

**St. Michael the Archangel Catholic School Handbook
2015-2016**

St. Michael School
8231 South Shore Drive
Chicago, IL 60617

Telephone 773-221-0212
Fax 773-221-2310
Website www.stmichaelsouthshore.org

Hours:

Breakfast: 7:00 – 7:30 AM
School Day: 7:30 AM – 2:50 PM
Extended Day: 3:00 PM – 6:00 PM

This St. Michael Family Handbook is designed to be a guide to understanding the various aspects of school life. Policy statements are written in general terms, and the administration reserves the right to make specific applications as circumstances arise. The principal also retains the right to amend the handbook for just cause. All parents and their children are to read this handbook thoroughly and sign the agreement. This agreement will remain in the student's file with the understanding that the student and the parent have read the handbook and agree to be governed by its contents.

St. Michael School Mission Statement

The mission of St. Michael the Archangel Catholic School is to educate the minds, bodies, and spirits of a culturally diverse community of lifelong learners who exemplify Catholic values.

Philosophy Statement

St. Michael School, in accordance with the philosophy of the Catholic School, is committed to the full spiritual, intellectual, physical, and social development of each student. Our goal is the formation of a responsive, Christian person. Each area of the schools is directed toward this goal.

The following objectives have been identified as essential to the education of a Catholic-Christian person:

- To create a Christian educational community within the school and in the community demonstrated by student service to others;
- To inspire growth through personal prayer, participation in the Sacramental life of the Church, weekly student liturgy;
- To be known for academic excellence and differentiated instruction that allows students to find success.
- To provide for the growth and development of the whole person through stewardship, education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration;
- To broaden social skills through the practice of effective communication and cooperation;
- To include the parish community in the school educational process by frequent communication and volunteer opportunities;
- To help each student to develop the power to think creatively, constructively, to solve problems, to reason independently and ethically;
- To encourage creative response in the student by developing an appreciation of the humanities through continuous exposure to art, music, theatre, literature and foreign language;
- To develop in each student sound habits and attitudes of physical and mental health;
- To respond to hurting students and families with caring and professional help.

Amendments to the Handbook

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all charges as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Accidents

All accidents are reported to the office immediately. The office personnel will attend to the injured person and record all details in an on-going log. Every attempt is made to communicate with the parent regarding the injury of his/her child. Potentially serious accidents are reported to the Archdiocesan insurance company. The school does not take financial responsibility for accidents that occur during the school day. It is the responsibility of the parents to provide insurance for their children.

Admissions

St. Michael School attempts to create an environment that is both welcoming and inclusive. The following is our legal statement of non-discrimination:

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

In accordance with State Law, it is necessary that a child be five years of age on or before September 1 to be admitted to Kindergarten. Parents transferring students from another private school cannot be accepted until financial obligations are satisfied at the previous school. The following shall be presented at the time of registration:

- An official copy of the child's birth certificate
- A baptismal record if applicable
- A record of compliance with local and State of Illinois health laws
- The child's most recent report card
- The child's social security number
- A copy of the transfer if applicable

Priority for Admission: Registrations begin on the first school day of March. Priority for currently enrolled families will be held until June 1. Applications shall then be accepted according to the following priority:

- Parishioner applicants with siblings already enrolled in Saint Michael School
- Parishioner applicants
- Non-parishioner applicants with siblings already enrolled in Saint Michael School
- Transfer students from other Catholic schools who are parishioners of other parishes
- Transfer students from public school who are parishioners of other parishes
- Transfer students from other Catholic schools who are non-Catholic
- Transfer students from public schools who are non-Catholic

All students new to the school shall be accepted on a probationary basis. No student will be admitted without presentation of the most recent report card. Ordinarily, new students are not accepted after sixth grade.

Statement of Non-Discrimination

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Schools shall accommodate all students within the limits of the school's educational programs.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Preschool, Kindergarten, and First Grade Admissions

The Archdiocese of Chicago shall follow the State of Illinois school age requirements for admission.

A child must be five (5) years old by September 1 in order to enter kindergarten. Children who are not 5 by September 1 must remain in preschool.

Under no circumstances shall children under 3 years of age be accepted.

Verification of age must be provided through an official copy of the child's birth certificate. Before accepting a child for admission, school personnel must verify that the person enrolling the child is the legal guardian.

Academic Procedures

Homework

Homework is always expected the next day unless the students are told otherwise. Parents are required to check the assignment notebook for the day's work. Students lose credit for late assignments. Any individual who is absent due to illness will be allowed the number of days he/she was absent to complete and return all missed homework. Gathering this homework is the responsibility of the student who has been absent. Students are responsible for showing their assignment notebook and homework to the parent.

Parents are required to check his/her child's homework for completeness, accuracy, and neatness and then sign the daily planner (grades 2-8). If a parent wishes to send a return message, it is always welcome. A message may also be left at the school office and the teacher will respond at his/her earliest convenience. Failure to have the assignment notebook signed will be reflected on the report card.

Promotion/Retention

The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicate that the student would most likely profit from retention.

- (1) The decision to retain a student shall be a cooperative one made by parents, teacher, and administration. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year. Parents have the final decision.
- (2) If a student is to be retained, the school shall provide a special program to ensure growth and progress.
- (3) Retention should be used rarely above the primary grades.

The Recommendation for Retention Summary Form is completed by the principal, teacher, and parent/guardian and retained in the permanent file of the student.

Summer School

Some students may be recommended for summer school due to excessive absences or limited academic growth. Ordinarily, parents shall be notified of the possibility of the student being recommended for summer school no later than mid-year. The school shall provide a list of summer school options for students.

Progress Reports

Students will be given progress reports at mid-trimester. Parents will be required to sign progress reports.

Reporting Student Progress

Parents will be notified of student progress through the student assignment notebooks (grades 2-8), returned student work and tests, PowerSchool (coming during the 2011-2012 school year), progress reports, report cards, parent-teacher conferences, and standardized test scores.

Standardized Testing

In March of each year, students in grades 1-8 will take the ASPIRE Test. Scores will be available to parents by the end of the school year.

Learning Environment

Interruptions during instructional time hinder the effectiveness of the learning environment. Therefore, in sixth-eighth grades, no student will be allowed to return to a classroom for materials forgotten for the next class. Electronics, including but not limited to cameras, games, and cell phones, are not allowed in school and/or on field trips. All cell phones must be checked into the office at the beginning of the school day.

Admission of Returning Students

Parents who wish to enroll their children for the upcoming school year shall complete a registration form and pay a \$150 registration fee for each child. This fee is nonrefundable.

Acceptance of returning students is dependent upon the following factors:

- Tuition and fund raising payments are complete.
- Parents have attended four education or volunteer sessions during the course of the academic year.
- Parents and students are in compliance with handbook regulations especially as related to respect for persons and property, effort in academic achievement, regular patterns of attendance, and cooperation with the dress code and other regulations. In order to be accepted, students must meet these expectations during the breakfast program, throughout the school day, in the Extended Day Program, and when representing the school on field trips and on the way to and from school each day.

Students who fail to meet the academic and behavioral standards of the school will participate in the following process.

- Prior to May 1, the classroom teacher will attempt to conference with the student and parent/guardian to state with clarity the possibility that the student will not be accepted for the new term. If the parents do not respond to the request for such a conference, a letter will be sent to inform the parent/guardian of the child's status in this regard.
- Expectations for student improvement will be stated in writing.
- Students who fail to make the required improvements will be informed of non-acceptance prior to the final report card.

Arrival and Dismissal Procedures

Arrival

Due to the danger on South Shore Drive, parents are not permitted to park in front of the school. Those wishing to enter the school are asked to park in the parking lot. Cars arriving in front of school are to be northbound only and are permitted to pause in front of school only for as long as it takes the child to exit the car. Children are to cross streets at crosswalks only. Students must cooperate with and obey the crossing guards. All students arriving early at school are to go into the school building for breakfast where supervision is provided.

Dismissal

At dismissal, parents are not permitted to park or stop in front of the school to pick up children. All children must be picked up from the parking lot. Students who are not picked up by 2:55 pm will be taken to Extended Day.

Assignment Notebooks

Students in grades two through eight are required to use the assignment notebook that is available for purchase through the school. Daily assignments are recorded and parents are asked to review the homework and sign the notebook in the appropriate place after checking that all work is completed neatly. This is a daily, direct communication between the parent and the teacher. Periodically, teachers use this communication vehicle to send a message to the parent or guardian.

Attendance

Progress in school depends on punctuality and regular attendance. The following procedures and expectations are intended for the protection of the children.

- A parent or guardian is expected to notify the school by telephone before 8:30 am on the first day the child is absent and each day thereafter.
- Parents are required to send to the teacher a dated, written excuse for the absence of the child on the day of his/her return to school.
- When a child has been absent due to a communicable disease other than the common cold or flu, a doctor's note must be presented to the teacher upon returning to school.
- Each child is responsible for homework missed during absences. Students may have an extension on homework of one day for each day of absence.
- When possible, doctor appointments should be made after school hours or on school holidays.
- Families are encouraged to set vacation times around the school calendar. When that is not possible, a formal written notification is required one week in advance. All class work is to be turned in when the student returns to school.
- If a parent needs to pick up a child before the regular dismissal, a written request is to be presented to the office stating the reason, time, and person who will be picking up the child. No child will be allowed to leave the building without an authorized adult who will sign the child out at the school office.
- It is necessary at times to keep children after school. There are occasions when a teacher needs to talk to a child either about schoolwork or behavior, or to give the child some extra help. Parents will be notified either with a phone call or a note. In general, parents will know a day ahead of time that a child must stay after school.

Awards

An awards ceremony is held at the end of the school year. Awards are given for academic progress, perfect attendance, punctuality, most improved student, service, leadership, and so forth. Other awards are determined by teachers for appropriate grade levels. Trimester awards are published in the newsletter and posted in the hallway.

Background Checks

All volunteers, faculty, and staff members of St. Michael School undergo a criminal background check, sign a Code of Conduct, complete a CANTS form, and attend VIRTUS training.

Breakfast and Lunch Programs

The breakfast program begins at 7:00 am. Students who arrive on school property enter the school cafeteria where supervision is provided. For safety reasons, they stay in the cafeteria until 7:30 and do not leave the building or stand on the sidewalk. Students who do not participate in the breakfast program arrive between 7:30 and 7:40 am.

At the beginning of the year, all families receive an application for free and/or reduced breakfast and lunch. Based on family income, families are notified about whether their child is eligible for free or reduced breakfast and lunch through the federally funded lunch program. For the first two weeks of

the school year, while paperwork is being processed at the beginning of the school year, students who are new will need to bring a lunch to school. It is important that the applicant that is received be completed and returned to the school office.

Bus Students

Students who ride the private bus provided by Pat's Transportation wait at dismissal time with the person in charge. Cooperation and respect for school personnel, the bus driver, and other students are expected at all times. Students who fail to give this respect are in danger of losing the privilege of riding the bus.

Calendar

A calendar of projected events and dates for the school year is included as an appendix this handbook and is available on the school website. Upcoming events are listed each week in the newsletter and on the school website. Parents are responsible for knowing the activities of the school. It is the responsibility of the child to give the newsletter to the parent and the responsibility of the parent to read it. Any changes in school activities will be announced in the Tuesday letter.

Cell Phones

Cell phones are to be checked into the office each morning. Students may not use cell phones may not be used on the St. Michael campus at any time. Students are permitted to use the office phones to contact parents/guardians. Failure to adhere to cell phone regulations will result in confiscation of the cell phone and notification of the parent/guardian. The principal or office staff will hold the cell phone until the parent/guardian is able to retrieve the phone.

Child Abuse: Reporting Allegations and Suspicions

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the care of the child. Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling, intimidation, or other emotional inappropriateness).

Child Custody

Guardianship of a Child

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than that legal guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

If the child is enrolling during the school year, the following documents must be presented at the time of the enrollment:

- The child's original birth certificate
- A transfer from the sending school
- Permanent records from the sending school
- Health and immunization records

Release of Child to Non-Custodial Parent

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting the release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding release of a child to a non-custodial parent, it is best to contact the assistant superintendent and/or the Archdiocesan Office of Legal Services.

Communication with Parents

Good communication among parents, teachers, students, and principal is essential in a quality school. Regular communication with parents is promoted through the yearly calendar, the weekly newsletters, the assignment notebooks for grades two through eight, the progress reports, report cards, periodic flyers, and PowerSchool. Parents and guardians are required to discuss a concern directly with the teacher before taking the matter to the principal.

Constitution Tests

All students must pass both and Illinois State Constitution test and a United States of America Constitution test prior to graduation from eighth grade.

Conduct

In order for learning to occur, a peaceful atmosphere of cooperation and orderliness is present throughout the school. Helping the child to grow in self-discipline is the aim of both parents and teachers. This involves the training of the intellect as well as the will. When it is necessary that the teacher or the principal resort to disciplinary measures, these measures will be effective only to the extent to which there is cooperation from the parent or guardian. If a parent has a question concerning what happened or the consequence given, he/she is asked to discuss the matter in a manner that upholds the mutual authority and respect of both teacher and parent. Students are expected to display an attitude that is respectful, non-argumentative, cooperative, and well behaved.

Each teacher will explain the specific classroom and general school rules to his/her class. Students are responsible for following these rules. Repeated violations of classroom rules will result in loss of student's privileges and/or the need for a parent conference.

All students are expected to follow the handbook and school rules, procedures, and routines. Failure to adhere to these guidelines may result in a timeout, a detention, an in-school suspension, an out-of-school suspension, or expulsion. (See **Discipline.**)

Detention Policy for Grades 6-8:

The distinctive purpose of St. Michael School is to provide a peaceful environment where excellence in academics and growth in faith are emphasized. To provide a Christian atmosphere which maximizes learning, the children will be expected to exercise self-control and grow in self-discipline. Inappropriate language, disrespect toward persons and property, verbal and physical fighting, damage, theft, destruction, disruption, or any other inappropriate behavior are not permitted in church, at school, during field trips, on the bus or going to and from school. A student can be given a detention for any of these behaviors.

If a student receives a detention, he/she remains after school until 4:00 P.M. on an as-needed basis. The parent will receive at least a one-day notice when the child will be serving the detention. Failure to serve a detention will result in an automatic in-school suspension. If a legitimate excuse is given, the student is expected to serve the detention at a later date or serve a half-day in-school suspension. During detention, the student will work on a non-homework assignment. Students not picked up from detention by 4:00 will be sent to Extended Day. The following progression will be followed throughout the school year:

(Also see **Discipline** and **Gangs.**)

Conflict Management

When misunderstandings or differences of opinion occur, the following steps are taken:

- The conflicting parties meet to seek a resolution through one or more meetings, as is necessary.
- If a resolution is not achieved, the conflicting parties meet with the principal. If the principal is one of the conflicting parties, the meeting will also include the pastor or another mediator.
- If a resolution is still not achieved, assistance may be requested from the Archdiocesan Office of Conciliation. (See also Environment.)

Courtesy

Students are expected to show respect to other students, teachers, aides, lunchroom supervisors, and other staff members. A spirit of loyalty and cooperation should pervade their attitudes with regard to all that pertains to school life.

Curriculum

In pursuit of excellence, St. Michael the Archangel Catholic School adheres to the archdiocesan curriculum.

Daily Schedule

Breakfast: 7:00 – 7:30 AM
School Day: 7:40 AM – 2:50 PM
Extended Day: 3:00 PM – 6:00 PM

Disaster Drills

St. Michael School conducts disaster drills that help the students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and enemy attacks. Should it be necessary to evacuate the building, the first place of safe refuge will be the church or the church basement. Other alternatives, depending on circumstances, will include Russell Square Park and Sullivan School. During times of impending danger, parents may pick up their children at any time but are required to sign the child out with school personnel.

Discipline

In accord with the expectations of good conduct and respect for others, appropriate behavior and language is expected in church, at school, on field trips, in Extended Day, on the bus, and coming to and leaving school. The principal, in consultation with the appropriate faculty members, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause.

Consequences: The following steps will be followed for inappropriate behavior:

- Verbal reprimand
- Time out
- Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Personal Belongings: Non-educational personal belongings shall not be brought to school without permission of the teacher. Such items will be confiscated and returned only to parents/guardians. There is no buying and selling of items without school authorization.

Fighting: In an effort to maintain a peaceful atmosphere at St. Michael School, specific guidelines have been drawn up in this regard. The first offense results in an in-school suspension. Parents are notified and parent and student sign an in-school suspension form that clearly states the seriousness of the offense. The in-school suspension form is placed in the student's permanent record for the duration of the school year. A second offense results in an out-of-school suspension and parent-teacher-student-principal conference. The student is at risk of expulsion at the time of the third offense.

Serious Wrong Doing: If a child is accused of serious wrong-doing inside or outside of school, the child can be placed on a home-study program pending the outcome of the investigation.

Suspension/Expulsion: The following offenses are considered as serious and can result in suspension or even expulsion from the school:

- Possession or use of a weapon
- Possession or use of alcohol, cigarettes, drugs, or drug paraphernalia
- Consistent use of obscene or profane language
- Disrespect of a teacher and/or other students or adults
- Theft or vandalism to the school building or grounds
- Gang or suspected gang activity
- Doing anything which threatens health, safety, or welfare
- Fighting or physically harming another student or teacher
- Sexual harassment
- Gambling and/or the Selling of Lottery Tickets and Other Unapproved Items
- Other behaviors unbecoming of a student in a Catholic School

Dismissal

For the safety of all children, drivers are not permitted to use the front of the building as a place to pick up children at the time of the regular dismissal. Students in grades K-4 are escorted to the back parking lot by their teachers who wait with them until an authorized adult has come for them. Those driving vehicles onto the parking lot are asked to park in such a way that eliminates the need to put the vehicle in reverse once the children have been dismissed and are present on the lot. For safety reasons, scooters are not permitted on school grounds. Students who remain on the parking lot after 2:55 without teacher supervision may be subject to disciplinary consequences. Students from the third floor must either leave the school grounds by 2:55, go to an after-school activity, or go to Extended Day. Students are asked to remember that their behavior coming to and leaving school should reflect the respectful demeanor that is expected of St. Michael students at all times.

The following are the procedures relative to knowing the whereabouts of each child after 2:45 pm.

- All teachers escort their students to the back of the school. Each child is to tell the teacher with whom he/she is leaving. A child who plans to go home with another student presents to the teacher a written permission note from his/her parent.
- Children who are not picked up by 2:55 will be checked in at Extended Day. Parents may pick up their children from Extended Day by ringing the school doorbell and proceeding to room 104.
- An adult approved by the parent or guardian must go to the Extended Day classroom and sign out each child from Extended Day.

Drug Abuse Prevention

In an effort to assist students in the development of healthy and peaceful living, St. Michael School is pro-active in providing substance abuse prevention and/or intervention. Among the many strategies employed by the school are the following:

- Substance abuse prevention education classes for parents and students
- Referral of at-risk students to counseling service rendered by Catholic Charities of Chicago and/or provided by Title I and Title IV funding.
- Disciplinary action, if needed

Emergency Closings

If it is necessary to close school because of severe weather, it will be announced on radio and television through the computerized Emergency Closing Center. Parents are asked to listen to the radio. St. Michael School is always closed if the Archdiocese or the Chicago Public School System closes.

Emergency Forms

Each family completes a **Medical Information and Emergency Notification Form** as designed by the Archdiocese of Chicago. These are included in the folder with the handbook, calendar, and other forms.

Environment

St. Michael School reserves the right to establish a peaceful environment for the children in our care. All persons who enter the doors of St. Michael School are to speak to one another with respect and dignity. Disagreements are settled in a manner that reflects the Gospel values we attempt to share with our children. Families who choose not to accept our philosophy of respectful verbal interaction face the possibility of exclusion from the school community.

There will be zero tolerance for physical and verbal aggression by adults. Parents who choose to behave aggressively will be asked to leave the school with their children.

Due process applies to children enrolled in St. Michael School who have disciplinary issues. Parents who behave aggressively will be asked to leave the school with their children without the benefit of due process.

Equal Employment Opportunities

St. Michael School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Michael School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position except when one of these characteristics is a necessary qualification of a position.

Evacuation See Disaster Drills.

Evaluation

Evaluation is a major part of learning. At St. Michael School, parents are an integral part of the evaluation of their children.

- **Informal Evaluation:** Informal evaluation occurs when children answer questions in class, take quizzes about material covered, correct homework in class, and engage in discussion with a teacher. These examples and many more give an informal look at a child's progress.

- **Formal Evaluation:** This kind of evaluation occurs when students' projects, writing assignments, or tests are given a formal grade. Sometimes, other professionals are asked to offer a perspective about a child.
- **Standardized Testing:** Standardized Tests are administered according to the Archdiocesan schedule in grades one through eight. These tests are important indicators of a student's progress in reading, language arts, math, science, social studies, and study skills. During the month of May parents receive the results of this testing. The principal and teachers are available to assist with interpretation of test results.

Faith Development

Understanding the gift of our Catholic faith and allowing it to deepen in our lives is the challenge of this school. Many opportunities throughout the day can foster our belief in God and strengthen our faith. We also develop the belief that we are all part of God's family, and therefore we look after each other with the care and love of a Christian family. The following activities give structure to the faith development that is characteristic of our Catholic school.

- **Prayer Leadership:** Developing leadership in prayer is central to our school. Students have the opportunity to bring special intentions to the office and lead daily prayers over the intercom. In the classrooms, students are encouraged to share their experience of prayer, and all students are taught respect for various styles of prayer. Teachers pray with the class before meals, at the end of the day, for special occasions, and particularly during religion classes.
- **School Masses and Prayer Services:** All students participate in an all-school Mass or prayer service on a weekly basis. Students offer their service to the parish as lectors, leaders of prayer or song, ministers of the altar, and as members of the congregation.
- **Sacramental Preparation:** As a Catholic school, we offer to Catholic students the opportunity to be prepared for and to receive the Sacraments. All students have the opportunity for the Sacrament of Reconciliation during Lent and Advent. Catholic students who have not received the Sacrament of Reconciliation or Eucharist prepare with the second grade teacher during the year. Each year, our Catholic eighth grade students prepare for the Sacrament of Confirmation. We celebrate Sacraments and encourage family participation on a weekly basis. In order for a child to be accepted for the reception of these sacraments, parents are required to attend the meetings connected with each.
- **Sunday Mass Attendance:** Parents are also expected to be practicing the Catholic faith by attending mass regularly at St. Michael or at the Catholic parish to which the family belongs. A letter of endorsement from the Pastor of the home parish must be provided in order for the reception of the sacraments at St. Michael.

The Mass schedule at St. Michael is as follows:

- Saturday 4:00 pm Confessions followed by Mass at 5:00 pm
- Sunday Masses are at 8:00 and 9:30 am in English and at 11:00 am in Spanish.

Parents and children who are not baptized Catholics and are considering becoming Catholic are welcome to attend special preparation classes sponsored by St. Michael Parish. Adults may participate in the Rite of Christian Initiation (RCIA) by calling the Parish office (773-734-4921) by the end of October. Children enrolled in our school will receive religious sacramental preparation as part of the curriculum.

Field Trips

Field trips are an important educational experience. They increase a child's awareness of the community in which he/she lives, help increase knowledge of the fine arts, and increase understanding in a subject area. All field trips, including the eighth grade graduation trip, must have educational value.

Overnight trips are not permitted.

The school requires the written consent of parents before a child is permitted to go on a field trip. Students are usually transported by bus and pay their own fare. All parents are expected to sign the standard permission form that releases the school from liability. Both the permission slip and the money for the trip are required to be in the teacher's possession no later than the day before the trip. If a student has not complied with this requirement, the child will not participate in the trip. Students can also be denied participation in field trips if they fail to meet academic or behavioral requirements. Students are not to bring cell phones or any other electronic devices on the field trip.

Chaperones may be needed to attend the field trip. Chaperones must complete a criminal background check, sign a Code of Conduct, complete a CANTS form, and attend VIRTUS training.

Financial Aid

Financial aid packages are available to families who complete the PSAS and Big Shoulders Scholarship Application. Families receiving financial aid must remain current on their monthly tuition payments and must complete 12 hours of volunteer service annually. All volunteers must complete an online background check, a Code of Conduct agreement, a CANTS form, and VIRTUS training. Specific scholarships may require additional commitments including Saturday or summer classes, special dinners, or select field trips. Failure to complete volunteer hours, background checks, VIRTUS training, or other requirements may result in delay of financial aid payments.

Fire Drills

Fire drills are conducted on a monthly basis in cooperation with the City of Chicago Fire Department. All children are made aware of the exits and precautions to be taken. Silence is mandatory during a fire drill.

Fundraising

There will be three fundraisers during the school year. Participation in the fundraisers is optional. Families will receive a tuition credit based on a certain percent of the dollar amount sold.

Certain grade levels of students or select after-school activities may wish to raise funds for their own use. These fundraisers may not take place during class time, and prior approval from the principal is required.

Gang Activity

The following activities/behaviors shall be constituted as violations and are subject to disciplinary actions:

- Any conduct on or off school premises that may be gang-related
- Any conduct that may be gang-related during school sponsored events or activities
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related (This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.)
- The display of signs, symbols, and/or style of writing that appears to be gang-related on paper, notebooks, textbooks or other surfaces
- The use, possession, and/or concealment of a weapon

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion. (Also see **conduct, Detentions, Discipline, and Expulsion.**)

Grading Scale

The following grading scale will be used when letter grades are given:

99 - 100	A+	Excellent
95 - 97	A	
93 - 94	A-	
91 - 92	B+	Above Average Work
87 - 90	B	
85 - 86	B-	
83 - 84	C+	Average Work
79 - 82	C	
77 - 78	C-	
75 - 76	D+	Below Average Work
71 - 74	D	
69 - 70	D-	
0 - 68	U	Unsatisfactory Work

Narrative and developmental grading scales may be used for preschool – third grade students and for specials classes, including art, music, and gym.

Graduation Honors

In preparation for the selection of the valedictorian and salutatorian, the teachers will review the permanent records of the top ranking students. A cumulative grade point average will be obtained for each student beginning with grade five. Ordinarily, the highest-ranking student will be named as the valedictorian, with the second-highest ranking student being given the honor of salutatorian. If a distinction is not clearly evident, the administration reserves the right to judgment along with the qualities of civic and Christian responsibility and leadership. The final decision rests with the principal and pastor. Awards will also be given for Leadership and Christian Service. These will be determined by the faculty. (See Awards and Grading Scale.)

Graduation Fees

Graduation fees for the 2011-2012 school year will be \$100. This will cover the cost of the ribbon ceremony, the awards ceremony, and the graduation ceremony. Students will not be permitted to participate in graduation events if the graduation fee is not paid.

Graduation and Tuition

All tuition and fees must be paid in order for eighth grade students to participate in graduation activities, including the ribbon ceremony, the awards ceremony, the awards luncheon, the eighth grade field trip, and any other graduation events.

Graduation and Acceptable Progress

In order for students to participate in graduation activities, including the ribbon ceremony, the awards ceremony, the awards luncheon, the eighth grade field trip, and any other graduation events, students must be making adequate academic and behavioral progress. Students who do not achieve or behave in accordance with St. Michael guidelines may be excluded from select graduation activities.

Gum and Candy

Eating in the classroom is done only rarely and with the permission of the teacher. Healthy snacks are encouraged for class parties and birthday celebrations. Gum chewing is never allowed. If a pattern of behavior develops relative to the chewing of gum or eating of candy, a consequence may be given.

Harassment

The administration and staff of St. Michael the Archangel Catholic School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Guidelines to aid the school administrator in recognizing and responding to harassment include the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, or hostile conduct
- ranking or rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings, or objects which are offensive or which tend to alarm, annoy, abuse, or demean any individual or group

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic schools.

Health Requirements

Each school in the Archdiocese of Chicago shall comply with the State of Illinois regulations regarding health examinations, dental examinations, vision examinations, immunizations, and contagious diseases. Schools in the Archdiocese shall follow the guidelines set forth by the City of Chicago, Cook County, and Lake County Health Departments of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Health. These records are to be presented to the school before the first day of school.

If a child is *not* in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received immunizations.

The following records are required by Illinois State Regulations:

➤ **Health Examinations**

All children in Illinois shall have health examinations as follows:

- Immediately prior to or upon entrance into any public, private, or parochial pre-school or when transferring from outside the state of Illinois
- Prior to entering school for the first time
- Upon entering sixth and ninth grades

➤ **Health Examinations: Immunizations**

Illinois State law requires every child's parents to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps, and Rubella.

➤ **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

➤ **Vision Examinations**

A new law, effective January 1, 2008, requires that all children enrolling in public, private, or parochial school for the first time or entering kindergarten shall have an eye exam. Parents/guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Every school shall report to the State Board of Education by June 30 (beginning 2009) the number of children who:

- Have received the required eye examination
- Are exempt on religious grounds
- Have received a waiver
- Are not in compliance with the requirement

➤ **Religious Objection to Immunization and Vision Examination**

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization and examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

➤ **School Exclusion:** According to Illinois law, any child whose parent has not presented proof of required health examination and immunizations shall be excluded from school. Parents shall meet these requirements by either the first day of school (health examination) or April 1 (dental and vision). After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parents. There will be no exception on Health Exclusion Day.

The parent or legal guardian will be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Disease Code, at the time such objection is presented.

Homework

One of the chief means of student learning and of communication between the parent and the teacher is homework. It provides the parents with an opportunity to follow the child's progress in school. Parental supervision of the child completing the homework is a necessary element in the learning process of the child. Parents are encouraged to provide the child with a quiet place in which to study. Telephone calls, television, and other distractions should be eliminated during the homework period. Homework is the responsibility of the child. Emphasis is placed on completeness, accuracy, and neatness. Students lose credit for late assignments.

The following is the average amount of time a student would be expected to spend doing homework on a daily basis. This does not take into account the child's distractions, personal ability to complete tasks efficiently, and testing preparations.

- K - 2 30 Minutes
- 3 - 5 45 - 60 Minutes
- 6 - 8 60 - 90 Minutes

Honor Roll

Academic Honor Roll: The subjects included for academic honors are religion, reading, math, science, spelling, English, and social studies. In order to be considered for the Academic Honor Roll, a student may not have any checks in *Respects Authority*, *Peers*, or *Property* on the report card for that grading period. A grade of D or U in behavior also disqualifies a student for this honor.

- **Principal's Honor Roll** A Average
- **Honor Roll** B average

Interruptions

The development of responsibility is encouraged in all students. If forgotten materials must be brought to school by a parent, the parents are to deliver these to the office with the child's name and grade clearly marked on them. Parents are not to deliver forgotten materials to the classroom. Office staff will deliver the items.

Parents may not meet with teachers between the hours of 7:30 am and 3:00 pm. Parents must first make an appointment to meet with teachers, and all appointment must be scheduled before 7:30 or after 3:00.

Keys

Students who need to bring keys to school are asked to keep them in a safe place inside of clothing.

Lost and Found

The school is not responsible for the loss of uniforms, lunch and tuition money, jewelry, bicycles and other items; however, reasonable effort is made to assist the owner in finding the lost articles. Sweaters, the most commonly lost articles, are to be marked with the child's name in permanent marker. Valuable articles that have been lost should be inquired about in the school office. Other lost and found items are stored in the white cabinets in the cafeteria.

Lunches

Students may can apply for a free or reduced-price lunch. Students can also purchase a lunch or bring their own lunch. Those students who bring their lunch may refrigerate the meal.

Students are not permitted to enter the kitchen. They must ask an adult to place and to retrieve the lunch.

Students are not permitted to use the microwave; they may not ask adults to microwave the lunch.

Medication

School Medication Procedures are in accordance with the Archdiocese of Chicago Office of Catholic Schools. Appendix C of this handbook contains a copy of these procedures. Accompanying this handbook is a copy of the **Medication Authorization Form, Physician's Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization**, and the **Annual Medical Information and Emergency Notification Form** for each child.

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators, and administrative staff shall *not* administer medication to students except as provided in these School Medication Procedures.

Administration No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medical Authorization Form** approved and signed by the School Principal.

A **Medical Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. **Medical Authorization Forms** are available in the school office.

The School retains the right to deny any requests to administer medication to the students provided that such denial is indicated on the **Medical Authorization Form**. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

1. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed **Medical Authorization Form**. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medical Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.
2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
 - a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
 - b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. **Storage of Medication.** Medication received by the School with a completed **Medical Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Mission Outreach Programs

St. Michael School supports the parish mission to Peru, individual missionary societies, and local charities that serve the special needs of people within our city and the surrounding area. We also raise funds for victims of major disasters that occur around the world. The children are encouraged to support the missions both by their prayers and by their sacrifices.

Newsletter

A weekly newsletter is sent home as a means of keeping parents informed of events and activities. These are sent home in the Tuesday folder and are posted on the school website. Parents are asked to review the enclosed information, sign by the appropriate date, and return the folder to school.

Non-Custodial Parents

St. Michael School abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (Also see **Parents**.)

Orientation Night

The orientation night held in early September is designed to focus on the skills and expectations needed to be acquired for student success. Projects will be reviewed and suggestions given for parent involvement. Teachers will share ideas, techniques, and other suggestions for assisting the student and communicating with school personnel.

Parent Education and Volunteer Service

Parents are required to attend four parent education and/or volunteer sessions in the course of the year.

All parent volunteers must complete a criminal background check, sign a Code of Conduct, complete a CANTS form, and attend VIRTUS training.

Parents

A parent is either the natural parent of a student, a court appointed guardian, a foster parent of a student, or an individual acting as a parent in the absence of a natural parent. St. Michael School

follows the provisions of the *Family Educational Rights and Privacy Act* that permits parents to inspect and review their child's school records. The school will not disclose anything to third parties from a child's records unless the parent consents in writing prior to the disclosure or the information is directory information that has not been requested to be kept confidential. Parents have the right to represent evidence that the school should amend any part of the child's record which they believe to be inaccurate, misleading, or otherwise in violation of a student's right. If the school decides not to change the record, parents may insert an explanation in the record. In the case of non-custodial parents, the school will provide such parents with access to the school records and other information of his/her child, including medical, dental, child care and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. (Also see **Non-Custodial Parents**.)

Physical Education

The following rules apply to all students at St. Michael School during Physical Education Class:

1. Regular participation is required in all P.E. classes unless the teacher is informed in writing of a student's inability to participate.
2. All students are required to wear the full St. Michael School gym uniform. This includes
 - Navy blue sweat pants imprinted with St. Michael School
 - Light blue tee shirt imprinted with St. Michael School
 - Gym shoes and athletic socks
 - Optional navy blue shorts imprinted with St. Michael School
 - Optional navy blue sweatshirt imprinted with St. Michael School
3. For safety purposes, only stud earrings may be in P.E. classes.
4. Students are required to have two pairs of gym shoes on days when the ground is wet.
5. Students will not be permitted to engage in rowdy behavior while going to or coming from the Russell Square Gymnasium.
6. Students must be personally responsible for clothing and other items taken to the Russell Square Gymnasium.
7. All rules and regulations that are published in the St. Michael Student and Parent Handbook will be strictly enforced during P.E. classes.
8. No food of any kind will be permitted at the Russell Square Gymnasium.

Programs

St. Michael School offers a variety of programs, including but not limited to, a breakfast and lunch program, before and after school care, physical education, music, art, counseling services, student council, Spanish, Title I tutoring, general tutoring, after school activities, and athletics. St. Michael School endeavors to educate all students within the limits of the school educational program.

Progress Reports

In addition to report cards that are given at the end of each trimester, St. Michael School has incorporated three mid-trimester progress reports to inform parents of the progress of those students who have not progressed as well as expected. These reports are sent to parents of students in grades 2 - 8. The reports are to be signed and returned to the teacher within three days of distribution. Failure to return the notes will result in a phone call from the teacher. (Also see **Report Cards**.)

Publicity

From time to time pictures of school activities may be used for publicity. If parents do not want their child's picture to be used in this way, they are to notify the school office in writing.

Respect for Property

If for some reason, damage is done to property, the student will be responsible for making restitution. Students are responsible for books and desks given for their use. An amount for damages will be assigned if damage is done. All hardback texts are to be covered and all books are to be carried in a book bag. School library books are to be given proper care and should be returned promptly so that others can use them. Students are also required to respect the property of their peers. No student may use or take the property of another without permission of the owner.

Teachers do their best to teach respect for persons and property. However, neither the teachers nor the school can be held responsible for any theft or loss of personal property.

Report Cards

Report cards are distributed each trimester. Grades are assigned according to the grading scale as published in this handbook. Parents are required to sign and return the report card envelope to indicate that they have been made aware of the child's progress. (Also see **Grading Scale** and **Honor Roll**.)

Restroom Breaks

Restroom and water needs are to be met before school, during lunch, and after school. During warm weather, students will be permitted to carry a clear, plastic water bottle with them to classes. Students who need to use the washroom during instructional time must sign a log to indicate the time of leaving and returning to the classroom. This will help to track misuse of facilities and abuse of privileges.

Retention

Repeating a grade requires serious consideration; therefore, decisions are made in conjunction with parents as well as school professionals. Parents are informed of the possibility by the beginning of the second semester. This allows ample time for intervention. If a parent does not permit the child to be retained according to the recommendation of the school, the parent will be asked to sign a statement indicating this disagreement. In the case of a parent being undecided regarding the retention of the child, August 1 is the deadline beyond which time the school cannot continue to hold a place in two separate grade levels for the same child.

Russell Square Park

Physical education classes take place at Russell Square Park for students in grades 7 - 8. Urban Gateway activities are sometimes held at Russell Square. In addition, the children are taken on occasion to the park by the classroom teachers for special activities. The handbook consent form provides a space for a parent signature that allows children to be taken to the park.

Safe Environment Requirements for Volunteers and Employees

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. References are being called and documented (with the local principal's initials and the date) on the 7703 form of the person being considered for employment. The school retains all application forms for three (3) years following the interview.

Criminal Background Screening

- All employees and all volunteers who work with children must complete an online background check.
- No one may begin to work or volunteer unless the criminal background check has been completed and approved.
- All school employees and volunteers are required to complete the eAppsDB form online. For assistance, call the Office for the Protection of Children and Youth at (312) 751-5238.
- School employees hired after July 1, 2007, must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.

Safe Environment Training (Virtus)

- All employees and all volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry, or service.
- Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted the Archdiocese of Chicago website. Register online after being hired or accepted as a volunteer.
- If the new employee or volunteer has previously completed the Virtus/Protecting God's Children training, the employee or volunteer must inform the local school administrator and provide a copy of the certificate received at the time of training.

Code of Conduct

- All employees and all volunteers who work with children must read, sign, and date the Code of Conduct Personnel Acknowledgement Form.
- The signed Code of Conduct form is to be kept in the personnel file and volunteer file at the place of employment/ministry.

CANTS Form

- All employees and all volunteers must complete a Child Abuse and Neglect Tracking Form (CANTS).
- One copy of the CANTS form is to be kept in the personnel file and volunteer file at the place of employment/ministry.
- One copy of the CANTS form is mailed to the Department of Child and Family Services.

Mandated Reporters

- All school employees must attend a training workshop for Mandated Reporters.
- All school employees must complete a form acknowledging an understanding of the reporting requirements and must obtain a Mandated Reporter Training certificate.

Safety

Parents are responsible for the safety of the student traveling to and from school. At all times, students are to heed the safety rules of the school. City crossing guards and school personnel are to be given cooperation and respect.

Safety Procedures Regarding Doors

In providing a safe environment for our students, the following is the policy regarding doors:

- No student may open the door for anyone.
- When adults or visitors come to the school, they will be asked the nature of their visit before they enter the building.
- During the day, only the entrance at the south end of the building is used to admit visitors to the school.
- After dismissal, students are not allowed to re-enter the building unless requested to do so by school personnel or accompanied by an adult.

Searches Conducted by School Personnel

Searches of Property

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Searches of Students' Person and Personal Property

The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia, or other items prohibited by law or school policy.

Conducting the Search

- Secure the safety of the students and staff.
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present.
- Parent/guardian should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.
- If a weapon, illegal drug, or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive at the school. The contraband must be turned over to the local police jurisdiction

Reporting the Incident

The appropriate assistant superintendent should be contacted as soon as possible. An Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

Sexual Harassment

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for the misconduct set forth above.

Sickness or Injury

If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency card kept on file in the school office lists the names of persons to be contacted in the event that the parents are not available.

Whenever an injury or illness appear to be life threatening, paramedics are called immediately to the scene. When a child has a contagious disease, every effort is taken to prevent the spread of disease to other children. Children who are thus infected are to have proper medical treatment before coming in contact with other students. Children with common cold symptoms or ringworm are instructed in good hygiene to prevent the spread of viruses.

When head lice, chicken pox, or other such contagious conditions arise, parents of other children in the class are notified. St. Michael School policy is in accordance with the Archdiocese of Chicago. **See Medication.** All students must comply with proper immunizations as required by the State of Illinois. **See Health.**

Soda (Pop)

Students are not permitted to drink soda at breakfast, lunch, or during the school day. Exceptions to this rule are made for “cafeteria special” days and on other special events as determined by the teacher.

Smoke-Free Environment

In the interest of health and safety, St. Michael School maintains a smoke-free environment.

Substance Abuse

Substance is defined as illegal drugs or drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations

The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations

The following guidelines will be followed.

- Notify the parent/guardian and suspend the student during the school investigation.
- Hold a conference with the principal, parent/guardian, student, pastor or juridic person, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Summer School

If a student receives a failing grade for the year's work, summer school will be required before the student can be promoted to the next grade level. Subjects governed by this ruling are math, reading, English, spelling/vocabulary, social studies, science, and religion.

Suspension

Should it be determined that suspension is an appropriate disciplinary measure in a given situation, the student must complete all the make-up work for lessons covered during the time of suspension.

Tardiness and Punctuality

The school doors open at 7:00 am each day. The school day begins promptly at 7:40 am. St. Michael the Archangel Catholic School expects promptness and encourages parents and students to meet this expectation. Promptness is a value we teach and expect.

Special punctuality awards will be given at the end of the year to students who have no tardy slips for the year.

Teacher Qualifications

Teachers meet the requirements and qualifications required by the Archdiocese of Chicago.

Technology

St. Michael School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication and is under the supervision of teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value. St. Michael School maintains a sonic fire wall to filter inappropriate material and believes that the value of information, interaction, and research outweigh the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. St. Michael School Technology is prohibited for the following uses:

- Violating students' rights to privacy/confidentiality
- Attempting any unauthorized access to any computer system.
- Downloading unacceptable materials
- Re-posting personal communication without the author's prior consent
- Violating copyright law
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer
- Using the internet on or off school grounds to harass, bully, or intimidate other students
- Using the internet to display or promote illegal activities
- Using inappropriate language, pictures and gestures in any form on the Internet
- Using the Internet for entertainment or limited self-discovery function
- Using the Internet for unauthorized purchases
- Using personal data plans (on cell phones, tablets, laptops, or other devices) on school grounds

The student and parent/guardian must sign an Internet use agreement. School personnel may withdraw student Internet access at any time.

Telephone Use

Students are permitted to use the school phone only in emergency situations and in the case of a teacher requesting them to stay after school. Students are not permitted to use their cell phones in school or on school grounds before, during, or after school. Students who need to make a phone call must use the school phone.

Tornado Drills

The signal for a tornado drill is a series of short rings and use of the intercom if necessary. If a tornado warning is in effect, the children will be taken to a safe place. The school complies with the Annual State Tornado Drill each spring. All students practice procedures during the school year.

Truancy

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action.

Tuition (See Appendix)

All families must remain current on their tuition payments. Payment is due by the first of each month, and late payments are subject to a \$30 late fee. Exclusion for non-payment of tuition will be enacted on the following days:

Wednesday, October 29, 2014
Tuesday, November 25, 2014
Monday, December 15, 2014
Thursday, February 5, 2015
Thursday, February 26, 2015
Thursday, March 26, 2015
Thursday, April 30, 2015
Thursday, June 4, 2015

Eighth grade students whose families still owe tuition will not be able to participate in eighth-grade activities, including but not limited to the eighth-grade field trip, luncheon, ribbon ceremony, and graduation ceremony.

Families who are delinquent on 2014-2015 tuition will not be permitted to register for the 2015-2016 school year until all required payments are made.

Weapons

Students shall not carry, possess, or use weapons in school or on school premises. Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks, and any other object that causes bodily harm.

The possession and/or use of a weapon can result in suspension or expulsion. A weapon is defined as an object that can inflict bodily harm. Since some objects designed as tools and/or school supplies have the capacity to inflict bodily harm, all items such as scissors, compasses, rulers, etc. are to be used carefully and only as directed by the teacher. Items such as pocket knives, that have no educational use, are not to be brought to school at all.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

The Office of Catholic Schools should be notified as soon as possible. However, a written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report must be faxed to the vicariate assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.

Uniforms and Dress Code

Students are expected to come to school each day in a complete and clean uniform. On a first or second occasion of a violation, a written communication is sent to the parent. A third infraction results in the student having to wear the uniform on a dress down day.

Dress Uniform for Girls:

- Burgundy and gray plaid jumper
- Burgundy and gray plaid skirt
- Jumpers and skirts may be no more than 2 inches above the knee.
- Gray dress pants or dress walking shorts (not cargo pants or shorts; no “skinny jeans/pants”)
- Black belt (optional); other colors of belts are not permitted
- Burgundy polo shirt – tucked in
- Pink blouse (Grades K-2 only) – tucked in
- Burgundy vest or sweater
- Black, gray, white, or burgundy socks *or* tights (not both)
- Black footless tights are not permitted.
- Black dress shoes (no gym shoes)
- One pair of stud earrings
- No other jewelry permitted
- No make-up or nail polish
- No fake or press-on nails
- Girls may not dye their hair unnatural hair colors.

Dress Uniform for Boys:

- Gray dress pants or dress walking shorts (not cargo pants or shorts; no “skinny jeans/pants”)
- Black belt (required)
- Burgundy polo shirt – tucked in
- Burgundy vest or sweater
- Black socks
- Black dress or casual shoes (no gym shoes)
- White fitted undershirt
- No jewelry permitted
- No make-up or nail polish
- No fake or press-on nails
- Boys may not dye their hair unnatural hair colors.
- Boys are not permitted to have facial hair.

Gym Uniform for All Students:

- St. Michael sweatpants
- St. Michael shorts (only PK – 2nd grades)
- St. Michael t-shirt
- St. Michael hooded sweatshirt
- White athletic socks
- Gym shoes (Bring an extra pair for Russell Square Park.)
- One pair of stud earrings permitted for girls only

- No other jewelry permitted
- No make-up or nail polish
- No fake or press-on nails
- Students may not dye their hair unnatural hair colors.

Dress Up Days

Students are permitted to dress up on select days. These will be announced in the weekly newsletter.

Students should dress nicely.

- Slacks, skirts, dresses, and jumpers are appropriate.
- Blouses, sweaters, polo shirts, and button-up shirts are appropriate.
- Ties are appropriate.
- Dress shoes are appropriate. Flats are recommended.
- Undergarments must not show.
- Jumpers and skirts may be no more than 2 inches above the knee.
- A shawl, sweater, or jacket must be worn over strapless dresses or tops in church.
- No jeans or sweat pants
- No clothing with writing
- No ripped clothing

Dress Down Days

Students are permitted to dress down on select days. These will be announced in the weekly newsletter. Students must dress appropriately.

- Jeans, slacks, skirts, dresses, and jumpers are appropriate.
- T-shirts, sweatshirts, blouses, sweaters, polo shirts, button-up shirts are appropriate.
- Ties are appropriate.
- Gym shoes, dress shoes, or sandals are appropriate. Flats are recommended.
- Undergarments must not show.
- Jumpers and skirts may be no more than 2 inches above the knee.
- A shawl, sweater, or jacket must be worn over strapless dresses or tops in church.
- Any writing on shirts must be appropriate.

Visitors

All visitors are to report to the office. No parent or visitor may go to the classroom unless accompanied by office personnel or in the case of previous arrangements having been made.

Wellness Policy

Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

Students, faculty, and staff are encouraged to bring healthy food for lunch, snack, and parties. Students will be scheduled to have physical activity at least once per day.

Appendix A – Physical Education

The following rules apply to all students at St. Michael School during Physical Education Class:

1. Regular participation is required in all P.E. classes unless the teacher is informed in writing of a student's inability to participate.
2. All students are required to wear the full St. Michael School gym uniform. This includes
 - Navy blue sweat pants imprinted with St. Michael School
 - Light blue tee shirt imprinted with St. Michael School
 - Gym shoes and athletic socks
 - Optional navy blue shorts imprinted with St. Michael School
 - Optional navy blue sweatshirt imprinted with St. Michael School
3. For safety purposes, only stud earrings (for girls only) may be in P.E. classes.
4. Students are required to have two pairs of gym shoes on days when the ground is wet.
5. Students will not be permitted to engage in rowdy behavior while going to or coming from the Russell Square Gymnasium.
6. Students must be personally responsible for clothing and other items taken to the Russell Square Gymnasium.
7. All rules and regulations that are published in the St. Michael Student and Parent Handbook will be strictly enforced during P.E. classes.
8. No food of any kind will be permitted at the Russell Square Gymnasium.

Appendix B – Preschool Program

St. Michael School offers a preschool and kindergarten program that has been recognized for excellence by the National Association for the Education of Young Children. A special program of pre-school education is offered to children who have reached the age of four. Children in this program are expected to abide by all guidelines in this handbook that are age appropriate for a pre-school student. Information specific to pre-school follows:

Philosophy: We believe that children in the St. Michael Preschool are to be nurtured in a loving, safe, and caring environment. Experiences of play and exploration are designed to assist children in the development of social skills and creative learning. The classroom is structured in a child centered arrangement that attempts to meet the individual interests and needs of each child. Socialization and Christian values are stressed.

Clothing: Children in pre-school do not wear uniforms. Parents are asked to keep an extra outfit for the child at school for unexpected emergencies.

Snacks: Children take turns providing healthy snack to share with the class. At the beginning of the year, a schedule for snacks will be sent to each parent.

Daily Activities: Children engage in a variety of activities throughout the day that include circle time, learning stations, free play, outdoor recess, lunch time, and nap time. Children are encouraged to bring a blanket for nap time.

Family Involvement: Parents are always welcome in the classroom. They can enhance the learning environment by becoming actively involved as volunteers and/or chaperones on field trips.

Appendix C - Finances

St. Michael the Archangel Catholic School is an Archdiocesan Mission School. The purpose of the school is to promote faith within the Catholic Church and to offer a quality education imbued with Christian values. The people of St. Michael Parish support the mission of the school and subsidize the financial obligations incurred by the institution.

Additional Information Relative to School Fees and Payment

Check Payment: If a check does not clear the bank due to insufficient funds, a fine of \$30 will be added to the amount of the payment. Parents are given three days to clear the check or reimburse the school the amount plus the fine. If this happens twice, only cash or a money order will be accepted from the family thereafter. After April 1, only cash or money orders will be accepted as payment.

Exclusion: Reports cards will be held back for non-payment of tuition and Extended Day fees. Families who do not meet to their financial obligation to the school will be excluded from school.

Registration Fee: A fee is required at the time of registration to cover the cost of record keeping and mailing. The fee is \$150.00 per student and is non-refundable.

A collection agency may be used in cases where a family has withdrawn from our school without fulfilling their financial obligation.

Families must read and sign the Tuition Agreement that is included in the registration packet.

Appendix D – Extended Day

Director: Mrs. Botello
Assistants: Mrs. Reyes
Mrs. Castro
Telephone: 773-221-0212

The Extended Day is a separately paid program offered to assist parents whose work schedule does not allow them to pick up their children at 2:45 pm. After dismissal, any student still on the playground at 2:55 is brought into Extended Day and parents will be charged for the service. For the safety of the children, no child can be left unsupervised while waiting for a parent. All rules established for students during the regular school day also apply to the Extended Day Program. This includes financial obligations.

The program allows for homework or quiet time along with outdoor activity when weather permits. A snack is served on a daily basis. The program begins the first full day of school.

The Extended Day Program is in session from 3:00 pm until 6:00 pm each day. Students who are not picked up by 6:00 will be charged \$1.00 per minute.

The cost of the program is \$5.00 per hour per child. Financial assistance is available through Illinois Action for Children for families who meet income and residence requirements. Additional financial assistance may be available for families who do not qualify for Illinois Action for Children. If there is no payment after two weeks, the child/ren may not return to Extended Day until payment is made in full.

Extended Day Policies

1. St. Michael the Archangel Catholic School students are welcome to be a part of the extended day program.
2. The sign-in time is 3:00 pm.
3. The cost of the program is \$5.00 per hour per child. Financial assistance may be provided through Illinois Action for Children. Additional financial assistance may be available for families with more than one child who do not qualify for Illinois Action for Children.
4. Families will be charged per half hour. Pick up times past the half hour or hour mark will be charged for the complete half hour.
5. A snack will be provided daily.
6. Homework or quiet time is a part of the program. Students are encouraged to work independently on their homework. Help will be provided as necessary.
7. The program consists of homework time, indoor free time, and physical activities.
8. The legal guardian or authorized person *must* come into the extended day classroom to sign the student out.
9. An emergency form with current phone numbers is required.
10. All children must be picked up by 6:00 pm by the legal guardian or authorized person. Please call (773) 221-0212 if someone else will be picking up your child.
11. If an adult arrives after 6:00 pm, the charge will be \$1 per minute.
12. If the legal guardian does not contact the school and the child is not picked up by 6:30 pm, the child will be taken to the District Police Station.
13. All school and archdiocesan policies apply to the extended day program.

**Extended Day
Emergency Contact Sheet**

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Legal Guardian's Name: _____

Emergency Phone Numbers: _____

Legal Guardian's Address: _____

The child/children live with: _____

Please list the names of people who will be picking up the child/children.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

**The child will only be allowed to go home with those authorized above.
If another person will be picking up the child, please call the school at (773) 221-0212.**

Cost: \$5.00 per hour per child

ST. MICHAEL THE ARCHANGEL SCHOOL
8231 S. SOUTH SHORE DRIVE
CHICAGO IL 60617

PARENT – STUDENT HANDBOOK AGREEMENT

I have read the 2014-2015 Parent – Student Handbook and fully understand the material that it covers.

Signature of Legal Guardian

Date

Printed Name of Legal Guardian

Date

Signature of Legal Guardian

Date

Printed Name of Legal Guardian

Date

Copies of this agreement will be kept in each student's file.

