



# Saint Michael School

## Family Handbook

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## Philosophy

Saint Michael School exists to promote the spiritual, academic and personal formation of the whole child. As witnesses to the teachings of Roman Catholic doctrine, the students are challenged to achieve excellence in their relationship with God and in all they do. The challenge of the Saint Michael student is to live these teachings beyond our doors into the local and world community. Faculty, parents, and students are the cornerstone upon which we build our faith-based, academic environment. The deepened awareness of the presence of Jesus Christ in our lives is fundamental to life at Saint Michael School.

## Beliefs

We believe...

- our school exists to educate the whole child.
- the spiritual and social development is accomplished and modeled throughout the day.
- that academic development is an ongoing process that builds upon each preceding year.
- the emotional development of our children is nurtured through parents, teachers, and peers.
- that parents are the primary influence in their children's lives.
- all children have the right to a safe and healthy environment.
- that through professional development and personal dedication the faculty, staff and administration renew and rededicate ourselves to the education of our children.
- students and faculty responsibly share their time, talent, and treasures with the greater community.
- that our cultural diversity fosters an atmosphere of cooperation and respect.
- that we are stewards of God's creation and teach our children to be responsible for our environment.

## Motto

The Saint Michael School motto is *Fides et Ratio*, i.e., "Faith and Reason." The motto is taken from Pope John Paul II's encyclical of the same name, which designates these two concepts as "the two wings on which the human spirit rises to the contemplation of truth." This sentiment is completely apropos for Saint Michael as a spiritual and academic center of learning.

## Handbook Overview

This handbook exists to foster the efficient operation of Saint Michael School. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This handbook is subject to change at any time when determined to be necessary by the School Administration. If changes are made to the handbook, parent/guardians will be notified.

# Admissions Policies and Requirements

Whenever available spaces are limited in any given grade level, preference will be given to families with older children enrolled at SMS.

## ***Age Requirements***

Registration for Pre-Kindergarten-3, Pre-Kindergarten-4, and Grades K through 8 takes place at a time announced by the School Administration. Notification of exact dates will be given each year.

- Any student entering Pre-Kindergarten-3 must be three years of age (3) on or before October 1.
- Any student entering Pre-Kindergarten-4 must be four years of age (4) on or before October 1.
- Any student entering Kindergarten must be five years of age (5) on or before October 1.
- Any student entering First Grade must be six years of age (6) on or before October 1.

On all admissions, the original birth and baptismal certificates and verification of reception of any additional sacraments must be presented. A copy cannot be accepted for verification purposes. A copy may be made from the original for the Permanent Record Folder.

Status as a parishioner is based upon actual registration in the parish and a consistent and faithful financial support of the parish amounting to \$500.00 for parishioner rate. In questionable areas, the final decision will be made by the Pastor.

A health form must be completed by your physician and returned to the School Office as soon as possible.

## ***Transfers***

An interview, along with a transfer notification, most recent report card and standardized test scores from the previous school are required in addition to all of the above items.

School administration will make decisions regarding transfers into the school during seventh and eighth grade.

When students are being transferred to other schools, parents are asked to notify the School Office in advance of the date of transfer. All financial accounts must be settled before a transfer is issued.

## **Sexuality**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.<sup>1</sup>

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360- 2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be

discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

<sup>1</sup>[www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/)  
2/5/2016

### ***Immunization Requirements***

The New Jersey Department of Health has mandated minimum immunization requirements. Our school requires all students on every grade level to meet these requirements. Physical exam forms are given to each new registrant. These forms must be completed by the child's physician and returned to school before the child enters.

**ANY APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED. NO RELIGIOUS EXEMPTION WILL BE ACCEPTED.**

DTP:	a minimum of four doses, provided one dose is given on or after the fourth birthday.
OPV/IPV:	a minimum of four doses.
Measles Vaccine:	two doses administered on or after the first birthday
Rubella Vaccine:	one dose administered on or after the first birthday.
Mumps Vaccine:	one dose administered on or after the first birthday.
HIB:	a minimum of two doses, with one dose on or after the first birthday.
Hepatitis B:	all children born after January 1, 1996 and entering kindergarten, and all children born after January 1, 1990 and entering grade 6, minimum three doses.
Varicella:	all children born after January 1, 1998 must have one dose on or after their first birthday. Documentation from the child's physician or parent/guardian that the child has had chicken pox will also be accepted.

## ***Custodial Records***

Student custodial records are part of the child's permanent record folder. In cases of divorce or separation, the School Administration must have on file the CURRENT CUSTODIAL STATUS of each child with regard to legal custody. Written documentation must be on file. This also applies to Guardianship when the child is residing with persons other than the natural parents. Any restrictions regarding visitation in any of the above situations must be a notarized legal document.

## **Tuition and Fees**

Tuition is the lifeblood that enables Saint Michael School to assure the spiritual development and superior academic achievement of all of its students. Fulfilling this commitment is a sacrifice that we as parents joyfully make so that our children develop the strength of character to excel spiritually, academically, socially, and physically in the spirit of Christian charity. We invest in tuition so that they may have happier, fuller and more meaningful lives, no matter their calling or destiny. It is probably our most important and certainly our best investment. Given that importance, there are guidelines we all must follow so that Saint Michael can continue to offer these benefits to our children now and in the future. Saint Michael School tuition payment policy is as follows:

### ***Payment***

Families can pay their tuition bill in one of 2 ways.

- (1) Full payment of tuition by early July. This payment will be made directly to the School. Those choosing to use this payment method may deduct \$100 from the tuition cost of each child registered.
- (2) Ten automatic monthly payments will start in July prior to the start of the academic year and continue through April of the following year. Payments are due on the 20th of each month. Payments are made via FACTS Tuition Management Company.

Families enrolling students in Saint Michael School during the academic year must prepay the present monthly tuition and other fees before the child or children shall be permitted to attend class.

Anyone needing or anticipating the need for financial aid in meeting tuition payments is expected to apply for such aid early. Applications are available at the School Office. Consult the Principal for details.

### ***Failure to Pay***

Families are expected to stay current in tuition payments.

Parents who are unable to meet any of these three tuition payment options are responsible for advising the Principal that they are unable to make the tuition payment and they must give the reason for the delinquency. Extraordinary circumstances will be dealt with as charitably as possible and all cases will be handled in a confidential manner. Failure to pay tuition without explanation is unacceptable.

Unless acceptable arrangements are made or delinquent tuition is paid prior to the due date of

the next payment, the School will be forced to consider alternatives including the suspension of the student(s) until tuition payments are brought up to date.

No child of a family which has failed to pay all tuition and fees for all prior years will be permitted to enroll in the school at the beginning of any school year until all tuition and fees for prior years are paid in full. Exceptions to this policy require the consent of the Principal or Pastor.

Student transfers from other private or parochial schools will be permitted to enroll in the school only if tuition is current at their former school.

### ***Financial Assistance***

Financial assistance is available.

Financial assistance is available through the Scholarship Fund for Inner-City Children. It provides scholarships for needy children in the state of New Jersey who attend private and parochial schools. For more information, visit [www.rcan.org](http://www.rcan.org), contact the Fund directly at 973-497-4279 or speak with the Principal for more information.

Parents who anticipate problems with payments of tuition should contact the Principal to obtain application forms and information regarding financial assistance.

Parents who fail to seek assistance are presumed not to require financial assistance.

### ***Parish Rate***

Parish families benefit from the lower in-Parish tuition rate.

In order for a family that is a member of a parish within the Archdiocese of Newark to qualify for in-parish tuition rates, the family must be active, participating members of their parish.

An active, participating parish member is defined as one that (1) is registered in the parish, (2) is recognized by the pastor as a family participating in the sacramental life of the parish, (3) contributes time and talent to the ministries of the parish, and (4) in agreement with the pastor, contributed no less than \$500.00 to the financial support of the parish in the previous year ending December 31st through the parish envelope system.

### ***Other Fees***

There are some additional costs not included in the tuition.

**Registration Fee:** Families of Kindergarteners through 8th Graders are required to pay a non-refundable registration fee of \$275.00 for the first student registered (this includes the \$15 annual Home School Association dues & \$100 Technology fee) and \$150 for each additional student registered. This fee is not refundable and will partially reimburse Saint Michael School for the administrative cost of processing the registration of students.

**Graduation Fee:** A \$200 Graduation Fee will be added to the tuition bill for 8th grade students.



## ***Fundraising Commitment***

In order to control the rising cost of tuition, Saint Michael School has a mandatory fund-raising program. The program allows the school to minimize tuition increases in a fair manner by allowing school families to raise school funds through various fund-raising opportunities rather than through additional tuition. Fund-raising events occur throughout the year and vary from raffles to candy drives to social events so that there is something for everyone and no excuse not to participate. Each family with Kindergarten through 8<sup>th</sup> grade students is expected to contribute a \$500 Fundraising Commitment.

## **Discipline**

### ***General Discipline Policy***

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint Michael School. Students are expected to act with courtesy and respect toward one another and toward members of the staff. They must take seriously their obligations to develop lifetime habits of self-control and concern for the well being of others.

Home and School will work together to help the students to learn and live the qualities of responsible behavior and the elements of good citizenship. A student who chooses to disrupt the good order of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.

Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, punishment assignments, denial of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a conference will be scheduled with the Principal/Teacher/Parent/Student.

All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

## **Attendance**

Prompt, regular attendance is absolutely essential to academic success. The parent or guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

### ***School Hours***

Kindergarten through Grade 8	Full Day: 8:15 AM - 2:45 PM One Session Day: 8:15 AM -
Pre-Kindergarten-4	Full Day Session: 8:15 AM - 2:45 PM AM Session: 8:15 AM - 11:00 AM
Pre-Kindergarten-3	Full Day Session: 8:15 AM - 2:45 PM AM Session: 8:15 AM - 11:00 AM

### ***Supervision***

The School's responsibility for supervision of students begins at 7:50 AM and ends at 2:45 PM.

### ***Absence***

A parent/guardian must call the school not later than 9:00 AM to report a student's absence. If no call has been received by 9:00 AM, the School will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present to the teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of five (5) consecutive days requires a doctor's note. It is the obligation of the student to make up such work. If a student is to be out for a long time due to illness, homebound instruction should be explored and/or recommended through the School Administration.

### ***Absence Other Than Illness***

Parents/Guardians who plan for unscheduled vacation time must give notice to the school prior to the anticipated absence. Unscheduled vacation time during the school year is not encouraged. There is no responsibility on the part of the school to provide materials/lessons/work for a student due to family vacations.

### ***Lateness/Tardiness***

The school doors officially open at 7:50 AM. The administration cannot assume responsibility for children who are brought to school before this time. Any child entering the school earlier will be sent to Before Care. There is a fee for this service.

A child is considered TARDY if he/she arrives after 8:15 AM. Cases of continuing tardiness will be dealt with by the Principal.

For liability purposes, students are not permitted to leave the school grounds during the hours of session unless they are accompanied by their parent/guardian.

### ***Participation in School Activities***

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same-day extra-curricular and athletic participation.

### ***Emergency Closings/Delayed Openings***

In case of emergency closing, the Principal will notify the President of the Home and School Association. The President of the HSA will contact the class parents who in turn will contact the parents of the youngest child in each family as noted on their class lists. When possible, instead of closing the school for the entire day, a delayed opening will be implemented. Parents will be notified via an email from the Principal. During times of inclement weather, parents can check the scroll on NBC News and News12 New Jersey and Channel 35 for school closing/delayed opening information. The school website, [www.smscranford.com](http://www.smscranford.com), will also post relevant information.

### ***Delayed Opening Schedule***

Kindergarten through Grade 8	Report at 10:00 AM
Pre-Kindergarten-4	AM Session: 10:00 AM-12:00 PM Full Day Session: 10:00 AM-2:45 PM
Pre-Kindergarten-3	AM Session: 10:00 AM-12:00 PM Full Day Session: 10:00 AM-2:45 PM

## **Home-School Communication**

### ***Appointments with School Personnel***

All appointments with the Principal are scheduled through the School secretary. Appointments with teachers should not be a random experience. The best way to make an appointment with the teacher is by written note or by a phone call through the School Office.

Opportunities for parent-teacher conferences are given during the course of the school year, usually at the time of the distribution of Progress Reports. However, parents/guardians or teachers may request conferences whenever a need arises, provided that an appointment time is made. The School Office will be notified of all appointments.

### ***Communications***

Saint Michael School will communicate with all parents/guardians by notices/letters that will be given to the students. Schoolwide communication is also available on our website, [www.smscranford.com](http://www.smscranford.com).

### ***Bringing Money to School***

Money that is sent to school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed, and its purpose. Checks should be made payable to "Saint Michael School".

### ***Home and School Association***

The main objective of the Home and School Association (HSA) is to bring the teachers and parents in closer contact with each other, to encourage the efforts of the teaching staff, and to be of service on various committees that help the Principal and staff. Parents are encouraged to attend the meetings scheduled throughout the year.

The fundraisers that are sponsored by the HSA are an integral part of the school's financial operation. All parents/guardians are urged to be generous in their support of the Association and its activities.

## **Parental Rights**

### ***Parental Rights to School Records***

Saint Michael School abides by the provision of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

### ***Court Orders Affecting Parents***

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligation.

### ***School Pick Up***

The School will permit only the custodial parent/guardian, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from the school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

## **Academic Policies**

### ***Curriculum/Course Offerings***

An explanation of each grade level curriculum and course offerings is given at the beginning of the school year at Back To School Night. A copy of the curriculum is available in the School Office.

The Responsible Use Policy for Technology and Internet Access will be signed by each teacher and student.

### ***Homework***

Homework is a corollary to class work. It is given to establish independent work habits and to practice the skills already established in class. The formation of good study habits can occur only if conditions are similar in school and at home. A regular time, a regular place, and no interruptions are necessary. Parents/guardians should refrain from doing the child's homework but should supervise the child's completion of assignments.

Sturdy book bags are a **MUST** for all students from Grade Pre-K through 8.

Students must handle books with great care. Books must be covered at all times. Damaged covers must be replaced immediately. If a book is lost or damaged through carelessness, the student must pay for its replacement. These regulations apply to all textbooks, workbooks and library books. Payment of fines is required before the last day of school or report cards will not be issued.

### ***Extra Curricular Activities***

Please refer to the section titled Extra Curricular Activities: Student Athletic Policy and Eligibility Procedure for academic eligibility requirements for athletes. These guidelines will be strictly enforced.

### ***Progress Reports***

Progress reports are sent home 3 times a year to all students at the mid-point of each trimester. Parents should contact teacher for an appointment once a report is received.

### ***Report Cards***

Report Cards are issued 3 times during the school year for Grades 1-8.

Reports are given only to the parents/guardians with whom the child is domiciled. Parents are expected to review their child's report card carefully. The report card envelope is to be signed and returned to the homeroom teacher within three (3) days. Keep in mind that the grades represent the composite of test scores, classroom performance, homework and school assignments.

## Report Card for Grades 1 - 3

### I) CODE

A) The marking code for the subcategories under Religion, Communication Arts, Mathematics, Social Studies and Science is:

<b>E</b> = Exceeds	(High Understanding)
<b>S</b> = Secure	(Understanding Demonstrated)
<b>D</b> = Developing	(Growth Demonstrated)
<b>B</b> = Beginning	(Beginning Stages)
<b>N</b> = Not Yet Performing	(Assistance Required)

B) The code for Art, Health, Introduction to World Language, Music, Physical Education and Technology is:

<b>E</b> = Exceeds	(High Understanding)
<b>S</b> = Secure	(Understanding Demonstrated)
<b>D</b> = Developing	(Growth Demonstrated)
<b>B</b> = Beginning	(Beginning Stages)
<b>N</b> = Not Yet Performing	(Assistance Required)

C) Explanation of Marking Code:

<b>E</b> = Exceeds	(High Understanding)	Student demonstrates a high level of skill, knowledge and performance.
<b>S</b> = Secure	(Understanding Demonstrated)	Student has a solid understanding of concepts, skills and knowledge.
<b>D</b> = Developing	(Growth Demonstrated)	Student demonstrates progress but lacks full understanding.
<b>B</b> = Beginning	(Beginning Stages)	Student demonstrates an emerging interest in concepts being taught.
<b>N</b> = Not Yet Performing	(Assistance Required)	Student lacks understanding and requires teacher support.

### II) SOCIAL DEVELOPMENT & STUDY SKILLS

A) Code:

<b>E</b> = Exceeds
<b>S</b> = Secure
<b>D</b> = Developing
<b>B</b> = Beginning
<b>N</b> = Not Yet Performing

## Report Card for Grades 4 - 8

### I) CODE

A) The Academic Code in Grades 4 - 8 is:

A+ = 97 - 100

B = 83 - 87

D = 70 - 72

A = 92 - 96

C+ = 78 - 82

U = Below 70 Failure

B+ = 88 - 91

C = 73 - 77

B) The Code O, S, I, or U is used for:

Art, Health, Introduction to World Language (Grades 4 & 5), Music, Physical Education, & Technology:

O = Outstanding

S = Satisfactory

I = Improvement needed

U = Unsatisfactory

C) Examination Marks

i. Examinations shall be given at the end of the year in Grades 6-8.

ii. The examination mark is weighted 20% (or 1/5th) of the 3rd trimester average.

D) Yearly Average is to be calculated by adding the three trimester grades and dividing by 3.

### II) SUBJECT AREAS

Each subject area written in capitals on the Report Card incorporates various subcategories.

Each subcategory code:

+ = Strength

✓ = Satisfactory

- = Weakness

**Written Communication - Numeric Rubric Code:**

6 = Very Good

3 = Below Average

5 = Good

2 = Poor

4 = Acceptable

1 = Unacceptable

**Personal Development Code: O, S, I or U**

O = Outstanding

S = Satisfactory

I = Improvement needed

U = Unsatisfactory

## ***Honor Roll***

For each trimester, students in Grades 4-8 are eligible to receive First or Second Honors. To earn First Honors, a student must attain A's in each subject area. To earn Second Honors, a student must attain all A's and B's in each subject area.

In addition, for First and Second Honors, all Personal Development area marks must reflect a grade of "Satisfactory" or better.

## ***Records and Transcripts***

A parent/guardian has the right to view his/her child's academic record, standardized test results, health records and emergency sheet. These records will be made available upon request.

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc., are the property of the Board of Education. Parents/Guardians need to apply to the Board of Education for examination of these records. The School is not permitted to distribute this information to anyone, not even to a parent/guardian.

Parents/Guardians are asked to notify the School Office in advance of the actual date of transfer. A release of information form should be signed at the school of transfer. Upon receipt of this form, the child's scholastic records, standardized test results, health forms, and any other pertinent information will be mailed directly to the new school. Transcripts of academic and health records are not given to the parent/guardian in the event of a transfer.

# **Religious Education**

## ***Religious Education***

The non-Catholic student is welcome at Saint Michael School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in religion classes and liturgical services scheduled for students during the school year.

Meetings with parents are a key element of the elementary Religious Education Program. These meetings are designed to provide fundamental information about the program and activities involved, as well as serving as an opportunity for parents to reflect more deeply on their own faith journey. The goal is to involve the parent as much as possible in the catechetical ministry of the parish as it impacts on the faith journey of the child. It is, therefore, vital that the parents make every effort to attend parent meetings.

Saint Michael School, as a special community within the parish community, strives to live out the message of the Gospel at all levels. As a school community we learn to reflect on the Gospel message, to pray and to serve the needs of our community and world. We spend time in prayer every day and celebrate the special events of our community during the year, with Eucharistic Liturgies and Prayer Services.



## ***Parish Sacrament Program***

The age for the reception of the Sacraments depends upon the maturity of the child and the willingness of parents to share faith and actively support the child's spiritual development.

**First Eucharist:** is normally received in the second grade. Celebrations are held during the Easter season.

**First Reconciliation:** Reconciliation must be received prior to First Eucharist. Children are instructed on the Sacrament of Reconciliation during the summer before entering second grade. Once the child has received Reconciliation, it is the responsibility of the parents to bring the child to this sacrament on a regular basis.

**Confirmation:** Confirmation is celebrated in the fall of 9<sup>th</sup> Grade after a two-year preparation process. Requirements for each year are explained at parent meetings held prior to the start of each instructional year.

PLEASE NOTE: Children enrolled in Saint Michael School who are registered in another parish must contact their parish to enroll in their sacrament preparation programs. Since the Sacraments are parish events, *children must receive them in the parish in which they are registered*. Exceptions are made for students who procure a letter from their parish's Pastor.

## **Medication**

### ***Policy of Administration of Medication***

Saint Michael School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangements is not possible, the school nurse or the Principal (or his/her designee) will administer the medication under the following conditions:
  - A. The medication must be given to the school nurse or Principal by the parent/guardian.
  - B. The medication must be in the original pharmacy-labeled container.
  - C. The parent/guardian and the student's physician must complete and authorize an "Authorization to Administer Medication in School" form. This form is available from the School. (Note: This applies to over-the-counter medication as well.)

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the Nurse.

## ***Policy on the Administration of Epinephrine***

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

**Administration of the Epi-Pen by the School:** The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee-designated and trained in the administration of the epi-pen by the school nurse pursuant to New Jersey law - may administer the epi-pen.

### **Parent/Guardian Authorization and Agreements Regarding Liability**

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

## **Dress Code**

All students are required to wear the proper school uniform. The official provider of the uniform is Flynn and O'Hara (1-800-441-4122). The requirements are as follows:

### ***Fall/Spring Uniform***

This uniform can be worn during September, October, May and June. The Administration may alter dates due to temperature.

#### **Girls Grades K through 8**

- Khaki walking shorts
- Hunter green golf shirt with the SMS logo (tucked in)
- Traditional white uniform blouse (tucked in) with SMS vest
- Green crew socks without logos
- Soft soled, brown or black shoes
- \* Dark green fleece jacket with SMS logo (optional)

#### **Boys Grades K through 8**

- Khaki walking shorts
- Hunter green golf shirt with the SMS logo (tucked in)
- White oxford shirt with Black Watch Plaid tie and SMS vest
- Belt
- Green crew socks without logos
- Soft soled, brown or black shoes
- \* Dark green fleece jacket with SMS logo (optional)

#### **Girls - Grades K through 4**

- Khaki walking shorts
- Black Watch Plaid Tunic
- White long or short sleeve blouse with Peter Pan collar and SMS vest
- Dark green fleece jacket with SMS logo (optional)
- Dark green cardigan sweater (optional)
- Dark green knee socks or tights
- Soft soled, brown or black shoes

## ***Traditional Uniform***

Must be worn November through April. It can be worn all year.

Girls - Grades 5 through 8

- Khaki pants
- Black Watch Plaid Skirt (knee length)
- Dark green, V - neck, pullover vest
- White long or short-sleeved shirt blouse with Oxford collar (tucked in)
- Green turtleneck or long-sleeved green polo shirt with SMS logo (may be worn without vest)
- Soft soled, brown or black shoes
- Dark green fleece jacket with SMS logo
- Dark green knee socks or tights

Boys - Grades K through 8 Traditional Uniform - May be worn all year.

- Khaki pants
- Dark socks
- Dark green V - neck, pullover vest
- Green turtleneck or long-sleeved polo shirt with SMS logo (may be worn without vest)
- White long or short sleeved shirt (tucked in) with SMS vest
- Black Watch Plaid tie
- Belt
- Soft soled, brown or black shoes
- Dark green fleece jacket with SMS logo

## ***Physical Education Uniform***

All students are required to wear the proper physical education uniform on gym days. All gym uniform items must have the SMS logo:

- Dark green shorts w/SMS logo (September, October, May, June)
- Dark green sweatpants w/SMS logo (November 1- April 30)
- Dark green T-shirt w/SMS logo
- Dark green sweatshirt w/SMS logo

## ***Out of Uniform Days***

Out of Uniform Days will be designated by the administration. Students will be notified in advance.

## ***Hairstyles***

Hairstyle should not impede vision. Boys' hair may not touch shirt collar.

Hairstyles of both boys and girls should be suitable for school. The hairstyle must not endanger the health and safety of the student, or the health and safety of other students or create classroom disorder. Judgments as to violation of this policy will be made by the Teacher and/or the Principal. Hair should be neatly groomed and cut. No fads, such as but not limited to, dying, spiking, or initialing of hair are permitted.

## ***Accessory Items***

Students may wear a small cross or religious medal on a chain around the neck, one small finger ring, or wristwatch. Girls may not wear make-up, eye shadow, or nail tips. Only clear nail polish is acceptable. Girls may wear small button type earrings. Boys are not permitted to wear earrings during school hours.

Due to injury that may occur and possible damage to school floors, *Heelys* may not be used on school property.

# **Health and Safety**

## ***Arrival and Dismissal Procedures***

Parents who are dropping children off should enter the school parking lot at Holly Street and continue through the lot to the driveway between Mount Carmel and Saint Michael School. Students will be dropped off at the door across from Mount Carmel Guild. Parents should then exit onto Alden Street turning right out of the driveway. No student should be dropped on Alden Street or at the front of the building.

Parents may not drop their children before 7:50 AM. Any child entering the school earlier will be sent to Before Care. There is a fee for this service.

Students who ride bikes to school should enter through Saint Michael's Lane.

Dismissal is at 2:45 PM. Homeroom teachers will advise students of the appropriate dismissal procedure. At the end of the school day students are required to leave the school building and grounds promptly and directly. Failure to comply with dismissal regulations will result in the student being placed in the After Care Program. Families will be billed for this service.

There will be no parking on Miln Street between 7:50 AM and 4:00 PM.

## ***Visitors***

School visitors (parents, volunteers, etc.) must enter building and visit the main office, where each person is required to sign in. Visitors must then sign out at the time of departure. Parents may not drop in to see a teacher without an appointment.

## ***Fire Drills & Lockdown Drills***

The purpose of frequent fire drills is to instruct the students in any emergency to leave the school building safely in the shortest time possible, in the most orderly way and in silence. Regular lockdown drills are mandated to ensure the safety of all in an emergency.

## ***Health Services***

Nursing Service is provided jointly by the State of New Jersey through the Union County Educational Services Commission and Saint Michael School.

Parents/Guardians have the primary responsibility for the health of their children. The Nurse conducts the health program for students and school personnel; plans and supervises all screening and medical exams; maintains health records and prepares appropriate reports; and works closely with the school personnel in solving health problems of individual children. The Nurse is an important link between the classroom, home, and community resources.

### ***Illness or Injury***

A student who becomes ill during class hours or who is injured on the playground will report to the Teacher/Nurse/Principal. The student may go home only after permission has been obtained from the parent by the Nurse or the School Office. The person who comes for the child must report to the office and sign the Early Dismissal Book.

If your child has a communicable disease, such as pink eye, the school must be notified by a phone call to the office and a note from the doctor.

If your child has to attend school with crutches, casts or other medical devices, a note from the doctor is needed.

Any restrictions and instructions for care while in the school environment should be addressed in that note.

A note from the doctor will be necessary for gym excuse due to an extended illness or injury and absences beyond five days.

### ***Student Accident Insurance***

Students of the Archdiocesan Parochial Schools are covered for medical expense incurred for treatment of accidental injuries, which occur while participating in school-sponsored and school-supervised activities.

### ***Suspected Child Abuse or Neglect***

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family.

### ***Asbestos Management Plan***

The School's Asbestos Management Plan is on file in the School Office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

## **Miscellaneous Regulations**

### ***Altar Servers***

Boys and girls in Grades 4 through 8 are invited to become Altar Servers.

### ***Class Parents***

Each class should have two class parents. They may be of help to the teachers by organizing holiday parties as needed.

### ***Early Dismissal***

A written request approved by the Principal is necessary if a parent wishes to have his/her child leave school before the time of dismissal. No child may leave the school premises during class hours or during lunchtime without permission from the office. Parents must come to the office for their child and sign the Early Dismissal Book.

### ***Extended Care Program***

For an additional fee, Saint Michael students may register for:

- Before School Care 7:30 AM to 7:50 AM
- After School Care 2:45 PM to 6:00 PM

### ***Field Trip Policy***

On occasion, Saint Michael School will sponsor and conduct field trips for the educational enrichment of the students. Participation in a field trip is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the School.

The permission slip is provided by the School.

### ***Graduation***

Information relating to the graduation will be presented to the eighth grade students and their parents in September.

### ***Library***

The students have the opportunity to enjoy the advantages of our school library. Students are responsible for the books they borrow. Books are to be returned on the scheduled day. If the book is lost, the student must pay for it.

### ***Lockers***

Lockers will be assigned to students in grades six, seven and eight. Locks are provided by the school office. The student is to only enter his/her locker at the assigned times.

### ***Lost and Found***

To facilitate returning lost articles, please label all uniforms, coats, sweaters, books, lunch boxes, and gym outfits with the student's name. Purses and wallets should also include identification. A lost and found receptacle is located in the back of the cafeteria and should be checked when an unlabelled item has been lost.

### ***Lunch Program***

A hot lunch program is available. Children who do not wish to buy hot lunch may bring their own lunch from home.

## ***May Crowning***

The traditional May Crowning Ceremony takes place each year in May. The second and eighth graders take part in the ceremony, however, all other grades attend. Parents are encouraged to attend this beautiful ceremony.

## ***Mission/Service***

The children are asked to contribute to the Holy Childhood Association. The funds are used exclusively to aid children throughout the world. The children are asked to participate in a number of service projects coordinated with the Religious Education Department and the Student Government.

## ***Special Services***

Saint Michael School has the services of the Union County Commission for Compensatory Education, Speech and Child Study Team Evaluations, as well as the federally funded Title I program. If you feel your child needs any of these services, please contact the Principal.

## ***Student Government***

The Student Government is a service organization comprised of representatives from grades 5 through 8.

## ***Telephone Use***

Students are permitted to make calls **ONLY** in extremely important cases. Parents are asked to instruct their children to take their books, gym clothes, etc. to school so that there will be no unnecessary calls regarding this.

Only messages of vital importance will be relayed to the students during class time.

Cellular phones are not permitted for personal use during the day and they should be powered off.

## ***Testing***

Students will take part in the testing offered by Archdiocese of Newark. The NWEA MAP Growth will be administered to Grade 2-8 three times during the school year (fall, winter and spring). Grades 2-8 will be tested in Language, Math and Reading. Grades 3-7 will also be tested in Science.

A standardized test for high school admission is administered in November.

## ***Visitors***

Visitors are to report to the office upon entering the school building. They must sign in and then sign out when leaving.

## Extra Curricular Activities

Saint Michael School encourages students to participate in extra curricular activities, such as basketball, cheerleading, bowling, musical activities and academic contests. It is the parent's responsibility to decide if outside activities are interfering with schoolwork. However, students must meet the Student's Athletic Policy criteria to continue in the activities.

### ***Student Athletic Policy***

A student athlete must achieve passing grades in all subjects. If a student received an unsatisfactory grade in any subject, any special or any area listed in the personal development area at the end of the marking period that immediately precedes or coincides with his/her participation in any sporting activity, that student shall be immediately prohibited from further participation in all sports. A student's athletic eligibility shall be restored effective immediately if no Progress Report is issued to that student for the following marking period.

### ***Eligibility Procedure***

- All members of Saint Michael teaching staff shall advise the Principal if a student is academically ineligible to participate in a sporting event as defined by this policy. The Principal shall be notified if a student has satisfactorily improved.
- The Principal will receive a team roster for all sports and will notify the coaching staff of ineligible or reinstated players.
- All members of the coaching staff shall similarly abide by this policy.



## **COVID-19 ADDENDUM TO SCHOOL FAMILY HANDBOOK**

The school has taken necessary steps, utilizing CDC guidelines, for maintaining a safe educational environment, which include but are not limited to:

- Requiring that face masks be worn by all employees, students, and visitors, and providing face masks for those who need one
- Providing hand sanitizer and encouraging washing of hands regularly
- Providing cleaning products and cleaning frequently touched areas regularly
- Encouraging social distancing
- Advising employees and students to monitor their symptoms daily and to stay home from school if they are sick or experiencing any symptom related to COVID-19
- Advising parents to monitor their children's health daily, to keep them home from school if they experience any COVID-19 symptoms, and to promptly report any health changes to school administration

All parents are required to sign the SMS School Family Handbook Acknowledgment that they have received, reviewed and understand the policies including the COVID-19 Addendum to the Handbook before their child will be permitted to attend school. In doing so, parents acknowledge that serious health risks exist due to the COVID-19 pandemic, that school attendance includes possible exposure to illness from infectious diseases including COVID-19, and that parents knowingly and freely assume such risks.

### ***COVID-19 TESTING***

The school in its sole discretion may require any student to remain out of school, and/or undergo a COVID-19 test and produce the results to the School, if circumstances require.

### ***Positive COVID-19 Case***

If the School becomes aware of an instance of a positive COVID-19 result in the School community, notification will be provided to all parents and employees while making efforts to maintain the privacy of the individual(s) known to have been positive.

### ***Virtual Instruction***

To the extent any School instruction is conducted virtually as a result of the COVID-19 pandemic, certain rules apply with regard to virtual instruction. Any livestream into or from classrooms is for the exclusive use of students only. If parents wish to engage with the teacher, communication should be made separately. Furthermore, students' images that are available via virtual instruction shall not be used for any other purpose.