



# St. Michael the Archangel School

## Family Handbook

2023-2024

### Prayer to Saint Michael the Archangel

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O Prince of the Heavenly Host, by the power of God, cast into hell Satan, and all the evil spirits, who prowl around the world seeking the ruin of souls. Amen.

*Revised - August 2023*

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **ST. MICHAEL THE ARCHANGEL SCHOOL CODE OF RESPECT**

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

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

**RESPECT:** We show consideration and regard for others and ourselves by:

- Showing reverence during prayer and liturgy
- Using our God-given talents to the best of our ability
- Being honest with ourselves and others
- Taking pride in our school
- Taking pride in our appearance
- Serving as an ambassador for our school

**RESPONSIBILITY:** We are accountable for and accept consequences for our actions by:

- Practicing self-control
- Keeping our hands to ourselves
- Waiting our turn while others are speaking
- Treating God’s creation and property with care
- Coming to school prepared

**EMPATHY:** We intellectually and emotionally identify with others’ experience. We “walk in their shoes” by:

- Treating others with kindness and fairness in word and actions
- Making others feel welcome and included

- Avoiding intimidation, harassment, calling others names and bullying

**KINDNESS:** We develop the habit of being sympathetic, gentle, and loving toward persons and creatures by:

- Greeting each other and smiling
- Using appropriate language
- Using proper manners, including “please,” “thank you,” and you are welcome”

**COMPASSION:** We give of ourselves when others are in need by:

- Sharing our time and talents with others
- Offering support, encouragement and comfort to others
- Listening to others and being a friend

### **SCHOOL ORGANIZATION**

#### **Elementary School (Grades**

**PreK~4)** St. Michael the Archangel

School 5040 St. Joseph’s Road

Coopersburg, PA 18036

610-965-4441

(FAX 610-965-1030)

#### **Middle School (Grade 5~8)**

St. Michael the Archangel School

4121 Old Bethlehem Pike

Bethlehem, PA 18015

610-867-8422

(FAX 610-865-2098)

#### **School Hours**

Middle School ~ 8:05 A.M. to 3:05 P.M.

Elementary School ~ 8:35 A.M. to 3:20 P.M.

Pre-Kindergarten ~ 8:30 A.M. to 2:30 P.M. (Full Day)

8:30 A.M. to 11:30 A.M. (Half Day)

### **MIDDLE STATES ACCREDITATION**

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

own improvement, sends periodic progress reports to the Middle States Association of College and Schools.

### **CURRICULUM**

For an overview (or a comprehensive examination) of the curriculum taught in the schools of the Diocese of Allentown, visit [www.ADeducators.org](http://www.ADeducators.org). The Diocese of Allentown follows the Pennsylvania Core Standards.

### **FLEXIBLE INSTRUCTIONAL DAYS**

PA ACT 64 allows for an alternative to the 180 school day requirement when the school building is prevented from opening for a variety of reasons. The Flexible Instructional Day (FID) program is a tool available to be used as an alternate approach to delivering instruction if a circumstance arises when the school cannot be in session for a variety of reasons such as: a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the school entity's operation, damage to the school building, a disease epidemic, or another temporary circumstance rendering any portion of the school building unfit or unsafe for use.

For each FID, students in grades Pre-K through 8th grade will receive coursework as follows:

- Grades Pre-K through 4th: Reading, Language Arts, Math, Religion
- Grades 5th through 8th: Reading, Language Arts, Math, Religion, Science, Social Studies
- Teachers will post assignments in their learning management systems
- Assignments will be 20-30 minutes in length for each content area
- Students must submit work no later than 24 hours beyond the (FID) to receive full credit for the assignment
- Students who do not complete and submit work within the required time frame will not receive credit for the assignment and will be marked absent
- No live Zoom class meetings will be held and no recorded teacher lessons will be provided

Parents will be notified through the Option C parent alert system via phone, text, and email. The message will reference that school is closed due to inclement weather and that a Flexible Instructional Day will be used. Students should check their teacher's site after 9:00 A.M. for the day's assignments.

Parents should notify the teacher if extenuating circumstances prohibit a student from completing the work satisfactorily within the 24 hour time period.

Those teachers that are using learning management systems will post assignments by 9:00 A.M. Teachers will check their email and/or learning management system once in the morning at approximately 11:00 A.M. and again in the afternoon at approximately 2:00 P.M. to respond to student/parent questions. Teachers will submit lesson plans for each Flexible Instructional Day as they occur.

### **INSTRUCTIONAL SUPPORT SERVICES/INCLUSIVE CATHOLIC EDUCATION**

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

### **GOVERNMENT FUNDED SERVICES**

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

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

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

### **ASSESSMENT**

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

### **HONOR ROLL (Grades 5-8)**

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

#### **High Honors**

- 93 or above general average
- All major subjects 90 or above
- Satisfactory or above in every grade in a minor subject
- Satisfactory or above in effort and conduct in all classes, including weekly specials

#### **Honors**

- 88 or above general average
- All major subjects 85 or above
- Satisfactory or above in every grade in a minor subject
- Satisfactory or above in effort and conduct in all classes, including weekly specials

#### **Effort and Conduct Honors**

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

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

## **SCHOOL CALENDAR**

Our school calendar for the current year is available on our website to assist you with planning and to keep track of important events. When visiting the website, click the “Calendar” tab.

## **ATTENDANCE**

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

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

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

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

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

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

### **Absences due to special circumstances:**

While we understand that family vacations, special events, and other unforeseen circumstances may not coincide with the regular school calendar, we encourage parents

not to exceed more than five (5) additional absences on school days outside of the approved Diocesan Calendar. **Requests for time off must be submitted to the principal prior to the trip or the special occasion.** Parents are encouraged to check the teacher's Option C/Google Classroom for make-up work, assignments, and upcoming exams. Teachers are not expected to provide work ahead of time. Make-up exams will be scheduled by the teacher upon the student's return to school.

### **ARRIVAL/DISMISSAL**

#### **Elementary School**

Doors open for arrival at 8:20 A.M.

School Day 8:35 A.M. - 3:20 P.M.

**Arrival (between) 8:35 A.M. - 10:30 A.M.** - Student will be marked late

**Arrival (between) 10:30 A.M. - 12:00 P.M.** - Students will be marked absent for the morning but present for the afternoon.

**Leave after 10:30 A.M.** - Students will be marked present for the morning and absent for that afternoon.

**\*FOR SAFETY REASONS STUDENTS MUST ENTER THE CAR FROM THE SIDEWALK AND EXIT ONTO THE SIDEWALK PARALLEL TO THE SCHOOL BUILDING.**

#### **Middle School**

Doors open for arrival at 7:50 A.M.

School Day - 8:05 A.M. – 3:05

P.M.

**Arrival (between) 8:05 A.M. - 10:00 A.M.** - Student will be marked late

**Arrival (between) 10:00 A.M. - 12:00 P.M.** - Student will be marked absent AM/present for that afternoon

Leave after 10:00 A.M. - **A.M. Present/P.M. Absent**

Leave before 10:00 A.M. - **A.M. and P.M. Absent**

Arrive after 12:00 P.M. & before 2:00 P.M. – **A.M. absent/P.M. present**

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

### **EXTENDED CARE**

This service is offered for students in Pre-K through 4th grade. Morning care begins at 7:30 A.M. and the children are dismissed to their classrooms at 8:20 A.M. After school care is available from dismissal until 5:30 P.M. Morning care is held in the kindergarten classroom and aftercare is held in the cafeteria and gym. Pickup prior to 4 P.M. is in the cafeteria and after 4:00 P.M. is from the outside glass door entrance to the gym.

Children must be registered before being admitted to the program. The registration fee is \$20 and the hourly rate is \$8.50 per child. The registration fee and hourly rate will be billed through SIMPLE TUITION SOLUTIONS.

Your child's teacher requires a written notice that your child will be attending aftercare or you must notify the office before 2:00 P.M. to have your child sent to aftercare that day.

## **BUS TRANSPORTATION**

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

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

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

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

## **BUS CODES**

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

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

## **Local Public School District Policy – School Bus Ridership**

The public school districts serving our students have bus codes of conduct and rules by which St. Michael the Archangel students must abide. Copies of the code for your respective district can be obtained by calling the school office or the district office.

Parents are asked to be conscious of the bus rules issued by their district and to reinforce these directives. It is in the interest of your child's safety that the bus driver not be distracted by disorderly conduct on the part of any child. Bus violations are handled through the individual district, with the cooperation of our principal. Parents are contacted by the school office when bus violations occur. Disciplinary actions can include suspension from bus riding privileges, hearing procedures, or criminal charges.

## **Video and Audio Surveillance**

PA Senate Bill 57 (Act 9) amended Pennsylvania's wiretap law to permit audiotaping on a school bus. In the past, each family received individual communication of video/audio



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

### **DISCIPLINE POLICIES**

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

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

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

### **Discipline Policy: Middle School**

The new discipline policy below differentiates between *student responsibility concerns* and *problem behavior*. All infractions of the policy will be tracked by the Asst. Principal.

### **Student Responsibilities:**

- Be on-time for class
- Be prepared with all materials for class
- Complete all assignments
- Bring a charged ipad to school
- Follow the dress code policy

Failure to meet these responsibilities will result in a **Student Responsibility Notice** issued by the teacher and will require signatures by the student and a parent.

Consequences for receiving a notice (per trimester):

- 1st notice - warning
- 2nd notice- loss of recess
- 3rd notice - meet with Instructional Support at recess
- 4th notice - meet with Asst. Principal/Principal at recess
- 5th notice - detention

**Detention is served after school on Tuesdays 3:15PM-4:15PM, unless otherwise noted.**

**Problem Behavior resulting in Office Discipline Referral (ODR)**

Parents will be notified if their child receives an ODR. The ODR will require a parent signature. Action taken will be determined by the teacher or an administrator.

<b>Problem Behavior</b>	
<p><b>Minor:</b> Kept with Teacher</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disrespect</li> <li><input type="checkbox"/> Defiance</li> <li><input type="checkbox"/> Disruption</li> <li><input type="checkbox"/> Physical contact</li> <li><input type="checkbox"/> Inappropriate language</li> <li><input type="checkbox"/> Property misuse</li> <li><input type="checkbox"/> Technology misuse</li> <li><input type="checkbox"/> Other</li> </ul>	<p><b>Major:</b> Requires immediate administrative attention</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disrespect</li> <li><input type="checkbox"/> Defiance</li> <li><input type="checkbox"/> Disruption</li> <li><input type="checkbox"/> Physical aggression</li> <li><input type="checkbox"/> Abusive language</li> <li><input type="checkbox"/> Property damage</li> <li><input type="checkbox"/> Technology Violation</li> <li><input type="checkbox"/> Fighting</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Lying/Cheating</li> <li><input type="checkbox"/> Other</li> </ul>

<b>Action Taken</b>	
<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with student</li> <li><input type="checkbox"/> Loss of privilege</li> <li><input type="checkbox"/> Parent contact</li> <li><input type="checkbox"/> Reteach behavior</li> <li><input type="checkbox"/> Consult with School Counselor</li> <li><input type="checkbox"/> Refer to administration</li> <li><input type="checkbox"/> Act of apology</li> <li><input type="checkbox"/> Other</li> </ul>	<p><b>Administrator</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with student</li> <li><input type="checkbox"/> Time in office</li> <li><input type="checkbox"/> Loss of privilege</li> <li><input type="checkbox"/> Detention</li> <li><input type="checkbox"/> Parent contact</li> <li><input type="checkbox"/> In-school suspension</li> <li><input type="checkbox"/> Out-of-school suspension</li> <li><input type="checkbox"/> Other</li> </ul>

## **Discipline Policy: Elementary School**

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

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

## **Suspension**

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

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

*The administration (in consultation with the diocesan superintendent, if necessary) determines the appropriate form of a student's suspension. Note that the administration has the authority to review each situation and determine appropriate consequences. Suspension can be either "in school" or "out of school".*

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

## **ZERO TOLERANCE POLICY**

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

## **BULLYING**

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

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

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

Administration will determine consequences for those who engage in bullying.

### **ST. MICHAEL THE ARCHANGEL UNIFORM POLICY**

School uniforms are integral to the mission and purpose of Catholic Education. Our uniform policy is designed to follow the Church's teaching on humility. Uniforms serve to offer equality, discipline, and cost effectiveness for our community.

All uniforms items are required to be purchased at Flynn & O'Hara. Gently used uniforms are available at both campuses. Lands End khakis are also permitted.

#### **Flynn & O'Hara**

1876 Catasauqua  
Road Allentown  
610.231.3788  
[www.flynnohara.com](http://www.flynnohara.com)

#### **Lands End**

Slacks/Khakis permitted: straight leg  
School number 9000-6513-7  
Catalog #7113 or #7114 (elastic waist)

### **PRE-KINDERGARTEN**

A school uniform is NOT worn in Pre-K. Appropriate clothing should be worn with closed toe shoes.

### **GIRLS GRADES K-4**

- Plaid jumper – length not more than two inches above the knee
- White Bermuda or Peter Pan blouse, long or short sleeve
- White turtleneck with SMS logo – to be worn under the blouse or jumper (optional)
- Navy knee socks or tights
- Regulation navy or gray cardigan sweater with SMS logo
- Navy slacks are permitted. Slacks are to be paired with the long sleeve SMS banded polo or the blouse and a regulation sweater

- Black, brown, gray, or navy leather shoes.
- Sperry (or similar) boat shoes are permitted

**No backless shoes, cloth shoes, flip flops, boots, sneakers, sandals or clogs are permitted. No logos or designs on shoes.**

***Girls Optional Spring/Fall Uniform (April 1<sup>st</sup> through October 31<sup>st</sup>)***

- Navy skort
- SMS short sleeve white polo shirt or banded polo
- Navy knee socks, white or navy crew socks folded

**BOYS GRADES K-4**

- Navy dress slacks (Flynn & O'Hara or Lands End)
- White dress shirt, long or short sleeve, **tucked in.**
- Leather belt in black or brown (not necessary in Kindergarten)
- White long sleeve SMS monogrammed banded polo
- SMS gray or navy regulation V-neck sweater or sweater vest
- Navy, black, or white socks
- Plaid tie (not necessary for Kindergarten)
- Black, brown, gray or cordovan leather shoes
- Sperry (or similar) boat shoes are permitted (No boots or sneakers)

***Boys Optional Spring/Fall Uniform (April 1<sup>st</sup> through October 31<sup>st</sup>)***

- Navy shorts
- White, SMS short sleeve polo shirt – banded or tuck-in
- Navy or white crew socks If preferred, navy slacks may be worn with the polo shirt
- Shoes as listed above

**GIRLS GRADES 5-8**

- Plaid Kilt or Skort - length not more than two inches above the knee
- White oxford blouse or shirt - long or short sleeve
- Short-sleeved solid white t-shirt, solid white turtleneck w/logo, or a solid white tank top may be worn under the school shirt.
- SMS white banded polo shirt, long sleeve
- SMS navy V-neck regulation sweater
- ¼ Zip performance fleece with SMS logo
- Khaki slacks, straight leg, are optional and are to be worn with the same top options as with kilt
- Navy knees socks or tights
- Black, brown, gray, or cordovan leather shoes
- Sperry (or similar) boat shoes are permitted.

**No backless shoes, cloth shoes, flip flops, boots, sneakers, sandals or clogs are permitted. No logos or designs on shoes.**

**Girls' Optional Spring/Fall Uniform** (April 1st through October 31st)

- Plaid kilt
- SMS banded or tuck in polo shirt, short sleeve
- Khaki shorts (Flynn & O'Hara) are permitted
- Navy knee socks, white or navy crew socks folded

**BOYS GRADES 5-8**

- Khaki dress slack
- White oxford shirt, long or short sleeve **tucked in**
- Only a short sleeved white t-shirt may be worn under the oxford shirt White long sleeve SMS polo shirt
- ¼ Zip performance fleece with SMS logo, navy
- V-neck pullover sweater with SMS logo, navy
- Belt - solid color, conservative, no studs, oversized buckles, etc.
- Red striped tie (Flynn & O'Hara)
- Navy, tan, or white crew socks
- Black, brown, gray, or cordovan leather shoes
- Sperry (or similar) boat shoes are permitted (No boots or sneakers)

**Boys' Optional Spring/Fall Uniform** (April 1st through October 31st)

- Khaki shorts
- White short sleeve SMS polo shirt, banded or tuck-in
- Navy, tan, or white crew socks
- Shoes as listed above
- If preferred khaki slacks may be worn with the polo shirt

**Gym Uniform (All Students, K-8)**

- To be worn on designated gym day
- Purchased through Flynn & O'Hara and St. Mike's Spirit Wear
- SMS mesh gym shorts (not more than 3 inches above the knee) or sweatpants (sweatpants are required November 1<sup>st</sup> through March 31<sup>st</sup>)
- SMS logo t-shirt
- Walk-a-thon t-shirts are permitted
- SMS sweatshirt or quarter zip

***Flynn & O'Hara SMS performance quarter zip pullovers and SMS spirit wear sweatshirts are the only outerwear approved to be worn throughout the school day.***

## **MASS DAY ATTIRE**

The students may wear the winter or spring/fall uniform on a Mass day. If Mass is scheduled on a gym day the children may wear the St. Michael's regulation gym uniform.

## **SPIRIT DAY ATTIRE (Navy & White themed)**

- The gym uniform bottoms appropriate for the season the spirit day is held in or jeans.
- SMS CYO sports jersey or sweatshirt
- T-shirts sold at St. Mike's events (walk-a-thon, auction, move up day, service project)
- St. Mike's spirit wear store (seasonally appropriate)
- Sneakers are permitted

## **DRESS DOWN DAY ATTIRE**

### ***Permitted***

- Jeans (without holes)
- Sweatshirts/t-shirts that cover the shoulder completely
- Sneakers
- Sweatpants
- Shorts that are no shorter than 2 inches above the knee (warmer weather days only)

### ***Not permitted***

- Clothing with inappropriate wording or pictures
- Jeans with rips or revealing holes
- Exposed midriffs or tight fitting tops
- Spaghetti straps or off the shoulder tops
- Shoes that can be hazardous, especially on stairways (flip flops, clogs, sneakers with wheels)
- Caps/hats
- Pajama pants and tops
- Short shorts or skirts/dresses shorter than 2 inches above the knee
- Yoga pants/leggings/spandex running pants

## **General Information PK-8**

### ***Hair, Make-up, Jewelry***

- Colored, bleached, and dyed hair is not permitted; highlights are permitted if coloring consists of natural hair colors. Unnatural hair colors (pink, blue, green, purple, etc.) are not permitted.
- Extreme hairstyles, as determined by administration, are not permitted.
- To instill a professional image, boys need to have ears showing and the back of hair off the collar. Students may not have beards, facial hair, or sideburns. Bangs may not touch the eyes. Spiking of hair is not permitted.
- SMS plaid and SMS colors scrunchies, headbands, elastic headbands are permitted.
- Make-up is not permitted
- Nail polish is not permitted
- The only jewelry permitted is a religious medal or cross on a chain
- Earrings must be stud style and only one per ear
- Bracelets of any type are not permitted except individuals who must wear one indicating a clinically diagnosed health condition

### **SCHOOL LUNCH**

Lunch will be provided by Kremmer's Community Kitchen. They are dedicated to providing healthy balanced lunches. Orders and payment will go directly through their website. A Gluten free menu is also available. Orders may be placed throughout the month but must be placed before midnight on Tuesday to receive lunch the following week. A turkey and cheese sandwich will be provided for children who forget their lunch. A pizza lunch can be purchased every Friday through the HSA.

### **HEALTH ROOM**

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

### **Southern Lehigh School District**

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

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

Dental examinations - kindergarten, third, and seventh grades.



Immunization Records are required prior to admission to school.

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

### **MEDICATION POLICY**

Please contact the school office for additional information.

### **COMMUNICABLE DISEASES**

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

**COVID** Policy - Please refer to the [CDC website](#) for current Covid guidelines

**FEVER** - Students must be fever free without medication for 24 hours to return to school

**VOMITING** - Students must not have vomited for 24 hours to return to school

**MEASLES** - Until judged non-infectious by attending physician

**WHOOPING COUGH** - 7 days after medication is started

**SCARLET FEVER** - 24 hours after medication is started

**STREP THROAT** - 24 hours after medication started

**MUMPS** - Until judged non-infectious by attending physician

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

**CHICKEN POX** - Until all vesicles are crusted over

**PINK EYE** - 24 hours after medication is started

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

**IMPETIGO** - Until judged non-infectious by physician

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

As per Southern Lehigh School District website  
([slsd.org/Parents/Wellness/Head Lice](http://slsd.org/Parents/Wellness/Head Lice)):

- No classroom check is necessary or recommended

- May return to school after treatment
- Consult Southern Lehigh's website at [slsd.org/Parent/Wellness/Head Lice/How to Treat Head Lice at Home](http://slsd.org/Parent/Wellness/Head Lice/How to Treat Head Lice at Home) for further information

**SCABIES** - Until judged non-infectious by physician

**TONSILLITIS** - 24 hours after medication is started

## **SCHOOL SAFETY**

### **DIOCESAN FIREARMS AND EXPLOSIVES POLICY**

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

### **REGISTRATION POLICY**

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

Required documentation for registration:

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

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

- Copy of child's most recent report card
- Academic records
- Standardized test results
- Psychological testing

- Recommended testing
- Notification of any physical or mental limitations of the child by the parents/guardians

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

### **COMMUNICATION**

On the first day of school, each student will receive a St. Michael the Archangel School folder. This folder will be designated for the sole purpose of transporting important school papers and assessments between home and school. This folder will be sent home in each child's backpack **every Wednesday**. Families are asked to review and address/sign as needed any paperwork contained in the folder. The folder must be returned with completed paperwork to each child's homeroom teacher by Friday each week. All families will also receive regular communications through the Option C parent alert system by email, phone, and/or text.

### **EMERGENCY CLOSING OF THE SCHOOL**

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

### **EMERGENCY CONTACT CARD**

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

### **CHANGE OF ADDRESS - TELEPHONE NUMBER**

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

### **COURT ORDERS**

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

### **FIELD TRIPS**

Field trips are an integral part of the curriculum for every class. Students must be in good standing to participate. St. Michael the Archangel School has an official permission form - The Diocese of Allentown Release and Consent Form - which must be signed and returned prior to the field trip. No other written permission is accepted. If the school's official permission slip is misplaced, please request another or obtain a copy via the school website.

### **PERSONAL TECHNOLOGY POLICY**

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

- Cell phones, smartwatches, and personal electronics are to be **"off"**
- Cell phones, smartwatches, and personal electronics are to be **stored in the student's backpack**

If a student is observed with his/her cell phone, smartwatch, or any other personal electronics during the school day, the supervising teacher will have the child turn off the device and put it in their backpack. If the student is observed a second time with his/her cell phone, smartwatch, or other personal electronic device, the teacher will confiscate the device and notify the parent. The parent may come to school to collect the child's device.

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

### **TUITION POLICY**

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

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

All students must enroll in SIMPLE TUITION SOLUTIONS for tuition collection and, if needed, financial aid assessment. Enrollment can be accomplished by simply going online and clicking on the SIMPLE TUITION SOLUTIONS logo on the St. Michael's website and completing the information requested. If your family is in need of financial aid, there is a separate application. Instructions will be provided in early February.

Tuition Payment Dates: In addition to options of full payment or semi-annual payments, you may choose either the 1<sup>st</sup> or 15<sup>th</sup> of each month (August through May) as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards (e.g., Master Card, Discover, or American Express). Please note that there is a 2.5% processing fee imposed by the credit card company on each transaction and VISA is not accepted. When choosing monthly payments, there is an additional fee when enrolling.

Convenience and Security: Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction if you choose this option as your preferred method of payment.

Consumer Account: You may check your personal account or make payments online from the convenience of your home or office at any time.

Please be aware of the following:

- Registration and re-registration fees are non-refundable.
- A child will not be considered re-registered for the fall unless tuition from the previous year is paid.
- Academic records will not be transferred to other elementary schools or high schools unless tuition payments and all outstanding financial obligations are satisfied. Additionally, eighth grade graduates will not receive a diploma at graduation unless all outstanding financial obligations are met.
- If you have any questions related to tuition or financial aid, contact Emilia Barutia at 610-867-8422. Ext. 12 or ebarutia@st-mikes.com.

### **VISITORS**

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

## **RELIGIOUS INSTRUCTION AND SERVICE ACTIVITIES**

St. Michael School is a community of faith. All participate in daily prayer, Catholic liturgies and devotions, and Christian prayer services throughout the year. All students receive Christian religious instruction faithful to Roman Catholic Tradition and teaching. Through active participation in various service projects, students have opportunities to practice works of charity.

The school community participates in Mass on a regular basis. The sacrament of reconciliation is offered several times during the school year.

Celebration of the sacraments of First Reconciliation, First Eucharist, and confirmation occur yearly in St. Joseph and Assumption BVM Parishes. Pastors of the parish determine the dates for First Reconciliation and First Eucharist; the Diocese of Allentown provides the dates for Confirmation at the parishes. Preparation for these sacraments occurs within Religion classes.

While faithful to Catholic Tradition and teaching, the school respects and welcomes students of other Christian denominations and religious backgrounds, nurturing each community member's relationship of faith, hope, and love with God.

## **LOST and FOUND**

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

## **VOLUNTEER PROGRAM**

Our school relies on parent volunteers for support and you are welcomed and encouraged to participate. All volunteers are required to adhere to the State of Pennsylvania and the Diocese of Allentown Volunteer guidelines. This includes, but is not limited to, classroom parties, field trips, hot lunch, library helpers, etc. Please refer to the Volunteer link on the school website at [www.st-mikes.com](http://www.st-mikes.com).

## **PARTIES/SPECIAL OCCASIONS**

Invitations for parties can be distributed in school provided that all students in the classroom receive an invitation, or all children of the same gender as the child having the party, receive an invitation. No cupcakes or home made food is permitted for birthday celebrations. We encourage you to send in pencils or those types of items if you choose to do so.

**C.Y.O.**

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

**PLEASE READ, SIGN, AND RETURN THE ATTACHED FORM TO YOUR CHILD’S HOMEROOM TEACHER BY MONDAY, OCTOBER 2, 2023.**





Dear Parents,

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

In an effort to reduce operating costs and minimize the environmental impact, the St. Michael the Archangel Family Handbook is available to all families online. Please log on to the school website at [www.st-mikes.com](http://www.st-mikes.com) and under "Parents" you will find your copy. If you do not have access to the internet from home, please do not hesitate to contact the school to receive a printed copy.

After reading the Family Handbook, kindly sign and return this form to your child's homeroom teacher. **Please return by Monday, October 2, 2023.**

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Date Signed \_\_\_\_\_

Received by Office \_\_\_\_\_

### FAMILY HANDBOOK AGREEMENT

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

_____	_____	_____
Parent/Guardian (printed)	Parent/Guardian Signature	Date
_____ Gr _____	_____ Gr _____	
_____ Gr _____	_____ Gr _____	

(Student Signatures)