



STUDENT-PARENT HANDBOOK

2025-2026

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Pastor

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21 Sixth Street
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Main Office: 978-453-9511

Saint Michael School Mission Statement

Saint Michael School is a welcoming family open to all. Our caring teachers educate young people in the Catholic tradition of academic excellence and social responsibility. A graduate of Saint Michael School is well-prepared for academic success and for a life as a courageous leader who serves the community.

Saint Michael School is fully accredited by the New England Association of Schools and Colleges

A Note on this Edition of the Handbook

This edition of the handbook was revised in August 2024. Please pay close attention to the new tuition agreement and discipline policies.

This handbook is a guide and does not attempt to codify every possible situation. If you have any questions please contact the principal.

In all matters, Fr. Christopher Lowe, has the final word on any matter of interpretation in this Handbook.

Thank you and best wishes to your family and your child for a happy experience and successful year at Saint Michael School!

History and Accreditation

Saint Michael School was established as a parish school in Lowell's Centralville neighborhood in 1889 by the Dominican Sisters of St. Catherine, Kentucky. Today we are a PreK- Grade 8 school, affiliated with Saint Michael Parish and accredited by the New England Association of Schools and Colleges (NEASC). We are dedicated to academic and spiritual excellence and offer our students the best possible learning experience and guidance in our Catholic faith and prayer life.

Philosophy and Core Values

The philosophy of Saint Michael School is based on the Law of Love: to love God and to love one another.

Saint Michael School seeks to provide students with the best learning experiences, encompassing the spiritual, emotional, academic and physical components that will enable them to live fruitful Christian lives. Saint Michael School is a faith community in which the entire faculty, student body, priests, staff and parents live and learn together in accordance with Catholic values. Ours is an atmosphere of mutual respect and concern.

We seek to educate the whole person. The word of God is communicated to our students. It is our prayer that the Holy Spirit will illuminate their minds and touch their hearts so that they will go forth as living witnesses to Christ.

SCHOOL RELIGIOUS LIFE AND LITURGIES

Celebrating our Faith is the most important part of being a Catholic school. Learning, sharing and living the Gospel values are integrated into the formal and informal teachings of each day. Since parents are the primary educators of their children, especially in faith development, parents are invited and encouraged to join us at our school liturgies.

SCHOOL POLICIES

Enrollment Requirements for Current and Newly Admitted Students

Congratulations on the decision to enroll your child with us at Saint Michael School! Now that you have enrolled your child, the next step is to review the requirements in this Handbook before your child's first day of school so that s/he can take the seat we have reserved for your child. As a current parent with a returning student, or as a parent of a newly admitted student, please review and comply with these requirements. If you have any questions at all, please contact our Administrative Office at 978-453- 9511.

Age Requirements for Entrance

Children entering Pre-Kindergarten (3-year-old program) must be three years of age on or before September 1st of the year they enter. Children must be toilet trained.

Children entering Pre-Kindergarten (4-year-old program) must be four years of age on or before September 1st of the year they enter. Children must be toilet trained.

Children entering Kindergarten must be five years of age on or before September 1st of the year they enter. Children must be toilet trained.

Required Documents for Enrollment

- Birth Certificate
- Baptismal Certificate (if baptized)
- Health Records
- Last Report Card from previous school.
- IF APPLICABLE TO YOUR CHILD: An Individual Educational Plan (IEP) or a 504 Educational Plan from a public or private school.

REQUIRED IMMUNIZATIONS AND EXAMS

State of Massachusetts Department of Public Health (MDPH) Requirements for School Entry

The policy of Saint Michael School is to comply fully with the State of Massachusetts immunization and health requirements for school entry. These requirements are available on the MDPH website: <https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements>

An updated physical needs to be turned in annually and kept on file with the school nurse.

There are no exceptions or exemptions to the following requirements. Again, please contact our administrative team if you have a specific question or a special situation.

Preschool, Age 3 and Age 4

Hib	1-4 doses; the number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	1 dose; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose; must be given on or after the 1 st birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Kindergarten – Grade 6

DTaP	5 doses; 4 doses are acceptable if the fourth dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP
Polio	4 doses; fourth dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades 7 – 8

Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥ 10 years since last Tdap
Polio	4 doses; fourth dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose
Hepatitis B	3 doses; laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory

	evidence of immunity acceptable
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Meningococcal Requirements

Grade 7-8 Only	1 dose ; 1 dose MenACWY (formerly MCV4) required. Meningococcal B vaccine is not required and does not meet this requirement.
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SCHOOL HOURS

The school day is in session from 7:45 a.m. until 2:15 p.m. for grades 1-8.

The school day is in session from 7:45 a.m. until 1:50 p.m. for grades Prek-Kindergarten.

First Bell (Assemble to Line, Prayer and Pledge): 7:45 a.m.
 Announcements over the intercom and Start of Day 7:55 a.m.
 Pre-Kindergarten/Kindergarten dismissal: 1:50 p.m.
 Grade 1-Grade 8 Dismissal: 2:15 p.m.

On early dismissal days school hours are 7:45 a.m. to 11:00 a.m. for Grades 1-8.

On early dismissal days school hours are 7:45 a.m. to 10:45 a.m. for Pre-K/Kindergarten.

ACADEMIC POLICY

Children will be promoted from grade to grade unless their academic performance warrants retention or if absenteeism is excessive and schoolwork is not completed. The classroom teacher, through a conference, will communicate the possibility of retention to the parents in April, before the end of the 3rd quarter. At that conference, the parent, the teacher and the principal will sign a Retention Form.

If a student is deficient or failing in a major subject, the student will be recommended for summer school. Grades from public school summer school programs will be honored. It is the responsibility of the parent to complete arrangements for summer school.

PROGRESS REPORTS/REPORT CARDS

Progress Reports:

Parents of children in Pre-Kindergarten and Kindergarten receive two progress reports throughout the year.

Parents of children in Grades 1 - 8 receive three progress reports throughout the year.

Progress reports are intended to let parents know if their children are on their way to mastering the material or if they are having academic difficulty. Progress reports may indicate that a student needs to be staying after school for academic assistance. However, parents and teachers may communicate more often as the need arises.

Report Cards:

Parents of children in Pre-Kindergarten receive two report cards yearly.

Parents of Kindergarten students receive three report cards yearly.

Parents of children in Grades 1 - 8 receive three report cards yearly.

Report cards indicate the academic achievement of your child, mastery of important skills, as well as the effort, conduct, attendance and other important information.

Academic Recognition:

Academic recognition will be given to those students who fall into the following categories:

Highest Honors: All A's

Honors: All A's and B's

Students must not have any grade below satisfactory in effort, conduct, specialist classes (music, art, gym, and computer), work habits or social habits.

HOMEWORK

Homework is sometimes necessary, as it allows for independent practice, research, study or reading. Homework is the student's responsibility; however, our younger students need parental supervision and assistance with homework.

Students in Grades 2-8 are expected to use the assigned homework planner notebook provided through the school in September. Parents should check this planner notebook regularly to ensure their child is completing the assigned work.

Homework assignments will be required of all students, excluding Kindergarten. It is an important part of your child's education. It also indicates how well the student accepts responsibility according to his/her age and grade level.

Provide your child with a quiet atmosphere without use of devices, televisions and other distractions. Also, we ask that parents check the homework each night. If for any reason, an assignment is not done or is incomplete, kindly send a note to the teacher explaining the reason. Please advise the teacher of any problems a child may be experiencing at home which could affect school performance.

Daily homework assignment requirements for each grade level are, on average, fifteen minutes per grade level and not to exceed 90 minutes.

Weekends are for review and to complete assigned projects. The purpose of homework is to review, enrich and to determine any weakness. Homework may be a written or a study assignment.

TUTORING AND EXTRA HELP

Students whose work is not satisfactory are urged to seek extra help from their teacher. Students may be required to stay after school for assistance. The teacher and students must set up a schedule according to teacher availability.

TEXTBOOKS / ELECTRONIC DEVICES

Students are responsible for all textbooks, workbooks or electronic devices assigned to them. If the books are lost or damaged, the student or parent must pay for them. All books must be covered at all times. All books must be carried to and from school in a school bag or tote to protect them. Chromebooks should be handled with care at all times.

TECHNOLOGY

Technology can be a valuable tool for research and study. Our school seeks to provide students with access to technology needed to enhance their learning. However, with this privilege comes a high level of responsibility.

LIBRARIES AND READING ROOMS

We maintain two libraries and reading rooms: one for Pre-K through Grade 1 and another for Grades 2-5. They are supplied with books, magazines, encyclopedias, the Catechism of the Catholic Church and various reference materials. We encourage children to use these resources for enjoyment as well as for completing assignments. Proper use of library materials and return of books is essential. Reference books may not leave the school library.

The library needs of our junior high school students (grades 6-7-8) are met through our advanced technology lab where students learn the use of databases and other online resources for study and research.

FIELD TRIPS

In conjunction with special assignments or other events, a teacher may plan a field trip with his/her class. Prior to a scheduled trip, a letter and a permission slip will be sent home with all the necessary information. This slip must be returned signed by the designated due date. The admission, bus and or souvenir costs are the responsibility of the parent/child.

We welcome parents to chaperone field trips but only Saint Michael School students can go on a school trip. In accordance with Archdiocesan policy, all chaperones must have a yearly Massachusetts Criminal Offender Record Investigation (CORI) background check on file in the office and must have successfully completed the "Protecting God's Children" program offered by the Archdiocese. Chaperones must stay with their group at all times. All field trips are planned and determined by school personnel and approved by the administration.

Field Trip Permission Slips:

Parents are required to sign permission slips any time a student is leaving the school property. The permission slips will be sent home in advance and must be returned within the designated due date. **Students will not be allowed to participate in any of the following without written consent of a parent or guardian.**

1. Field Trips
2. Walking trips for the year
3. Title One Program
4. Internet Usage-completed at re-enrollment
5. Electronic Device Usage-completed at re-enrollment
6. Photograph for publication-completed at re-enrollment
7. Library guidelines and permission form

SCHOOL RELATED ACTIVITIES

Families are strongly encouraged to be present for all school related activities. These activities may include, but are not limited to: Science Fairs, Musicals, Awards Night, special Masses and any other activities deemed school related by the administration. These activities are a part of the curriculum. These school related activities are a time to celebrate one's knowledge of the curriculum and goals achieved.

STANDARDIZED TESTING

All students in grades K - 8 must receive the NWEA assessment three times a year. Founded by educators nearly 40 years ago, Northwest Evaluation Association™ (NWEA™) is a global not-for-profit educational services organization known for its flagship interim assessment, and Measures of Academic Progress® (MAP®). More than 7,400 partners in U.S. schools, districts, education agencies, and international schools trust the NWEA to offer pre-kindergarten through grade 12 assessments that accurately measure student growth and learning needs, professional development that fosters educators' ability to accelerate student learning, and research that supports assessment validity and data interpretation.

FEDERAL TITLE ONE PROGRAM

The federally funded Title One Program is available in our school for students who reside within the Lowell Public School District. Title I services provide help to those children needing additional support in Math and/or Reading. A Lowell Public School Title One teacher supervises this program and visits the campus to tutor students who have qualified for the program. Please contact the principal's office for more information on the eligibility requirements and the procedure to obtain services.

Beginning in the 2024-25 school year, students living in Dracut may also be eligible for certain Title I service provided by the Town of Dracut.

PARENT-TEACHER CONFERENCES

Conferences will be held after the first report card in December. Due to the number of parents attending, 10-minute allotments will be strictly adhered to. A second conference/open house is scheduled in March. Any parents or guardians requesting additional teacher conferences must make an appointment in advance with the teacher. These conferences will be held before or after school hours.

Teachers are not able to respond to telephone calls or emails from parents during instructional times. If you need to reach a teacher during the day, you may contact the school and leave a message or email the teacher directly. The teacher will return your call within twenty-four hours of receipt.

SCHOOL DAY ARRIVAL / DISMISSAL

Arrival:

Please keep the safety of all students your top priority. No cars should be parked on the school side of Sixth Street at any time during school hours. Please do not park or wait for your child in any area marked as no parking.

Students may enter the school yard starting at 7:30 a.m. through the Fifth Street or Sixth Street gates. Teachers will be on duty to receive and monitor the students. Students will line up in the schoolyard with their class.

- Students may not enter the schoolyard before the teachers are on duty in the yard.
- Students are not permitted to use the playground/basketball court at this time of day. It is not a recess time.
- Students are not permitted to bring into the schoolyard or school any coffees, outside drinks, smoothies, etc. Students will be told to throw away any such drinks.
- Outside prayer will start at 7:45 a.m. daily. Students will then enter the building with their class and teacher.

If there is inclement weather students will enter the schoolyard at 7:30 a.m. and go directly into the school hall. Teachers will be on duty to receive the students.

A few safety reminders upon arrival: Cars should never be parked on a crosswalk and cars should always pull over to the curb and have children exit or enter curbside.

If needed, please use the Seventh Street area (in front of the garages) forming two rows for additional

parking spaces during our arrival and dismissal procedures. It is also very important to not block available parking spaces near the side of the church for our teachers to park. Also, leave ample room for entering and exiting this area.

There is a disabled persons parking space available at the corner of Read and Sixth Street. This is utilized for any disabled student who attends Saint Michael School. There is no parking in front of the disabled persons spaces for any reason.

Dismissal:

Regular Dismissal: Students in Grade 1-Grade 8 will be dismissed at 2:15 p.m. **Once dismissed, students are not allowed to return inside the building after 2:15 unless they are with a teacher.**

The following dismissal procedures are to be followed at all times:

No cars should be parked on the school side of Sixth Street at any time during school hours. Please do not park or wait for your child in any area marked as no parking. Cars should never be parked on a crosswalk and cars should always pull over to the curb and have children enter curbside.

Students in Grade 1-Grade 8 will be dismissed at 2:15 p.m. Once dismissed, students are not allowed to return inside the building after 2:15 unless they are with a teacher

If you would like to park your car and walk to the school to pick up your student, please use the Seventh Street area (in front of the garages) forming two rows for additional parking spaces during dismissal procedures. It is also very important to not block available parking spaces near the side of the church for our teachers to park. Also, leave ample room for entering and exiting this area.

There is a disabled persons' parking space available at the corner of Read and Sixth Street. This is utilized for any disabled student who attends Saint Michael School. There is no parking in front of the disabled persons spaces for any reason.

The following dismissal procedures are to be followed at all times:

Pre-Kindergarten/Kindergarten:

Students will be dismissed from the schoolyard door at 1:50 p.m. Students with upper grade sibling(s) will be dismissed at 2:15 p.m. together out the schoolyard door.

To pick up your student(s), you must pull into the schoolyard through the Fifth Street gate between 1:45 p.m. and 1:50 p.m. and park your vehicle, facing Sixth Street. We can fit three lanes in the school yard, so please pull right up to the sign and make sure you are in a lane. Once all the students have been dismissed by the teacher on duty, the teacher will direct the cars to exit the schoolyard by the Sixth Street gate. . At no time are vehicles allowed to make a U-turn or back out of the schoolyard onto 5th Street. Everyone must pull forward and exit through the Sixth Street gates.

Grades 1 - 8:

Any students in Grades 1-8 who are exiting the schoolyard door will be dismissed through the lower hall by the teacher on duty. If you are driving a student home, and would like to pick them up from the school yard door, you must pull into the schoolyard by the Fifth Street gate between 2:00 p.m. and 2:10 p.m. and park your vehicle, facing Sixth Street. We can fit three lanes in the school yard, so please pull right up to the sign and make sure you are in a lane.

Once all the students have been dismissed by the teacher on duty, The teacher will direct the cars to exit the schoolyard by the Sixth Street gate. At no time are vehicles allowed to make a U-turn or back out of the schoolyard onto 5th Street. Everyone must pull forward and exit through the Sixth Street gates.

If you are picking up a student and do not pull your car into the schoolyard as noted above, the students will exit through the door on Sixth Street. You should then meet your student at the door and walk him/her to your car using the crosswalk.

Any students in Grades 1 - 8 who are walking home will be dismissed at the door on Sixth Street by the teacher on duty. Walkers crossing Sixth Street or Read Street must do so cautiously at the crosswalk when told to do so by the crossing guard. Students walking home are expected to go directly home.

Please make every effort to make sure your child knows what door he/she should be dismissed.

Changes in the Usual Dismissal Routine:

Students will not be allowed to change their usual dismissal routine unless written parental permission has been forwarded to the school. This is to ensure the safety of the students, and to assure that school personnel know where the students are at dismissal. If there must be a last-minute change to the dismissal routine (i.e. family emergency), please contact the school. In this event, it is important that the call be made prior to 1:45 p.m. A call made later than that time does not allow sufficient time to get the message to the student.

Late Pick Up:

Any student not picked up on time will be sent to Extended Day after 2:30 and billed for that service.

ATTENDANCE

Absence:

If a student is ill and will not be attending school, the parent or guardian is to contact the school office at (978) 453-9511. There is an answering machine if you need to call the evening before for the next school day. This eliminates the school having to contact the home. This is a safety precaution.

If a student is ill or has been absent from school, he/she will be unable to participate in any school sports, extracurricular activities and school activities for that day (including practices, games, and dances).

If an extended absence is expected, please notify the teacher and the administration by both verbal contact and written notice. Any student who accumulates an excessive number of absences must attend a meeting with the Principal, teacher, and parent/guardian. The parent or guardian will be expected to provide medical documentation (when appropriate) to verify prolonged illness.

Any work missed during an absence must be made up. Students' missed work must be completed within a time period equal to the number of days absent. Unusual circumstances will be handled on a case by case basis.

While we do not encourage families to plan vacations during the school year, we understand that travel opportunities and times spent with extended families can be very important. However, teachers cannot be expected to assign work for these days away and teachers are not responsible for providing extra lessons when the student returns. We recommend that time on vacation be spent on vacation. When the student returns to school, the teacher will be available to assist that student and

help them catch up on what they have missed. However, it is the student and parent's responsibility to initiate the request for assistance.

Illness:

If a student becomes ill or is injured during school, the parent or designated adult listed on the school emergency form will be notified. It is imperative to notify the secretary and classroom teacher immediately if you need to make a change to the emergency form. This notification must be made in writing and forwarded to the school within 24 hours of the change. To prevent the further spread of illness and for the child's own comfort, a child should be kept home if he/she:

1. Has had a fever of more than a degree above normal during the previous 24 hours;
2. Has a cold in the active stages: persistent coughing, sneezing, running nose;
3. Has a sore throat and/or swollen glands;
4. Has an undiagnosed rash or skin eruptions;
5. Has had vomiting and/or diarrhea within the previous 24 hours;
6. Has untreated head lice;
7. Has undiagnosed redness, tearing and/or discharge in the eyes; and
8. Has any contagious or communicable condition or disease.

All existing long term or chronic medical conditions must be shared with the principal and homeroom teacher. All treatment of medical conditions must be fulfilled in agreement with parent and school administration.

Early Dismissal:(ex Dr. or Dental Appointments):

If your child is to be dismissed from school at any time prior to the usual 2:15 dismissal, you must send a note to the teacher the day before or on that morning providing the time of and reason for dismissal. When you arrive to pick up your child, you must ring the buzzer at the Read Street door, report to the office and sign your child out. If your child will be returning to school that day, you must again ring the buzzer at the front door, report to the office and sign your child in.

Except for cases of emergencies, dental and doctor appointments should be made outside of school hours.

It is up to the student to meet with his/her teacher and ask for any missed work due to an absence.

Tardiness/Punctuality:

Students should be in the schoolyard by 7:40 a.m. The school day begins with prayer and pledge at 7:45 a.m. Announcements from the office begin at 7:55 a.m. Students are considered tardy after 7:50 a.m. Students who are tardy **MUST** check in at the office before going to their classroom. Tardies will be calculated each marking period for Progress Reports and Report Cards.

Excessive tardiness may result in an after school detention, a Notice of Concern, or a conference with both the parent and student.

DISCIPLINE

Courtesy and Respect:

Courtesy can be defined as a sensitive awareness of the feelings of others. Respect can be defined as a feeling of honor or esteem for others. As always, it is important that we constantly remind the students to respect their elders, those in authority, their fellow students and themselves.

Discipline Code:

We value each child here at Saint Michael School. Building self-esteem and learning to accept responsibility for one's behavior and actions are important components of our discipline philosophy. Students are expected to follow the regulations of the school. Parental cooperation with disciplinary actions is expected.

A Saint Michael School student is expected to demonstrate respect and responsibility:

1. Respect for God.
2. Respect for oneself. This includes accepting responsibility for one's own actions and decision-making.
3. Respect for the talents and abilities given by God, and a serious intent to develop these talents.
4. Respect for our priests, religious sisters, etc.
5. Respect for administration, teachers, staff and volunteers.
6. Respect for other students, their rights, their personalities and their cultures.
7. Respect for Saint Michael School, the property of the School, the policies and rules of the School and the reputation of the school.
8. Respect for the nature- a responsible stewardship for the gifts of Creation.
9. Responsibility to live out the value of respect.

Schoolyard Behavior

1. Students are to stay in the schoolyard once they have arrived. Students are on school property until they are dismissed at 2:15 p.m.
2. Students are **NOT** permitted to bring into the schoolyard or school any coffees, drinks, smoothies, etc. Students will be told to throw away any such drinks. Water bottles are allowed.
3. While in the schoolyard, be respectful of your peers. Disorderly conduct such as fighting, rough play or playing with snow will not be tolerated.
4. Playground balls used for the Four Squares Game and basketballs are allowed. All other balls used must be approved by the administration.
5. Absolutely, no balls should be thrown up against the school building.
6. When the bell rings at 7:45 a.m., all students must line up quickly and quietly. When the bells ring for other recesses, students must carry on with the same procedure.
7. When students arrive between the times of 7:15 and 7:45 a.m. and need to go upstairs to see a teacher, or during recess, they are to report to the office first or be with a teacher.
8. The students must stay in the designated area and not wander the school.
9. Please help keep the schoolyard free of litter.

RECESS

Weather permitting; the children play outside during recess time. They are always supervised and the playground gates are screened throughout the school day. Please make sure your child(ren) are dressed appropriately as every effort is made to take students outside daily.

Playground Rules:

- Playground equipment is designed to serve children between 5-12 years old.
- Do not use equipment without proper adult supervision.
- Do not use equipment when wet.
- Do not use equipment when the ground is frozen.
- No bare feet/wear proper footwear.
- No running, pushing, or shoving.
- Do not use play equipment improperly.

Respectful Language:

All students are expected to use acceptable language. Using the Lord's name in vain, offensive or vulgar language, and disrespectful gestures are considered serious offenses. This behavior will result in an automatic detention. If the behavior continues, a parent conference will be necessary to discuss the inappropriate behavior and to determine future disciplinary action to be taken.

BULLYING

*The School follows the guidelines in the **Bullying Prevention Policy by the Archdiocese of Boston.***

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, emotional, psychological or written interactions. Saint Michael School maintains a conducive environment for teaching and learning, free of bullying. Bullying in any form will not be tolerated at Saint Michael School and will be grounds for disciplinary action up to and including suspension and expulsion. It is crucial to contact the principal if you are aware your child is being bullied. If we are aware of the situation, we will rectify the problem.

Saint Michael School includes the discussion of bullying through Character Education with our students throughout the year.

PERSONAL APPEARANCE AND DRESS CODE POLICY

Our school requires uniforms every day. We also have a common sense "Trust the Parents" policy on personal appearance. Please make sure your student comes to school every day with a presentable appearance as if they are going to a church service—on many days they will be. A notice will be sent home if a student comes to school not in uniform.

Personal Appearance:

Good dress habits and personal hygiene go hand in hand with good work habits. Students are to be neat, clean and dressed appropriately for school and church. Neat hair styles are part of good grooming for both boys and girls. We count on you to see that the hair is trimmed and clean.

The school principal is the final authority on whether a student is presentable and dressed

appropriately. A list of things that are not permitted include, but are not limited to:

- Extremes in hair styles--including colors
- Beards or other facial hair for older boys
- Jewelry for girls or boys, except for modest earrings for girls and a simple watch
- Make-up for girls or boys
- Painted or fake nails for girls or boys
- Tattoos and body piercings
- * Hats-baseball or any others
- * Crocs/Croc type shoes, sandals, open toe shoes, sneakers with wheels

Uniform violations will be given out for not following the dress code.

Dress Code for Saint Michael School

The following items are available for order from our uniform supplier Tommy Hilfiger. The website can be found at <https://www.globalschoolwear.com/>. When you open this link, click on "Shop For Your School". Then enter the zip code 01850 and our school number STM108. This will take you to our uniform page with the items, prices and ordering info.

Bear in mind that most orders take at least two weeks to ship with higher wait times during "Back to School."

GIRLS

All girls are required to wear the following uniform every day:

Grades 1-5 (Kindergarten students will wear gym uniforms each day.)

Plaid Jumper (*length of jumper – no higher than the top of the knee*)

Dress shorts-Navy blue (to be worn only September 1st-November 1st and April 1st-June)

Blouse – light Blue with Peter Pan Collar and school logo **or**

Polo shirt-long or short sleeve-light blue with school logo-no tie needed with polo

Tie – Navy Blue (*cross tie only*)

Socks or Tights – Navy Blue (*only*)

Shoes – Black, Brown, Navy, Tan or Blue (*no more than 1-2" sole/heel. Dress sneakers are allowed to be worn with the uniform*). Athletic shoes can only be worn with the gym uniform.

Optional Winter Uniform is allowed between November 1st-April 1st:

- In lieu of the jumper girls may wear navy blue dress pants in accordance with the uniform policy above.

Grades 6, 7, 8

Plaid Skirt (*Length of skirt – no higher than the top of the knee*)

Dress shorts-Navy blue (to be worn only September 1st-November 1st and April 1st-June)

Button Down Oxford Shirt – Light Blue **or**

Polo shirt-long or short sleeve light blue (yellow-Grade 8) with logo-no tie or vest needed with polo

V-Neck Pullover Sweater Vest – Navy Blue (*with embroidered logo*)

Tie – Navy Blue (*“clip on” only*)

Socks or Tights – Navy Blue (*only*)

Shoes – Black, Brown, Navy, Tan or Blue (*no more than 1-2” sole/heel. Dress sneakers are allowed to be worn with the uniform*). *Athletic shoes can only be worn with the gym uniform.*

Optional Winter Uniform allowed between November 1st-April 1st:

- In lieu of the skirt girls may wear navy blue dress pants in accordance with the uniform policy above.

If a girl wishes to wear a sweater for warmth, it must be our SMS regulation Navy Blue V-Neck Pullover Sweater (*long sleeve with school logo*).

Only “Spirit Wear” purchased through school can be worn with the regular uniform. Students are still required to wear the appropriate shirt and/or tie under their Spirit Wear. Teachers may require students to remove Spirit Wear within the classroom.

BOYS

All boys are required to wear the following uniform every day:

Grades 1-8 (Kindergarten students will wear gym uniforms each day.)

Dress Pants – Navy Blue

Dress shorts-Navy blue (to be worn only September 1st-November 1st and April 1st-June)

Button Down Oxford Shirt – Light Blue (*Grade 1 - Grade 8*) **or**

Polo shirt-long or short sleeve-light blue (yellow Grade 8) with school logo-no tie needed with polo

Tie – Navy Blue

Socks – Navy Blue (*only*)

Belt – Black, Brown or Blue (*leather dress belt only*)

Shoes – Black, Brown, Navy, Tan or Blue (*no more than 1-2” sole/heel. Dress sneakers are allowed to be worn with the uniform*). *Athletic shoes can only be worn with the gym uniform.*

If a boy wishes to wear a sweater for warmth, it must be the regulation Navy Blue V-Neck Pullover Sweater (*long sleeve with school logo*).

Only “Spirit Wear” purchased through school can be worn with the regular uniform. Students are still required to wear the appropriate shirt and/or tie under their Spirit Wear. Teachers may require students to remove Spirit Wear within the classroom.

All Pre-Kindergarten and Kindergarten students are required to wear the following uniform every day. Grades 1-8 are required to wear the following uniform on their scheduled gym day.

Sweatpants – Navy Blue (*with school name*)
T-Shirt – Gray with logo – (PreKindergarten through Grade 8)
Sneakers---**Crocs or Croc like shoes are not allowed.**
Sweatshirt – Navy Blue (*with school logo*)
Shorts – Navy Blue (*with school logo*)

(Shorts are optional September 1st-November 1st and April 1st-June only)

N-U-T Card Days (No-Uniform-Today)

During the school year, students have an opportunity to earn N-U-T Cards that grant a one-day privilege not to wear the regular full uniform. For example, students who attend the Sunday school Mass earn a N-U-T Card. N-U-T Cards are also given as incentives, awards and special recognitions.

On N-U-T Card days, students may dress down in appropriate school clothing of their own choosing. These clothes must not have slogans/slang or inappropriate language/pictures on them. All clothes must fit properly and be in good condition (no rips, half shirts, tank tops, low cut tops). Shorts are allowed September 1st-November 1st and April 1st-June. Shorts must be a proper length (no short shorts allowed). Appropriate shoes or sneakers must be worn i.e. no sandals, slippers, flip flops, Crocs or Croc-like shoes, or open-toe shoes. Hats are not permitted in the building on N-U-T card days.

Change of Address or Telephone Number

It is imperative to notify the office and classroom teacher immediately if you should have a change of address or telephone number. This also applies to your work and emergency telephone numbers. This notification must be made in writing and forwarded to the school within 24 hours of the change.

Change of Guardianship

Please notify the office and classroom teacher immediately if any changes occur in the guardianship of your child. This notification must be made in writing and with documentation and forwarded to the school within 24 hours of the change.

EXTENDED DAY CARE

Each student must have an Extended Day application on file to participate in the after-school program. A registration fee of \$25.00 per family will be added to your first bill. Bills will be sent out biweekly and payable upon receipt. Each student must have an Extended Day application on file and Extended Day Bills must be paid promptly when due to participate in the after-school program.

Morning Care hours -6:50 a.m.-7:30 a.m. Rate: \$10 per hour

Extended Day hours -2:15 p.m.-5:30 p.m. Rate: \$10 per hour

There is a family cap of \$500.00 **per month**.

No Extended care will be offered on half days of school.

ELIGIBILITY FOR ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

Saint Michael School offers after school opportunities for our students. To participate in extracurricular activities, students must maintain a passing grade in each subject area. Conduct and effort must also be appropriate. Any students not meeting the above will forfeit his/her right to participate. These activities may include, but are not limited to the 8th grade class trip / activities, sports, dances, music, art, science, field trips, outings, etc.

Families must also have an account on FACTS that is current and in good standing.

If a student is ill and has been absent from school, he/she will be unable to participate in any school sports, extracurricular activities and school activities for that day.

BIRTHDAYS

On the day of each child's birthday, we announce the birthday in our morning announcements. An appropriate individual snack or non-edible item can be sent in for your child to celebrate their birthday with the class. Please check with the classroom teacher concerning any food allergies. Students may not receive balloon-a-grams, flowers or gifts during school hours. To avoid hurting the feelings of youngsters, party invitations may not be distributed in the classrooms or in the schoolyard unless every boy/girl in the class is being invited.

EARLY RELEASE - FACULTY MEETINGS AND WORKSHOPS

Throughout the year, half days may be reserved for Faculty Meetings, Curriculum Planning, Professional Development and Workshops. There will be no Extended Care offered on half days of school.

FIRE DRILLS

The City of Lowell Fire Department regularly checks the school for fire safety and conducts alarm tests. Children are expected to follow all teacher directions during a fire drill. Each class has an assigned area outside the building where they are to go. They must exit the building in single file, quickly and in silence. Fire drills are held regularly to keep the children alert to procedures should a real fire occur.

BREAKFAST/HOT LUNCH PROGRAM

Saint Michael School offers a **FREE** cold “grab and go” breakfast and hot lunch to the students each day (no lunch on half days). A menu of the meals to be provided will be posted on our website at the beginning of each month.

SNACKS

Please supply your children with a nutritious snack for snack time. No candy, gum, soda or glass containers are allowed. Students are **NOT** permitted to bring any outside coffees, drinks, smoothies, etc. Students will be told to throw away any such drinks. Water bottles should not exceed 32 ozs.

LOST AND FOUND

Saint Michael School maintains a “Lost and Found” section. Parents should encourage their children to look in this box for missing items. Any unlabeled and unclaimed items of clothing will be donated. It is strongly recommended that parents label all items of clothing and possessions such as lunch boxes, book bags, hats, etc. with the child’s name and grade. This is extremely helpful in returning a found item to the proper owner.

MEDICATION

Medication should be taken at home. School personnel is not allowed to dispense medication to students, per policies of the Archdiocese of Boston.

MONEY

Students should not bring money to school unless it is marked for a specific reason. Any time money is brought to school (i.e.: field trips, fundraisers etc...), the money must be brought in a sealed envelope marked with their name, teacher, grade, reason and amount.

SCHOOL ADVISORY BOARD

The Board is established according to Diocesan School Policy as a consultative board to the Administration and the Diocese of Boston in the governance of Saint Michael School. The Board assists the Administration in the formulation and reviews of policy regarding the philosophy, mission and goals of the school. In addition, the Board’s responsibilities are to provide direction and vision for the school, ensure quality Catholic education and ensure the sustainability of the human material and financial capital for Saint Michael School.

PARENT TEACHER ORGANIZATION (P.T.O.)

The purpose of this organization is to promote communication, good will and cooperation among all sectors of the school and to coordinate parent support. This parent organization will also foster political action of parents regarding national, state and local legislation that affects Catholic Schools. The Parent Teacher Organization will run functions and fundraisers. Parents are expected to attend P.T.O. meetings.

Fundraisers:

Parents are expected to support the fundraisers of the school. Money raised will provide updated curriculum and associated materials.

SCHOOL CLOSINGS

If there is a School Closing or Delay, all information will be delivered to parents via a text to your mobile phone and an email will be sent. Information will also be on Channel 5.

OFFICE TELEPHONE/CELL PHONES

Children are not permitted to use the office telephone except in emergencies and with the permission of the administration or office staff. Forgotten assignments, permission slips, project materials, lunch money, etc. are not considered emergencies. Students are also not allowed to come to the telephone to receive messages unless it is an emergency.

The school administration has a strict policy of **no cell phone use** in school:

- Students in grades K-5 must keep their cell phone in their backpacks turned off during school hours.
- Students in grades 6-8 must turn in their cell phones every morning to the designated space in their homeroom. Phones should be turned off. Students will receive their phones back at dismissal.

If a student uses a cell phone during school or it is in his/her possession, the cell phone will be confiscated by the teacher and brought to the office. The student will receive a detention and a phone call will be made to the parent to come to school and retrieve the phone.

VISITORS

All visitors, including parents, must report to the office front door on Read Street. No parent has permission to go directly to a classroom for any reason.

TRANSFERS

Please advise the office two weeks in advance, if possible, if your child will be transferring to a new school. A transfer release form indicating new school and address along with the address and telephone of the new residence should be completed and returned to the office.

NOTIFICATION POLICY

In order to ensure the safety of all of our students, Saint Michael School is committed to effectively and promptly communicating with parents in regards to concerns that may arise.

(a) Notifications to Parents.

Communication between parents and teachers will be conducted via the Remind App (for PK and K) and e-mail depending on the severity of a concern.

In case of an injury requiring minor First Aid, a phone call will be made by the administration of the program.

If a student is absent, a parent alert message will be sent by the office.

In case of a communicable disease, all parents will receive an email.

(b) Open door policy in Place.

Parents are welcome to visit our school whenever school is in session. Parents are to come in through the office doors on Read St and sign in with the main office before being allowed to enter the classroom areas. Parents are expected not to disrupt other classrooms when they visit our program.

Tuition Agreement

Saint Michael School Tuition Delinquency Policy

Your child's enrollment is dependent upon a tuition account in good standing. Non-payment of tuition or non-enrollment in FACTS will result in the loss of your child's seat at Saint Michael School. If a payment plan is not selected in FACTS, 100% of the annual tuition will be due prior to the first day of school. If a payment problem exists, it is crucial that the parent or guardian contact the Principal or Director of Enrollment to notify the school of the issue as soon as possible. Once two payments have been missed, or any payment is more than 30 days past due, you will receive a letter from the Business Office requesting you contact us to resolve any outstanding balance and to discuss your current payment plan. After three missed payments, or if any payment is more than 60 days past due, you will receive a letter from the Principal requesting an immediate response to resolve the delinquency problem. If we do not hear from you, your child will be unenrolled from Saint Michael School. If a family is unwilling to make suitable payment arrangements to address a delinquent balance, the family will not be permitted to return to school until all arrears have been satisfied and late fees paid. Registration for the following school year is contingent upon payment in full of the previous year's tuition and fees. No family will be allowed to register if they have a past due balance.

Tuition Refund Policy

Refund Policy

Parents are provided the option to make monthly payments through FACTS Automatic Payment Plan starting in July. Saint Michael School considers the cost of education as a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation for each student's full-year participation. As a result, Saint Michael School has specific policies regarding students who withdraw prior to the end of the school year.

The pro-rated tuition due for a student that withdraws prior to the end of the school year will be determined as follows:

Student withdraws by:	Pro-rated tuition (% of annual tuition)
1 st day of school	20%
9/30/2024	30%
10/31/2024	40%
11/30/2024	50%
12/31/2024	60%
1/31/2025	70%
2/28/2025	80%
3/31/2025	90%
4/1/2025 or after	100%

To the extent that payments made at the time of withdrawal are less than the pro-rated tuition due, you agree to pay the difference as determined by Saint Michael School.

To the extent that payments made at the time of withdrawal are greater than the pro-rated tuition due, Saint Michael School will refund the difference.

Parent Signature

Date

Continuous Enrollment Contract

Because Saint Michael School recognizes the value of long-term relationships with families in the education of their children, we offer you this continuous enrollment contract. This contract provides you the comfort of knowing that your child's seat is secure and frees you from unnecessary electronic submissions. From the time of admission, your child will be considered enrolled at our school through 8th grade unless the parent, a guardian, or the school provides notice of a change in this relationship.

The student's annual re-enrollment is therefore an opt-out process with a deadline by which to notify the school using the process described below if your child is not returning to Saint Michael School.

This continuous enrollment contract (the "Enrollment Contract") is made and entered between Saint Michael School (the "School") and the undersigned responsible party(ies) (the "Responsible Party(ies)") for the student. In consideration of enrollment in the School, the Responsible Party(ies), do hereby agree to the following:

Term of Enrollment Contract: This Enrollment Contract applies for the first academic year for which it is signed and will automatically renew for each successive academic year until the earlier of (1) the student's graduation from the School or (2) termination by either party in accordance with the terms set forth in the Termination section below.

Schedule of Tuition and Fees: Each year in January, the School shall publish a Schedule of Tuition and Fees, which may be adjusted annually by the Pastor and Board of Trustees for the upcoming academic year. The Schedule of Tuition and Fees shall include the tuition amount, Enrollment Deposit amount, tuition assistance and financial aid if any is awarded to the student by the school, and such other fees as the Pastor may approve. Any incidental expenses or fees not included in the fees quoted on the Schedule of Tuition and Fees will be billed separately by the School for such activities in which the student participates.

Payments Due: The Responsible Party(ies) agree to pay the initial Enrollment Deposit upon execution of this Enrollment Contract, and to pay all tuition, fees, and subsequent Enrollment Deposits for future years as they become due. The Enrollment Deposit for each subsequent academic year shall be billed to the Responsible Party(ies) shortly after March 1 (the "Renewal Date") each year for the following academic year, provided the Responsible Party(ies) have not notified the School by the Renewal Date of their intention to withdraw for the upcoming year as described in the Termination section below. The Enrollment Deposit amount, which will be published annually in the School's Schedule of Tuition and Fees, is due and payable once billed, is nonrefundable under any and all circumstances, and will be credited to tuition and fees. An enrollment spot cannot be guaranteed for an academic year until the Enrollment Deposit for that year is received.

Payment plans: The Responsible Party(ies) understand that the Responsible Party(ies) are financially responsible, jointly and severally in the case of multiple Responsible Party(ies), for tuition, fees, and the Enrollment Deposit for the entire academic year; provided, however, the School agrees not to hold the Responsible Party(ies) financially responsible for the balance of an upcoming academic year's tuition and fees if the School receives written notice from the Responsible Party(ies) of the intention to withdraw the student on or before March 1 for an upcoming academic year (the "Enrollment Opt-Out Date").

The Responsible Party(ies) understand that if enrollment is canceled on or after the Enrollment Opt-Out Date for any reason whatsoever, including withdrawal, dismissal, or expulsion, the obligation to pay is: the tuition, fees, and Enrollment Deposit for the full academic year is as stated in the tuition agreement.

The Responsible Party(ies) understand that they must select a payment plan offered by FACTS Tuition Management System and that the Responsible Party(ies) are responsible for all payment plan fees charged by FACTS Tuition Management System.

The Responsible Party(ies) understand that if the Responsible Party(ies) do not elect a payment plan, the Responsible Party(ies) will be automatically enrolled and responsible for all fees associated with the MONTHLY PAYMENT PLAN SELECTION. The Responsible Party(ies) understand that the Responsible Party(ies) will elect their payment plan through the FACTS Tuition Management System and that their election will remain in effect unless changed by the Responsible Party(ies) for a subsequent academic year.

Termination: Enrollment Contract may be terminated prior to the student's graduation from the School (1) by the School or (2) by the Responsible Party(ies) providing written notice to the School of termination. If the written notice of termination is received by the School prior to the Renewal Date for an upcoming academic year, then the Enrollment Contract shall not renew for the upcoming academic year.

Other Conditions: It is understood that enrollment for an academic year is contingent upon the student's satisfactory completion of the previous academic year and the Responsible Party(ies) remaining in good financial standing with the School. Grade, classroom, and course placement are determined in the sole discretion of the School. The School reserves the right to determine how and by what method education instruction will be provided to students.

The School reserves the right to adjust the School calendar as needed. In the event the School is unable to meet in person for any reason, the School may continue to operate on a distance-learning basis as deemed necessary by the Principal in his or her sole discretion. In such an event, the School may extend the school year up to and including June 30. The School may also schedule weekend classes.

By signing this Enrollment Contract, the Responsible Party(ies) agree(s) to accept and adhere to the policies, rules, and regulations of the School as set forth in this Enrollment Contract, the Student/Parent Handbook, as may be amended from time to time, and such other policies, rules, regulations, and instructions as may be provided by the School.

Parent Signature

Date

Signature

I certify that I have read and agree to the terms of enrollment and policies set forth in this handbook.

Parent name:

Parent Signature:

Date: