

Saint Michael Catholic School

2026-2027

Handbook & Policy Guide



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Your Future Begins With Us!
Educating for Excellence. Creating Disciples of Christ.

August 2026

Dear Families,

Welcome to Saint Michael Catholic School! We are delighted to welcome you to our school family for the 2026–2027 academic year as the proud Home of the GATORS—Giving All to Our Redeemer through Scholarship, Sportsmanship, and Service. As a Christ-centered community, we are honored to partner with you in the education and formation of your child as we continue our tradition of **Educating for Excellence. Creating Disciples of Christ.**

At Saint Michael Catholic School, our mission is to educate and guide students through academic excellence, spiritual development, strong Catholic values, and good sportsmanship. We are committed to providing a safe, nurturing environment that inspires a genuine love for learning, encourages a lifelong quest for knowledge, and helps students grow in their relationship with Jesus Christ.

By choosing Saint Michael Catholic School, you have entrusted us with an important role in your child's development. Through rigorous academics, daily prayer, meaningful service opportunities, and experiences that foster leadership and character, we strive to help every student grow intellectually, spiritually, physically, and morally while developing the confidence to live their faith in the world.

This handbook serves as a guide to the policies, procedures, and expectations that support our mission and help maintain a positive, faith-filled learning environment. We believe that strong partnerships between school and home, built on mutual respect and shared values, are essential to student success. We are grateful for your trust, support, and involvement in our community. Please note that the principal and pastor reserve the right to review and revise school policies as needed to best serve the evolving needs of our students and school community.

As we begin this new school year, we ask God's blessings upon our students, families, faculty, staff, and parish community. Together, we will cultivate a culture of faith, excellence, service, and respect where every child can flourish as a learner, a leader, and a disciple of Christ.

We look forward to a joyful and successful year together.

May God bless you and your family.

In Christ,

Jeanette J. Rossiter

Principal

Saint Michael Catholic School

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**Some of the information contained in this handbook could be revised due to unforeseen circumstances.

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OUR CATHOLIC IDENTITY

VISION

With God's grace, Saint Michael Catholic School will be first and foremost an exemplary Catholic school with preeminent academic curricula engaged in state-of-the-art technology. Students will be enriched by innovative art and music programs, and an athletic program designed to promote health, wellness, and good sportsmanship. Students will be recognized as leaders spiritually and morally by their selfless service within the school and parish community and beyond. Saint Michael Catholic School will be known for its dedicated faculty and staff, exceptional facilities, and financial stability. Saint Michael's graduates will be sought after for their ability to be leaders who are capable of making significant contributions throughout society.

MISSION

Saint Michael Catholic School's mission is to educate and guide students by providing academic excellence, spiritual development, strong Catholic values, and good sportsmanship. Our school maintains a safe, nurturing environment that inspires a genuine love for learning, and encourages a lifelong quest for knowledge.

ACCREDITATION

All thirty-two Catholic schools within the Diocese of Charleston are nationally accredited through Cognia (formerly AdvancED), reflecting a commitment to excellence, accountability, and continuous improvement. The Diocese of Charleston, which encompasses the entire state of South Carolina, maintains district accreditation through a rigorous process that includes meeting high-quality standards, implementing continuous improvement practices, and participating in both internal and external reviews. This nationally recognized accreditation serves as a mark of quality for Catholic education throughout the state.

During the 2025–2026 school year, Saint Michael Catholic School successfully completed its internal accreditation review as part of the Diocese's ongoing continuous improvement cycle. During the 2026–2027 school year, the Diocese of Charleston will undergo its system-wide reaccreditation process, with all Catholic schools contributing evidence of academic excellence, Catholic identity, governance, and operational effectiveness.

In addition to supporting the diocesan reaccreditation process, Saint Michael Catholic School is pursuing STEM Certification during the 2026–2027 school year. This initiative reflects our commitment to providing innovative, future-focused learning opportunities that strengthen critical thinking, problem-solving, creativity, and collaboration while remaining grounded in our Catholic faith and mission. Together, these efforts demonstrate our dedication to ensuring the highest quality educational experience for all students.

EDUCATIONAL PROGRAM

CURRICULUM

Theology

Students at Saint Michael Catholic School receive daily religious instruction grounded in Sacred Scripture, Catholic doctrine, prayer, and faith formation using materials approved by the United States Conference of Catholic Bishops. Consistent with our mission to provide spiritual development and strong Catholic values, we foster a Christ-centered environment where students are encouraged to deepen their relationship with Jesus Christ and live their faith through word and action. Faculty, staff, and students are expected to model Christian behavior, embrace Christ's message of love and service, and recognize the privilege of participating in the sacramental life of the Church. Students lead weekly school liturgies, participate in weekly Eucharistic Adoration, receive the Sacrament of Reconciliation monthly, and engage in prayer services, religious presentations, and service projects throughout the year. In partnership with families and home parishes, Saint Michael Catholic School supports students as they prepare for and celebrate the Sacraments of First Reconciliation, First Holy Communion, and Confirmation, helping them grow as faithful disciples of Christ.

Academics

Instructional strategies are developed by Saint Michael Catholic School teachers to address the curriculum set by the Diocese of Charleston and the Curriculum Standards of the South Carolina Department of Education. Additionally, teachers incorporate work that reflects higher order thinking and reasoning skills to challenge the mind, inspire the heart, and nurture the soul. The Diocesan curricula for all subjects is available at <http://sccatholic.org/catholic-schools/curriculum>. Middle School students taking advanced Algebra I, Spanish I, English I, Geometry, and Fundamentals of Computing must receive a final average of 90% or above for high school credit recommendation.

Homework

Homework is given to reinforce learning that has taken place and to foster independent study habits. Teachers establish homework expectations and communicate them to the students and parents at the beginning of the year. Parents at all grade levels are asked to check on assignments as well as the quality of work that is completed by students each evening. Parents are asked to help their child accept this responsibility.

Extra-Curricular Activities

Participation in these programs is by selection and/or election. Some may require competitive try-outs. **Students must maintain classroom assignments and passing grades in order to be eligible and remain with the programs.** Eligibility will be reinstated if standards are met in subsequent weeks. In addition, each student participating in athletics must have a current (within one year), valid medical clearance on file with the school. **A student must be present in school the day of an afternoon/evening event to be eligible to participate and/or play. Students who leave for doctors' appointments during the day are ineligible to participate.** The day after an away game, regular and prompt school attendance is required. Good sportsmanship is a trademark of Catholic schools and should be observed at all times. The group sponsor/coach and the principal will make decisions for selection and dismissal of students.

EVALUATION

Grading Scale (Grades 1-8)

A+ = 98-100	B+ = 89-91	C+ = 80-82	D = 70-73
A = 95-97	B = 86-88	C = 77-79	F = <70
A- = 92-94	B- = 83-85	C- = 74-76	

Honor Roll

Grades 6-8 (based on the average of the grades in the core subjects)

Core Subjects: Theology, Mathematics, English Language Arts, Science, History, Spanish
Conduct and Work Habits (1: Satisfactory, 2: Improvement Shown, 3: Needs Improvement)

<u>High Honors</u>	<u>Honors</u>	<u>Merit</u>
95%-Above	90%-Above	86%-Above
All 1s	All 1s and 2s	All 1s and 2s

Grades 1-5 (based on actual grades in core subjects and related arts)

Conduct and Work Habits (1: Satisfactory, 2: Improvement Shown, 3: Needs Improvement)

<u>Principal's Honor Roll</u>	<u>Certificate of Honor Roll</u>
All A's	All A's and B's
All 1s	All 1s and 2s

Progress Reports/Report Cards

Teachers in Grades 1-8 use *RenWeb* to report student progress. Parents are able to log into this software at any time to check their child's grades. Report cards for Grades K-8 are sent home at the end of each quarter. PreK progress (assessment) reports are issued at the end of each semester. Access to *RenWeb* is available to parents/guardians who are up-to-date with tuition payments. Access will be restored once accounts are current, if frozen at any point during the school year.

Promotion/Retention

A student is promoted if he/she has successfully completed grade level requirements. Theology, Mathematics, Reading/English Language Arts, Science, Social Studies/History, and Spanish constitute major (core) subjects. Students may be retained if any of the following conditions exist:

- For Grades K-5 failure in Reading/English Language Arts, Mathematics, or two or more major (core) subjects
- For Grades 6-8, failure in 2 or more major (core) subjects
- The student is socially or emotionally immature

Standardized Tests

Measures of Academic Progress (MAP) Testing will be given to all students in Grades K-8 three times per year (Fall, Winter & Spring). Teachers will use the results of this testing to develop differentiated instructional strategies to enhance learning. Results of the testing will be discussed with parents/guardians at a parent/teacher conference in person or via phone.

Assessment of Religious Knowledge (ARK) will be given to 2nd thru 8th grade students. It is a short, multiple choice test that asks straightforward questions to assess knowledge of the Catholic Faith.

ADMISSION

Saint Michael Catholic School welcomes all who are interested in a Christian education, regardless of gender, race, creed, or national and/or ethnic origin. In accordance with South Carolina Law, students must meet the September 1st birth date cut-off in order to be enrolled in these grade levels:

- Pre-Kindergarten 3 children must be 3 years old (**MUST BE POTTY TRAINED**)
- Pre-Kindergarten 4 children must be 4 years old
- Kindergarten children must be 5 years old
- First grade children must be 6 years old

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Requirements for Entrance

Parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization
- A Certificate of Baptism (if Catholic)
- Reports and records from previously attended school including any IEPs or 504 Plans
- Payment of a nonrefundable registration fee

Students with Disabilities and Diverse Learning Needs

The school recognizes that some children may have been identified as having disabilities or other learning needs prior to applying to Saint Michael Catholic School. It is the responsibility of parents/guardians to provide the principal, prior to enrollment, with all relevant documentation and information regarding any conditions that may require accommodations or specialized services. Upon receipt, this information will be reviewed to determine the level of support the school is reasonably able to provide within its available resources. The school will communicate its ability to meet the student's needs with families prior to final enrollment decisions in order to ensure appropriate placement and support.

Transfers Out of Saint Michael

Parents/guardians expecting to move and/or transfer a student out of Saint Michael Catholic School must contact the office at least one week in advance of the student's last day at school so that necessary clerical work may be completed. The parent or guardian must sign a "Release of Records" form from the school in which the student will be attending before any records can be transferred. All textbooks and library books must be returned, and all fees and tuition must be paid in full before records can be transferred.

Registration for Subsequent Years

Pre-registration for the following year, for current students, takes place in February/March. To assure a student's space in the next grade, parents are asked to complete online registration and pay a nonrefundable registration fee. Families may only re-enroll for the next school year when all current year tuition and fees are paid to date.

TUITION AND FINANCIAL MATTERS

School year tuition must be paid by one of the following options through FACTS Tuition Management www.factsmgmt.com:

- The entire amount in one payment must be made prior to the first day of school
- Two payments, one in August and the second in January
- 12 monthly drafts from checking, savings acct., or credit card July-June using FACTS

In order for the school to remain in sound fiscal condition, it is necessary to collect tuition on time. Tuition is due each month (when applicable). The pastor or principal may request that the student(s) be withdrawn from the school due to non-payment of tuition after 30 days delinquency.

Additionally, student report cards will be held in the school office at the end of each marking period for any outstanding debt to the school. Included but not limited to: tuition, after school care, lunch money, library books.

A \$35.00 service fee will be charged for returned checks.

Catholic Tuition

Tuition for participating Catholic parishioners is significantly less than the real cost of educating a child at Saint Michael Catholic School. This difference is made up by the parish churches in the form of a tuition subsidy for each child. Therefore, in order to qualify for the reduced Catholic rate as a Saint Michael's parishioner, the family must be registered for at least 6 months, regularly attend Mass on Sundays and Holy Days of Obligation as well as contributing members by using their offertory envelopes or online giving. If you move into the area, a letter from your former parish would be needed to achieve active Parishioner status. Failure to meet the above criteria for both old and new families will prevent them from receiving the discount. This will be monitored on a quarterly basis. Other parishes such as St. James, Precious Blood, and St. Andrew has their own criteria for determining active parishioner status. If you are not from Saint Michael's parish please consult with them for their expectations.

GENERAL INFORMATION

ATTENDANCE

Regular school hours are from 7:45AM until 2:45PM for Grades PreK-8. Early Dismissal is at 11:30AM.

Because there is no adult supervision, students are not permitted on school property before 7:30AM. All doors will be locked until then. Between 7:30AM and 7:45AM, all students must enter through the Duffy Center doors and report to the gym. After 7:45AM, a student is considered tardy and must sign in at the main office registration desk (enter through the school main entrance). At the end of the day, students not picked up will be checked into the After School Program.

Regular and prompt attendance is expected and required for a student to be successful. Saint Michael Catholic School will abide by the South Carolina Educational Improvement Act of 1984, which states:

Student absences may be excused only under the following conditions:

1. Illness - If absences exceed three consecutive days, a doctor's verification is required
2. Serious illness or death in the immediate family
3. Recognized religious holidays of their faith

180 days per year is the minimum attendance requirement for each child, by South Carolina Law and Diocesan policies. **Absences exceeding 10 days could result in failure for the year.** If a child is absent from school the parent or guardian must call the school office before 8:00AM. A written note from a parent or guardian is required the first day a student returns to school, after an absence. This note should contain the following information:

1. Child's full name (first and last)
2. Date of absence
3. Reason for absence
4. Signature of parent or guardian

If a student is going to be absent for a prolonged period of time, the school office should be notified at least 1 day in advance. In addition, any communicable disease a student may have had should also be reported to the school office.

After ten (10) absences, a doctor's excuse will need to be submitted for each subsequent absence and a conference will be held with the school principal.

Parents/guardians may request a child's work by emailing the teacher(s) first thing in the morning and then may pick up the assignments after 2:45PM at the reception desk or in the office. This will allow teachers time to organize the missed assignments. Work may be emailed home or sent via Google Docs directly to the student in grades K-8.

TARDINESS

Students arriving AFTER 7:45AM must report to the office for a tardy slip before being admitted to class. Tardiness shows a lack of respect for the educational process. In addition, tardiness is cumulative and becomes a part of the student's permanent record. When three (3) unexcused tardies occur, parents will be notified. Continued excessive tardiness will result in a parent conference with the principal. On Wednesdays, or any other mass days, students will be assigned an additional tardy for being late for school mass, it is of utmost importance that students are present by 7:45AM on Mass days. Missing Mass times for sleeping in late or other matters, is inexcusable.

CHECKING STUDENTS OUT EARLY

To ensure your child's educational progress, we ask that you schedule dental and medical appointments after school hours or on days when school is not in session. No child may leave school early without a note from the parent (note must be turned in to the homeroom teacher in the morning), and subsequent permission from the office. A parent/guardian picking up a child must report to the office and sign the child out. A member of the office staff will call the classroom for the student to report to the office. A child will not be released to a parent/guardian without notification from the office. **Students who sign out prior to 11:45, without returning, will be marked absent.**

RELEASE OF CHILDREN TO AUTHORIZED PERSONS

Saint Michael Catholic School will not release children to unauthorized persons. Parents/guardians must provide, in writing, a list of persons who are authorized to pick up their child from this facility. We will not release children to anyone whose name is not on the child's designated pick up list that is located in the child's file. Persons picking up a child may be required to provide a picture ID.

CONFIDENTIALITY OF RECORDS

A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a website or disclosed to unauthorized persons, without written consent from the parent. Staff records shall also remain confidential.

FAMILY VACATIONS

Family vacations should be scheduled during the provided school breaks. If parents/guardians have no other option for taking a family vacation, prior approval from the principal must be obtained through a written or e-mail request, submitted at least three school days before the anticipated absence. The principal will respond to the parent/guardian within one day and also notify all of the child's teachers, if approved. Parents/guardians are asked to help students meet the responsibility to complete all assignments for absences when the student returns. Written work cannot take the place of classroom learning.

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VISITORS/PARENTS

All visitors and parents must enter the building through the main entrance and must first sign in at the receptionist desk and receive a visitor's pass. **Visitors and parents should not congregate in the hallways or interrupt instruction by going to the classrooms, unless escorted by an office staff member.**

CHAIN OF COMMUNICATION

It is imperative that effective communication takes place in order for our students to grow. In this regard, parents/guardians should communicate directly to the teacher or staff member first with any issues concerning their child. If the issues are not resolved with the teacher, then the parents/guardians should contact the principal.

If there is a concern regarding a financial situation, the parents/guardians should first contact the principal to resolve the issue. If the issue cannot be resolved, the parent/guardian can contact the pastor.

Parent/Teacher Conferences

Formal conferences are scheduled in the fall after the first quarter grading period, or at any time during the year when a need arises. If you are concerned about your child's academic progress, please contact the teacher involved. Regular updates on *RenWeb* also allow parents/guardians the opportunity to review each child's progress daily. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) regarding the success of their child. Parents/guardians should make appointments to see the teacher by telephone or written note. Please do not try to have a conference with a teacher during drop-off or pick-up, on the playground, or during class time. Teachers are responsible for supervising students and cannot give parents/guardians their full attention during these times.

Email

The faculty, staff, and principal can be contacted directly through email from our school web page www.saintmichaelsc.com. An updated staff email list will be sent home to all families the first week of each school year.

Newsletter

A weekly newsletter – *Gator Bites* – is posted on the school web page and sent home via email to all families on Thursday afternoon or Friday morning in order to keep the school families and friends informed.

Teachers

Teachers send home newsletters (especially in grades PreK-5), to keep parents up-to-date with reminders, classroom news, and assignments. Teachers also communicate via email and the school planner. These should be checked regularly.

Tuesday Envelopes

The school office, PTO, and teachers send home information and papers for parent/guardian review in a special white envelope each Tuesday. Envelopes need to be returned to the homeroom teacher on the following day. Papers should be returned to the teacher only upon his/her request. All attempts are made to communicate information from the school (flyers, etc.) through the Tuesday envelope.

Parish Bulletin

Announcements about school meetings and activities are also published in the weekly Saint Michael Catholic Church and intermittently in Precious Blood of Christ Catholic Church, St. James Catholic Church, and St. Andrew's Catholic Church bulletins.

Telephone Messages

The school phone is used primarily for business. Students may use the phone in cases of emergency, at which times the principal will grant permission. Only incoming messages of vital importance or emergency will be relayed to pupils during class hours. All other incoming messages will be relayed to students at the end of the day.

If parents/guardians wish to speak to a faculty or administrative staff member and they are unavailable when you call the school, please leave the following information with the Office Manager or volunteer:

- Your name
- Phone number where you can be reached
- When you can be reached
- Reason for calling

Every effort will be made to return your call within 24 hours. If your call is about an emergency, please indicate this to the office personnel.

Party Invitations

Party invitations or student gifts may not be sent to school or distributed at school.

LEARNING COMMUNITY

With the Administration, the following groups are responsible for building the learning community of Saint Michael Catholic School:

Students

These young people are the reason for the existence of the school. God gifts them with talents and skills to develop and share with others. Their job each year is to be the best student each day, modeling Jesus to one another.

Parents/Guardians

As the prime educators of their children, parents/guardians work in collaboration with school personnel. Extended family members also share knowledge and wisdom of the community.

Nothing that Saint Michael Catholic School wishes to accomplish as an institution can be achieved without the complete cooperation and positive support and involvement of parents/guardians. The following is a list of parental responsibilities:

Parents/Guardians will:

1. Maintain regular communication with school personnel concerning their child's progress and conduct.
2. Be aware of the fact that obedience has to be taught; it cannot be learned at school if it hasn't been taught and practiced at home. The school personnel want to reinforce what you are teaching and practicing at home.
3. Be honest and objective with their child's capabilities. Children will be successful if they are encouraged to perform to the best of their ability at all times.
4. Teach respect of people and property.
5. Encourage good study habits and supervise homework. Children should do their own homework unless it is observed that work is being done improperly. Children should discover and correct their own mistakes so they can accomplish the same within a classroom environment.
6. Monitor television viewing both in time and content of programs, computer/electronic game playing, and telephone use. Encourage active participation in family activities.
7. Provide a good Christian example through family prayer and regular attendance at Mass/church services as a family. Use appropriate language at all times and practice Christian examples for their child to observe.
8. Attend parent conferences upon the request of school personnel.
9. Supply the child with the basic resources he/she requires to complete class work.
10. Ensure **daily and on-time attendance** and supply the student's teacher with **written explanations** of all absences or tardiness. Avoid the scheduling of vacations and appointments during school time.
11. Avoid under all circumstances the planning of any student events to conflict with scheduled school events/functions.
12. Ensure the student's good health, neatness, and cleanliness. Immediately notify the school of any problems or conditions adversely affecting (or potentially affecting) your child, other children, or the school staff.
13. Discuss assignments and report cards with the child.
14. Review with and discuss the school's disciplinary code and policies with the child.
15. Pay tuition and fees on time and make financial restitution for any damage done by the child to the school, school property, or school materials.
16. Attend (at least one adult member of the family) all scheduled PTO meetings.

Saint Michael Catholic School depends upon the generosity and giving spirit of volunteers. It is expected that all parents will take their turn as volunteers throughout the year to support the school and to raise money for school projects. All volunteers working with students must be background checked and go through Virtus online training.

There are many opportunities for service, including:

- PTO Officers and Volunteers
- Room Parents, if applicable
- Class and School Activities
- Fundraising Events (Soup Bowl; Auction; Golf Tournament; etc.)
- Gardening/Landscaping
- Gently Used Uniforms

Teachers

Assist parents/guardians in the learning process by creating an environment conducive to learning, where each child can learn and succeed at his/her level.

Support Personnel

Assist teachers and parents/guardians in the educational process.

School Advisory Board

The Saint Michael Catholic School Board is an advisory board and follows the guidelines established by the Diocese of Charleston. According to the guidelines established for the Board in October 2004, the purpose of a Catholic School Board is to provide broad

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direction in compliance with the school's mission, monitor school budgets, identify needs, develop the school's strategic plan, and recommend policy. It is quite different from a public school board since its members are appointed, not elected, and it is not responsible for the school's hiring or firing, discipline or selection of instructional materials.

School Improvement Committee/Accreditation Committee

The Saint Michael Catholic School Improvement/Accreditation Committee is comprised of staff members, parents, community members, principal, and the pastor. The committee assists the principal in the accreditation process especially in fostering two-way communication between the school and community.

Parent/Teacher Organization (PTO)

The Parent/Teacher Organization is comprised of the pastor, principal, teachers, mothers, fathers and/or guardians of children who attend Saint Michael Catholic School. The primary purpose for this organization is to encourage cooperation and support between the home and school both financially and spiritually.

LIBRARY

Students are responsible for books taken out in their name, and any book that is lost or damaged must be paid for in full.

LUNCH PROGRAM

(All prices are subject to change.)

Students may buy lunch and milk or bring a bagged lunch from home each day. All hot lunches are \$4 and must be paid in advance. (A lunch calendar is sent home prior to each month.) Please do not send in lunches that require heating in the microwave. If a student forgets to bring in a lunch, they will be given an alternative selection and will be charged \$4.00. White milk or chocolate milk is also offered at an additional cost. Please do not send candy or soft drinks. **LUNCHES FROM FAST FOOD RESTAURANTS (E.G. MCDONALD'S, SUBWAY, ETC.) ARE NOT PERMITTED.**

MONEY AT SCHOOL

Whenever possible, payments should be made by check. Payments should be placed in an envelope with the child's name written on the envelope as well as the amount enclosed and the purpose of the payment. Neither the teacher nor the school can be responsible for lost or misplaced money.

UNIFORM POLICY/ DRESS CODE

General Information

All students are required to wear the school uniform beginning the first day of school. The uniform should be kept clean and neat at all times. **All students are to arrive on campus properly dressed, with shirts completely tucked in, belts in place, and well groomed.**

Parents will be called to bring a change of clothing for any student in violation of the dress code. If unable to do so, the student will be required to borrow a uniform from the school supply. Continued disregard of the dress code will result in disciplinary action. The judgment of the Principal is final in all questions about the dress code. Students who exhibit constant disregard for the dress code may not be allowed to participate in "out-of-uniform" or "dress-down" days.

One of the primary purposes of the Catholic school is to teach Catholic values. The school uniform is an observable sign at school and in the public forum of the values being taught in our schools. The Catholic school uniform is designed to be modest and appropriate, irrespective of current fashion trends and styles. The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation. Students should appear neat and well-kept when representing their Catholic school in their uniform. The school uniform shall be worn in a way that reflects the Christian principles taught in our schools.

Part of each child's growth process is learning to take pride in their appearance and dress properly: hence cleanliness and proper grooming are expected of every student, pre-kindergarten through grade eight at Saint Michael Catholic School. School uniforms allow students to:

- Limit distractions, thereby, increase their academic focus
- Contribute to a more formal learning environment
- Help reduce negative peer pressure and the concern over "fitting in"
- Ensure that students' attire is modest and in line with Catholic beliefs

Girls Grades PK3 - 5th

Dress Uniform:

- Khaki skort
- White polo or Oxford with school logo and Peter Pan collar
- Sweatshirts of any kind may NOT be worn in church.
- Solid white socks or knee socks; tights or leggings to the ankle may be worn in colder weather.

Daily Uniform:

- Khaki skort
- Evergreen SMCS polo shirt with school logo
- SMCS outerwear or sweaters with school logo; all other sweaters or sweatshirts are prohibited.
- Socks, etc.
 - Solid white or evergreen knee socks or crew socks.
 - NO ankle or peds (no show) socks are permitted.
 - White or green tights or leggings to the ankle may be worn in colder weather.
- Shoes
 - Must be brown leather or suede, and worn with the uniform every day with the exception of PE day.
 - Should be sturdy, fully enclosed, non-skid shoes.
 - Need to be secured with laces, Velcro, buckle, or sturdy strap for safety.
 - Shoelaces must match the shoe and be solid in color. Laces need to be securely laced and tied.
 - Ugg-style, Croc-style, Heely's (with or without wheels), open-toed/open-back shoes, character shoes, shoes that light-up or make sounds, or flip-flops are prohibited.

Girls Grades 6 - 8**Dress Uniforms:**

- Plaid skirt
- White Oxford blouse with school logo
- Evergreen sweater vest with school logo
- Sweatshirts of any kind may NOT be worn in church.
- Solid white socks or knee socks; tights or leggings to the ankle may be worn in colder weather.

Daily Uniforms:

- Plaid skirt
- Evergreen SMCS polo shirt with school logo
- SMCS outerwear or sweaters with school logo; all other sweaters or sweatshirts are prohibited.
- Socks, etc.
 - Solid white or evergreen knee socks or crew socks.
 - NO ankle or peds (no show) socks are permitted.
 - White or green tights or leggings to the ankle may be worn in colder weather.
- Shoes
 - Must be brown leather or suede, and worn with the uniform every day with the exception of PE day.
 - Should be sturdy, fully enclosed, non-skid shoes.
 - Need to be secured with laces, Velcro, buckle, or sturdy strap for safety.
 - Shoelaces must match the shoe and be solid in color. Laces need to be securely laced and tied.
 - Ugg-style, Croc-style, Heely's (with or without wheels), open-toed/open-back shoes, character shoes, shoes that light-up or make sounds, or flip-flops are prohibited.

Boys Grades PK3 - 3rd**Dress Uniform**

- Plain khaki pants (no shorts)
- White SMCS polo shirt with school logo
- Solid brown belt (PreK3-K should wear belts when pants have belt loops.)
- Sweatshirts of any kind may NOT be worn in church.
- Socks
 - Crew ONLY must be solid white.
 - NO ankle, peds, or "no show" socks are permitted.

Daily Uniform

- Plain khaki pants or shorts
- Solid brown belt (PreK3-K should wear belts when shorts/pants have belt loops.)
- Evergreen SMCS polo shirt with school logo
- SMCS outerwear or sweaters with school logo; all other sweaters or sweatshirts are prohibited.
- Shoes
 - Must be brown leather or suede, and worn with the uniform every day with the exception of PE day.
 - Should be sturdy, fully enclosed, non-skid shoes.
 - Shoes need to be secured with laces, Velcro, buckle, or sturdy strap for safety.
 - Shoelaces must match the shoe and be solid in color. Laces need to be securely laced and tied.
 - Ugg-style, Croc-style, Heely's (with or without wheels), open-toed/open-back shoes, character shoes, shoes that light-up or make sounds, or flip-flops are prohibited.
- Socks
 - Crew ONLY must be solid white.
 - NO ankle, peds, or "no show" socks are permitted.

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Boys Grades 4 - 8

Dress Uniform:

- Plain khaki pants (no shorts)
- White Oxford with school logo, school plaid tie, and brown belt (Grades 4-8)
- Evergreen blazer with school logo (Grades 6-8)
- Sweatshirts of any kind may NOT be worn in church.
- Socks
 - Crew ONLY must be solid white.
 - NO ankle, peds, or “no show” socks are permitted.

Daily Uniform:

- Plain khaki pants or shorts
- Solid brown belt
- Evergreen SMCS polo shirt with school logo
- SMCS outerwear or sweaters with school logo; all other sweaters or sweatshirts are prohibited.
- Shoes
 - Must be brown leather or suede, and worn with the uniform every day with the exception of PE day.
 - Should be sturdy, fully enclosed, non-skid shoes.
 - Shoes need to be secured with laces, Velcro, buckle, or sturdy strap for safety.
 - Shoelaces must match the shoe and be solid in color. Laces must be securely laced and tied.
 - Ugg-style, Croc-style, Heely's (with or without wheels), open-toed/open-back shoes, character shoes, shoes that light-up or make sounds, or flip-flops are prohibited.
- Socks
 - Crew Socks ONLY must be solid white.
 - NO ankle, peds, or “no show” socks are permitted.

PE Uniform:

- Green gym t-shirts with school logo
- Gray mesh shorts or gray sweatpants with school logo
- Spirit wear, athletic sports team shirts, or any other t-shirts or shorts/pants may NOT be worn.
- Shoes
 - Sneakers must be worn on PE days.
 - Plain sneakers are preferred.
 - Ugg-style, Croc-style, Heely's (with or without wheels), open-toed/open-back shoes, character shoes, shoes that light-up or make sounds, or flip-flops are prohibited.
- Socks
 - Crew Socks ONLY must be solid white.
 - NO ankle, peds, or “no show” socks are permitted.

Hair, Makeup, and Jewelry

Hair

- Boys' and girls' hair must be neatly groomed (out of the eyes) and natural in color.
- Boys' hair must be cut above the collar and above the eyebrow, and no longer than mid-ear on the sides. Extreme hairstyles (including mullets, shaved designs, tails, etc.), ponytails, buns, and clips are not permitted.
- Older boys must be clean-shaven.

Makeup

- Makeup, including nail polish, gel, and acrylic nails, are prohibited.

Jewelry

- One simple watch (smart watches are prohibited), ring, necklace, and tasteful bracelet is permitted.
- Girls' earrings should be a single stud worn in the ear lobe or a small hoop/dangle no longer than 1 inch.
- No other jewelry is permitted.
- Earrings on boys are prohibited.

Out of Uniform Days

Non-Uniform Policies

- All clothing worn at school events (including non-uniform days, whether during or after school hours) must be modest, tasteful, and in accordance with Catholic moral standards.
- **Prohibited:** Torn, faded, frayed, or oversized clothing; costumes/dress-ups, tank tops, muscle shirts, shirts which do not cover the mid-section or completely cover the back, shirts/dresses with spaghetti straps/strapless, or see-through clothing.
- Wording/language on clothing should be appropriate for school.
- Shorts, skorts, skirts, and dresses must be modest in length.
- Clothing should fit appropriately and be neither too loose or too tight.
- Leggings are only allowed under skorts, skirts, or dresses during colder weather.
- Shoes must follow uniform guidelines. High heels are prohibited. Sandals with closed toes are permitted.

OFFICIAL SCHOOL UNIFORMS

Girls PK3 - 5th
Boys PK3 - 3rd

Girls 6th - 8th
Boys 4th - 8th



OFFICIAL SCHOOL UNIFORM

Girls

Boys



OUTERWEAR

Below are examples of boy and girl shoes that are acceptable to be worn with the uniform.



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CRISIS MANAGEMENT/SAFETY

Email Blasts and/or RenWeb Communication will be used to inform parents concerning the welfare of students, evacuation sites, or information about releasing students, if an emergency situation should arise. Families should not call the school during the event as these lines will be needed to manage the situation, nor should parents come to the school, as first responders will need the area to do their jobs. After emergency responders determine that a safe student release is possible, families will be reunited with their children.

Fire Drills

The signal for a fire is a continuous sounding alarm. Everyone should always evacuate the building upon hearing this signal, never considering it a false alarm. Fire drills are held monthly as required by law and Diocesan policy. Each grade is assigned to a safe area and the rules for quiet, order, and safety are strictly enforced.

Tornado Drills

The signal for a tornado is an announcement over the intercom system. Tornado drills are conducted periodically. Students will move to designated areas in the building under the supervision of the adult in charge.

Lockdown Drills

The signal for lockdown is an announcement over the intercom system. All students in classrooms will be secured and all office, school, and classroom doors and windows will be locked and covered; students in halls will proceed to the nearest classroom for lockdown or if in the bathrooms, remain in the bathroom stall.

Emergency Evacuation Plan

In case of fire, natural disaster, or other threatening situation that may pose a health or safety hazard, Saint Michael Catholic School will evacuate first to the Church. If needed, we will then move to: Inlet Square Mall parking lot at 12125 US Highway 17 Bypass South, Murrells Inlet, SC 29576.

Emergency School Closing

In case of hurricane, ice warnings, or any inclement weather problems, Email Blasts and/or RenWeb Communication will be used to notify parents/staff of closing information, in addition to local TV, radio stations, and our school's website. However, in some instances, we may follow Horry County Schools action.

HEALTH INFORMATION AND STUDENT CARE

Immunizations

It is the parent's responsibility to obtain necessary immunizations for their child. Per Diocesan policy we are unable to honor vaccination exemptions.

Illness

Parents are **not** permitted to bring their child to school sick. Parents will also be notified if their child becomes sick and will be expected to come and pick the child up. Students should be **fever-free for 24-hours with no meds before returning to school. Students who are sent home during the school day with a fever will not be allowed to attend a school event the same day or return to school the next day as this would not allow for the 24 hour protection of the entire school community.** Children shall also be excluded when they exhibit the conditions listed in the South Carolina Department of Health and Environmental Control Exclusion Policy, State Law 1976, Code Section 44-1-110, 44-1-140, and 44-29-10. Staff shall be excluded when they exhibit the conditions listed in the SC Department of Health and Environmental Control Exclusion Policy, pursuant to Section 4-1-110, 44-1-140, and 44-29-10 of the SC Code Ann. (2002).

Communicable Diseases

Any student having evidence of communicable diseases should have a physician diagnose the disease and prescribe suitable treatment and notify the school office. For these, or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school. Common communicable diseases (some listed below) automatically result in exclusion from school and school-related activities for the designated period of time.

<u>Disease</u>	<u>Exclusion from School</u>
Chicken Pox	7 days after eruption
Fever	24 hours after it breaks w/no medicine
Impetigo	After 24 hrs. of antibiotic
Conjunctivitis	After proper treatment
Lice	Until nits are all gone
Vomiting	24 hours after last episode

Emergency Medical Forms/Treatment Plan

The school emergency medical form for each student must be completed. This form is required for the office file in the event of a student accident or illness and can be downloaded from the school's website.

Parents must provide, in writing, permission to obtain emergency medical treatment for their child. If an emergency situation occurs, the staff will:

1. Assess the situation
2. Call 911 if necessary
3. Contact parent/emergency contact
4. Stay with child until parent or emergency contact can get there

Medication at School

In keeping with standard school policy, Saint Michael Catholic School will supervise the dispensation of medication to students provided the following criteria are met:

1. The medication must be labeled with a pharmacy label stating:
 - Student's name
 - Doctor's name
 - Medication name and strength
 - Dosage amount and special directions
 - Expiration date
2. A "Request for Medication" form must be completed; no medication will be dispensed without it. Forms are available from the school office. All forms must be filled out and signed by the parent/guardian and the physician. All medication must be brought to the school office or principal by the parent/guardian, and picked up by the parent/guardian.
3. If an Epi-Pen or other emergency medication is needed by a student, the parent must provide it and the proper documentation to the school office.

Safe Environment

The Diocese of Charleston and Saint Michael Catholic School are committed to ensuring the safety of all children. Therefore, all adults who are involved on a regular basis with the school and/or parish are required to complete the new online safe environment curriculum (VIRTUS) by going to www.virtus.org. The VIRTUS Online database is an online portal that provides participants with the ability to maintain online safe environment accounts, register for and complete online training, access and acknowledge important documentation such as the Diocese of Charleston Sexual Abuse Policy and Procedures and the Volunteer Code of Conduct. The Diocesan policy supports the USCCB Charter for the Protection of Children and Young People. Forms for reporting an allegation and contacting the Diocese of Charleston Victim Assistance Coordinator are located in the office. Additionally, the Teaching Touching Safety program is offered as part of the SMCS curriculum each school year. Parents/guardians will be informed of the presentation of this program.

SUPERVISION/MOVEMENT AROUND THE BUILDING

Direct Supervision: Children shall be directly supervised at all times by qualified staff.

1. Directly supervised for toddlers means that staff persons shall be in the same room or areas and that the children shall be in their sight at all times.
2. Directly supervised for school age children means staff persons are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed.

Staff for all students under five will keep an attendance record of each child and take that record with them as they move from place to place in the school. For example, staff will take a record to lunch, outside, or any other area the children move to so that they keep an account of children at all times. Parents must sign the child out when they leave school early.

AFTER-SCHOOL PROGRAMS AND ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Saint Michael Catholic School is fortunate to have several afterschool activities and sports programs which fall during their given season. Students participating in extra-curricular activities, including sports must abide by a given athletic handbook (if applicable), be present in school on the day of the activity or cannot participate without principal approval, and carry academic averages at a C level or above, until the 3rd quarter, where if a child is in danger of failing a single class, the child may not participate in any extra-curricular activity including athletics.

FIELD TRIPS/TRANSPORTATION

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. All students should conduct themselves as representatives of the school at all times during field trips as school disciplinary standards apply. Written parental permission must be given on the form provided by the school. Students failing to submit the proper form prior to the trip will not be allowed to participate. Students not participating in field trips will attend regular school hours in an alternate classroom until the class returns.

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Every parent/guardian driving on field trips, whether just driving their own child or others, must provide a copy of his/her driver's license, proof of required amount of insurance coverage, and be cleared to drive with the background screening. This process is required, per Diocesan policy, each time a parent/guardian drives students. Siblings cannot accompany chaperones on field trips. Teachers will provide a list of additional responsibilities for drivers and chaperones, once the drivers are approved by the school office.

CODE OF CONDUCT

CONFIDENTIALITY & RESPECT

As a Catholic school, the confidentiality of each family, child, and teacher should be respected. Undue interference in the classroom and/or school process by parents/guardians may constitute grounds for the dismissal of their child(ren) from SMCS. In addition, the education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

STUDENT EXPECTATIONS

Saint Michael Catholic School emphasizes a high standard of behavior from all students at all times. It is important for parents/guardians and teachers to guide students in acquiring a sense of personal and social responsibility. Every student is expected to obey and act courteously to teachers, principal, staff, parents/guardians, and volunteers. Every child is expected to follow the example of Christ and manifest Christian character, not only in school-related activities, but in his/her life with other students as well. When students do not meet these standards, it is the responsibility of Christian educators to take disciplinary action.

Student Conduct and Work Habits

To form proper habits and attitudes, the following general rules of good conduct are expected:

- Obedience to all authority
- Courtesy at all times and in all places
- Respect for all people and their property
- Participates and puts forth effort in class
- Neatness in appearance, in assignments, and around/in desks and lockers
- Honesty, truthfulness, and trustworthiness
- Good sportsmanship and citizenship

Each teacher, with his/her students, formulates classroom rules and immediate consequences (time out, loss of privileges, etc.). If a child does not conform to the rules, the disciplinary guidelines will be followed. In addition, conduct and work habits will be formally assessed each grading period and reflected on the report card.

When there is an instance of inappropriate student behavior, staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event. Teachers will inform parents/guardians when a behavior is inappropriate, via email, voice mail or note sent home, so together the parent/guardian and teacher can help the child redirect his/her behavior in a positive manner.

DISCIPLINARY ACTIONS

Saint Michael Catholic School does **not** use corporal punishment.

The following discipline measures may be used to address negative or inappropriate behavior:

1. Removal from the classroom or situation – The child may be sent to the principal's office.
2. Lunch detention – The student will eat lunch in a designated supervised area while completing assigned work or reflecting on behavior.
3. After-school detention – Assigned and supervised by the teacher or principal.
4. Parent conference – A meeting with the parent(s)/guardian(s) to discuss the behavior and develop a behavior plan.

Parents must sign an SMCS agreement that they have read and understand the discipline policy for our School. Should the parent/guardian fail to respect the teacher's/administration's authority to discipline the student in accordance with the policy evident in this handbook, the school reserves the right to terminate its relationship with the family. Behaviors or circumstances which could result in Loss of Privileges (including recess, field trips, etc.); Demerits; Detentions; In-School Suspensions; Out-of-School Suspensions and/or Expulsion from Saint Michael Catholic School are:

- Uniform code not being followed
- Chewing gum
- Disturbing class
- Violating school/class rules
- Incomplete homework and assignments
- Disrespect of other students or faculty/staff/volunteers
- Damage to personal, other student or school property, including locking doors
- Inappropriate language/swearing
- Disrupting class
- Cheating/plagiarizing
- Having phones in class/bathroom
- Alcohol-possession or use
- Drugs/paraphernalia-possession or use
- Tobacco/tobacco products – possession or use
- Weapons/dangerous objects which could be considered a weapon-possession or use
- Moral/sexual misconduct
- Stealing
- Fighting
- Gambling/wagering
- Harassment/bullying
- Tardiness
- Any other unbecoming behaviors

This list may not be inclusive of all actions/circumstances which may result in disciplinary actions. The principal/pastor is the final recourse in all disciplinary situations. In addition, a student of Saint Michael represents the school at all times. Students who participate in out-of-school activities that cause disruption at the school or off campus will be subject to disciplinary actions at the discretion of the principal.

Demerit and Detention Policy

- After three demerits, a lunch detention will be served.
- After six demerits, an after-school detention will be served.
- Three after-school detentions will result in either an in-school or out-of-school suspension.
- Multiple suspensions will result in a meeting with parents, the student, the pastor, and the administration to determine the next level of disciplinary action, which may include expulsion.

Demerit

A formal warning given when a student violates school rules or expectations.

Lunch Detention

The student will eat lunch in a designated supervised area while completing assigned work or reflecting on behavior throughout lunch and recess.

After-School Detention

After-school detentions are scheduled with advance notice to parents/guardians. Detention dates may not be changed unless an extreme emergency occurs. Parents/Guardians must contact the principal to request a change in a detention date. If a student is absent on an assigned detention date, he/she will automatically be rescheduled for the next day he/she is in school.

In-School Suspension

In-school suspension is assigned for more serious or repeated behavioral infractions. The student will remain on campus in a supervised setting, separated from peers, and is expected to complete all assigned academic work.

Out-of-School Suspension

For undesirable behavior or infractions of school regulations out-of-school suspension may be used. The principal may impose suspension after consultation with the teacher and/or pastor. The parents/guardians will be notified before the child is sent home. The suspension period will last until the school officials and parents/guardians confer. During the suspension period, the student is marked absent and make-up work will be assigned after re-admission.

Expulsion

The expulsion of a student from school is permitted only when all other means of discipline have failed and/or when the student is a moral and/or physical threat to the physical, spiritual, and/or academic welfare and progress of him/herself or other students or staff. No teacher may dismiss or expel a student from school. Expulsion is reserved for the principal, and the principal will only impose expulsion upon a child after the pastor has been advised and gives his approval.

Harassment

Harassment is prohibited. Students should report any type of harassment by other students to a teacher, support personnel, or principal. Harassment includes threats, persistent name calling, intimidation, hazing, inappropriate touching, gestures, symbol or picture display, or verbal/nonverbal/written communication that makes a student feel emotionally upset or physically unsafe even if the person engaging in such behavior does not feel he/she is harassing. This includes harassment of a racial, sexual, or non-sexual nature. This policy is not intended for minor embarrassment or discomfort, or for isolated or commonplace student-to-student disputes or acts of disrespect, which are also not accepted in the Christian environment, but applies to serious or frequent breaches of student behavior. The principal will make the final determination on whether actions are harassing.

The school staff, including teachers and/or support personnel, are mandatory reporters under this policy. Observed harassment or a harassment report made by a parent or student shall be promptly reported to the principal. Students who engage in any form of harassment will be disciplined based on the severity of the offense. This will involve a notice of concern to the parent(s) from the principal and pastor and may include issuance of a detention, suspension, evaluation by a licensed professional counselor at the parent's expense, expulsion, and/or referral to the appropriate police authority. Any student making a false accusation of harassment will likewise be subject to similar disciplinary action. Since any reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying is also prohibited, any student participating in these acts will also be subject to similar disciplinary actions.

Threats

All students attending Saint Michael Catholic School are to use language and actions free of threat toward others and self. If any child should make a threat, he/she will be removed from the environment immediately. If the student is allowed to return, he/she will have to meet the requirements of a discipline review committee (consisting of the pastor, principal, and a faculty member) which may include evaluation by a licensed professional counselor at the parent's expense. SMCS reserves the right to notify appropriate civil authorities for any offense deemed a threat to the safety of individuals, school teachers and staff, and/or the community at large.

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Cell Phones

At no time during the day should a cell phone be in a student's possession. If a student requires a cell phone (i.e. for after-school sports practices, or parent wish), the phone **MUST** be turned off and remain in the locker. Phones may not be used **ANY** time on the grounds of the school/parish unless explicit permission is granted by the teacher in charge. This includes access to the camera, games, texting, calls, etc. The school is not responsible for items of value lost/misplaced. **Items taken away from students will be returned to the parent(s)/guardian(s) only. Further disciplinary actions will escalate up to and including the disallowance of bringing ANY phone to school.**

Use of Computer Resources and/or Internet

Computer Resources and the Internet are provided by Saint Michael Catholic School for the students and staff for instructional purposes and are a privilege, not a right. Independent access to these educational resources is provided to students with the understanding that they act in a responsible manner.

Teachers and administrators may review any and all computer files and communications to maintain system integrity and to ensure responsible use of the system. No files on Saint Michael technology equipment or on individual discs on school property are private. Computer use will be monitored and users will be held responsible for any misuse of school computers. Personal computers used at school are also subject to review.

The following practices related to Computers, Resources or Internet are not permitted under any circumstance and violators will be punished in accordance with the school behavior code:

1. Access or display of any kind of pornographic material
2. Sending offensive or pornographic messages or graphics of any kind
3. Accessing or displaying any information deemed inflammatory or derogatory to any race, religion, culture, ethnic group, gender, or sexual orientation
4. Any use of offensive, vulgar, or obscene language
5. All harassing, insulting, or attacking of any person or group
6. Misuse, abuse, tampering, or vandalizing computer hardware, software, security system, or network
7. Introducing any type of computer virus into Saint Michael computers
8. Tampering with or copying school-owned software
9. Tampering with or copying of copyrighted material
10. Loading personal software or programs onto the Saint Michael computers without specific permission of the principal
11. Trespassing into any teacher, staff, or student folders, files, or computer-based work
12. Employing Saint Michael computers, computer materials, or other technology equipment for commercial or personal financial purposes.
13. Plagiarism from any online or offline sources.
14. Any other behaviors unbecoming of a student at Saint Michael Catholic School.

*Please note there is also an *Acceptable Use Policy* that students and parents will sign in order to receive a school-issued Chromebook (PreK - 8th graders) and receive access to iPads and other technology equipment.

Searches of Persons and Property

Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. This gives administrators the right to search student lockers, persons, or personal property whenever reasonable suspicion exists that a student or visitor is in possession of a weapon, illegal substance, or stolen property. State law extends and carries severe penalties for possession, attempted distribution, sale, or use of any controlled substance or paraphernalia within ½ mile of any school property.

Lockers and desks are the property of Saint Michael Catholic School and are subject to search at any time. The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. No lock (padlock) of any type may be affixed to any school property by a student. At the discretion of the principal, the use of appropriate law enforcement authorities and trained dogs in search of school property may be authorized. Any material found to be in violation of school policies or civil law may be confiscated and, where appropriate, turned over to law enforcement authorities. Disciplinary action will be taken at the discretion of the principal. Any damage to a student's locker or desk will be charged to the student and his family.

Because student lockers at SMCS are not secured, no valuables of any kind should be kept in school lockers. SMCS is not liable for misplaced or stolen money and valuables placed in school lockers or desks.

Students may not bring toys or electronic equipment (games, music players, etc.) to school without the consent of the teacher and/or principal. Cell phones must be stored and off, and should not be used during the regular school day.

"Lost and Found" items will be turned in to the office. Clothing not claimed at the end of the school year will be included in our used uniform sale. Other items unclaimed will be donated to charity.

DISMISSAL AT END OF A SCHOOL DAY

Students will be released only to individuals authorized on the student's pick-up roster. Permission (written, phone, or email – as soon as it is known) is required if a student is to go home with another student. Phone calls by students to make these arrangements cannot be made during the school day.

Older students will always go to their younger siblings!

Grades PreK3 and PreK4: Fundraiser Named Drive (Left Loop)

Drivers will NOT park, but continue through the loop. The teachers will make sure the students are placed in their car seats, and then drivers will proceed to the "yellow curb" zone in front of the church to park and buckle children. They will continue to drive past the church and use either the Cypress Ave exit or 17 Business exit. Upon completion of dismissal, all remaining students will be escorted and signed into the After School Program. Students who are there for more than 20 minutes will be charged \$14.

Grades K-1: Fundraiser Named Drive (Left Loop)

For the safety of our students, drivers are asked not to park and to drive through the carline. They should not be on cell phones, and need to drive slowly. This is a NO PASSING ZONE! Vehicles need to wait patiently and continue to move with the flow of traffic. Teachers will direct students to the proper vehicle. Upon completion of dismissal, all remaining students will be escorted and signed into the After School Program. Students who are there for more than 20 minutes will be charged \$14.

Grades 2-8: Duffy Center (Right Loop)

Drivers should not be on cell phones while moving through the dismissal line, and must drive slowly. This is a NO PASSING ZONE! Vehicles need to wait patiently and continue to move with the flow of traffic. Students are called to a designated cone where the driver will stop to allow the student(s) to enter the car. Upon completion of dismissal, all remaining students will be escorted and signed into the After School Program. Students who are there for more than 20 minutes will be charged \$14.

FACILITY

The school provides a clean facility that is also used by other members/groups of Saint Michael Parish. At all times the facility should be neat and clean. Students should immediately report any problems to their teacher or a staff member. The Science Lab, in particular, is a valuable asset containing expensive and potentially dangerous items. Extreme care should be taken to protect all contents.

RECORDS POLICY

Student records are maintained in the School Office. Access to records is governed by the records policy described in the next section. Saint Michael Catholic School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

Access to Records

- Teachers and other school officials who have legitimate educational interests have access to student education records.
- Parents/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), or parent(s)/legal guardian(s) (if the student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

Log

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

Transferring Records

If a child is transferring to another school, only the report cards, test scores, and health files are sent. These records are sent directly to the new school after written permission is received from the parent. If the custodial parent can show a court order denying access to the non-custodial parent, then the school may deny access. No information filed is to be transported by the parent.

Non-Custodial Policy

If a non-custodial parent seeks access to his/her child's records, the school **MUST** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records.

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Saint Michael Catholic School **DOES NOT** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Change in Name of Family Status

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

FULL AND FREE ACCESS

SMCS shall permit the parent of a child free and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

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