

St. Michael Catholic School

Founded in Catholic Tradition, Preparing Today's Youth
for Tomorrow's World

Parent/Student Handbook

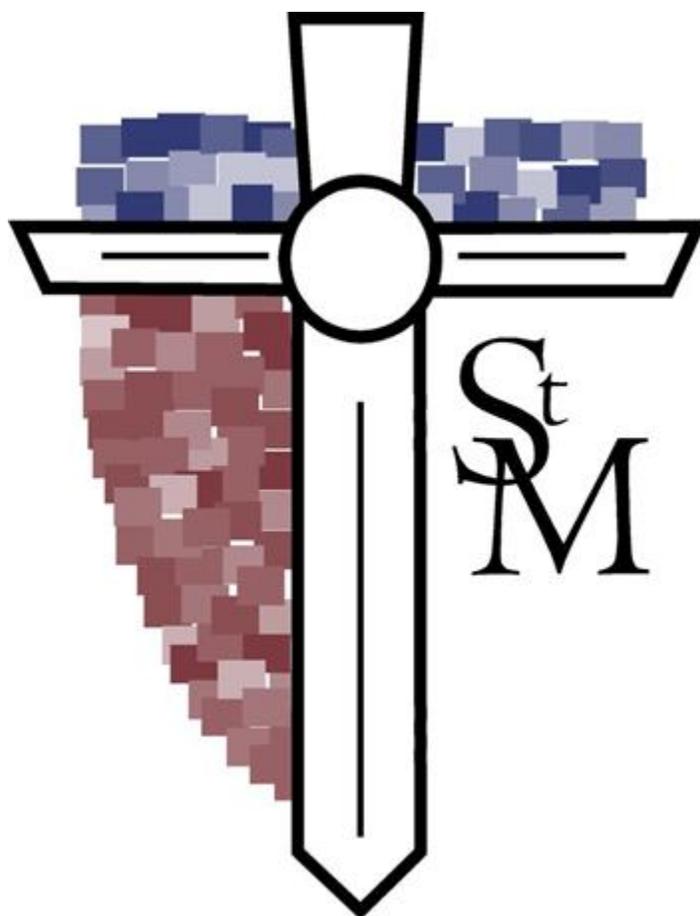


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About Our School

St. Michael Catholic School is an integral part of the educational ministry of St. Michael Parish. We currently serve students in grades Preschool through grade Eight.

Catholic Nature

St. Michael Catholic School provides a quality education where children can develop personally, academically, and spiritually. The teachings are based on Catholic tradition and are supported by parental and community involvement. The added dimension of shared values and support of the community and parish family provides a unique and valuable experience to any child exposed to this concept of education.

We proudly proclaim our greatest accomplishment, a time-honored tradition of providing Catholic education to students in Kindergarten through grade 8. With the help of dedicated teachers, staff, administrators, families, and friends, we fulfill this commitment, guided by the School's Philosophy and Mission Statement to educate in faith, love and justice.

We believe the human person is endowed by God with inherent dignity worthy of love and respect. The foundation of this belief is structured Catholic philosophy emphasizing faith, love and justice. It is based on a system of moral values and faith in the redemptive plan of God.

Philosophy Statement

We believe the human person is endowed by God with inherent dignity worthy of love and respect. The foundation of this belief is Catholic philosophy emphasizing faith, love and justice. It is based on a system of moral values and faith in the redemptive plan of God.

Our classrooms are places where children are well cared for and safe. Our students have teachers who have the resources to work with them individually, in small groups and as an entire class. The developmental needs of each child are taken into consideration because each child is unique and has their own specific needs. This environment supports the teacher in developing student's cognitive and social skills, language abilities and interest in learning new things about the world.

St Michael Catholic School provides a curriculum which helps children build a strong foundation in the Catholic tradition. This will provide the skills needed for success in school as well as in their life. Academic excellence is encouraged while children are in the process of developing their intellects, imaginations, hearts and souls.

Mission Statement

The mission of St Michael Catholic School is to educate and nurture our children in a Christ centered environment. This will prepare them to meet academic challenges, become good citizens, good family members and good stewards of God's gifts.

School Wide Learning Expectations

A Faithful Catholic Christian who:

- Demonstrates knowledge of Catholic beliefs, teachings, rituals and traditions
- Knows and practices a variety of prayer forms, personal and communal
- Participates in the liturgical celebrations of the Church
- Applies the principles of Catholic Social Teaching
- Makes moral decisions based on Gospel values

A Life Long Learner who:

- Demonstrates competency across the curriculum
- Demonstrates organizational and study skills
- Uses critical thinking and problem solving skills
- Participates in and experiences the fine arts
- Implements research, reasoning and questioning to gain content knowledge
- Demonstrates independent and cooperative work habits
- Developing a passion for learning and using one's unique gifts

An Effective Communicator who:

- Engages collaboratively with others
- Considers others point of view
- Speaks and writes clearly and skillfully
- Listens with care and empathy
- Respectfully interacts with diverse views
- Applies information technology

Active Community Members who:

- Practices stewardship for all of God's creation
- Works cooperatively within a diverse community
- Participates in service to others.

Personnel

Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic Community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As Chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policies and the ultimate decision maker assisted and represented by the Catholic Schools Department.

Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish school. The Pastor can render service and leadership to the parish school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

Principal

The position of Principal carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish and Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The Principal is responsible for implementing school policies. S/he may amend the school handbook as needed.

Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

School Rules and Regulations

- Be Safe
- Be respectful
- Be Responsible

Dress Code Policy

St. Michael Catholic School views the education and formation of its students as its most important task. All aspects of school life must support this task. Therefore, the school requires that the students dress in a specific manner that contributes to the creation of a Catholic Christian learning environment. If the school uniform and dress code policy is a financial problem, parents/guardians should contact the Principal or the Pastor.

Students are expected to arrive and leave school each day dressed according to the code and neatly groomed. Parents/guardians should also make sure that students attend to matters of personal hygiene and grooming. All clothes must be clean and in good repair.

School Uniforms

School Approved Uniform Company

All students K-8 must wear the school uniform. The school approved uniform company is Land's End. You may order uniforms on their website which is: www.landsend.com and our school code is: 9001-2668-1. Please be careful to only order clothing that has been approved. This is indicated on the website after you enter the school code.

School Uniform and Dress Code

Anything on the Land's End Uniform selection approved for St. Michael.

All Students:

- On days when students will meet in a formal assembly (e.g., Mass, etc.) **uniform sweater and tie must be worn.**
- Clothing should fit properly and be clean. It should not be torn, shredded, written or drawn upon.
- Shirts must be tucked in at all times
- No colored or printed tee shirts may be worn under uniforms.
- Shoes must be in good, clean condition and must be tied or fastened at all times. For safety reasons shoes with open toes, open heels, slippery soles or sandals are not permitted. For general purposes, the best school shoe is an athletic-type.
- Plain navy, brown or black belts are permitted with the uniform.

- Jeans or sweatpants may not be substituted for uniform pants, even in an emergency.
- Dress shirt, or uniform blouse must be worn under uniform sweater.
- Socks or tights must be worn at all times and must coordinate with the uniform.
- Hats and bandanas may not be worn inside the school building or the church.
- Hair ribbons, ties, bows and clips must stay within the school's color scheme.
- Hairstyles, make-up and accessories should be moderate and appropriate for school.
- Jewelry should be unobtrusive (no large hoop earrings, large chains, etc.) to prevent injury during the school day.

When in doubt clothing and accessories should be brought to the school office for pre-approval.

The Principal and/or the Pastor will make the final decision on all matters of uniform and dress code should any question arise.

Free Dress Days

Students are asked to dress neatly: Jeans in good condition, shirts with appropriate message/design. No spandex-type fashions, cutoffs, tank tops, halter tops, spaghetti straps, midriffs, short-shorts, short skorts, and low necklines. Oversized clothing is not acceptable. Shorts comparable in style to the uniform store may be worn

Admission and Withdrawal

It is the goal of St. Michael Catholic School to educate children in the Catholic tradition. By registering in our school, the family agrees to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values and traditions.

Application Process

For families whose children are in attendance at St. Michael Catholic School, registration for the succeeding year usually takes place in January. Dates are published in the school newsletter and the parish bulletin well in advance. Registration forms are provided and registration is completed after all forms are filled out and the registration fee has been paid. It is required that delinquent payments of the current year must be taken care of before the new registration can be processed.

All incoming kindergarten students must have proof of being 5 years old and first grade students must have proof of being 6 years old on or before August 31st to be eligible for the current school year. It is Washington State Law that all students must be current in their immunizations. Attendance at school may be denied if students are delinquent in this matter.

Students are considered for enrollment at St. Michael Catholic School in the following order:

- Returning students (unless registration has not been turned in when requested)
- Siblings of returning students
- New students from parishes affiliated with St. Michael Catholic School
- New students who are not associated with area parishes but are Catholic
- New students who are non-Catholic

Process for Enrollment (New Families)

All families will be invited to attend an Open house in the spring. Notification of the Open House will appear in the local parishes and newspapers. Current report cards, and birth and baptismal records are required. The student's final acceptance at the school may be contingent upon the student's interview, testing, academic data, space availability, and the return of completed registration materials and fees. Acceptance at the school is not final until all of these steps have been completed. Please be aware that failure to register in a timely manner may end up excluding you from the following year in school if others enroll first and classes fill up. Registration begins in January for returning students.

Financial and Stewardship Obligations

Tuition rates are based on a percentage of the actual cost to educate each student. Revenue for operating costs comes from three sources:

- Tuition
- Subsidy from parish, the Archdiocese and scholarships
- School fundraising and development

Tuition Assistance

Tuition assistance is available to all students attending St. Michael Catholic School based on need. The information regarding assistance can be found on the Archdiocese website www.seattlearch.org. The Fulcrum Foundation provides scholarships for those in need every year. If you are planning on using the tuition scale for tuition, you **MUST** apply to Fulcrum.

Payment

SMART Tuition is the company we use to monitor and receive tuition payments. You have a choice to pay by credit card, automatic withdrawal or to receive a billing statement which can then be paid with a check or over the phone. The SMART registration form is filled out with your registration packet. You cannot use a credit card in the school office, it must go through SMART. Since tuition is the main way we fund our school, it is imperative that families stay current with payment. Lack of staying current or notifying the school of your present situation can result in termination of services.

Service Hours

In keeping with the Catholic tradition of service, St. Michael requires service hours of family members. Each family is required to serve 30 hours per year to the school and 10 hours per year to their home parish. If someone does not a member of a parish, those 10 hours come back to the school for a total of 40 hours. Each parish family is required to procure a total of \$250 for the annual auction.

Nondiscrimination Policy

St. Michael School in the Archdiocese of Seattle admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. We do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarships and loan programs, and athletic and other school administered programs.

Academic Information and Standardized Testing

Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

St. Michael Catholic School teaches a varied and appropriate curriculum in all subject areas and at all levels: Religion, Language Arts, Math, Reading, Science, Social Studies, Music, Art, Physical Education, and Computer skills are taught on a regular basis.

Religion

The religious education is the primary reason for St. Michael Catholic School's existence. Religious instruction is part of each day. Students attending St. Michael Catholic School are required to participate in all religious activities. Religious practices in the family are encouraged. Sacramental preparation is handled at the parish level with supportive instruction in the school and religion classes.

The sacramental life of a student is fostered by:

- Attendance at school Masses
- Periodic class planned Masses
- Daily school and classroom prayer

Electronic Information/Communications

St. Michael School believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's

mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Grading and Related Topics

Grades are documented and recorded on report cards every trimester. Report cards go home with students, you are always welcome to arrange a meeting if you have concerns.

Report Cards

Grades are documented and recorded on report cards every trimester. The report card will provide specific information regarding the performance of your child in relation to state and Archdiocesan standards. Report cards go home with students at the end of each trimester. You are always welcome to arrange a meeting if you have concerns.

Conferences

Parent/teacher conferences will be held on a routine basis every year. The timeline will be determined at the beginning of the year and put on the school calendar. It is expected that parents will attend conferences. If the schedule conflicts with something else, the school must be notified in advance so that other arrangements may be made. Conferences are crucial to developing a relationship with the school and with the learning of your child. Parents who wish to have a conference longer than those scheduled by the school should contact the teacher to arrange an appointment. You are free to schedule an appointment with the teacher at any time during the year.

Guidelines

- Please be as courteous to the teacher as you would expect him/her to be of you. Questioning the teacher's authority in front of the child is not helpful. If you have such a disagreement, please request a meeting with the teacher privately.
- Please try to be open to both sides of the story if a problem arises. Perceptual differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions
- Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

Communication with Families

Each teacher is responsible for communicating what is going on in class in a way that is effective for the parent. This may include letters home, email, communication board or whatever method works best for the make-up of the class.

Communication with Administration

Should a parent wish to contact the principal, an appointment may be needed. Please call the school office.

Homework

Teachers assign homework with great care and for the purpose of fostering habits of independence in study, reinforcing material already taught, or for special assistance to students. Some school time is given to the assigned tasks, but if school study time is not sufficient, these tasks must be completed at home.

Studies show that students who consistently do their homework achieve higher test scores and receive better grades. Homework allows our students to practice what is being taught at school, and many times, allows preparation for what will be covered the next day. Completing work on time prepares students for the heavier homework given in high school and college. Failure to complete homework assignments hinders the learning process and establishes poor academic habits and skills.

It is the student's responsibility to complete assigned work. Homework assignments are to be given to the students to enter in their student planner.

Planners

Students in grades 1-8 will be given planners on the first day of school the use of the planner is required. Students are expected to write down whatever the teachers require as well as homework and projects.

Textbooks

The Seattle Archdiocese Catholic School Department provides the list of approved textbooks from which the school may select for each subject of the curriculum. Lost books will be replaced at the parent's expense. Individual damages will be assessed at the end of the year and appropriate charges made. Textbooks may not be checked out over the summer.

Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation should not be scheduled before the last week of the closing week of school.

Promotion

A student satisfactorily completing each grade's work and meeting state and the Archdiocese standards will be promoted to the next grade level.

Standardized Testing

St. Michael School will participate in testing as recommended by the state and the Catholic Schools Department. Parents will receive the results of all testing that is performed. Parents may request testing, for special consideration, including academic for special needs and psychological from the local public school district.

Attendance

Regular attendance is required of all students in order to support the academic climate of the school. A student's repeated failure to comply with the school attendance policies may result in the student being suspended or expelled at the discretion of the principal.

School age children occasionally have signs and symptoms which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and or prescribe treatment and provide instructions regarding the students' return to school. Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:

- Illnesses prevent students from being able to participate in school activities.
- Student requires more care than the school staff can provide
- Any of the symptoms listed below are observed:
 - Fever greater than 99.9. Students need to be fever free for 24 hours without the use of medication prior to returning to school.
 - Vomiting
 - Stiff neck or headache with fever
 - Behavioral change – irritability, lethargy
 - Jaundice
 - Diarrhea
 - Skin lesions that are “weepy” or pus filled
 - Colored drainage from eyes, nose, ears
 - Difficulty breathing

If a child becomes ill during the day, it is always in their best interest to go home. It is the responsibility of the parent to provide transportation for this purpose. Be sure you have signed the Emergency Form in the registration packet with your name, home and work numbers, doctor's number and emergency contacts. (At least two)

If a child misses more than 15 days per trimester, they will not receive credit for that trimester.

Illness and Recess

If a child is unable to go out to recess, they are considered too sick to be in school. Supervision is not available for children that do not go out to recess. If recess is indoors, due to rain, supervision is provided.

Reporting Process

Parents should contact the office (360-568-0821) by 9:00 a.m. if their child will be tardy or absent from school that day. If your child arrives late please sign them in at the office so they can get a pass to class.

Excused Absences

The following reasons are considered excused absences:

- Student illness
- Illness at home requiring the student's assistance
- family emergency
- court appearance
- funeral
- medical need
- other, with prearranged approval

Unexcused Absences

Children enrolled in St. Michael School are expected to be in attendance daily unless ill, involved in a school event or a pre-arrangement has been made with the Principal. All absences are recorded as unexcused until a note come in from the parents within 24 hours of the absence.

Doctor or Dental Appointments

Parents are requested to schedule doctor and dental appointments outside regular school hours, if at all possible. Students leaving during the day must have a note from a parent, and be signed in and out at the office.

Homework during Absence

Students are expected to be responsible for making up assignments missed through absence.

Make-up Homework:

- When students are absent parents can arrange to pick it up in the office after 3:00 that day.
- It is the student's responsibility, in grades 3-8, to check with the teacher for any missed work due to an absence.
- The student will complete all missing work within the number of days absent (i.e. if a student misses two days, he/she will have two days from the day they return to school to make up the work)
- Students who do not attend school during the school day may not attend evening activities or events including sports practices etc.
- When a student returns after an absence the teacher must receive a note explaining the absence.

Truancy

A student who is absent from school without a valid excuse for an extended period of time may be considered a truant. Parents will be contacted.

When a student is tardy

Students who enter a class late create a disruption to the educational process. Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day. Students may be dropped off at 8:20am at the small parish hall (lunch room). School begins at 8:30am. Tardy students will get an admission slip from the office prior to going to class.

When a student is absent

Homework will be sent to the office and parents may pick it up at the end of the day after 3:00pm. Remember upon returning, your teacher must receive a note and students may not participate in after school activities on days they are absent.

Lice Prevention

Head lice is easy to obtain from another child. Anyone can get them. Please teach your child how to avoid lice. Tell them not to borrow combs, hats, jackets, earphones, and other items worn on the head. They should not share personal items at school or home.

If lice are detected, we will notify the class in which they were found so that all parents may take preventative measures for their children. All names will be kept confidential.

If a student is found to have lice, the parent will be called. The students must be picked up from school, taken home, treated, and all nits removed before being allowed back in school. The students will be re-checked by the school staff before returning to class. If any eggs or nits are found, the students will be excluded from the school until the problem is remedied.

School Supplies and Emergency Earthquake Supply Kits

St. Michael Catholic School has developed an earthquake safety plan. We have secured first aid supplies; will practice earthquake drills and teachers will teach earthquake safety procedures to our students. Our earthquake plan calls for each child attending our school to have an emergency kit, here at school, in case they need to remain at school for an extended length of time after an earthquake or other emergency. All students are expected to bring the following items to school each fall. The school will supply a container for storing the individual kits. Your child's kit will be returned to you at the end of each school year to be re-supplied in the fall and returned for the next year. If possible, please write a short note to your child offering comfort and expressing hope that everyone will soon be together once again.

Send in a Gallon Ziploc Bag (please label with your child's name)

- 2 boxed drinks
- 2 cans of food with pop top (please no Tuna or Salmon as we have a student with allergies)
- 2 cans dessert with pop top
- 2 packages of granola bars or cheese and cracker type snacks
- 2 plastic spoons

- 1 small soft package of tissue
- 1 package of moist towelettes
- 1 space blanket
- 2 family pictures

PLEASE make sure products do not require refrigeration.

Discipline Policy

Central to the mission of St. Michael as a Catholic School is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice and love. Each of us has dignity because others recognize and respect our rights. Others have that same right to dignity through the recognition of their rights. When problems arise, we have options and non-violent alternatives. The goal we strive to reach which will empower this peace-filled environment is to have each child become a successful self-manager. To attain this, each child needs to know what is expected of them in terms of behavior. They also need to take part in planning the rules that govern student behavior. Thus, to insure that every child is provided an adequate learning environment, we will implement the following disciplinary principals:

Through their cooperation, attentiveness and behavior in class student will:

- Allow teachers to teach
- Respect their right and others right to learn
- Behave in ways that support the best interest of the class and school

Student positive behavior will be recognized and reinforced. This is accomplished through various means, such as:

- Gaining special additional privileges and awards
- Special recognition assemblies
- Published recognition in both the classroom and the wider community

We believe that each person has the right to be respected and the responsibility to respect others. We know that conflicts (“wants in collision”) are inevitable. Because of our desire for a peaceful environment where the dignity of each person is preserved, we value non-violent resolution of conflict. At St. Michael, our process for resolving conflict begins by allowing:

- Each child to relate their side without interruption
- Adult checks for understanding on both sides
- Students and moderator decide on a solution together
- The students and the moderator evaluates the behavior so they can try to prevent future problems
- The students express reconciliation

There are times when some student’s choices are inappropriate in, or out of school. When a student’s behavior or attitude harms the St. Michael community or reputation, the student becomes subject to any or all of the following steps as determined at the

discretion of the principal or her designee. These steps are listed as type “A”, “B”, and “C”.

Type “A” Choices

Tardiness, littering, eating outside designated areas, repeated dress code infraction, running, roughhousing, disturbing school atmosphere, inappropriate or disrespectful language, materials, gestures, behavior, and violation of classroom and playground rules, chewing gum, being in an unauthorized area

Possible Consequences:

Teacher informed, loss of privilege, classroom consequences, repairing physical damage, work detail during recess or after school

Type “B” Choices

Repeated type “A” choices, vandalism, graffiti, conduct injurious to the school image, cheating, plagiarism or dishonest, skipping class, destruction of classroom materials, destruction of school property, use of tobacco, off grounds without permission, physical fighting, consistent attitude of disrespect toward students, parents, faculty or administration, inappropriate behavior in the presence of a substitute teacher and play-fighting

Possible Consequences:

Teacher, parent and principal are always informed, loss of privileges, student behavioral contract, repairing of physical damage, work detail, probation, suspension, parental monitoring in class, Saturday school

Type “C” Choices

Repeated type “B” choices, theft, major vandalism, graffiti, or destruction of school property, personal or neighborhood property, destruction of another person’s reputation, lying when dealing with administrators during disciplinary matters, serious personal violence, arson or false alarms, possession of weapons, possession of illegal substances, or relates paraphernalia, whether for own use or with intent to sell (*The lists above are not all inclusive but are indicative of the type of behavior counterproductive to our goal of providing a positive learning environment.*)

Possible Consequences:

In addition to previously described steps, the principal or her designee may suspend the student pending further action. This will include a hearing with parents, witnesses and other concerned parties, subject to the Principal’s discretion. If, after the hearing, the Principal expels the student, the parents may appeal the decision as per due process procedure.

Action Plan

A management plan is developed jointly between student, teacher and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The

contract is positive image affirming and includes an expiration clause. In extreme cases, the school retains the right to require third party professional intervention (counseling etc.) as a provision for continued enrollment.

Work Detail

Some infractions warrant assignments of work detail (gum, vandalism, graffiti etc.) These items are assigned by the supervising adult, monitored by the janitorial staff and parents are notified through the school office. Such times are usually one hour in duration and may consist of indoor or outdoor labor consistent with the infraction and age of the student. Failure to show up for a work detail results in doubled time. Times assigned maybe before or after school or in extreme cases, on a weekend. Because of the expense of clean up and the possible damage to carpeting and furniture, chewing gum will result in scrubbing the undersides of desk, chairs and other areas where gum tends to land.

Suspension

When a student's behavior at school becomes so disruptive to self and/or others that effective learning and community atmosphere are impossible, the students may be temporarily removed from the school. In order to be reinstated, the student and parents must meet with the administration and other involved persons to work out a solution for the particular difficulty. The students does not receive any credit for homework, tests, etc. that are missed during suspension. Suspension also means separation from all school activities. In some cases where actions and advantages may warrant, a student may be required to work off disciplinary hours during the school day.

Disciplinary Probation

This consists of a formal behavior contract arrived at between the school administration, parents and the student. When a student is places on disciplinary probation, any infraction becomes more serious. A student on probation may be expelled for any negative-type choice.

Expulsion

This is the permanent removal of a student from St. Michael School

Due Process

Due process procedure for conduct, grievance ad disciplinary measures are in accordance with the Archdiocesan policy, and with the published St. Michael Parish due process procedure. These publications are on file in the main office.

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Conduct for Substitute Teachers

As the reputation of the school and its students are on the line, no leeway is given to disrespect to an adult placed in temporary charge of the class. A type "B" consequence is automatically assigned.

Saturday School/Parental Monitoring

In some isolated instances it may be advisable for a student to be assigned to meet with a teacher for work assignments on a Saturday. Such an assignment is done after consultation with the parents and administration and its cost is assessed to the family. Likewise, it may be beneficial to require that for a child to return to class, a parent must accompany them for a designated time, taking part in the regular class assignment schedule. This is scheduled at the teacher/parent level.

Non-Violence Policy

Students have a right to attend school in a safe environment free from harassment, intimidation, or any threat to personal safety. St Michael Catholic School has no tolerance for violent actions and/or speech.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act" this includes but is not limited to pocket knives, guns, cigarette lighters, and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parents, principal and possibly the pastor, when deemed necessary. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

Students are not allowed to draw pictures of, or write stories about, situations that are violent, sexually suggestive, or that depict violence either real or fictitious. A student who does this will have a conference with the principal, who will decide if a conference with the parents is necessary. Any disciplinary action is at the discretion of the principal.

Anti-Bullying Policy

Revised: 6/20/2014

We refuse to tolerate bullying at St Michael Catholic School. Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.

Examples of bullying include but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on
- Stealing or damaging another's personal things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race, culture, gender, size or appearance
- Spreading rumors about someone
- Leaving someone out on purpose and trying to get other kids not to play with them

Staff at our school do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Look into all reported bullying incidents
- Implement consequences for bullying
- Provide immediate consequences for retaliation against students who report bullying

Students at our school are taught to do the following things to prevent bullying:

- Be respectful, safe and responsible
- Refuse to bully others
- Refuse to let other be bullied
- Refuse to watch, laugh or join in when someone is being bullied
- Report bullying to an adult

Drugs, Alcohol, and Illegal Substances

The use or possession of illegal substances on school premises or at a school sponsored activity, including but not limited to tobacco, drugs, alcohol, and various types of inhalants, is prohibited and is grounds for disciplinary action.

Students are not allowed to possess or transmit any legal drug; these are to be kept locked and administered in the school office (see medication policy). If any student is involved in a drug policy violation, parents and police will be notified immediately. A conference including the faculty member, principal, pastor, parents and student will be held to determine the consequences, up to and including expulsion.

The possession or use by students of tobacco products, drugs, alcohol or other illegal substances and the paraphernalia used to administer them is prohibited. The disciplinary policy lists such infractions as Type “C” choices.

- If a student is found with, or under the influence of, drugs, alcohol, any illegal substance, and/or with drug paraphernalia, the following procedures will be used by school authorities:
 - If school suspects a student has consumed any harmful substance, the situation will be treated as a medical emergency. This means the appropriate first aid, including calling 911, if judgment indicates.
 - If staff members are satisfied that the student has not consumed any harmful substances, the students will be isolated in the office. (In both of the above circumstances, any drugs, alcohol, etc. will be confiscated and held by the school pending a decision as to its disposition.)
 - Parents will be called and informed of the student’s medical condition and asked to come to the school to take the student home.
 - This student will be on suspension from school at least until a conference with the parents is arranged and held.
 - The purpose of the conference will be to:
 - Decide the student’s immediate future status as a student at St. Michael
 - Identify appropriate intervention to deal with the student’s harmful involvement with any substance
 - Decide on future consequences for any similar behavior. It is assumed that the students will be placed on Disciplinary probation as a minimum for the first offense, and if there is a related future incident, he/she will be at the risk of permanent expulsion from the school.

- If school officials have reasonable cause to suspect that a student is harmfully involved with drugs, alcohol, or other illegal substances, a school administrator will contact the student’s parents and share the information that has led to this suspension. In such circumstances, the school administrator may ask the student’s parents to have them drug tested and to share the results of that drug test with the administrator as a condition of continued enrollment at St. Michael school. Refusal or failure to comply with this request will be considered grounds for the student’s expulsion from St. Michael School. If the results of the drug test are positive for any illegal substance, a conference, as outlined above, will be arranged and held before the student is allowed continuing as a student at St. Michael School.

Emergencies

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or their designee to protect the health or safety of the student or other persons.

Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information:

- Name of the student, phone number, address, birth date
- The business address, telephone numbers of parent/guardian, and the hours which they are at their place of work. If applicable cell phone numbers and pager numbers.
- The date of the latest tetanus immunization booster.
- The name of the family physician and dentist, office addresses and telephone numbers
- Name of medical insurance company and identification number
- Special health concerns or conditions including allergies, the emergency measures to be applied and any current medication
- The parents approval to send the student to a medical facility for emergency treatment should it be necessary
- The names of the persons to whom the student may be released
- The signature of the responsible parent/legal guardian

Medical

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school communicable diseases or conditions in students are head lice, chicken pox, mumps and measles.

Students who have communicable diseases or conditions must be excluded from school.

Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

Washington's immunization law requires school children to have their shots when they enter school. Students between 5 and 14 years must have immunizations for DPT, Polio, measles, rubella, hepatitis and chicken pox. Law specifies the required number for each shot. Parents of kindergarten students, first grade students and any other new students must bring immunization records to the school office before beginning school in the fall.

Medication

Medication means any prescription or over-the-counter medication including but not limited to vitamins and food supplements; eye, ear and nose drops; inhalants; medicated ointments or lotions; aspirins; cough drops; and antacids. According to state guidelines

the law makes no distinction between over-the-counter medicine and prescription medication. In all cases, written parental permission and physician's instructions must be on file.

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

Medication Dispensation Guidelines

Prescription Medication

The following is required for: "any non-injectable drugs, chemical compounds, suspensions or preparations, which are taken either internally or externally by a student under the instruction of a physician."

Written instructions from the doctor which include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (e.g., mouth, nose, ear, etc.)

It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.

The authorization form attached must be signed and filled out completely by the parent or guardian.

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All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)

Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Prescription Medication (Injectables)

The following is required for: *"any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.*

Written instructions from the doctor which include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (e.g., mouth, nose, ear, etc.)

The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.

The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).

Non-Prescription Medication

The following is required for only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. *This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids."*

Written instructions from the parent which include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (e.g., mouth, nose, ear, etc.)

All non-prescription medication must be in original container or packaging.

Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or nurse practitioner parents/guardians cannot train the designated school personnel in the use of injectables.

Medication Dispensation Authorization Form

Plans are organized and made based on information provided from the doctor and the guardian of the student in need of the medication.

Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

Health Room

Students may go to the health room only with permission of a classroom or playground teacher. Students may not go home from school without the permission of principal after contacting the parent and/or guardian.

Parent/Teacher Rights and Responsibilities

Teacher/Parent Rights

- Teachers and parents have the right to be respected in how they are treated, spoken to and referred to by all.
- Teachers and parents have the right to be heard
- Teachers and parents have the right to be contacted about the students when there are issues impacting their children.
- Teachers and parents have the right to rules, policies and procedures that enhance their work with children.

Teacher/Parent Responsibilities

- Teachers and parents have the responsibility to speak, act and refer to one another with respect, especially in front of children.
- Teachers and parents have the responsibility to listen and attempt to understand.
- Teachers and parents have the responsibility to keep open and active the lines of communication regarding their students.
- Teachers and parents have the responsibility to support, abide by and enforce rules, policies and procedures of the school community.

Classroom Interruptions

All visitors including parents must report to the office, sign in and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

Complaint/Issue Resolution

If there is a complaint about a staff member, it must be taken directly to that staff member. If the issue is not resolved, the parent should then take the complaint to that person's immediate supervisor.

Messages to Students

Students are not to use the phone except in case of emergency and with permission in writing from the classroom teacher. Students may not receive personal calls. All after school plans, activities, and arrangements must be made before your child comes to school each morning.

Parties

If a parent wishes to invite students to a birthday party for their child we ask that invitations not be passed out in school, but rather through the mail. We highly encourage parents to invite all the boys and/or girls in the class so that no one is excluded.

If you wish to send treats for the class on the birthday of your child, please check with the teacher first about the best time of day. All treats must be store bought, for health reasons.

School Events

School events are a way to celebrate our students, parents and/or volunteers. It is important for parents to realize that if there is a class event or a school event going on that is sponsored by the staff and parents are invited that the parents are responsible for their children. If a child is in a performance, the staff is responsible while getting the children ready. All siblings must be sitting with parents. If they are considered a distraction the parent and sibling will be asked to leave the event.

Releasing Students during the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

School Leadership Groups

School Commission

In the Archdiocese of Seattle, all school commissions are advisory in nature. The school commission participates in decision making by formulating and recommending but never enacting policy, establishing and maintain a school mission statement, establishing future plans for the school, assisting in preparing the school budget, helping in development revenues and resources for school programs and promoting and marketing the school.

Parent Club

The purpose of the Parent Club is to provide a forum for communication which fosters supportive parental involvement to assist the principal in implementing the mission of St Michael Catholic School. This includes teacher appreciation, volunteering for school and fund raising activities. Meeting dates will be handed out at the start of school each year.

Safety

Asbestos Notification

St. Michael Catholic School is Asbestos free, documentation can be found in the office.

Bicycles

Students are to walk to and from the driveways onto the playground. Bikes must be locked during the day on the bike rack.

Earthquake Drills

The school practices an earthquake drill with the students each year. After a prompt from the teacher, the students will duck, cover and hold on to their desks. Students will stay under their desk area until signaled by the teacher. The teacher will then take role and check for injuries. Teachers will follow the extensive earthquake plan.

Emergency Situation Drills

As a school we practice an "emergency situation" drill meant to allow for many different scenarios. Within the building, students and staff will a designated alert signal. Teachers will shut and lock their classroom doors and direct all students away from outside windows. When we are outside, three blasts from the whistle will mean to get down on the ground and cover your head. The command team will let community members know when the situation has been resolved. Students will return to their classrooms with their teachers to discuss and debrief the situation. It is our intent to maximize safety and minimize fears. As with all other drills, the kindergarten and first grade teachers will be present when these drills are practiced by the specialists.

Fire Drills

At the sound of the alarm, students will leave the building in silence while going out the nearest unblocked exit. Students will walk to assigned places and answer when the

teacher calls the roll. When the bell rings, students will walk back to the building quietly and get back to work.

Fire drills will be scheduled throughout the year. Different times of the day and different circumstances will be used.

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Students will be located by staff, should anyone be out of the room
- Doors will be locked;
- Windows will be covered
- All students will be brought into the classroom

All School Evacuation

If the student community must be sent home, the St. Michael evacuation process will be put into effect. All students/staff will report to an assigned area, either the large hall or the playground. Students will stay with classroom teachers. Families will sign the release form indicating that the child(ren) have been released in their care

School Closure

In the event of an emergency closing due to weather or unforeseen reasons, please listen to the announcement on the radio and television. St. Michael Catholic School follows the Snohomish School District's plan for school closure. If the district is closed so are we. If you live in outlying areas, please use your best judgment before proceeding to school, even if school is in open. Safety is our priority.

Skates, Scooters and Skateboards

Skateboards, roller blades and scooters are not allowed on the school grounds at any time. This is a matter of safety.

Coming to and going home from school

Parents are responsible to pick children up immediately after school or when that child's day ends.

- Children walking home will exit from the front of the building;
- Children being picked up can be picked up from the designated area only
- All students are expected to go straight home

The phone is for emergency use only and students may use the phone only when they have a note from their classroom teacher or permission from the office staff.

Visitors

All visitors to the school must check in and sign in at the school office. A visitor's badge is assigned to insure the safety of the children and the smooth running of classes. During school hours, all messages, lunches etc. are to be taken to the office. Unless it is an emergency or arranged with a teacher, visiting parents may not disturb classrooms.

Classroom Observation

A parent may come to observe a classroom by making an appointment with the teacher and principal in advance. A parent who wishes to visit should make arrangements through the teacher and inform the office of the time and date.

Student Guests

In general, guests are allowed only when they are prospective students seriously considering attending St Michael Catholic School. Arrangements for prospective students to visit must be made at least 24 hours in advance of the visit with the approval of the principal.

Field Trips

Students who go on field trips scheduled by the school must have a signed permission form provided by the school. Transportation is by bus or private cars with insured adults as drivers. Seat belts must be provided and worn by students. Field trips are privileges afforded to students; no student has an absolute right to a field trip. All preschool students, and those whom are required by Washington State law, must be in an approved car seats during transportation. Students may be denied participation if they fail to meet academic or behavior requirements. *Permission slips are due on the day requested by the teacher; if your child does not turn it in by the due date they will not be able to attend the field trip.*

For each field trip the following information should be available:

- Student Permission Slips
- Driver responsibilities (e.g., follow planned route, do not make extra stops, and dress appropriately, no use of any alcohol at any time)
- Proof of Insurance and insurance form must be on file in the school office.

Money Collection

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, grade amount and purpose (hot lunch, milk, field trip, etc)

Students should not bring money to school unless absolutely necessary.

Money should be given to the teacher and not left in a desk or book bag.

Student Information Disclosure

Annual Notification

In accordance with Washington state law concerning student education records, parents of students currently in attendance at St Michael Catholic School have a right to:

- Inspect and review the student's education records
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent
- File with the US Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Family Education Rights and Privacy Act
- Obtain a copy of the policy regarding how St Michael Catholic School meets the requirements of Washington state law concerning student education records. Copies of this policy may be obtained in the office of the principal.

St. Michael Catholic School forwards education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request.

Directory Information

St Michael Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members for athletic teams, dates of attendance, degrees and awards received and the most recent previous education agency or institution attended.

A parent is entitled to refuse to let the school designate any or all of these items about the student as directory information. Notice from a parent that he or she does not want any or all of these types of information about the student designated as directory information must be made in writing to the principal of St Michael Catholic School by September 30 of that current school year.

Telephone Permission Not Acceptable

Students may not leave the school for lunch except with a note is written by a parent or guardian. A child may not receive permission over the phone to go home for lunch.

Playground Expectations

Students may choose to play basketball, kickball, soccer or foursquare or use the playground structure. Students who wish to stand and talk will go out of the way of any of the games in process. Respect of self, others and property is expected. Hands and feet are kept to oneself

Food is allowed during morning break only. No food may be taken out of the lunchroom to eat on the playground.

Playground equipment may not be brought home.

Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook)

Safety

Parent Signature Page

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

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date