

# Elementary School Parent/Student Handbook

St. Michael School



2009 – 2010

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Dear Parents and Students,

Welcome to another school year! This year the theme for Catholic Schools Week is “Catholic Schools – Dividends for Life.” As a Catholic school we provide our families with an education that is high in expectation and enriched by a daily experience of faith.

We live in a time that is challenging to all of us. The theme reminds our parents that the dividends of a Catholic education are that their child or children are prepared in faith, knowledge, morals and discipline that will endure for the rest of their life. There is no better way to invest in your child’s or children’s future than by the sacrifices you make to ensure a Catholic education.

The logo designed for this year’s Catholic Schools Week portrays a cross superimposed on an outstretched hand. Rays coming from behind the hand express the concepts of faith, knowledge, morals and discipline – all beneficial aspects of a Catholic education. We thank you for providing your child or children with a Catholic education here at St. Michael school.

The faculty and I look forward to partnering with you in the education of your child or children. We look forward to a rewarding year for you and your family.

May Saint Michael the Archangel, our patron saint, watch over your families and protect and guide you throughout this school year.

God bless,

Sister Therese Elizabeth Bauer



# PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.  
Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person<sup>1</sup>. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

<sup>1</sup>Declaration on Christian Education #3

## ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

### **Mission Statement**

We, the children of God at St. Michael School, devote our unique gifts and talents to continuing the Catholic tradition as Disciples of Christ. Our purpose is to love God and one another by fostering a spirit of worship, a commitment to service and a continuous love of learning.

### **Philosophy of Learning**

St. Michael School provides a learning environment that embraces students as individual learners. Differentiated instruction is directed toward meeting the needs of all our students to think critically, to problem solve, and to work cooperatively. Students are challenged to set high goals that will enable them to reach their full potential and become life long learners. Our integrated language arts program provides each student with communication skills for oral and written expression as well as a love for literature and fine arts. “We are committed to creating a Christ-centered atmosphere in which a variety of techniques and skills are utilized to educate the whole child. Our academic program includes an imparting not only of information and skills, but also of a clear understanding of the Catholic truth.

## ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish), the following:

- imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;
- restriction or termination of the parent's access to school or parish property;
- dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

### ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

### ***NON-CATHOLIC STUDENTS***

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.

- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents (and middle school students) are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

## ACADEMICS

### ***CURRICULUM***

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score  
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above  
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/recommendation  
(Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. Receiving teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form can be forwarded to the high school. The decision of the high school will be final.

Eighth grade students must satisfy the following criteria to receive credit for Foreign Language Level I instruction and placement in high school Foreign Language Level II:

1. Passing the eight grade Foreign Language course
2. Scoring 77% on the Diocesan Foreign Language exam
3. Receiving teacher recommendation for placement in Level II

If a student does not score 77% on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form can be forwarded to the high school. The decision of the high school will be final.

## ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

## ***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

The following textbooks are used at St. Michael School:

<b>Subject</b>	<b>Grade(s)</b>	<b>Series/Publisher</b>
Religion	K-8	St. Ignatius/Ignatius Press
Mathematics	K-8	New Progress in Math/Sadlier
Language Arts	2-8	Voyages in English/Loyal Press
Phonics	K-2	Phonics/Sadlier
Penmanship	K-3	Handwriting/Zaner-Bloser
Word Study/Spelling	K-3	Prentice Hall
Reading	4-8	Vocabulary/Sadlier
	K-6	Scott Foresman
	7	Prentice Hall/Literature
Science	8	Novels
	5-8	Science/Glencoe/McGraw Hill
	2-4	Elementary Science/Scott Foresman
Social Studies	3	Communities/Scott Foresman
	4	Virginia/Scott Foresman
	5	World Explorer/Prentice Hall
	6	World Geography/Silver Burdette
	7-8	The American Nation/Prentice Hall
Spanish	1-4	Spanish/Hayes
	5-8	Spanish Is Fun 1 & 2/Amsco

## ***TECHNOLOGY***

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.  
Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.  
Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages

suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## ***TESTING***

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Students are tested weekly in most subjects. Graded tests are sent home for parent signature.

## ***HOMEWORK***

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

### **SUGGESTED TIME ALLOTMENTS**

Grade 1-2	30-40 min	Grades 3-4	45-75 min.
Grade 5-6	75-100 min.	Grades 7-8	100-200 min.

Homework allows parents insight as to what is being learned in school and enables them to supervise the practice of concepts learned. Parents help their children by acknowledging the importance of homework and by providing the conditions that children need to accomplish the task in a reasonable amount of time. A set time and place for homework is recommended. Teachers will explain their homework procedures during the Back to School Night classroom meetings.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Although the calendar provides time for parent/teacher conferences after the first report card, conferences may be requested at any time during the school year. Requests are made through written or telephone messages and should allow a twenty-four hour response time. Parents are requested not to go to classrooms or to engage teachers in conversation about students when there has not been sufficient time to prepare for the meeting and a suitable place designated. All visitors to the school must first report to the school office to identify themselves and the purpose of their visit. They must obtain a "Visitor's Pass" which shall be worn while they are in the school

## ***GRADING/REPORT CARDS***

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

### **GRADING SYSTEM**

#### **Grades 1-3:**

1	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75
5	(U)	Below 70
*		Indicates modified curriculum

### Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

\* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

**Grades 4-8** use numeric grades. Below 70 is designated by an F.

### Codes for Social and Work Characteristics

ME Meets Expectations

NI Needs Improvement

### Codes for Effort and Arts & Skills:

Outstanding

Above Average

Average

Below Average

Unsatisfactory

## ***PROMOTION/RETENTION/PLACEMENT POLICY***

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

## ***SCHOOL COUNSELORS***

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

The school counselor is at school part time. The school counselor can be contacted at the school number or at her e-mail address. Parents must call to make an appointment to see the counselor.

## ***ADDITIONAL ACADEMIC INFORMATION***

### **LANGUAGE ARTS**

St. Michael School offers several programs designed to enrich the Language Arts curriculum.

First Grade Authors – First grade students write and compile stories into a bound book. These books are shared with parents during Author’s Tea in the spring.

Language Arts is also enriched through the use of the school library. A class library is in each classroom.

Newspaper is written and edited by eighth grade students

### **MATHEMATICS**

An Honors Math program is available to students in grades four through seven for those who meet the requirements.

Algebra I is taught to those eighth grade students who are interested in and meet the requirements for the course.

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score  
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above  
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/recommendation  
(Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher’s recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

Students of St. Michael School participate in several competitions aimed at developing proficiency in mathematics.

### **FOREIGN LANGUAGE**

Spanish is taught to students in all grades.

### **MUSIC**

**Band:** St. Michael School has a Band Program that is coordinated through the Music teacher. Students in grades four through eight are eligible to participate. Lessons are given once a week during the school day. Students pay for the lessons as well as the rental of the instrument. Information about the program is given to the parents at the beginning of the school year.

**Vocal Choir:** St. Michael School has a vocal choir that is conducted by the Music Teacher. Students in Grades four through eight are eligible to participate. Practice is held in the Music Room after school.

# ADMINISTRATIVE PROCEDURES

## ***ADMISSIONS***

### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

### **Age for Admission to Kindergarten**

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

### **Requirements for School Admission: Pre-school – Grade 5**

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) Completed Diocesan Application Form (Appendix J)
- 7) A non-refundable application fee
- 8) A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or

equivalent, which stipulates the following must be submitted prior to the student beginning school:

1. Proof of exact dates of immunization as required by the Code of Virginia
  2. Current Certification of Immunization
  3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- 9) Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

### **Requirements for Admission to Grades 6 – 12**

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

### **General Conditions of Admission**

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

### **Foreign Students**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
1. Students with F-1 Visas:
    - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
    - b. student guardian has guardianship of no more than two students at same local address;
    - c. documentation of legal guardianship
    - d. tuition payment is made in full upon admission;
    - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
  2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:
    - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
    - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
    - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
    - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
  4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
    - a. Diocesan Emergency Care Form
    - b. State Immunization Form
    - c. Local Admissions Forms
    - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
    - e. Tuition Agreement

- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/administration reserves the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

## ***ATTENDANCE***

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration

or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

### **Tardiness**

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

### **Absences for Other Reasons**

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

## **ATTENDANCE/REPORTING PROCEDURES**

### **Absence**

When a student is absent on a given day the parent/guardian must call school by 8:30 AM to report that the child will not be in school that day. Messages may be left on the school phone to report an absence.

### **Tardiness**

A student who is tardy should report to the principal's office to sign in. A student who arrives late with an excused reason (i.e. doctor's note) is also counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

### **Medical excuses**

If a student has a doctor/dentist appointment which requires leaving school early, a note must be received by the teacher upon arrival at school. A parent/guardian must come in to the office and sign out the student.

If a student is arriving late to school due to a medical appointment, he/she must report to the office and obtain a late slip before going to class. A note from the parent/guardian should be given to the teacher.

### **Anticipated absence**

If a student needs to be out of school for any length of time, a note from a parent/guardian is mandatory prior to the absence. The school/teachers are not obliged to provide make-up work or special testing schedules for such a period of absence.

### **Release of students**

Appointments during school hours should be kept to a minimum. All requests for early release must be in writing. A parent/guardian is required to come in to the office and sign the student out before the student will be released.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All fees and tuition MUST BE PAID prior to the release of the student's records.

## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

The cafeteria is located in the Senior building. Children are expected to bring a lunch every day that school is in full session. Milk, snack food items and ice cream are available for purchase. Pizza will be available for purchase on Friday. Pizza must be pre-ordered. Refunds are not given if a child is absent. Students are assigned to tables in the school cafeteria. Students are expected

to show proper etiquette in consuming their food and to show regard for the gift of food by returning excess food to their lunch containers to take home. No food may be taken outside for consumption. They demonstrate respect for the space of others by: disposing of trash and cleaning up their space after eating, by speaking in an appropriate manner to their friends and also to the monitors in charge.

Lunches may be purchased through Schoolhouse Grill for Monday through Thursday. These meals are purchased on-line directly from the food service.

All meals must be purchased before the 28<sup>th</sup> of the month. No late orders will be accepted.

For their safety, no child may leave the cafeteria or the schoolyard without the permission of one of the adults in charge.

The following Cafeteria Regulations are posted in each classroom:

1. Go quietly to assigned table
2. Form line to purchase food at kitchen door
3. Dispose of your own papers and crumbs
4. Remove any trash from under the tables
5. Speak in a soft voice
6. Do not throw any items
7. Do not leave the cafeteria to use the lavatories without permission
8. Do not take food outside
9. Place lunch boxes and bags in place designated by your teacher
10. Play on the blacktop between Junior and Senior buildings
11. Speak respectfully to parents who assist at lunch time
12. Do not re-enter the building once you are outside
13. Those assigned to clean tables must remain in the cafeteria until the monitor has checked the table
14. Only grades one, two and three may use the playground.
15. Do not continue to place trash in a container which is full, please use another one

Remember that food is a gift. Many boys and girls in other countries never have enough to eat. Ask your parents to pack only what you can eat. Do not throw milk, soda and sandwiches away.

## ***ARRIVAL AND DISMISSAL***

Classes begin at 8:00 AM and end at 3:00PM for all students. School office hours are from 7:45 until 3:45 PM on all school days.

### DAILY SCHEDULE

7:57	Inside/Outside bell – warning
8:00	Inside/Outside Final Bell
11:30	Angelus/Regina Coeli
12:00	Grades K – 4 Lunch
12:30	Grades 5 – 8 Lunch
3:00	Dismissal

Early Dismissal

11:25 Inside bell  
11:30 Dismissal

### ***ARRIVAL***

**Cars** - Students traveling by car should arrive between 7:40AM and 7:58AM. All cars will **enter by Convent Lane** (Road that is on the right as you come down St. Michael’s Lane off of Ravensworth). Follow up the road past the Convent to the orange cones. Please pull all the way up when dropping off.

**All students will enter the Senior building as soon as they are dropped off.**

Stay in line until the car in front of you moves. All cars will continue up the yard near the basket ball hoops. When you reach the top of the school yard you may either go up Pine Street or back out around the church to St. Michael’s Lane to Ravensworth.

The Carmine St. entrance is for Faculty/Staff use only and those who are dropping children off with medical reasons.

**Late Arrivals**—Once, the barriers are put up at the Junior school entrance, students arriving late should be dropped off at the barriers near the Junior School. The cars continue through the maintenance yard and exit via Carmine Street. No car should drop students off from the Carmine entrance.

## ***DISMISSAL***

Students are dismissed at 3:00. All teachers participate in leading the students to the dismissal areas. Students who forget something in school must report to the office to obtain permission to reenter the building.

Walkers - Students who walk home are led to the ends of Saint Michael Lane by a teacher. Students are permitted to cross Ravensworth Road only at Saint Michael Lane, where a teacher is present. Students are not permitted to cross Ravensworth Road at Carmine Street.

Car Riders - Students who are car riders are brought to the portico area of the senior building to wait for their rides. Drivers are to line up perpendicular to the senior building and remain with their cars while waiting for the children. All motors should be turned off until the second bell rings for the cars to move.

Parents may stand outside the vehicle so that the children will see them or come to the front to pick up your child and return to your car. ***When the first bell rings in the yard all students and parents should move to their cars as quickly as possible. Once the children are in the cars, a second bell will ring to turn on your motor.*** The teacher will signal for the cars to move, beginning with the line closest to the Junior building. Cars arriving after the first departure must also be parked in lines. **Those who are picking up for the second wave of dismissal are asked to park in the last two lanes.** The drivers must wait until the teacher on duty directs the remaining children to their cars. These cars will then be directed out of the lot.

**No parent/guardian is allowed to park in the Church lot to pick up a child at dismissal.**

**Students not picked up when the first bell rings in the yard will be brought into the senior school foyer until all the first wave cars are out of the yard. The children will then be brought out for the second wave of cars.  
No student may go to a car once the bell is rung in the yard.**

**NOTE** - The space outside the Junior building at dismissal line is reserved for the family who won the space at the Silent Auction. No drivers are permitted to use the Carmine St. entrance. Please, assist us in teaching your children to adhere to the rules by following them yourself.

**Students who have not been picked up by 3:20 (11:45 on early dismissal days) will be brought inside. Parents must come in to the office to pick up the child. Any child that is not picked up by 3:30 will be sent to the Extended Day Program and the parent will be charged \$6.00 for each hour.**

Please follow the directions for arrival and dismissal. There is to be no driving or parking on the schoolyard during school hours as the children cross between buildings and play in the yard. Please observe the chains which block off the walk and play areas.

### ***EARLY DISMISSAL***

Early dismissals are scheduled regularly for faculty meetings and staff development days. On these days all students in Kindergarten through grade 8 are dismissed at 11:30 AM. The monthly calendar will identify scheduled early dismissals.

# GENERAL SCHOOL POLICIES

## ***ADMINISTRATIVE***

### **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

### **TRANSFER OF RECORDS**

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

## **SCHOOL VISITORS**

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign in/out, and wear an identification tag when visiting the school.

## **SCHOOL COMMUNICATIONS**

### **Principal's Communication**

A local school calendar is provided in June so that parents will know the date that school will reopen at the end of summer vacation. The Principal sends a monthly newsletter and a calendar detailing events and information about the upcoming month. Updates are sent as needed. The calendar can be found on the school web site. Hard copies can be obtained in the office. Weekly communication is sent out through the website and e-mail.

### **Take-Home Communication**

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

School information is found on Wednesdays through the website **Wednesday Folder**. An e-mail reminder will be sent to each family.

## **TELEPHONE USE/MESSAGES FOR STUDENTS**

The office phone is not available for student use, except in emergency situations (forgotten books, homework, lunches, etc. do not constitute an emergency) or when directed to do so by a teacher. The student must have permission from the Principal/Vice-principal or her designate before using the phone.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- Days 6-10 do not need to be made up;
- For days 11 and on, schools may either add the necessary days to their calendar or borrow days from spring break or holidays. In addition, schools may extend a previously scheduled half day to make up those days that were missed due to weather and/or emergencies.

### **St. Michael School follows Fairfax County Public School policy for snow days,**

Early dismissals or late openings due to inclement weather or other emergency situations. Radio stations WGAY- FM(99.5) WMAL-AM(630) and WTOP-FM(103.5) carry the information. Major TV stations (ABC, CBS, NBC) also report Fairfax County closings/delays. Fairfax County Public Schools also uses channel 21 to give all closing/delayed opening information. We follow their 1 hour/2hour delay options. If we are already scheduled for an early dismissal (because of a Faculty meeting, etc.) and a 2-hour delay is called, then St. Michael School will be closed for students, but teachers will report at noon for the faculty meeting.

In the event that St. Michael School closes due to an emergency at the school an e-mail/phone call will be sent to you via the School Messenger System.

## **PHOTOS AND OTHER MEDIA**

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (see Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

## **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time. School-sponsored ski trips are not permitted.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

## **MARCH FOR LIFE POLICY**

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grade 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 7 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

## **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;

2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

St. Michael School Executive Board is elected by the general membership. The main officers are President, Vice President, Secretary and Treasurer. The following are brief descriptions of the officers' duties:

#### **President**

The President is responsible for the general supervision of the PTO and exercises this responsibility by:

- presiding over PTO board and general meetings
- appointing committee chairs
- authorizing receipts and disbursements

#### **Vice President**

The Vice President assists the President in all that pertains to the PTO by:

- assuming duties assigned by the President
- presiding at all meetings in the President's absence
- undertaking the Presidency after a year as Vice President

#### **Secretary**

The Secretary keeps written records of the organization's activities by:

- recording minutes at board and general meetings
- attending to correspondence in a timely manner
- maintaining a list of active members
- notifying board members of scheduled meetings

#### **Treasurer**

The Treasurer fulfills the duty of custodian of the monies of the organization by:

- receiving dues of the members
- keeping accurate records of receipts and disbursement
- requesting checks from the pastor from the PTO budget

- preparing regular financial reports

**Standing Committee Chairpersons** are:

Hospitality  
Room Parents  
Fundraisers

The pastor and principal hold positions on the board. Every family is expected to pay the PTO dues to support the PTO organization.

## **Parent Participation**

*Parent volunteers add an important dimension to the school community for they provide enrichment in many areas of the curriculum.* At Saint Michael School, parents participate in the school as follows:

Library Aides	Art Aides
Cafeteria Monitors	Computer Lab Aides
Heavenly Press Staff	Homeroom Parents
Typists	Chaperones
Teacher Aides	Other various volunteer opportunities

Parents who serve at school serve as para-professionals and are bound by the same standards of conduct and confidentiality as teachers. All teachers, staff members, para-professionals and all adults who have significant contact with students must read and sign the Diocesan Sexual Misconduct Policy (which is available for review in the school office) and attend the Virtus workshop.

Parents are required to give three days each year as cafeteria helpers. Cafeteria time is from 11:45-12:50. If you are unable to help at your given time, we ask that you have someone else in your family or another school parent take your place.

We need your help at lunch. The children enjoy having their parents help.

## ***FUND-RAISING***

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

The PTO usually provides various fundraisers each school year. We also collect “Boxtops for Education” – General Mills Foods. The children of St. Michael School participate in various

fundraisers that raise money for several charitable institutions. This is a concrete way that the children can learn the precept that invites Catholics to contribute to the missionary activities of the church.

The school raises money through McDonald Night's, a Pizza sale and other family fun such as Bingo.

## ***TRANSPORTATION/PARKING***

Please follow the arrival and dismissal procedures found earlier in this handbook under ARRIVAL/DISMISSAL PROCEDURES. There is no parking or driving on the schoolyard during school hours!

If you need to pick up a student, visit the office, drop something off, or volunteer during the day please park in the lot by the Junior or Senior Buildings.

## FINANCES

### ***DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM***

#### **Application Process & Requirements**

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
  - A baptized Catholic or convert officially received into the Church
  - Family resides within the boundaries of the Diocese of Arlington
  - Family is registered and an active member of the parish
  - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.
- d. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.
- e. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

### ***SCHOOL TUITION POLICIES***

Tuition payments are handled by SMART Tuition Services. Please be mindful that you are dealing with a bank and those late payments will become a part of your credit history.

Tuition may be paid in full or in monthly installments, beginning in July.

If a student is withdrawn from the school, any tuition already paid in advance may be refunded.

**Registration and Cafeteria/PTO Fees are not refundable.** No records will be released to another school until all fees have been paid.

## ***TUITION AND OTHER FEE SCHEDULES***

Registration Fee: \$200.00 per child, payable to St. Michael School. This fee is due at the time of registration/re-registration and is non-refundable.

Cafeteria Fee: \$65.00 per family, payable to St. Michael School. This fee is used to pay the lunch supervisors who are on duty each day. This is due at the time of re-registration/registration and is non-refundable.

PTO Fee: \$10.00 per family. This is due at the time of re-registration/registration and is non-refundable.

Other fee information, specific to a particular grade, is supplied to those grades involved.

The school will assess a \$25.00 fee for any check which may be returned “due to insufficient funds”. The \$25.00 fee, along with the amount of the check, must then be rendered in cash. Should this occur in excess, no further checks will be accepted by the school.

### **Tuition**

Grades K-8:

One child	\$4,325.00	per year
Second child	\$3,400.00	per year
Third child	\$3,000.00	per year

There is no charge for the fourth (or more) child.

Tuition rates for those who reside outside the parish boundaries and/or non-Catholics will be as shown above plus a \$500.00 annual surcharge per child.

## **CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### ***PARTICIPATION***

Participation in co-curricular and extra curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary and middle school based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

### ***TRANSPORTATION OF ATHLETES***

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right to possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

## ***OTHER ACTIVITIES***

### **YEARBOOK**

An annual yearbook with pictures of students, classes, and school events is a Saint Michael tradition. Parents and students from grade eight form the staff.

### **SPORTS**

Under the auspices of the CYO, basketball, track, and tennis, are available to students eligible to play that sport, who are interested, willing to attend practices, and successfully meet the requirements through tryouts.

### **SCOUTING**

Children who attend St. Michael School can join a wide range of scouting programs that are affiliated with the parish.

The Girl Scouts of America offer scouting opportunities in Kindergarten through eighth grade.

Kindergarten	Daisies
Grades 1-3	Brownies
Grades 4-6	Juniors
Grades 7-8	Cadets

The Boy Scouts of America provide programs from Grades one through eight.

Grade 1	Tiger Cubs
Grades 2-5	Cub Scouts
Grades 6-8	Boy Scouts

Children may sign up for scouting at any time during the year and special scouting events are usually sponsored by the organization after school begins in September. The programs vary with individual groups.

## **LITURGICAL PARTICIPATION**

### **Altar Servers**

Boys in grades five through eight may request to be altar servers. Those who are selected will receive a period of training and will be scheduled by the priest of the parish who directs the program.

### **Lectors**

Students in grades five through eight may serve as lectors for Mass and Prayer Services. Students receive training before lecturing publicly.

**Student Government**

A student council, consisting of officers from grade eight and elected students who serve as representatives for grades four through eight, gives students a voice in the implementation of school programs. Students learn the importance of active participation in the life of the school. Student council members plan socials, such as, dances and other activities. Service projects are another outreach of student government.

**Safety Patrol**

Students in grades five through eight who have the desire and are eligible through their own observance of regulations may serve as members of the Safety Patrol. These students provide good example and leadership for others by overseeing the orderly arrival and dismissal of other students. Members of the patrol must maintain a standard of conduct compatible with the role.

***SUPERVISION OF STUDENTS***

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).

## STUDENT RESPONSIBILITIES & BEHAVIOR

### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)

14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (see also *Substance Abuse/Weapons* and *Inappropriate Materials*)
17. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

## ***SUBSTANCE ABUSE/WEAPONS***

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the School; on any school bus; upon any public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity. If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana, or (b) used, possessed or distributed alcohol or tobacco while upon the property of the School; on any school bus; upon public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. A student shall not possess, use or threaten to use on the property of the School, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant, or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the School administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

### **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

### **SPECIFIC DISCIPLINARY POLICIES**

St. Michael School observes a code of conduct that is built on fundamental Catholic social teaching. The dignity of the human person is held in esteem by all members of the school community. Through self-discipline, students learn to promote the common good and experience the satisfaction of work that is well done. Peace and harmony are goals of a disciplined environment. To insure this, principles of justice are held as standards.

Rules of conduct apply at all times to behavior in the cafeteria, on the playground, and throughout the buildings. Regulations are clearly articulated and violations incur suitable consequences.

Aggressive behavior will not be tolerated. Students are given due process, which allows a hearing before action is taken. The final decision rests with the principal and/or pastor who may choose among several options.

## **DETENTION**

Time spent after school by students whose parents have received at least twenty-four hours notice before the detention. This is usually administered by the teacher/administration for various infractions.

## **PROFILE SHEETS**

Profile sheets are used in grades 4-8. These sheets are sent home every Wednesday to be signed by a parent. The information on these sheets is used as part of the grading for the behavior and effort side of the report card. Students who receive 5 checks or more in a given area may receive a "Needs Improvement" on their report card for the given marking period.

Students in grades K-3 use their own conduct calendar designed for primary children. The code is explained in an opening letter sent to the parents at the beginning of the school year.

## **SUSPENSION**

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

## **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

## **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to another Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***STUDENT REGULATIONS AND PROCEDURES***

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

## **STUDENTS AND STUDENT PROPERTY**

### **Searches**

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

### **Interrogation of Students**

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, the assistant principal, or the principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;
- The principal or a school representative shall be present;
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

### **Students and Student Property**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

## **SCHOOL LOCKERS AND DESKS**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis a vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

## ***CARE OF SCHOOL PROPERTY***

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

## ***DRESS CODE***

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

## **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

School uniforms are to be worn with pride and according to regulations. Extremes in haircuts are prohibited and make-up and nail polish are forbidden. Parents will be notified when uniform regulations are ignored.

Uniforms are to be purchased from  
Flynn and O'Hara School Uniform Co., Inc.  
9650 Main Street                      Unit 20  
Fairfax, VA. 22031  
Phone: 703/503-5966

The winter uniform is worn from November 2 through April 26 unless the principal modifies the regulation and notifies the parents. The P.E. uniform is worn by students all day on the day when they have physical education class.

## STANDARD UNIFORM

### Kindergarten

Kindergarten students wear the PE uniform each day:

### Boys – Grades 1-4

Navy dress slacks (to be worn at the waist), belt, white shirt (long or short sleeve), navy tie, navy sweater vest or long-sleeved v-neck pullover.

\*Summer option - plain, white golf-style shirt, navy walking shorts.

### Girls – Grades 1-4

Plaid jumper, white blouse (long or short sleeve with "peter pan" collar), navy knee-socks or navy tights. Navy cardigan sweater is optional.

\*Summer option - plain, white golf-style shirt, navy walking shorts, white ankle socks.

### Boys – Grades 5-8

Navy dress slacks (to be worn at the waist), belt, white button-down collar shirt (long or short sleeve), navy tie (appropriate length), navy v-neck uniform sweater (vest or long sleeved pullover) - \*\*Grades 7 and 8 wear "Prescott Red" uniform sweater or vest.

\*Summer option - plain white golf-style shirt, navy walking shorts.

### Girls – Grades 5-8

Plaid skirt or kilt - **to be worn to the top of the knee**, white button-down collar shirt (long or short sleeve), navy or hunter green v-neck sweater vest, or navy v-neck long sleeved sweater - \*\* Grades 7 and 8 wear "Prescott Red" uniform sweater or vest, navy or black tights, navy knee socks. Skirts may not be rolled up or too tight. Sandals and/ or shoes with a heel greater than one inch are not permitted.

\*Summer option - plain, white golf-style shirt. White socks (MUST cover the ankle) may be worn with the summer shirt, navy walking shorts.

### All Students

Shirts must be tucked in so that the waistband is visible. When wearing a sweater the shirt must still be tucked in so that it does not hang below the bottom of the sweater. Clothing must be in good condition, clean, with no holes, missing buttons or loose hems. Nail polish is not permitted. Other than a watch and simple post earrings (for girls), NO jewelry is permitted. Extremes in hairstyles are to be avoided. Hair may not be bleached or colored and should be neatly cut (Boys' hair should not touch the shirt collar).

Pants/Shorts are to be worn at the waist.

### **Shoes, Grades 1-8**

There are no uniform shoes BUT shoes are to be black, flat or low heeled, sturdy and neat in appearance. Boots, sandals and sneakers or athletic style shoes are not acceptable. Sneakers are worn with the PE uniform.

### **PE Uniform**

#### **Boys & Girls**

Green sweatpants & green sweatshirt, both with white logo, white golf-style shirt with green logo and white or black sneakers.

\*Summer option – Green mesh shorts with white logo and white golf shirt with green logo.

## ***INAPPROPRIATE MATERIALS***

Students are not permitted to possess the following items on school property or at school functions:

Weapons (either real, toy or look-alikes)  
Pagers  
Fireworks  
Laser pens/pointers

#### **Cell Phones**

Use of cell phones in school or on school property during school hours by students is not permitted. The school personnel are not responsible for cell phones brought to school. The phone will be taken if it is made visible or rings during school hours. A parent must come to the office to obtain the phone and the student may not bring the phone to school thereafter. If a cell phone is taken the cost is \$10 to get it back.

Students (7<sup>th</sup> and 8<sup>th</sup> graders) are permitted to bring cell phones to school-sponsored dances in order to be able to reach a parent. Cell phones are not be used during the dance. Texting and using the phone as a camera is not permitted. If a cell phone is brought to school for after school activities it must remain in the student's backpack in the **OFF** position.

## ***PLAYGROUND REGULATIONS***

Students are required to play in designated areas. Faculty/Staff and parent volunteers are with the children during recess and lunch play times. No pushing or fighting is tolerated. Students are to remain within the boundaries of supervision and are to show respect to the teacher/parent

monitors. They are to use the balls, etc. with care and to return them promptly when the warning bell is rung. Students in kindergarten through grade 3 are the only ones to use the playground slides, etc. and only under supervision.

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access and use of microwave ovens are prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

Classes are given assigned tables at the beginning of the year for lunch. Students are responsible to wipe and leave the table in good order. Students may purchase snacks and drinks from the kitchen. The monitors will supervise the cleanliness of the surrounding area and the politeness and consideration shown during the time spent at the table. Students may be charged with a time-out if they fail to heed warnings about misbehavior.

Teachers are required to bring the class to the assigned area and to meet their class promptly at the close of recess.

## **HEALTH, SAFETY, & WELFARE**

### ***STUDENT HEALTH, SAFETY, & WELFARE***

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal who in turn will call the Moderator of the Curia, and then contact the Child Protective Services Agency. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.

#### **ACCIDENTS AND FIRST AID**

The school nurse or principal’s designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory facility/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident

Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

St. Michael School has a part time nurse. In the absence of the nurse the ill student will come to the Senior school office to be taken care of. Parents will be notified by a clinic card or a phone call if the illness or accidents needs to be reported home.

## **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2<sup>nd</sup> edition*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

St. Michael School has a part time nurse. In the absence of the nurse the ill student will come to the Senior school office to be taken care of. Parents will be notified by a clinic card or a phone call if the illness or accidents needs to be reported home.

## **MEDICATION ADMINISTRATION OVERVIEW**

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here..

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When the parent / guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self administer emergency life saving medications (e.g. inhaler, Epi-pen)

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

### **PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY**

Students participating in school-sponsored team athletic activities must have proof of an annual pre-participation sports physical. Submission of this form and a consent to participate form for elementary, middle and high school based athletic program participation is required, excluding parish CYO and intramural sports.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's health care provider that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

Students who have lice will be removed from the room until a parent comes. The students in the room will go home with a note indicating that lice have been found in the room. This gives the parents the opportunity to recheck their child's head at home. Student may return after treatment is applied and the nurse or her delegate checks the child's head.

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with; Hepatitis and HIV to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law, and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

Fire drills are held regularly. Instructions for exits are posted in each classroom. Silence is mandatory. Tornado, "Shelter in Place" drills are also held.

## ***SEXUAL HARASSMENT--STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate

manner under the supervision of the Superintendent of Schools and/or another designated Chancery official

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (see Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

## ***BULLYING***

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) Teasing
- e) Putdowns
- f) Name calling
- g) Threatening looks
- h) Gestures or acts of aggression (Overt and Covert)
- i) Cruel rumors & false accusations
- j) Social Isolation
- k) Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene—unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

- a) Consequences for students who bully others shall depend on the results of the investigation and may include:
- Counseling
  - Parent conference
  - Detention
  - Suspension and/or Expulsion
- b) Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

### ***RESPECT FOR LIFE***

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

## **STUDENTS WITH SPECIAL NEEDS**

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance plan written at the Catholic school. The refusal to provide such information is grounds for terminating enrollment in the school.

Students with disabilities are expected to follow the school's policies and honor code.

A Resource Room is provided for those students who qualify through specific testing requirements. These students participate in the Resource Room during their Language Arts period. The Resource teacher is responsible for their Language Art grades.

## **EXTENDED DAY**

### ***EXTENDED DAY PROGRAM***

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

### ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

### ***OVER-THE-COUNTER SKIN PRODUCTS***

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years of age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reaction. Manufacturer's instructions for age, duration and dosage shall be followed.

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office  
11320 Random Hill Road, Ste. 200  
Fairfax, VA 22030  
(703) 934-1505

Verona Licensing Office  
Post Office Box 350  
Verona, Virginia 24482-0350  
(540) 248-9345

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Ste. 100  
Roanoke, VA 24011-1779  
(540) 857-7920

Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-549

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-3990

## ***INSURANCE***

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy, or purchased through an independent school insurance provider. The school will send home optional policies each fall for the families to consider.

## ***TAX INFORMATION***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

## ***PARENTAL INVOLVEMENT***

Incompliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

## ***ADDITIONAL INFORMATION***

**TIME:** 3:00-6:00 PM each day.  
11:30-6:00 PM on half days

**ACTIVITIES:** Homework, snack, organized activities, supervised play

**FEES:** MONTHLY PAYMENT – Due by the 14<sup>th</sup> of each month

One Child	\$300
Two Children	\$400
Three Children	\$500

Drop-in for one child	\$18.00 (3:00-6:00 PM)	two children \$25
Drop-in for one child	\$35.00 (Half Day 11:30-6:00)	two children \$50

**ALL STUDENTS MUST BE REGISTERED WITH THE DIRECTOR OF THE EXTENDED DAY PROGRAM IN ORDER TO BE PART OF THE PROGRAM AT ANYTIME.**

**Packets can be picked up in the Main Office in the Senior Building.**

**See the Extended Day Handbook for more information.**

## ***APPENDICES***

Diocesan forms are available on the Office of Catholic Schools' website at [http://www.arlingtondiocese.org/schools/school\\_forms.php](http://www.arlingtondiocese.org/schools/school_forms.php).

Forms may be obtained at this site or by obtaining a copy at the school office.

### 2009-2010 Forms

- A. Diocesan Forms:
  - 1. Permission for Emergency Care Form (*Appendix F-1*)
  - 2. Confidential Health History Update (*Appendix F-1A*)
  - 3. Virginia School Entrance Health Form (*Appendix F-2*)
  - 4. Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
  - 5. Inhaler Authorization Form (*Appendix F-3*)
  - 6. Asthma Action Plan (*Appendix F-3A*)
  - 7. Epipen/Twinject Authorization Form (*Appendix F-4*)
  - 8. Allergy Action Plan (*Appendix F-4A*)
  - 9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
  - 10. Diabetes Medical Management Plan (*Appendix F-5A*)
  - 11. Medication Authorization Form (*Appendix F-6*)
  - 12. Waiver Information/Right to Object Form (*Appendix N*)
  - 13. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
  - 14. Academic Intervention Plan (*Appendix AA*)
  - 15. Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)
  
- B. School Forms

All St. Michael School forms may be obtained in the Main Office.