

**St. Michael School Family Handbook  
2009-2010  
School Hours: 7:50-2:45pm**

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

Telephone (773) 221-0212  
Fax (773) 221-2310  
Website [www.stmichaelsouthshore.org](http://www.stmichaelsouthshore.org)

**ACCREDITATION/SCHOOL IMPROVEMENT PROCESS**

**Each elementary and secondary school in the Archdiocese of Chicago shall be engaged in an ongoing school improvement process. Elementary schools are expected to successfully complete the Genesis School Improvement Plan (SIP) in the year assigned by the Office of Schools. St. Michael School was fully certified in October 2008 under the auspices of the Office of Catholic Schools and in conjunction with the Illinois State Board of Education (ISBE) Recognition Process for non-public schools in June 2009.**

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. All parents and their children are to read this handbook thoroughly and sign the agreement. This agreement must be filed in the student's file no later than September 15, 2009 with the understanding that the student and the parent(s)/guardian(s) have read the handbook and agree to be governed by its contents. Students will be asked to remain home after September 15, 2009 until the agreement has been signed and returned to the school office.

**MISSION STATEMENT**

**St. Michael School is a Catholic educational community that develops strong Catholic Faith, dedicates itself to witnessing to a strong belief in God and a lifelong commitment to follow Jesus by embracing the Word of God as proclaimed in the Scriptures. Inspiring social responsibility and Christian service within the community, we develop awareness and acceptance, diversity and dignity for all people. St. Michael provides engaging and rich, joyous, positive, and challenging learning experiences for each child. We are both supportive of each student's potential growth and committed to accept as many children as possible who can participate in the benefits from a Catholic School. St. Michael School strengthens the future one child at a time.**

**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 school 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 learning 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 and Sunday 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 and volunteer opportunities;
- To help each student to develop the power to think creatively, constrictively, 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.

## ADMISSIONS

**Non-discrimination Policy:** According to Archdiocesan policy St. Michael 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 administration of educational policies, loan programs, athletic or other school-administered programs.

St. Michael 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.

The law in Illinois states two options for admission to preschool, kindergarten, or first grade:

- Observe the September 1<sup>st</sup> cut off date with no exceptions.
- Observe the September 1<sup>st</sup> cut off date as the general rule and make exceptions by allowing a child to be tested. A local assessment tool may be used in determining a child's readiness for early age admission.

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 (immunizations, health exam, dental record and vision record (at appropriate levels)
- The child's most recent report card
- The child's social security number
- A copy of the transfer if applicable.

**All students new to the school shall be accepted on a probationary basis. Serious academic work, constant respect verbally and physically of teachers, all adults and students, and care for the facilities and all books and supplies are important if a student is to continue to remain a member of the St. Michael School Learning Community. Ordinarily, new students are not accepted after sixth grade. Supplies, registration fees, and the first tuition amount due in August must be paid in full prior to the start of the new school year—August 24<sup>th</sup> in this case.**

### **ADMISSION OF RETURNING STUDENTS**

Parents who wish to enroll their children for the coming school year shall complete a registration form during the month of March. There is a \$35 fee until March 31<sup>st</sup>, \$45 through April 30, and \$45 after May 1. All registration fees must be received no later than July 31<sup>st</sup>. **This is a per child fee and is non-refundable.**

Acceptance of returning students is dependent upon the following factors:

- **Tuition, fund raising, and extended fees from the previous year are paid in full prior to the start of the new school 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 any other regulations that may be expected during the course of the year.** In order to remain at St. Michael School, students must meet the expectations above during breakfast and lunch program, during recess, when representing the school on field trips, at the Extended Day program daily, and on the way to and from school. **The Gospel values of love and respect, forgiveness and peace, fairness and service are the values that will allow others to see our St. Michael School learning community as a compassionate and caring place to be.**
- **Parents are able to show that they have volunteered on a regular basis (at least five times a year) as well as and have attended at least four (4) sessions for parents that help them understand the type of instruction used to teach the curriculum, to be involved in hands-on-learning in the same ways that your child does in school each day. ALL VOLUNTEERS MUST MEET THE ARCHDIOCESAN REQUIREMENTS FOR VOLUNTEERS BY MEETING THE REQUIREMENTS FOR PROTECTING ALL GOD'S CHILDREN (criminal background check, VIRTUS**

**training, Code of Conduct, CANTS form, Application for Volunteers all must be kept in a volunteer folder in the office).**

Students who are not meeting the academic and behavioral standards of the school will participate in the following process:

- At the first Parent-Teacher-Student Conference, a conversation will be had discussing behaviors in violation of the conduct codes of St. Michael. Together, the parent and teacher will establish a plan that must be met if the student is to remain in the school. The students will be placed on probation and expectations will be stated in writing and will be sent to parents/guardians.
- Students who fail to make the required improvements will be informed of suspension procedures that could lead to expulsion.

## **ARRIVAL/DISMISSAL**

**Due to the dangers on South Shore Drive, parents are asked not 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 northbound ONLY and are permitted to pause in front of school only for as long as it takes the child to exit the car. NO CHILD MAY BE EXIT CARS UNLESS THE CAFETERIA IS OPEN AT 7:00. NO CHILD IS TO BE WAITING UNSUPERVISED UNTIL THE CAFETERIA IS OPEN. A DOOR KEEPER WILL BE ASSIGNED TO THE CAFETERIA DOOR. THE SCHOOL PRINCIPAL DOES NOT OPEN DOORS AND SUPERVISE CHILDREN PRIOR TO THE OPENING OF THE CAFETERIA.** All students arriving early (before 7:30) are to go into the school building for breakfast or early morning conversation with classmates where supervision is provided. No students will be in the classroom prior to dismissal from the cafeteria.

For the sake of 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 PreK to Grade \* 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 it eliminates the need to put the vehicle in reverse once the children have been dismissed to their parents on the safe lot. Students who remain on the dismissal lot after 2:55 must be accompanied by their teachers to the Extended Day or to to homework class, or an after school activity. **NO child may be left alone on the dismissal lot without teacher supervision.**

The following procedures relative to knowing the whereabouts of each child after 2:45 pm. Teachers assigned to each grade level escort their students to the back dismissal lot. Each child remains with the teacher until the parent arrives at the waiting place and lets the teacher know that the child is being picked up by the parent. A child who is to go home with another student presents the teacher with a written permission note from his/her parent/guardian. Children who are not picked up by 2:25 will be checked in at the Extended Day program. Parents may then pick their child(ren) up from Extended Day by ringing the school doorbell and proceeding to

room 104. An adult approved by the parent or guardian must sign out each child from Extended Day.

## ATTENDANCE

Progress in school academically depends on regular daily attendance and punctuality (being on time—no late slips). The following procedures and expectations are intended for the protection of children.

- A parent/guardian is expected to notify the school by telephone before 8:15 am on the day the child is absent and everyday thereafter noting the reason for the absence.
- Parents are required to send the teacher a dated, written excuse for the absence of the child on the day of his/her return. Teachers are to keep these absent slips.
- 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 return to school.
- Teachers are to admit a student to the classroom only if they have a late slip. The names on the slip will be verified and returned to the office.
- Teachers will maintain daily attendance on the green attendance record. This should be done in pencil until matched with office records.
- Each child is responsible for homework missed during absences. Students may have an extension on homework of one day for each day absent.
- When possible, doctor appointments should be made after school hours or on school holidays. A student cannot be considered as having **perfect attendance if the student is late or must leave school early.**
- 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 out at the school office.
- It is necessary at times to keep students after school. There are occasions when a teacher needs to talk to a child about schoolwork or behavior, or to give the child some extra help. Parents will be notified with a note or a phone call.

## ACADEMIC PROCEDURES

### Homework:

The purpose of homework is to:

- Give students opportunities to practice and reinforce skills
- Prepare students for a new topic
- Enhance classroom learning

One of the chief means of communication between the parent and the teacher is homework. It provides the parents with an opportunity to follow the child's progress. 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. Telephones (calls or text messaging), television, video games are distractions that 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. **Students in Grades 2-8 have a student planner that contains all homework for the day. Parents are to check off assignments completed in each content area.** The following is an 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 PLUS 20 reading minutes/signed (signed planner or log for PreK-Gr. 1)**  
**3-5 45-60 minutes PLUS 30 reading minutes/signed planner**  
**6-8 60-90 minutes PLUS 30 reading minutes/signed planner**

Homework is always expected the next day unless the students are told otherwise. Any missing and/or unacceptable work will be marked with a red X next to the assignment in the assignment notebook. Parents are required to check the assignment notebook for the day's work. Students lose credit for late assignments.

#### **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.**

- 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 midyear. Parents have the final decision.
- If a student is to be retained, the school shall provide a special program to ensure growth and progress.
- Retention should be used rarely above the primary grades.

#### **In all cases:**

- The parent/guardian should not have to choose between retention and transfer to another school.
- Absence in itself is an unacceptable cause for retention if the student demonstrates the ability to master academic materials.
- If a student is retained, the school shall make accommodations that support the academic growth and progress of the student.

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

#### **Progress Reports**

Teachers will follow the dates in the school calendar that identify the date progress reports will be sent to parents. It will be expected that parents return progress reports noting they have seen the report. A conference may be requested by either teacher or parent. Progress reports

will be reviewed during the 2009-2010 school year to determine if the report gives adequate information to the parent.

### **Reporting Student Progress**

Report cards will be distributed on a quarterly basis. Dates are listed on our website. **Parent-teacher-student conferences will be held at the end of the first and third quarter. Conferences are required. No report cards will be given out unless a parent attends the conference and receives the report card from the teacher.**

### **Standardized Testing**

The Terra Nova standardized achievement test will be administered the first full week of March each year. It is required of the Archdiocese of Chicago that all students in grades 3, 5, and 7 take the Terra Nova achievement test and the InView cognitive abilities tests. St. Michael chooses to test students in all other grades—1, 2, 4, 6, 8. Parent reports are sent to parents sometime in April when the results arrive.

### **Acknowledgement of Receipt of Handbook**

Parents are required to complete the Acknowledgement of Receipt of Handbook indicating that they have read the entire document and agree to comply with all regulations therein. Without this document, a child is not considered registered and may be asked to leave if the parent/guardian refuses to follow 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 CHANGES AS SOON AS POSSIBLE. SOME CHANGES MIGHT HAVE TO BE MADE IMMEDIATELY DUE TO UNFORESEEN CIRCUMSTANCES.**

## **BULLYING**

**St. Michael has zero tolerance for bullying of any sort at any time before, during, or after school. Bullying is contrary to Gospel values and has no place in St. Michael Catholic School. Intimidation or disrespect of any person is unacceptable in our Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.**

**Bullying is characterized by**

- **Aggressive behavior toward others;**
- **Intentional repeated hurtful acts over a period of time.**

**In all cases, these negative acts are not intentionally provoked by the victim.**

**Bullying may be physical, verbal, emotional or sexual in nature. For example:**

- **Physical bullying includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling.**
- **Verbal bullying includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communications.**
- **Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation friendships, isolating, ostracizing, and peer pressure.**

**Bullying actions in any form, including use of the Internet and other electronic communication devices, are unacceptable in the school community. Clear behavior standards should be publicized and consistently reminded in the school community. Clear behavior standards will be posted and publicized and consistently and fairly enforced. Children are unable to eliminate acts of bullying or harassment without adult support and action.**

**St. Michael the Archangel School has adopted a Non-Bullying Curriculum in Grades K-5 that will be integrated in the curriculum on a systematic basis. A Non-Bullying/Non-Violence curriculum has been adopted for the Middle School and will be integrated in the curriculum on a regular basis. This curriculum clearly identifies bullying behavior and positive behaviors designed to eliminate bullying under any circumstances. Ultimately, systematic bullying will lead to expulsion if other practices fail to end this behavior.**

### **CONDUCT/DISCIPLINE**

St. Michael School strives to teach and foster self-discipline in a positive environment. Students are affirmed and encouraged with challenging direction. It is expected that they demonstrate increasing maturity as they develop respect for themselves and others.

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and respect for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

In order to achieve this goal, the students, parents, teachers and administration must work together to maintain a positive educational environment in the academic and behavioral areas. All students are expected to understand and comply with basic school rules and regulations.

The disciplinary policies are based on principles that recognize the dignity and worth of every student and teacher. The objective of these principles is student growth in abilities, attitudes, and habits.

Discipline at St. Michael will be directed toward developing the traits which are necessary to cope with real life situations; developing good relationships with others; becoming productive individuals; recognizing when personal actions are interfering with the rights of others; recognizing individual rights within the limits of society; and participating fully in the life of a Christian community.

## **RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY**

**An environment that permits and orderly and efficient operation of our school must be provided. The responsibility for development and maintenance of this environment falls to the combined effort of students, parents, teachers, staff and administration.**

### **THE STUDENTS HAVE A RESPONSIBILITY TO:**

- Live the Gospel values taught each day, participate in various prayer forms appropriate to the age of the students; participate fully in weekly Mass;
- Attend school regularly and on time;
- Conduct themselves properly at school, or at any school function on or off school premises;
- Be prepared with completed homework and any other necessary materials when they attend classes;
- Consistently put forth their best effort in all homework and study assignments;
- Show respect toward all those in authority;
- Respect the rights and property of fellow students;
- Exercise proper care when using school property;
- Follow all classroom rules set forth by the teacher;
- Come to school appropriately dressed according to the Uniform Code;
- Abide by the school policies governing use of computers and the Internet;
- See to it that no bullying behavior exists at St. Michael School.

### **THE PARENTS HAVE A RESPONSIBILITY TO:**

- Set the example of Christian faith, especially by seeing that the child attends Mass or church services weekly;
- Oversee their child's responsibility to study and complete homework assignment;
- Follow up on the student's disciplinary action;
- Care for the student's health and personal cleanliness;
- Make sure their child observes the school uniform code;

- Send their child to school when school is in session and to see that he/she arrives on time;
- Keep at home students who are ill and arrange to have all class work completed;
- Cooperate with school personnel in solving student-related problems;
- Provide a home atmosphere conducive to learning and the development of good study habits;
- Meet the financial obligations they have accepted by sending their child to St. Michael the Archangel School.

**THE ADMINISTRATION AND CLASSROOM TEACHERS HAVE A RESPONSIBILITY TO:**

- Strive to help each child reach his/her spiritual, academic, and behavioral potential;
- Provide a healthy atmosphere for learning and teaching;
- Consistently enforce the disciplinary code which has been adopted by the school;
- Seek conferences with parents to resolve behavioral problems before they become a serious matter;
- Encourage student to participate in classroom and extracurricular activities;
- Identify and affirm each person's God-given gifts.

**CODE OF CONDUCT**

**As a student I will:**

- **Be honest, courteous and exhibit conduct that is based on Gospel values as well as on good moral conduct;**
- **Worship weekly by participating actively in songs and responses as well as living out the Scriptures of the day;**
- **Cooperate with school authorities by honoring all regulations and recommendations established for the effectiveness of St. Michael the Archangel Catholic School;**
- **Use correct grammar and appropriate language at all times;**
- **Avoid any behaviors that may be considered bullying in word or action and recognize the seriousness of the consequences for such behavior;**
- **Behave in an appropriate manner at all times (walking in the halls, quiet voices);**
- **Keep the grounds, building, and classroom free of paper and other debris;**
- **Not push, trip, fight or wrestle at school;**
- **Be responsible for damages or destruction of school or personal property;**
- **Exercise care on the playground and play in a responsible way;**
- **Not bring radios, tape recorders, i-pods, compact discs and players, cellular phones\* (see the policy for cellular phones), other electronic equipment, or any other toys. (These items are a distraction in the classroom and at extended day program. Additionally, St. Michael School does not accept financial responsibility for these items.).**

## Privileges:

Students whose conduct, work, respect is consistent with school rules may attend all school-sponsored events. In addition, other privileges may be given, i.e. no homework, spirit day participation, dress-down days, etc.

Serious offenses may lead to appropriate disciplinary action including suspension/expulsion. They include bullying (verbally or physically), fighting, lying, verbal harassment, cheating, vandalism, defiant actions or speech, littering school property, disrupting class, using profane or inappropriate language or gestures, In more serious cases where weapons or illegal substances are involved, police will be notified immediately and the student will be subject to suspension or possible expulsion by the principal.

See APPENDIX for the continuation of this policy.

## CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel 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 child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel 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 make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

### Mandated Reporters

**All school personnel including administration and both certified and non-certified staff** must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.

Child abuse and neglect reports are made by calling the DCSF Hotline in Illinois at 1-800-252-2873 or 1-800-25ABUSE; outside of Illinois, call 1-217-524-2606.

**If a report is taken by the Hotline worker, it is the responsibility of the mandated reporter to supply a written confirmation of the verbal report (CANTS 5) to the school's local office within 48 hours. The hotline worker will supply the mandated reporter with the**

**mailing address for the local office. A copy of the CANTS 5 form may be requested from the local area office if necessary.**

All school personnel must sign an acknowledgement of mandated reporter status prior to employment. The school is required to retain the signed statement. **(CANTS 22 FORM)**

If an allegation of abuse is raised to a school board member, the school board as a governing body or the individual member has the authority to direct the school principal to report the abuse as required by the Abused and Neglected Child Reporting Act **(ANCRA)**.

CANTS forms may be found on the Web site of the Illinois Department of Children and Family Services located under FORMS.

## **BUS STUDENTS**

Students who ride private buses will wait at dismissal with an assigned teacher. 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. Students must arrive in their classrooms no later than 7:45 each morning so that they are on time. The breakfast program closes at 7:35. Students will not have the opportunity for breakfast if they arrive later than 7:35.

## **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 the parent/guardian seeks to enroll a child, school personnel must present 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 a 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 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 Archdiocese Office of Legal Services.

### **Parent-Teacher Conference/Communication**

In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference,. Likewise, the sharing of school information pertinent to the child should be provided to the non-custodial parent in a timely fashion.

## **CATHOLIC IDENTITY**

**Genesis Goal:** As members of the Catholic Church, Catholic students are prepared to make a life-long commitment to living the Gospel of Jesus Christ. School life centers on worship, message, community and service.

**The Mission Statement** describes the fundamental belief of the Catholic School.

- The Catholic identity and sponsorship as it relates to the local Church,
- The mission of the school as part of the evangelizing mission of the Church
- The school commitment to meet the needs of its specific student population
- The school commitment to quality education
- Other components unique to this school.

**The Catholic Identity** describes the school as a place where Gospel message is witnessed, proclaimed and taught.

- The entire educational program is designed to foster and promote the integral formation of students in light of the Catholic faith.
- Curriculum, materials, and methods conform to the *Catechism of the Catholic Church* and other Church documents.
- The school community recognizes and supports the catechetical role of parents/guardians and families.
- Parents and guardians participate in the life and mission of the school.

- The administrators, teachers and staff are faith witnesses to students, parents, and each other.
- Administrators, teachers and staff participate in annual doctrine and catechetical inservice programs to increase their capacity as Catholic school educators.

**The Catholic school faith community:** describes how its members are invited to pray and worship.

- The school community is a place where the Gospel is witnessed, proclaimed and taught.
- The school community engages in daily prayer; students are introduced to various traditions and forms of Catholic prayer.
- The school invites parents and prepares students for active participation in the sacramental and liturgical life of the Church.
- The seasons and feasts of the Liturgical Calendar are observed and celebrated.

**The Catholic school environment:** evidences the loving and just relationships that exist in the school community.

- School policies, programs, curriculum, procedures and rules are designed to reflect Catholic doctrine, attitudes, and behaviors.
- The school community exhibits respect for the cultures that students represent, as well as, respect for our multicultural society.
- The school staff and students exhibit graciousness and hospitality—the hallmarks of the school environment.
- The school community promotes awareness and respect for persons of other faith and religious traditions.

## **ASSIGNMENT NOTEBOOKS/PLANNERS**

Students in grades 2 through 8 are required to use the student planner 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 the daily, direct communication between the parent and the teacher. Some teachers also connect with parents/guardians via email to advise the parents that students are missing a large number of assignments. Teachers will give parents their email address at the start of the school year. It is our intent that each teacher will have a place on our website to keep parents informed of special events in their curricula as well as assignments that need to be addressed on a daily basis.

## **CALENDAR/COMMUNICATION FOLDER**

A calendar of projected events and dates for the school year is included in the weekly folder as well as in the calendar at our website—[www.stmichaelsouthshore.org](http://www.stmichaelsouthshore.org). Upcoming events are listed each week in the newsletter, Parents are responsible for knowing the activities of the school. It is the responsibility of the oldest child to give the Tuesday folder containing the weekly newsletter to the parent. In turn, the parent is to read it and return it to school. Please note that our school year is designed to include 179 school days. There will be no early dismissals except for the first and last day of the school year and the two parent-teacher conferences.

### **CELL PHONES AND OTHER ELECTRONICS**

**CELL PHONES ARE NOT PERMITTED IN SCHOOL UNLESS THERE IS AN UNUSUAL CIRCUMSTANCE THAT REQUIRES A STUDENT TO HAVE ONE. IN THAT CASE, THE PARENT MUST COME TO THE OFFICE AND FILE A FORM WITH THE REASON IT WOULD BE NECESSARY.** (The most likely reason would be that a student rides the bus home and a parent wants to know that the child has arrived home safely. Few other reasons would be acceptable. It is the principal's right to allow the student to bring the cell phone to school. ) Any phone that a student may have with the permission of the principal will be kept in the office throughout the day. If a student fails to do so and takes the phone to class, the student will lose the privilege to have the cell phone in school.

Absolutely **no electronic devices** may be brought to school. This includes i-pods,, MP3 players or electronic games of any sort. If they are brought to school, they will be taken by the /principal and returned to the parent when it is appropriate.

### **COUNSELING**

St. Michael School is privileged to have counselors available to students through Catholic Charities for Title I students and Catholic Charities counselors who are not Title I counselor, but serve the remainder of the student body. The cost is on a sliding fee scale, but no student will be denied counseling due to money. Parents may request counseling for their child, or teachers may seek parental permission for counseling for students who would benefit from seeing a counselor to develop skills needed to be a confident learner, skills needed to help the student develop healthy relationships, and issues that are family-related.

### **COMMUNICATION WITH PARENTS**

Clear and timely communication is essential among parents, teachers, students, and principal in a quality school. Weekly communication with parents is promoted through a weekly Tuesday folder containing the newest information. That same newsletter may be found on the school website at [www.stmichaelsouthshore.org](http://www.stmichaelsouthshore.org) along with a calendar of monthly dates. Additionally, information is available through assignment notebooks for grades two through eight, through quarterly progress reports, quarterly report cards, parent-teacher conferences, and periodic flyers. If parents have any concerns, they are encouraged to take them to the teacher prior to taking the matter to the principal.

## DISASTER DRILLS

St. Michael School conducts regular disaster drills that help the students and staff to prepare for emergencies such as fire, tornadoes, invasion of school by a stranger (lockdown, call 911), bomb threat and other disasters. Should it be necessary to evacuate the building, the first place of safe refuge will be St. Michael Church. Other alternatives, depending on circumstances, will include Russell Square Park. During times of impending danger, parents may pick their child(ren) up at any time, but are required to sign the child out with school personnel. A large bag containing first aid kits, a horn that all students can hear while orders are being given, a weather radio, copies of every disaster plan and codes for each drill. Teachers should have flashlights in their room that they can take to assigned safe places along with their student attendance record.

## EMERGENCY CLOSINGS

If it is necessary to close school because of severe weather, it will be announced on radio and television through the computerized Storm Information Center. Parents are asked to listen to both radio and television during severe storms or severe cold. **St. Michael School is always closed if the Chicago Public School System closes.** It is the right of the school principal to close school in event that the storm is so bad that teachers are unable to get to school or there is difficulty with the heating system.

## EMERGENCY INFORMATION IN THE EVENT OF ILLNESS/ACCIDENT

Every parent is required to keep an updated **EMERGENCY INFORMATION SHEET** in the school office containing numbers of parents/guardians or other designated persons who are always able to be reached in the case of emergency. It is also important that you call school and change the number(s) we have on file if you change cell or home/work phone numbers. In the event of a serious injury, your child cannot be treated without your permission.

## EXTENDED DAY PROGRAM

St. Michael School runs an Extended Day Program from 2:45 dismissal until 6:00pm. While we have kept the fees quite low in past years, it is necessary for the program to be self-sustaining financially. The cost for one (1) child per hour will be \$3.25. Each additional child in the family will be \$1.75. Fees must be paid in full every two weeks or children will not be able to use the service of Extended Day. If checks do not pass the bank due to insufficient funds, parents will be required to pay fees in cash. Any student whose behavior is unacceptable will be removed from the program after sufficient warning from the Program Director. Students in Extended Day will have some opportunities to participate in after-school clubs and activities; however, parents are still required to pay the hourly fees.

## FIELD TRIPS

The school requires the written consent of parents before a child is permitted to go on a field trip. A special field trip form must be completed fully by the parent/guardian each time a field trip is planned. Students are usually transported by bus and pay their own fare. At times the METRA is used. All parents are expected to sign the standard permission form that releases the school from liability. Both the permission slip, a medical form with vital information included, 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 field trip. Students can also be denied participation in field trips if they fail to meet academic or behavioral requirements in the classroom. The decision will be made in consultation with the school principal. Students may not bring any electronic toys, phones, gum, or any other food other than school lunch if it will be needed. Students who choose not to follow the guidelines for the trips will be denied participation in the next trip. Field trips are designed to engage students in engaging learning to enhance research taking place in the classroom.

## FAITH DEVELOPMENT

Understanding the gift of our Catholic faith and allowing it to deepen in our lives is the challenge of St. Michael 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 experiences give structure to the faith development that is characteristic of our Catholic School.

- **Prayer Leadership:** Developing leadership in prayer is central to our school. The principal opens each day with Scripture—the Word of God that guides our action throughout the day—and the remembrance of those that students want to remember in prayer. In religion classes, our students learn a variety of prayer forms including the prayers that are traditional prayers along with centering prayer and meditation. Teachers pray with children before meals and at the end of the day.
- **School Liturgies:** All students participate in a weekly all-school Mass at 8:15 on Wednesday mornings. Students offer their service as lectors, leaders of prayer or song, servers on both Wednesdays and Sundays.
- **Sacramental Preparation:** As a Catholic school, we prepare Catholic students to receive the Sacraments of Reconciliation, First Communion, and Confirmation. 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 sacrament.
- **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.

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 (734-4921) by the end of October. Children enrolled in our school will receive religious sacramental preparation as part of the religion curriculum.

### **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related.

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related active Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

### **GYM UNIFORMS**

Gym uniforms can be ordered at the beginning of the school year. Order forms will be distributed in our first packet, and an order will be placed with the supplier. There will be an increase in cost of the uniforms this year. Mrs. Botello will be responsible for accepting orders. All orders must be pre-paid before an order will be sent for your children. The uniform consists of navy blue sweatpants with **St. Michael** written in light blue down the side of the pant leg. A gym T-shirt is light blue with **St. Michael** written across the T-shirt. In addition, parents/guardians may choose to purchase a hooded sweatshirt or a crew neck sweatshirt for colder weather. Students in Grades 5-8 must have an extra pair of gym shoes to take to the Russell Square Park gym so that they will not bring mud or stones on the bottom of their shoes that will ruin the gym floor. Preschool children will not wear gym clothes.

### **GUM AND CANDY**

Eating in the classroom is done rarely with the permission of the teacher. **GUM CHEWING is never allowed in the school whatsoever. The damage to wood floors and terraza hallway**

**floors is difficult to repair.** The first time a student chews gum, s(he) will be given an hour of clean-up after school or during the lunch hour. If it happens again, parents will be notified that the student is failing to follow the rules that allow us to keep our school clean. If it happens a third time, the student will be placed on probation leading to suspension.

## **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 or salutatorian.

## **HARASSMENT**

**The Pastor, administration, and staff of St. Michael the Archangel 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 school administrators in recognizing and responding to harassment include the following examples:

- Verbal or written taunting
- Bullying
- Offensive, intimidating, hostile, or offensive conduct
- Ranking/rating of personal characteristics such as race, disability, ethnicity or perceived sexual orientation
- Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean in individual or a 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 physical examinations, immunizations and contagious diseases of students.

Schools in the Archdiocese 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. This information is to be implemented during the 2009-2010 school year.**

**If a child is NOT in compliance with the health and immunizations 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 required immunizations.**

### Health Examinations and Proof of Immunizations

All children in Illinois shall have a health examination as follows:

- Immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois*
- *Prior to entering **kindergarten or the first grade***
- *Upon entering **sixth and ninth grades.***

**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 Examination

A new law, effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Parents/Guardians are to 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. Report cards may be held if the student is not in compliance with this regulation.

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 child who:

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

### **Medical Objections**

- **The Physician Statement of Immunity** must be attached to the **Certificate of Child Health Examination form**.
- Questions regarding **medical exemptions** should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at **217-785-1455**.

### **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 or 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.

**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.**

## **LIBRARY**

St. Michael School has an automated library with a fair collection of books available to students. Teachers may use the library as it is needed. Within the past two years, there has been a great deal of emphasis on building classroom book collections that support the reading program in that they are leveled to meet a variety of needs. At the same time, a collection of non-fiction may be used where it is housed in the Teachers' Lounge. This collection supports the science and social studies programs from Grade 1-8. Teachers are encouraged to familiarize themselves with the holdings of that collection. In addition, a large number of books have been purchased to support teachers who are using guided reading as an essential component of their reading program. Books are leveled from A-Z and these letters are correlated with grade levels. This allows for differentiated instruction in the reading program.

## **BREAKFAST/LUNCH PROGRAM**

At the beginning of the school year, all families receive an application form 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. While paperwork is being processed at the beginning of the school year, students who are new will need to bring a lunch to school for the first two weeks of school. It is important that the application that is received those first days of school be completed and returned to the school office.

### **SCHOOL MEDICATION PROCEDURES**

**Please see the APPENDIX for the complete set of School Medication Procedures, the Medical Information and Emergency Notification Form, Physician Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization, and Medication Authorization Form. An understanding of these procedures is very important for the safety of your child(ren).**

### **PHOTO/ACADEMIC WORK PERMISSION FORM**

This form will be included in your packet containing the school handbook. It can be found in the index of the handbook and must be returned within the first week. Failure to return the form will give us permission for your child's photo/work to be included in other communications.

### **SCHOOL BOARD**

The authority of a local parish school board comes from the people of the parish and the school. The local school board is advisory and consultative to the pastor of the parish, and all its actions are subject to his approval. Since the school board represents the Catholic community, it will endeavor to assist the school personnel in achieving the goals of Christian education. Persons wishing to introduce ideas for discussion at the school board meetings must submit the ideas in writing to be placed on the agenda.

The current school board does not have a **Constitution and By-Laws** as a guide to its actions. The School Improvement Plan (SIP) calls for seriously believes that the Board should be reconstituted, by-laws developed, in-services held on the role of the Board, setting policies, describing the role in the formulation of the budget.

### **PARENT TEACHER ORGANIZATION**

It has been suggested that we develop a Parent-Teacher Organization with the purpose aimed at the following:

- Drawing parents in to discuss issues of importance such as ways to support homework, the use of text messaging and its dangers, dealing with bullying behavior, creating a parent group that is supportive of one another.

- Sponsoring various celebrations—Halloween, Valentines, a quarterly celebration for students who received the Principal's award, the B Honor Roll, Perfect Attendance, Service and Christian Behavior.
- Fundraising for school trips.
- Sponsoring evenings where parents can learn more about our new math, science programs and the advances made in technology.

This program will be put before the parents in the fall.

### **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. They are responsible for facilities used—bathrooms, the cafeteria, the school property. 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 waterproof book bag. School library books are to be given proper care and should be returned promptly so that others can use them. Classroom library books are to be treated in the same way or they will be replaced by students. 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. This includes the items of clothing in the back closets. 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.

### **RUSSELL SQUARE PARK**

Physical Education classes take place at Russell Square Park for students in grades 5-8. The cafeteria is used for our younger grades unless there is a special unit or occasion where Russell Square Park would be best for the little ones. The handbook consent form provides a space for a parent signature that allows children to be taken to the park. Any student who fails to respect property at the Park or the teacher will not be permitted to participate in class until teachers feel the student is prepared to act responsibly and respectfully.

### **SAFE ENVIRONMENT REQUIREMENTS EMPLOYEES AND VOLUNTEERS Protection of Children and Youth**

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 called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for 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**

- 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 on 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 training, 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 or volunteer file at the place of employment/ministry.

### **Mandated Reporters**

- All school employees must complete **CANTS 22** form acknowledging an understanding of the reporting requirements. They must attend a training workshop for Mandated Reporters.

**Note:** All of the above forms are available online at [www.archchicago.org](http://www.archchicago.org) under the Protecting God's Children link. All forms, except the CANTS form are available in English, Spanish, and Polish.

## SAFETY STANDARDS

**The principal and staff shall be responsible for ensuring adequate supervision of students during the entire time they are on school premises during the official times of the school day.**

### *Procedures*

- a) Building security shall be maintained at all times during the school day—all outside doors are locked. Entrance may be gained only by ringing the front door bell and responding to a request as to who is ringing. Secretary meets unfamiliar guests at the bottom of stairway and leads them to the office where they explain their reason for being there. No visitor may go to a classroom unless otherwise rearranged with a parent.
- b) Surveillance cameras on the outside doors will be replaced this year with active cameras that allow us to have ongoing footage that can regularly be checked.
- c) Walkie-talkies will be purchased this year so that supervisors on the playground during recess have direct communication with the office.
- d) Before the opening of the school year, the principal shall arrange with local police officials for the protection of students wh cross traffic intersection on their way to and from school.
- e) Signed parent/guardian permission is required for educational field trips along with the new medical form required.
- f) Any visitor in the building with the appropriate approval from the principal will wear a Visitor's badge.
- g) A student shall never be released early or detained without the explicit knowledge of the parent/guardian.
- h) A student shall not be released to anyone other than the parent/guardian.
- i) NO student may open the door for an adult who is not a member of the school staff or who is a member of the school staff. The student may never open the door for anyone.
- j) All faculty and staff will participate in a new SAFETY PROGRAM required by the Archdiocese. It is an intense program done online or with a trainer from the company providing the services. All individuals taking the course must be prepared to pass a test at the end of the course. Employees have until December to be in compliance. St. Michael faculty and staff will have three trainers come to do the training during Orientation in August,

The principal is responsible for assuring adequate supervision of students during the entire time they are on school premises during a school day. The school day begins at 7:00 with breakfast and the gathering of all students arriving at school between 7:00-2:45 when teachers hand children over to their parents/guardians or identified individual that the parent defines in a note to the teacher. Extended day students' care will continue through to 6:00pm or whenever parents arrive. Extended day hours are 2:45-6:00pm.

School personnel have a copy of the CRISIS MANAGEMENT manual and are expected to know what to do in any of the events described in the manual. Changes may be made to the manual anytime we identify a better way to maintain safety in a specific case.

School personnel shall be informed in writing about their responsibilities and about procedures in the event of an emergency.

The school shall comply with local regulations for fire protection. Fire drills should be regularly conducted and documented.

A comprehensive plan shall be designed for use in the event of tornadoes and other disasters.

If a telephoned or written bomb threat is received, the police department is notified immediately. The principal shall accept the decision of police authorities concerning further action to be taken. The assistant superintendent should be notified. An Incident Report should be faxed to the Office of Catholic Schools within 24 hours.

Both St. Michael Church and the gym at Russell Square Park will serve to house students if the building must be vacated for any period of time. In the instance where students are at either of these sites at dismissal time. Parents must come to the site and sign out their child. Children may be dismissed in no other way. Working parents must have someone on file who can be called to pick the child up.

### **SECURITY IN THE SCHOOL BUILDING**

- Every school must have a plan for securing entry into the school building, particularly when large groups of visitors are expected in the building. Doors should be numbered and notices posted instructing visitors to report to the main office.
- St. Michael has a procedure for checking in/out and authorizing the presence of visitors and volunteers in the school. Procedures may include the wearing of badges or other identification. Access to the school building is limited to the front door only during school hours with the exception of having a doorkeeper at the cafeteria outside door to allow students to enter before 7:35.
- Staff/Students/Volunteers should be trained not to open the doors for any individual.
- Students may not enter the building without adult supervision and may never be left unattended for any reason in all areas of the school or in before and/or after school activities.
- Valuables and personal items should be secured in the school office.
- Cash and checks should be deposited in the bank daily.

- A physical check of the building for locked windows and doors, absence of running water anywhere in the building, and proper heat control should be conducted at the end of the school day.
- A communication system is in place to notify the faculty, staff, and students in lockdown situations or in police, fire, or other emergencies.
- Faculty and staff have access to walkie-talkie or charged cell phones for emergency situations on the school campus.
- Emergency lighting is being install in stairwells. Exit lights are illuminated at all times.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

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

School administrators should always have another school authority present when a search is conducted.

### **Search of Student's Person and Personal Property**

The search of a student's person or any item carried by the student 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 item prohibited by laws or by 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 to open his or her book bag or handbag, the student should be detained until parents are contacted and present.
- Parents 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.

### **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.

### **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 information kept on file in the school office lists the names of persons to be contacted in the event that the parents are not available. **In the event that any of the numbers given to us change during the year, please call immediately and update us. If it were necessary to call 911, they cannot transport your child to the hospital without your consent and your ability to meet them at the hospital.**

Whenever an injury or illness appears to be life threatening, paramedics are called immediately to the scene. When a child has a contagious disease, every effort is made to prevent the spread of the disease to other children. Children who are infected are to have proper medical treatment before returning to school and to be in contact with other students. We are to receive a note from the doctor saying the child may return to school. Some of the contagious diseases may be chicken pox, measles, ringworm, pink eye, head lice. If such contagious diseases arise, parents in the class will be notified as will be the larger school population.

When a child complains of not feeling well, nothing can be given to the child to address the symptoms—no Tylenol or other similar medications, no pepto bismol, no cough drops or any other remedy unless a completed Medical Authorization Form is completed and send along with the medication with specific directions on the frequency when this may be used.

### **SODA AND SNACK FOODS**

Students are not permitted to bring soda to school except for a very special event. The principal should be the one to give the permission. The rules of the Federal Lunch Program state that no junk food may be brought as snacks to the breakfast or lunch program.

## TARDINESS

The school doors open at 7:35 am each day for those students not arriving between 7:00 and 7:35 when they go to the cafeteria to eat breakfast or wait for dismissal to classrooms. The school begins promptly at 7:50am with prayer. Instruction begins promptly at 8:00am. Promptness is a value that we teach our children. It is one that you teach your children as well since anyone of us would put our jobs at jeopardy were we to come late on a daily basis. Your child's learning will be affected since s(he) misses the focus lesson for what is being taught at the start of the day. If a child is late any more than three (3) times, it will be necessary for the parent to bring the child to the office to explain why the child is tardy.

## SUPERVISION

It is the responsibility of each teachers to supervise the students in the classroom at all times. At no time may a teacher step out of the room to talk to a parent or anyone else requesting to see the teacher. At no time will the office staff send anyone to the teacher's classroom to deliver anything. That will be done through the office. When leaving the classroom to go to art, music, or gym classes, students must be supervised as students move quietly in line order so as to respect the classes where teaching is going on. If teachers need bathroom breaks, they can notify the school office for someone to stand in for the teacher.

Teachers will eat with their students in the cafeteria. There will be a daily list of teachers' outdoor supervision responsibility. Students are to move to the playground in single file lines—walking the entire time. Supervisors will stop the students if running or loud screaming is going on. They will wait until the students are in line and quiet. On the playground, students will be assigned a place to play. If play is rough, supervisors may ask the student to stand along the wall for a period of time until the student is ready to return to the group. Supervisors will have walkie talkies and can communicate with the office if anything of concern happens or someone is seriously injured. **Any injury in school, in the cafeteria, during recess—anywhere—must be reported to the office immediately and must complete an INCIDENT REPORT to be returned to the office with great detail before the end of the day. All head injuries must be reported immediately so that parents can be called. Any injuries that impair a child in any way—sprains or inability to walk or use a hand—must be called into the office for further help.**

Teachers will also be required to assist in the supervision in the cafeteria. On those days, teachers are expected to be in the cafeteria by 7:30. They will assist in taking students in an orderly fashion to their classrooms where teachers will be waiting at their doors.

Teachers will always be at their door or in the classroom when students arrive in the morning. No child may enter the classroom without the teacher present. Again, teachers are required to be with students at all times.

### **SUBSTANCE ABUSE BY STUDENT**

**Substance** is defined as illegal drugs and 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:**

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, 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 school will be determined by the principal.. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

### **TECHNOLOGY Acceptable Use Procedures**

Elementary and secondary schools may provide 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 with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage.

**Let it be noted that St. Michael has installed a high powered Fire Wall to keep out any sites that might be totally unacceptable due to the nature of the site(s) such as My Space, Facebook, and any other pornographic sites.**

**St. Michael has developed procedure stating what the school will do regarding the use of its technology resources. The school has established technology protocol that will:**

- Prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand alone computer and telephone.

**Use of the technology resources that are prohibited include, but are not limited to:**

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- Attempting any unauthorized access, including hacking of any computer system;
- Downloading unacceptable materials;
- Violating copyright law;
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity;
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- Using a school computer without knowledge/approval of school personnel responsible for the computer;
- Using inappropriate language, pictures, and gestures in any form on the Internet;
- Using the Internet for entertainment or limited self-discover function;

The school is primarily responsible for:

- Applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administrator;
- Teaching proper techniques and standards for Internet participation;
- Guiding student access to appropriate areas of the Internet;
- Informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- Monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resources.

The school **is not** responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet;
- Any damages that student may incur in the use of the computer, including loss of data;
- The accuracy or quality of any information obtained through any school Internet connection.

Student-owned computers cannot be used on school premises.

#### **EVERY CHILD WILL NEED TO HAVE A:**

#### **Parent/Guardian Consent Form/Acceptable Use of School Technology by Student**

on file in the school office before a child may even touch the computer. The parent will either give permission for their child to use the computer during the year or deny them that privilege. If any student breaks any of the rules listed above, the student will be removed from the use of computers for the rest of the school year.

No student may bring a disc or flash drive from home to be used on the school computers.

#### **TECHNOLOGY USE OUTSIDE OF SCHOOL**

**PARENTS/GUARDIANS ARE PRIMARILY RESPONSIBLE FOR THE STUDENT'S APPROPRIATE AND ETHICAL USE OF TECHNOLOGY OUTSIDE OF SCHOOL. HOWEVER, THE INAPPROPRIATE USE OF TECHNOLOGY OUTSIDE OF SCHOOL MAY SUBJECT THE STUDENT TO DISCIPLINARY ACTION. INAPPROPRIATE USE OF TECHNOLOGY MAY INCLUDE, BUT IS NOT LIMITED TO HARASSMENT OF OTHERS, USE OF THE SCHOOL NAME, REMARKS DIRECTED TO OR ABOUT TEACHERS AND STAFF, OFFENSIVE COMMUNICATIONS INCLUDING VIDEOS, PHOTOGRAPHS AND THREATS.**

**UNAUTHORIZED COSTS INCURRED FOR ANY ONLINE PURCHASES CHARGED TO THE SCHOOL ARE THE RESPONSIBILITY OF THE STUDENT AND HIS/HER FAMILY.**

## **TECHNOLOGY Web site Guidelines**

### **School Web Site**

A webmaster is designated by the principal and is accountable to the principal for content introduced on the school Web site. It is the responsibility of the Webmaster to inform the principal of questions or concerns regarding content to be posted on the Web site. The content must have the approval of the principal. The principal is to be informed when the Web pages are ready to be posted. Only the school Webmaster is authorized to upload files to the server.

The school Web site is a public document that supports the educational mission of the school. It is developed as a means of introducing the school and its programs to school families, the parish community and others seeking information about the school. The school Web site serves as a marketing tool as it described the successes of the educational program. It can serve as a means of linking users to specific resources about the school and its programs.

### **School Home Page**

- The content will be consistent with the educational mission, goals, and objectives of St. Michael School as well as the Archdiocese of Chicago.
- Care will be taken to need academic standards for proper spelling, grammar and accuracy of information,
- The date of the last revision will be posted.
- A link will be provided to the author of the page.

### **Communication Links**

- All external Web site links will be in support of educational and research consistent with Archdiocesan policies and procedures as well as the mission, goals, and objectives of the local school.
- All communication links are subject to final approval by the principal.
- Web page content should allow direct questions only to the principal, to the school master, or to the teacher.

### **Identification of Students and Employees**

- The school must obtain written permission from the parents/guardians, employees and/or students to use the individual name, photograph, personal information on the school Web site. St. Michael School will proceed with caution and sensitivity in this area.

### **Personal-Based Home Pages**

- Personal home pages for students or staff members are not permitted on school servers.
- If a teacher or student uses a Web server outside the school for a personal homepage, no links or references to the school or school personnel is permitted.

### **School-Based Home Pages**

Students may create “content” pages under their instructor’s supervision, but not pages containing any personal details including name or address.

- Similarly, staff members may create pages such as homework, learning resources
- Linking to the personal page of a student or staff member is not permitted.

### **Respecting Copyright and Claiming Copyright**

- The author of the Web page will not use copyrighted materials without permission.
- Student authors may claim copyright for original work.
- The Internet connection to the school is not for commercial use.

## **TUITION AND FEES**

Every Parent/Guardian must sign a financial contract with the school that details the amount of **Registration, Supplies Fee, Total/Monthly Tuition Payments (on time—the 1<sup>st</sup> of each month, Fundraising Responsibilities**. Late fees of 10 days will add an additional \$10 to the parent/guardian account. If a family is more than a month late in the payment of tuition, their child(ren) will be excluded from school until that amount or an amount agreed upon with the school principal. There will be no refund of registration fees if a family changes their mind about sending their child to St. Michael School. Tuition, if paid ahead of the due date, will be prorated and returned. **(The tuition contract may be found in the Appendix of this handbook.)**

**Report cards and any other school records will be withheld from the family until payments are fully paid.**

## **TRANSFER OF STUDENTS**

Archdiocese of Chicago transfer forms are used when a student transfers out of the school. Transfers may not be withheld because of unpaid fees/fines.

Requests for the **official records** if a transferring student must be sent to the receiving school within ten days of receipt of the request. However, if the transferring student has unpaid fees/fines and is transferring to a private or public school, the school must communicate the unofficial record of the student on the Unofficial Records Form.

**Official records** are transcripts of scholastic records suitable for permanent transcript records, bearing the signature and title of the certifying official and the date of issue.

**Unofficial records** refer to any conveyance of information relative to the grade and/or subjects in which the transferring student was enrolled and the record of academic grades achieved immediately prior to transfer.

After the student has paid all fees/fines, the transferring school will forward the official transcripts of scholastic records to the receiving school within ten days.

When a student a student transfers from a school in the Archdiocese of Chicago, the following procedures shall be followed.

- **Transfer from one archdiocesan school to another**  
Copies of the entire student permanent file are sent to the receiving school. The sending school retains the original student permanent file and a copy of the transfer form.
- **Transfer to a Catholic school outside the Archdiocese of Chicago**  
Copies of the entire student permanent file are sent to the public school. The sending school retains the original student permanent file and a copy of the transfer form.
- **Transfer to a public school**  
Copies of the entire student permanent file are sent to the public school. The sending school retains the original student permanent file and a copy of the transfer form.

## UNIFORMS

Uniforms are worn in the beginning of September when the principal announces the date. The weather will influence that decision. When all students are out of uniform due to the heat, please keep in mind that there will be no flip flops or sandals (gym shoes only), no short shorts (must be right above the knee), T-shirts with sleeves with no pictures or writing on them, No cut-off jeans may be worn by girls or boys, no tight jeans or baggy jeans falling below the waist are permitted, No tank tops or team jerseys may be worn as well.

Once we are in uniforms students must 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 failure to follow the rules will result in a call to the parent asking them to bring the student their uniform before the student may enter the classroom. This policy exists for a purpose and must be observed by all families. If, due to hardship, a family needs help with uniforms, they can contact Mrs. Sandoval at the office to see if she has any used uniforms the same size as is needed. Failure to wear uniforms exactly as the policy reads will also result in a student being denied a dress down day when they are announced.

St. Michael students are expected to be well groomed in a traditional sense. The wearing of odd hairstyles are not permitted (boys may not have special designs imprinted in bald hair cuts. The principal retains the right to make the final determination as to whether or not any given hair style is acceptable and fits within the definition of **traditional** and well groomed. Grooming items (hair brushes, picks, mirrors, etc.) must be kept in book bags and are not to be used at any time during classes.

**No jewelry may be worn other than a small post in the ear. No large round earrings may be worn at any time. They will be taken off and left with the office until a parent picks**

them up. If a student violates this policy, they will be forbidden to wear any jewelry. There will be no wearing of neck pieces by boys or girls. There will be no body piercing. Students may not write on their body with markers or other materials. There will be absolutely no wearing of nail polish or long acrylic nails nor will lip stick be permitted. Students who consistently violate the dress code will be suspended.

#### Girls:

- Burgundy and Gray Plaid Jumper with Pink Blouse or Polo Shirt (K-4)
- Burgundy and Gray Plaid Skirt or Gray Dress Slacks with Burgundy Polo (5-8)
- Burgundy Vest or Sweater if Needed
- Solid Colored Socks or Tights in the Colors of the Uniform
- **Black shoes MUST be worn.**
- **Please note that gray pants must be purchased through our uniform store. Denim gray pants may not be worn. The exact light gray pants must be worn.**

#### Boys:

- Properly fitted Gray Uniform Dress Slacks (No Jean-like or corduroy material)
- Burgundy Long or Short Sleeved Polo Shirt
- Solid colored socks and **Black shoes. Belts at all times.**
- Burgundy sweater if needed.
- White undershirts only and they may not be showing or students will be asked to remove them. **No HATS worn in the building at any time.**
- **No jackets or hoodies may be worn at any time during the school day. Students who break this rule repeatedly will leave their jackets in the office for the day.**

#### VOLUNTEERS/ IN CATHOLIC SCHOOLS

Volunteers are not salaried and therefore, may not receive employee benefits. Financial reimbursement for the volunteer, in lieu of service to the school, changes the status of the volunteer to that of an employee. Tax laws apply to all employees of the Archdiocese of Chicago.

Principals interview prospective volunteers. Volunteers are required to complete a file which includes:

- **7703 Archdiocesan Application for Employment or Volunteer Service; Volunteers are required to complete before the time of the interview; references must be verified;**
- **Criminal Background Check—eAppsDB—online application**
- **CANTS 689 form** (Child Abuse and Neglect Tracking System) submitted to principal
- **Code of Conduct read, signed and dated**
- Safe Environment Training: Virtus/Protecting God's Children and Youth
- Job Position

Compliance with Archdiocese of Chicago and Office of Catholic Schools requirements for the Protection of God's Children and Youth must be completed before service begins.

**Interviews with prospective volunteers may include**

- Biographical sketch (work experience)
- Experience as volunteer
- Areas of interest/expertise
- Role and expectations for a school volunteer
- Implications of volunteering if the prospective volunteer is a parent/guardian, member of the parish community, or relative of a student.

The principal will discuss the expectations of all volunteers regarding matters of confidentiality. The areas of confidentiality include school matters, individual student progress, teachers, disciplinary situations, and school/parish personnel.

The principal may also consult with the pastor, teachers and other staff members for additional insight and/or input regarding the qualities of the potential volunteer to serve in the school setting. Volunteers must be approved by the principal to serve in the school.

Approved volunteers should be given a copy of the following:

- Job Position
- Volunteer schedule
- Annual school calendar

Volunteers may be asked to attend an orientation meeting at the local school to become familiar with their role as a volunteer. They are required to sign-in and sign-out when they volunteer according to local procedure.

**WEAPONS**

**To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:**

- **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.**

**School authorities have the right to inspect and search lockers, desks, 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 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.

**Daily Schedule:**

<b>7:00am</b>	<b>Breakfast Program</b>
<b>7:35</b>	<b>Assigned Faculty &amp; Staff Meet Students in Cafeteria</b>
<b>7:40</b>	<b>Unpack backpacks/Turn in anything for the Office</b>
<b>7:45</b>	<b>First Bell</b>
<b>7:50</b>	<b>Prayer/Announcements</b>
<b>8:00</b>	<b>Classes Begin</b>
<b>11:10-11:30</b>	<b>Lunch Grades 1-2</b>
<b>11:35-11:55</b>	<b>Lunch Grades 3-5</b>
<b>12:00-12:25</b>	<b>Lunch Grades 6-8</b>
<b>2:45</b>	<b>Dismissal</b>
<b>2:45-6:00pm</b>	<b>Extended Day Care</b>

**EXTENDED DAY PROGRAM**

Director: Mrs. Lucia Botello

Regular 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. After dismissal, any student still on the playground at 2:50 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 2:45pm until 6:00pm each day. Students who are not picked up by 6:00 will be charged \$.50 per minute. The child may not return until that amount is paid in full.

The cost of the program is \$3.25 per hour for one child with an additional \$2.00 for each extra child in the family. Payment is made every other week. If there is no payment after two weeks, the child may not return to Extended Day until payment is made in full.

Students in the Extended Day Program will have some opportunities to be a part of some of the after school activities.