



St. Michael the Archangel School

Family Handbook

2019~2020

Prayer to Saint Michael the Archangel

St. Michael the Archangel, defend us in the day of battle; be our safeguard against wickedness and snares of the devil. May God rebuke him, we humbly pray, and O prince of the heavenly host, by the power of God, that you cast into hell, Satan, and all the other evil spirits, who prowl through the worlds, seeking the ruin of souls. Mary, Queen of All Saints, pray for us!

Revised - August 2019

Mission Statement:

In partnership with the family, St. Michael the Archangel, PreK- 8th grade school, nurtures students to develop strong Catholic values while achieving academic excellence. Striving to foster the uniqueness of each child, the dedicated faculty and staff encourage an environment where all children believe they are created and loved by God. We aspire to model young adults who embody the principles of morality and spirituality to become our leaders of tomorrow.

Vision Statement:

“Nurturing Students ~ Challenging Mind ~ Inspiring Faith-Filled Leaders.”

Saint Michael the Archangel School Code of Respect

***You shall love the Lord your God with all your heart,
With all your soul, with all your strength and with all your mind; You
shall love your neighbor as yourself. (Luke 10:27)***

The **Code of Respect** is developed and implemented to foster justice, love, and peace within our community of students, parents, teachers and staff.

- 1) **RESPECT:** We show consideration and regard for ourselves and another person or thing; we recognize and act towards someone or something by:
 - Showing reverence during prayer and liturgy
 - Using our God-given talents to the best of our ability
 - Being honest with ourselves and others
 - Taking pride in our school
 - Taking pride in our appearance
 - Serving as an ambassador for our school

- 2) **RESPONSIBILITY:** We accept positive or negative consequences for our actions and are accountable for them by:
 - Practicing self-control
 - Keeping our hands to ourselves
 - Waiting our turn while others are speaking
 - Treating all property with care
 - Coming to school prepared with appropriate equipment and books

- 3) **EMPATHY:** We intellectually and emotionally identify with the experience of others. We “walk in their shoes” by:
 - We always treat others with kind words and actions
 - Avoiding intimidation, harassment, calling others names, and bullying
 - Treat others with fairness
 - Make others feel welcome and included

- 4) **KINDNESS:** We develop the habit of being sympathetic, gentle, and loving toward persons and creatures by:
 - Greeting each other and smiling
 - Using appropriate language
 - Using proper manners including “please, thank you, and you are welcome”

- 5) **COMPASSION:** We give of ourselves when others are in need by:
 - Sharing our time and talents with others
 - Sharing our feelings with others
 - Listening and being a friend

SCHOOL ORGANIZATION

Elementary School (Grades PreK~4)

St. Michael the Archangel School
5040 St. Joseph's Road
Coopersburg, PA 18036
610-965-4441
(FAX 610-965-1030)

Middle School (Grade 5~8)

St. Michael the Archangel School
4121 Old Bethlehem Pike
Bethlehem, PA 18015
610-867-8422
(FAX 610-865-2098)

SCHOOL HOURS

Middle School ~ 8:05 AM to 3:15 PM

Elementary School ~ 8:35 AM to 3:20 PM

Pre Kindergarten ~ 8:30 AM to 2:30 PM (Full Day)
8:30 AM to 11:30 AM (Half Day)

MIDDLE STATES ACCREDITATION

Saint Michael the Archangel School is accredited by the **Middle States Association of Colleges and Schools**, which is administered by the Commission on Elementary Schools. Accreditation is granted when a school meets the standards for accreditation through self-study, evaluation, and planning. Saint Michael the Archangel School, according to the program of the Middle State Association annually evaluates its progress on established goals and sets new goals. The school, working towards its own improvement, sends periodic progress reports to the Middle States Association of College and Schools.

CURRICULUM

For and overview (or a comprehensive examination) of the curriculum taught in the schools of the Diocese of Allentown, visit www.ADeducators.org. The Diocese of Allentown follows the Pennsylvania Core Standards. Listed below is a brief description of the subjects taught across K~8 grade levels.

INSTRUCTIONAL SUPPORT SERVICES/INCLUSIVE CATHOLIC EDUCATION

IST is a process which identifies students who need academic, social or emotional support. Students may be referred to the IST team by the principal, parent, or teacher.

GOVERNMENT FUNDED SERVICES

Act 89 provides the following services: remedial reading and mathematics, psychological testing, guidance counseling, and speech services.

Act 90 provides funds for student workbooks and instructional materials, up to a specified amount.

Act 195 provides funds for student textbooks and audio-visual aids, up to a specified amount.

ASSESSMENT

The IOWA Test of Basic skills, (Houghton,Mifflin, Harcourt) administered to grades 2~7, measures student achievement and growth. Visit www.hmco.com/assessments for a complete description. The Cognitive Abilities Test (COGAT) is administered to students in grades 3,5, and 7. This assessment is an estimate of students' learned reasoning and problem solving ability. Visit www.hmhco.com/hmh-assessments/cogats for a complete description. These standards tests are given in the spring in all elementary schools of the Diocese of Allentown.

HONOR ROLL

To receive Academic Honors, students must meet the following criteria:

High Honors

93 or above general average

All major subjects 90 or above

Satisfactory or 85 or above in every grade in a minor subject

Satisfactory or above in effort and conduct in all classes, including weekly specials

Honors

88 or above general average

All major subjects 85 or above

Satisfactory or 85 or above in every grade in a minor subject

Satisfactory or above in effort and conduct in all classes, including weekly specials

Effort and Conduct Honors

A student must receive a VG or better in 70% of all subjects. Any "S" or "N" will preclude the student from receiving any honors.

Grade Improvement is received when a student improves his/her average in four (4) or more subjects.

SCHOOL CALENDAR

Our school calendar for the current year is available on our website to assist you with planning and to keep track of important events. When visiting the website, click the “Parents” tab. In addition to the annual calendar, you can locate individual months for further details.

ATTENDANCE

Regular attendance at school is essential for the educational process and mandated by the laws of the Commonwealth of Pennsylvania. Schools in the Diocese of Allentown abide by the regulations of the Commonwealth governing school attendance. Parents and guardians, by law, are responsible for the regular school attendance of their children. It is the school’s responsibility to monitor attendance, and when children have unexcused absences, take appropriate measures.

On a day a student is absent, the parent must call the school office by **9:00 AM**. (Middle School Office - 610.867.8422 / Elementary School Office - 610.965.4441) to inform the school of the child’s absence. Upon returning to school, an absence note is required. **Upon receipt of the written and signed absence note, the absence will be considered excused.**

Absences of three days or more for illness must be confirmed by a physician’s note. **Upon receipt of the doctor’s note, the student’s absence will be considered excused.**

A student’s absence will be considered unexcused in the event that an absence note is not submitted to the school upon the student’s return. Parents will be notified that the absence has been listed as unexcused. After three unexcused absences, written notification will be sent to the parents and the student’s public school district of residence. Should a fourth unexcused absence occur, the student may be referred to a School Attendance Improvement Conference in collaboration with the district of residence and the parents.

Habitual truancy is defined as having 6 or more unexcused absences during the current school year. Should a student’s attendance record reflect habitual truancy, the student may be disenrolled. The public school district of residence will be notified of the student’s status and the reasons for the school’s actions.

Once a student reports to school, he/she must be present for all classes. If a child should become ill during the school day, the parent will be contacted. Appointments with physicians, dentists, etc., should be scheduled outside of the school day.

Absences due to special circumstances:

While we understand that family vacations, special events, and other unforeseen circumstances may not coincide with the regular school calendar, we encourage parents not to exceed more than five (5) additional absences on school days outside of the approved Diocesan Calendar. Requests for time off must be submitted to the

principal prior to the trip or the special occasion. Parents are encouraged to check the teacher's Option C/website for make-up work, assignments, and upcoming exams. Teachers are not expected to provide work ahead of time. Make-up exams will be administered when the student returns to school.

ARRIVAL/DISMISSAL

Elementary School

Doors open for arrival at 8:20 AM

School Day 8:35 AM – 3:20 PM

Arrival (between) 8:35-10:30 AM – Student will be marked late

Arrival (between) 10:30 AM – 12:00 Noon – Student will be marked absent for the morning but present for the afternoon.

Leave after 10:30 AM - Student will be marked present for the morning and absent for that afternoon.

Middle School

Doors open for arrival at 7:50 AM

School Day – 8:05 AM – 3:15 PM

Arrival (between) 8:10 AM – 10:00 AM – Student will be marked late

Arrival (between) 10:00 AM – 12:00 Noon – Student will be marked absent AM/present for that afternoon

Leave after 10:00 AM - **AM Present/PM Absent**

Leave before 10:00 AM - **AM and PM Absent**

Arrive after 12:00 & before 2:00 PM – **AM absent/PM present**

***A student arriving late or leaving early must be signed in/out by a parent in the school office.**

TRANSPORTATION

Bus transportation is provided by various public school districts. Applications for bus transportation are sent home annually. These forms should be returned to school promptly for forwarding to the appropriate school district.

Any change whether permanent, temporary, or one-time only in a student's intended means of transportation must be sent into school in written form on or before the day(s) of the change. For the safety and welfare of our students, no alteration in a child's regular means of dismissal/transportation will be acted upon without specific request by a legal guardian.

Students will receive notification from their district's bus company in August stating the bus number, stop, and time. Students are permitted to ride only the buses of their district. **Requests to ride on another school district's bus cannot be granted by our office.** Students riding a different bus within their district must have pre-approval from St. Michael the Archangel office.

Any concerns or questions related to bus transportation must be directed by the parent to the school district's transportation office.

BUS CODES

Appropriate behavior on the buses which provide transportation for our students is important for two reasons:

1. Inappropriate behavior can result in safety hazards not only for the individual student but everyone else on the bus.
2. Unacceptable behavior infringes on the rights of other students.

Local Public School District Policy – School Bus Ridership

The public school districts serving our students have bus codes of conduct and rules by which St. Michael the Archangel students must abide. Copies of the code for your respective district can be obtained by calling the school office or the district office. Parents are asked to be conscious of the bus rules issued by their district and to reinforce these directives. It is in the interest of your child's safety that the bus driver not be distracted by disorderly conduct on the part of any child. Bus violations are handled through the individual district, with the cooperation of our principal. Parents are contacted by the school office when bus violations occur. Disciplinary actions can include suspension from bus riding privileges, hearing procedures, or criminal charges.

Video and Audio Surveillance

PA Senate Bill 57 (Act 9) amended Pennsylvania's wiretap law to permit audiotaping on a school bus. In the past, each family received individual communication of video/audio notification. PA State Bill 1077, effective August 22, 2016, no longer requires individual letters to parents/guardians regarding video/audio surveillance. The use of video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters. Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes. Video/audio capturing inappropriate behavior may be used at conferences with parents, guardians, students, employees, and other individuals with a right to review the recordings, and used as evidence in disciplinary proceedings.

DISCIPLINE POLICIES BEHAVIOR

Every child has the human right to an education in an environment that is conducive to learning and growth that promotes respect, order, holiness and happiness. The policies of our school are reasonable and provide the boundaries for the development of such an environment.

Students are expected to be gracious and respectful to all members of the school community. Appropriate conduct and good behaviour are required at school, on the bus, during liturgical celebrations, and at any other function at which St. Michael the Archangel School is represented. Parents cooperation with the school in fostering Christian conduct and behavior in their children is appreciated.

Students who are unable to cooperate with the school community or who are involved in serious misconduct may be suspended. Total inability to cooperate or conduct which threatens the physical or moral welfare of other students may result in a student's dismissal from school. Inability or refusal of parents to work in accordance with the policies and beliefs of the school may result in student dismissal.

Discipline Policy : Middle School

Detention is served after school on Tuesdays for students in grades 5~8. Detention begins at 3:15 PM and concludes at 4:15 PM unless otherwise noted. A recess detention is served for two days if a middle school student visits any website without teacher authorization. The student will also lose iPad privileges for two days. Recess detentions may also be assigned to students who come to school with incomplete assignments.

1. A student will receive a behavior warning slip for any of the following offenses. Each warning slip must be signed by the parents. Three warning slips will result in an after school detention.

Not Prepared for Class

- iPad not charged/missing
- Incomplete assignment
- Books/Supplies for class missing
- Failure to cover books
- Other

Inappropriate Behavior

- Running
- Shouting
- Excessive talking in class
- Classroom interruption
- Bringing/Using unauthorized electronic device to school, class, or school sponsored function without permission
- Eating in unauthorized places
- Other

Lateness

- To school
- To class
- Other

2. A student may receive one or more detentions for any of the offenses listed below:

- Inappropriate, foul, or abusive language, manner, gestures, or notes
- Forging parental signatures on tests, homework, forms, etc.
- Cheating on tests, homework, projects, etc.

3. A student may be suspended for any of the major offenses listed below:

- Leaving school property or a field trip without permission
- Possession or use of drugs, alcohol, tobacco or weapons on school property and/or school function
- Verbal abuse or physical harm of any authority figure
- Behavior that is inappropriate or inconsistent with our Catholic beliefs
- Injuring another student
- Theft
- Defacing school or parish property (restitution must be made)

Suspensions can be either “in school” or “out of school,” depending upon offense, which will be determined by the principal in consultation with the superintendent’s office. Please note that the aforementioned guidelines provide a general overview of misbehaviors and consequences; however, each situation may be reviewed by the administration and enforced as deemed appropriate by such administration.

The parent (s) will be notified and attend a conference with the principal and teacher, should a suspension be issued.

Discipline Policy: Elementary School

Teachers determine consequences for a first offense. If behavior does not improve, the principal is consulted.

- Teacher will conference with student
- Teacher will telephone parent
- Conference with parent may be necessary if unwanted behavior persists
- Student detention - recess
- Loss of special classroom privilege
- Suspension (if the situation is severe enough to warrant such actions)

ZERO TOLERANCE POLICY

St. Michael the Archangel School, together with the Diocese of Allentown, has a "zero" tolerance policy if/when a student possesses drugs, alcohol, and/or weapons on school property or at a school sponsored function.

BULLYING

Bullying has been defined as repeated use by one or more students of a written, verbal, or electronic expression, or physical gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a student's education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or damage to his/her property

Furthermore, bullying can include but not be limited to physical intimidation, assault, extortion, oral or written threats, slurs, or innuendo. Teasing and putdowns, demeaning comments, cartoon drawings, graffiti pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, taunting/ridiculing and stalking are the more overt behaviors associated with bullying.

UNIFORMS

Elementary School Building - Kindergarten through Grade 4

Girls' School Uniform

Plaid Jumper (Flynn & O'Hara, 1876 Catasauqua Rd, Allentown. Phone: 610-231-3788; www.flynnohara.com) **Jumper length to top of knee.**

- White Bermuda or Peter Pan blouse, long or short sleeve.
 - White turtleneck w/logo – to be worn under the blouse or jumper (optional)
 - Navy knee socks or tights
 - Red Crisscross Tie (Flynn & O'Hara)
 - If a sweater is worn, it must be the regulation Navy or Gray monogrammed cardigan
 - Navy slacks are optional but are not permitted on Mass days. Slacks are to be paired with the blouse and a regulation sweater
 - Slacks are available at Flynn & O'Hara. Lands' End slacks are also permitted. Catalog #7113. All elastic waist slacks are also an option, #7114. School Number: 9000-6513-7. **(straight leg only)**
 - Monogrammed long sleeve white golf shirt
- Black, or brown leather shoes are permitted. No backless shoes, cloth shoes, flip-flops, boots, sneakers, sandals, clogs. No logos or designs on shoes.

Girls' Optional Summer Uniform- (April 1st through October 31st)

- Navy skort (Flynn & O'Hara) but are not permitted on Mass days
- Monogrammed short sleeve white golf shirt – banded or tuck-in (Flynn & O'Hara)
- Navy knee socks, white or navy crew socks folded once
- Shoes as above

Boys' School Uniform Flynn & O'Hara tags on uniforms must be clearly visible.

- Navy dress slacks (Flynn & O'Hara) or Lands' End. Lands' End Catalog #7114. White dress shirt (long or short sleeve) **tucked in**.
- Leather Belt in black, brown, or cordovan
- If a sweater is worn, it must be the regulation Gray or Navy monogrammed sweater (V-neck or sweater vest from Flynn & O'Hara).
- Navy, black, or white socks
- Plaid tie (Not necessary for Kindergarten) (Flynn & O'Hara)
- Black, brown, or cordovan leather shoes are permitted
- Monogrammed long sleeve white golf shirt (is not permitted on Mass days)

Boys' Optional Summer Uniform – (April 1st through October 31st)

- Navy shorts (Flynn & O'Hara) (Not permitted on Mass days)
- Monogrammed short sleeve white golf shirt – banded or tuck-in (Flynn & O'Hara) but are not permitted on Mass days
- Navy or white crew socks folded once
- If preferred, navy slacks may be worn with the golf shirt
- Shoes as listed above

Gym Uniforms – St. Michael the Archangel tee-shirts, shorts, sweatshirts, and sweatpants available through Flynn & O'Hara. Sneakers and white crew or sport socks are permitted. During the winter dress code months, students must wear sweatpants during the school day. Shorts will be permitted during the actual gym class.

General Information: Extreme hairstyles and accessories as determined by the administration, colored, bleached, highlighted and dyed hair are not permitted. Boys may not have beards, facial hair, sideburns, or hair that extends below the collar. Ears should be visible in their entirety. Spiking of hair is not permitted. Bangs may not cover the eyebrows. It is to be considered a very neat and professional haircut. Make-up including nail polish, is not permitted. Only girls may wear earrings-stud style, one per ear, in the earlobe only. Braided hair is permitted, but without beads. No jewelry may be worn. However, religious medals or crosses on chains are permitted. Bracelets of any type are not permitted except for individuals who must wear one indicating a clinically diagnosed health condition. Girls' hair accessories should not contain decorative accents larger than 1" in diameter. Random uniform checks may be conducted in homerooms during the school year.

UNIFORMS

Middle School Building – Grades 5-8

Girls' School Uniform

Plaid Kilt (Flynn & O'Hara) - Length to top of knee

White Blouse with button down collar - long or short sleeve- tucked in

Plain Navy knee socks or tights

Khaki Slacks are optional but are not permitted on Mass Days. Slacks are to be paired with the blouse and a regulation sweater. Slacks are available at Flynn & O'Hara or from Lands' End. **(straight leg only)**

If a sweater is worn, it must be the regulation Navy V-neck monogrammed (Flynn & O'Hara)

Monogrammed white long sleeve golf shirt

Solid colored, black, brown or cordovan leather shoes are permitted.

Heel may be no higher than 1 1/2 inch. No backless shoes, cloth shoes, flip-flops, boots, sneakers, sandals, clogs. No logos or designs on shoes.

Short-sleeved solid white t-shirt, solid white turtleneck w/logo, or a solid white tank top may be worn under the school shirt.

Girls' Optional Summer Uniform- (April 1st through October 31st)

Monogrammed short sleeved white golf shirt - Banded or tuck-in (Flynn & O'Hara) may be worn instead of the white blouse listed above.

Plain Navy knee socks, white or navy crew socks folded once.

Kilt as above **-length to top of knee.**

Khaki shorts (Flynn & O'Hara) are an option but are not permitted on Mass Days
Shoes as above

Boys' School Uniform

- Khaki Dress Slacks – Flynn & O'Hara or Lands' End
- White shirt with button down collar(long or short sleeve) **tucked in**
- Monogrammed white long sleeve golf shirt
- Belt - solid color, conservative, no studs, oversized buckles, etc.
- Red striped tie (Flynn & O'Hara)
- Navy, tan, or white crew socks folded once
- Only short-sleeved solid white t-shirt may be worn under the school shirt
- Black, brown, or cordovan leather shoes must be worn

Boys' Optional Summer Uniform -(April 1st through October 31st)

Khaki shorts (Flynn & O'Hara) (Not permitted on Mass Days)

- Monogrammed White Golf Shirt - Banded or tuck-in (Flynn & O'Hara)
- Navy, tan, or white crew socks folded once; shoes as listed above
- If preferred slacks may be worn with the golf shirt

Gym Uniforms - St. Michael the Archangel tee-shirts, shorts, sweatshirts and sweatpants **available through Flynn & O'Hara**. Sneakers and white crew or sport socks are permitted. During the winter dress code months, students must wear sweatpants during the school day. Shorts will be permitted during the actual gym class.

Student Dress Down Day Dress Code

Regular

Gym Uniform ~ St. Michael the Archangel special event tee-shirt or the gym tee-shirts, sweatshirts, sweatpants and sneakers

September / October / May / June

Gym Uniform ~ St. Michael the Archangel special event tee-shirt or the gym tee-shirts, gym shorts or sweatpants and sneakers

HEALTH ROOM

In the absence of a School Nurse, the teacher or office staff provides basic first aid and assessment of minor illnesses as per the standing orders. In the event of an emergency of a serious nature or illness, the parent or guardian is notified as soon as possible. 911 will be contacted, if the situation warrants. A medical excuse must be provided to keep a student excused from recess or physical education class.

Southern Lehigh School District

Southern Lehigh School District provides St. Michael the Archangel School with a Certified School Nurse to oversee health services for our students. Any special circumstances will be addressed on an as needed basis. Please notify the school if your child has any physical condition which might require immediate attention (heart condition, asthma, diabetes, severe allergic reaction, etc.) The Health Record Requirements for the state of Pennsylvania dictate that our school children receive:

Physical examinations - upon admission to kindergarten or first grade and sixth grade.

Dental examinations - kindergarten, third, and seventh grades.

Immunization Records are required prior to admission to school.

Height, weight and vision screenings are given annually. Hearing tests are administered in kindergarten through third and in seventh grade. Scoliosis screening is provided in sixth and seventh grades. Parents/guardians will be notified of any concerns.

MEDICATION POLICY

Please contact the school office for additional information.

COMMUNICABLE DISEASES

Students who are absent from school due to a communicable disease **may not** return to school without written permission from the attending physician.

MEASLES - Until judged non-infectious by attending physician

WHOOPING COUGH - 7 days after medication is started

SCARLET FEVER - 24 hours after medication is started

STREP THROAT - 24 hours after medication started

MUMPS - Until judged non-infectious by attending physician

RUBELLA/GERMAN MEASLES - Until determined non-infectious by attending physician

CHICKEN POX - Until all vesicles are crusted over

PINK EYE - 24 hours after medication is started

RINGWORM - (all types) Until judged non-infectious by attending physician or until after treatment is started and all areas covered

IMPETIGO - Until judged non-infectious by physician

LICE - Until judged non-infectious by physician or school nurse or after treatment is given

As per Southern Lehigh School District website

([slsd.org/Parents/Wellness/Head Lice](http://slsd.org/Parents/Wellness/Head%20Lice)):

No classroom check is necessary or recommended

May return to school after treatment

Consult Southern Lehigh's website at

[slsd.org/Parent/Wellness/Head Lice/How to Treat Head Lice at Home](http://slsd.org/Parent/Wellness/Head%20Lice/How%20to%20Treat%20Head%20Lice%20at%20Home) for further information

SCABIES - Until judged non-infectious by physician

TONSILLITIS - 24 hours after medication is started

SCHOOL SAFETY

DIOCESAN FIREARMS AND EXPLOSIVES POLICY

Any student or other person who possesses any firearm, shotgun, pistol, rifle, or explosive on school premises or at school sponsored event shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions, authorized by law. The parent(s) of a student shall be notified immediately by the principal or his or her designee. Any firearm, shotgun, pistol, rifle, or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of according to law. Should a specific emergency arise, parents will be kept informed via the Parent Alert System.

REGISTRATION POLICY

Registration for new students occurs on a year-round basis at St. Michael the Archangel School. Students must meet the minimum age for the required grade level by October 15th.

Required documentation for registration:

- Completed registration form
- Child's birth certificate
- Child's record of immunizations
- Health records
- Dental records
- Baptismal Certificate (unless a member of St. Joseph or Assumption B.V.M. Parishes)

Any student entering a grade higher than Kindergarten must also provide the following documentation:

- Copy of child's most recent report card
- Academic records
- Standardized test results
- Psychological testing
- Recommended testing
- Notification of any physical or mental limitations of the child by the parents/guardians

A **non-refundable** application fee of \$150.00 per child is required at the time of registration. A formal acceptance letter will be sent upon review of all documentation. Prior to receiving a formal acceptance letter, the student and the parents/guardians may be required to meet with the Principal and/or teacher.

COMMUNICATION

On the first day of school, each student will receive a St. Michael the Archangel School folder. This folder will be designated for the sole purpose of transporting important school papers and assessments between home and school. This folder will be sent home in each child's backpack **every Wednesday**. Families are asked to review and address/sign as needed any paperwork contained in the folder. The folder must be returned with completed paperwork to each child's homeroom teacher by that Friday.

EMERGENCY CLOSING OF THE SCHOOL

St. Michael the Archangel School abides by the same procedure as the Southern Lehigh School District. In case of inclement weather, late starts or a possible emergency closing, information will be broadcast to families via the Option C Parent Alert System, television, and/or on our web site at www.st-mikes.com. "Closed" includes all school activities or functions for the 24-hour day. In the event of an emergency early dismissal closing, the **OPTION C PARENT ALERT** system will be activated as well as television.

EMERGENCY CONTACT CARD

An emergency card will be sent home in the August mailing. It needs to be filled out and brought back on the first day of school. This is extremely important. An emergency number other than your home phone must be listed. This is vital to the well being of your children who is entrusted to our care. If at any time during the year this information changes, either permanently or temporarily, please notify the office. If your children will be under the care of a baby-sitter for an extended period of time during the year (as in the case of parental business trip, etc.), please inform your child's teacher and the school office.

CHANGE OF ADDRESS - TELEPHONE NUMBER

A change of address or home telephone number should be reported in writing to the school as soon as possible. Updated and accurate information is essential for proper communication.

COURT ORDERS Our school complies with the provisions of the Buckley Amendment: "Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the records, unless a court order stating otherwise is filed with the school." Divorced parents are required to file a copy of the custody section of their divorce decree with the school.

FIELD TRIPS

Field trips are an integral part of the curriculum for every class. St. Michael the Archangel School has an official permission form - The Diocese of Allentown Release and Consent Form - which must be signed and returned prior to the field trip. No other written permission is accepted. If the school's official permission slip is misplaced,

please request another or obtain a copy via the school website.

PERSONAL TECHNOLOGY POLICY

Middle school students are permitted to bring cellphones, smartwatches, and personal electronics to school, school sponsored events and field trips under the following conditions:

- Cell phones, smartwatches, and personal electronics are to be “off”
- Cell phones, smartwatches, and personal electronics are to be stored in a locker or backpack

If a student is observed with his/her cell phone, smartwatch, or any other personal electronics during the school day, the supervising teacher will confiscate the device and notify the parent. The parent may come to school to collect the child’s device.

In an emergency situation (e.g., after school sports and/or other activities) a **supervising teacher or administrator** may grant permission for the child to call home upon the child’s request. (e.g., school bus is late; bus is stuck in traffic on the way home from the field trip)

TUITION POLICY

Tuition rates are established by the Board of Specific and General Jurisdiction and are communicated to the parents in a letter each spring.

The Diocese of Allentown and St. Michael the Archangel school have partnered with FACTS Management Company to help manage our financial aid assessment and tuition collection program.

- ✓ Enrolling in FACTS: All students will be enrolled in FACTS Management for tuition collection and, if needed, financial aid assessment. Enrollment can be accomplished by simply going online and clicking on the FACTS logo on the St. Michael’s website and completing the information requested. If your family is in need of financial aid, there is a separate application that can be completed by following the on-line process.
- ✓ Tuition Payment Dates: In addition to options of full payment or semi-annual payments, you may choose either the 1st or 15th of each month (August through May) as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards (e.g., Master Card, Discover, or American Express). Please note that there is a 2.5% processing fee imposed by the credit card company on each transaction and VISA is not accepted.
- ✓ Convenience and Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction if you choose this option as your preferred method of payment.
- ✓ Consumer Account: You may check your personal account or make payments online from the convenience of your home or office at any time.

Please be aware of the following:

- Registration and re-registration fees are non-refundable.
- A child will not be considered re-registered for the fall unless tuition from the previous year is paid.
- Academic records will not be transferred to other elementary schools or high schools unless tuition payments and all outstanding financial obligations are satisfied. Additionally, eighth grade graduates will not receive a diploma at graduation unless all outstanding financial obligations are met.
- If you have any questions related to tuition or financial aid, contact Julia Spehalski at 610-625-2748 or jspehalski@st-mikes.com

VISITORS

All visitors, including parents, must report to the main office upon entrance to either school building. School personnel will deliver a lunch or other essential items to the classroom. For the safety of our students, all visitors must wear a visitor's badge; and parents are not permitted to walk into the classrooms without permission from the administration. **Volunteers** must sign in before proceeding to their assignment area. Anyone wishing to speak to a teacher is requested to call the office and make an appointment. Doors in both buildings will remain locked at all times. If you need to gain entry, please ring the doorbell. Entrance to both buildings will be through the main doors only. **Students and teachers are not permitted to open any doors.**

SCHOOL LUNCH PROGRAM

Pro Lunches provides hot lunch for students at both the Elementary and Middle School Campuses. Menus will be provided a month in advance. Students may still bring a packed lunch to school. Information about ordering a hot lunch can be found on our website.

LITURGY, PRAYER, AND SACRAMENTS

Our school is primarily a community of faith. This is achieved daily with prayers and religious instruction. Students and staff celebrate special liturgies and services together to remind them of their place within this Catholic school. Through active participation in service projects, our students are presented with opportunities to appreciate their blessings and to share with the less fortunate. Incorporated in the curriculum on every level are the basics (The Ten Commandments, the Spiritual and Corporal Works of Mercy) serving as guidelines for the proper Catholic life-style encouraging our children to follow Jesus.

The school community joins in celebrating Mass on a regular basis at both campuses. The students actively participate and help in the planning of the liturgies. The Sacrament of Reconciliation is offered on a regular basis.

The date and time of the reception of a sacrament will vary according to the parishes, Assumption B.V.M. or St. Joseph. Specific details are communicated when the date of reception is announced. Reconciliation and First Eucharist are administered annually; the sacrament of Confirmation is administered by the Bishop as per his announcement. Eucharistic Adoration and Benediction, Stations of the Cross, May Procession, the Living Rosary, Advent and Easter Celebrations guide our students for the journey.

LOST and FOUND

All clothing and supplies must be label with the student's name. The school office returns found articles to the owner when possible. If the owner cannot be identified, the article will be held in a designated area for one month. After that time, unclaimed items will be given to a selected charity.

NOBLE KNIGHTS ASSOCIATION

The Noble Knights Association's main focus will be to enhance the Catholic education of our students through extracurricular activities. This group will be overseen by the Principal and the Advancement Director. The focus of this group will be in four specific areas: (1) Dances, (2) Spirit, (3) Speakers and Presentations, and (4) Mission Projects. All volunteers are required to adhere to the State of PA and Diocese of Allentown volunteer guidelines. Please visit our website for volunteer clearance requirements or contact Mrs. Marianne Gano, our Advancement Director at mgano@st-mikes.com.

VOLUNTEER PROGRAM

Our school relies on parent volunteers for support and you are welcomed and encouraged to participate. All volunteers are required to complete certain paperwork in order to volunteer in a capacity that involves contact with our children.

In order to comply with the [Youth Protection Program](#) mandated by the Diocese of Allentown, the following must be completed by anyone who will be volunteering in our school. This includes, but is not limited to, classroom parties, field trips, hot lunch, library helpers, etc. All required information can be printed out by visiting our school website at www.st-mikes.com. The forms are available as a pdf file under the "Parent" tab, "Volunteer Opportunities." Go to www.allentowndiocese.org, click on Youth Protection, read the policies, and submit the signed forms to the school office.

PARTIES/SPECIAL OCCASIONS

Invitations for parties can be distributed in school provided that all students in the classroom receive an invitation, or all children of the same gender as the child having the party, receive an invitation.

C.Y.O.

The C.Y.O. (Catholic Youth Organization) provides students with athletic and academic competition. Basketball, cross country, cheerleading, baseball, softball, and volleyball are offered. The Diocesan Religious Award, Spelling Bee, Play, and Academic Bowl are available to various age levels according to the Lehigh District C.Y.O. rules. Supportive coaching staff are recruited as volunteers and receive certification through the Diocese. More information can be found on our school website under "CYO" tab.

PETS

In our commitment to maintain an environment of health and safety for all students and staff, family pets of any kind are not allowed at any school sponsored event, or in school buildings or on school grounds while school is in session, from one half hour before start time until one half hour after end time.

PLEASE READ, SIGN, AND RETURN THE FORM BELOW TO THE MAIN OFFICE BY, WEDNESDAY, SEPTEMBER 4th, 2019.

Dear Parents,

It is essential that you familiarize yourself with school policies in order to insure the best learning experience for your child.

In an effort to reduce operating costs and minimize the environmental impact, the St. Michael the Archangel Family Handbook is now available to all families online. Please log on to the school website at www.st-mikes.com under "Parents"/Important School Information/Family Handbook for your personal copy. If you do not have access to the internet from home, please do not hesitate to contact the school (prior to the first day of school) to receive a printed copy.

After reading the Parent Handbook, kindly sign and return this form to your child's homeroom teacher. **Please return by Wednesday, September 4th, 2019**



Date Signed: _____
Received by Office: _____

FAMILY HANDBOOK

AGREEMENT BY PARENT AND STUDENT

I (We) have read the Saint Michael the Archangel Handbook and agree to comply with the policies, guidelines, and code of respect of the school.

Please Print	(Parent/Guardian Signature)	Date
_____	_____	_____
Gr _____		Gr _____
_____	_____	_____
Gr _____		Gr _____

(Student Signatures)