



# **PARENT/STUDENT HANDBOOK**

*2009-2010*

***St. Michael the Archangel School***

810 High House Road, Cary, North Carolina 27513  
Phone: 919-468-6150 FAX: 919-468-6160 <http://school.stmcary.org>

***St. Michael the Archangel Catholic Church  
810 High House Road  
Cary, NC 27513  
919-468-6150  
FAX: 919-468-6160  
<http://school.stmcary.org>***

Dear Parents and Students,

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

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

The Parent/Student Handbook reflects the policies of St. Michael School for the 2009-2010 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Michael School during the 2009-2010 school year.

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

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

God bless you,

Dr. Sarah Wannemuehler  
Principal

Mr. Travis Davey  
Assistant Principal

## *St. Michael School*

St. Michael School on the campus of St. Michael the Archangel Church in Cary is a pre-Kindergarten (a full day pre-Kindergarten class is offered in addition to Kindergarten) through 8th grade Catholic Elementary



and Middle School under the Diocese of Raleigh Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Michael, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **HISTORY**

St. Michael the Archangel School opened in September of 2000 with grades K through 6. Mrs. Carolyn Wheelock was the founding Principal designing the curriculum, creating the learning environment, hiring all of the staff, and ordering all materials and supplies. Grades 7 and 8 were added in 2001 and 2002 with the first graduating class receiving diplomas in 2002.

A Capital Campaign entitled "Building Our Community of Faith" was launched in July, 2008 to complete the school building. The design calls for a Chapel, nine additional classrooms, a cafeteria, a gymnasium with a stage, and a nursery for the children of teachers. The additional space will allow for a reduction in class size and expansion of enrollment for all who seek Catholic education.

## **Diocesan Schools Mission Statement**

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

## **St. Michael Parish Mission Statement**

***“I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples.”***

***John 13: 34-35***

St. Michael the Archangel Catholic Church is a worshipping servant community dedicated to ministering to our members and to the greater community in the image given by Jesus. This ministry is centered around the sacraments and our acts of faith, hope, and charity.

## **Mission Statement of St. Michael the Archangel School**

St. Michael the Archangel School is a vital part of the mission of St. Michael the Archangel Catholic Church. St. Michael the Archangel School will provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child.

## **Philosophy**

St. Michael the Archangel School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Raleigh.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Absence**

**When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Michael the Archangel students.

**Students should be fever free for 24 hours before returning to school.**

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

### **Academic Information**

#### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas.

St. Michael the Archangel School offers students opportunities for growth in the following major subjects:

#### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on the First Friday of each month for the entire school community. Students attend the Wednesday and Thursday morning parish Mass on a rotating basis.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

#### ***Computer Literacy***

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Students in Grade 8 take the North Carolina Computer Competency Test in April.

## ***Fine Arts***

Music, Visual Arts, Art, Performing Arts, and Band.

## ***Handwriting***

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

## ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Students in Grades 4 and 7 take the North Carolina Catholic Schools Writing Competency Test.

## ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I. Students in Grade 8 Algebra take the North Carolina End of Course Algebra Test in May.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups.

### **Grade 6**

Their 5th grade math teacher will place students into instructional math groups.

**Student math averages, ITBS math stanine scores, and teacher recommendation** based on observations of student skills, effort, and ability determine placement. All 6<sup>th</sup> grade math groups will complete the **same curriculum**. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### **Grade 7**

At the **end of Grade 6**, students will be placed into instructional math groups according to their **score on a placement test, their final math average, ITBS math stanine averages, and teacher recommendation** based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either **7<sup>th</sup> Grade Pre-Algebra OR Comprehensive 7<sup>th</sup> Grade Math**.

## **Grade 8**

At the end of Grade 7, students in **7<sup>th</sup> Grade Pre-Algebra** will be eligible to **take 8<sup>th</sup> Grade Algebra** if the following criteria have been met:

- Final average of at least 86% in 7<sup>th</sup> Grade Pre-Algebra
- Students should score a stanine of 6, 7, 8, or 9 on the Algebra Aptitude Test.
- ITBS Composite Math score from the previous school year.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material

**Upon meeting the criteria listed above**, students will be placed in **8<sup>th</sup> Grade Algebra** in their eighth grade year. **This placement is probationary and contingent ongoing acceptable performance in the Algebra class.** This is a high school level course taken for high school credit.

Students in **Comprehensive 7<sup>th</sup> Grade Math** will be eligible to **take the Algebra placement test** if the following criteria have been met:

- A final average of 94 or above in Comprehensive 7<sup>th</sup> Grade Math
- Teacher recommendation
- Students should score a stanine of 6, 7, 8, or 9 on the Algebra Aptitude Test.
- ITBS Composite Math score from the previous school year.

**Upon successful completion of the placement test**, students may be placed in **8<sup>th</sup> Grade Algebra**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. **This placement is probationary and contingent ongoing acceptable performance in the Algebra class.** This is a high school level course taken for high school credit.

Students **not eligible** to take **8<sup>th</sup> Grade Algebra** according to the criteria outlined above will be placed in **8<sup>th</sup> Grade Advanced Math**.

## ***Physical Education***

Physical fitness programs appropriate for each grade.

## ***Science***

General Sciences and Laboratory Experiences.

## ***Social Studies***

History, Geography, Economics, North Carolina History, and Current Events.

## ***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport until the grade has improved to a passing grade of D.

## **Accreditation**

St. Michael the Archangel School is accredited through the Southern Association of Colleges and Schools.

## **Admission Information**

### ***Nondiscriminatory Policy***

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

As openings become available, the following priorities will be used to accept students to St. Michael the Archangel School:

1. Members of St. Michael/St. Andrew Parish/St. Mary Magdalene Parish
2. Members of other parishes
3. Non-Catholic students

Important Admissions Disclaimer: All financial aid decisions are determined by the Governing Board of the Catholic Schools of Southwest Wake County, not the administration of St. Michael School.

Children entering Pre-K must be four (4) years of age by August 31<sup>st</sup>.

Effective with application for the 2009-2010 school year, children entering Kindergarten must be five (5) years of age by August 31, 2009.

At the time of registration, all new students seeking admission to St. Michael the Archangel School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Michael the Archangel School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Michael the Archangel School.

Non-Catholic students whose parents accept the philosophy of St. Michael the Archangel School will be accepted on a space available basis.

## Financial Obligations

### TUITION SCHEDULE SCHOOL YEAR – 2009-2010

#### *KINDERGARTEN - GRADE EIGHT*

Actual Tuition Rate per child.....	\$6,850.00
Tuition charge for “Registered Catholic Steward”.....	\$5,310.00

#### PRE-KINDERGARTEN

Actual Tuition Rate per child.....	\$7,247.00
Tuition charge for “Registered Catholic Steward”.....	\$5,707.00

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office.**

**\*The application deadline to FACTS® Grant and Aid Assessment is published in December, 2009.**

#### Tuition Payment Options:

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by June 1, 2009, or
- Pay ½ annual tuition by June 1, 2009 and the remainder by December 1, 2009, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in May 2009.
- Please note that you may pay in full for one child and utilize FACTS® for another.

#### **Enrollment/Re-Enrollment**

- The \$100.00 Application Fee for new students must be submitted with the application. The Book/Seat Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Book/Seat Fee by the date designated by the Governing Board.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Michael School that do not clear the bank.

#### **FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 12 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan in their registration packet will be expected to make direct payment to St. Michael School no later than June 1, 2009. A tuition drop box is

located in the school office, or you may drop off your payment to the School Accounting Office located in the Parish Office on the bottom floor of the Trinity Center.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 468-6105.**

**SCHOOL YEAR 2009-2010 BOOKS/SUPPLIES FEE  
(NON-REFUNDABLE FEE).....\$375.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

**Application Fee:** (non-refundable).....\$100.00

**Graduation Fee:**.....\$100.00

**Allergy Policy**

St. Michael School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated once a year.

**1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

## **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Michael Catholic School, parents are asked to submit a child's medical record. All parents of children with asthma are given an Asthma action plan to give to their child's pediatrician to complete and return to the school. From this information the school keeps its asthma register which is available for all school staff. Action Plans are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

## **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## **4. Food Allergy Policy**

St. Michael School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Michael School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

## **5. Training**

In order to minimize the incidence of life threatening allergic reactions, St. Michael School will provide training and education for all St. Michael School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.  
The correct use of an epinephrine auto-injector (EpiPen).  
Specific steps to follow in the event of an emergency.  
Completion of an "Evaluation Form" by each employee after training.  
Activating Emergency Medical Response - Dial 911.  
Location of emergency EpiPen.  
Policy and procedure will be reviewed at the beginning of every school year.

## **6. Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

## **7. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **8. School Field Trips**

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

## **Awards**

### ***Spirit of St. Michael Award***

Grades Pre-K through Grade 2: One boy and one girl in each Homeroom.

Grades 3 and 4: One student per homeroom.

Grades 5 through 8: One award per grade.

\*Student exemplifies the spirit of the mission of St. Michael School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

### ***Pope John Paul II Award for Excellence in Religion***

Grades 2 – 8 (one per Homeroom)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

### ***St. Vincent de Paul Service Award***

Grades 6 – 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom Light the World projects

### ***St. Cecelia Award for Excellence in Music***

Grades 3 – 6 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

### ***St. Francis of Assisi Award for Excellence in Science***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Thomas More Award for Excellence in Social Studies***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Thomas Aquinas Award for Excellence in Math***

Grades 2 through 4: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math

- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Paul Award for Excellence in Language Arts***

**Grades 2 through 5: (one per homeroom)**

**Grades 5 through 8: (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Sebastian Award for Excellence in Physical Education***

**Grades 3 – 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Joseph Award for Excellence in Art***

**Grades 3 – 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Clare Award for Excellence in Computer***

**Grades 3 – 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer

- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Our Lady of Guadalupe Award for Excellence in Spanish***

#### **Grades 3 – 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Carolyn Wheelock Educator Award (founding Principal) - nominated by peers***

Criteria:

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

### **Birthday Observances**

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students in **Grades Pre-K through Grade 1 only**. Students are invited to come to the Principal's Office for a birthday treat.

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

St. Michael the Archangel School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Car Pool**

All cars must have a number clearly displayed in the front windshield on the driver's side of the car. Numbers are assigned by the school. The number cards are mailed from the school office prior to the start of school. Students will be called to the appropriate pick-up area by their number. It is important that students are aware of their carpool number.

There are two areas for morning drop-off and afternoon pick-up: the circle drive by the door on the Weatherstone side of the building, and the driveway by the Office door. Drivers will be assigned a pick-up and drop-off location prior to the start of school. Please use the assigned areas throughout the year unless approval for switching has been obtained from the principal.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

## **Child Abuse Laws**

St. Michael the Archangel School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **Conduct**

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

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## **Counselor**

Certified counselors serve the needs of students and parents through class and individual consultation. Counselors are contracted through Catholic Charities of the Diocese of Raleigh.

## *Crisis Plan*

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

1. St. Michael Church
2. Off Campus – across the street at Bond Park

## *Discipline*

### *Detention*

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### *Suspension*

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student’s parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### *Expulsion*

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

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Michael School.

## *Drugs and Alcohol*

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.

9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

## Gifts

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

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

Valentines distributed at classroom parties should include a Valentine for each student in the class.

## Grading Scale

***A = 94 – 100***

***B = 86 – 93***

***C = 76 – 85***

***D = 70 – 75***

***F = 69 or below***

## *Gum*

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

## *Harassment*

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## *Home-School Communication*

In order to insure that all communication from school reaches home in a timely manner, St. Michael School uses a Wednesday folder system. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. There is a \$1.00 replacement charge for envelopes that are lost. Information is not sent home if the Wednesday folder has not been returned. Official school-wide emergency communications are sent using the ALERT NOW® phone system.

## *Homework*

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays. No projects will be due on Monday.**

However, students enrolled in Algebra may expect weekend homework.

## *Homework due to Vacations/Planned Absences*

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these

times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. **Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.**

**Students in Grades 5 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The**

school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. The locks are the property of St. Michael School. Students will be responsible for replacement of any lost lock.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Lunch Program**

Saint Michael School offers a hot lunch program daily. Meals are prepared in the Parish Center or through the services of outside vendors. Students may purchase a Debit Card for \$70.00. The cost of each meal will be deducted from the Debit Card. Notice will be sent to parents when additional funds are needed to renew the Debit Card.

Students must use the Debit Card to pay for their lunch unless otherwise directed on special days.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

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

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Off-Campus Conduct**

The administration of St. Michael School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Office Records**

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

### **Out of Uniform Guidelines**

#### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jogging suits
- \*nail polish
- \*jewelry
- \*hoop earrings
- \*large earrings
- \*dresses
- \*slacks
- \*cros

**Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

**Parents As Partners**

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

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

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

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

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

Once you have chosen to enter into a partnership with us at St. Michael the Archangel School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story

your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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

### **Parent Teacher Organization**

St. Michael School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the PTO are available on the school website.

The PTO offers a tuition rebate through the Angel Bucks (SCRIP) fundraising program. More information about this program can be found in the PTO By-Laws.

### **Parties**

Students are permitted three class parties a year: St. Michael the Archangel Party, Christmas, and Mardi Gras. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings.

### **Promotion Policy and Retention Policy**

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

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or

summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at St. Michael School.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

### **Sacramental Program**

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

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

### **School Hours**

Grades Pre-K through 8: 8:00 AM – 3:00 PM. Students not in their homeroom at 8:00 AM are considered tardy.

At St. Michael the Archangel School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their

child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the After School Care Room until they are dismissed to their classrooms at 7:45 AM.

Prayer and afternoon announcements begin at 2:50 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

St. Michael the Archangel School offers an After School Care Program. Students who are enrolled in the program must pay a \$35.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 6:00 PM will receive:

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. students who remain after 6:00 PM will be sent home via the Cary Police Department.
4. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$15.00 for using this program.

### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The

student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. Michael the Archangel School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

### **Service Projects**

The stewardship program for students in Kindergarten through Grade 8 is entitled "Light the World." The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6<sup>th</sup> through 8<sup>th</sup> grades** will participate in projects directed toward the hungry and homeless.

### **Student Directory**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Student Records**

St. Michael the Archangel School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Michael the Archangel School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Telephone**

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

**Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.**

### **Testing**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades K through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Beginning with the 2009-2010 school year, middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Title IX**

St. Michael the Archangel School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Uniforms and Dress Code**

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

School Belles, Inc.®  
Phone 1-800-548-3883  
School ID #: 1641

Or order online at [www.Schoolbelles.com](http://www.Schoolbelles.com) (use above school ID when ordering online).

In addition, uniforms may be purchased from Educational Outfitters® which is located at 1331 Buck Jones Road in Raleigh, NC 27606 (919) 804-5437 or (866) 326-5437.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through Schoolbelles, Inc.® or Educational Outfitters®.**

The uniform for St. Michael the Archangel School is listed on the **Schoolbelles®** and **Educational Outfitters®** website.

St. Michael the Archangel School sweatshirts, which can be worn with both the P.E. uniform and the school uniform, are ordered through the school only. Sweatpants for P.E. are available through **Educational Outfitters®**.

School socks may be crew length or ankle socks. Socks should be navy blue, brown, or white. **Socks should include no logo or writing.**

**Skirts should be no shorter than three inches above the knee.**

### **Physical Education Uniform**

Navy mesh uniform shorts – no cotton Soffee® shorts may be worn. All shorts should be fingertip length.

Yellow/Gold 100% Cotton T-Shirt with Navy Logo or White 100% Cotton T-Shirt with Navy Logo (available in the school office).

**High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed**

Sneakers with socks

### **Uniform Guidelines**

**Dress shoes should be one solid color** - dark navy, black, or **dark** brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. **No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.** NO WALLABEE® SHOES/BOOTS MAY BE WORN. Shoes with laces must be tied at all times.

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears.

Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists**. **Extreme hair coloring and bleaching is not permitted**. No beads or scarves should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops**. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

During the months of January and February girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

**Brownie/Scout Uniforms** – Students may wear the scout uniforms on meeting days.

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

## **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

## **Volunteers**

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the ALERT NOW® system.

### **\*\*Right to Amend**

St. Michael the Archangel School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communication.

**FIELD TRIP PERMISSION SLIP**

To Whom It May Concern:

I hereby ask permission for my son/daughter \_\_\_\_\_

to attend \_\_\_\_\_

(Description of place or activity)

leaving on \_\_\_\_\_;

time leaving \_\_\_\_\_;

time returning \_\_\_\_\_.

Educational Purpose of the Trip \_\_\_\_\_

\_\_\_\_\_.

Students will need: \_\_\_\_\_

I do not hold anyone connected with this activity responsible if any misfortune should occur. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity.

In order for my child to go on this field trip, he/she must have all assignments up to date and must have acceptable behavior prior to the field trip.

Transportation: \_\_\_\_\_

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

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

Principal: \_\_\_\_\_

(Keep for emergency purposes.)

# TELECOMMUNICATIONS USE AGREEMENT

## *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Michael School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter  
\_\_\_\_\_ to be photographed or videotaped at  
St. Michael the Archangel Catholic School. I realize that the  
photo may be published in the newspaper, a magazine, the school  
website, or other publication. The video may be used for  
informational or educational purposes regarding the programs or  
curriculum at St. Michael the Archangel Catholic School.

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

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

Return by May 22, 2009



