

Saint Michael School Curriculum

Saint Michael School has adopted a curriculum that blends elements of the guidelines from the Archdiocese of Boston, Massachusetts State Frameworks and the E. D. Hirsch Core Knowledge Curriculum. Our teachers focus on teaching a coherent, specific, and shared sequence of knowledge. Teachers have clear, specific learning goals, as well as the sense of mutual accountability that comes from the shared commitment to help all children achieve those goals. The curriculum ensures that each student who enters a class at the beginning of the year is ready to gain new knowledge and skills to be taught in the coming year. The students at Saint Michael will be prepared to be responsible citizens, productive workers, and successful lifelong learners because we help them acquire essential skills and a strong foundation of knowledge.

Student Goals: Each student is a Child of God. Knowing this gives each child the greatest strength of all - to love and accept love. Students are expected to use their God-given talents to grow in knowledge, to do their best, to be confident and disciplined. When students strive to do these things they show honor and praise to the One who gives us life and all that we have in this life. Students are expected to follow and live both in word and action God's call to be a member of His Kingdom, and to follow His commandments especially His Greatest Commandments. "Love God with all your heart, soul, mind, and strength. Love your neighbor as you love yourself."

Mission Statement – Saint Michael School is a Catholic, Christian community serving children from early childhood through grade eight from our parish community and the Greater Merrimack Valley. Saint Michael School offers a solid academic foundation that will enable the students to succeed in their future. Promoting gospel values through prayer, religious instruction, and community outreach, we strive to carry on the spirit of faith and love initiated by the Sisters of Charity of Halifax.

In accordance with the Mission Statement of SMS and the Curriculum of the school, the following goals have been established:

- To develop in each child an understanding and knowledge of our Catholic faith and to give each child an opportunity to put their faith into action so that they may be of service to others.
- To teach each child the value of discipline, to develop a work ethic and above all to always act morally.
- To develop in each child a sense of responsibility for their own actions and to foster respect for others.
- To focus on providing a solid foundation of knowledge and skill and all the academic areas from N-grade 8.
- To provide opportunities for students to participate in art and music activities and to develop and appreciation for the arts.
- To teach each child to take lifelong responsibility for the health of their bodies through physical education, good eating habits, and hygiene.

Admission Policy: Saint Michael School is for students in the parish. Priority is given to children who have successfully completed our Pre-Kindergarten. Brothers and

sisters of students in attendance are considered next. The children of families registered at Saint Michael Parish and who have been participating in the Offertory Program of the parish for at least six months are admitted next. Once the class is full, a waiting list is established. Entrance to Saint Michael School is based on good academic and conduct standings. The waiting list is a management tool that allows us to store names and phone numbers of interested students, while eliminating the need for re-registration. St. Michael's admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded, or made available to students at the school.

Entrance: Students entering Saint Michael School are required to submit a copy of the birth, baptismal and health records. The children entering Nursery must be three (3) years old and potty-trained on September 1 of the year they begin. The children in Pre-Kindergarten must be four (4) years old by September 1. The children entering Kindergarten must be five (5) years old by September 1.

School Day: The children line up with their class at 8:50am. No child is allowed into the building before that bell unless accompanied by a teacher. In inclement weather, the children will be brought into the corridor and will be met by the teacher. The school operates on the following schedule.

Morning Bell	8:50	
AM Sessions end at	11:45	
PM Sessions begin at	12:30	
Dismissal Bell	N- Pre-K - 2	3:10
	Grades 3 - 8	3:15

Students dropped off at school before school begins or not picked up at dismissal time will be brought to Extended Day, and the parents will be billed.

ACADEMIC INFORMATION

Grading System: Report cards are presented to the parents four times during the school year.

A= 90 –100 Excellent

B= 80 - 89 Good (Above Average)

C= 70 - 79 Fair (Average)

D= 60 - 69 Poor (Below Average)

F= Below 60 Failure

S= Satisfactory

U= Unsatisfactory

O.G.= On Grade

B.G.= Below Grade

A.G.= Above Grade

Grades 4-8-use the number grading system

Grade 3-uses the letter grading system

Grades K-2- uses developmental grading system

Honors: Criteria for Honors in grades 6-8.

High Honors: 90-100 in each subject and satisfactory conduct & effort

Honors: 80-89 in each subject and satisfactory conduct & effort.

Receiving a mark of 4 or 5 in effort or conduct will result in a child being kept off the Honor Roll.

Children who fail a major subject may be asked to repeat the grade. In addition, students who are not meeting classroom standards for achievement may be asked to repeat a grade. Parents should be observant of all papers and projects their child brings home so they will be aware of their child's progress. The final responsibility for a student's retention, promotion or graduation rests with the Principal.

Report Cards: Report Cards are issued quarterly. Parents are encouraged to read the entire report, noting comments, absences, tardiness and conduct marks. Discussion with the student may decrease the possibility of difficulties in the future. Terms 1-3 report cards must be signed and returned.

Homework: Homework, which is properly designed and planned to meet the needs of individual students, has a definite place in the educational program. Homework is designed to reinforce and practice skills learned in the classroom. Time should be given on **STUDY** homework as well as **WRITTEN** homework. The following table provides time guidelines that the student should spend on homework.

Grade 1 - 2	10 to 30 minutes
Grade 3 - 4	30- 60 minutes
Grade 5 - 8	1.5-2.5 hours

Homework should be neat, complete and to the best of the student's ability and always handed in on time.

Parents are encouraged to check their child's work each evening to see that the student is doing what is required according to their assignment book.

Homework for Children who are ill: A child who is absent for one day is encouraged to ask the teacher for work upon his/her return. If the absence is longer, the parents of the child should call the office and request that the teacher prepare make-up work. Students in grades 6-8 will receive a separate guideline from the teachers outlining middle school procedures for making up work.

Saint Michael School provides every student from grades 1-8 with a homework assignment notebook. Students are expected to use this notebook each night.

Provision for Home Instruction

A pupil unable to attend school for extended health purposes is eligible for home instruction provided through the local public school district Board of Education. A student who begins home instruction is, for attendance and legal purposes, temporarily transferred from the Catholic school to the public school system. Upon completion of home instruction, the student is returned to the Catholic school and marked as re-entering in the attendance records.

Graduation Requirements: The students are awarded the honor of graduation from Saint Michael School for having successfully completed the course of study required by the Archdiocese of Boston. Students who do not meet the graduation requirements may not participate in the graduation ceremony and cannot receive a "blank" diploma as it devalues the work of the other students and school's standards. Attending the graduation ceremony is a privilege. Students whose behavior is disrespectful or disruptive will forfeit this privilege.

Withdrawal and Transfer: Parents of children who leave the school should make this fact known in writing. The following information should be given:

- 1) Reason for withdrawal
- 2) New address
- 3) Name and address of the new school

On the final day the child attends Saint Michael School, parents must sign a **Release Form** in order to transfer the records. A **Transfer Paper** will be given on the last day the child attends. All school records - medical, transcripts, report cards, etc. will be sent by **mail** on the day following the child's departure. If the new school is not known at the time of the transfer, all records will be held until we receive the name and address of the school and a request in **writing** to release the records. Parents have the right to all student records upon request.

School Records: Baptismal and birth certificates are required at the time of enrollment. **NO** student may be admitted to Saint Michael School without the Massachusetts State Health Form. Forms for incoming students are available in the school office.

ATTENDANCE/ABSENCE,/TARDINESS/TRUANCY:

Regular attendance at school is vital to your child's educational success. The number of days absent/tardy is part of a child's permanent record card. Vacations scheduled during school time are strongly discouraged. Students often have a very difficult time catching up when they return. Teachers will keep track of all of the work that a student misses due to a vacation. It is the students' responsibility to make up all of the work **after** vacation. Teachers are not expected to gather schoolwork prior to a student's vacation.

Absence:

- a) The parent or guardian of a student who will be absent from school must call the school health office before 9:15 a.m. to explain the student's absence each day of absence. We have an answering machine, so call the night before if that is more convenient.
- b) When students return to school, they must bring a written excuse from their parent or guardian. If a child has seen a physician for illness, parents should submit a note to the nurse from the physician stating the reason for absence with permission to return to school.
- c) The student is responsible for making up all classroom and homework.
- d) Students who are absent from school are not allowed to attend school-sponsored events/activities later in the day/evening (including sports, dances, PTO events, etc.)

Dismissal: There may be emergencies during the year when it is necessary for parents to take their child from the school for part of the day. When such an emergency arises, the following procedure must be followed:

- a) A written note must be sent to the classroom teacher either that morning or the day before.
- b) Each child must be signed out by an adult, so there is a record of his/her leaving the school. Children will not be released during the school day except directly to an authorized adult.
- c) Children will never be allowed to leave the school alone.

d) We respectfully request that you do not make changes to your child's transportation home after 2:45pm each day.

A child may not be picked up directly from the classroom nor can a child wait outside the classroom for the parent to pick him/her up. Students who become ill at school will be sent to the school nurse. If necessary, the parent will be called immediately.

Tardiness: A purpose of education is to develop habits and patterns of behavior for life. Please teach your children the importance of being punctual. In order to be able to account for all students entrusted to our care by their parents, as well as to help the students form good habits of punctuality and courtesy, the following procedures are outlined:

Students who enter the building after 9:00 a.m. must be signed into school by a parent. Parents of children who are habitually late will be called to discuss a solution.

Open House: Parents are invited to meet their child's teachers after the first PTO Meeting. Each teacher will present an overview of that grades' curriculum, teacher goals and expectations, as well as teacher philosophy.

Parent/Teacher Conferences: Conferences for all grades occur in early winter. Parents may request to meet with a teacher at any time during the year. Parents with children in Middle School are encouraged to meet with the entire Middle School Team to discuss issues with their children. Meetings may be arranged by calling the school office or by contacting the homeroom teacher.

Cheating and Plagiarism: Cheating and plagiarism are terrible offenses as they show disrespect for the teacher and a lack of thinking on behalf of the student. Students must rely on their own knowledge to complete all classroom and homework assignments. Students who are caught cheating or plagiarizing will be dealt with by the teacher. Cheating and plagiarizing will result in an automatic zero on the assignment/test and disciplinary action. In addition, forgery is absolutely NEVER acceptable. Students who are caught forging a parent/guardian signature will be issued a detention. Further forgery will result in disciplinary action which may include in/out of school suspension. Further cheating/plagiarizing may result in a child's withdrawal/expulsion from school.

DISCIPLINE

Classroom Standards: Students should be prepared for class, show self-control and be quiet in the classroom. Children must give their teachers full attention and cooperation and accept correction and constructive criticism.

Discipline and academic success go hand in hand. Saint Michael School is a haven of sound conduct and mutual respect. The rules are clear – and enforced.

Standards of Behavior: Each child must show the greatest respect and obedience to the priests, teachers, custodians or any other person duly authorized to teach or instruct the students at Saint Michael School. Students should be kind, courteous and considerate of one another. They should not touch, hit or push other children in school, in the schoolyard or on busses. They should not take hats off boys or girls while at play. They should not pick up or throw sand, rocks

or snow. They should never use bad language, say mean things or call each other names.

Electronic Devices: Children are not allowed to bring electronic devices to school including but not limited to: radios, Ipods, hand held video games, etc. **Students are not allowed to use cell phones at school or on field trips.** If a parent feels it necessary to give his/her child a cell phone, the cell phone may remain in the child's backpack/locker during the day. The phone must be turned off. Far too many phones have internet, video and picture taking capabilities. If the child is found using the phone during the day, it will be taken away until the end of the day and they will lose the privilege of bringing it to school for the remainder of the year. Children should not bring toys or dolls to school for play. Students are not allowed to bring things to school for the purpose of trading.

Children are not allowed to leave the schoolyard at any time without permission. A play area is available in the back of the school for all students. Any ball going over the fence is to be retrieved with permission from the teacher on duty. There should never be any aggressive playing at recess or during gym.

Harassment: Sexual harassment is defined as any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when...such advances, requests for favor or conduct have the purpose or effect of unreasonable interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Bullying: Physical/Verbal harassment, bullying and hazing are considered extremely serious offenses and will not be tolerated at St. Michael School. Such behavior may result in detentions, loss of recess privileges for the year, suspensions or expulsion. All bullying issues should be reported to the principal so that appropriate action is taken.

Drug and Alcohol Policy:

Saint Michael School has zero tolerance for drugs and/or alcohol. Any student who uses, possesses, distributes or is under the influence of illegal drugs in school, on school property, or at school sponsored events is immediately suspended from school for five days. The Principal, immediately after finding a student has violated the drug abuse policy, will furnish the police department with a complete report and related materials.

Violation of this policy by a student forfeits his/her privilege to participate in any and all extra curricular school activities for the remainder of the school year. Refusal of parents to cooperate with school authorities may result in a C.H.I.N.S. (Child in Need of Services) petition, filed in the Juvenile Court of the Lawrence District Court.

False Fire Alarm:

Any student who is responsible for causing a false fire alarm will be referred to the North Andover Police and Fire departments for possible legal action. The student will also be suspended from school for a period of not more than 5 days.

Firearms/Weapons:

Saint Michael School complies with the prohibitions found in Massachusetts Federal Law c259 s10 on firearms.

Guns/knives and weapons of any kind are forbidden on school property. Any student who possesses or uses a weapon will be immediately suspended from school for five days. The Principal will also contact the local police department.

All children are expected to uphold these standards of Christian behavior. Failure to do so may result in disciplinary action. Such action may include detentions, written assignments, community service, in-school suspension, out of school suspension or expulsion. The Principal has the final say in such a determination.

Internet Use: The school has a wonderful computer lab with internet connections. In order to protect the students, the school utilizes a firewall so that students are unable to visit inappropriate sites.

Parents are strongly advised to monitor their children's computer/internet usage at home. The internet is a very useful tool for students if used correctly. Be advised that the Itouch and Iphone have internet capabilities that cannot be monitored by the school.

GENERAL INFORMATION AND RULES

Email Updates: The school utilizes email as a means to cut down on the amount of paper notices that go home in backpacks. Parents may not use the email list to solicit for their businesses.

Bus Transportation: Bus transportation is provided by the Town of North Andover for North Andover residents. Students are expected to conform to the rules and regulations set by the town. **ALL** school rules apply. The bus driver must be obeyed. Any student engaged in loud talking, rowdiness or any action that tends to distract the driver or in any way endangers the safety of the passengers on the bus, will be subject to disciplinary action laid down by the town. Any student who does not normally ride the bus to/from school, must have a signed note from a parent to ride the bus. That note must be approved by the Principal. Bus drivers will not allow students on the bus without such note. This has been the rule in the past for SMS students only. This privilege may be changed at any time by the town/bus company.

Lunch: Lunches are provided by a private company, Just Like Home. Parents will receive a monthly lunch calendar and weekly lunch tickets. Parents are asked to select their child's lunches for **the entire** week, write a check to Just Like Home, and return the lunch folder to the classroom teacher each week. Milk can be purchased separately. Students who forget their lunch or who didn't order a lunch are still welcome to get a lunch and pay the following day. Students eating in the lunch room are to act courteously and respectfully in order to enable the lunch period to operate smoothly and to permit all students to eat in as pleasant a setting as possible. Students must obey the lunchroom monitors and treat them with the utmost respect at all times. Parents in grades 1-3 are invited to assist at lunch time by helping to open milk, clean tables, pick up spills, etc. A parent volunteer will put together a schedule for parents who wish to volunteer their time.

Accidents/Injury: All injuries should be reported immediately to the nurse.

Insurance: Every child receives information in September regarding school/home insurance. The program is optional, but students should be covered by some policy.

Assemblies: The assembly programs are an important part of school life and contribute to the total educational process of our students. It is expected that an atmosphere of respect be maintained. Many times during the year the entire school community gathers to celebrate liturgies. These celebrations are an opportunity to express our belief in Christ who is the foundation of our school community. Students are expected to be respectful and to enter into the religious spirit of the celebration.

Emergency Lists: Please report changes in addresses, telephone numbers, work numbers, emergency numbers, etc. to the main office so we will not be delayed in reaching you should an emergency arise.

PTO Fund-raisers: Every family is asked to participate in PTO fundraising held throughout the school year. In addition, all parents are invited and encouraged to join the PTO. Meetings are generally held on one Wednesday of each month at the school. We always welcome new faces with fresh ideas.

Telephones: Students wishing to use a phone at St. Michael School may use the office phone for **emergencies**. Students will not be called to the phone during class time.

Cell Phones: Students are not allowed to use cell phones at school or on field trips. If a parent feels it necessary to give his/her child a cell phone, the cell phone may remain in the child's backpack/locker during the day. **The phone must be turned off.** If the child is found using the phone during the day, they will lose the privilege of bringing it to school. Further disciplinary action may be taken.

Visitors: All persons visiting the school must sign in at the Receptionist Desk and must wear a visitor badge at all time.

Volunteers: Volunteers are recruited throughout the year. These may be mothers, fathers, grandparents or any interested person young or old who are willing to do the task and give a few hours of their time. Please contact your child's teacher if you would like to help. Anyone 17 years or older who volunteers will be required to complete a yearly CORI (Criminal History Report) form. In addition, those volunteers who are 18 years or older must participate in a Protecting God's Children Workshop (only done once). These are mandates from the Archdiocese of Boston for all catholic schools.

Calendars: The Saint Michael School calendar will be sent home at the beginning of the school year. A monthly calendar can be found in the Newsletter.

Care of Books: Textbooks must be covered at all times to protect them and as a reminder to take proper care of them. No pupil should ever write in a textbook or deface it in any way. All students are required to carry their books to and from school in a schoolbag. Students are responsible for taking reasonable care for all textbooks. Parents are expected to reimburse the school for lost or damaged books.

Students should never cover a book using sticky contact-paper like covers. We recommend cloth book covers or brown paper bag covers.

Communications: The school has the responsibility to communicate directly and as often as possible with the parents of each student. If there is a change in marital or custody status, the school must be notified in writing. The custodial parent must send to the Principal a certified copy of the Court Order stating that he/she has custody of the child.

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

Fire Drills: Fire drills are conducted regularly. The North Andover Fire Department inspects the buildings and holds drills at regular intervals. Students are expected to exit the building in perfect order - no talking, pushing or running. Absolute silence is the rule. The route of the fire drill is posted in every classroom. Alternate routes are also posted. The teachers practice exiting the building with their children several times throughout the school year.

Field Trips: Educational field trips are scheduled during the school year. The trip or activity will always be related to the subject matter being studied by the particular group of students, and the educational value of the trip will justify the time, distance, and expense involved. All students are expected to attend educational field trips. Financial aid is available to families who cannot pay for trips. Written permission of the parents or guardian must be obtained for each trip on an official school permission slip. School uniforms will be worn unless specific directions allow other dress. The PTO sponsors in-house enrichment programs directly connected with the curriculum. Public carrier transports students to all educational field trip destinations. Students may never travel to any school-sponsored destination off campus in a private vehicle.

Gum Chewing: Gum chewing is not permitted at Saint Michael School at any time of the day, on field trips or any other extracurricular activities.

Skateboards and Rollerblades: Skateboards and rollerblades may not be on school property at any time and will be confiscated if they do appear.

Wheelies/Heelies: Students may not wear wheelies/heelies during the school day or to any school-sponsored events/activities that take place on school property.

Bicycles: Any student who rides a bicycle to school must have a chain/lock to secure the bicycle to the schoolyard fence. The school may not be held liable for lost/damaged bikes.

Library: The school library is a research and lending library. Each class is scheduled to use the school library one day each week. Projects are assigned and students work in

centers on a rotating basis. Students are required to pay for damaged or lost books.

Lost and Found: All students' belongings (bags, sweaters, coats, jackets, hats, mittens, boots, sneakers, gym clothes, etc.) should be **labeled** with the child's name and grade. A small area, which is located just inside the lobby, has been designated as our lost and found area. At the end of each term, any items not claimed will be donated to the St. Vincent receptacle.

Sacraments: Children in Grade 2 are candidates to receive First Penance and First Holy Communion. First Communion is received by the 2nd graders and any students who have not yet received their First Communion. Girls wear traditional white dresses (veil is optional). Boys wear a blue blazer, gray/tan slacks, white shirt and tie.

School Pictures: Each year, the students have the opportunity to have their pictures taken by the school photographer who will come to Saint Michael School. Notices are sent home explaining the cost and time. Students in the 8th grade class also have the option of having graduation portraits taken.

Unauthorized Use of School Name/Logo: No student, or student's parent or guardian, without the express prior written authorization of the school's principal, may utilize the school's name, or identifying logo, school photo, etc. for any inappropriate purpose, including but not limited to the use of the school name:

- To open any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo or picture, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

School Safety - Parking Lot: Cars entering the parking lot should move cautiously and slowly in a single file. Please enter and leave according to the arrows. Do not allow your child to run or play in the parking lot while you are talking to another parent. **If you are late**, remind your child to wait in the schoolyard by the main door. Please do not pick up your child on Maple Ave; that area is reserved for buses. Parents may never park in the fire lane and should also never double-park. The school lot is closed down each day at 3:05p.m. and opened again after 3:15p.m. dismissal.

Playground Rules: Students are not allowed to use the playground during morning drop-off. After-school use of the playground is only allowed with proper parental supervision. Extended Day Care has use of the playground after dismissal. Once

dismissed at the conclusion of the day, school staff are not responsible for students' behavior.

Use of the playground is a privilege for students. Students must play nicely and should never hit, push, pull, or grab others. There should be no jumping off of equipment, climbing up slides, climbing on trees or fences or throwing sand, snow or rocks. Students are expected to speak respectfully at all times and to obey the authority figures in the playground (teachers, staff, parents, etc.). Parents are reminded that the school is utilized for religious education beginning at 3:45p.m. Parents are kindly asked to leave the school property by that time to allow the incoming parents a place to park their cars.

First Friday Liturgy: The students of Saint Michael School worship as a school community each First Friday of the school year. We welcome parents to pray with us at our monthly Liturgies. Formal attire is to be worn.

Testing Program: Grades 1-8 participate in the Standardized Diocesan Testing Program. The testing is scheduled for spring. Parents are notified of results. Parent-teacher conferences are available upon request.

Extended Day Program:

The program is often closed on school vacations and holidays. For an official calendar of dates, speak with the program director. We offer a wide range of activities including arts & crafts, outdoor play, library time, games and dramatic arts. Children will also be given the opportunity to finish homework, enjoy a book or just take advantage of some quiet time under the supervision of our qualified staff. Parents will sign out their children each day, and a bill will be rendered weekly. Payment is due on receipt of the bill. Accounts more than two weeks in arrears will be assessed a \$10 late charge. There is a \$10 registration fee.

Middle School Policies (Grades 6-8)

Students in middle school grades will be encouraged to be independent and self-directed, not only through classroom instruction, but also in leadership opportunities appropriate for this age. We want our students to feel a strong sense of belonging to their school, church, teachers, parents, and to each other. We want them to know what we expect, to expect praise when they live up to our expectations, and to accept consequences if they don't and then move on with resolve to change.

We have high expectations for good behavior from all our students. Appropriate behavior creates the proper environment for learning. Each teacher expects every student to adhere to the student handbook rules and to follow the posted classroom rules. We have set limits for student behavior and consequences if students go beyond those limits. Parents' support for these limits and consequences is vital to bringing all our students to their fullest social and academic potential.

Middle school students will also receive a more detailed overview of curriculum, standards of behavior, etc. at the start of the school year.

Homework/Missing Assignment Policy in grades 6-8:

Students are expected to turn in all assignments on time. Each teacher in grades 6-8 has a grading policy for missing assignments/homework. Each teacher will provide copies of his/her policy to the students. It is the students' responsibility to keep the policies for future reference.

When a student is missing an assignment, the teacher will issue a "Missing Assignment" form. The form will state which assignment is missing and will be signed by the teacher. The student must have a parent sign the form acknowledging the missing work and the form must be returned to the teacher the following school day along with the missing assignment. Parents are encouraged to review each teacher's grading policy regarding missing assignments.

Students who participate in band are responsible for finding out what work they missed during their lessons/rehearsals. They are expected to have all assignments handed in on time.

Make-Up Work for a Student Who is Sick:

The teachers feel strongly that each student should have a "Study Buddy" who they can contact to find out what work they miss when they are absent.

A student who is absent for one day is encouraged to ask the teachers for work upon his/her return to school. Arrangements will not be made to have the teachers put together work when a child is absent for one day.

When a student is absent for a brief time, he/she will be expected to make up the test/quiz within 2 school days of returning to school. Make-Up tests/quizzes will be given before/after school. This policy also refers to missing homework, reports or assignments from when a child is ill for a brief time.

If a child has an extended illness, the parent must write a note to the Homeroom Teacher explaining the illness and requesting that the Middle School Teaching Team organize a schedule for when work and test/quizzes can be made up. In addition, the school nurse will require a note from the child's physician. The Homeroom Teacher will coordinate with all of the teachers and will provide a schedule for make-up work that will allow the child sufficient time.

Parent-Teacher Communication:

When a parent needs to speak with a teacher, a note should be sent to that teacher or a call should be made to the office to set up an appointment. Teachers cannot be expected to meet with parents without an appointment. Questions concerning averages and effort/conduct grades should be directed to the teacher of that class and not to the Main Office. Your child should keep track of his/her grades and should be able to explain why he/she earned the grade they were given. Teachers ask that parents speak with their child regarding poor grades before contacting teachers. The teachers work diligently grading papers, test/quizzes, assignments, etc. to assure that a child receives the grade he/she deserves.

Extra Help Opportunities:

Teachers in the middle school offer opportunities for extra help. Students should speak to each teacher to find out when time is available. In addition, the library and computer rooms will open early on some mornings to allow students time to work on projects/papers. The Extra Help/Open lab times are not socialization hours.

Uniforms for St. Michael School

Uniform Rules:

Students are to be dressed in uniform from the time that they enter the school property until they leave it. Skirt hemlines must reach the knee. Walking shorts must be long enough to be deemed appropriate (to the knee or just above the knee is appropriate). Students will remove their hats before entering the school. Ties must remain tied and shirts must be tucked in until the student leaves the school property.

Gym Uniform: SMS navy sweatpants or SMS navy nylon wind pants, SMS navy sweatshirts/tee-shirts, SMS navy gym shorts, white socks and clean/neat sneakers. All gym clothes must bear the Saint Michael School Logo. The school sweatshirt is a pull-over with no hood. We will only allow official SMS sweatshirts to be worn.

Informal Uniforms: The optional informal warm weather uniform will be allowed from the beginning of the school year through October 31 and then again from April 1 through the end of the school year. Formal Uniforms must be worn for all Masses, Liturgies, Holy Days, etc. and from Nov. 1-March 31. **Spirit Wear attire is not part of the school uniform and may not be worn as such.**

Haircuts: Students’ hair should be neat, clean and worn in a style that in no way causes distraction/disruption. Boys’ hair may not touch the collar of their shirt. Headbands, scrunchies, and hair accessories must be dark blue, yellow, white or the uniform pattern

Uniforms: All uniforms must be purchased from **J. B. Edwards Uniform Company** (781-376-2071). The students should be dressed in uniform every day from the first day of school. Middle school students are also allowed the privilege of wearing short or long-sleeve, white polo tops (bearing our logo), during the year. They must own one formal uniform for masses.

Shoes/Sneakers: Student sneakers should be clean and non-distracting (no bright colors). Dress shoes should be brown, black or dark blue. Girls’ shoes must be flats.

Special Note: During the months of August, September and October, students will be allowed to wear sneakers to mass and liturgies. However, beginning on November 1, students will be expected to wear shoes to all masses and liturgies.

Make-Up: Make-up may never be worn. Girls are allowed to wear light-colored nail polish. Students may not wear body glitter, shine or tattoos of any kinds. Students may not write on any part of their body.

Jewelry: Girls may wear small post or mini-loop earrings. Boys may not wear earrings. Other body piercings are not allowed. Students may wear necklaces that depict religious symbols. One ring is acceptable. No other jewelry is

acceptable except a wristwatch. Girls and boys will both refrain from any other body piercings

No Uniform Days: At certain times during the school year, students may receive No Uniform Passes or the school may hold a No Uniform Day. Students are expected to dress appropriately on these special days. Ripped jeans, t-shirts with inappropriate slogans or pictures, short-shorts, short skirts, tank tops, sleeveless shirts, mid-drift blouses, flip-flops, clogs, crocks, etc. are never allowed. Make-Up/jewelry rules are the same as on uniform days. Skirts/shorts must be long enough to be deemed appropriate (to the knee or just above the knee is appropriate). When in doubt, wear pants/jeans on no uniform days. Students whose attire is inappropriate will call home for a new outfit. Students who do not dress appropriately will forfeit their next opportunity to wear no uniform to school. **Hooded Sweatshirts** may be worn as “outwear” to school but cannot be worn during the school day. This includes No Uniform Days.

The principal is the final resource and reserves the right to amend this handbook at any time. Parents will be given prompt notice.

<p>Boys (K-5) Formal Uniform Pants- Navy Blue and a belt Shirt- blue (long/short sleeve) Tie- navy blue Navy socks & dress shoes Belt SMS sweatshirt/vest- navy</p>	<p>Boys (K-5) Informal Uniform Uniform shorts- navy (not gym shorts/cargo shorts) SMS short sleeve polo shirt Navy or white socks Sneakers & a belt</p>
<p>Girls (K-5) Formal Uniform Jumper (plaid) or Dress Slacks (navy) Blouse- blue (long/short sleeve) Tie- navy blue Turtle-neck (optional) Navy socks/tights SMS sweatshirt/vest- navy Dress shoes</p>	<p>Girls (K-5) Informal Uniform Uniform shorts- navy (not gym shorts/cargo shorts) Uniform skort-navy SMS short sleeve polo shirt Navy or white socks Sneakers</p>
<p>Boys (grades 6-8) Formal Uniform Pants- navy blue and a belt Shirts- white (long/shirt sleeve) Tie- navy blue Navy socks & dress shoes Belt SMS sweatshirt/vest- navy Long/short sleeve polo can be worn throughout the year except on Mass days.</p>	<p>Boys (grades 6-8) Informal Uniform Uniform shorts- navy (not gym shorts/cargo shorts) SMS Polo shirt (long or short sleeve) Navy or white socks Sneakers & a belt</p>
<p>Girls (grades 6-8) Formal Uniform Skirt or Dress slacks- navy blue Blouse- white (long/short sleeve) Tie- navy blue SMS sweatshirt/vest- navy Long/short sleeve polo can be worn throughout the year except on Mass days. Socks or tights- navy Dress shoes</p>	<p>Girls (grades 6-8) Informal Uniform Uniform Shorts- navy (not gym shorts/cargo shorts) Uniform skort-navy SMS Polo shirt (long or short sleeve) Navy or white socks Sneakers</p>

*Saint Michael School
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Handbook Acknowledgement Form

I (We) have read the Saint Michael School Student Handbook for the 2010-11 school year. I (We) understand that the Saint Michael School Administration expects that I (we) will abide by the guidelines listed in this handbook.

I (We) also understand that failure to abide by the guidelines outlined may result in disciplinary action including but not limited to: loss of recess, community service hours assigned, detention, in or out of school suspension, request to withdraw and/or expulsion.

Student Signature

Date

Parent Signature

Date

This form should be handed into your homeroom teacher within one week of receiving this agenda book.