



# St. Michael's

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## Country Day School

### Family Handbook

2020-2021

This handbook is intended to serve as a guide to help students and their families come to know St. Michael's Country Day School programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of St. Michael's Country Day School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (e-mail) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Dean of Students or Head of School.

**Restrictions on use of the directory:** The St. Michael's Country Day School Directory is prepared for parents, students, faculty, and staff. It may not be used for solicitation, orally or in writing, for any purpose, except with the express permission of St. Michael's Country Day School.

**Non-discrimination policy:** St. Michael's is committed to diversity in all its forms. The School prohibits discrimination in its programs, activities and in its admissions, hiring and employment practices, based on all legally protected statuses including, but not limited to, gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, citizenship, veteran status, gender

expression and/or identity, genetic information or any other class protected by federal, state or local laws. The School maintains and enforces written non-discrimination policies.

**Dear St. Michael's Community Members,**

The Family Handbook has been thoughtfully prepared to help each of us know and respect the protocols and procedures of St. Michael's. **Please note that for the 2020-21 school year, parents should take the time to review the school's COVID-19 reopening document in addition to this handbook, as there are many changes that have been put in place so that the school may be open safely at this time.**

Please look this over carefully and keep it close by throughout the year as you encounter new situations. It is comprehensive and very informative.

If you find anything unclear or have suggestions for matters unaddressed, please do not hesitate to bring this to my attention.

Sincerely,

Walter Landberg  
Head of School

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**St. Michael's Country Day School**  
**Mission Statement**

*St. Michael's Country Day School provides a dynamic curriculum  
that is built on excellence and inspires students to:*

- *Learn with confidence*
- *Lead with character*
- *Achieve lasting success*

**Philosophy Statement**

At St. Michael's Country Day School, we believe that the foundations of human character are formed at a young age and that our ability to inspire these character traits will determine the future success of our students, our community, and our world.

**We are a learning community that:**

- **Embraces** the principle that Persistence is at the core of every successful endeavor;
- **Encourages** our students to be Attentive and to focus on goals and that draw from personal strengths and passions;
- **Empowers** our students to live a life of Courage by being risk takers, innovators, and leaders who are willing to stand up for what is right;
- **Values** Flexibility as the foundation for critical thinking, creativity, and problem solving;
- **Prepares** our students to become Responsible global citizens and confident communicators;
- **Instills** confidence through critical self-reflection and Organization skills;
- **Broadens** our student's awareness of the world as they Collaborate in a community of inclusion, tolerance, equity, and justice;
- **Inspires** students to find joy in learning and to approach all challenges with a Positive Attitude.
- **Nurtures** empathy, compassion, and a lifelong commitment to community service through acts of Generosity.

## **Traits for Success**

At the highest level of curriculum development, we search for ways to guide children to take full advantage of the many challenges and opportunities provided to them. At St. Michael's Country Day School, we ask that teachers, parents, students and administrators demonstrate "Traits for Success".

Research indicates that these character traits play the most significant role in enabling students to achieve success in school and in later life. Such factors as reading levels, affluence, grades, and I.Q. do not correlate as highly with eventual success as *Organization, Attentiveness, Courage, Generosity, Persistence, Positive Attitude, Flexibility, Collaboration, and Responsibility*.

Each Trait for Success is emphasized throughout the curriculum and during school-wide Assemblies.

### **Traits for Success**

#### **September Organization**

*I plan ahead. I have places for everything. I am ready to learn.*

#### **October Attentiveness**

*I focus on important things.*

#### **November Courage**

*I am willing to stand up for what is right. I challenge myself.*

#### **December Generosity**

*I give of myself to others. I act with empathy.*

#### **January Persistence**

*I keep trying in the face of adversity.*

#### **February Positive Attitude**

*I can do it!*

#### **March Flexibility**

*I try new ideas and different methods.*

#### **April Collaboration**

*I work cooperatively and confidently with others.*

#### **May Responsibility**

*I can be counted on. I take charge of my learning.*

*I am a kind, honest, compassionate, and respectful person.*

## **St. Michael's Diversity Statement**

St. Michael's Country Day School was founded on the principles of establishing high academic and high character expectations for students in preschool through 8th grade. We are a community dedicated to a vision of positive change in the world.

In order to promote these values, the School embraces diversity as a sign of a healthy, balanced community. Diversity is good for our children- we want our children to continue to learn how to work and live in, and with, diverse communities in which all people are valued. As a school community, we seek to model tolerance and acceptance in an environment where students learn from and value their differences.

The Board at St. Michael's Country Day School envisions a racially, socio-economically, and culturally diverse community that celebrates our differences and fosters a culture of inclusion and multiculturalism.

- We are thus committed to enrolling and supporting a diverse student body and to growing a diverse faculty, staff, and Board.
- We are committed to weaving diversity into the fabric of who we are, what we do, and what we value.
- We aim to engage mindfully in open and frequent dialogues to ensure that each and every member of our community is valued and respected.
- We believe that all of us contribute to, and benefit from, the similarities and differences we bring to our community

**School Governance:  
The St. Michael's Country Day School  
Board of Trustees**

The St. Michael's Country Day School Board of Trustees serves as the governing body of St. Michael's Country Day School and adheres to best practices, as established by the National Association of Independent Schools (NAIS).

The Board of Trustees is responsible for ensuring the school fulfills its mission through oversight, strategic planning and policy development. The Board is legally and ethically accountable for the general well-being of the school and its fiscal integrity. The Board is responsible for hiring and supervising the Head of School. The Head of School is responsible for implementing policies of the Board and for running the day-to-day operations of the school.

**Standing Committees of the Board of Trustees**

- **Governance Committee:** The **Governance Committee** is composed of a Board appointed Committee Chair and other appointed Trustees. Governance Committee members work with the Board Chair to ensure the effectiveness of the Board by encouraging best practices in governance. The Governance Committee is responsible for reviewing the Board by-laws and for overseeing the process of Trustee nomination, Trustee selection, Trustee development, and Trustee evaluation. The Governance Committee conducts an annual evaluation of the Head of School.
- **Finance Committee:** The **Finance Committee** is composed of a Board appointed Committee Chair, the Head of School, the School's Business Officer, and other appointed members. It is responsible for ensuring the sound financial management of the school including oversight of school finances and its investments, instituting a long range financial plan and recommending financial policies that support the mission and strategic goals of the school.
- **Strategic Planning Committee:** This committee is composed of a board appointed committee chair, additional selected board members and the head of school. The committee is responsible for the ongoing development of the school's strategic direction and for supporting the school's implementation of strategy in line with the mission, vision and values.
- **Institutional Advancement Committee:** The **Institutional Advancement Committee** is composed of a Board appointed Committee Chair and other Board and non-Board members. The committee is responsible for developing a culture of philanthropy through building community connections, engaging various constituencies in the community, and developing fundraising programs.

Additionally, there are various ad hoc committees appointed periodically for specific tasks such as a Building and Grounds, Diversity, and Capital Campaign Committees.



**St. Michael's Board of Trustees  
2020-2021**

**OFFICERS OF THE BOARD**

Isabella Dana Ridall ('97), Chair  
Amy Martin, Vice-Chair  
Mervan Osborne, Secretary  
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Curt Richardson  
Eric Schweibenz  
Andrea Van Beuran

**TRUSTEE EMERITI**

David Bazarsky  
Rose Dana  
Jeffrey Gordon  
Hope (Happy) Van Beuran

## **Policies and Procedures**

**Absences-** In the event of an absence, parents should call the school office before 8:00 am. If a child is sick, assignments can be requested from the front office.

**Extended Absences-** If a child is sick for more than two or three days in a row, a parent should contact the School Nurse. If homework is needed, the parent should contact their child's advisor or homeroom teacher before noon. If a child is sick or absent for an extended period of time, the Division Head may contact the parent to determine how best to support the child in keeping up with assignments. Tutorial might be recommended.

**Family Vacations-** Periodic school breaks are scheduled to allow families to enjoy holiday vacations. Parents should make efforts to abide by the school calendar for taking long weekends or family vacations. While there are occasional good reasons to allow a child to miss school for reasons other than ill health, parents need to understand that there can be significant challenges involved when a child misses a school day. Teachers establish class lessons to motivate and instruct the entire class of students. When school days are missed due to family plans, teachers should not be expected to tutor students on missed work. If the work cannot be easily made up in the context of the school day, the returning student might need to work with a tutor after school upon their return to catch-up on missed work. There would be a charge for this tutoring support.

**Snow & Emergency Policy -** The school has a snow day and emergency communications system that sends both an email and text to all community members. Additionally, the service calls all phone numbers on file in PowerSchool for each family and leaves a recorded message. The emergency contact system is tested each November in anticipation of winter snow days. In addition to phone and email, the school notifies the RI Broadcasters Association, which in return lists school closing information all the local media outlets (TV, Radio, individual station web pages, etc).

**Religious Holidays -** When a religious holiday does not fall on a weekend or during a school vacation, we have school. However, we acknowledge a family's religious observances, and when notified in advance will make the appropriate adjustments to special events and homework and test/quiz schedules.

## **Admissions**

**Inquiries** - The School's Admission Office handles all admissions inquiries. Inquiring parents meet with the Director of Enrollment Management, tour the school and campus, and receive information about the application process.

**Admissions Events** - Throughout the year the Admissions office hosts a number of events that invite prospective families to our campus to meet teachers and tour the campus, including but not limited to small group tours and prospective family receptions. Our Parent Ambassador Program (PAN), comprised of current parents, supports the Admissions office's recruitment and retention efforts by hosting social events for prospective and new families and arranges other opportunities to connect with prospective families throughout our communities.

Current parents are our best marketing asset. We rely on you to share your SMCDS experience with friends and colleagues in the community to generate enthusiasm and help recruit potential new families.

## **Re-enrollment**

Re-enrollment contracts are sent out by the end of February and must be returned by mid-March with a non-refundable deposit. Parents with any outstanding balances will not receive their child's report card or contract.

Enrollment Contracts are in force and effect for one academic year. Expectations for enrollment past the one year of the contract is neither stated nor implied. Re-enrollment at St. Michael's is based on three separate considerations: academic performance, student behavior, and parent support. Students who consistently exhibit inappropriate behavior will also be reviewed. Parents will be informed of the situation and re-enrollment contracts may be withheld until a determination can be made whether to invite the students to return.

As outlined in the National Association of Independent School's Principles of Good Practice for Parents, cooperation between parents and the school is the foundation for a successful independent school experience. St. Michael's Country Day School needs and expects parents to support the school's mission, faculty, and administration. Should issues arise that cannot be adjudicated in a constructive manner, or should parents consistently disregard school rules and policies, the school may choose to withhold the enrollment contract.

## **Arrival and Dismissal**

### **The School Day**

The school gate opens at 7:30 each morning. The normal school day ends at 3:00.

### **Lower School Arrival**

The kindergarten program begins at 8:00 a.m. The school day for preschool and prekindergarten students begins at 8:30 a.m.

Parents of students in preschool, prekindergarten, and kindergarten can park their car and walk their children into their classroom. The doors to their buildings open at 7:45 am.

If early childhood students are dropped off between 7:30 a.m. and 7:45 a.m., the students may wait with the children in grades 1-4 in the lobby of the Mason House. At 7:45 a staff member will walk them over to their classroom where their teachers will greet them.

All Lower School students in grades 1-4 should be dropped off on the Rhode Island Avenue side of the school.

Students are greeted by the Lower School Head and then enter through the side door of the Mason House to wait in the lobby until students are dismissed to their classrooms at 7:45 a.m.

All students in grades 1-4 are expected to be in their classrooms by **7:55 a.m.** Students are marked tardy if they arrive in class later than 8 a.m.

### **Middle School Arrival**

All Middle School students should be dropped off on the Rhode Island Avenue side of the campus.

Middle School students arriving between 7:30-7:45 a.m. gather in the Rose Canepari Library.

Students are expected to be in their homerooms by 7:50 a.m. Because homeroom is an important part of the academic day, students will be marked late if they arrive after 7:50 am.

**Late Arrivals-** Students in grades 1–4 are considered tardy if they arrive in the classroom after 8:00 a.m.; students in grades 5 through 8 are considered tardy if they arrive in the classroom after 7:50 a.m. A student who is late must sign in at the Front Office and then proceed to class. If a student is habitually late, a call will be made to the parents and/or a conference will be scheduled to explore reasons for this.

**Dismissal-** We ask that parents be patient during dismissal, drive slowly, avoid using cell phones in the carpool line, and pay close attention to the faculty and staff who are directing traffic. We are working to insure the safety of our children and to keep cars from having to queue excessively on Rhode Island Avenue and Gibbs Avenue.

- Parents of preschool and prekindergarten students may park in the designated parking spaces near the early childhood playground and walk to the gate to pick up their child.
- Students in kindergarten through grade 4 (and middle school students who have siblings in these grades) should be picked up on the Rhode Island Avenue side of school.
- All other Middle School students should be picked up on the Gibbs Avenue side of the school.

**Other Dismissal Notes:**

- Parents can help make room for cars by pulling up close to the car ahead.
- Parents should stay in their car and their child will be escorted to the car by a teacher.
- Student social plans should not be made at dismissal. No child will be dismissed to anyone who is not his or her parent without a written note or prior notice to the front office. Proper identification may be requested of anyone who is picking up a student.
- On Rhode Island Avenue, parents must enter the school campus through the entrance only. It is forbidden to enter the parking lot through the exit area.
- Once a parent picks up their child it is their responsibility to supervise their child if they remain on campus.
- Students are not allowed to remain on campus unattended after school hours. If students are not picked up at the designated time, they will be placed in Extended School Day (ESD).
- Students are not allowed to walk off campus and then return to school.

**Walking or Biking** - If a parent decides that a student is to walk or bike from school, the parent must inform the front desk of this arrangement. Students who are walking or riding their bikes must notify the teacher on duty before leaving the campus.

**Early Dismissals-** When a student needs to be dismissed early for a doctor's appointment or other commitment, the parent must notify the front desk in advance. Upon arrival the parent or designated adult must check in at the front desk in the Mason House. The office staff will then call the classroom and the student will be sent to the office for dismissal. While early dismissals from school are sometimes necessary, they can be disruptive for a student and should be avoided.

**Parking-** Parents visiting campus during school hours should park in the Rhode Island Avenue parking lot and enter through the main door of Mason House. Parents who are parking to quickly drop off or pick up materials may use one of the two designated visitor spaces in the Rhode Island Avenue lot.

During large school events, if conditions permit, parking will be available on our fields. When parking on the school fields please follow the directions of the St. Michael's staff directing you and stay within the designated boundaries.

## **Advancement**

The School's Advancement Office helps to oversee community building, communications, alumni relations, marketing and fundraising in the school community. The Board of Trustees established an Advancement Committee to help support and sustain these priorities. Parents with an interest in advancement activities should contact the school's Advancement Office through Jennifer Huntley, [jhuntley@smcds.org](mailto:jhuntley@smcds.org).

**The Annual Fund-** The Annual Fund is our school's most important source of unrestricted, current-use income and our number one fundraising priority. Each fall the school kicks off the Annual Fund campaign soliciting alumni, faculty/staff, grandparents, and parents of alumni and current parents for their participation. All gifts to the Annual Fund are voluntary, tax deductible and a strong indicator of community support and enthusiasm for the school.

Donations to the Annual Fund go directly to supporting the school's current year operating budget. The campaign strives for 100% current parent and faculty participation. Corporations and foundations look to this participation rate as an important measure of any school's success and sustainability.

Many employers will match charitable gifts to independent schools. Please contact your employer's human resources department for the required forms or ask the Advancement Office for assistance.

The success of the Annual Fund depends greatly on the generosity of our donors and volunteers who make personal requests for gifts. Parents who would like to participate in fundraising or who have questions about the Annual Fund should contact the Advancement Office through Jennifer Huntley at [jhuntley@smcds.org](mailto:jhuntley@smcds.org).

**Restricted Gifts/Major Gifts** - Major Gifts are the largest gifts that our school receives and are often directed towards specific projects. In recent years, Major Gifts have helped to fund the renovation and restoration of the Dana Cottage, upgrades to the heating system in the Mason House, the Middle School Electives program, a growing Innovation Lab space, a school bus, sports team uniforms, professional development opportunities for faculty, the rehab of Mason House's first floor, as well as a wide range of classroom teaching materials.

**Planned Giving-** A Planned Gift is a vehicle for members of the St. Michael's community to support the school as they are making long term estate plans. Individuals who are working with tax planners or attorneys are encouraged to speak with the Advancement Office about ways to support the future of St. Michael's through Planned Giving. Planned gifts include establishing a trust or annuity, giving stock, real estate or life insurance, naming the School as a beneficiary of your pension plans or remembering St. Michaels's in your will.

**Capital Campaigns-** St. Michael's periodically conducts capital campaigns in support of special projects—including bricks and mortar and endowment needs. Previous capital campaigns have allowed the school to build the Hope H. van Beuren Building, completed in 1986, the Hill Arts & Athletics Center, completed in 1995, and a major renovation to the van Beuren Building that included a new library, early childhood classroom, art room, and science labs, completed in 2006. Such campaigns provide the school with an opportunity to secure its future, make significant improvements to the physical plant, support necessary programs through strong endowments, and strengthen its ability to provide the best education possible, both now and in the future.

For questions regarding ways to get involved or to make a gift (including cash, stock, in-kind, and planned gifts such as bequests), please contact the Advancement Office through Jennifer Huntley at [jhuntley@smcde.org](mailto:jhuntley@smcde.org).

**Alumni Connections-** The School maintains an ongoing alumni database in the school's Advancement Office. In the past year, the school has developed active Facebook and Instagram pages which are growing into a major source of communication and connection to its past graduates.

### **Faculty Gifts**

Gift giving is an important way to recognize and appreciate ways that a person has played a role in the life of a child or family. Parents should feel comfortable in making a personal decision about whether to give a gift to a teacher at the Holidays or at other important life events. Parents should also keep in mind a few important thoughts when considering gifts in school.

- Personal gifts should be delivered personally. Dramatic gift displays or public presentations can send the wrong message to students who have chosen not to give a gift to a teacher.
- Class parents can choose to organize class gifts at the Holidays, end of year, or other significant occasions.

Parents who would like to give a larger gift to a teacher's classroom can contact the Advancement Office for suggestions.

## **Athletics**

### **General**

At St. Michael's, we strive to offer a structured, safe, and fun learning environment for our students, while maintaining the integrity and sportsmanship that characterizes our school community. The Athletics Program at St. Michael's focuses on building enthusiasm for fitness and teamwork. We want to encourage students to have a healthy view of competition and the teamwork it takes to enjoy competition through successes and failures. All students regardless of their ability are encouraged to participate in our program. There are no cuts for any team. The measure of our success is not in how many victories we earn but in how much has been built from our commitment to teamwork. Participation in team athletics is ultimately an expression of one's ability to work with others. It is a commitment to building community and as such, every middle school student must participate in at least one season of team sports.

St. Michael's offers a number of programs in Athletics: soccer, cross country, basketball, lacrosse, squash, tennis, running club, and yoga.

Athletic practice ends at 4:30 pm except on game days, when pick-up time varies. When a student commits to playing on a team, he or she is expected to attend all practices and games. If a child is unable to play for medical reasons, he or she must have a doctor's note. The Athletic Director and coaches must be notified in advance if a student attended school but will not be attending a practice or game.

### **Scheduling and Cancellation**

The Athletic Director is responsible for scheduling all games, cancelling games when necessary, hiring officials, coordinating early dismissal and transportation, and making tournament arrangements. A master schedule of games will be issued prior to the start of each season. The game schedules will also be posted on the school's online athletic calendar.

In the event of inclement weather, a decision about practices and home games is made by 1:00 p.m. Cancellation of away games is determined by the host school and the determination may be made after 1:00 p.m. If there is no practice or game, dismissal will be at normal time. Please call the school's sports hotline at extension 361 for information on sports.

### **Uniforms**

Each player will be given a uniform for the season. It is their responsibility to look after this uniform, bring it to all games and make sure it is returned in good condition at the end of the season. Families will be responsible for cost of replacement if not returned in good condition.



## **Commitment**

Students who participate in athletics at St. Michael's are expected to make a sincere commitment to the team. This means regular attendance at practices and games. Most commitments take place after school. Parents need to help by not over committing their children to other activities and other events during the scheduled time period. Middle School students are required to participate in one season of team sports per academic year.

## **Birthdays & Cultural Celebrations**

**Invitations-** Invitations to parties may not be distributed at school. In addition, the feelings of others should be considered when creating guest lists. If the majority of a group of students is being invited to a party, then all the students should be included. Understandably, children and their families can be hurt when they are excluded from an event that most of the group will attend.

**Celebrations at school** - We realize students might like to celebrate their birthdays or family cultural traditions at school. Teachers will let parents know their classroom celebration policy at the start of the school year. In lower school, food will not be a part of birthday celebrations.

Your child's teacher (PS-gr.4) or advisor (grades 5 to 8) and the school nurse should be notified prior to bringing in any edible treats. No treats can be brought to school without the school nurse and teacher/advisor having advanced notice. Treats sent in should be healthy and consider student allergies. To ensure the safety of our students, parents must let the school nurse know what the food offering will be, ***at least 2 days prior to the celebration*** . The [Snacksafely.com](http://Snacksafely.com) website is an excellent resource for allergen friendly foods.

Examples of Recommended Celebration Treats:

- Fresh fruit with yogurt or real cream
- Fruit & cheese kabobs
- Nut-free cereal bars
- Cereal & dried fruit based snack mixes
- Fruit juice popsicles
- Frozen yogurt or pudding pops
- Hoodsie ice-cream cups

**Birthday Books-** The school library relies greatly on the help of St. Michael's families and friends. The Birthday Book program provides the school with most of the new books for the collection. Donations of other relevant materials are always welcome. Please contact Jennifer Huntley: [jhuntley@smcds.org](mailto:jhuntley@smcds.org)

## **Building a Safe and Healthy Community**

**Academic Accommodations** - St. Michael's is committed to a diverse community, which includes qualified students with documented disabilities and other health issues that may require reasonable accommodations to ensure access to education, housing, and recreation. Although the school cannot offer special education programs for students with disabilities, the school is committed to providing reasonable accommodations to qualified students so that such students can participate in the school's programs.

Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes a "qualified student with a disability" is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of the school's education, with or without reasonable modifications to the school's policies or the provision of auxiliary aid or services. "Reasonable modifications" include modifications in policies, practices or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the school's education or programs, or that would otherwise create an undue burden for the school.

The St. Michael's mission statement is the philosophy that guides the admission process. St. Michael's admits students who possess the potential to be academically successful within the program and who will contribute positively to the school community. Welcomed are students who are willing to make connections, solve problems, and learn to think and work independently.

The goals are to make each child feel understood, nurtured, and challenged. St. Michael's graduates are expected to be learners capable of effective communication, sustained work, independent thought, meaningful collaboration, and original expression.

The varying learning styles of students are recognized and respected. Though all students are expected to meet the demands of the curriculum, certain accommodations may be made for students who demonstrate the need for them.

If a student has had an educational evaluation and has been diagnosed with a language-based learning disability, it may be recommended that the student be waived from the foreign language requirement. If indicated in the evaluation, these additional accommodations may also be made:

- extra time for quizzes and tests
- word processing for written work
- taking quizzes and tests orally (at the fifth- and sixth grade level)
- the use of audio tapes for books and texts
- preferred classroom seating
- use of a laptop computer in class if student's proficiency demonstrates it would benefit performance.

If in the sole determination of the school, the school is unable to meet the needs of a student's given learning style, the school reserves the right to counsel a student out of the school. The school will make every reasonable effort to help the family find an appropriate alternative placement.

**Community Expectations** - St. Michael's Country Day School is a healthy and vibrant community, and every member of the school plays a significant role in its community success. Being part of a community requires a shared responsibility amongst all constituents. While the information outlined in this section is designed to help guide us in promoting responsibility, the health of our community is founded upon the following overarching tenet:

*We model the values of kindness, honesty, respect and compassion.*

The process of making mistakes and experiencing the natural consequences of those mistakes is an essential part of the growth of a child. As educators, we are dedicated to giving children guidance, support, and opportunities to learn and grow. Correcting inappropriate behavior should not be viewed as onerous but rather as instructional.

## **Out-of School and Off-Campus Behavior**

Students are expected to be responsible representatives of the school whether on campus or off; whether school is in session or not. When the actions of a student off campus affect the morale or culture of students in class, the school reserves the right to address the situation within the school's disciplinary system. Some examples of outside school conduct that may have disciplinary ramifications at school include any violation of law, bullying incidents off campus that affect students on campus, and the misuse of computers, cell phones, social networks, or websites.

## **Searches -**

A search of a student's locker, desk and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

**Bullying** - Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a targeted student that:

- causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the School, or the desired social climate of the school.

**Bullying Prevention** - At St. Michael's Country Day School, we expect that all members of our community will treat each other with kindness, honesty, compassion and respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying and

any other verbal, physical or emotional misconduct that disrupts the academic or social environment or makes it unsafe . Quite simply, bullying will not be tolerated at our school.

**Cyber-bullying** - Cyber-bullying is bullying through the use of technology or any electronic device such as a telephone, cell phone, computer, fax machine and the Internet. It includes, but is not limited to facsimiles, emails, instant messages, text messages, images (including picture messages), voice messages, signals, signs, sounds, data or intelligence of any nature, and Internet postings, whether on a webpage, chat room, social networking website, in a blog, or otherwise. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above.

**Students** at St. Michael's who are aware of bullying can be a powerful force in helping to address it and will be encouraged to do so in an appropriate way. Students at our school will do the following things to prevent bullying:

- Treat each other respectfully;
- Refuse to bully others;
- Refuse to let others be bullied;
- Refuse to watch, laugh, or join in when someone is being bullied;
- Be inclusive and reach out to those who may be left out.

**Faculty and staff** at St. Michael's will do the following to prevent bullying and help children feel safe at school:

- Engage in consistent discussion in class, school assemblies and other venues about the responsibility of students to treat one another with kindness, honesty, respect, and compassion, and about ways to recognize, confront, and report bullying;
- Build positive, open, trusting relationships with students so adults and children can work together to foster a school environment where respect is paramount;
- Closely supervise students in all areas of the school;
- Watch for signs of bullying and stop it when witnessed by the teacher;
- Respond quickly and sensitively to bullying reports;
- Look into all reported bullying incidents;
- Assign consequences for bullying based on the school discipline code;
- Give consequences for retaliation against students who report bullying;
- Review annually the School's Honor Code, Acceptable Use Policy, and Anti-Bullying policy;
- Work closely and sensitively with students who have been bullied.

**Reporting-** Bullying should be reported to an adult at school immediately. Faculty will immediately step in to ensure that the victimized student is safe and report it to the

appropriate division head. Parents should report concerns about bullying to their child's classroom teacher, advisor, division head, or head of school.

**Confidentiality-** A member of the faculty or staff may not make promises of confidentiality to a student or parent or guardian who informs him/her of an allegation of bullying, cyber-bullying, or retaliation. If a faculty or staff member witnesses an act of bullying, cyber-bullying or retaliation in progress, the faculty or staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive or inappropriate. Students and parents and guardians are encouraged to bear in mind that the School takes its policy against retaliation seriously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

**Response-** The School will investigate all reports of bullying, contact parents and other relevant adults, and keep a written record of the report. The division head or classroom teacher will communicate regularly with the student and parents throughout the school year to ensure that there are no recurrences. The following disciplinary steps can be taken to address a bullying situation: written warning, detention, loss of privileges (exclusion from certain areas of the school, recess, field trips, sports, etc.), community service, in-house suspension, suspension, and expulsion. As part of the effort to help a student who has been bullying and to avoid the necessity of further disciplinary action, counseling may be recommended.

**Student Violence** - Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

The possession of a weapon or other dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in suspension, police intervention, and possible expulsion. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and chemical sprays.

**Hazing-** Hazing will not be tolerated at our school. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student.

## Relationships With Students

- Due to the many new and often confusing emotions they experience during their maturation, students may develop strong emotional attachments to faculty and staff. Our role in guiding students toward growth as happy, healthy adults and lifelong learners is one of the most rewarding aspects of our work. However, this relationship must always be understood and carried out in its proper context. It is never appropriate, and is illegal, for a faculty or staff member to enter into a romantic or sexual relationship of any kind with a student, regardless of whether the student may seek to initiate the relationship or may consider it consensual.
- Violating the trust of students—and their parents—in this way is one of the most serious offenses that one can commit against a student and against the school community as a whole. Accordingly, violation of this policy will result in serious corrective action, up to and including termination of employment.
- Proper interaction with Students- The School demands that all employees and workplace participants interact with students in a safe and proper manner including:
  1. Limiting the times they are alone with students without other adults being present, accessible or in view;
  2. Never being with a student in a concealed area, including a locked room or a place where other adults cannot see or hear an adult's interaction with him/her;
  3. Never hosting an event for students or inviting students to their home unless such hosting or invitation is part of an approved School function, or unless the students are friends with the employee's child;
  4. Never entering a home with a student, not of family relations, unless the student's guardians or parents are present or without the guardian or parent's consent;
  5. Never giving an individual student a gift without the consent of the School or the guardian or parents of the student;
  6. Never providing drugs or alcohol to students or purchasing drugs or alcohol for them;
  7. Never providing transportation to a student without approval of the School and/or consent of the student's guardians or parents;
  8. Never taking photographs or capturing digital images of a student without receiving the written consent of the student's guardian or parents and/or it is related to a School function, such as the yearbook;
  9. Never communicating to a student in an unprofessional manner; or inappropriately via phone, letter, instant messaging, email or in a chat room.
- Confidentiality with students- There are occasions when a student comes to an employee in confidence. It is important to stop the student before they convey information that they consider is being held in confidence. Inform the student that you will not be able to keep this information from the school administration or their parents.
- Students addressing employees- It is the custom of the School that students are to address all adults as "Mr.", "Mrs.", "Miss" or "Ms".

**Cheating and Plagiarism** - Plagiarism is knowingly borrowing another's writing, ideas, or work and claiming it as one's own, including:

- copying from books or another student's work;
- preparing an assignment with the help of parents or other students without the teacher's knowledge or permission;
- presenting another's ideas in a paper without the use of endnotes and bibliography;

- presenting another writer's exact words without quotation marks and endnotes;
- using or having textbooks, class notes, or other information, verbal or written, while taking a test or quiz, without the teacher's permission;
- presenting another student's homework, lab report or computer program as one's own; using another student's ideas or work in the preparation of the above without the teacher's permission or proper notation of the sources

Any offense of cheating or plagiarism will result in a zero for the work involved and will be reported to the Division Head and to the Head of School. A second offense may lead to suspension or dismissal. Students who provide information or materials to another student without the teacher's permission are subject to the same disciplinary action as the student who receives that information.

**Harassment Policy** - The School will not tolerate sexual harassment of students, employees, or other members of the school community by anyone, whether on school property, at school or work-related assignments or events off school property, or at school-sponsored social functions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or opportunities; or
- submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.

Some examples of sexual harassment include:

- sexual innuendo; verbal harassment, including derogatory comments or slurs;
- inappropriate comments about a person's body or appearance;
- physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work;
- visual harassment such as derogatory cartoons, drawings, posters, or graffiti.
- Nonsexual harassment such as making racist comments, derogatory comments about one's religion, cruel personal jokes, or teasing about sexual orientation.

Any student, school employee, or other member of the school community who believes he/she has been harassed should report such actions to the Head of School, a school administrator, or the school nurse.

Following a complaint of harassment, the school will conduct such investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the Head of School, a school administrator, the school nurse, or a teacher.

### **Business Office**

The Business Office is managed by the School's Business Manager and assisted by an Accounting Associate. Policies and practices of the Business Office are regularly reviewed by the Finance Committee of the Board of Trustees. The school undergoes an annual audit by an independent auditing firm each fall.



### **Child Abuse, including Sexual Abuse or Assault**

The welfare and safety of each student is the school's highest priority. It must not be compromised, and consequently SMCDS expects all employees to be knowledgeable of school rules and to accord with state laws regarding child abuse, including sexual abuse and assault.

Child abuse refers to any non-accidental physical or mental injury, pattern of injury, neglect, sexual abuse or exploitation of a child under the age of 18, or the threat thereof.

Sexual or other intimate relations between SMCDS employees and students, regardless of age, is considered to be child abuse and thus is strictly prohibited. Employees found to have engaged in such conduct will be subject to immediate termination and reporting to legal authorities.

All forms or manifestations of adult-to-adult or student-to-student sexual assault or coercion are considered to be criminal acts and are strictly prohibited by SMCDS, whether on school grounds, at school sponsored events, or off school grounds during non-school times.

Rhode Island law requires the prompt reporting of both known and suspected cases of child abuse or neglect, including sexual assault:

**Title 40, Human Services, § 40-11-3** Any person who has reasonable cause to know or suspect that any child has been abused or neglected . . . or has been a victim of sexual abuse by another child shall, within twenty-four (24) hours, transfer that information to the department of children, youth and families or its agent who shall cause the report to be investigated immediately.

*Reasonable cause* means facts and circumstances based upon as accurate and reliable information as possible that would justify a reasonable person to suspect that a child is abused or neglected. The facts and circumstances may include evidence of an injury or injuries, and the statements of a person worthy of belief, even if there is no present evidence of injury. Any physical or emotional trauma to a child for which there is no reasonable explanation should arouse a suspicion of abuse.

Reporting is made to the Child Abuse Hotline -- **1-800-742-4453** -- which is staffed 24 hours a day, seven days a week by professional Child Protective Investigators. Failure to report suspected abuse may result in a fine and/or imprisonment. If an employee makes a report, s/he should inform a supervisor or the head of school. A child abuse reporting form must be completed to document that a report has been made to the DCYF. At that point, discussion of the suspected abuse with anyone other than a supervisor or Department of Children, Youth and Families (DCYF) personnel is not allowed under the law. All records related to the report will remain confidential. DCYF discourages, but accepts, anonymous reports.

Due to mandatory reporting laws, employees should never promise confidentiality to a student regarding matters of abuse or assault.

In order to protect the safety of students and maintain the effectiveness of the learning environment, SMCDS reserves the right to take interim measures – e.g., no contact orders, changing class assignments, placing a student on leave – while an investigation of abuse or sexual assault is pending.

The Head of School will notify the parent(s) of the child who has been abused or neglected unless the Head of School reasonably suspects that the parent(s) of the child are responsible for such abuse or neglect or it would otherwise be inappropriate to do so.

The Head of School may meet with the following individuals as soon as possible after receiving a report of child abuse or neglect to discuss the report and determine what, if any, additional action should be taken to protect the child and to fulfill the School's legal obligations: the School's mental health provider, the CFO, the School Nurse and the School's attorneys.

If the accused is a faculty or staff member, the Head of School will decide whether or not to reprimand, suspend (with or without pay) or dismiss the accused, and will immediately notify the accused in writing of any such action. Any incident will be considered and acted upon on an individual case-by-case basis. The School's action in one case will have no precedent on any other case.

SMCDS prohibits retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

### **Class Parents**

Each year, the Parents' Association helps to organize one or two Class Parents for each grade. The Class Parents meet with the classroom teachers at the start of the year and help to provide support as needed. Class Parents are responsible for general grade communications, organizing teacher gifts at holiday time and end of school year, and organizing a class get together at the end of summer/beginning of school year. The get together can be as simple as meeting at a local playground and provides a wonderful opportunity for the children to meet and get to know one another before the beginning of school.

### **Communicable Disease (Students)**

Students with a communicable or infectious disease will not be allowed to attend school where they pose a direct threat to the health or safety of themselves or others. Determining whether a student with a communicable or infectious disease may attend school will be made by the School on a case-by-case basis.

When a student has a communicable or infectious disease which renders the student "disabled" within the meaning of state or federal discrimination laws, the School will determine whether the student can be reasonably accommodated to eliminate any direct threat to the student or others. In making this determination, the School may request medical documentation from the student's physician regarding the student's condition, limitations, and need for any requested accommodation, and may consult with public health officials or physicians with expertise in the diagnosis and treatment of communicable and infectious diseases. An accommodation is not reasonable if it poses undue financial or administrative burdens on the School or fundamental alterations in the nature of the student's job. The School may consider all relevant factors when determining whether a student can be reasonably accommodated or poses a direct threat, including but not limited to:

- The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
- The physical condition of the student, including diagnosis, treatment, and prognosis of the condition.
- Any other factor reasonably related to the decision.

No student who is qualified disabled individual will be discriminated against because of his or her disabled status. The School will treat information regarding the student's condition as confidential. A student's medical information will not be disclosed except as permitted or required by law.

### **Infectious/Communicable Diseases Control Policy (For Outbreak)**

The School will take proactive steps to protect the school in the event of an infectious/communicable disease outbreak. It is the goal of the School during any such time to operate effectively and ensure that all essential services

are continuously provided and that employees and students are safe. The administration will monitor and coordinate events around an infectious/communicable disease outbreak, as well as create work rules to promote safety through infection control.

The School is committed to providing authoritative information about the nature and spread of infectious/communicable diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The School may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC). As we all know, communicable illnesses can vary greatly in their degree of seriousness, ease of transmission, and risk to others. As a result, the School will respond to potentially communicable illnesses on a case-by-case basis. Ted Ferry is responsible for maintaining and overseeing the implementation of this policy. As a part of this responsibility, he will monitor events as they develop and will provide regular updates as appropriate.

The School will, of course, follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC or other governmental agencies. The School will generally follow guidelines issued by these sources, taking into account our own particular workplace situation.

In order to help keep our school safe, we need your help. If you or a family member (a) are diagnosed with an illness that is communicable in our workplace, or (b) believe you may have been exposed to a person so diagnosed, or (c) have recently visited a location in which there has been an outbreak of such an illness and you do not feel well or are exhibiting any symptoms of the illness in question, you must report this to Ted Ferry. This information will be kept confidential to the extent reasonably possible but, obviously, full confidentiality cannot be guaranteed under these circumstances.

The policy is meant to address serious potential health hazards. It is not specifically directed at minor ailments. However, even outbreaks of something like seasonal flu can sometimes be very serious and can sometimes have a significant impact on our workplace and your co-workers. If you have the flu or a cold, please stay home until you are well enough to work and your condition is no longer reasonably contagious. If your child has been running a fever, your child should stay home for 24 hours after no longer running a fever. If your child does come to work while ill, he/she may be sent home or may be required to wear a surgical mask and take other precautions, at the sole discretion of the School.

Although every illness is different, there are certain universal precautions that the School requires that all students follow to minimize the potential for transmission of communicable illness when there is an outbreak. These precautions include the following:

- a. Frequent and thorough hand-washing or sanitizing. The CDC recommends taking at least 15-20 seconds to adequately kill germs;
- b. Cover the nose and mouth with a tissue, not hands, when coughing or sneezing and dispose of the tissue; if a tissue is unavailable, cover your mouth with your arm, rather than your hands to avoid spreading germs and hand wash or sanitize your hands after coughing or sneezing;
- c. Do not touch eyes, nose or mouth with your hands to avoid spreading germs;
- d. Be polite about it, but do not shake hands;
- e. Avoid contact with people who are sick, a good rule of thumb is to stay at least 4 feet away from someone who is sick;
- f. If ill, stay home.

## **Communication**

Frequent and proactive parent, faculty, and student communication is a vital component of a successful school. Communicating early and often helps us maintain a positive school culture.

If you have specific questions about your child and their academic and social experience at school, your child's teacher or advisor should be your first contact. If they are not able to provide the needed information, the next point of contact should be the Division Head.

Parents and teachers are encouraged to initiate contact with each other either via email, by phone, or in person. Because our first priority for teachers is to serve the needs of their students during working hours, parents can expect a response within 24 hours. If a parent has an urgent need to speak with a teacher, they should contact the front desk or the Division Head.

If questions or concerns arise regarding specific procedures or policies of the whole school that cannot be answered by your child's teacher or advisor you can use the following list as a reference to direct your questions. You may contact the person you need by using their school email, which is the person's first initial followed by the last name [@smcde.org](mailto:initial@smcde.org). A list of phone extensions can be found in the School Directory published at the beginning of each school year.

Absences / Early Dismissal	Hilary Krieger
Admissions	Sandy Merten
Alumni Relations	Jennifer Huntley
Athletics	Sean Cullen
Accounts Payable & Billing	Ted Ferry
General Curriculum(LS)	Lauren Abraham
General Curriculum (MS)	Colleen Welsh
Birthday Celebrations	Classroom teacher/Advisor
Discipline(LS)	Lauren Abraham
Discipline (MS)	Colleen Welsh
Extended Day Program	Deborah Perez
Food brought to school	Megan Buchanan
Finances & Human Resources	Ted Ferry
Financial Aid	Sandy Merten
Fundraising	Jennifer Huntley
Health Issues	Megan Buchanan
School Lunch	Jeff Day
Parking	Mark Lennon
Plant Maintenance	Mark Lennon
School Calendar	Hilary Krieger
PowerSchool	Jeff Day
Technology	Jeff Day

## **Dress Code**

St. Michael's Dress Code is an extension of the School's mission and Traits for Success. Students who dress thoughtfully arrive at school prepared to handle the tasks at hand with confidence, pride, and commitment. Community dress expectations promote a sense of equality and unity and help to keep distractions in the background. School is your child's "business," and dressing neatly and appropriately helps your child feel ready to perform at their highest level.

As children get older, individual expression through dress choices can take on a greater significance, and often can become a point of family and/or school contention. The St. Michael's dress code is designed to allow for ample individual expression, but also to keep individuals from distracting others from our community commitments.

In general, students at St. Michael's are expected to come to school in comfortable clothing that is more formal than "loung-around" wear at home.

**School Dress Code:****Clothing:**

- Students in Preschool, Prekindergarten and Kindergarten can wear any clothing that is comfortable for the classroom as well as the playground.
- Students in grades 1 through 8 should wear a plain or patterned shirt with dresses, skirts, or slacks, or chino style pants

During September until Thanksgiving break and from the end of Spring break until graduation, (unless otherwise noted), students can wear plain, chino style shorts.

\*During colder months, students can wear a solid or patterned vest, sweater, or pullover with no words on it, or one with the St. Michael's logo on it.

**Shoes:**

- Students should wear dress shoes or sneakers. Shoes with laces must be tied at all times; socks must be worn with sneakers.

\*During September, May, and June, students can wear open-toed shoes with a back strap.

**Other School Dress Code requirements:**

- In grades 1 through 8, words and graphics are not permitted on clothing with the exception of St. Michael's and logos less than 1" in size.
- Skirts should never fall more than three inches above the knee.
- Students in preschool through second grade can wear leggings. Beginning in third grade, leggings must be worn under appropriate school length skirts or dresses.
- Clothing, make-up, and accessories (jewelry, wearables, etc.) should never become a distraction for a student or for a student's peers in the classroom.

**The following clothing choices are inappropriate for the St. Michael's community:**

- Torn, soiled or poorly fitted clothing (including outfits that are too baggy or too tight)
- Denim, sweatpants, cargo pants, overalls, pajama bottoms, or gym shorts
- Shoes with heels more than one inch
- Any clothing that exposes midriff, or is in other ways revealing
- Hooded shirts or pullovers with the exception of a St. Michael's hooded sweatshirt
- Hats and headscarves may only be worn outdoors, unless worn for cultural and/or religious reason.

#### On “Special Event Dress Days”

(Grandparents/Special Friends Day, Winter Assembly, Graduation, and other specially designated days)

Special Events dress for students in grades 1 through grade 4 (and suggested for preschool, prekindergarten and kindergarten students) is as follows:

- Dress or skirt/slacks with tucked in shirt/belt, blazer (optional), tie (optional), oxford shirt (tucked in) dress shoes, with socks.

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Special Events dress for students in grades 5 through grade 8 is as follows:

- Dress or skirt/dress slacks. If wearing dress slacks a blazer is required, tie (optional), oxford shirt (tucked in), dress shoes with socks.

#### **Physical Education Dress Code**

- Students in Kindergarten through 6th grade are required to bring in a pair of sneakers to be worn during class.
- Students in grades 7 and 8 are required to bring a change of clothes and sneakers to wear during class.
  - Students are allowed to wear a patterned or solid colored shirt along with athletic shorts or pants during class.
  - All shirts must follow the St. Michael’s dress code requirements and shorts must not fall too far above the knee.

On “Dress Down Days” students can choose their own outfits and many typically wear jeans with T-shirts. Students are still expected to comply with the “spirit” of the dress code and insure that dress choices do not become a distraction from the day-to-day workings of the community.

Teachers talk to students at the start of the school year about expectations for school dress and then periodically throughout the year. Parents are asked to check the dress of their children before they leave home, and to encourage their children to dress for success. With the assistance of the parents and teachers, students accept compliance to the spirit of the school’s dress code.

Students who are uncertain about a piece of clothing should ask a teacher prior to wearing it to school. If an inappropriate outfit is not expressly restricted above, the student will be asked to

refrain from wearing it in the future. Our intent is always to instruct and guide a student in understanding the realities of successful dress standards in a school community.

The school's Dress Code is reviewed and updated regularly by the faculty and staff. Any adjustments will be sent home to parents as needed.

The teachers and administration reserve the right to decide at what point a child's clothing and personal presentation choices become a distraction in our classrooms. In general, a student who wears inappropriate clothing to school (see above) will be asked to stay out of the classroom until the clothing is changed.

### **Extended School Closures and Remote Learning**

In the event of a larger community crisis such as a public health emergency, pandemic, natural disaster, etc., the school might need to alter its programming to continue to safely educate our students. Adaptations may include outdoor programming, remote or distance learning utilizing various technological tools including video conference for synchronous and asynchronous teaching and learning, web-based assignments etc. The state of the crisis might lead to a mix of onsite and offsite programming. In these emergencies the safety of students and faculty will be the principal factor in decisions to close school for an extended period.

### **Extended School Day (ESD)**

**Program Overview-** In an effort to support working families, Extended School Day (ESD) provides a safe, educationally supportive and enriching environment for children and families who need care beyond the 3:00 p.m. school dismissal time. ESD is available to all students from 3:15-5:30 p.m. each school day. Children are encouraged to work on homework and are given opportunities to engage in outside play and to socialize with their peers.

**ESD Staff-** The ESD Director and staff are committed to providing a quality experience for every child. They strive to foster a meaningful and enriching environment, while upholding the St. Michael's mission and philosophy. At all times there is a staff member on duty who is certified in CPR and first aid.

**Enrollment-** In order to maintain a systematic, organized and safe program of care, children are required to be enrolled in ESD 24 hours prior to attending. Registration will be done digitally via a link on the school website as well as the Weekly Newsletter. We understand unforeseen circumstances occur and you may not be able to register 24 hours in advance, *please contact the ESD Director to make arrangements for care.*

**Students must be registered prior to attending ESD in order to maintain the safety and well-being of the students, as well as staff: student ratio compliance. Day of drop-ins will not be permitted.**

Registration can be done online. Links to the registration form will be on our website and in the Weekly emails.

- **Early Childhood** will consist of preschool, prekindergarten, and kindergarten students. They will attend ESD in the Early Childhood wing of the Van Buren Building. Their teachers will escort students at 3:15 to the designated ESD rooms. *Staff: student ratio 1:7*



- **Lower School** will consist of students in grades 1-4. They will attend ESD in the Canepari Library and/or the Early Childhood area. Duty teachers will escort students to the designated spaces at 3:15. *Staff: student ratio 1:10*

- **Middle School** will consist of students in grades 5-8. They will attend ESD in the Canepari Library or a middle school classroom . Duty teachers will direct students to the designated spaces at 3:15. *Staff: student ratio 1:12*

**We will make every effort to accommodate all students who need care;** however there will be a limit as to the number of students we can accommodate each day. Enrollment will be on a first-come, first-served basis. If registration is full, your child will be placed on a waitlist. Once registered, students will be placed on the roster in age appropriate groups, followed by a confirmation notice to parents.

**Please Note:** Enrichment, tutoring, sports and theater programs are not part of the ESD Program.

**Enrichment-** In addition to ESD, we also offer after school Enrichment programs which are not part of regular ESD. There is a separate registration for Enrichment programs. Enrichment programs include but are not limited to; chess, yoga, dance, science, sewing etc., and are a fee based offering.

**Tutoring, Sports, Theater, Maker Space and Enrichment-** Students that attend tutoring sports, theater, or enrichment programs after school are not considered enrolled in ESD. If your child needs care beyond their scheduled tutoring, sports, theater, or enrichment programs he/she must be registered in advance via the ESD registration link.

If a student will be attending ESD after the above-mentioned programs, they must be escorted to the appropriate, designated space and signed in with a staff member. For the safety and well-being of the students, they are not permitted to come to ESD unescorted by a coach, tutor, or instructor.

**Communications-** All communications regarding ESD should be made directly to the ESD Director. In the event that your plans change and you do not need care for your child, it is important to let the ESD Director know as soon as possible to avoid confusion during the regular school day dismissal and transition into ESD and to allow for wait-listed students to be enrolled.

**Behavior-** The expectations of behavior, health and wellness, and acceptable use of technology are consistent with the school wide policies and procedures, as stated in the St. Michael's family handbook. ESD will also adhere to all school policies for building a safe and healthy community.

**Dismissal-** The ESD program has a rolling dismissal, which means that children can be picked up from ESD at any time during the hours of 3:15-5:30 pm.

Parents/caregivers will enter the school via doorbell/security camera at the Early Childhood wing of the van Beuren Building.

Parents/caregivers will be required to sign their child out with a staff member. Students will not be permitted to leave the building without an adult. Any changes to the list of authorized pick-up names must be communicated to the ESD Director via written documentation.

*ESD will not be available on the following special event days:*

- Grandparents Day
- Holiday Concert
- Artsfest
- St. Michael's Day

**Please note:** If there is a weather-related early dismissal, ESD will be cancelled.

### **Food Policy**

St. Michael's Food Policy is written with the goal of creating a health conscious guideline to promote a safe environment, inclusive of our whole community. How and what we eat are very personal family choices that develop from culture and upbringing - what we know. At school, the focus of our food education and choices will include learning about what makes up a nutritionally sound diet that fuels our bodies and supports learning and growth. We will utilize scientific research, government standards, and also, apply a culturally sensitive lens to encourage dialogue within the community about food choices.

### **Nut Policy**

St. Michael's is a NUT SENSITIVE school. This means that no nuts will be brought onto campus in the lunches or snacks of anyone in the community. No nut containing products will be served in school lunches, or at any school events. This does not eliminate the chance of exposure to nuts, however it greatly reduces the risk and makes strides towards a safer and more equitable school environment.

\*\*\* Please note, this means NO NUTELLA at school.

- Any item with a form of nut on the allergen alert label is NOT allowed at school.
- A food item labeled "processed on shared equipment..." without nuts on the ingredient list, IS allowed at school.
- There is no sharing of food items between students at lunch and snack.

Education for all students and teachers in regards to cross contamination and hand washing to further prevent the likelihood of exposure to food allergens will begin in September and be revisited throughout the school year, as needed, and in conjunction with cross curricular health learning opportunities.

### **Lunch time**

- No sharing or trading of food during lunch or snack time. Students are to eat the meals packed by, or ordered by, their parents.

- Fresh and dried fruits and berries are excellent dessert options in school. Please refrain from sending candy or baked sweets to school for snack and lunch times.

#### **Protocol for bringing food into school for sharing :**

Any and all food items brought to school and shared in the classroom (ex.: Birthday celebration in Middle School or special cultural sharing activities) must be planned and brought to the attention of the school nurse **2 days prior to the event** . This will allow the nurse to review the food items and reach out to parents of students with food restrictions, so they may provide a food alternative for their child.

Food can be served during the school day as part of curriculum studies and when celebrating holidays, birthdays, and other cultural events. **If there are certain foods you do not wish your child to be served during the school day, you must notify their teachers and the school nurse, in writing, at the start of the school year.**

Daily use of a water bottle throughout the school day is recommended. No other drink should be contained in the water bottle used in classrooms, i.e., no juice, milk, etc.

Recommended drinks for lunch include:

- water
- unflavored milk
- 100% juice (please avoid juice for Preschool students at lunchtime as it may interfere with nap time sleep).
- carbonated water (or plain water) with a splash of 100% juice for students who do not care for plain water
- no soda in school please
- sports drinks and electrolyte replacement drinks are not necessary during the school day

#### **High School Placement**

St. Michael's students attend a number of regional public and independent schools as well as boarding schools across the nation. Each spring, 7<sup>th</sup> grade parents and students are invited to a *High School Information Night* to discuss the process for choosing high schools with the Head of School and Middle School Head.

In the fall of the 8th grade year, the Head of School and Middle School Head schedule a second 8th grade parent/student meeting to review and update the high school placement process. During the fall, students applying to independent high schools will meet with the Head of School and Middle School Head to discuss high school options, practice admission interviews, and review admissions essay writing skills. The high school placement calendar is discussed at length in the April and September parent/student meetings with the Head of School and Middle School Head.

The high school selection process is generally completed by March of the following spring. Parents are invited to schedule a meeting with either the Head of School or Middle School Head to discuss high school options at any time during the year.

### **Homework in Lower and Middle School**

Homework is an important part of a child's educational program. First and foremost, it is an issue of responsibility. Students are asked to leave school each afternoon and commit themselves to preparing for the next day's work. Homework provides practice of skills taught during the day, prepares students for the next day's activities, and teaches life skills of responsibility, organization, and time management. It is our role as parents and teachers to ensure that students value the importance of this commitment.

At the beginning of the school year, teachers at each grade level will share with parents and students their expectations regarding homework. There are, however, some guidelines that apply for the entire school:

All students need to have a time and a place to complete homework. Some students benefit from fixed "homework hours" – more independent workers can be left to their own scheduling. All students should have a comfortable working place that is separated from potential distractions (sibling, toys, games, TV, radio, company, etc.).

All homework should represent a student's best work. Students should feel comfortable asking parents for assistance when necessary, however, it is imperative that submitted work is student-generated. We would like for the homework process to be a healthy component of a child's educational experience, and we welcome any questions or concerns parents may have as the school year unfolds.

### **Homework Time Expectations By Grade Level:**

<b>1 st</b>	15-20 minutes
<b>2 nd</b>	20-30 minutes
<b>3 rd</b>	30-40 minutes
<b>4th</b>	40-45 minutes
<b>5 th</b>	45 minutes to 1 hour
<b>6 th</b>	45 minutes to 1 and $\frac{1}{4}$ hours
<b>7 th</b>	1 to 1 and $\frac{1}{2}$ hours
<b>8 th</b>	1 to 1 and $\frac{1}{2}$ hours

Some students need to spend more time on homework than others. The time expectations for each grade serve only as a general framework. If your child consistently completes homework well under or over the limits, we encourage you to contact your child's teacher or advisor.

Parents who believe that homework helps children learn independence and organization are more likely to have independent and organized children. If parents show an active interest in a child's homework routine and obligations, the child is more likely to take the task seriously.

#### **Lower School Homework- Additional Notes**

- **Make-Up Work:** When a student is absent from school due to illness, make-up work can be obtained by calling the school office by 9:00 am. The Communications Coordinator will get a note to your child's classroom teacher. Make-up work can be picked up anytime after 2:30 pm.
- A student who misses significant days at school might be required to make up schoolwork through outside tutorial support.
- There is no homework assigned over weekends or school vacations. **Middle**

#### **School Homework- Additional Notes**

- **Late Assignments :** Timely and thorough completion of homework is a key to academic success in Middle School. At the start of the school year, each teacher communicates his or her policy on accepting late assignments. In doing so, each teacher stresses the importance of direct communication when an assignment is missing. Successful students communicate in a timely manner with a teacher when an assignment is missing rather than waiting for the teacher to discover this. When a student knows that an assignment is going to be late, it is far more effective to discuss it with the teacher beforehand. Parents will be contacted if a student regularly turns in late or poorly completed assignments.
- **Missed Assignments Due to Absence:** When a Middle School student is absent from school, parents should call the school office by 9:00 a.m. and teachers will be notified of the absence. Assignments are posted online each day and it is the student's responsibility to obtain them. Parents may need to help by picking up books from a student's locker or requesting that a sibling pick them up. In general, students who are absent have an additional day to turn in assignments for each day missed.

#### **Lower School Organization**

**The Lower School** - The Lower School consists of preschool, prekindergarten, kindergarten, and grades 1 through 4.

Each Lower School classroom has a homeroom teacher who works with students throughout the school day and is the primary contact for parents during the school year. Lower School students typically leave the homeroom class once or twice a day to attend "specials" that might.

include music, art, foreign language, physical education, drama, science, technology, and other subject areas.

### **Lower School Academics and Reporting**

#### **Lower School Academic Communication**

Lower School teachers will be in frequent communication with parents about their child's progress; to celebrate successes and be proactive about concerns. When students are having difficulties in a particular subject, the teacher will notify the parents by email or phone to discuss what actions can be taken to help. If parents have concerns about a student's academic progress they should contact the teacher first and let them know of their concerns.

Parents are encouraged to communicate with teachers throughout the school year and can request a meeting at any time to discuss student progress.

#### **Lower School Formal Academic Reporting**

Parent conferences for each student are scheduled in November and April. This is a time for the classroom teacher and parents to meet to discuss student goals and progress. Written summaries of these conferences are provided to parents. Detailed narrative reports about student academic progress are available in Power School in January and June.

### **Lower School Student Support**

**Student support-** At Saint Michael's we strive to provide all students with the tools and support they need to be successful. Classroom teachers make every effort to differentiate their instruction to meet their students' needs on a daily basis. In addition to the outstanding teaching that is tailored to each individual student's unique learning styles, we also offer additional support in the following ways:

- Students in grades with two sections have two teachers who are able to divide the students into small flexible groups to further individualize their instruction.
- Students in grades with one section benefit from the services of the lower school reading specialist who co-teaches the guided reading program with the classroom teacher and provides additional support in the classroom during the math and social studies blocks.

Teachers and support personnel (reading specialist, Lower School tutor, occupational therapist) work as a team using classroom observations and formative assessments to identify any students who might need additional academic support beyond the regular classroom instruction. A support team, which includes the Lower School Head, the classroom teacher, and one or more support personnel, meet with parents to discuss the best course of action for the child. If additional support services are recommended, they typically take place outside of the child's regular classroom. They can occur before, during or after the school day depending on what works best for the student. These services include:

- Small group fluency intervention instruction given by the Lower School reading specialist
- Small group and individual reading intervention instruction given by the Lower School reading specialist
- Individual tutoring and Orton-Gillingham multi-sensory phonics instruction given by the Lower School tutor
- Individual occupational therapy sessions given by the occupational therapist

**Tutoring:** If it is felt that a child would benefit from more support than can be provided in the classroom, one-on-one tutorial might be recommended. There is a Lower School academic tutor on staff who can work with students at an additional charge.

**Occupational Therapy:** We have a consulting occupational therapist on campus each week to work in classrooms with teachers, as well as to provide one on one support for students that need it. There is an additional charge for individual student occupational therapy sessions.

**Outside Professionals:** If a student needs support, that cannot be provided by a specialist affiliated with St. Michael's, a parent may contact the Head of Lower School to see if arrangements can be made for an outside specialist to work with their child on campus during the school day. No tutor or specialist can work with a student on our campus without getting prior approval from the appropriate division head and the business office.

## **Middle School Organization**

**The Middle School-** The Middle School consists of grades 5 through 8. Middle School students travel to different classes and might have different teachers for each subject area.

At the beginning of the school year, each student will be assigned a faculty member who will serve as an advisor. The main role of the advisor is to monitor each student's academic and social progress throughout the year. Additionally, the advisor:

- Is the liaison between the family and the School
- Provides each child with a personal and accessible relationship at St. Michael's
- Is the initial point of contact for parents and guardians with regard to life at St. Michael's
- Devotes weekly time to encourage the completion of assignments
- Monitors academic achievement and helps students set reasonable, yet challenging goals
- Provides a "safe place" for each student to grow socially. This includes casually "checking in" with students as well as initiating activities that foster stronger bonds within the group, develop strong moral character, and implement community outreach
- Communicates with families, teachers, and tutors to give the most effective support to each student.



## **Middle School Academic Support**

**The Teacher:** When students are having difficulties in a particular subject, the teacher will notify the parents by email or phone to discuss what actions can be taken to help. If parents have concerns about a student's academic progress in **one subject**, they should contact the teacher first and then let the advisor know of their concerns.

**The Advisor:** (see above)

**Academic Support :** If the student is having difficulty in several subjects, the advisor will work with the parents and the student support team (Colleen Welsh, Head of the Middle School, Kate Joubert, Director of Student Support, Maureen Galster, tutor) to implement a broader support strategy.

**Office hours study hall:** is a quiet working period in which students get a start on their homework, may see a teacher with a question or for extra help, or have independent reading time. Office hours are carefully monitored by teachers to ensure a productive working environment for all.

**Extra Help:** from a specific teacher, before or after school or during office hours, is available by appointment with teachers.

**Tutoring:** Regular tutoring is available for parents who would like to secure additional academic support or guidance for their child. Weekly academic tutoring by the student's current teachers is not available.

## **Middle School Grading and Reporting**

### **Report Cards and Formal Academic Feedback**

The academic year is divided into two semesters with reports at the end of each semester.

2019-2020 Term ending dates:

- Mid-Semester: October 25
- End of Semester 1: January 17
- Mid-Semester: April 3
- End of Semester 2: May 29

### **Mid-Semester Report**

For 8th grade, fall term, the Mid-Semester Report will include a narrative comment and a letter grade indicating the student's progress. This report will be the basis for parent/teacher conferences, which will provide an opportunity for parents and teachers to discuss in detail each student's progress and set appropriate goals. Mid-semester grade ranges and progress for Grades 5-7 will be shared during fall and spring advisor

conferences. Though conferences are scheduled twice annually, teachers are available for conferences at any time during the school year .

### **Semester Report**

The End-of-Semester Report will include a letter grade indicating the student's academic average over the course of the full semester. The report will also include a written narrative on course work from each teacher.

### **Middle School Academic Grades**

Beginning in 5th grade, students receive academic grades in major subjects at the end of each reporting period. These grades reflect classroom performance, homework, and graded assessments.

Letter grades are based on the following numbering system:

*A+ equals 97 to 100*

*A equals 93 to 96*

*A- equals 90 to 92*

*B+ equals 87 to 89*

*B equals 83 to 86*

*B- equals 80 to 82*

*C+ equals 77 to 79*

*C equals 73 to 76*

*C- equals 70 to 72*

*D+ equals 67 to 69*

*D equals 63 to 66*

*D- equals 60 to 62*

*F equals 59 or below*

### **Middle School Exams**

At the end of the spring semester, students in 7th and 8th grades take exams in each of their major academic subjects. Prior to exams, students are given specific review sheets and review sessions are held. Following exams, students will review their graded exams with teachers, and reflect on the exam process.

### **Middle School Effort Grades**

Beginning in 5th grade, students receive effort grades in all subjects at the end of each reporting period. Effort grades are based on student participation as determined by the judgment of the teacher.

**(E)** Excellent

**(G)** Good

- (S) Satisfactory  
(N) Needs Improvement

### **Middle School Academic and Effort Honor Roll**

Starting in 6th grade, the school publishes Academic and Effort Honor Rolls at the end of each semester.

To earn a spot on the **Effort Honor Roll** , a student must receive:

- Effort grades of E and G in all subject areas.

To earn a spot on the **Academic Honor Roll** , a student must receive:

- Effort grades of E, G or S in all subject areas.
- Academic grades averaging 85% or above; no grade below C+.

To earn a spot on the **Academic Headmaster's Honor Roll** , a student must receive:

- Effort grades of E or G in all subject areas.
- Academic grades averaging 92% or above; no grade below B.

To determine **Academic Honor Roll** , PowerSchool will translate letter grades to number grades according to the following table:

A+ equals 98  
A equals 95  
A- equals 92  
B+ equals 88  
B equals 85  
B- equals 82  
C+ equals 78  
C equals 75  
C- equals 72  
D+ equals 68

### **Middle School Discipline**

**The Discipline Process-** The process of making mistakes and experiencing the natural consequences of those mistakes is an essential part of the growth of a child. As educators, we are dedicated to giving a child guidance, support, and opportunities to learn and grow. Correcting inappropriate behavior should not be viewed as onerous but rather as instructional.

**The Discipline System** at St. Michael's is based on four basic rules.

- Students are expected to speak, listen, and act respectfully to the adults in the community and their peers

- Students are to keep hands, feet, and objects to themselves
- Students are to respect and care for all property
- Students are expected to show responsibility and effort in all work and maintain a high level of academic integrity

Teachers address minor community infractions at school with the expectation that they will be corrected quickly. Students who fail to hand in homework, arrive late to class, or act inappropriately will first receive a verbal reminder. If the problem persists, students will meet with their advisor and the head of middle school. In this meeting they will be asked to identify and address the problem. In most circumstances this action will help the child address a problem quickly. Repeated issues may reveal a pattern of behavior that will need a broader range of attention. The Head of Middle School will contact parents/guardians and establish an appropriate disciplinary response, which may include:

- Lunch duties: additional help to the class on duty for cafeteria pick up
- After school detention (3:00 pm - 4:00 pm)
- Repeated or serious infractions will result in a conference with the Head of Middle School, parents (teachers and the student will be required to attend as appropriate) that may lead to suspension and, in some cases, separation from the School

The Head of Middle School reserves the right to assess each student's needs in determining appropriate consequences and the right to elevate student disciplinary actions for infractions that are considered beyond the normal range of acceptable student behavior, including, but not limited to:

- Physical violence
- Bullying behavior
- Persistent inappropriate language
- Bringing illegal or inappropriate items to school such as alcoholic beverages, tobacco products, illegal drugs, lighters, matches, weapons, etc.
- Repeated rude, disrespectful, or inappropriate behavior;
- Intentional damage of school and/or personal property;
- Honor related issues including, but not limited to: lying, cheating, plagiarizing

The School reserves the right to withdraw a school contract from a student who has violated the School's disciplinary code or, based on the student's record of conduct, determine that the school is not the appropriate institution for the student. In such cases, the student will be counseled out of the school and the School will work thoughtfully with the family to find a more suitable educational environment.

## **Parents' Association**

The purpose of the Parents' Association (PA) is to encourage fellowship among all members of the St. Michael's community and support the St. Michael's administration and Board of Trustees with the school mission. Parents automatically become members of the PA upon a student's enrollment. Meetings are held throughout the school year, and all parents are encouraged to attend and become active participants. Traditional activities supported or sponsored by the PA are the Fall Festival, the Mid-Winter Skating Party, Neighborhoods of Newport House Tour (every other year), and other social and community service events. The funds raised by the Parents' Association are used for specific programs and projects at St. Michael's.

## **Pool**

Parents can contact the business office to rent the pool for a summer event.

## **Safety and Security**

**Smoke Free Campus-** St. Michael's is a smoke-free campus.

**Crisis Management Plan-** St. Michael's regularly reviews its Crisis Management Plan, continuously refining formal policies and procedures to address various emergencies that could arise within the school or community. These cover situations ranging from weather related emergencies and utility failures to national crises and threats to harm individuals or property at St. Michael's. Faculty and staff have been familiarized with the various plans. In the event of an emergency the school's communications system will be activated. This will send both an email and text to all community members. Additionally, the service will all phone numbers on file in PowerSchool for each family and leaves a recorded message. The emergency contact system is tested each November.

**Visitors-** During the school day, all doors to the school are locked. All visitors must use the front door. There is a front door buzzer and lock release mechanism that is operated in the school office. All visitors must check in at the front office. Please do not leave doors propped open and unattended.

**Keys/Badges-** All adult visitors to the school campus are required to check into the front desk at the entrance to the school. Individuals will be given a badge with a red lanyard to wear throughout their visit.

**Emergency Evacuation Plan-** In a situation where evacuation is deemed necessary, students will be evacuated to the Tennis Hall of Fame (unless emergency restrictions prevent access, in which case an alternative location will be utilized) where students will remain until they can either be safely returned to the school building or picked up by a parent. Information about the evacuation and where to pick up your child will be sent out to parents using the emergency communication systems that are in place for snow emergencies.

### **Drills**

Fire, lockdown and evacuation drills are conducted throughout the year in accordance with RI State Requirements.

**Compliance:** Faculty and staff are trained in and policies are reviewed annually on issues dealing with student health and safety including child abuse signs and reporting procedures.

### **Student Health Services**

The St. Michael's Health Office is staffed by a school nurse. St. Michael's follows regulations established by the state of Rhode Island concerning all health policies. Parents with any questions about health policies can contact the school nurse.

**Physicals and Health Forms-** St. Michael's Country Day School is required to ensure that students receive various annual screenings, depending on age and development. All New students to SMCDS, Kindergarteners, 7th, and 8th graders, must submit a *RI State Physician's Record of Examination* including documentation of lead and vision assessment prior to Kindergarten entry, and scoliosis screening on entry to 6th, 7th, and 8th grades. It is also required that parents will furnish complete immunization records.

Per State of RI regulations, emergency information must be updated annually and includes all of the required information in the *Annual Health History* form that is to be submitted for each student, prior to the start of school. This document collects no less than the following information: name and telephone number of the student's parent/guardian(s) and additional contact person(s) in the event of an emergency; name and telephone number of the student's primary care provider; known allergies (including drug, food, insect bite and chemical allergies); Medical conditions that may need attention (e.g., past surgeries, heart problems, seizure disorders, nosebleeds, diabetes); current, routine prescription medications and authorized OTC medications. Additionally, any student with severe allergies, asthma, or other chronic health condition requiring an Emergency Health Care Plan (EHCP), must submit completed forms, signed by a physician and parent/guardian, with corresponding medications, prior to the first day of school. Failure to comply could result in a student being asked to stay home from school until these forms/emergency medications are submitted. Since this information will be used in an emergency, parents should keep the school informed of any changes throughout the school year.

As a condition of continued enrollment at St. Michael's, parents and students agree to consent to the release of any of the student's health related information (including information relating

to drug treatment, testing, medical and mental health records) to employees or agents of St. Michael's Country Day School, as determined by the Head of School or by his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

St. Michael's Country Day School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

**Illness-** If a student becomes ill during the school day, every effort will be made to make the student comfortable while parents are contacted. Parents are asked to keep students home who do not feel well. Examples of a student who should be kept home include but are not limited to the following:

- Vomiting (If caused by illness; students must be free of vomiting for 24 hours before returning to school.)
- A fever of 100 degrees or higher. In the case of an elevated temperature, the student must be fever free without medication for 24 hours before returning to school
- Severe abdominal discomfort
- Severe cold symptoms and frequent cough symptoms
- Skin eruptions or rashes of an unknown origin. These are considered communicable until ruled out by a physician, and an excusable note from the physician must be provided to the school nurse for reentry to school
- Persistent diarrhea (child may not return to school until 24 hours free from diarrhea without medication)
- Unresolved eye redness is considered potentially communicable and must be evaluated immediately by a physician. An excusable note from the physician must be provided to the school nurse for reentry to school. When conjunctivitis occurs within the school population, the school nurse, school physician and Head of School shall determine whether any, some or all parents and/or staff should be notified.

**Accidents-** The school must be notified of all serious accidents and illnesses.

**Immunizations-** Each student upon initial entry to school and upon entry into kindergarten, 7th grade, and 8<sup>th</sup> grade must furnish an immunization record that meets the Rhode Island minimum immunization requirements. A student who is not in compliance with these requirements shall be excluded from attending school until the requirements are met. If the student has a medical or religious reason for not receiving one or more vaccines, exemption

forms must be completed. For more information go to:  
<http://www.health.ri.gov/immunization/for/schools/index.php>

Immunizations are not only a safety precaution for the individual and family who receive them, but also for the greater community. If your child(ren) is(are) not fully vaccinated, please be aware of the risks and responsibilities to prevent the spread of disease: <http://www.cdc.gov/vaccines/hcp/patient-ed/parents-questions.html> .

Immunization records will be kept on file in the nurse's office. The state of Rhode Island regularly updates the immunization requirements, and if your child does not meet the state's minimum standard, you will be notified. Parents are expected to comply with any newly mandated regulations in a timely manner.

Communicable Disease- The Head of School, in conjunction with the school nurse, reserves the right to exclude any student from school who has a communicable illness, has been exposed to an infected person, or if there is a perceived risk of infection due to non-immunization.

Medication- Medication can only be administered by the school nurse or the student's parent/guardian. It is highly encouraged to provide medications at home, rather than school, when possible. Medication that is given to a child in school must have been prescribed by a physician, including over the counter medications. All medication **must** be brought to school in the original labeled manufacturer or pharmacist container. At the end of the school year, all medication must be taken home and new forms filled out for the next academic year.

Medication Administration at Off-site School-sponsored Activities - No lay person other than parent/guardian of specified student may administer medication to that student, with the exception of staff trained in the administration of emergency use of epipens, inhalers and other physician ordered care as described in the student's EHCP. EHCP must include physician and parental consent for students to self-carry and self-administer a day's supply of medication for each day off-site, including a controlled substance, during an off-site school-sponsored activity. Medication must be supplied by the parent with written authorization for use of the medication during the off-site school-sponsored activity and must be stored and transported in its original prescription-labeled container or manufacturer-labeled container (in the case of a non-prescription medication). In the case of a prescription medication, a licensed health care prescriber's written order must be provided, if it is not already on file in the school. A student is prohibited from sharing, transferring, or in any way diverting their own medication(s) to any other person.

Short-Term Medication- Medication, such as antibiotics, may be given on a short-term basis with just the prescription bottle used as a physician's order and a signed parental request for administration. Students may not have possession of any medication —either prescription or over-the-counter- with the exception of inhalers and/or epi-pens. Permission to self-carry emergency medications at school must be included in student EHCPs.

Long-Term Medication - Any medication that is to be given for a period longer than two weeks will require a form signed by the physician and parent/guardian. Any changes to medication.



orders require a new form with signatures. Verbal orders are acceptable if followed with written signed orders within 3 days.

**Emergency Medication-** Emergency medications, such as Epi-pens and inhalers, must have physician and parent signed Emergency Health Care Plans (EHCP) on file. The EHCP must include complete medication orders for administration including whether or not the student is allowed to self-carry/administer the epinephrine or inhalers at school.

**Treatment by Physicians-** If your child requires treatment by a physician for a fracture or anything that may affect the daily routine—such as physical education or after-school sports—a note from the physician must be brought to school. It must state what the child may and may not do, and when full activity may resume. The school nurse should be notified if a child is taking pain medication that is of prescription strength.

**First Aid and Emergencies-** Medically approved written protocols and standing orders are in place and will be executed by the school nurse and/or designated school faculty members in the event of a student injury, acute illness, or medical emergency (see standing orders). First aid training is provided by the school nurse and or an outside source to specific school personnel who may be directly involved in managing an injury or medical emergency. The St. Michael's procedures for health related emergencies are as follows:

- Render immediate first aid for specific injury using medically approved standing orders as a guideline. School personnel will notify the school nurse immediately for emergent first aid
- Notify parents/guardians and other pertinent faculty members
- 911 will be called if the student requires immediate evaluation by a medical professional at the nearest available ER hospital
- If a parent or guardian is not present, a school staff member must accompany the student in the rescue van
- Emergency personnel will be provided any requested student health information that would facilitate further emergency care treatment

**Emergency Information-** Parents or Guardians are required to submit the following emergency information (updated annually in PowerSchool):

- Cell phone and home phone number
- Work phone numbers for both parents
- Phone numbers for two individuals who will be willing to pick up the child at school in case of illness or serious injury, and assume responsibility
- Name and phone number of family physician in case of emergency

All information is documented before the start of the school year in PowerSchool. All telephone numbers are kept confidential.

**Food Allergy Management-** All students who have a severe food allergy must have an Emergency Health Care Plan (EHCP) and an Individual Health Care Plan (IHCP) if management will require regular classroom accommodations. These Health Care Plans provide the school nurse and faculty with written protocols for the student's specific health requirements while he or she is attending school or participating in school-sponsored activities.

The EHCP and/or IHCP shall be developed before the beginning of the school year, or shortly thereafter for those students already enrolled who are newly diagnosed with a severe food allergy.

The school nurse is responsible for administering the individually prescribed epi-pen in the case of a severe food allergy. If the school nurse is not available, trained school personnel will execute the emergency protocols outlined in the EHCP.

**First Aid Training: Anaphylaxis-** First aid training will be provided for school personnel who might administer an epinephrine auto-injector in a case of anaphylaxis. Subjects to be covered shall include (but not be limited to): signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system, and preparation for movement and transport of the student.

**Diabetes Care Management-** St. Michael's Country Day School will develop a protocol that allows children who are diagnosed with diabetes to self-manage their disease whenever possible. Such protocol will be developed in collaboration with licensed health care providers, parents, students, school administrators, and the school nurse. Both the required Individual Emergency Health Care Plan (EHCP) and Individual Health Care Plan (IHCP) form(s) are useful in providing a documented format for diabetes policies and protocols for each individual student diagnosed with diabetes.

All school personnel who may be involved in the care of a student, who has been diagnosed with diabetes, shall be informed of the IHCP and the EHCP, as appropriate. Designated school personnel will also be trained in Glucagon administration by the School Nurse as appropriate.

**Asthma Care Management-** St. Michael's Country Day School will develop a policy or protocol that allows children who are diagnosed with asthma to self-manage their disease whenever possible. Such policy or protocol will be developed in collaboration with licensed health care providers, parents, students, school administrators, and the School Nurse. Both the required Individual Emergency Health Care Plan (IHCP) and Emergency Health Care Plan (EHCP) form(s) are useful in providing a documented format for proposed asthma policies and protocols for each individual student diagnosed with asthma. All school personnel who may be involved in the care of a student who has been diagnosed with asthma shall be informed of the IHCP and the EHCP, as appropriate. Students in grades 5-8 may self-carry and self-administer their own inhaling devices with the permission of their physician and parent/guardian.

**Pediculosis (Lice)-** St. Michael's follows the RI State guidelines for head lice treatment in a school setting. In the event that a case of head lice is found, parents are notified and advised to

follow up with their physician for appropriate treatment. Students may return to school after one treatment.

- Parents are encouraged to check their student(s) for lice prior to the beginning of the school year
- Students will be brought to the school nurse for any suspected cases of head lice. If a student(s) has lice, the student will be sent home at the end of the day and parents will be notified. Information regarding lice treatment will be provided
- The student may return to school after the first treatment is completed
- No student will be excluded from school or class because of lice. If a child has live lice on his or her head, the possibility of transmission to others has already been present for at least a month before any symptoms or detection is possible
- Mass screenings may be necessary if more than one student in a class has lice
- In the rare event of a major uncontrolled transmission situation, parents will be notified and advised to continue to evaluate their children for lice infestation
- Other safety measures may be enforced such as separating headgear and jackets

**Convulsions/Seizures-** The school nurse will be notified immediately in the case of convulsions or seizures. The school nurse and/or trained school personnel will provide emergency aid while 911 is called. Parents will be notified immediately. Students with a diagnosed seizure disorder will have an EHCP and IHCP on file that is updated at the beginning of each school year.

#### **Student Records Policy**

St. Michael's Country Day School maintains student records in the school's Admissions Office. These records include report cards, testing information, and other information that has been previously shared with a student's parents. Student records are the property of St. Michael's Country Day School. However, parents and legal guardians have the right to inspect and review the educational records of their children unless specifically prohibited as part of a court action under the following conditions:

- The parent/guardian must review the file with the appropriate division head
- The parent/guardian has the right to read the file, but will not be allowed to photocopy it without the permission of the business office, since it is the policy of St Michael's School that copies of transcripts will not be released for any student If there is a balance due on the account

#### **Summer at St. Michael's**

During the summer months, St. Michael's opens its campus to the community and runs various programs for children aged 3 through 18.

Information on summer camps is sent home to parents in the school's weekly newsletter beginning in January. Parents can access information on summer camps and register through the school's website.

#### **Summer Reading**

Each spring, a list of suggested and/or required titles for students entering grades three through eight is posted on the school's website. All reading assignments must be completed by the first full day of school.

## **Technology**

### **Electronic Devices/Uses**

At the start of the school year, students in grades 4-8 are given laptops that are to be used according to guidelines listed in the school's Acceptable Use of Technology Policy. The technology staff gives explicit instructions on how this equipment is to be used and cared for. School laptops are owned and monitored by the School. Students are expected to use the laptops for school purposes only. Students are not allowed to download non-school approved software or apps or play with non-school approved software. If there is any question about appropriate uses of the computers, students are expected to get approval from the technology staff.

School issued laptops have an internet filter preinstalled. This software is active both on and off campus, and can monitor a student's web traffic, and limits the access to sites deemed inappropriate by the RI Department of Education. If a parent would like access to their child's web history, they are invited to contact the Director of Technology. Parents can also request that access to the web be restricted to a certain hour of the evening.

While students are discouraged from bringing cell phones, cell phones are not forbidden. If a student brings a cell phone to school, families need to accept full responsibility for loss or damage. Cell phones must be turned off during the school day (8:00 a.m. until 3:00 p.m.) and left in student lockers. Students who use cell phones between these hours will lose their cell phones until the end of the day. A second violation of this will result in disciplinary consequences. Students are not allowed to bring cell phones or other electronic devices on field trips unless there is a prior approval from the Head of Middle School. Extended School Day is considered a part of the academic day, and cell phone use is restricted, except with the permission of a teacher or the ESD director. At no time are any of the following acceptable without teacher permission: photographs, video or audio taken anywhere on campus, or text messaging during school hours.

The use of a smartwatch (Apple Watch, etc) is prohibited. Students are not allowed to wear, or use a wearable item of technology during the school day. Smartwatches must be turned off during the school day (8:00 a.m. until 3:00 p.m.) and left in student lockers. Students who use a smartwatch between these hours will lose their smartwatch until the end of the day. A second violation of this will result in disciplinary consequences. Students are not allowed to bring smartwatch or other electronic devices on field trips unless there is a prior approval from the Head of Middle School. Extended School Day is considered a part of the academic day, and smartwatch use is restricted, except with the permission of a teacher or the ESD director. At no

time are any of the following acceptable without teacher permission: photographs, video or audio taken anywhere on campus, or text messaging during school hours.

Before students are given access to the school's technology equipment, they are instructed on St. Michael's Acceptable Use of Technology Policy (see below). They are asked to take the policy home, discuss it with parents, and return a compliance sheet signed by both student and parent.

### **Acceptable Use of Technology Policy**

St. Michael's Country Day School is proud of its longstanding use of technology for teaching and learning. The School maintains a powerful wireless computer network with Internet access for use by students, faculty, staff, and members of the community. Students understand that they are expected to conduct themselves in a responsible manner when using any of the school's lab, classroom, and laptop computers as well as other technology networks and accessories.

Use of these technology resources is a privilege that the School is delighted to extend to the students. As with all privileges, expectations of appropriate behavior are in place. Failure to abide by those expectations may result in disciplinary action and privilege revocation.

A copy of this Acceptable Use of Technology Policy is sent home to parents each September prior to a student receiving access to equipment. Parents are asked to review the policy with their children and pledge to abide by its guidelines. Once the policy agreement is signed by both student and parents, students are given access to the St. Michael's technology resources.

Any questions about technology or the Acceptable Use Policy for Technology should be directed to the Director of Technology. The School hopes that students and parents will join it in supporting the standards that we believe children should follow when using information technology.

### **Technology Rights and Responsibilities :**

The following expectations form the heart of the acceptable use of technology guidelines that are intended for all students. They provide the basis for good decision-making with regard to each individual's use of all technology resources.

- Every user is expected to act with respect and integrity in their dealings with others inside and outside of this community
- Every user has the right to expect, to the greatest extent possible, protection from harassment and/or unwanted contact by other members of the community
- Every user has the responsibility to respect and protect the rights of every other user, and to conduct himself/ herself in a way that is not hurtful to others or their property

### **Acceptable Uses of Technology:**

- Every user is required to bring a school issued laptop for use each day. This laptop must have all required software installed on it prior to use.
- Every user is expected to come into school each morning with a fully charged laptop.
- Users need to insure that their computer files are backed up on a regular basis. The School is not responsible for lost data or files on a student's school issued laptop.
- Every user is expected to provide proper and thoughtful care for their equipment. Students will be given a laptop case that must be used when transporting the equipment between home and school. Laptops will be labeled with a student's name. Students are not allowed to decorate their laptop with stickers or other non-school issued materials. There will be guidelines given to students about how they can decorate their laptop cases.

#### **Acceptable Uses Guidelines:**

- Student use of technology should be for educational or research purposes and be consistent with the mission and philosophy of the School
- Students are not allowed to use school computers for any uses other than those required by classroom teachers
- Students are expected to demonstrate proper care for laptops and other technology equipment
- Students are allowed to access information on their own computer only
- Students are not allowed to adjust Settings and pre-programed tools on any school computer without direct permission of the Technology Director
- Each student in grades 4-8 and their parent will be asked to sign a statement agreeing to the following:
  - I agree not to reveal personal information about myself or others on the Internet.
  - I agree to respect the privacy of others. I will not read, delete, erase or modify another's files.
  - I agree not to use a website, message board, email, blog or any other electronic tool to misrepresent myself; to disparage the School; to bully, threaten, tease and/or humiliate other members of the St. Michael's Country Day School community; or to depict and advocate illegal or inappropriate behavior.
  - I agree to work only in the accounts (network, Google, and others) assigned to me and to take responsibility for all activity in said accounts. I agree that all work posted or submitted under my name is the product of my own efforts. I will use my real name in all activities associated with these resources.
  - I agree to use my school issued email account to communicate only with fellow students and teachers/staff. I will not communicate via email with an outside email address unless I have permission from the Technology staff.
  - I agree not to post, distribute, or use without permission or proper credit material that was created by someone else; all material (graphics, video, music, data tables, and text) obtained electronically for use in academic work will be

correctly documented. Use of this material without proper citation constitutes plagiarism.

- o I agree to treat the School's technology equipment at school and at home with proper and appropriate care.
- o I agree not to use the computer or other electronic device in a way that is disruptive to a class, to other students or to faculty; I will not use electronic communication tools (Twitter, texting, etc.) except as part of an assigned, in-class activity.
- o I agree not to access social networking or gaming sites except as part of an assigned, in-class activity.
- o I agree not to degrade or disrupt the School network and associated technology; this includes the downloading of music or video files, intentional importation or creation of computer viruses, efforts to bypass security systems and/or to gain access to confidential or secure information, and attempts to change the configuration of any installed software or hardware.
- o I agree not to do video or audio recordings of another member of the School community without his or her consent.
- o I agree not to access, download or distribute inappropriate, vulgar, offensive or illegal material.
- o I agree not to create, print, or distribute material that is inappropriate, malicious, or wasteful.
- o I agree not to use the network for any illegal activities or for financial or commercial gain.
- o I will respect all copyright laws (questions about copyright law should be directed to the Technology Department). I agree not to download copyrighted files. I agree not to install "pirated" software on the School system.
- o I agree not to share my username and password or permit others to access any technology, software, or accounts using my username and password.
- o I agree to notify a faculty member if I observe or have knowledge of violations of these guidelines.

The School reserves the right to address abusive or disrespectful behavior or other violations of the policies outlined in this document by implementing the standard disciplinary measures taken for any transgression of school rules. St. Michael's also reserves the right to limit, restrict, or cancel computing privileges and access to its information resources. Users should also be aware that violations of these policies may also violate state and/or federal law, and thus they may be subject to potential criminal liability.

The School's administration and/or the Technology Department reserve the right to inspect private computer files and to monitor email and Internet activities on school equipment. Students do not have an expectation of privacy in anything created, stored, sent, or received on School technology or software. The School and its Director of Technology reserve the right to monitor a student's use of technology and software, including, but not limited to Internet website visited, material downloaded/ uploaded from the internet, and e-mails sent from and received by students in their school-provided email accounts.

**Disclaimer and Agreement:**

It is the School's intention, whenever possible, to monitor and guide computer use. In this effort, we view ourselves as partners with parents and students and as such expect responsible use of computers to be a goal of the entire community: parents, teachers, students, administrators, and staff. Setting and conveying standards that students should follow is a shared responsibility. Parents or guardians and students should discuss together the *Acceptable Use Guidelines* before signing the agreement. Once the agreement is signed by both student and parent, the student will be given access to the school's technology resources.

**Toilet Training Policy**

Children enrolled in preschool must be toilet trained before entering school. Children must be wearing underwear (not pull-ups) with very few accidents.

We do understand that even toilet-trained children will occasionally have toileting accidents. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

**A toilet-trained child is a child who can do the following:**

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down their clothes and get them back up without assistance
- Wipe him/herself after using the toilet (With minimal assistance for 3 year olds.)
- Get on and off the toilet without assistance
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if away from the classroom
- Awaken during nap time should they need to use the bathroom

There are multiple scheduled bathroom times daily and we will ask your child many times throughout the day and always before naptime if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he or she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year.

Parents will be notified if a child has a toileting accident. Faculty understand that each child arrives at this milestone differently; therefore 6 weeks from the first day of school will be allowed for children to demonstrate accomplishment of this goal. However, if the situation is



not manageable within the classroom environment, a discussion with parents and teachers will be held. The School reserves the right to suspend attendance of the child at such time.

After the first 6 weeks of school, the following policies will be in place for children who have regular accidents.

- If one or two accidents occur in consecutive weeks or three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely toilet-trained.
- If multiple accidents occur in one day, the parent will be notified and might be required to bring a change of clothes to school that day and/or or take their child home for a bath. If accidents are still occurring by day three, the child will have to stay home at least one week or longer until he/she is completely potty trained.

### **Tuition and Financial Assistance**

The Board of Trustees sets tuition in January of each year.

**Tuition Assistance-** Financial assistance applications are available online or in the Business Office and must be completed by the **February 15 deadline**. The Financial Assistance Committee reviews all applications in strict confidentiality. Assistance is granted in compliance with our non-discrimination policy. Families must reapply for financial assistance and complete the SSS form each school year.

**Financial assistance applications** are available online. The Financial Assistance Committee reviews all applications in strict confidentiality. Assistance is granted in compliance with our non-discrimination policy.

### **Transcripts**

- Written recommendations or educational evaluations that become part of a student's application to another institution are not a part of a child's record and are not available for inspection.
- No child's education record will be released to anyone except school administration and teachers (as needed) without the written consent of the child's parents or legal guardians.

## **School Calendar 2020-2021**

### **Major Dates**

A regularly updated weekly calendar is sent home beginning in August in the school's weekly newsletter. The school's weekly newsletter also includes a link to the full year school calendar, which is on our school website [www.smcds.org](http://www.smcds.org)

<b>DATE</b>	<b>School Calendar 2020-2021</b>
September 7th, 2020	Labor Day (No School)
September 8th, 2020	First Full Day of School
October 12th, 2020	Columbus Day (No School)
October 30th, 2020	Parent Conferences (No School)
November 10th, 2020	Professional Development Day (Noon dismissal)
November 11th 2020	Veterans Day (No School)
November 25th-27th, 2020	Thanksgiving Break (No School)
December 18th, 2020	Winter Break Begins, (Noon Dismissal)
January 4th, 2021	Students Return to School; Winter Break Ends
January 18th, 2021	Martin Luther King Day (No School)
February 12th-15th, 2021	Presidents Day Weekend (No School)
February 26th, 2021	Professional Development Day (Noon Dismissal)
March 12th, 2021	Last Day of School Before Spring Break
March 29th, 2021	Students Return to School From Spring Break
April 15th, 2021	Parent Conferences (No School)
April 16th, 2021	Spring Weekend (No School)
May 28th, 2021	St. Michael's Day (Field Day) (Noon Dismissal)
May 31st, 2021	Memorial Day (No School)
June 4th, 2021	Early Childhood Year-End Ceremony
June 9th, 2021	8th Grade Graduation

## **School Activities and Events**

### **September**

**Welcome Back Visit Day-** Prior to opening day, St. Michael's faculty and staff welcome back students and parents anytime between 9:30 and 11:30 am. Students can visit their new classrooms and meet their teachers.

**Opening Day** - Students are expected to be in school opening day and all other school days by 7:50 am (grades 5-8), 8:00 am (grades K -4) and 8:30 am (grades PS, PK).

**School Picture Day** - A professional photographer arrives at school to take student and class portraits. Students must be dressed according to dress code, however, special event dress is not required.

**Fall Festival** - A day for families to spend together on campus that includes a wide variety of activities, games, food, and music.

**Lower School "Back to School Night"** - Parents meet with their children's teachers for a brief overview of the school year and curriculum in each subject area.

**Middle School "Back to School Night"** - Parents meet with their children's teachers for a brief overview of the school year and curriculum in each subject area.

### **October**

**Grandparents and Special Friends Day** - St. Michael's students invite grandparents and special friends to spend a morning at St. Michael's. Visitors sit in on classes, attend an assembly, and briefly become part of the day-to-day routines of our student community.

**Halloween Party-** The school's Parent Association sponsors an evening of "Spook"tacular fun for students and families prior to Halloween night.

### **November**

**Parent & Teacher Conferences** - St. Michael's faculty invite parents into school to update them on their children's progress.

### **December**

**Holiday Assembly-** Students perform at the Holiday Assembly, the school's kickoff to Holiday Break. All students are required to attend.

### **February**

**All School Skating Party** - The school's Parent Association organizes free skating with food, raffles, and prizes for school community members at one of the local ice skating rinks.

## **May**

**Teacher Appreciation Week** - The school's Parent Association organizes a week of simple celebrations to honor the role our teachers play in the lives of our students and families.

**ArtsFest** - Students, parents and friends admire a spectacular display of artwork, theatrical performances, choral presentations, technology design projects, and other artistic endeavors. Artwork by every student in the school is on display throughout the campus.

**St. Michael's Field Day**- Students participate in team races, tug-of-war, and kick-ball. The students are assigned either to the White Team or the Blue Team and dress in their team colors. The day concludes with a cookout for the entire school and their families.

## **June**

**The Preschool Year-End Celebration**- Preschoolers celebrate their last day of school with a slide show and brief ceremony, celebrating their year.

**The Prekindergarten and Kindergarten Year-End Ceremony**- Students in prekindergarten and kindergarten are joined by their families as they gather together for this important year end exercise.

**8th Grade Brunch** - 8th grade students participate in a brunch hosted by the school's 7<sup>th</sup> grade parents. Following the brunch, students in grades 5-7 join the 8th grade for a video celebration of each 8th grade student's journey at St. Michael's.

**Graduation** - Students and parents gather under a tent on the Mason House lawn to celebrate the commencement exercise of our graduating eighth graders and to recognize the graduation of students from one grade to the next.

## **Other School Events**

**Faculty Professional Days** - All faculty and staff at St. Michael's participate regularly in professional development opportunities. On professional development days, school is closed so that faculty can meet to discuss long term programmatic issues, attend regional workshops or conferences, or attend the presentation of a nationally recognized guest speaker.

**20-'21 Handbook Handbook Acknowledgment**

**[CLICK HERE TO SIGN](#)**

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.