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PARENT/STUDENT HANDBOOK

2019-2020

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St. Michael - St. Clement School
PARENT/STUDENT HANDBOOK

St. Michael - St. Clement School is a co-ed elementary/middle school for grades PK - 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the school nurse or counselor. Religion is required for each year a student attends St. Michael - St. Clement School. All students enrolled in St. Michael - St. Clement School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Michael - St. Clement School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

MESSAGE TO PARENTS

In enrolling your child in a Catholic school, you agree to certain important responsibilities.

These include:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have
10. to use Parent Access to check your child's grades

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in the important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me.", will bless the efforts in His name.

MISSION/VISION STATEMENTS

St. Michael - St. Clement School provides an education rooted in the richness of Catholic tradition and teaching. Each student develops his/her own unique talents and intellectual skills guided by the Gospel and a dedicated faculty and staff. Challenging academics, enduring faith, innovative technology, creative arts, and a charitable service enhance each child's development. The school community embraces the diversity of each individual to create a positive environment that appreciates the social, ethnic, and cultural backgrounds of all people. Parish, school, parents, and community collaborate to be strong witnesses of Jesus Christ and participants in the Catholic faith. Students are guided to become service oriented, contributing, and responsible members of a global society.

HISTORY OF THE SCHOOL

St. Michael the Archangel School and St. Clement Mary Hofbauer School have long been anchors in the Southeast communities of Overlea and Rosedale, respectively.

St. Michael School opened its doors in 1926 under the direction and administration of the Ursuline Nuns. In the later years the Daughters of Charity would continue the work maintaining an academic service oriented legacy. As the school began to grow and flourish under the guidance of the faith filled community, a second building, St. Catherine Labouré Hall was constructed to meet the growing demands of the student population.

Originally founded in 1932 by the Franciscan order, St. Clement Mary Hofbauer School has been a stable and consistent presence in the Rosedale community. Established with an education rooted in the richness of Catholic tradition and teaching, St. Clement Mary Hofbauer School served students in the immediate community as well as the

surrounding counties and city. An addition to the school was erected in 1953 to accommodate the burgeoning student body.

The multi-generational families attest to the resiliency of these schools and the efforts to rise above faced challenges and transformations. Both schools served a diverse, multicultural, and multi-faith population, which enriched understanding of a global environment. The willingness of countless alumni to serve, volunteer, and give back to each school allowed for continued growth and service to the Archdiocese and the surrounding communities.

In July 2017, after a \$1.2 million dollar renovation, these two schools united to open their doors as the new St. Michael - St. Clement School bringing together two rich histories of providing a faith based education to students in PK through grade 8. Each student at St. Michael - St. Clement School develops unique talents and individual academic skills guided through Gospel teachings. Students will utilize a technologically rich environment to meet the needs of today's learner. Students will engage in service learning opportunities wherein an appreciation for the social, ethnic, and cultural backgrounds of all people is emphasized. Recognizing the individuality of each child, provisions are made to meet the needs of all students.

St. Michael - St. Clement School is an Archdiocesan Collaborative School that utilizes a shared governance model that fosters unity through the collaboration of stakeholders in support of Catholic schools. Information and communication technologies afford students the opportunity to interface with a rapidly changing world and allow them to interact with both local and global agencies as they solve real world problems through inquiry based learning.

St. Michael - St. Clement School is creating a new history in the Southeast Baltimore area. The vision of unification to continue to provide excellence in education in a faith filled environment will endure as each school community collaborates in a positive partnership. An exciting new consociation with a welcoming atmosphere and familial environment add to the schools in this area. An inexpressible feeling of

warmth and acceptance awaits each visitor, parent, and child who enter the doors. In honoring the past, we have united for our future.

Administration

St. Michael - St. Clement School utilizes an Archdiocesan Collaborative School model of leadership. An Archdiocesan Collaborative School (ACS) utilizes a shared government model that fosters unity through the collaboration of stakeholders in support of Catholic Schools. The model allows decisions regarding day-to-day school operations to be made at the local level, while individual schools and school administrators are supported centrally in areas such as academics, financing, fundraising/development and marketing resources. The Archdiocesan Collaborative School (ACS) model is a hybrid of the Archdiocesan and parish models combining aspects of centralization and governance with community involvement, accountability, and decision-making at the local level.

Calendar for School Year

The school calendar is posted on the school website. Families should refer to the calendar on the school website. Calendar changes will be included in the regular newsletter as well as listed on the school website.

The regular school day schedule is as follows:

Arrival	7:50 A.M. - 8:05
A.M.	
School begins (late bell)	8:05 A.M.
Classes begins	8:15 A.M.
Dismissal	3:00 P.M.

Accreditation

The AdvancED Accreditation Commission certified St. Michael - St. Clement School by the NCA Commission on Accreditation and School Improvement, and the SACS Commission on Accreditation and School Improvement. Certification is valid through June 30, 2022.

Academics

Academic excellence permeates the St. Michael - St. Clement community. Our instructional program meets and exceeds the standards set by the AdvancED Accreditation Commission and Board of Trustees. Faith is an integral aspect in every lesson taught throughout the school day, to shape our students into moral, Christian leaders of tomorrow.

- **Promotion Requirements**

Students are promoted to the next grade upon successful completion of all subjects in a given year.

- **Retention**

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by administration in consultation with the parents.

- **8th Grade Graduation Requirements**

Students are able to graduate upon successful completion of all subjects in a given year. In addition, all financial responsibilities must be completed in order for a student to receive a graduation diploma.

- **Honor Roll for students in Grades 6-8**

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

Principal's Honor Roll – All A's and Satisfactory or better in all special classes, effort, and conduct including unstructured time

Second Honors – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, effort, and conduct including unstructured time

Grading System

St. Michael – St. Clement School issues A, B, C, D, and E as the Final Reported Subject Grade on all report cards and official records for students in grades three through eight. These grades are based on the averaging of individual numeric grades. The following status applies:

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	69 and below

Effort and Conduct marks for grades one through eight use the following status on report cards:

Outstanding	Needs Improvement
Good	Unsatisfactory
Satisfactory	

Achievement/Progress Codes for grades one and two:

I – Independent	E – Emerging
P – Progressing	N/A – Not Assessed At This Time

Achievement/Comments for grades three through eight are as listed:

- I – Independent/Proficient
- V – Very Good Progress
- P – Progressing
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory/Not Progressing

Progress Reports and Interim Reports

Teachers continually monitor student academic progress both informally and formally. Communication between home and school is essential to ensure the success of each child. Teachers and parents may communicate by email, notes, or phone calls throughout each trimester. A teacher or parent may request a conference at any time throughout the school year to determine ways to best support a child's learning needs.

Teachers inform parents of student grades through the use of PowerSchool. Student academics are updated once a week on PowerSchool. PowerSchool is an information system for parents to review their child's grades and assignments. Parents are expected to review their child's work, sign papers and tests as required and to regularly monitor PowerSchool activities. Parents have access to an Interim Report midway through each trimester through PowerSchool. Formal Progress Reports are administered three times a year. During the 1st trimester, parents are required to meet in person for a conference with the child's teacher.

Standardized Testing Program

St. Michael - St. Clement School participates in annual spring standardized testing in accordance with the Archdiocese of Baltimore for students in grades 2 - 8. The emphasis of the testing program is to use the test results for instructional planning. The three fundamental purposes for testing are:

1. To describe each student's developmental level within a test area.
2. To identify a student's areas of relative strengths and weaknesses in subject areas.
3. To monitor year to year growth in basic skills. We participate in the following Archdiocesan programs:
 - *IOWA Assessments (IA)* Form E
Survey Battery – Grades 2, 4, and 6
Complete Battery – Grades 3, 5, 7, and 8

- *Cognitive Abilities Test (CoGAT)*
Grades 2, 4, and 6

Instruction/Curriculum

The Archdiocese of Baltimore Curriculum is designed to prepare students to be Catholic, college and career ready. Each course of study fosters students' Catholic identities, shaping them to be models of Christian living for others. We provide students with a curriculum that is rigorous and rich in various disciplines. By continuing to implement new standards that are challenging, we work to fulfill the promise of quality Catholic education that educates the whole child: mind, body, and soul.

Operating under the auspices of the Archdiocese of Baltimore Department of Catholic Schools, St. Michael - St. Clement School follows the course of study developed by this educational entity. This curriculum exceeds the curriculum requirements for the Maryland State Department of Education. The Archdiocese of Baltimore periodically reviews and updates curriculum. Please read the [Archdiocesan Statement on Curriculum Revisions](#) that explains the process and the value of these periodic updates.

It's our ministry as Catholic educators to embody our faith in everything we do. We model and teach children how to form a personal relationship with Jesus and build a foundation for lifelong learning and discipleship.

Early Childhood Education (Pre-Kindergarten - 3 & 4 yr olds)

The underlying instructional strategy in early education throughout preschool is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore, and relate successfully in his/her environment.

The preschool program uses a multi-sensory hands-on learning approach to teach fine motor skills, auditory and visual learning using center time, books, songs, technology, and art. Free play, story time, show and tell, music, crafts, and outdoor play fill the students' day. Children attend prayer services, participate in community service projects and are provided many cultural arts activities.

Parents are confident in knowing their children are being educated in a comfortable and nurturing environment that provides an educational curriculum that allows children to achieve their highest potential.

Elementary School (Kindergarten - 5th Grades)

A variety of strategies and projects are used to teach the academic subjects. These include: analyzing, writing, memorizing, performing, summarizing, sequencing, interpreting, and critical thinking. Special activities include: creating stories, poems, book reports, essays, recitations, dramatizations, and dioramas.

Specialized instructors in art, music, library, technology, Spanish, and physical education supplement instruction by classroom teachers.

In language arts, students progress from basic writing skills to full expression, from the ability to read to a love of reading. They receive continuing instruction in grammar, spelling, capitalization, and punctuation, and are also exposed to increasingly challenging literature in a full range of writing styles, topics, and cultures.

In math, students develop number sense beginning with an emphasis on basic math facts. Manipulatives are used in mathematics to facilitate concept development and logistical reasoning, and to apply mathematics to problem solving. Grade by grade, students' knowledge and skills become more sophisticated.

Middle School (6th - 8th Grades)

Students in grades 6th – 8th learn in a departmentalized setting taught by teachers who specialize in particular subject areas. A cross-curricular team approach is used in our middle school program.

Students learn time management skills, note-taking skills, gain self-confidence and ultimately are prepared in every way for quality high schools. In middle school, students move to separate classes for instruction by subject specialists.

Middle school students continue to pursue accelerated curriculum in math, science (laboratory courses), and English. Technology integration is achieved through project-based learning.

In language arts, students learn to apply and refine writing, critical thinking, and analytic skills across academic studies.

Child Protection Education in the Context of Catholic Family Life

Following the directives of the United States Catholic Bishops, and in accord with Catholic Doctrine, a program in Family Life is an integral part of the instruction in Religion class at all grade levels. The Child Protection Education in the Context of Catholic Family Life Program includes the Archdiocese of Baltimore Human Sexuality curriculum and the Child Safe Environment curriculum for students in K-8. Parents have the opportunity to review all materials at Sneak-a-Peek at Your Seat Night, or they may review the materials by contacting their child's religion teacher. Parents may request in writing that their child(ren) be excused from this part of the Religion curriculum. If such a request is made, the teacher will prepare alternative assignments in Religion for the student to complete.

Titles of Textbooks

- **Religion (Kindergarten – 6th Grade)**
 - RCL Benziger - Blest Are We and Family Life
- **Religion (7th and 8th Grade)**
 - Sadlier – We Live Our Faith
 - RCL Benziger – Family Life

- **Religion (PreK)**
 - Sadlier – Discovering God’s Child
- **Math**
 - PreK – 5th – McGraw-Hill – My Math
 - 6th – 8th – Glencoe - Math
- **Reading (PreK - 5th Grade)**
 - McGraw-Hill - Wonders
 - 4th grade will be assigned (1)
 - 5th grade will be assigned (1) or (2) novels to read during the school year.
- **Reading (6th - 8th Grade)**
 - Novels will be assigned during the school year
- **Handwriting (PreK - 3rd Grade)**
 - Zaner Bloser
- **English (1st – 3rd Grade)**
 - McGraw-Hill – Grammar Practice
- **English (4th – 8th Grade)**
 - Loyola Press – Voyages in English
- **Spelling/Phonics (1st – 3rd Grade)**
 - McGraw-Hill – Spelling/Phonics Practice
- **Spelling (4th and 5th Grade)**
 - Zaner Bloser – Spelling Connections
- **Vocabulary (6th - 8th Grade)**
 - Sadlier - Vocabulary Workshop
- **Science (PreK - 8th Grade)**
 - Discovery Online
- **Social Studies (Kindergarten - 4th Grade)**
 - United Streaming
- **Social Studies (5th - 8th Grade)**

- Discovery Online
- **World Language (K - 8th Grade)**
 - Rosetta Stone

Parent / Teacher Conferences

Formal parent conferences are held at the end of the 1st Trimester. Parents, teachers or administration may request a conference any time during the school year by emailing the teacher or sending a note with the student.

High School Admissions and Visitation Policy

Eighth grade students receive information regarding high school visitation and the application process in early September. Eighth grade students are permitted **two** high school shadow days. The student must present documentation that they attended the shadow day in order for the day to count as an excused absence. Seventh grade students are usually invited to the high schools for a Spring shadow day. Seventh grade students who present documentation may use **two** shadow days as an excused absence.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy

(Family Educational Rights and Privacy Act)

St. Michael - St. Clement School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. The rights

granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college. These rights and related procedures of St. Michael - St. Clement School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school

official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated directory information without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the school to disclose the above directory information without their prior written consent must notify the principal in writing by September 30.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Michael - St. Clement School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

VIRTUS

If parents, guardians, or other family members are planning to volunteer to go on a field trip, help in the classroom or at a classroom party or holiday celebration, volunteer to help with Field Day, Race for Education, or any situation where you are in the company of our school children, you must be VIRTUS certified.

All volunteers MUST register with VIRTUS online. To register, type in the browser the following link: www.virtusonline.org or go to the St. Michael – St. Clement School website under “Forms and Documents – VIRTUS.”

The VIRTUS requirements are: Online training, downloading required documents, a background check, and three references (must have a signed copy for each reference by the person who is giving the reference.)

The deadline for Online portion of the training is the first week in October. After that deadline, the office cannot guarantee that all information will be processed in time. A background check can take up to 2-3 weeks for eligible status.

Home and School Association

The Home and School Association binds parents, students, and teachers more closely in a formal association. Parents are encouraged to attend the pre-announced, scheduled meetings during the year.

The mission of our school is to work with parents in order to provide a quality education for each student. There are numerous areas and activities where parents may volunteer to help the school. Parent volunteering opportunities exist both during the school day and outside of school hours. It is our hope that each family can find some area or activity to meet this need.

With our longstanding commitment in mind, all parishes and Archdiocesan Catholic Schools use *VIRTUS* (www.virtusonline.org), a compliance management system that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers, employees, and clergy who work with minors.

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research,

produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the school are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The school reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the school imposes on the use of the Internet and technology tools and that they understand the standards of behavior the school expects of users.

All users of the school network and technology tools, whether on a school-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the school
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are

not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the school community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs,

‘worms’, etc.

- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the school’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to school personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The school uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The school may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this handbook. A list of the school’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the school, the parent consents to the child’s participation in the school’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the school principal in writing.

Emergency/Crisis Plan

St. Michael - St. Clement School has a detailed Crisis Intervention Plan. The plan includes policy and procedures to handle a variety of situations. Teachers and students practice fire and other safety drills on a monthly basis.

Change of Address/Email/Phone Numbers

If there is a change of address, it is important that the school be informed promptly of the change. Similarly, if there is a change in parental email address or phone numbers, it is important that the school be informed promptly. All changes are to be given to the School Office and homeroom teacher immediately; at the

latest within one week after changes have been made.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Emergency & Weather Related Closings/Delayed Openings

St. Michael - St. Clement School may be closed all day, may delay its opening, or may dismiss early because of inclement weather (snow, ice, fog, excessive heat, etc.)

In the event of such weather conditions, parents should be mindful of the following:

- St. Michael - St. Clement School follows the direction of the **Baltimore County School System**.
- When severe weather conditions or other unforeseen circumstances place holding of regular classes in doubt, listen to the television and radio for announcements of school closings or delays. These announcements begin no later than 6:20 A.M. on WBAL-AM and WLIF-FM radio and all the major television stations.
- Administration will use **Swift K12 Alert System** to inform parents of closings, delayed openings, or weather related/emergency early dismissals. Please make sure that your contact information is accurate so that a message can be left on your email, home phone and cell phone.
- Parents, please **DO NOT** call the school or Parish Office. **Listen** to the radio and television stations for

announcements. This is the way we find out about closings and late openings.

- If Baltimore County Schools open two hours late, the part time morning Pre-Kindergarten class will begin at 10:15 A.M. and dismiss at 1:15 P.M. If Baltimore County Public Schools open one hour late, the part time morning Pre-Kindergarten class will begin at 9:15 A.M. and dismiss at 12:15 P.M.

- In the event that Baltimore County Schools delay openings when St. Michael - St. Clement School has a scheduled half-day, the following schedule applies:

If St. Michael - St. Clement School has a scheduled half-day and Baltimore County Schools are opening one hour late, there will still be a half-day. If St. Michael - St. Clement School has a scheduled half-day and Baltimore County Schools are opening two hours late, a notice will be sent home the day before regarding necessary arrangements.

- In the event that Baltimore County Schools close early, the following schedule applies:

If Baltimore County closes school 2 hours early, St. Michael - St. Clement School will dismiss at 1:00 P.M. The students will be served lunch before they leave school.

When school has an early dismissal due to inclement weather or other emergency, After Care will be closed. All After Care students must be picked up from school at the announced early dismissal time.

Emergency Closings

If it becomes necessary to close St. Michael - St. Clement School because of an emergency at the facility (power failure, water problems, heating, etc.) school officials will make every effort to notify parents. An Alert Solutions System message will be sent out to parents.

Announcements will be made over the appropriate radio and television stations.

Communication to Parents

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

Non-Custodial Parent

Emergency information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency contact list, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. Michael - St. Clement School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Swift K12

The **Swift K12** alert system allows an important message to be sent to all parents by school administration via telephone, email, or text message. Message contents may be regarding weather related emergencies such as school closings, late openings or early dismissals. Messages may also include school schedule changes, reminders for upcoming events (HSA meetings, dress down days, fundraisers, etc.), or a change in the school calendar. Please make sure all phone numbers and email addresses are up-to-date in the school office to ensure these messages are not missed.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior at St. Michael - St. Clement School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related

activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

II. Prohibited Conduct

- A. For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity that:
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.

- B. Harassing conduct includes, but is not limited to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for

sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive environment.

III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the

complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property, or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impact the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or

psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Academic Integrity Code

St. Michael – St. Clement School students are to adhere to honesty, trustworthiness, responsibility, and academic integrity. Students, parents, faculty and staff, and administration are committed to maintaining an atmosphere of moral fortitude. To create a positive learning environment and to build students’ moral character, St. Michael – St. Clement students are expected to adhere to the Academic Integrity Code. Students should always create and submit their own work. If cheating or plagiarism is suspected or witnessed, students will be held to further disciplinary action. If students believe the Academic Integrity Code has been violated, they should speak promptly and directly to a teacher.

The listed actions are considered to be examples of academic dishonesty, but are not limited to the following:

- Discussing test questions or answers with a classmate who has yet to take a test.
- Using unauthorized aids such as notes or “cheat sheets” on a test or quiz.

- Giving assistance to another student during a test or quiz.
- Copying another student's work or allowing another student to copy your work.
- Copying information from another source without proper citation.
- Paraphrasing information from a source without proper citation.
- Using any unauthorized electronic devices during a test or quiz.

If a student is believed to have breached the Academic Integrity Code, the individual student will be asked to speak to the teacher about the assignment. If the teacher judges the student's answers to have been manipulated or plagiarized in any way, the student will be referred to Administration. If academic dishonesty has been determined, a zero will be given on the assignment and the student may receive an automatic Infraction or Detention.

Arrival Procedures

Children who are registered for Morning Extended Care may be dropped off at the Labouré entrance on Madeline Avenue beginning at 7:00AM until 7:30AM. Beginning at 7:30AM, students are to be dropped off at the main entrance on Willow Avenue or the main entrance on Madeline Avenue. If students are dropped off at the main entrance on Willow Avenue, they will proceed to the gymnasium where a faculty member will be on duty. If students are dropped off at the main entrance on Madeline Avenue, a faculty member will be on duty to show students the designated waiting area. At 7:50AM students in the main building will proceed from the gymnasium to their classrooms. Students in Labouré will proceed from the waiting area to their classrooms. Students who may have been dropped off at the Main Building and proceeded to the gymnasium will be escorted over to Labouré by teachers and assistants.

Beginning at 7:50AM until 8:05AM students may be dropped off at the main doors of both buildings. Students will proceed to their classrooms. Students who are dropped off at the Main Building on

Willow Avenue but have classes in Labouré will be escorted to their building by members of the Safety Patrol. No student is to be dropped off **ANYWHERE** except the main entrance on Willow Avenue or the main entrance on Madeline Avenue. Students may not be dropped off at the doors in the courtyard area between the two buildings. Parents and grandparents should not walk their child(ren) to the school doors or accompany them into the school or classroom.

Dismissal Procedures

Dismissal for each grade will be as follows:

- Pre-Kindergarten will dismiss at 2:45 P.M. from the entrance to Labouré on Madeline Avenue.
- Kindergarten, 1st, 2nd, and 3rd grades will dismiss at 3:00 P.M. from the entrance to Labouré located between the two buildings.
- 4th and 5th grades will dismiss at 3:00 P.M. from the main entrance to the school located on Willow Avenue.
- 6th, 7th, and 8th grades will dismiss at 3:00 P.M. from the entrance to the main building located between the two buildings.

Since faculty and staff members are involved after dismissal with conferences, meetings, extracurricular activities, and/or lesson preparations, and consequently are unavailable for supervision of students, parents **MUST** make arrangements to guarantee the pickup of their children by 3:00 P.M. each full day of school.

Students are escorted out to the parking lot by their homeroom teacher. Students are to walk immediately to their parents. Students are not to play on the parking lot, playground, or grass areas. **Students are expected to leave the premises IMMEDIATELY upon dismissal. Any student remaining after 3:00 P.M. will be sent directly to the school office and a call will be made to parent(s)/guardian(s). A late fee may be charged to those families who are consistently late**

in picking up their children. Children are not to re-enter the school (into the main hallways or classrooms) after dismissal. The school is not responsible for the supervision of students nor liable for any injuries or accidents that may occur to students after dismissal. No teacher is expected to be on duty after 3:00 P.M.

St. Michael – St. Clement School CANNOT release ANY student to an Uber driver at any time. It is the responsibility of the parent/guardian to arrange other transportation for a child if neither the parent/guardian nor an emergency contact is unable to pick up at dismissal. Students who are not registered for After Care are not permitted to attend the program by Maryland State Law.

ADMISSIONS

Application Process

St. Michael - St. Clement School employs an Advancement Director to help each applicant navigate the admissions process. Parents may access the enrollment portal from the website. Parents apply through a School Administration Portal online. Please contact the Advancement Director for further information.

Financial Obligations

By choosing a Catholic school, a family is choosing to invest in a child's future, a future of college and career success, but more importantly the daily reminder to strive towards eternal reward in heaven. A Catholic school education is a financial investment, and our graduates and their families would attest that it is well worth it!

- To simplify the tuition and fee structure for our families, we are eliminating fees by combining them with tuition to establish a single payment amount per student. This means that the tuition

amount includes all administrative, operational, and book fees.

- A non-refundable registration deposit of \$150.00 will be collected at the time of registration. New applicants will have an additional one-time non-refundable application fee.
- A non-refundable Student Fee of \$275.00 will be collected which includes the cost of books, technology, and other educational needs.

PK - 8th Grade	Annual Total Family Tuition	Semi-Annual Payments	10 Monthly Payments
<i>1st Child ~ Catholic</i>	\$6,185.00	\$3,092.00	\$618.50
<i>2nd Child ~ Catholic</i>	\$4,900.00	\$2,450.00	\$490.00
<i>3rd Child ~ Catholic</i>	\$4,350.00	\$2,175.00	\$435.00
<i>1st Child ~ Other Faiths</i>	\$6,690.00	\$3,345.00	\$669.00
<i>2nd Child ~ Other Faiths</i>	\$5,300.00	\$2,650.00	\$530.00
<i>3rd Child ~ Other Faiths</i>	\$5,300.00	\$2,650.00	\$530.00
<i>PRIDE Program - Additional Charge per child</i>	\$2,6000.00	\$1,300.00	\$260.00

Payment Schedule

St. Michael - St. Clement School utilizes FACTS e-Cashier by FACTS Management Company. Through FACTS e-Cashier you will be able to select:

- Plan I: Arrange for single payment
- Plan II: Arrange for semi-annual payments
- Plan III: Arrange for monthly payments – **payments begin in May and end in February** (a one-time enrollment fee will be assessed)

FACTS e-Cashier will allow you to make payment(s) by:

- Check (for Plan I only)
- Automatic checking or savings account deductions (U.S. Banks Only)
- Credit Card (a convenience fee of 2.5% will apply)

Access FACTS and register for your payment plan at online.factsmgt.com or contact Mrs. Denise Polsinelli, Tuition Manager, in the school office for assistance.

Tuition Assistance/Tuition Grants

Tuition assistance is a need-based analysis of the cost of education vs. a family's ability to pay, and these awards do not need to be repaid. To objectively assess what a family is able to contribute to their student(s) education expenses, an independent third party (FACTS Grant & Aid Assessment) is used. The money awarded will be distributed under the following priorities:

1. Current recipients of Tuition Assistance; and
2. Financial need of a family

First, tuition assistance is available to registered parishioners of any Catholic church in the Archdiocese of Baltimore. A financial grant may apply to each student, so a family with several children in the school or in various Catholic schools in the Archdiocese could receive a grant for

each child. This tuition assistance is available for need-based families and the money for tuition assistance comes from your fellow parishioners. Need is determined through an online FACTS application at online.factsmgt.com. Please contact your pastor for more information on how to apply for tuition assistance.

Additionally, tuition assistance is awarded by the Archdiocese of Baltimore. Archdiocesan tuition assistance generally comes from two funding sources: the Partners in Excellence Program and the Archdiocese of Baltimore School Fund. The Archdiocese is also contracted with FACTS so each family need only apply for grant and aid once. All applications will be reviewed by the Archdiocese to determine which families may also qualify for Archdiocesan aid. Grants awarded by the Archdiocese are renewed annually for the child's entire K-12 Catholic education as long as the family is still eligible. Completed applications must be received no later than February 28th annually. All tuition assistance awards are contingent upon a completed FACTS application with all required documentation submitted prior to the first day of school.

BOOST Scholarship Program

The BOOST Scholarship Program is provided through the State of Maryland and offers tuition assistance scholarships to income-eligible students to help them attend the nonpublic school best fit for their educational needs.

To apply for the program, please visit www.marylandpublicschools.org/boost.

Tuition Guidelines

Parents/guardians are obligated to make tuition payments according to their chosen schedule. Payments are considered delinquent if FACTS is unable to remit the total amount. Please check your agreement with FACTS to determine the course of action. Late fees and bank charges may be applicable. If a family is behind by more than 45 days, a notice will be sent home and payment must be made via FACTS. If a family

is more than 60 days late, the child may not be permitted to attend classes or school functions until arrangements for payments have been made. St. Michael - St. Clement School reserves the right to suspend a student(s) for a period of up to five school days if financial obligations have not been met by the responsible person. During the course of this suspension period, it is the obligation of the parent/guardian to contact the school and settle the obligation. If, at the end of the five-day suspension period, financial obligations have not been met, a transfer for the student will be issued. Exceptions to this rule are rare and made on an individual basis and only if the school judges extraordinary circumstances are demonstrated. Each August delinquent accounts from the prior school year may be turned over to legal representation for collection. The parent/guardian is also responsible for these fees.

St. Michael - St. Clement School reserves the right to refuse to provide any official school record, including report cards and diplomas, to a parent/guardian or any other educational institution until all financial obligations are met. Preschool and Eighth grade students may not participate in ANY graduation and/or closing activities until all financial obligations are met; this includes any field trips or special events. Again, the school may consider individual exceptions to this rule on an individual case basis and where extraordinary situations exist.

St. Michael - St. Clement School reserves the right to refuse registration for the new school year. Registration will not be accepted until all financial obligations are met and paid in full. St. Michael - St. Clement School reserves the right to deny Parent Access if financial obligations are more than 60 days delinquent. Access will be restored after payment is made. St. Michael - St. Clement School reserves the right to deny students end of the year field trip opportunities and other end of the year activities if financial obligations are delinquent more than 60 days.

ATTENDANCE

Maryland Law

Our students comply with the Maryland law concerning compulsory attendance of children between ages five and sixteen.

Students are held accountable for time(s) they are absent from school. All absences and tardiness become part of a student's permanent record. Regular attendance is considered essential for learning at St. Michael - St. Clement School. Students need to develop the work habits and responsibilities required of all of us as we go through life. More than 20 days' absence per year is considered excessive, and parents will be contacted regarding the child's absences. Students absent for more than 20 days may be subject to an academic review to determine the child's placement for the following school year.

Depending upon the locations of the residences of the absent students, the School reserves the right in the case of excessive or unexcused absences to notify the Baltimore County Pupil Personnel Offices.

When a student is absent from school, a parent/legal guardian must telephone the school between **7:30 A.M.** and **9:30 A.M.** to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc. on the days that they are absent.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. If a student is absent for 3 or more consecutive days, a note from the student's pediatrician or family practitioner is required. The school reserves the right to require a doctor's note for

absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

A student **MAY NOT** return to school until he/she has been fever free for 24 hours. Also, if a student has been vomiting or experiencing diarrhea, he/she **MAY NOT** return to school until he/she has not vomited or had an episode of diarrhea for 24 hours.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Lateness/Assignments

The school day begins at **8:05 A.M.** Any student arriving after **8:05 A.M.** is considered late and must report to the office for a late slip. Any student in Pre-Kindergarten to 3rd grade must report to the office located in Labouré and any student in 4th - 8th grade must report to the office located in the main building. **Parents must accompany the student to fill out the late slip.** Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for

days when school is not in session.

DISCIPLINE

Statement on Philosophy of Discipline

St. Michael - St. Clement School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility, to establish an atmosphere conducive to academic excellence, and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for classwork

- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches or lighters
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Misuse of personal or school technology
- Selling of anything on school property

Generally, the teacher will deal with Infractions and Detentions. When students engage in behaviors that are not in accordance with acceptable standards, an Infraction will be given to the student. Infractions are intended as a communication between the teacher and parents that a student is not demonstrating the quality of behavior expected of a St. Michael – St Clement student. Infraction forms are issued to identify repeated negative behaviors and to assist teachers and parents in promoting a behavioral change to create a positive outcome. Infractions may also be given when students are not in compliance with uniform guidelines.

Students receiving 3 Infractions will be issued a Detention which is to be served after school on Wednesdays. A Detention is the consequence of repeated inappropriate behavior and is intended as a behavioral intervention to prevent future disciplinary Infractions. Both Infraction

and Detention forms must be signed by a parent and returned to school within 48 hours. Should circumstances warrant, the parent and/or Administration involved will be consulted.

Students receive 3 Detentions or in cases of serious or repeated violations, may be subject to a Disciplinary Contract, Disciplinary Suspension or Expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion are as follows:

- While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.
- An expelled student forfeits all privileges of the St. Michael - St. Clement School student. The Administration reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Michael - St. Clement School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. Administration will implement acceptable conflict resolution techniques to work towards a solution.

Health and Safety

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and nonfriable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contraindication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However,

if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immunodeficiency
- Mumps
- Virus Infection (AIDS and all Adverse reactions to Pertussis Vaccine other symptomatic infections)

- Lyme disease
- Animal Bites / Rabies
- Chickenpox (varicella)
Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chickenpox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The school provides the option for parents to purchase health insurance for their children.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement

on the order.

Blood borne Pathogens

A complete Blood borne Pathogens Standard Exposure Control Plan has been established by the school and can be found on file in the Nurse's Office.

Vision/Hearing Screening

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades PreK, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

Playground/School Supervision Provisions

The safety of our children is of the greatest importance. Students are supervised at all times during the school day. Teachers are assigned to

a specific duty schedule on a rotation. Teachers are on duty in the morning during arrival at the doors and in the gymnasium, during lunchtime in the cafeteria, during recess time both on the playground and on the paved parking areas, and at dismissal.

Supervision Responsibilities Before and After the Official School Day

Parents are required to follow the times stipulated when dropping off or picking up students. Students may not be dropped off outside before the school doors open. The school is not responsible for supervision of students before or after the times stated. The school is not liable for any injuries or accidents which may occur before or after the times stated. If the student is participating in a scheduled, supervised activity before or after the hours noted, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

STUDENT SERVICES

Psycho-Educational Assessment Process

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. Baltimore County Child Find is available to children who may need further academic assistance. The process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial meeting with a committee from the child's local public school (St. Michael - St. Clement School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an education plan, St. Michael - St. Clement School administrators, counselors and teachers will

consult with the parents to determine the most appropriate academic placement for the child. There may be times when testing results show that a student may need more services than St. Michael – St. Clement School can offer in the general education setting. St. Michael – St. Clement School reserves the right to make the recommendation that a student move into the PRIDE program or seek educational services at another school.

Before and After School Care

St. Michael - St. Clement School provides a Before and After School Care service to parents. Parents must be fully registered in the program in order to utilize services. For specific information please contact the Before and After School Director, Mrs. Mary Rolfes.

After School Care will be closed on the last day before special holidays such as: Thanksgiving Break, Christmas Break, Easter Break, and Memorial Day. After School Care will also be closed on Field Day and the last day of school. Information will be sent home if changes occur during the school year.

When school has an early dismissal due to inclement weather or other emergency, After Care will be closed. All After Care students must be picked up from school at the announced early dismissal time.

Hot Lunch Program

We have a cafeteria that is used every day and a government-funded Hot Lunch Program which is available. The students have several options:

- Bring their own lunch and beverage (no sodas).
- Bring their lunch and purchase milk or juice.
- Buy hot lunch, which includes milk. Lunch may be purchased on a daily basis or pre-paid lunches can be purchased for several days in advance.
- **No fast food lunches** may be brought into school by parents.

- Ice cream, cookies, and other various snacks may be purchased.
- **The Archdiocese Child Nutrition Program** mandates that if a student forgets to bring his/her lunch to school, forgets to sign up for a hot lunch, or forgets their hot lunch money, the student will receive a cheese sandwich and juice. Money is owed the following day.

No food may be taken outside of the cafeteria. All students are required to place trash in the containers. Prepaid hot lunches can be purchased as the need arises. Parents are asked to enclose payment in an envelope on which has been written the CHILD'S NAME, GRADE, and ROOM NUMBER. Cash change for hot lunches will not be given, but will be placed on the student's account. Snacks and ice cream can be purchased with cash or money from a student's account. Parents may also utilize the online payment option for the program on PowerSchool. As all prices are constantly changing, prices will be announced in August. Each month a menu is prepared and distributed. Pupils are expected to maintain the same standard of eating habits as would be expected in a restaurant. If students are disorderly, parents will be expected to come and assist cafeteria personnel.

School Activities/Organizations

Extracurricular activities serve as an integral part of our school community. By serving the whole child, St. Michael - St. Clement School seeks to offer interactive opportunities for students to access varied interests and hobbies that could one day compliment a career choice! As an optional addition to the curriculum, clubs at St. Michael - St. Clement are available after school and are led by faculty moderators. Clubs and extracurricular activities may include:

- School Newspaper
- Children of Mary
- Yearbook

- Garden Club
- Art Club
- Chorus
- Drama
- Poetry Club
- Bricks 4 Kids Lego Club
- Robotics Club
- Arts and Crafts Club
- Instrumental Music

Some of the past opportunities for student leadership are:

- Student Council
- Safety Patrol
- Student Ambassadors
- Church Lectors
- Altar Servers

St. Michael - St. Clement School also offers opportunities for students to play on intramural sports teams through the CYO. Some of the sports offered in the past are:

- Basketball
- Cross Country
- Soccer
- Track & Field

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the

parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. VIRTUS certified parent(s), guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All Pre-Kindergarten students are required to have a VIRUTS certified chaperone on **ALL** field trips. If a Pre-Kindergarten student does not attend a field trip, they may not attend school on that day. As mentioned above, all fees must still be paid since rates quoted reflect total participation.

PBIS

- PBIS is a statewide program created in partnership with Sheppard Pratt Health System and Johns Hopkins University. PBIS has been implemented in every Archdiocesan elementary and high school.
- PBIS is a framework/approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

- PBIS is not a packaged curriculum, scripted intervention, or manualized strategy.
- PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.
- PBIS supports the success of all students.

A chart of PBIS performance goals is shown below:

PBIS Performance Goals

	Be Respectful	Be Responsible	Be Reverent
Classrooms / Resource Areas	<ul style="list-style-type: none"> ✓ Voice Level: 0, 1, 2, or 3 ✓ Be silent when someone is talking. ✓ Be mindful of others' space and property. 	<ul style="list-style-type: none"> ✓ Follow teacher directions quickly. ✓ Be prepared for class. 	<ul style="list-style-type: none"> ✓ Greet visitors. ✓ Demonstrate Christian values in speech, gestures, and actions.
Cafeteria	<ul style="list-style-type: none"> ✓ Voice Level: 2 ✓ Listen to teachers on duty. ✓ Be silent when directed by teacher or staff member and when 	<ul style="list-style-type: none"> ✓ Throw trash and recyclables in the appropriate bins. ✓ Keep your area clean. 	<ul style="list-style-type: none"> ✓ Use table manners. ✓ Be welcoming. Invite new people to sit at your lunch table. ✓ Use positive words and tone.

	<p>announce ments are made.</p> <ul style="list-style-type: none"> ✓ Keep hands, feet and belongings to oneself. 		<ul style="list-style-type: none"> ✓ Participate in prayer.
Recess	<ul style="list-style-type: none"> ✓ Voice Level: 4 ✓ Be a good sport. ✓ Encourage others to do their best. ✓ Take proper care of recess equipment . 	<ul style="list-style-type: none"> ✓ Stop when the whistle blows. ✓ Walk quietly to your line. 	<ul style="list-style-type: none"> ✓ Share equipment. ✓ Play in a safe manner. ✓ Allow others to participate. ✓ Take turns. ✓ Resolve conflicts peacefully.
Bathroom	<ul style="list-style-type: none"> ✓ Voice Level: 1 ✓ Give privacy to others and maintain your own. ✓ Keep bathroom clean. ✓ Make good choices. ✓ Wait your turn. ✓ One person to one stall. 	<ul style="list-style-type: none"> ✓ Stick with task at hand, using the bathroom . ✓ Flush the toilet. ✓ Wash your hands. ✓ Turn off water when finished. ✓ Throw trash in 	<ul style="list-style-type: none"> ✓ Use positive words and tone.

	<ul style="list-style-type: none"> ✓ Respect school property. 	<ul style="list-style-type: none"> ✓ the trashcan. ✓ Report problems to a teacher. 	
Church	<ul style="list-style-type: none"> ✓ Voice Level: 0 ✓ Genuflect. ✓ Kneel and pray before Mass begins. ✓ Use a comfortable, but attentive posture. 	<ul style="list-style-type: none"> ✓ Participate joyfully in Mass. ✓ Sing using an appropriate tone for all to enjoy. 	<ul style="list-style-type: none"> ✓ Extend a polite Sign of Peace to those around you. ✓ Demonstrate Catholic values in your interactions outside of Church.
Hall / Stairwell	<ul style="list-style-type: none"> ✓ Use Voice Level: 0 ✓ Follow teacher directions. 	<ul style="list-style-type: none"> ✓ Walk safely in hallways and stairwells. ✓ Quiet please. ✓ Return to class promptly. 	<ul style="list-style-type: none"> ✓ Walk in a line on the designated side of the hallway or stairwell.
Hall / Stairwell Continued	<ul style="list-style-type: none"> ✓ Finish conversations before entering the building. 	<ul style="list-style-type: none"> ✓ Keep hallways and stairwells clean. ✓ Use locker at 	<ul style="list-style-type: none"> ✓ Listen to directions.

		schedule d times.	
Assembly Areas	<ul style="list-style-type: none"> ✓ Voice Level: 0 or 1. ✓ Enter and exit quietly. ✓ Stay seated. ✓ Listen to the presenter or group. 	<ul style="list-style-type: none"> ✓ Raise your hand to participate. ✓ Listen to directions. 	<ul style="list-style-type: none"> ✓ Thank the presenter or group. ✓ Clap appropriately.

School Counselor

The school counselor serves a vital role to help promote and enhance student performance. Our professional school counselor collaborates with parents, teachers, administrators, and other professionals to address the needs of all students through prevention and intervention strategies that are part of the overall counseling program. The counselor works closely with the PRIDE Program and the Student Advocacy Team. A school counselor is on campus 4 days a week and is available for individual, small group, or full classroom sessions. Please refer to the listing of Faculty/Staff for contact information.

Student Advocacy Team

The Student Advocacy Team (SAT) serves as a resource for the classroom teacher and as a liaison to local educational agencies. A SAT offers the classroom teacher strategies and interventions to enhance the learning process. SAT establishes a collaborative team that supports the success of the individual student within the context of the school mission.

School Nurse

St. Michael - St. Clement School employs a full-time nurse. The nurse serves as the health professional for the school community. Some of the services provided include: illness and injury assessments and interventions; health assessments and participation in Individualized plans of students with special health needs; administering medications; activities to promote health education; arrange health screenings, and serve as a liaison between the school and community.

Title I/Speech/Occupational Therapy

The Title I program provides special funds for additional educational services. A certified Title I teacher is provided through Baltimore City and Baltimore County Public Schools. The teacher provides support services in the areas of reading and mathematics for grades and students who qualify for the program.

A certified Speech Pathologist and Occupational Therapist are provided through Baltimore City and Baltimore County to provide services to qualifying students who require support services in either speech or occupational therapy.

PRIDE Program

The PRIDE (Pupils Receiving Inclusive Diversified Education) Program is for students in grades K-8 with average to above average intelligence and a diagnosed learning disability. Students work with a certified special educator in the areas of language arts and mathematics and receive instruction that is tailored to each child's unique educational needs. Students in the PRIDE program receive accommodations in other classroom subjects. These students are expected to maintain passing grades in all subjects and to adhere to all behavioral guidelines. Additionally, parents/guardians must also have their child re-tested every three years to continue in the PRIDE program. For more information, please refer to the school website or call the school office.

Student Uniforms

St. Michael - St. Clement School has a dress code. Neat appearance demonstrates respect for others and bolsters the students’ sense of self-respect. Students must always be in full uniform. The dress code for St. Michael - St. Clement School is as follows:

Boy Uniform Requirements

<u>Grades</u>	<u>K-5</u>	<u>6-8</u>
<u>Trousers</u>	Grey pull-on elastic waist or twill button	Grey twill
<u>Shorts</u>	Steel grey twill walking shorts	Steel grey twill walking shorts
<u>Shirt</u>	* Royal blue long or short sleeve polo shirt w/logo	White short or long sleeve button down collar shirt * Royal blue short sleeve polo shirt w/logo
<u>Tie</u>	None	* Navy light blue/white stripe men’s poly tie
<u>Belt</u>	Black leather	Black leather
<u>Sweater</u>	* Black long sleeve V-neck sweater w/logo	* Black V-neck sweater vest w/logo

<u>Socks</u>	Black or grey crew	Black or grey crew
<u>Shoes</u>	Black Merrell moc slip-on	Black suede buck oxford or leather oxford

Boys Uniform Options

- Shorts may be worn from the first day of school until October and from April until the last day of school. A black leather belt must be worn with shorts, unless they are elastic waist.
- During the same months when shorts may be worn for boys in grades K-5, boys in grades 6-8 may also wear grey twill walking shorts and a royal blue short sleeve polo shirt with the school logo.

Boys Uniform Requirements

- All clothing must be labeled with the student's name.
- Shirts must be buttoned and tucked in.
- Only plain white undergarments may be worn under uniform shirts.
- No boot or high top style shoes of any kind are allowed.
- For boys in grades 6-8, the V-neck sweater vest is optional in the winter months.
- The Royal Blue Hoodie and Zip Up Jacket with our school logo may be worn in the classroom during the winter months at the discretion of the teacher.

All items marked with an * **MUST** be purchased at Flynn & O'Hara for uniformity purposes.

Girl Uniform Requirements

<u>Grades</u>	<u>K-5</u>	<u>6-8</u>
<u>Jumper/Skirt</u>	* Blue & grey plaid drop waist jumper	* Blue & grey plaid pleated skirt
<u>Skort</u>	Steel grey	None
<u>Blouse/Shirt</u>	White Peter Pan collar (short or long sleeve) * Royal Blue short sleeve polo shirt to wear with the skort (summer)	* White banded bottom polo shirt w/school logo (short or long sleeve)
<u>Sweater</u>	* Grey crew neck cardigan sweater w/school logo	* Grey V-neck pullover sweater w/school logo
<u>Socks/Tights</u>	White knee-high or white tights (winter); white crew NO LOGOS (summer)	White knee-high or white tights (winter); white crew NO LOGOS (summer)
<u>Shoes</u>	Black Mary Jane strap or Black/white saddle	Black suede buck oxford or leather oxford

Girls Uniform Requirements

- **ALL** girls' uniforms are to be worn to the knee.

- White tights may only be worn during the months of November through March.
- White crew socks must be folded over at the top and be at least two inches above the ankle. Socks may not be rolled over at the top.
- Only plain white undergarments may be worn under uniform shirts.
- All clothing must be labeled with the student's name.
- Skorts for students in grades K-5 along with the Royal Blue short sleeve polo shirt with logo may be worn from the first day of school until October and from April until the last day of school.
- Sweaters are optional during the winter months.
- Gym school sweatpants may be worn under jumpers and skirts to school, during recess, and leaving school at dismissal from November to March. Sweatpants must be removed before morning announcements and after recess.
- The Royal Blue Hoodie and Zip Up Jacket with our school logo may be worn in the classroom during winter months at the discretion of the teacher.

All items marked with an * **MUST** be purchased from Flynn & O'Hara Uniform Company for uniformity purposes.

Physical Education Uniforms for Grades PK – 8

<u>T-shirt</u>	* Light grey short sleeve w/school logo
<u>Sweatshirt</u>	* Grey sweatshirt w/school logo

<u>Shorts</u>	* Royal blue micromesh nylon gym shorts w/school logo
<u>Sweatpants</u>	* Royal blue sweatpants w/school logo
<u>Socks</u>	White crew socks – NO LOGOS
<u>Shoes</u>	Tennis shoes (tie or Velcro)

Physical Education Uniform Requirements

- During cold months (November – March), sweatshirts and sweatpants are to be worn in addition to t-shirts and shorts.
- **NO** slip-on or roller skating or light up tennis shoes may be worn.
- All clothing must be labeled with the student’s name.
- Socks must be in compliance with the uniform policy.
- For safety reasons, laced tennis shoes must be tied at all times.
- Shoes must not have lights of any kind.

Pre-school Uniforms

All St. Michael - St. Clement School students are required to wear their Physical Education attire as their required school uniform. All clothing must be labeled with the student’s name.

Uniform Company

All items marked with a * **MUST** be purchased from Flynn & O’Hara Uniform Company for uniformity purposes. Flynn & O’Hara is located in the North Plaza Shopping Center located at 8868 Waltham Woods Road, Parkville, MD 21234. Their phone number is (410) 828-4709.

Out of Uniform Days

On Out-of-Uniform days, appropriate attire must be worn. Short skirts, short dresses, or short shorts are not allowed. No leggings, PJ pants, or dance attire are to be worn. Pants may not have written messages on the back. No midriff and low cut tops. No make-up or fingernail polish. No flip-flops or backless shoes. Boys' pants or shorts must be worn on the waist. Jeans and other clothing may not have holes or rips. No apparel promoting alcohol, tobacco, or inappropriate products or businesses. No backless/cut-out style dresses or shirts. No see-through clothing. Administration makes the final decision in determining whether clothing is appropriate for school.

OVERALL STUDENT APPEARANCE

Grooming/Hair

All students must be well-groomed and maintain a neat appearance at all times. Hair must be neat and clean and natural in color. Students hair may not be dyed or have highlights.

- **Boys:** Hair length is not to exceed the shirt collar, should not be below the eyebrows or obstruct the student's vision, and should be neat and tidy. All haircuts must be conservative in style. Boys must wear a belt every day with their shirts tucked in so that they look neat.
- **Girls:** Hair should be neat and tidy with a consistent color throughout. All haircuts must be conservative in style. All hair accessories should be plain and simple with colors that match the uniform. Large ribbons and/or barrettes should not be worn. Small ribbons that match the uniform and small barrettes in a neutral color that enhance the overall appearance are acceptable. Hair wraps and other extensions are not permitted. Hair should not be hanging over the eyes or obstruct the student's vision.

Jewelry

Jewelry is limited to the following:

- Wristwatch
- A small cross or religious medal on a chain may be worn around the neck. No bracelets or rings may be worn.
- One pair only of small pierced earrings worn in the ear lobes is acceptable for girls only. No hoops or dangling earrings.

Cosmetics

The wearing of cosmetics is not permitted during the normal school day. A medicated Chap Stick may be used when necessary. The following is **NOT** part of the school uniform:

- Nail polish
- Nail tips
- Lipstick
- Make-up of any kind

Lost and Found

All items should be marked with a student's full name to ensure that if it is found it can be returned to the proper student. If an item is lost that **does not** have a name written on it, it will be placed in the lost and found box that is located outside the gymnasium.

AGREEMENT SHEET

We have reviewed the policies in this handbook and discussed them with our child(ren). Our signatures indicate our agreement to comply with all of the rules and regulations stated therein.

Student Signature _____ Grade _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ETHICAL USE OF TECHNOLOGY AGREEMENT

We have reviewed the Ethical Use of Technology Policy listed on pages 21-24 and discussed them with our child(ren). Our signatures below indicate our agreement to comply with all of the rules and regulations stated within the policy.

Student Signature _____ Grade _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____