

Saint Michael School
21 Sixth Street
Lowell, Massachusetts 01850
(978) 453-9511



Student / Parent Handbook

Reverend Albert L. Capone
Pastor

Mrs. Mary Frances Chisholm
Principal

Mrs. Mary E. Elias
Vice Principal

PHILOSOPHY of Saint Michael School

Our philosophy is based on the Law of Love: to love God and to love one another.

Saint Michael School Philosophy provides students with the best learning experiences, encompassing the spiritual, emotional, academic and physical components that will enable them to live fruitful Christian lives. Saint Michael School is a Faith Community in which the entire faculty, student body, priests, parish staff, paraprofessionals and parents join together to impact Catholic living and learning in an atmosphere of mutual respect and concern.

We seek to educate the whole person. The word of God is communicated to our students. It is our prayer that the spirit will illuminate their minds and touch their hearts so that they will go forth as living witnesses to Christ.

Rooted in our sacramental celebration of the Eucharist, we seek to shape the future of our students in a positive way. While maintaining a strong sense of Catholic tradition, we look for ways to revitalize our Christian values through more openness to God's word and our gospel call to love God and neighbor, as stated in our parish mission statement.

POLICIES of Saint Michael School

ACADEMIC POLICY:

Children will be promoted from grade to grade unless their academic or social performance warrants retention or if absenteeism is excessive and school work is not completed. The possibility of retention will be communicated to the parents by the classroom teacher through a conference by April. At that conference, a Retention Form will be signed by the parent, the teacher and the principal.

If a student is deficient or failing in a major subject, he/she may be recommended for summer school. Marks from most summer school programs will be honored. It is the responsibility of the parent to complete arrangements for summer school.

School work lost through legitimate absence must be made up. Work not made up in the required time of two weeks from the date of return to school will be graded as a failure. Make up work is the responsibility of the student.

ADMISSION OF STUDENTS:

Children entering Pre-Kindergarten (K1) must be four years of age on or before September 1st of the year they enter.

Children entering Kindergarten (K2) must be five years of age on or before September 1st of the year they enter.

Children entering Grade 1 must be six years of age on or before September 1st of the year they enter.

All other students who wish to transfer into Saint Michael School will do so pending availability of space and in some cases a placement test. Birth Certificate, Baptismal Certificate, Health records, and the most recent report card must be present at the time of registration, as well as a non-refundable registration fee, which is not applied to tuition.

For children entering Pre-Kindergarten, health records must include:

1. No child will be admitted without proof of physical examination dated within the last year and immunization required.
2. Hepatitis B (3 doses)
3. DTaP/DTP/DT/TD (≥ 4 doses)
4. Polio (≥ 3 doses)
5. Hib (1 to 4 doses)
6. MMR (1 dose)
7. Varicella (1 dose)
8. One Lead test with results

For children entering Kindergarten, health records must include:

1. No child will be admitted without proof of physical examination dated within the last year and immunization required.
2. Hepatitis B (3 doses)
3. DTaP/DTP/DT/TD (5 doses)
4. Polio (4 doses)
5. Hib (3 doses)
6. MMR (2 doses Measles, 1 dose Mumps, 1 dose Rubella)
Must be given before entering school
7. Varicella (1 dose)
8. One Lead test

For children in fourth grade :

1. Physical exam dated within the last year

For children entering Grade 7, health records must include:

1. No child will be admitted without proof of physical examination dated within the last year and immunization required.
2. Hepatitis B (3 doses)
3. DTaP/DTP/DT/TD (1 Td booster within 5 years)
4. Polio (≥ 3 doses)
5. MMR (2 doses)
Must be given before entering school
6. Varicella (1 or 2 doses)

If your child is exempt from the immunization requirements for any reason, a note from the family physician is necessary before entering school.

ATTENDANCE:

State law requires that children between the ages of six and sixteen must attend school regularly. Daily attendance is a vital key to success. Although some assignments may be made up, a student can never make up a day missed at school. Therefore, every effort must be made to see that your child is in attendance. It is important that parents make every effort to ensure that their child is in school every day.

Truancy is defined as an unauthorized absence from school. When it has been determined a student is truant, detention will be assigned and the time missed from school must be made up. Possible suspension may result. In some cases, the principal reserves the right to contact the local truant officer.

Absence:

If a student is ill and will not be attending school, the parent or guardian is to contact the school office between 7:30 a.m. and 9:00 a.m. at (978) 453-9511. This eliminates the school having to contact the home. This is a safety precaution.

If a student is ill and has been absent from school, he/she will be unable to participate in any school sports, extra curricular activities, and school activities for that day. Except for cases of emergencies, dental and doctor appointments should be made outside of school hours.

A written note of excuse indicating the student's name, grade, and reason for the absence is required when the student returns to school. This note is to be presented to the classroom teacher. All absentee notes are kept on file in the office for one year. By law, any student who has been absent is required to bring a note signed by a parent or guardian explaining the absence.

If an extended absence is expected, please notify the teacher and the principal by both verbal contact and written notice. Any student who accumulates more than twelve (12) absences must attend a meeting with the Principal, teacher, and parent/guardian. The parent or guardian will be expected to provide medical documentation (when appropriate) to verify prolonged illness.

Any work missed during an absence must be made up. The request for missed work should be made when the school is notified of the absence. Please refer to the section entitled "Academic Policy" for information regarding make-up assignments.

Early Dismissal:

If your child is to be dismissed from school at any time prior to the usual 2:15 dismissal, you must send a note to the teacher on that morning providing the time of and reason for dismissal. When you arrive to pick up your child, you must ring the buzzer at the Read St. door, report to the office, and sign your child out. If your child will be returning to school that day, you must again ring the buzzer at the front door, report to the office, and sign your child in.

Tardiness:

A student is “tardy” if he/she is not in the classroom at 7:55 a.m. Students who are tardy MUST check in at the office and receive a pass before being admitted to their classroom. Excessive tardiness, four (4) tardies, will result in a Notice of Concern. Five (5) tardies may result in a detention.

Punctuality:

Punctuality helps provide time for the development of organizational skills needed to have a successful day of learning. Beginning the school day in a peaceful and organized manner aids in establishing a good learning environment.

If students are in the schoolyard by 7:45 a.m., they are punctual. The school day begins with the bell at 7:50 a.m.

BIRTHDAYS/PARTY INVITATIONS:

An appropriate snack can be sent in for your child to celebrate his/her birthday with the class. Please check with the classroom teacher concerning any food allergies. Students may not receive balloon-o-grams, flowers, or gifts during school hours.

In order to avoid hurting the feelings of youngsters, party invitations may not be distributed in the classrooms or in the schoolyard unless every boy/girl in the class is being invited.

BOOKS:

Students are responsible for all textbooks and workbooks assigned to them. If the books are lost or damaged, they must be paid for by the student or parent. All books must be covered at all times. All books must be carried to and from school in a school bag or tote in order to protect them.

BULLYING:

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully. Often times, bullying behavior starts in elementary school and peaks in the middle school years.

Most bullying by students starts out verbally – teasing and put-downs – and may become progressively worse and assume physical dimensions. Bullying of any type has no place in the school setting.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, emotional, psychological or written interactions. Bullying can take many forms and can occur in virtually any setting. Examples of bullying include but are not exclusive to:

(Bullying cont.)

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological, and emotional
4. Attacks on student property

Saint Michael School will endeavor to maintain a learning and working environment free of bullying. Bullying in any form will not be tolerated at Saint Michael School and will be grounds for disciplinary action from a detention up to and including suspension and expulsion.

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

It is **imperative** to notify the secretary and classroom teacher immediately if you should have a change of address or telephone number. This also applies to your work and emergency telephone numbers. This notification must be made in writing and forwarded to the school within 24 hours of the change.

CHANGE OF GUARDIANSHIP:

Please notify the secretary and classroom teacher immediately if any changes occur in the guardianship of your child. This notification must be made in writing and forwarded to the school within 24 hours of the change.

COMPUTER USE:

With computers becoming such a valuable tool and an important part of our society, it is wonderful that our children are able to experience the privileges of learning and using computers. However, with this privilege comes a high level of responsibility.

As parents, we must be the first supervisors of our children with regard to computer use. At Saint Michael School, we take every precaution to ensure that our children are protected from improper use or exposure to material on the computer. We have installed a firewall and safe search in our computer lab as a means to limit our students' access to the Internet. Also, students are never allowed access to the Internet without permission from the parent and the supervision of a teacher. With that in mind, we ask that parents also monitor their children's use of the computer and access to the Internet and e-mail at home. The administration of Saint Michael School does not want to be in the position of censoring what happens on or through the computer at home. Therefore, students must not bring any printed material such as e-mails and/or instant message conversations to school.

Further, it is our hope that all students know that if they do encounter a problem on the computer with someone known or unknown that they notify a parent as soon as possible.

CONFERENCES:

Mandatory conferences will be held after the distribution of the first report card in November. Because of the number of parents involved, 10-minute time allotments will be strictly adhered to.

A second optional conference is scheduled in March.

Any parents or guardians requesting additional teacher conferences must make an appointment in advance with the teacher. These conferences will be held before or after school hours.

Teachers are not free to respond to telephone calls from parents during instructional times. If you need to reach a teacher during the day, you may contact the school and leave a message. The teacher will return your call at his/her first opportunity. Teachers are not to be called at their homes for any reason.

DETENTION:

Detention is issued when a child is disorderly, shows lack of responsibility, and violates any infraction against Saint Michael School rules and policies. (Refer to Disciplinary Actions' Section). Detention is a punishment in hopes of rectifying inappropriate conduct and actions. During detention, each child will have a written assignment by the teacher who issued the child's detention. The assignment will be in accordance with the child's age and ability.

Detention will be held in a designated area with an assigned detention monitor. Students must report immediately to detention with their belongings and their written assignment. All parents and students will be notified 24 hours in advance of their child's assigned detention. Since adequate notice is given, there are no postponements. Detention is held every day after school (except Fridays) from 2:15 p.m. until 3:00 p.m. An unserved detention may result in another detention or an in-house suspension. Excessive detentions will warrant further disciplinary actions:

FOUR DETENTIONS:

Four issued and served detentions will warrant a written letter to the student's parent or guardian as a pre-warning before the student reaches his/her fifth detention.

FIVE DETENTIONS:

Five served detentions will warrant an in-house suspension.

DISCIPLINE CODE:

We value each and every child here at Saint Michael School. Building self-esteem and learning to accept responsibility for one's behavior and actions are important components of our discipline philosophy. Students are expected to follow the regulations of the School. Parental cooperation with disciplinary action is expected.

A Saint Michael School student is expected to demonstrate respect and responsibility.

1. Respect for God.
2. Respect for oneself. This includes accepting responsibility for one's own actions and decision-making.
3. Respect for the talents and abilities given by God.
4. Respect for our parish priests.
5. Respect for teachers, staff and volunteers.
6. Respect for other students, their rights, their personalities and their cultures.
7. Respect for Saint Michael School, the property of the School, the policies and rules of the School and the reputation of the school.
8. Respect for the World - a responsible stewardship for the gifts of Creation.
9. Responsibility to live out the value of respect.

DISCIPLINARY ACTIONS:

Notice of Concern - A teacher may issue a Notice of Concern to a student for a situation or problem that need immediate attention. Depending upon the circumstance, it may be used in place of a detention. Failure to return a signed Notice of Concern the next school day will result in a detention.

Detention - A teacher may issue a detention to a student for a serious problem. A student will be given 24 hours to return this signed form and serve the detention. Failure to return the form or serve the detention will constitute a second detention.

Suspension - (In-House) A student may receive an in-house suspension for any serious infraction against the rules and regulations of Saint Michael School. The administration will notify the parent, in writing, that a student has received an in-house suspension. To serve an in-house suspension, the student will report to an assigned classroom out of his/her grade level with written assignments from the teacher(s).

Suspension - (External) A parent conference will be held. The student will be excluded from school for a determined number of days.

Expulsion - A parent conference will be held. The student's enrollment at Saint Michael School will be terminated.

Suspension/Expulsion:

A suspension may be internal or external. Internal suspension means that during the period of suspension, the student will be assigned to a place within the school away from his/her class to do all class related work. External suspension means that the student is sent home for any time for one to ten days and will remain under the supervision of a parent during the entire period of suspension. Prior to suspension, parents and students will be brought together for a conference.

Expulsion is the permanent dismissal of a student from the school. It is employed in extreme situations when a student, by his/her behavior demonstrates that he/she cannot function within the desired goals of the school and actually poses a threat to those goals. Once expelled, there is no re-entry into the school.

Please note that permanent dismissal of a student is taken seriously at Saint Michael School. Expulsion is rare, however, in the past it has been employed.

Some reasons for suspension/expulsion are as follows:

1. Substance abuse
2. Fighting in the school or on school grounds
3. Leaving the school building or grounds without permission
4. Truancy
5. Disruption of the learning environment
6. Deliberate destruction of school or church property
7. Stealing
8. Cheating
9. Disrespect to a teacher, priest, principal, religious, or volunteer
10. Lying
11. Falsely pulling a fire alarm
12. Act of violence to any person
13. Bringing a dangerous weapon or object that might be considered a weapon to school or on the bus

DISMISSAL:

The following are the procedures to be followed for dismissal of students from Saint Michael School.

1. **Regular Dismissal:** All students in Kindergarten - Grade 8 will be dismissed at 2:15 p.m., except on the "half days" when dismissal takes place at 11:00 a.m. The following dismissal procedures are to be followed at all times:
 - a) **Pre-Kindergarten:** Students will be dismissed from the Fifth Street door at 2:10 p.m.
 - b) **Kindergarten:** Students will be dismissed from the classroom door on Read Street or the door on Fifth Street at 2:15 p.m.
 - c) **Grades 1 - 8:**
 - i) Any students in Grades 1 - 8 who are being driven home will be dismissed through the lower hall at the school yard door by the teacher on duty. If you are driving a student home, you must pull into the schoolyard by the Fifth Street gate between 2:00 and 2:10 and place your vehicle, facing Sixth Street, in one of the four rows. Once all the students have been dismissed by the teacher on duty, the cars will exit the schoolyard by the Sixth Street gate. It is recommended that all cars exiting the school yard take a right onto Sixth Street. For safety reasons, no car is to exit the schoolyard by the Fifth Street gate.
 - ii) If you are picking up a student and do not pull your car into the school yard as noted above, the student must exit through the front door on Sixth Street. You should then pick the student up at the front door and walk him/her to the car. Because of the number of vehicles in the school yard at the time of dismissal, **STUDENTS BEING DISMISSED FROM ANY OTHER DOOR WILL NOT BE ALLOWED TO ENTER THE SCHOOL YARD.**
 - iii) Any students in Grades 1 - 8 who are walking home will be dismissed at the front door on Sixth Street by the teacher on duty. All students crossing Sixth Street or Read Street must do so cautiously at the crosswalk when told to do so by the crossing guards. **STUDENTS WALKING HOME ARE EXPECTED TO GO DIRECTLY HOME.**

2. Extended Day: When picking up students from Extended Day Care, please do so at the schoolyard door only. You must sign your child out with an Extended Day Care Director.
3. Changes in the Usual Dismissal Routine: Students will not be allowed to change their usual dismissal routine unless written parental permission has been forwarded to the school. This is to ensure the safety of the students, and to assure that school personnel know where the students are at dismissal. If there must be a last minute change to the dismissal routine (ie. family emergency), please contact the school. In this event, it is important that the call be made prior to 1:45 p.m. A call made later than that time does not allow sufficient time to get the message to the student.
4. Late Pick-up: Any student not picked up on time, will be sent to Extended Day and billed for that service.

DRESS CODE:

The way a student is dressed influences his/her performance. Thus, uniforms must be worn every day unless a written notification is given from the office to indicate otherwise. The uniform must be faithfully worn as described in the uniform policy. Since one of the goals of the uniform is to discourage peer pressure connected to style and popular brand labels, it is essential that all students adhere to the requirements of the dress code. Therefore, sweatshirts with inappropriate graphic designs will not be allowed. Students who repeatedly disregard any portion of the policy will be addressed by way of a written Uniform Dress Code Violation form.

Personal Appearance:

Good dress habit and personal hygiene go hand in hand with good work habits. Students are to be neat, clean and dressed appropriately for school. Neat hairstyles are part of good grooming. We count on you to see that the hair is always trimmed, clean and no longer than the collar in the back (boys) and away from the eyes. Trendy and attention-getting cuts, styles, highlighting, or coloring are not allowed. Razor cuts or tails are not allowed. Anything that distracts from the simplicity of the uniform is not allowed.

Only girls may wear earrings in school. However, dangling earrings and large hoops are not allowed. No other jewelry is allowed including necklaces and bracelets. Make-up (lipstick, blush, eye shadow, eyeliner, mascara, etc.), dark colored fingernail polish or fake nails are not allowed. Other things not allowed are: bandanas, glitter, and headbands with glitter or writing on it, tattoos and/or any other accessory not consistent with the dress code.

The following is the Dress Code for Saint Michael School.
This dress code is strictly adhered to.

GIRLS

All girls are required to wear the following uniform every day.

Kindergarten – Grade 5

Plaid Jumper (*regulation through Collegiate House only*)
(*length of jumper – no higher than the top of the knee*)
Blouse – Light Blue with Peter Pan Collar
Tie – Navy Blue (*“TV” only*)
Socks or Tights – Navy Blue (*only*)
Shoes – Black, Brown or Blue (*no more than 1” sole/heel*)

Grades 6, 7, 8

Plaid Skirt (*regulation through Collegiate House only*)
(*length of skirt – no higher than the top of the knee*)
Button Down Oxford Shirt – Light Blue (*Gr. 6 & 7*) Yellow (*Gr. 8*)
V-Neck Pullover Sweater Vest – Navy Blue (*with embroidered logo*)
Tie – Navy Blue (*“clip on” only*)
Socks or Tights – Navy Blue (*only*)
Shoes – Black, Brown or Blue (*no more than 1” sole/heel*)

If a girl wishes to wear a sweater for warmth, it must be the regulation Navy Blue V-Neck Pullover Sweater (*long sleeve with embroidered school logo*).

BOYS

All boys are required to wear the following uniform every day.

Dress Pants – Navy Blue (*regulation through Collegiate House only*)
Button Down Oxford Shirt – Light Blue (*Kindergarten - Grade 7*) Yellow (*Gr. 8*)
Tie – Navy Blue (*“clip on” only*)
Socks – Navy Blue (*only*)
Belt – Black, Brown or Blue (*leather dress belt only*)
Shoes – Black, Brown or Blue

If a boy wishes to wear a sweater for warmth, it must be the regulation Navy Blue V-Neck Pullover Sweater (*long sleeve with embroidered school logo*).

WINTER UNIFORM

All students in Kindergarten through Grade 8 will have the option of wearing the following Winter Uniform during the months of **December, January and February**.

If a student chooses to wear the Winter Uniform, the following uniform must be worn:

GIRLS

Kindergarten – Grade 5

Dress Pants – Navy Blue (*regulation from Collegiate House ONLY*)
Blouse – Light Blue with Peter Pan Collar
V-Neck Pullover Sweater (long sleeve) – Navy Blue (*with embroidered logo*) **or**
V-Neck Pullover Sweater Vest – Navy Blue (*with embroidered logo*)
Tie – Navy Blue (*“TV” only*)
Socks or Tights – Navy Blue (*only*)
Shoes – Black, Brown or Blue (*no more than 1” sole/heel*)

Grades 6, 7, 8

Dress Pants – Navy Blue (*regulation from Collegiate House ONLY*)
Button Down Oxford Shirt – Light Blue (*Gr. 6 & 7*) Yellow (*Gr. 8*)
V-Neck Pullover Sweater (long sleeve) – Navy Blue (*with embroidered logo*) **or**
V-Neck Pullover Sweater Vest – Navy Blue (*with embroidered logo*)
Tie – Navy Blue (*“clip on” only*)
Socks or Tights – Navy Blue (*only*)
Shoes – Black, Brown or Blue (*no more than 1” sole/heel*)

BOYS

Dress Pants – Navy Blue (*regulation from Collegiate House only*)
Button Down Oxford Shirt – Light Blue (*Kindergarten - Grade 7*) Yellow (*Gr. 8*)
Tie – Navy Blue (*“clip on” only*)
Socks – Navy Blue (*only*)
Belt – Black, Brown or Blue (*leather dress belt only*)
Shoes – Black, Brown or Blue (*no more than 1” sole/heel*)

If a boy wishes to wear a sweater, it must be the regulation Navy Blue V-Neck Pullover Sweater (*long sleeve with embroidered school logo*).

GYM UNIFORM/PRE-KINDERGARTEN UNIFORM

All Pre-Kindergarten Uniforms and Gym Uniforms
MUST be purchased through All Sports Promotions/Heroes.

All Pre-Kindergarten students are required to wear the following uniform every day. Students grades Kindergarten through grade 8 are required to wear the following uniform on their scheduled gym day.

Please see the office for the proper order form.

Sweatpants – Navy Blue (*with school name*)
T-Shirt – Light Blue (*Kindergarten – Grade 7*) Yellow (*Gr. 8*) (*with school logo*)
Sneakers *
Sweatshirt – Navy Blue (*with school logo*)
Shorts – Navy Blue (*with school logo*)
(Shorts are optional in September, October, May & June only)

* Sneakers can be purchased at any store, but must be a normal running sneaker with an appropriate height.

No Uniform Days

On occasion, students will be allowed to wear their own appropriate clothing.

The following guidelines apply to these special no-uniform days:

Pants must be a safe length. Pants that drag on the floor will not be allowed.

Baggy pants are not allowed.

Inappropriate t-shirts/sweatshirts are not allowed.

Shirts depicting musical groups or offensive material are not allowed.

Short skirt/shorts are not allowed.

Shoulders and midriffs should be covered. No spaghetti straps or tank tops will be allowed.

Camouflage designs are not allowed.

Sandals or backless shoes are not allowed.

Parents will be notified if their child is inappropriately dressed.

DRESS CODE INFRACTIONS:

A student out of uniform will receive a Dress Code Violation form. After the third Dress Code Violation is sent home and upon the fourth violation a detention will be issued.

EMERGENCY FORMS:

An emergency form must be filled out for each child at the beginning of the school year and returned to the office within 24 hours.

It is imperative to notify the secretary and classroom teacher immediately if you should have a change of address or telephone number for either home or work. This notification must be made in writing and forwarded to the school within 24 hours of the change.

EXTENDED DAY CARE:

Please refer to Extended Day Care Handbook.

EXTRA CURRICULAR:

In order to participate in extra curricular activities, students must maintain a passing grade in each subject area. Conduct and effort must also be appropriate. Any students not meeting the above will forfeit his/her right to participate. These activities may include, but are not limited to 8th grade class trip / activities, sports, dances, field trips, outings, etc.

If a student is ill and has been absent from school, he/she will be unable to participate in any school sports, extra curricular activities and school activities for that day. A sports fee of \$40.00 per sport will be assessed for each participating student.

EXTRA HELP:

Students whose work is not satisfactory are expected to seek extra help from their teacher. Students may be required to stay after school for assistance. The teacher and students must set up a schedule according to teacher availability.

FACULTY MEETINGS AND WORKSHOPS:

Several times a year, half days are reserved for faculty meetings, planning curriculum, development or for workshops.

FIELD TRIPS:

In conjunction with special assignments or other events, a teacher may plan a field trip with his/her class. Prior to a scheduled trip, a letter and a permission slip will be sent home with all the necessary information. This slip must be returned signed within 24 hours. The admission, bus, and or souvenir costs are the responsibility of the parent/child.

Parents who are asked to chaperone field trips are not permitted to bring other children with them since maximum supervision of school children is so important. In accordance with Archdiocesan policy, chaperones should be a parent or guardian who are experienced in dealing with students and who will take an active part in the supervision. Chaperones must stay with their group at all times. At the discretion of the principal, a student who has been a consistent discipline problem may be excluded. All field trips are planned and determined by school personnel and approved by the principal.

All chaperones must have a CORI check on file in the office and must have attended the "Protecting God's Children" program. The following minimum chaperone to student ratio guidelines have been established for closed and open field trips. A closed field trip is defined as one where students will be confined to a specific location, such as a theater. An open field trip is defined as one where students have freedom of movement across a wide area. Final determination of the number of chaperones will be at the discretion of the principal.

Closed Field Trip: 6-8 students per 1 adult
Open Field Trip: 5-6 students per 1 adult

FIRE DRILLS:

Children are expected to follow all teacher directions during a fire drill. Each class has an assigned area outside the building where they are to go. They must exit the building in single file, quickly, and in silence. Fire drills are held periodically to keep the children alert to procedures should a real fire occur.

FUND RAISERS:

Parents are expected to support the fundraisers of the school. Money raised will provide updated curriculum and associated materials.

HEALTH SERVICES:

Health services are provided by the City of Lowell on a part time basis. The school nurse does an annual hearing and vision test and a scoliosis screening.

HOME AND SCHOOL PARTNERSHIP (H.A.S.P.):

The purpose of this organization is to promote communication, good will, and cooperation among all sectors of the school and to coordinate parent support. This parent organization will also foster political action of parents regarding national, state, and local legislation that affects Catholic Schools. The Home and School Partnership will also sponsor functions and fundraisers. Parents are expected to attend Home and School Partnership meetings.

HOMEWORK:

Homework is a necessary follow up to the day's activities in school. It allows for independent practice, research, study, or reading. Homework is the student's responsibility; however, our younger students need parental supervision and assistance with homework.

Students in Grades 2-8 are expected to use the assigned homework planner notebook purchased through the school in September. Parents should check this planner notebook regularly to ensure their child is completing the assigned work.

Homework assignments will be required of all students, excluding Kindergarten. It is an important part of your child's education. It also indicates how well the student accepts responsibility according to his/her age and grade level.

Provide your child with a quiet atmosphere devoid of radios, televisions and other distractions. Also, we ask that parents check the homework each night. If for any reason, an assignment is not done or is incomplete, kindly send a note to the teacher explaining the reason. Please advise the teacher of any problems a child may be experiencing at home which could affect school performance.

Daily Homework Assignment requirements for each grade level are as follows:

Grades 1 - 2:	15 to 30 minutes
Grade 3:	30 to 45 minutes
Grades 4 - 6:	45 minutes to 1 ½ hours
Grades 7 - 8:	1 to 2 hours

Weekends are for review and to complete assigned projects. Homework is not a punishment task. The purpose of homework is to review, enrich and to determine any weakness. Homework may be a written OR a study assignment. Unless otherwise instructed by the teacher, homework is not a collaborate effort.

HONOR ROLL:

Honor Roll seals will be given to those students who fall into the following categories:

Highest Honors: All A's
Honors: All A's and B's
Special Mention: All A's, B's and one C

Students must not have any grade below satisfactory in effort, conduct, specialist classes (music, art, gym, and computer), work habits or social habits.

HOT LUNCH PROGRAM:

Saint Michael School offers a hot lunch program to the students each day (except on half days). A menu of the meals to be provided will be sent home at the beginning of each month. Hot lunch and milk must be purchased with tickets only. Money is not acceptable. Children must bring their lunch or purchase the hot lunch in the cafeteria with a ticket. Tickets for lunch and/or milk may be purchased through the school every Wednesday. All students must bring the money for tickets on Wednesday in a sealed envelope marked "Lunch Tickets" with their name, grade and amount desired. The tickets will be given to the children on Thursday. THEREFORE, children must have a ticket for Wednesday. They will not be allowed to take out from their ticket orders. If a student forgets his/her lunch, the school will provide hot lunch at the expense of the parent.

ILLNESS:

If a student becomes ill or is injured during school, the parent or designated adult listed on the school emergency form will be notified. It is imperative to notify the secretary and classroom teacher immediately if you should need to make a change to the emergency form. This notification must be made in writing and forwarded to the school within 24 hours of the change.

To prevent the further spread of illness and for the child's own comfort, a child should be kept home if he/she:

1. Has had a fever of more than a degree above normal during the previous 24 hours
2. Has a cold in the active stages: persistent coughing, sneezing, running nose
3. Has a sore throat and/or swollen glands
4. Has an undiagnosed rash or skin eruptions

(Illness cont.)

5. Has had vomiting and/or diarrhea within the previous 24 hours
6. Has untreated head lice
7. Has undiagnosed redness, tearing and/or discharge in the eyes
8. Has any contagious or communicable condition or disease
9. Has been notified by the school nurse that immunizations are not up to date.

All existing long term or chronic medical conditions must be fully explained to the principal and homeroom teacher. All treatment of medical conditions must be fulfilled in agreement with parent and school principal.

LAVORATORY:

The younger students are taken to the bathroom twice during the school day. The older students (Jr. High) are taken to the bathroom once during the day.

If for any medical reason, a child needs to use the facilities more than that during the school day; a note should be sent to the office. If any child needs to use the facilities, they would never be refused, but excessive trips to the laboratory may indicate a medical condition and will be monitored.

LIBRARY:

Our library is supplied with books, magazines, encyclopedias, a Catholic Encyclopedia and various reference materials. We encourage children to use these resources for enjoyment as well as for completing assignments. Proper use of library materials and return of books is essential. Reference books may not leave the school library. A replacement fee will be assessed for lost/damaged books.

LOST AND FOUND:

Saint Michael School does have a "Lost and Found" box in the office. Parents are asked to encourage their children to look in this box for missing items. Any unlabeled and unclaimed items of clothing will be recycled through our used uniform sales.

It is strongly recommended that parents label all items of clothing and possessions such as lunch boxes, book bags, hats, etc. with the child's name and grade. This is extremely helpful in returning a found item to the proper owner.

MEDICAL:

All existing long term or chronic medical conditions must be fully explained to the principal and homeroom teacher. All treatment of medical conditions must be fulfilled in agreement with parent and school principal.

MEDICATION:

Medication should be taken at home whenever possible. However, if it is necessary for a child to take medication in school, the proper procedures must be followed to ensure the health and safety of the children.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medicine at school:

1. Signed consent by the parent or guardian to give the medicine - Please complete the consent form and give it to the school nurse; and
2. Signed Medication Order - The written medication order form should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty day supply of the medicine should be delivered to the school.

When your child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible. No other medication will be administered to students.

Children are not to have any form of medication (prescription or non-prescription) on their person at any time. This includes aspirin, Advil, decongestants, etc. If cough drops are needed, a note must be given to the teacher. Cough drops will remain on the teacher's desk. All medications must be turned into the office with the appropriate permission and consent forms.

MONEY:

Students should not bring money to school unless it is marked for a specific reason. Any time money is brought to school (ie: lunch tickets, field trips, fundraisers etc...), the money must be brought in a sealed envelope marked with their name, grade, teacher, reason and amount.

PERMISSION SLIPS:

Parents are required to sign permission slips any time a student is leaving the school property. The permission slips will be sent home in advance and must be returned within twenty-four hours. Students will not be allowed to participate in any of the following without written consent of a parent or guardian.

1. Field Trips
2. Walking trips for the year
3. Title One program
4. Internet usage
5. Photograph for publication

PROGRESS REPORTS:

Parents of children in Grades 1 - 8 receive four progress reports throughout the year. Progress reports are intended to let parents know if their children are maintaining their grades or if they are having academic difficulty. Progress reports may indicate that a student needs to be staying after school for academic assistance. However, parents and teachers may communicate more often as the need arises.

RECESS:

Weather permitting, the children may play outside during recess time. Please make sure your children are dressed appropriately.

REGISTRATION:

Please refer to the section entitled "Admission of Students" for information on Registration.

REPORT CARDS:

Parents of children in Pre-Kindergarten receive two report cards yearly.

Parents of children in Kindergarten receive three report cards yearly.

Parents of children in Grades 1 - 8 receive four report cards yearly.

Report cards indicate the academic achievement of your child, as well as, the effort, conduct, attendance and other important information.

RESPECTFUL LANGUAGE:

All students are expected to use acceptable language. Using God's name in vain, offensive or vulgar language, and disrespectful gestures are considered serious offenses. This behavior will result in an automatic detention. If the behavior continues, a parent conference will be necessary to discuss the inappropriate behavior and to determine future disciplinary action to be taken.

SCHOOL BOARD:

Our school board functions in an advisory capacity to the pastor and the principal. The board advises in the governance of the school in matters such as planning, policy formulation, finance, public relations, and development.

SCHOOL CLOSINGS:

In case of inclement weather, Saint Michael School follows the "No School" or "Delayed Opening" decision of the Lowell Public Schools and/or the Dracut Public Schools. Saint Michael School will open with the "latest" delay. If either Lowell or Dracut cancels school - Saint Michael School will cancel. If one cancels and the other delays, Saint Michael School will cancel. For example, if Dracut cancels and Lowell delays, Saint Michael School will cancel.

If either Lowell or Dracut delays school - Saint Michael School will follow the system with the latest delay. For example, if Lowell delays for 1 hour and Dracut delays for 1 ½ hours, Saint Michael School will delay its opening by 1 ½ hours.

If the opening of school is delayed for any reason, children are to be kept home until the announced time. Teachers will not be available to supervise students until opening time nor will students be allowed into the building.

If your child is registered for the Extended Day Care Program, he/she will be allowed to come to school at the regular time. Our morning care teacher will be here as soon as possible, of course barring any difficulties in travel.

Please listen to WCAP 980 AM or your local television station for cancellations or delays. PLEASE DO NOT CALL THE RECTORY ABOUT SCHOOL CLOSINGS OR DELAYS.

SCHOOL HOURS:

The school day runs from 7:50 a.m. until 2:15 p.m. (2:10 p.m. for Pre-Kindergarten students). The children are to assemble in the schoolyard/school hall each morning. The first bell rings at 7:45 a.m. No student should be in the yard before 7:30 a.m. **There is no supervision in the schoolyard before 7:30 a.m.** Second bell rings at 7:50 a.m. At this time, we will begin our day with a prayer and the Pledge of Allegiance. To encourage independence, we request that parents do not stand in line with their child. Parents may join us in prayer by assembling together outside the fence. All students must be present for the morning prayer and Pledge of Allegiance.

First Bell (Assemble to Line):	7:45 a.m.
Second Bell (Prayer and Pledge):	7:50 a.m.
Pre-Kindergarten Dismissal:	2:10 p.m.
Kindergarten - Grade 8 Dismissal:	2:15 p.m.

On early dismissal days, the hours are 7:50 a.m. to 11:00 a.m.

Please refer to the section entitled "Dismissal" in this Handbook for additional information regarding dismissal hours and procedures.

SCHOOL LITURGIES:

Celebrating our faith is an important part of being a Catholic School. Learning, sharing, and living the Gospel values are integrated into the formal and informal teachings of each day. Since parents are the primary educators of their children, especially in the area of faith development, parents are invited and encouraged to join us at our school liturgies.

SCHOOL RELATED ACTIVITIES:

Children are required to be present for all school related activities. These activities may include, but are not limited to: Science Fairs, Musicals, Pride Night, special Masses, and any other activities deemed school related by the principal. These activities are a part of the curriculum. Attendance is mandatory unless the child was absent that day.

Absence from these events is not taken lightly. If there is a legitimate reason why your child cannot participate in a required activity, the parent or guardian must provide a written note to the teacher and the principal.

If a student is ill and has been absent from school, they will be unable to participate in any school sports, extra curricular activities and school activities for that day.

SCHOOLYARD BEHAVIOR (Mornings):

1. Students should not leave the schoolyard once they have arrived. Students are on school property until they are dismissed at 2:15 p.m.
2. While in the schoolyard, no disorderly conduct such as fighting, rough play or playing with snow will be tolerated.
3. When the bell rings at 7:45 a.m., all students must line up quickly and quietly.
4. No one is allowed in the building before school without the teacher's permission. The teacher must also be available to supervise the student.
5. The students must stay in the designated area.
6. The schoolyard must be kept free of litter.

SNACKS:

Please supply your children with a nutritious snack for snack time. No candy, gum, tonic or glass containers are allowed.

TELEPHONE:

Children are not permitted to use the office telephone except in emergencies and with the permission of the principal or secretary. Forgotten assignments, permission slips, project materials, lunch money, etc. are not considered emergencies. Students are also not allowed to come to the telephone to receive messages unless it is an emergency.

If you require your child to have a cell phone, it must be kept in the backpack and turned off during school hours.

TESTING PROGRAM:

Testing is one of the important tools used to evaluate pupils' progress and academic achievement. The purpose of testing is also to measure the educational status of the school and to assist the teachers.

Achievement tests and Cognitive Ability tests are administered in Grades 2 through 8 in October of each school year. These results are made available to parents at a later date.

TITLE ONE PROGRAM:

The federally funded Title One Program is located in our school. These services provide help to those children needing additional support in the area of Math or Reading. Children must fall within the federal guidelines for receiving services. This program is offered to Lowell residents only. A Lowell Public School Title One teacher supervises this program.

TRAFFIC:

No cars should be parked in front of the school on either side of Sixth Street at any time during school hours. Cars should never be parked on a crosswalk. Cars should never park between orange cones. For your child's safety, pull over to the curb and have your child exit or enter curbside.

TRANSFER:

Please advise the office two weeks in advance, if possible, if your child will be transferring to a new school. A transfer release form indicating new school and address along with the address and telephone of new residence should be completed and returned to the office

TUITION: See Tuition Policy at the end of this handbook.

UNIFORMS:

Please refer to the section entitled "Dress Code" in this Handbook for information regarding uniforms.

VACATIONS:

While we do not encourage families to plan vacations during the school year, we understand that travel opportunities and times spent with extended families are a wonderful part of our life. However, teachers cannot be expected to assign work for these days away and teachers are not responsible for providing extra lessons when the student returns.

We suggest that time on vacation be spent on vacation. Taking a book along and reading it, keeping a journal of experiences or preparing a project to share the new experiences with the class are some ways to provide for "learning". Our "younger" learners may draw pictures of their activities.

When the student returns to school, the teacher will be available to assist that student. However, it is the student and parents responsibility to initiate the request for assistance.

VISITORS:

All visitors and volunteers, including parents, must report to the office, sign in, and receive a visitor's badge. No visitor has permission to go directly to a classroom for any reason.

SEE NEXT PAGE FOR TUITION POLICY

TUITION POLICY

The following is the policy regarding tuition at Saint Michael School.

The amount of tuition is set by the school administration each year.

The amount set each year may or may not include an increase as determined by the administration.

The amount of tuition is a set amount billed each year to a child enrolled at the school.

The total amount of tuition is billed to each family upon enrollment.

Although the tuition is billed to the parent at enrollment, payment of said amount may be made under one of the following options:

OPTION 1 - Single payment due July 1st made directly to the School
(5% Discount will apply if payment is received by July 1st)

OPTION 2 - Two payments due July 1st and December 1st made directly to the School

OPTION 3 - Ten monthly payments automatically withdrawn from your account beginning in July through F.A.C.T.S. Management Company.

It is important to note that although the total amount may be paid monthly as per Option 3, this amount must not be considered as the “cost of education per month” or an amount to be prorated based on the amount of time a child attends the school.

Whenever there is a need to arrange for a different payment plan from that which is in the contract, the school must be contacted immediately.

NON-PAYMENT POLICY

Families choosing to pay tuition directly to the school in one or two payments that fail to do so will be required to pay through the F.A.C.T.S. Management Company.

When tuition is two months overdue, a letter will be issued indicating steps to be taken should tuition not be brought up to date.

When tuition is three months overdue, a letter will be sent indicating that the child will be excluded from class and all school related activities until the tuition debt is satisfied.

Report cards will be held for any outstanding tuition or Extended Day balance.

FEES

A non-refundable Registration Fee of (\$60.00 per student) will be paid by all new families at the time of acceptance.

A non-refundable Re-Registration Fee of (\$50.00 - 1 child, \$75.00 – 2 children, \$100.00 3 or more children) will be paid by all returning families at the time of re-registration.

A non-refundable Sports Fee of \$40.00 per sport. This fee is due at the start of the sport season.

TUITION COMMITMENT

The full amount of tuition covers a number of things including, but not limited to the cost of education, salaries, books, supplies, etc...

In order to be ready for the opening of each school year, the school depends on a commitment by each family to pay this amount.

Based on the commitment by each family, the school reserves a seat in the classroom for the student and prepares for that student by ordering the appropriate books, supplies, etc. needed to educate the child.

The school has determined the amount needed to prepare for each student is one half (1/2) of the total tuition.

In order for the school to be covered for the above-mentioned expenses incurred based on the families' commitment to the school, it is necessary for the school to be paid one half of the total tuition (Tuition Commitment Fee) even if the family withdraws the child from the school.

With that in mind, the following is Saint Michael School's policy regarding refunds in the event of withdrawal from the school.

1. One half of the tuition (Tuition Commitment Fee) will be expected as payment for any student who has begun classes at Saint Michael School and then withdraws at any time after the first day of the academic year.
2. Payment of \$100.00 per month will be expected beyond the Tuition Commitment fee, for each month or part of a month the student has been in Saint Michael School at the time of withdrawal.
3. Refunds will only be given if payment has been beyond the commitment fee and beyond the \$100.00 per month the child has been in school before withdrawal.

HELPFUL HINTS FOR PARENTS

An effectively run school depends upon school spirit, high morale, cooperation, and mutual respect between teacher and student. A cooperative spirit ensures the best educational result. It is important that there be complete unity in authority between parents and teachers. It is a good policy to withhold judgment on what appears to be a problem or grievance until you receive all the facts from the proper person. Problems discussed with neighbors and friends may not be factual at times and hurt all involved. Teachers should be contacted first, and then if necessary, the principal should be contacted. Teachers are not to be called at their home. Any problems or concerns are to be addressed at the school. Also, consider the following:

1. Money should always be in an envelope with the child's name, teacher's name, grade, purpose and amount.
2. All students must use book bags and all books must be covered.
3. Attend meetings that have to do with your child.
4. Teach your child to obey school patrol at all times.
5. Cooperate with the school in all regulations that will assist your child.
6. If any problems, questions, or doubts concerning the school or the school policies arise, please contact the classroom teacher.
7. Notification will be given to parents if any unscheduled circumstances arise.
8. Be sure that your child eats a good breakfast.
9. Be sure that your child gets to bed at a reasonable time. They need plenty of sleep. Children in Kindergarten through Grade 4 require approximately 10 hours of sleep per night. Children in Grades 5 through 8 require approximately 8-10 hours of sleep per night in order to be awake and alert. Learning is an exhausting process.

SELF DISCIPLINE TIPS FOR A STUDENT

1. No one leaves a classroom without a teacher's permission.
2. Students should listen to the teacher at all times.
7. Students should be on time for school.
8. Students must remain on school premises during school hours.
A student may leave the premises only with the principal's permission.
5. Students must behave appropriately on school busses.
6. Students must obey the dress code.
7. Students will not use inappropriate language at any time.
8. Students must obey and respect all in authority.
9. Students must care for books, equipment, building and grounds. Any destruction of property will require restitution.
10. All classrooms should be kept clean and neat. A student's belongings do not belong on the floor, in the aisles or scattered about the classroom.
11. At lunchtime, all students, except for workers who are doing their assigned jobs, must remain in their seats. Lunchtime is not recess time so the room should be relatively quiet. All students are expected to follow the directions of the people on duty.
12. Students must bring all necessary materials for each class.

September, 2006

Dear Parents:

Every family in Saint Michael School has received our revised handbook. Please take a few moments to read over the handbook with your child/children to ensure that everyone understands the policies and procedures of Saint Michael School. Once you have done so, both parents/guardians and all students in the family must sign the acknowledgment at the bottom of this sheet. The oldest student in each family will be responsible for returning this acknowledgment sheet to the school. We suggest you keep the handbook in a handy place at home and refer to it as needed throughout the year.

Please sign and return this form no later than Friday, September 22, 2006.

By signing this form,

1. We acknowledge we have read and discussed the information in the Saint Michael School handbook as a family;
2. We understand and will abide by the rules and regulations contained therein;
3. We will support the School activities and fundraisers to the extent we are able;
4. We will strive to maintain good communication with the School and the teachers;
5. We will support and encourage the faith development which we are asking Saint Michael School to provide.

Signed this _____ day of September, 2006.

Parent/Guardian Signature

Student Signature

Parent/Guardian Signature

Student Signature

Student Signature