacher Conferences

Parent/Teacher conferences are held after the 1<sup>st</sup> quarter. Parents/Teachers may request additional conferences when needed.

### Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities

## Student Records

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Parents who are registering a student transferring to St. Michael School should sign a Transfer of Records release form at the school office.

## Athletics

The Athletic Program at St. Michael School exists to provide healthy competitive and instructional athletic outlets for its Junior High students (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade). Its primary goal is to encourage the student toward excellence by developing the student's competence and sense of self worth. The athletic program is founded on the ideal of good sportsmanship, teamwork, character development, emotional control and responsibility to the team. The St. Michael sports program includes field hockey, boys & girls' soccer, boys & girls' basketball, softball and baseball. No student-athlete may begin practice with a team or receive any uniform or equipment until the Student/Parental permission form is signed, and the athletic fee is paid.

Additional information may be found in the St. Michael School Athletic Policy. This policy is given to the student/athlete at the beginning of each season.

## Extra Curricular

The personal development of a student can be enhanced by participation in extracurricular activities. Ping – pong, soccer & dodgeball comprise the school's intramural programs.

Students grow in understanding and concern for one another through a successful and enjoyable student-to-student program. Younger children are paired with older ones for liturgies, tutoring, and reading buddy program and other special activities. This sharing within the school family builds self-esteem and a sense of responsibility between younger and older students.

Students in the upper grades have the opportunity to serve as an Honorary Pages in the House of Representatives. There are opportunities for service projects, such as serving at the Bread of Life soup kitchen. Our students visit local nursing homes and help with Thanksgiving Baskets. All the students save their pennies for charity giving.

Grade 8 students may also participate in production of the St. Michael School yearbook.

Each Christmas and occasionally at other times during the year, the school presents a special musical program. All students are expected to participate.

## Enrichment Activities

Many activities are provided to enrich the learning environment and to offer valuable experiences to the students. These activities include special liturgies and celebrations, guest speakers, assemblies and contests, such as D.A.R. Essay Contest and the annual Civic Oration Contest. Each year, students in grades 6, 7 and 8 participate in the Bangor Daily News Spelling Bee, the National Geography Bee and the Central Maine Math League. The Math Team is active in Central Maine competitions.

## Computer Education

The potential for computers in the elementary and junior high school is limitless as to the potential of a child's imagination. Computers are tools... another way to extend the child's learning.

The computer curriculum at St. Michael School was created to help each student become familiar with the use and value of computers in everyday life and to develop specific skills to build a foundation for the future study of computers at the high school level. It is important that students develop good computer awareness and interactive skills in order to become more comfortable with computers as a learning tool.

The primary objectives of the Computer Curriculum are to have the students:

1. Develop an understanding for the potential of computers
2. Learn and use computer language and associated skills.
3. Develop keyboarding skills.
4. Students learn to navigate through the World Wide Web.

## Physical Education

All students are required to participate in physical education. Exceptions require a written excuse from a parent or if the absence is to be prolonged, a doctor's written excuse. Students in grades 2 – 8 are required to wear a Phys. Ed. Uniform. (See Uniforms)

## Library

A wealth of knowledge is at one's fingertips in a library. Students are encouraged to use the facility. Following are a few recommendations:

1. Borrowed books are to be returned on time and in good condition.
2. Restitution is required for books marred or lost.
3. All materials are to be checked out by the Librarian in charge.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advance planning, location, and the experience insure a successful learning opportunity.
4. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
5. A telephone call will not be accepted in lieu of the proper field trip permission slip.
6. When buses are available, students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
7. All monies collected for the field trip are non-refundable.
8. Medications and a copy of the student's Emergency Health Care Plan must accompany the student.

## Religion

Religious education is at the core of the St. Michael curriculum. All students receive daily instruction in Religion. Religion, as an academic subject is designed to have students develop a working knowledge of Catholic traditions, practices, and doctrines of the Church. Equally important is the goal to have all students develop a relationship with God, and express this relationship through Catholic experiences of prayer, worship and service. Students receive instruction in preparation for the sacraments of First Eucharist and First Reconciliation in Second Grade. All students are required to participate in the school's Religious Education program.

## Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Michael School. Preparations for three sacraments, Reconciliation, Eucharist, and Confirmation form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist/Confirmation.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

## Lunch Program

St. Michael School offers a hot lunch program daily through Rebecca's Catering. Menus and lunch order forms are sent home with students at the beginning of each month and are available on the school's web page. Other items available for purchase include white or chocolate milk, soup daily and dessert. Hot lunch money should be sent in on Friday for the following week. Please insert money in an envelope and place the child's name, grade and homeroom teacher on the envelope.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. Please make every effort to have your child bring their lunch to school with them in the morning. It is not the office responsibility to make sure a child get's their lunch. Meals from Fast Food restaurants are discouraged as not all students have that opportunity.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

## Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, shirts and sweaters) may be purchased through:

J.B. Edward Uniforms  
745 South St  
Roslindale, MA 02131  
Phone: 800-801-9236  
[www.jbedwarduniforms.com](http://www.jbedwarduniforms.com)  
School Code: 072

All students must be in uniform everyday. We try to help the students develop pride in themselves and in their personal appearance. The students are neat and well dressed in the

uniform. Students should not do anything to his/her uniform or personal appearance that detracts from this philosophy. If there is a time when the uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the homeroom teacher and the Principal.

Girls – Kindergarten through grade 5

- Jumper – Blue, white, green & red plaid
- White Pique Knit Shirt – long or short sleeve – embroidered or printed with school name optional
- Navy Pants
- Plain Navy Sweat Shirt or printed with school name

Girls, Grade 6 through 8

- Plaid Skirt – Blue, white, green & red plaid
- Navy Pique Knit Shirt - long or short sleeve – embroidered or printed with school name optional
- Khaki Pants
- Plain Navy Sweat Shirt or printed with school name

During the winter months, girls may wear sweatpants under their uniforms during arrival, recess and dismissal. However they must be removed while in the building.

Boys, Kindergarten through grade 5

- Navy pants – Cargo pants are not allowed
- Navy Shorts – August – October & May -June
- White Pique Knit Shirt – long or short sleeve – embroidered or printed with school name optional
- Plain Navy Sweat Shirt or printed with school name

Boys, Grade 6 through 8

- Khaki Pants – Cargo pants are not allowed
- Khaki Shorts - August – October & May –June
- Navy Pique Knit Shirt - long or short sleeve – embroidered or printed with school name optional
- Plain Navy Sweat Shirt or printed with school name

Pre-Kindergarten students need not wear uniforms. Clothing that allows for easy bathroom time is helpful. Jeans are not allowed.

The following guidelines will be followed by all students concerning dress code:

**No**

- Sandals, flip-flops, open-backed shoes, Crocs or Heely's are permitted.

- Distracting haircuts and dyed hair
- Make – up
- Nail polish except light pink and clear
- Dangling earrings
- Visible tattoos of any kind.
- Body piercing except pierced ears
- Hats in school, church or cafeteria

Jewelry is to be kept to a minimum.

### Non Uniform Day Guidelines

There will be out-of-uniform days which will be announced during the course of the school year.

<p>Students May Wear:</p> <ul style="list-style-type: none"> <li>• Jeans</li> <li>• Skirts</li> <li>• Skorts</li> <li>• T-Shirts</li> <li>• Sweatshirts</li> </ul>	<p>Students May NOT Wear:</p> <ul style="list-style-type: none"> <li>• Flip-Flop Sandals</li> <li>• Open Back Shoes</li> <li>• Tank Tops / cropped shirts</li> <li>• T-Shirts with inappropriate writing</li> <li>• Spandex</li> </ul>
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Good Rule: If you think you shouldn't wear it, you shouldn't.

***All uniform regulations and guidelines are subject to the discretion of the Principal.***

### Phys. Ed. Uniform

Physical Education shirts are purchased directly from the school. Order forms will go home with the students. Shorts may be purchased at Play It Again Sports.

The uniform consists of navy shorts and gray t-shirts with the school name. Uniforms are required for students in grades 2 – 8. Pre-K, Kindergarten and grade 1 students do not wear phys. ed. uniforms. Sneakers are to be worn by all students on gym day. Failure to have the gym uniform may affect the student's grade.

### School Nurse

The school nurse is available weekly. The nurse checks immunization records, tests eyes and ears of students and records their heights and weights. State law mandates scoliosis screening for girls in grade 6 and girls and boys in grade 8. A health record is kept for each child.

### Illness or Emergency

Student emergency cards are distributed on the first day of school. These should be completed and returned promptly and legibly including all phone numbers and extensions for

safety purposes. Please notify the school of any change of address, phone numbers or emergency instructions so that we may act quickly in an emergency involving your child.

If a child becomes ill during the school or is running a temperature, parents will be notified.

As much as possible, appointments, (doctor, dentist etc.) should be made for after school hours. If this is not possible, kindly send in a written excuse for approval by the Principal and the teacher. If possible, when appointments are early enough, students should return to school.

## Health and Wellness of Students

Parents have the primary responsibility for the health of their children including the establishment of good personal health habits. Parents should see that their children get sufficient rest, attend to personal cleanliness and eat wholesome food to ensure regular attendance at school. Inform your child's teacher and the school nurse of any health condition that might affect your child's school work. Treatment of injuries or illnesses occurring at home is not the responsibility of the teacher or school nurse.

PLEASE DO NOT SEND A CHILD TO SCHOOL IF HE/SHE IS ILL.

### Prescription and/or Over-The-Counter Medications

Any student in need of taking medication (prescription and/or over-the-counter) during school hours must provide ALL of the following:

- Parents should complete the medication policy form with written instructions for each medication to be administered. This should include name of child, date of prescription, name of medication, dosage and route of administration, specific time or special circumstances which the medication shall be administered, and signature of the prescriber.
- All prescription medicine must be in the original container and labeled with: the child's name, medication name, dosage, time and route of administration. Ask the pharmacist for a "school bottle" with a complete label and the amount of medication that will be needed at school. Over-the-counter medication must be in the original, unopened bottle with a readable label.
- Students should not be responsible for the transportation of medication to/from school. A responsible adult shall deliver the medication to the appropriate health office. However, if this is not feasible, the parent must notify the school nurse prior to the child arriving at school. The nurse must be notified of the type, dose, and number of pills that will be brought to school by the student that morning. Immediately upon arrival to school, all medication must be brought by the student to the school nurse. A verification of the medication and count will be completed and documented at that time. The parent will be notified if there is a discrepancy in the medication and/or count.
- NO prescription or over-the-counter medication may be in the child's possession. The nurse will evaluate requests for exceptions to this policy based upon medical need. Example of exception could include diabetic insulin pump. Specific plans may be developed considering individual student health needs and school integration and implementation.
- All medications shall be administered by the school nurse, another appropriately delegated individual, or by the parent.
- Acetaminophen (Tylenol), ibuprofen, emergency medications and specified over-the-counter medications may be administered according to the current standing orders if the parent's written permission for the current year is on file. However, this should be used only in cases of chronic health issue or a specific short term need. These medications should be labeled and delivered to the school office. Antibiotics should be administered at home.
- Cough drops are not prescribed medication and therefore not allowed at school

- Parents may personally come to the school health office and administer a medication dose to their child.
- All medication orders expire at the end of the school year. Parents are asked to pickup medication at the end of the school year. Medications, with notification of the amount remaining, may be sent home with the child at the request of the parent. Medications not picked up within one day of the end of the school year will be discarded.

### Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the home of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### Birthday Observances

Students in Grades Kinder through Grade 8 may come to school dressed out of uniform on their birthday or half-birthday (if summer birthday). In addition, birthday treats may be brought to school. We request that birthday treats be already prepared into individual servings and that the teacher be notified ahead of time.

### Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors which the students' sense of appropriateness will indicate to them.

### Accountability & Responsibility

Accountability, responsibility and respect for the rights of others are integral to each student's personal development. Inner discipline is encouraged at all ages. Students need to realize that the observance of rules brings happiness to themselves and to others. They are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, as well as good study habits. The classroom teacher is primarily responsible for maintaining discipline within and outside of the classroom. Parent support of school discipline is essential. Parents who do not understand a particular disciplinary action are encouraged to discuss it with the teacher involved prior to discussion with the Principal.

All students must accept the responsibility for behaving in such a manner that neither prevents teachers from teaching and students from learning, nor violates the best interest of any individual in the school community. Therefore, if students choose to behave inappropriately, they have not accepted this responsibility and must face some type of negative consequence.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time. Any student who is disobedient or disrespectful toward any of these persons, or who breaks a safety rule or violates another's basic rights can expect to receive disciplinary action.

## Behavior Policies

Good behavior by each student is essential to ensure the best learning environment in the school. Students will be held responsible for their behavior at all times when they are at school or at school sponsored events, athletic events or field trips. Each student is at all times representative of the St. Michael School community. Our goal is to work with parents to help students become thoughtful members of the community and to provide them with a framework of standards, rules and expectations that will guide them throughout their lives. An outline of the behavioral expectations for our students follows with the consequences for lack of compliance with those expectations.

## Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher. Detention takes precedence over appointments, practices, lessons, ballgames, etc. All detention forms must be signed by a parent and returned to the school office by 8:30 a .m.

## Suspension

When it becomes necessary to send a student home from school for a serious offense, parents will be required to attend a meeting with school officials to discuss the problem.

## In School Suspension

Student will work in isolation during suspension from class. Student will be monitored by a responsible adult.

## Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Michael School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

## Behavior Expectations will generally be classified in three groups:

**Level One** is a behavior infraction defined as an act that diminishes the overall learning environment of the school and includes:

- Disruption in the classroom, lunchroom, school corridors; speaking out of turn or when asked to be quiet.
- Violation of school uniform policy
- Lack of preparation for class including not having materials needed for full participation
- Inappropriate use of electronic devices including cell phones, walkmen, ipods, etc. If brought to school, these devices must be OFF and left in school lockers, and the school will not be responsible for lost or stolen items. Any device that is misused

will be sent by the teacher to the office where a parent or guardian will be required to pick up the device.

- Chewing gum or eating food outside of the lunchroom.
- Throwing snowballs on school premises.
- Failure to return signed notices or assignments requiring parent/guardian signature.
- Other misbehaviors not mentioned above may be classified as Level 1 infractions.

Students who violate any of the above will be given a warning or detention depending on the frequency or severity of the infraction. Consequences will be determined as appropriate for each grade level. Detentions slips must be signed by the parent and returned to the school office no later than 8:30 a.m. the following day.

**Level Two** is a behavior infraction defined as an act that directly affects the student, his/her peers and/or the total school environment. These infractions include but are not limited to disrespect toward another student, teacher or others, the destruction or disrespect of school or personal property.

- Verbal or physical disrespect: Aggressive, deceitful or destructive conduct shown toward peers or adults is unacceptable. Fighting will result in an immediate suspension. Harassment, slander, bullying, including cyber-bullying are never tolerated. Direct bullying/harassment includes teasing, taunting, hurtful words, threats,(subtle or implied), misusing email, inappropriate instant messaging or on-line blogging, or writing cruel or threatening notes.
- Deliberate misuse of computers and the Internet as defined in the Acceptable Use Policy.
- Dishonesty/Cheating: Includes telling or asking another student or parent for answers that the student is expected to complete on his/her own. A student who is known to have cheated or plagiarized will fail the assignment. It also includes using email, text messaging, or instant messaging to ask or provide answers for homework assignment or sharing answers. It is expected that students complete creative projects with minimum assistance from parents. Students will not receive credit for any assignments or tests when cheating has occurred.
- Vandalism and Trespassing: Students are expected to show respect for school, parish and community property. Vandalism and trespassing are strictly prohibited.
  - Trespassing is defined as entrance into the school when previously prohibited, entering the school building when school and extracurricular activities are not in session, leaving games or other activities in the gym to enter the classrooms or hallways after school hours and remaining on the grounds after receiving a request to leave an activity. Children must be supervised by a parent or guardian at all events in the gym. Students should not ordinarily be on school grounds unless at a school sponsored event or activity.
  - Vandalism is defined as the willful or malicious destruction or defacing of school property including graffiti.
- Other serious misbehaviors not mentioned above may be classified as Level 2

**Consequences for Level Two Infractions:** A detention or suspension will be issued to any student who violates level two expectations. Misbehaviors classified under Level 2 infractions may warrant more significant consequences based upon their severity. Detention slips must be signed by the parent and returned to the school office no later than 8:30 a.m. The detention schedule will be determined at the grade level. If a student receives three detentions he/she will be removed from ALL SCHOOL RELATED extracurricular activities for a period of two weeks. Three detentions also result in that student not being eligible for the Honor Roll. During this time, the students may not participate in or be present at any practice sessions, games or performances. Depending on the severity of the misbehavior, the student may also be suspended from school-sponsored activities and events such as field trips, dances etc.

**Level Three Infractions are** defined as actions or threats that could lead to serious harm to the student or others. Level three infractions include but are not limited to:

- Talking about, bringing to or using inappropriate objects on the school grounds. Inappropriate objects include but are not limited to: weapons, illegal substances, cigarettes, alcohol, matches etc. Any student who has been found to be under the influence of alcohol or other substances at school or at a school sponsored event will be suspended immediately.
- Making serious threats to another
- Other behaviors that may be a serious threat to the school community.

Consequences of Level Three Infractions are an automatic suspension and/or expulsion from school and all extra curricular activities. School work missed while the student is suspended must be completed in full with appropriate deadlines determined by the faculty.

In establishing guidelines and procedures, we realize that not all disciplinary situations can be handled in exactly the same manner. Certainly, there will be circumstances that require variations in procedure. However, stated guidelines and recommended steps will lead to relative consistency as we work with students on matters of discipline.

### School Safety/Harassment or Bullying

St. Michael School provides a safe environment for all individuals and is committed to the well being of its pupils. Bullying clearly undermines this aim and is something, when it does occur, that the school will deal with in a firm and effective way.

## Bullying Policy – What is Bullying?

Bullying can be defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying involves the abuse of power. It is persistent and it is personal to the individual child. Bullying is deliberately or thoughtlessly causing distress, either mental or physical, to others by hurting them with words or actions, or by making them feel embarrassed, excluded or threatened. Bystanders who fail to intervene are also, to a degree, responsible for bullying.

Three types of bullying are:

- Direct Bullying- a negative action when someone hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words(verbally) by threatening, taunting, teasing, and calling names.
- Indirect Bullying- making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors.
- Cyber Bullying-Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email.

What Can We Do?

Students, parents, teachers and school administration must work together to prevent bullying and correct the situation if it is already happening. The first most important thing to do when a student is being bullied is to be sure that a teacher or the principal is aware of the situation. In a bullying situation the bully often tries very hard to be sure that adults do not observe the situation. When we, teachers and administration are aware of the problem we can deal with it.

**The aims of the school's policy and procedures on bullying are:**

- (a) to stop the bullying behavior
- (b) to rebuild relationships
- (c) to develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying
- (d) to promote and reinforce at every opportunity the Christian ethics of care and respect for the individual.

**The school sets out to achieve these aims by:**

- (a) listening to and taking notice of complaints or reports of bullying
- (b) resolving incidents of bullying by reconciling and educating those involved
- (c) punishing those responsible for bullying where this is an appropriate and effective response

(d) ensuring that all pupils (and parents) see that bullying is not tolerated.

**Parents have a key role to play. The school would ask parents:**

(a) to take what their children say to them seriously and to report concerns or suspicions of bullying to their child's teacher.

(b) to accept that the whole story may be quite complex with blurred recollections, circumstances and perceptions of what happened (in many cases bullying occurs between children who have recently been best friends)

(c) to trust the school to resolve matters according to the aims and methods stated in this policy to seek information where they need it and to consider what the school has to say

Parents who are not satisfied with the action that has been taken, may always refer the matter to the Principal.

The teacher and principal will monitor bullying incidents and note any patterns of location or individuals involved, and propose arrangements that can help in the reduction of opportunities and reasons for bullying

- Where it becomes evident that a victim/bully situation exists administration or teachers will contact parents.
- Teachers establish a set of classroom rules at the beginning of the school year. These rules will address bullying as well as other behaviors.
- Teachers will discuss bullying with their classes.

**The procedure which will be followed by the school when a complaint or report of bullying is received will be as follows:**

(a) all complaints and reports will be referred by whom it is received to the principal.

(b) on receiving a complaint or report of bullying, the principal will speak to each of the individuals concerned: victim, bully and bystanders; each will usually be asked to write an account of what happened

(c) the principal, taking into account people and circumstances, will decide what action to take and what sanctions to impose

(d) the principal will check-up to make sure the victim is all right the following day and one week later (and more often if there is cause for concern).

## **The following advice is given to pupils:**

*Bullying is deliberately or thoughtlessly causing distress to others by hurting them with your words or actions, or by making them feel embarrassed, excluded or threatened. Remember that what may seem a joke or a bit of harmless teasing to you and your friends may not be fun for the person on the receiving end. Bullying is not tolerated at St. Michael School. If you bully, you can expect action to be taken against you.*

*Pupils who are aware of bullying have a duty to report it, even if the victim asks them not to do so. We are all responsible for our community and must act when we see its values undermined. There are no innocent bystanders in bullying and the school will expect pupils who witness or hear about bullying to report the matter.*

*If you are being bullied you must tell someone who has the power to do something about it - your parents, a teacher, the Principal. Sometimes victims think that reporting bullying will make things worse - this is not true. A report of bullying will be dealt with carefully and everything will be done to make sure that the bullying stops and that there are no repercussions for you. You have a right to feel safe and happy in your school and to be treated with respect - don't let anyone else take away that right.*

## Dismissal

Students who need to be dismissed for appointments must bring a note in the morning informing the teacher of the dismissal time. Parents should come to the office to have their child dismissed. Parents must sign their child out on the clipboard outside the office. If you are picking your child up for an appointment or if you are taking your child home for any reason, the office will call your child to the office while you wait. We try not to interrupt the education of our students any more than absolutely necessary.

*Note: The teacher will follow the normal dismissal routine with all students unless a note is sent requesting something different.*

## Dismissal Changes

To keep classroom interruptions at a minimum, please keep dismissal changes to a minimum. If changes are necessary, please call the school office by 2:00 p.m.

## School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

## Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Prompt arrival in the Junior High is especially important. Being tardy interrupts not only the student's homeroom class (locker location) but the class they have circulated to.

## Office Records

Parents/Guardians are requested to notify the School Office in writing in any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail address and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up to date.

## Telephone

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

A parent may call a teacher during the school day however, if the teacher is in class, a message will be left in the teacher's mailbox. The teacher will get back to the parent at their earliest convenience.

## Electronic Devices

Use of devices such as pagers, cell phones, walkmen, CD and MP3 players, game units and radios should not be brought to school. In addition to the problems of theft or damage, this is designed to prevent distractions and disruptions of the educational program.

Cellular phones may not be used by students at any time during the school day or on school grounds.

Use of such devices will result in the item being confiscated and sent to the office until such time as a parent can retrieve it. If a student repeatedly breaks this rule, parents will be asked to prevent the student from bringing the item to school.

## School Directory

The intent of the directory is that only students, families, faculty and staff from this school use this directory. Anyone who is listed in this directory has given the Parent Association permission to use his or her address, phone number and e-mail listing for this purpose.

The directory is a great resource for school functions, car pooling, homework and much more. It is organized by home room and alphabetically by the students' last name. All home room parents are indicated with an asterisk.

## Crisis Plan

St. Michael School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to Lincoln School.

## Weather Emergencies

If it should be necessary to cancel school because of weather conditions, an announcement will be made over local television and radio stations. St. Michael School follows the same closing as the Augusta School District.

If there is a threat of inclement weather during the school day, please review early dismissal instructions with your child(ren) prior to leaving for school in the morning. St. Michael School follows the Augusta School District for early dismissals or delayed starts due to inclement

weather, therefore buses are available. St. Michael extended day is not held on early release days.

Inclement weather forms, indicating the procedure the office should follow must be completed and returned to the school office. (page 35)

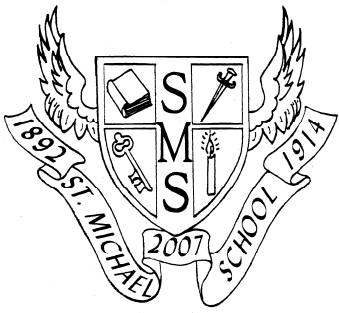


PHOTO-VIDEO RELEASE

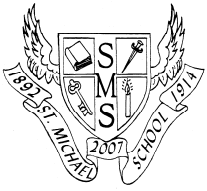
To Whom It May Concern:

I hereby give permission \_\_\_\_\_ I do not give permission \_\_\_\_\_  
for my son/daughter to be photographed or videotaped at St. Michael School. I  
realize that the photo may be published in the newspaper, a magazine, the  
school website or other publication. The video may be used for informational or  
educational purposes regarding the programs or curriculum at St. Michael  
School.

Parent/Guardian: \_\_\_\_\_  
(Please Print)

Signed: \_\_\_\_\_

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



**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from **St. Michael School**. A brief description of the activity follows:

Name and Purpose of Event: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Supervisor(s) of Activity: \_\_\_\_\_  
Date: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Student Cost: \_\_\_\_\_  
Your child needs to bring: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I request that **St. Michael School** allow my child \_\_\_\_\_  
to go with \_\_\_\_\_ pupils on a field trip to \_\_\_\_\_  
on \_\_\_\_\_.  
Transportation to and from the destination will be by \_\_\_\_\_. I understand my child will leave  
school at \_\_\_\_\_ and be picked up at \_\_\_\_\_.

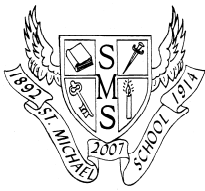
I hereby indemnify and hold harmless **St. Michael School** and the Diocese of Portland and any of their official representatives from any claims of damages resulting to my child on this field trip and/or while in transit to or from the event, unless said injuries were proven to be the result of the negligence of **St. Michael School** or it's agents. Furthermore, I authorize to have my child treated for emergency medical or dental problems that should result from injuries received, providing a licensed physician or dentist advises such treatment. I accept full responsibility for all costs of such emergency treatment.

Health Insurance Company \_\_\_\_\_  
Subscriber \_\_\_\_\_ Policy Number \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

\*Please return this entire form no later than \_\_\_\_\_



## ***St. Michael School Internet - Student Acceptable Use Policy***

### ***Student Computer, Internet And E-Mail Use***

Saint Michael School provides computers, network, Internet access and E-mail to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. Saint Michael School believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, network, Internet and E-mail services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Saint Michael School computers remain under the control, custody, and supervision of the school. Saint Michael School reserves the right to monitor all computer, Internet and E-mail activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet including content filtering software, Saint Michael School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of school policies/procedures and school rules. Saint Michael School is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers, Internet and E-mail services, the student and the student's parent/guardian must sign and return the agreement form found on the last page of this document. The signed acknowledgment will be retained by Saint Michael School.

The Principal, in collaboration with the Computer Teacher, shall be responsible for overseeing the implementation of this policy and the accompanying rules. The Principal, in collaboration with the Computer Teacher, may develop additional administrative procedures/rules governing the day-to-day management and operations of the Saint Michael School's computer system as long as they are consistent with the school's policy. The Principal may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

Adopted: August 29, 2007

### ***Student Computer, Internet And E-Mail Use Rules***

These rules implement Saint Michael School's computer policy – Student Computer, Internet and E-mail Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with the Saint Michael School computer policy and these rules may result in loss of computer, Internet and E-mail access privileges, disciplinary action and/or legal action.

### **A. Computer Use is a Privilege, Not a Right**

Student use of the school's computers, network, Internet and E-mail services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

### **B. Acceptable Use**

Student access to Saint Michael School computers, network, Internet and E-mail services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, network, Internet and E-mail services.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving Saint Michael School computers, network, Internet and E-mail services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** – Using Saint Michael School computers, network, Internet and E-mail services for any illegal activity or activity that violates other school policies, procedures and/or school rules
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **Non-School-Related Uses** – Using Saint Michael School computers, network, Internet and E-mail services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers, network, Internet and E-mail services, including but not limited to hacking activities and creation/uploading of computer viruses; and

9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**

Saint Michael School retains control, custody, and supervision of all computers, network, Internet and E-mail services owned or leased by the school. Saint Michael School reserves the right to monitor all computer, Internet and E-mail activity by students. Students have no expectations of privacy in their use of school computers, including e-mail messages and stored files.

**E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating Saint Michael School for any losses, costs or damages incurred by the school related to violations of school policy and/or these rules, including investigation of violations.

**F. Saint Michael School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

Saint Michael School assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**G. Student Security**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**H. System Security**

The security of Saint Michael School's computers, network, Internet and E-mail services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

## Student Computer/Internet Use Acknowledgment Form

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

### Student:

I have read the *St. Michael School Internet - Student Acceptable Use Policy* and agree to comply with them.

Student Name: \_\_\_\_\_  
Please print

Signature of Student: \_\_\_\_\_

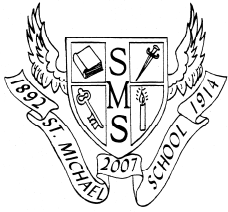
Date: \_\_\_\_\_

### Parent/Guardian:

I have read the *St. Michael School Internet - Student Acceptable Use Policy* and understand that my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian: \_\_\_\_\_

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



St. Michael School  
56 Sewall Street  
Augusta, ME 04330

Inclement weather form  
2009-2010

**In the event of an early release day due to inclement weather, the procedure to follow for my child(ren) is:**

\_\_\_\_\_ **No phone call necessary**

\_\_\_\_\_ My child(ren) take(s) a bus to daycare, please have them take the bus as usual. **No phone call necessary.**

\_\_\_\_\_ My child(ren) will take the bus as usual. **No phone call necessary.**

\_\_\_\_\_ **Phone call necessary**

I can be reached at # \_\_\_\_\_

\_\_\_\_\_ In addition to the above I can be reached via email @ \_\_\_\_\_

Please Print

<b>STUDENT(S) NAME</b> _____	<b>GR</b> _____	<b>TEACHER</b> _____
<b>Please Print</b> _____	<b>GR</b> _____	<b>TEACHER</b> _____
_____	<b>GR</b> _____	<b>TEACHER</b> _____
_____	<b>GR</b> _____	<b>TEACHER</b> _____

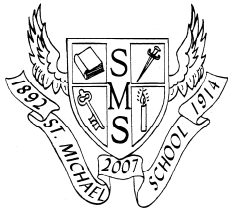
**If you cannot be reached, please indicate an alternate plan.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

If there is a threat of inclement weather please review early dismissal instructions with your child(ren) prior to leaving for school in the morning. St. Michael School follows the Augusta School District for early dismissals or delayed starts due to inclement weather, therefore buses are available.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

- **St. Michael extended day is not held on early release days.**
- **This is for inclement weather only – in the event of an evacuation due to emergency reasons all parents will be notified.**
- **PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE BY OCTOBER 5, 2009**



## Parent/Guardian Signature Page

I have read the 2009-2010 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian: \_\_\_\_\_

Please Print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

SIGNED FORM DUE TO THE SCHOOL OFFICE BY OCTOBER 5, 2009