



St. Michael the Archangel School

Family Handbook

2016-2017

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 14, 2016

Mission Statement:

St. Michael the Archangel, a Catholic Regional School, affiliated with the parishes of Assumption of the Blessed Virgin Mary and St. Joseph, serves students from Kindergarten through Grade Eight. In partnership with the family, the school's mission is to develop and nurture strong Catholic values and achieve academic excellence. The dedicated faculty strives to foster the uniqueness of each child in an environment where all believe they are created and loved by God. In keeping with the teachings of the Catholic Church, we aspire to serve as role models for young adults who will embody the principles of morality, spirituality and become leaders for tomorrow.

Vision Statement:

"Nurturing Students – Challenging Minds – Faith-Filled Leaders."

Code of Respect:

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 others by treating each person with kindness and dignity
- 2) Responsibility: We accept 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
- 3) Empathy: We intellectually and emotionally identify with the experience of others.
 - We always treat others with kind words and actions
 - Share
 - Treat others with fairness
 - Make others feel welcome and included

"You shall love the Lord your God with your whole heart, whole soul, and with all your strength and with your whole mind. You shall love your neighbor as yourself." Luke 10:27

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 through self-stud,

evaluation, and planning. Saint Michael the Archangel School, according to the program of the Middle States 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. The next full-scale Middle States Evaluation is scheduled during the 2019-2020 school year.

Assessment:

The IOWA Test of Basic Skills (Houghton, Mifflin, Harcourt) administered to grades 2-7 measure student's 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 K-8 schools of the Allentown Diocese.

Attendance:

Daily school attendance is required by the Commonwealth of Pennsylvania. 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.

On a day a student is absent, the parent must call the school office by **9:00 AM**. Upon returning to school, an absence note is required. Parents are reminded to telephone the school office each day their child is absent. If a parent wishes to leave a message prior to 9:00 AM.

Listed below are the telephone numbers and extensions for both campuses:

Middle School Office – 610.867.8422 ext. 16

Elementary School Office – 610.965.4441 ext. 210

Absences of three days or more for illness must be confirmed by a physician's note.

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 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 website for make-up work, assignments, and upcoming exams. Teachers are not expected to provide work ahead of time, however, make-up exams will be administered when the student returns to school.

Lateness:

A student who is not present in the elementary school by **8:35 AM** or in the middle school by **8:05 AM** is considered **late**. A late bus is an exception. Students who arrive late must report to the office before being admitted to class. Parents must **sign** his/her child in at the office. A student receives a tardy slip the first time he or she is late. The second lateness will result in a pink warning slip. **A middle school student** who has been late more than three (3) times will be required to serve a **detention**. Detentions are held on Tuesday from **3:30-4:30 PM**. Even though elementary students **will not be required to serve a detention for lateness, the principal will request a parent conference after three (3) incidents.**

Clarification of Lateness Policy:

Elementary School

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

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**

Leave between 12:00 and 2:00 PM – PM absent

***A student must remain in school until 2:00 PM to get credit for the entire day.**

Daily Schedule:

Elementary Campus	8:20 AM Doors Open
5040 St. Joseph Rd.	8:35 AM Bell and Prayers
Coopersburg, PA	3:20 PM Student Dismissal (busses & cars)

Middle Campus	7:50 AM Doors Open
4121 Old Bethlehem Pike	8:05 AM Bell and Prayers
Bethlehem, PA	8:15 AM Period One
	3:15 PM Student Dismissal (busses & cars)

PLEASE REMEMBER TO CHECK OUR WEBSITE REGULARLY

WWW.ST-MIKES.COM

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 detail.

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.

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.

With the exception of assessments and forms that must be returned in original form (e.g. permission slips), all notices and communication from the faculty and staff will be posted on the school website. This is in accordance with our concern for the environment and our desire to reduce the amount of paper that is generated. It is each family's responsibility to consult the school website nightly for updates, and any family who does not have daily computer access must request in writing that hard copies of papers/notices be sent home in the weekly folder.

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.

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 staffs are recruited as volunteers and receive certification through the Diocese.

Curriculum:

For an overview (or a comprehensive examination) of the curriculum taught in the schools of the Diocese of Allentown, visit www.ADeducator.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.

RELIGION

Religious instruction enables students to practice an active and growing faith by learning and understanding the meaning of prayer, the Sacraments, and the Commandments. Students participate in liturgies and are encouraged to be participants in service projects. Preparation for the Sacrament of Reconciliation occurs in Grade 2. Preparation for Holy Eucharist occurs in Grade 3. Preparation for Confirmation occurs in Grade 8.

LANGUAGE ARTS

The language arts curriculum consists of grammar, correct usage, sentence structure, punctuation, writing skills, spelling, and penmanship. The writing process is taught, and creative writing in the form of personal narratives, biographical sketches, essays, short stories, journals, and poetry is stressed.

READING

A guided reading program, which is designed to accommodate multiple reading levels, is offered in grades K-6. A literature program is also offered in grades 7 & 8. A primary goal of the program is to instill in our students a life-long interest in reading.

MATHEMATICS

The mathematics program develops an understanding of basic concepts, patterns, and relationships. Emphasis is placed on becoming proficient in problem solving, acquiring accuracy, estimation, and math terminology.

Advanced math is offered to eligible students beginning in grade 4. Pre-Algebra is offered to eligible grade 7 students. Algebra 1 (high school equivalency) is offered at two levels, Algebra 1 and high school honors level Algebra 1, to grade 8 students who have successfully completed Pre-Algebra in grade 7.

SCIENCE

Earth, Life and Physical Science laws and principles are explored using hands-on activities, experiments, projects and technology. The middle school is equipped with an advanced science lab in which students are taught the proper handling of lab tools, gain an understanding of the many facets of science, and learn how to write detailed lab reports. Student-developed experiments following the guidelines of the Pennsylvania Junior Academy of Science (PJAS) are a required part of the 7th grade curriculum, and participation in the regional PJAS competition is encouraged in 7th and 8th grades.

SOCIAL STUDIES

This program develops in students a respect for one's self, family, community, country, and other cultures of the world. Student interest is encouraged and current events, map, globe, and graph knowledge is stressed. Students in grade 8 are required to create a project for The History Day Competition.

ART

Students work in a wide variety of media. They are encouraged to develop their self-expression and creativity. An appreciation for artists and their styles is encouraged as part of the learning process. Students exhibit their work at a spring art show.

Computer Technology

Computer centers are located in each building. Students in grades K-8 will receive weekly computer/library research instruction, and other teachers may also utilize the

computers with their classes as desired. Every student from grades K-8

SPANISH

Students learn basic and meaningful communication skills in Spanish, including listening, speaking, reading and writing. The Spanish program also builds cultural awareness within the community by learning the culture, customs, and language of the country. Spanish is offered weekly in grades K-8.

LIBRARY Students in Grades K-5 will learn weekly the use of library skills, be exposed to various genres, and have the opportunity to borrow books from our library.

Students are encouraged to examine a variety of reading materials to increase their reading skills, vocabulary and interest levels.

MUSIC

The music program provides students with the opportunity to develop their musical skills and to gain an appreciation of music through exposure to many different cultural experiences on a weekly basis.

Instrumental group music lessons are offered through special arrangements with the Northeastern Music School. Interested families may contact the school office for further information

PHYSICAL EDUCATION

Fitness skills are emphasized at all grade levels each week. This program focuses on safety, body awareness, individual team skills, cooperation and sportsmanship.

DISCIPLINE:

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 behavior 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 are expected to cooperate with the school in fostering Christian conduct and behavior in their children.

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 also result in student dismissal.

MIDDLE SCHOOL

After school detention is served after school for students in grades 5-8. Detention begins at 3:15 PM and concludes at 4:15 PM. 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 pink warning slip* for any of the following offenses. Each warning slip must be signed by the parents. A second warning slip for the same offense will result in a detention.

- Lateness for school (three incidents)
- **Bringing any unauthorized** electronic devices to school
- Lateness for homeroom or class (three incidents)
- Failure to adhere to dress code (Uniform Notice)
- Failure to cover books
- Eating in unauthorized places
- Misconduct or inappropriate behavior in class, etc.
- Classroom interruption
- Shouting or running
- Copying homework, etc. (both students involved)
- Failure to return warning slip or detention within two days
- Any behavior a teacher deems inappropriate

2. A student will 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.
- Disrespect shown to an authority figure
- Cheating on tests, homework, projects, etc.
- Consistent lack of cooperation

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)
- Truancy

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

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.

Discipline Policy: Elementary School:

Teachers determine consequences for a first offense. If behavior does not improve, 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 *(taken from Teachers' Handbook, Allentown Diocese, IV-7, 2015)*

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.

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.

EMERGENCY CARDS:

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.

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 on radio, 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 and radio alerts. The following begin announcing school closings about 5:30 AM: WAEB (790 AM), WLEV (96.1 FM), WFMZ (100.7 FM), WFMZ- TV (Channel 69).

EXTRACURRICULAR ACTIVITIES:

In addition to the academic and athletic offerings of the C.Y.O., students of St. Michael the Archangel School are given the opportunity for growth through the following:

Altar Servers
Brownies/Girl Scouts
Chorus
Cub Scouts/Boy Scouts
Food Collection for the 2nd Harvest of Lehigh Valley
History Day
Instrumental Music Instruction and Student Band
Johns Hopkins Talent Search
Math Counts
PA Junior Academy of Science
PA Math League
Retreats
School Newspaper
Student Council
Yearbook

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 print the one located in the back of the handbook.

FIELD TRIPS AND CELL PHONE POLICY:

Middle school students are permitted to bring cell phones to school for safety reasons. Students may also bring their cell phones on field trips under the following conditions:

- Cell phones are to be **"off" and stored** in student lockers (when at school)
- Cell phones are to be **"off" and stored in a backpack** (when on a field trip)

If a student is observed with his/her cell phone 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 cell phone. **In an emergency situation** (e.g., after school sports

and/or other activities) a **supervision teacher or administrator** will grant permission for the child to call home (e.g., school bus is late; bus is stuck in traffic on the way home from the field trip).

CELL PHONES ARE NEVER PERMITTED IN THE LOCKER ROOMS OR REST ROOMS. NO CELL PHONES ARE PERMITTED TO BE OUT IN THE GYM DURING PRACTICE (SPORTS OR CYO EVENTS).

CELL PHONES AND SCHOOL DANCES, PLAYS:

For safety reasons, students are permitted to bring their cell phones to school dances and other special events. **The cell phone must be turned off.** If a student needs to contact his/her parent, permission will be granted by the supervising teacher or chaperone.

CELL PHONE PHOTOS:

Students may take photos during field trips and/or other special events/activities **UNDER THE SUPERVISION OF THE TEACHER, CHAPERONE OR VOLUNTEER.** **Only students who have parental permission, MAY BE PHOTOGRAPHED. Under no circumstances are photos ever to be posted, texted or emailed** (unless the students have written parental consent).

IPAD POLICY:

Through the generosity of our wonderful benefactors, every student has been issued an iPad. Students may not visit any other website unless given permission by supervising teacher. Any student who violates this policy will serve a two-day detention and lose his/his iPad privileges for two consecutive days.

HOMEWORK - Middle and Elementary School Campuses

Homework should be educationally appropriate, relevant, and purposeful. Teachers will communicate clearly their expectations and encourage parents to contact them with any concerns.

Listed below is our philosophy of homework:

- Homework assignments serve as a reinforcement of new learning objectives, concepts and skills
- Homework assignments serve as a formative assessment of students learning (e.g. teachers can check on students understanding and provide additional support when necessary)

Homework Policy:

- Faithful completion of daily homework will be counted towards the student's effort grade
- Long term assignments, projects, reports, etc. will be graded by the subject area teacher and will be included in the student's average
- Incomplete homework assignments will need to be made up.
- **Students will be given two days to make-up the missing homework.**

HONOR ROLL:

Recognition on the Honor Roll for grades 5-8 indicates achievement for the trimester as follow:

High Honors

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

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 average in four (4) or more subjects.

Award ceremonies to recognize student achievement will be held at the end of the first and third trimesters.

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 up to a specified amount.

Title VI provides funds for library books and audio-visual aids up to a specified amount.

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.

HEALTH:

Our school has enlisted the services of a part time Registered School Nurse two hours daily. In the absence of the nurse, our administrative assistants provide 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. The school nurse will administer medication as needed. **Please notify the school if your child suffers from severe allergies or other health concerns that require daily monitoring.**

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:

- Physician's 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 grades. Scoliosis screening is provided in sixth and seventh grades. Parents/guardians will be notified of any concerns.

MEDICATION POLICY

If your child has recovered from an illness but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time and at bed time. However, if your physician orders medication to be taken during school time, he/she must complete the "Authorization for Medication" form, and the following procedures must be followed.

Parents...

1. Notify the school in writing that the student is to receive the prescribed medication and give written permission for the student to take it by signing the Authorization for Medication form.
2. Provide the school with a copy of written orders from the doctor which includes identification of the medication and the directions for giving it. Students are not permitted to take medication during the school day without these orders.
3. Provide a single dose of prescribed medication labeled with the student's

name, medication, dosage, and time shall be sent to school each day. Bringing only the needed dose lessens the chance of sharing medication with others.

4. Be responsible for informing the school.

The student...

1. Be responsible for going to the office to take the medication.
2. Upon arriving at school he/she is to take the medication to the office.

The parent and the nurse...

1. Make special arrangements to keep prescribed medication at school (e.g. Rx for migraine headaches, for allergies, bee stings. When it is used the parent will be notified.
2. As with any medication, a Physician's written authorization must be provided along with parental permission.
3. Students who are being treated for a chronic condition and who need prescribed medication daily, part of which is to be taken during the school day, shall make special arrangements by planning the student's needs with the school nurse.

The physician...

1. A prescription is necessary in order for the school nurse to administer any medication including over-the-counter drugs like Tylenol, Robitussin, etc. or vitamins and supplements.
2. In the event of a need for any medication to be administered during the school day and a doctor's signature is not attainable.
3. The parent is responsible for coming to school to administer the medication. If they cannot come to the school, they must designate a person who will come and administer it. This person is expected to sign the log, noting their name, the student's name, medication, time and dosage.
4. The parent or designee must bring the medication.
5. No medication will be available through the school.
6. A Physician's written excuse must be presented to keep a student inside at recess.

COMMUNICABLE DISEASES:

Students who are absent from school because of the conditions listed below **may not** return to school before the specified time period:

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 a physician.

CHICKEN POX - Until all vesicles are crusted over.

PINK EYE - 24 hours after medication is started.

RING WORM (all types) - Until judged non-infectious by attending physician or until after treatment is started and all areas are 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):

No classroom check is necessary or recommended
May return to school after treatment
Consult Southern Lehigh's website at slsd.org/Parents/Wellness/Head Lice/How to Treat Head Lice at Home for further information

SCABIES - Until judged non-infectious by physician.

TONSILLITIS - 24 hours after medication is started.

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.

PREKINDERGARTEN: is sponsored by the Assumption of the Blessed Virgin Mary Parish. The preschool program formerly sponsored by St. Joseph Parish at the Elementary School Campus is currently in a process of transition and will be closed during the 2016-2017 school year. **Our goal is to develop and offer an optional full day 4-year old program that will follow the regular St. Michael's School calendar. Target date for implementation is September, 2017. ***

**A parent survey will be sent during the fall of the present school year.*

REGISTRATION POLICY

Registration for new students occurs on a year-round basis at St. Michael the Archangel School. Students admitted to kindergarten must be five (5) years of age by October 15th, and students admitted to first grade must be six (6) years of age 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)
- Student Financial Commitment Worksheet

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 non-refundable re-registration fee is then required each subsequent year. 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. **St. Michael the Archangel School gives preference in admission in the following priority:**

1. Active Catholics from ABVM - St. Joseph Parishes with siblings attending the school.
2. Active Catholics from ABVM -St. Joseph Parishes with no children in the school.
3. Practicing Catholics from other parishes with children in the school.
4. Practicing Catholics from other parishes with no children in the school.
5. Non-Catholics with siblings in the school.
6. Non-Catholics with no children in the school

Report Cards: The Diocese of Allentown is transitioning to a new report as well as moving to a trimester grading system. Complete details will be presented at “Back-to-School Night.” Information will be forthcoming.

School Lunch Program:

Beginning September 2016, Pro Lunches will be the company providing hot lunch for students at both the Elementary and Middle School Campuses. Menus will be provided a month in advance. Details will be posted on our website when school is in session. Students may still bring their lunch to school. Soft drinks and water will be available for purchase daily.

ORIENTATION PROGRAM - KINDERGARTEN

This Orientation Program allows incoming students and their parents to prepare for kindergarten. The program offers a sample of kindergarten activities and an opportunity to take a bus ride. While the children are involved in these activities, the parents receive important information, and any questions are addressed.

ORIENTATION PROGRAM - GRADE 5

Fifth grade students and their parents will be oriented annually before entering classes at the Middle School.

TUITION POLICY

Tuition rates are established by the Board of Limited Jurisdiction and are communicated by a letter to the parents. The information is also on the school website for reference.

As of the 2014-2015 school year, the Diocese of Allentown and St. Michael the Archangel school have partnered with FACTS Management Company to help manage our financial aide assessment and tuition collection program.

- ✓ Enrolling in FACTS: All students will be enrolled in FACTS Management for tuition collection and, if needed, financial aide 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 keep the following Board of Limited Jurisdiction policies in mind:

- 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.
- A child may not return for the second semester in January unless tuition is current for the first semester.
- 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.

If you have any questions related to tuition or financial aid, contact Julia Spehalski, Bookkeeper, in our middle school office at 610.867.8422.

Uniforms:

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 (Flynn & O'Hara)
- 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)**
- Black, dark 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 – (First day of the 4th Quarter to October 31)

- Navy skort (Flynn & O'Hara) but are not permitted on Mass days.
- Monogrammed 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. All elastic waist pants are also an option.
- White dress shirt (long or short sleeve) **tucked in.**
- Leather Belt (If slacks are not all elastic waist), 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. All weather moccasins are also permitted.

Boys' Optional Summer Uniform – (First Day of the 4th Quarter to October 31)

- Navy shorts (Flynn & O'Hara) (Not permitted on Mass days).
- Monogrammed white golf shirt – banded or tuck-in (Flynn & O'Hara).
- 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 (must be knee length without pictures), 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. Random uniform checks may be conducted in homerooms during the school year.

Uniforms:

Middle School Building – Grades 5-8

Girl’s 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).
- 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-(1st day of the 4thQtr to October 31)

- Monogrammed 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.**
- 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 -(1st day of 4th Qtr. to October 31)

- 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 (knee length without pictures), 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.

During the winter months, boys and girls may wear the “optional” winter uniform shirt (December – January – February).

General Information: Extreme hairstyles, colored, bleached, highlighted hair is not permitted. Ears should be visible in their entirety. Make-up including nail polish, is not permitted. Only girls may wear earrings-stud style, one per ear, in the earlobe only. No jewelry may be worn except for religious medals or crosses on chains. Bracelets of any type are not permitted except for individuals who must wear one indicating a clinically diagnosed health condition. Girls may wear foundation, if suggested in writing by a dermatologist. Random uniform checks may be conducted in homerooms during the school year. Dress Down Day Gym uniform – St. Michael the Archangel special event tee-shirt or the gym tee-shirts, sweatshirts, sweatpants and sneakers.

VISITORS - CONTACTING TEACHERS

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.**

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.

1. Code of Conduct – Sign and return
2. Sexual Abuse Policy – Sign and return
3. Background Check – Complete and forward to Middle School Office (\$10 fee)
4. Attend Protecting God's Children Program (usually three hours) and provide a copy of attendance certificate to the Middle School Office

PLEASE READ, SIGN, AND RETURN THE FORM BELOW TO THE MAIN OFFICE BY TUESDAY, SEPTEMBER 6, 2016.

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 Tuesday, September 6, 2016**



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 _____	_____

(Student Signatures)