



**St. Michael School**

**Parish – Based School System  
Elementary School Handbook**

**2020-2021**

**St. Michael School**  
**80 N. High Street**  
**Greenville, PA 16125**  
**724-588-7050**

School Doors Open (For Early Arrival)	7:30 AM
Morning Bell	7:50 AM
Tardy Bell	8:00 AM
PreK3 and 4 Dismissal	2:10 PM
Bus Dismissal	2:25 PM
Parent Pick-Up Dismissal (Or After All Buses Leave)	2:30 PM

## TABLE OF CONTENTS

<b>SPIRITUAL DEVELOPMENT</b>	<b>4</b>
<b>ACADEMIC POLICIES</b>	<b>4 – 7</b>
<b>INSTRUCTION DURING COVID-19</b>	<b>7 – 8</b>
<b>TECHNOLOGY</b>	<b>8 – 10</b>
<b>PARENT – TEACHER COMMUNICATION</b>	<b>10</b>
<b>ST. MICHAEL SCHOOL DRESS CODE</b>	<b>11 – 13</b>
<b>ATTENDANCE POLICY</b>	<b>13 – 15</b>
<b>HEALTH AND WELLNESS</b>	<b>15 – 17</b>
<b>SAFETY</b>	<b>17 – 18</b>
<b>ARRIVAL AND DISMISSAL PROCEDURES</b>	<b>18 – 19</b>
<b>S.A.F.E.</b>	<b>19</b>
<b>ATHLETICS</b>	<b>20</b>
<b>STUDENT ORGANIZATIONS AND ACTIVITIES</b>	<b>20</b>
<b>PARENT/GUARDIAN INVOLVEMENT</b>	<b>21</b>
<b>STUDENT BEHAVIOR POLICY</b>	<b>21 – 22</b>
<b>DESCRIPTION OF EXPECTATIONS</b>	<b>22 – 28</b>
<b>HAZING POLICY</b>	<b>28 – 29</b>
<b>BULLYING/CYBERBULLYING POLICY</b>	<b>29 – 30</b>
<b>COVID GUIDANCE</b>	<b>30 – 34</b>

## SPIRITUAL DEVELOPMENT

St. Michael School strives to develop each student academically, socially, physically, mentally and spiritually. Spiritual development of our students is a very important part of our Catholic Identity. The following are integral to preparing our students to be strong and faithful Christians:

- Daily Religious Instruction
- Weekly Mass Celebrations
- Reconciliation (2 times a year)
- Retreats
- Service Projects
- Prayer Services
- Adoration
- The Rosary
- Stations of the Cross
- Seasonal Church Celebrations

**Religion:** SMS provides regular instruction in the Catholic faith, and students attend \*Mass weekly. Students who are not Catholic are expected to receive religious instruction and attend Mass with their classmates.

As part of daily school life, both within and outside Religion class, emphasis is placed on encouraging students to develop a sense of caring and respect for others and developing social responsibility.

**Service:** Classes will initiate a service project in which the school will participate. Focus will be on service to the school and to the community. *Middle School students will be required to take part in the Middle School Musical in the spring of each year as part of their service to the community.*

\*Due to COVID-19, students will attend Mass in person, with their class, on a rotating schedule. Those classes who are not scheduled to attend in person will participate in Mass from their classrooms via live stream.

## ACADEMIC POLICIES

**Course of Studies:** Core curriculum courses are offered in the following subjects: English/Language Arts, Mathematics, Social Studies, Science, Religion, Physical Education, Art, and Music. Technology is integrated into every class.

SMS uses the Diocese of Erie curriculum standards and approved textbooks. The Diocese of Erie curriculum can be accessed at [www.eriercd.org](http://www.eriercd.org) under the Catholic Schools Parent link.

\***Library:** The library has a collection of fiction, non-fiction, reference, and easy-reading/picture books available for students use. The school library is open to St. Michael students and staff for reference materials and book exchange.

Books are circulated on a week-to-week basis, with the option of renewal. Fines for overdue library books are 5¢ per day for **PreK3** through Grade 3, and 10¢ per day for Grades 4 through 8, excluding weekends, holidays and excused absences. Students should return overdue books the day they return from an absence. *There will be a charge for lost books.*

**\*Due to COVID-19, the Library will not be in use for book circulation. As soon as we are able, we will open the Library again.**

**Homework:** Homework provides an important extension of classroom instruction and reinforcement of skills and knowledge learned in class. Homework is usually assigned nightly. Research has shown that children who complete their homework on a regular basis perform better in school.

St. Michael School wants each child to reach his/her optimal academic potential. Parents are the most influential people in their children's lives and can make a positive impact on their child's learning. Here are a few guidelines on how parents can support academics:

- Establish homework as a top priority
- Make sure children do homework in a quiet environment
- Establish a daily homework time
- Provide supportive feedback when homework is completed

**Missing Assignments:** All assignments are due to the teacher by the designated date. Assignments that are not handed in on time are considered incomplete until they are submitted to the teacher. **For every day late, points will be deducted from the assignment.** *Any assignment not completed within three school days of the due date will receive a zero unless arrangements have been made with the teacher for an extension.*

Our goal is to teach each child to be responsible for his/her own choices. Their development in this area will enhance their potential for success.

**Missing Assignments Due to Legal Absence:** For every day the student is absent, that is the number of days that they have to make up the missed work. For example, if the student misses one day, the work should be made up upon their return. If the student misses two days, upon returning to school, the student has until the next day to make up the work. It is the student's responsibility to ask the teacher when a missed test may be made up. This can include time during the school day or before/after school. The teacher will make arrangements with the student/parent to schedule a time.

**Cheating/Plagiarism:** Cheating/plagiarism is defined as copying and/or taking someone else's written or digital work and claiming it as his/her own. Enabling or helping others to cheat is also cheating.

Parents will be notified if their child has been involved in any type of cheating/plagiarism. A student found guilty of cheating/plagiarism can expect consequences which may include: detention, **a loss of points on a graded assignment**, being assigned an alternate assignment, suspension, or expulsion. This will be decided on a case-by-case basis by the teacher and school administration.

**Grading Policy:** St. Michael School is committed to academic excellence. All students are encouraged to reach their full potential through an academic program which consists of high standards. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies.

The goal of academic excellence can only be reached when parental involvement occurs and open communication among parents, guardians, teachers, students, and administrators is practiced. Parents are encouraged to follow their student's progress online. **The grading system that we use is called Option C.**

**Grading Scale:** The scale for grades is as follows:

A = 93% – 100%  
B = 85% – 92%  
C = 76% – 84%  
D = 68% – 75%  
F = 67% and below  
I= Incomplete\*

\*Due to certain circumstances, the teacher, in conjunction with the administration, may issue an incomplete on the report card. These situations will be handled on an individual basis.

**A numeric performance grading scale is also used to measure standards for certain grade levels.**

**Honor Roll – First Honors:** All A's

**Honor Roll – Second Honors:** All A's and B's

**Failure:** A student may be retained if a child is failing one or more classes. Retention decisions will be made on an individual basis by the teachers, principal, and parent/guardian.

**Report Cards:** Report cards will be sent home quarterly for Grades 1 through 8. Kindergarten report cards are sent home after the second, third, and fourth quarters. They will also receive final grades. Pre-K will not receive report cards. Parents are reminded through Option C alerts the day the report cards are sent home.

**Student Records:** Parents and students over the age of 18 have the right to inspect their records upon written request. The federal mandate Family Educational Rights and Privacy Act (FERPA) requires that parents/guardians be informed of this mandate every school year. Notification is issued at the beginning of every school year. Records may be reviewed by making an appointment with the principal.

**Classroom Assessments:** Assessments include projects, portfolios, curriculum based tests, journals, oral presentations, digital projects, written essays, and more.

**Standardized Assessments:** The primary purpose of standardized testing is to improve student learning by driving instruction. The following are standardized assessments that will be used this year:

- \* Acadience Math and Reading will be administered to Grades K – 2 in September, January, and May. This takes the place of DIBELS testing.
- \* Aspire Periodic for Math and Reading will be administered to Grades 3 – 8 in September and January. A summative (final) Aspire assessment will take place at the end of April. Teachers will also have the option to utilize the English and Science sections of Aspire.
- \* ACRE test will be administered to Grade 5 in May. This assesses the students' Religion knowledge.

**Special Services:** Title I Math and Language Arts remediation, Act 89 Math and Reading, Guidance Counseling, and Speech and Language Therapy are provided through Intermediate Unit IV.

New St. Michael School students are screened their first year for services. If a student qualifies for any of the Intermediate Unit IV services, a permission slip will be issued prior to any service being rendered throughout the school year. As part of these services, students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of SMS, and the results will be shared with the parent/guardian accordingly.

A certified guidance counselor is available once a week through Midwestern Intermediate Unit IV. The counselor works with small groups and individuals, as well as, classroom programs.

**Special Education Services:** St. Michael School **DOES NOT** provide special education services including Individual Education Plans (IEP) and Section 504. Special Education identification is only permitted to occur under the direction of a public school district in the State of Pennsylvania. St. Michael School can assist in scheduling testing with a family's school district of residence, but cannot identify any special education label or service independently of the local school district of residence.

### **INSTRUCTION DURING COVID-19**

All St. Michael School students should expect to participate in the same rigorous schedule regardless of which instructional modality is being used. If remote learning becomes necessary for all school families (determined by the county and/or state officials), students will be asked to take part in synchronous and asynchronous learning where attendance will be taken. All school rules and policies will be followed. Students working remotely will be expected to dress appropriately for class and work in a quiet space. This should be a dedicated learning area with all materials in hand and devices charged and ready for the school day ahead.

If a student cannot be in school due to isolation or quarantine due to COVID-19, they are still expected to participate in their classwork. Attendance will still be taken, regardless of which learning model is being used. St. Michael School will utilize a blend of both synchronous and asynchronous learning:

**Synchronous Learning:** Students are engaging in learning at the same time in a large group. During remote learning, this will happen through live-streamed video (via Google Meets).

**Asynchronous Learning:** Students are learning the same material at different times (on their own pace) and in different locations. During remote learning, this will happen when teachers assign independent practice or projects. Teachers will also be scheduling one-on-one and small group check-ins during this time (via Google Meets).

Students will be required to be visibly identified and present for the class for the full class period during remote learning. They will be required to complete and return all assignments as directed by the teacher. The traditional St. Michael School grading scale will remain in place regardless of the model of

instruction. Teachers will continue to give guidance and support to all students in need. In the event that St. Michael School is required to move to a full remote learning model, the traditional school schedule will continue to be taught in both synchronous and asynchronous manners determined by the grade level teachers.

The principal will have access to any and all remote sessions/lessons at any time.

**Recording of a Lesson:** A remote or virtual lesson may be recorded by the **teacher only** if PII (explained below) is not disclosed during the lesson or appropriate written consent has been secured from **ALL** parents of students in the classroom. The recording may then be available to other **rostered** students in the class at a later time. Access to the lesson will be restricted to students who are rostered in the class.

### **PERSONALLY IDENTIFIABLE INFORMATION (PII) DURING REMOTE LEARNING**

Personally Identifiable Information (PII) should not be shared during times of remote learning. PII includes both direct and indirect identifiers:

**Direct Identifiers:** student's full name, other family member names

**Indirect Identifiers:** date of birth, place of birth, mother's maiden name

St. Michael School will use the best practice of using the students' first names only. Students and teachers will not use or share PII during lessons. Non-students (family members in the background at home) are encouraged not to share PII also. Sharing of PII is permitted **IF** written consent is obtained from **ALL** parents of students in the class prior to class beginning. Directory information can be shared without consent but **NOT** student's full name, identifier (i.e. student ID number) or email.

**School Official Exception:** St. Michael School can provide PII and disclose records to a provider of a service or application as long as the service provider:

- Performs an institutional service
- Has been determined by St. Michael School to have a legitimate need to know
- Uses student records/PII for authorized purposes

**Language Added to Annual FERPA Notification:** A school may disclose Personally Identifiable Information (PII) from the education records of a student without obtaining prior written consent of the parents or eligible student to appropriate officials in connection with a health or safety emergency, subject to Section 99.36 (Section 99.31 (a) (10)).

### **TECHNOLOGY**

**Technology Fee:** Students in PreK-3 through Grade 8 will be assigned an iPad, Chromebook, or Microsoft Surface Pro. There will be a \$50 technology fee for each student.

**Personal Technology Devices and Cell Phones:** Personal technology devices are not permitted. The school will provide each student the technology needed to complete his/her work. Cell phones and other



devices are not to be used during school. Cell phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours and must remain in book bags during school hours. **Cell phones and similar electronic devices that are discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated.** Confiscated devices will be held until the parent can pick the device up at the school office. If there is a second offense, the child will be prohibited from bringing in the cell phone or device at all. The school is not responsible for any lost, stolen, or broken cell phones or devices.

**Acceptable Use of Technology:** The use of the school technology resources is a privilege. The privilege of using the technology resources provided by St. Michael School is not transferable or extendible by students to other individuals or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

**Unacceptable Use of Technology:** The following is a non-exhaustive list (also in effect during remote learning by both students and people in the students' household) of strictly prohibited student activities:

1. Illegal installation, appropriation, or transmission of copyrighted materials
2. Any action that violates existing St. Michael School policies or public law
3. Sending, accessing, uploading, downloading, or distributing offensive or embarrassing, profane, threatening, pornographic, obscene, or sexually explicit materials, or those that can be interpreted as harassing or demeaning
4. Using the device's camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, pornographic, obscene, sexually explicit or damaging to another person
5. Use of chat rooms, sites, or other means that sell/copy/distribute term papers, book reports, and other forms of student work
6. Taking pictures of other students' work without specific permission granted by the teacher
7. Use of bit torrents or illegal file sharing sites
8. Any form of jail breaking, rooting or in any other way tampering with the device's operating system
9. Changing device settings (exceptions include personal settings such as font size, brightness, etc. in which teacher permission has been specifically granted)
10. Spamming or sending mass or inappropriate emails
11. Gaining access to other students' accounts, files, and/or data
12. Use of the school's Internet, network or email accounts for financial or commercial gain or for any illegal activity
13. Use of any form of anonymous and/or false communications
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior
15. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
16. Bypassing the school's web filter through a proxy server or any other means
17. Using another student's or teacher's device
18. Use of devices to take pictures, videos or record sounds of other students, guests, or school personnel without their expressed consent
19. Use of a device to take a picture, video or record sounds of another child without the permission of the parent if the child is under the age of 13
20. Use of other devices, especially during remote learning, to record, screen shot, take pictures of, etc. lessons, teachers, and other students

**Legal Propriety/Copyright:** All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent. Plagiarism is a violation of the St. Michael School handbook. Credit needs to be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

**Policy Violations and Disciplinary Consequences:** Disciplinary action and/or loss of privileges/features may be taken by the school depending on the severity of the infraction. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved. The school principal will be the sole arbiter of interpretation, violation, and penalization of every aspect of this policy.

**Social Media:** Parents/guardians, relatives, etc., should refrain from posting pictures on personal and social media websites that include children other than their own without the expressed parent permission of all other students in the picture. Discretion should be used to honor the wishes of parents who do not want their children's pictures available on the Internet.

The following are prohibited on any personal websites, blogs, or social networking sites without the permission of both school **AND** parent(s) of child(ren) included:

- Pictures, photos, or drawings of the school's name or logo, including clothing.
- Pictures, photos, drawings, references to or names of school employees or students.

The following are prohibited on any personal websites, blogs, or social networking sites:

- Threats or disparaging remarks about the school, its employees, or its students.
- Cyber bullying, sexual harassment, or any behavior that is ill-mannered or disrespectful.

The consequences for the above will be handled on an individual basis.

## **PARENT/TEACHER COMMUNICATION**

**OPTION C:** SMS employs Option C Software for data management. Parents will receive a login to access the system, which allows them admission to their child's data and information such as grades, schedules, and homework. Parents also will receive alerts and announcements through the Option C system. The portal directory provides access for parents to send email to any staff member.

**Email Guidelines:** Students do not have school email addresses per Erie Diocesan policy. Email addresses are assigned as logins for Office 365 and G-SUITE for Education and are not used for communication. Teachers and students are not to directly text or email each other.

Students will have Office 365 accounts and G-SUITE for Education accounts that will allow them access to the online Microsoft resources of Word, Excel, PowerPoint, OneDrive and the online Google resources of Docs, Sheets, Slides, and Drive. These cloud drives will permit students to share and store documents with other students and with teachers.

## ST. MICHAEL SCHOOL DRESS CODE

### Girls' Uniform (Grades K – 8):

- St. Michael traditional plaid uniform jumper (Grades K – 4)
- Navy blue or khaki jumper (Grades K – 4)

### **Grade 4 is a transitional year in which girls may wear jumpers, skorts, or skirts**

- St. Michael traditional plaid uniform skort or skirt (Grades 4 – 8)
- Navy blue or khaki dress slacks fitted loosely
- If pants are worn, must wear a solid color brown or black belt (**required for Grades 4 - 8**)
- Dark green, white, or navy polo (banded or non-banded) shirt – long or short sleeved
- Dark green, white, or navy turtleneck
- Dark green, white, or navy sweater – cardigan, V-neck, or crew
- Dark green, navy, or gray St. Michael fleece jacket
- Black, brown, or navy blue closed-toe dress shoes (with a back and a heel no higher than 1 inch) or any appropriate color sneakers
- **Solid color socks or knee highs** in dark green, white, or navy (or red if wearing with plaid jumper or skirt) that are visible above shoe **and** cover ankle
- Solid color white, navy or dark green (or red if wearing with plaid jumper or skirt) tights (not leggings)

### Fall and Spring (August – October and April – June) – Optional Attire:

- Navy blue or khaki loose-fitting walking shorts no shorter than 2” above the knee and worn with a belt

*Note: Shorts may not be worn on the days students attend Mass. (Usually, we attend Mass on Fridays, Holy Days of Obligation, and the first and last days of school.)*

### Winter (November – March) – Optional Attire

- Solid color leggings with socks (white, navy, or dark green) may be worn under uniform jumper

**Hair:** Female students are expected to have neatly styled hair that does not impair her vision. It is also expected that her hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted.

**Make-up and Nail Polish:** Female students in Grades 6-8 are permitted to wear minimal and tasteful make-up. Students wearing an abundance of make-up or make-up that is very dark will be required to remove it. Female students are also permitted to wear nail polish.

**Jewelry:** The following accessories are acceptable for female students: wrist watch, one ring, a thin gold or silver chain, and stud-style earrings (1 piercing per ear). Girls are not permitted to wear hoop or dangling earrings. Students are not permitted to wear facial jewelry of any kind including nose, lip, or eyebrow piercing.

### Boys' Uniform (Grades K – 8):

- Navy blue or khaki dress slacks fitted loosely
- Dark green, white, or navy polo (banded or non-banded) shirt – long or short sleeved
- Dark green, white, or navy turtleneck
- Dark green, white, or navy sweater – cardigan, V-neck or crew
- Dark green, gray, or navy St. Michael fleece jacket
- Solid color brown or black belt (**required in Grades 4 - 8**)
- Black, brown, or navy blue dress shoes or any appropriate color sneakers
- **Solid color socks** in dark green, white, navy, or black that are visible above shoe **and** cover the ankle

Fall and Spring (August – October and April – June)– Optional Attire:

- Navy blue or khaki loose-fitting walking shorts no shorter than 2” above the knee worn with a belt

*Note: Shorts may not be worn on the days students attend Mass. (Usually, we attend Mass on Fridays, Holy Days of Obligation, and the first and last days of school.)*

**Hair:** Male students are expected to have neatly trimmed hair that does not exceed the shirt collar (hair that is longer than the shirt collar must be able to be tied back) and that does not impair his vision. It is also expected that his hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted.

**Jewelry:** The following accessories are acceptable for male students: wrist watch, one ring, and a thin gold or silver chain. Male students are not permitted to wear earrings of any kind. Students are not permitted to wear facial jewelry of any kind including nose, lip, or eyebrow piercing.

### **All Students' Uniform**

**Face Coverings/Masks:** Masks are an infection control measure – they reduce the viral load that is spreading in the air and thus greatly reduce risk of spreading disease. Adherence to masking and social distancing can greatly reduce the spread of COVID-19. thus reducing the number of individuals who will need to be quarantined.

All students and staff are required to comply with the Pennsylvania Department of Education face covering/mask orders from July 1, 2020 and August 17, 2020. Face coverings/masks must be school appropriate. Please have a clean face covering/mask each day for your child and consider sending in extra in the event that your child’s original face covering/mask is soiled during the course of the school day. Face coverings/masks need to be laundered daily or used on a 7-day rotation. Face coverings/masks must be replaced if they become frayed or torn.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student’s health care provider, school nurse, and IEP/504 team.

According to the August 17, 2020 face covering/mask guidance, schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

**Students in Grades 4-8 are to have their shirts tucked in at all times unless a banded shirt is worn.**

**Physical Education Uniform (Grades 4 – 8):** Students are expected to wear an appropriate t-shirt (long or short sleeve), gym shorts of appropriate length in dark green, navy, or black, and clean sneakers. All t-shirts must cover the entire torso so that no skin is showing between the shirt and the shorts. Shorts are to

be no more than 2" above the knee. On Dress Down Days, students are permitted to wear their jeans during physical education class. No aerosol deodorant or squirt bottles of spray are allowed. **Roll-on deodorant is permitted and highly encouraged for age-appropriate children.**

***Dress-Down and Jeans Day clothing should be acceptable for a Catholic school student. Modesty and self-respect should be observed. Dress down day and jeans day are not to be confused.***

#### **Jeans Days:**

- Jeans Day will be held every Thursday during the school year that we do not attend Mass.
- Jeans of any color may be worn with uniform shirt or any shirt/sweatshirt with the St. Michael School logo or Spiritwear. (No hoodies are permitted.)
- A belt is to be worn with jeans and shirts must be tucked in.
- Ripped/torn jeans and bib-overalls may not be worn.
- Jean shorts ***or capris*** may not be worn.

**Dress-Down Days:** Proceeds from dress-down days are donated to various service projects such as: our adopted Mission family, The Good Shepherd Center, Prince of Peace, Pink Angels, Strayhaven, and other worthy causes.

The following are permissible on dress-down days:

- Jeans, khakis, cargo pants, cords, athletic pants (no tear-aways), sweatshirts (no hoodies), shorts and skirts (must be no more than 2 inches above the knee).
- Athletic shorts may be worn (August – October and April – June), only if they are not see-through.
- Leggings are permissible if worn with a top that is fingertip length or longer and covers the backside.

The following are not permissible on dress-down days:

- Backless shoes, tank tops, tear-away pants, jeans with holes, pants or shorts with writing on the backside, yoga pants, stretch/lycra pants, or tight-fitting pants.
- All shirts must be long enough so that the midriff is not showing when you raise your hands.

## **ATTENDANCE POLICY**

**Absenteeism & Tardiness:** Regular attendance at school is important to student development, readiness to learn, and social and academic progress. St. Michael School is committed to providing a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation, and the Office of Children and Youth. St. Michael School is responsible for monitoring and maintaining records of the attendance of students **no matter what learning modality is being used. Attendance will be taken during remote learning.** Please ensure daily and timely attendance for your student(s).

Parents are responsible for calling the school when their child is going to be absent. Parents may leave a message to notify the school of the absence between the hours of 7:30 am and 8:30 am. When calling, please give the child's name, homeroom teacher, reason for absence, and request for any homework you wish to be sent home ***if the child will be absent for more than one day.*** Specify the name and grade of

the child who will be taking the homework assignments and books. Homework requests may be picked up in the school office between 2:45 pm and 3:30 pm.

Lawful excuses for an absence from school include the following: mental or physical illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travels of five days or less, and student-centered court hearings.

***Students must present a written excuse within three days upon returning to school; otherwise, the absence will be considered unexcused.*** After an extended illness, a doctor's excuse must be provided. Written excuses for dental or doctor appointments must be presented to the homeroom teacher the day of the appointment. \*The parent or designated adult must pick the student up in the school office and sign him/her in and out of the building for security reasons. Students are responsible for making up any work missed.

**\*Due to COVID-19, parents/guardians will buzz in at the Orchard Street entrance and wait for their child to be brought to the door by school personnel, who will sign out the child at the entrance.**

**Cumulative Lawful Absences:** A maximum of ten days of lawful absences, verified by written excuses, are permitted during one school year. All absences past the allotted ten require a written excuse from a physician.

**Unexcused Absences:** Any absences for which the school has not received a written excuse from the parent/guardian is considered unexcused. If an excuse is not produced within three days of the absence, the absence becomes permanently unexcused. Students who do not receive advanced permission for educational travel will accumulate unexcused absences for the days missed.

**Educational Travel:** Students are permitted to utilize a maximum of five (5) excused school days for educational travel per year. All educational travel must be submitted to the school principal two weeks prior to the date of leave. Parents must complete the educational travel form provided by the school. If the educational travel experience is not approved by the school principal, the absences accrued will be marked as unexcused. Special circumstances will be reviewed by the principal on an individual basis. Students are required to make up all work missed while on leave for educational travel.

**Tardiness:** Students are considered tardy if they are not present by 8:00 am. Parents are required to produce a valid excuse for tardiness. The following excuses are acceptable: mental or physical illness, family emergency, death of a family member, medical or dental appointments, and authorized school activities. Tardy minutes will be tracked by the school. When the total number of tardy minutes reaches a full school day, an additional absence will be documented and counted as an absence in the student's attendance file. Students with frequent and persistent tardiness issues may receive relevant consequences accordingly. Tardiness due to bus delays is not counted against the student.

**Participation in Extra-Curricular Activities:** Students must attend a full day of school in order to attend any extra-curricular activities on that day. The only exceptions to this rule are: excused absences due to a doctor or dental appointment and funerals. Students must be in school by 10:00 am to be considered present and must stay for the remainder of the school day in order to be eligible for extra-curricular activities.

**Truancy:** A student is considered truant when he/she is absent for six (6) or more days without a valid excuse. After the six (6) unexcused absences, the truancy office from the home district of the student will be notified. The truancy officer will issue fines through the courts if deemed necessary.

**Inclement Weather:** In case of inclement weather, St. Michael School will act independently **of public school districts** regarding closing and delays. On days that school is on a two (2) hour delay, school doors will be in opened at 9:30 am and S.A.F.E. will be available until 5:00pm. ***In the event that school is dismissed early due to inclement weather, there will be no S.A.F.E.***

Inclement weather that results in a school-delayed starting time, early dismissal, or cancellation will be communicated via the Option C parent alert system.

## HEALTH AND WELLNESS

St. Michael School is committed to providing an environment that promotes student health – physically, mentally, academically, and spiritually. Proper nutrition and education, along with physical activity, help students develop a healthy lifestyle and promote overall well-being. St. Michael School, in conjunction with the Diocese of Erie, maintains a Student Wellness Policy. This policy can be found at:

<https://www.eriecd.org/images/sections/schools/pdf/pbwellness.pdf>

**Health Services:** A school nurse is provided by the Greenville School District. The school nurse is responsible for all student health records. These include, but are not limited to: immunization records, physical exams, and dental exams.

- Vision Screening            Grades K – 8 annually
- Hearing Screening        Grades K, 1, 2, 3, & 7 annually
- Height/Weight            Grades K – 8 annually
- Physical Exams            Grades K & 6 (unless verification of a physical exam is provided by the family physician and is on file at the school)
- Dental Exams              Grades K, 3, & 7 (unless given by a private dentist and the form is on file at the school)
- Scoliosis Screening        Grade 6 & 7 (unless verification is on file from a family/private physician)

**Immunizations:** The Pennsylvania Department of Health requires the following immunizations as a condition of attendance for all children entering school (K – 12):

- Diphtheria                    4 doses
- Tetanus                        4 doses
- Acellular Pertussis        4 doses
  - (DTaP or DTP or DT or Td)
- Polio                            4 doses
- Hepatitis B                    3 doses (correctly spaced)
- MMR                            2 doses
  - (Measles, Mumps, Rubella)
- Varicella                      2 doses
  - (Chicken Pox)

**Additional requirements for Grades 7 – 12:**

- MCV                            2 doses

- (Meningococcal Conjugate Vaccine)
- Tdap 1 dose
- (Tetanus, Diphtheria, Acellular Pertussis)

**Exceptions:** **Medical** – a medical contraindication because of rare conditions  
**Religious** – requires a written statement from the parents/guardians  
**Philosophical/Strong Moral or Ethical Conviction** – requires a written statement from the parents/guardians

**Communicable Diseases:** The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If you suspect that your child has one of the following diseases/illnesses, please consult a physician before sending him/her to school. If your child has been diagnosed by a physician as having one of the following conditions, your child must be kept home for the required period of time. The school may require a doctor's note/excuse before your child is permitted to return to school.

- MMR Diagnosis and recommendation by physician
- Chicken Pox Return 6 days after last crop vesicles
- Scarlet Fever Return after 7 days of onset or 24 hours from the institution of antibiotics
- Pink Eye Must be excluded from school until the eye is clear or has received a doctor's clearance that it is no longer contagious that it is no longer contagious
- Impetigo Diagnosis and treatment by a physician  
May return to school with doctor approval
- Tonsillitis May return 24 hours from the start of antibiotics
- Strep Throat May return 24 hours from the start of antibiotics
- Scabies May return 24 hours after treatment
- Ringworm May return to school with doctor approval
- Head Lice All nits (eggs) must be removed for return to school. Shampooing with lice shampoo must be repeated after 8 – 10 days to be sure that all lice have been eliminated. Student must be checked and cleared by the school nurse/principal before returning.
- COVID-19 Please see pages 30-34

**Illness:** If your child has a fever above 100 degrees, becomes sick and vomits, or has diarrhea, please keep them home. They should be free from fevers, vomiting, or diarrhea for 24 hours before returning to school. This is to ensure the health and well-being of our students and faculty/staff.

If your child becomes ill at school, he/she will be seen by the school nurse (if available) or the office staff (and/or principal). If your child has a fever above 100 degrees, becomes sick and vomits or has diarrhea,



we will notify the parent(s) and the child will be sent home. If the parent(s) cannot be contacted, we will contact the person(s) listed on your Emergency Data Form.

**Medical Emergencies:** In the event of a medical emergency, 9-1-1 will be called if deemed necessary, and the parent(s) of the student will be contacted immediately.

**Medications:** Any medications (over the counter or prescription) cannot be dispensed by the school nurse or office personnel unless written permission has been received from the parent(s). If a child has need of an inhaler, epinephrine auto-injector, or seizure medication, the school must have on file the Diocesan Medical Permission form *filled out by both the parents and the child's health care provider*.

**Cough drops and over-the-counter cough medicine will not be dispensed by the school.**

## SAFETY

**Visitor Procedures:** Any person, parent or non-parent, must be buzzed into the school and \*go directly to the school office on the third floor. Every visitor must then sign in at the school office stating the purpose of his/her visit. He/she will then be given a Visitor Badge to wear while in the school building or on school property. Every visitor must remain in the office until school administration grants permission to enter any other part of the school building. Once his/her business is completed, he/she must return to the school office to sign out and return the badge.

Please call or email the teacher to set up an appointment. Parents are not permitted to enter the building and go to a classroom to see a teacher as it disrupts the educational process and compromises the safety of our students. No meetings can be guaranteed, unless they are scheduled and agreed upon prior to visitation.

\*Due to COVID-19, this policy will be temporarily suspended. No visitors will be allowed in the building. After using the intercom/buzzer at the Orchard Street entrance, all parents/visitors are to wait at the entrance for school personnel. If a parent/guardian is picking their child up, the school personnel will bring the child to the entrance and sign the child out in the presence of the parent/guardian. If a parent/guardian wishes to set up an appointment with a teacher or the principal they should call or email. Appointments may be done via Zoom.

**Transportation:** Parents are responsible to transport their child(ren) to and from school and school activities, unless they receive busing from their local school district. If a student needs to take a different form of transportation home, parental written or verbal notification must be received by the school office by 2:00 pm.

\*Buses will be used to transport students on field trips. These will be arranged through the school office and will be noted on Field Trip Permission Forms. In the event that only a small group of students needs to be transported, parent drivers may be required to take children to and from the event.

\*Due to COVID-19, this policy will be temporarily suspended. No outside field trips will be taken. Teachers will do their best to offer creative online field trip opportunities.

**Emergency Drills:** The following drills are conducted throughout each school year:

- Tornado Drills
- Fire Drills
- School Lock-Downs

These drills are to ensure the safety of our entire school family. The school has locations inside and outside of the building to make sure that our students are safe from any inherent dangers. An Emergency Operation Plan is in place.

**Severe Weather Closings:** In the case of severe weather, when the school cannot be in session, an announcement will be made by via the Option C parent alert system. It may also be posted on the local television networks.

**Emergency and Crisis Procedures:** An Emergency Operation Plan is a plan which covers a wide range of incidents, such as bomb threats, gas leaks, weapons, hazardous spills, hostage situations, epidemic/pandemic etc. St. Michael School has a specific plan to follow in each case scenario. In the event of such an emergency or crisis, parents/guardians will be notified as to how to proceed in order to keep our students safe.

## ARRIVAL AND DISMISSAL PROCEDURES

**Student Arrival (PreK3 and 4):** Parents with PreK3 students may go to the lower door on the left/South side of the front of the school to drop off their child to a school staff member who will screen the child and take him/her to the classroom. Parents with PreK4 students may go to the lower door on the right/North side of the front of the school and drop off their child to a school staff member who will screen the child and allow them to enter directly into the room.

**Student Arrival (K – 8):** When students arrive for school between 7:30 am and 8:00 am, they should report to their homeroom after being screened at the Orchard Street entrance.

**Late Arrival (PreK3 – Grade 8):** If arrival time is after 8:00 am, parents must use the intercom/buzzer at the Orchard Street entrance to alert school staff. A school staff member will come to the door and take the child to their classroom. School personnel will sign the child in while in the presence of the parent/guardian.

**Dismissal (K – 8):** Bus-rider students will be dismissed from the Orchard Street entrance by bus groups beginning at 2:25 pm. All parent pick-up students will be dismissed from the front school entrance in alphabetical order at 2:30 pm or after all buses have departed. Upon approaching the school, parents need to wear a face covering and maintain 6 feet of social distance.

**Dismissal (PreK3 and 4):** PreK3 and/or 4 students will be dismissed from the lower left/South and lower right/North sides of the front of the school at 2:10pm. Upon approaching the school, parents need to wear a face covering and maintain 6 feet of social distance.

**Early Dismissal:** When early dismissals take place, based on the school calendar, students will be dismissed at noon. The school will inform parents/guardians at the beginning of the school year as to bus procedures for each public school district. If no bus is available, parents will be responsible for picking up their child(ren) on that day. There will be no S.A.F.E. on early dismissal days.

**Forgotten Items/Messages:** In the event that your child forgets something needed for class, the item may be dropped off at the \*office. ***No parent is permitted to go directly to a classroom to deliver an item to a student.*** If you should need to speak to your child directly, we will call them to the office for you. Any messages, either phone or written, will be delivered by the office staff. The school building is open until 3:30 pm for items left after dismissal.

**\*Due to COVID-19, this policy will be temporarily suspended. As when picking up a student, after using the intercom at the Orchard Street entrance, all parents/guardians are to wait at the entrance for school personnel who will take the forgotten item to the student. Please limit these drop-offs even more than usual so that the school office personnel can continue to work in the office.**

### S.A.F.E.

St. Michael School provides after school care, known as S.A.F.E. (Students Advocating Faith Everyday), for St. Michael School students in PreK3 through Grade 8. St. Michael School staff oversees S.A.F.E. and provides a snack, opportunities for physical activity, games, and homework help. S.A.F.E. operates every school day, Monday through Friday from 2:30 pm to 5:00 pm. S.A.F.E. is cancelled when school is dismissed early due to inclement weather. Daily cost is \$7.00 for one child in a family and \$6.00 for each additional child. If a child is picked up at 4:00 pm or before, the rate is \$4.00/child. There is no grace period for the early pick-up time. ***Parents who do not pick their child up by 5:30 pm will be billed an extra \$5.00 for every 15 minutes late for that day.***

Registration for S.A.F.E. is done at the school office. A monthly calendar will be sent prior to the first of each month for parents to list the days they will require care for their child(ren). It must be returned to the school office by the date listed on the calendar. Parents who require additional days during the month must call the school office so S.A.F.E. staff can be notified of the change. Parents will be billed at the end of each month for the days they use the program. Payment is due on or before the 10<sup>th</sup> of the next month. Failure to make payments by the due date will result in the balance being placed on the next FACTS payment or child(ren) being removed from S.A.F.E. until the payment is received.

***\*\*Often times students will stay after school for activities held by teachers or other faculty members. Only that student involved in an assigned activity is permitted to stay with the teacher/faculty member who assigned the activity. Siblings of those students who are involved in activities are not permitted to stay at school unless they are enrolled and attending the S.A.F.E. program. No teacher/faculty member is in charge of watching a sibling(s) during an assigned student's after school activity.***

## **\*ATHLETICS**

**\*Due to COVID-19, all athletics have been temporarily suspended. If approved to begin athletics again, the Return to Safe Play Plan will be followed.**

St. Michael School recognizes that athletics and other extracurricular activities enrich students' lives. With God and Christianity as a foundation, the SMS mission is to foster academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, students participating in inter-scholastic sports are expected to keep classwork as a first priority.

### **Eligibility for Athletics:**

1. Students receiving a D or F in any class will be given a warning and re-evaluated weekly.
2. If the student is successful in raising the grade, he/she will be permitted to participate in the respective sport.
3. If, after a week, the student does not provide evidence of improvement, he/she is not permitted to participate in practices or games, including playoffs. This suspension is indefinite until evidence of growth has been provided.
4. It is the student's responsibility to provide evidence of improvement to the principal.
5. If a student is absent, he/she will not be permitted to participate in practice or a game on the same day he/she is absent. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, etc.

**Sportsmanship:** Participation in athletics is a privilege which carries with it responsibilities to the school, team, community, and to the students themselves. The obligation of good conduct, fair play, honest competition, and respect extends far beyond the actual contests and into everything from bus trips to practices. Proper sportsmanship is expected by all student athletes. If sportsmanship comes into question, consequences may be issued by school administration accordingly.

**Sports Programs:** The following are examples of sports programs that are offered at St. Michael School: Basketball, Cheerleading, Pep Squad, Swimming, Track & Field, Golf

## **\*STUDENT ORGANIZATIONS AND ACTIVITIES**

**\*Due to COVID-19, after school student organizations and activities will be temporarily suspended.**

Students are strongly encouraged to become involved in a variety of activities. Not only does involvement develop leadership skills, it also offers students the chance to develop a more positive attitude toward school.

**Activities:** The following are examples of activities that are offered at St. Michael School: Science Competitions, Student Council, Math Competitions, Drama/Theater, Class Activities, Band, Choir, Altar Servers, History Competitions, English Competitions, Academic Games

**Eligibility:** Students participating in extra-curricular activities are bound by the same eligibility rules which apply to sports.

## \*PARENT/GUARDIAN INVOLVEMENT

\*Due to COVID-19, parent involvement in the school including volunteers, coaches, homeroom parents, etc will be limited. No visitors, including parents/guardians, will be permitted in the building.

**Volunteer Opportunities:** St. Michael School enjoys significant volunteerism by parents and alumni. Parent/guardian and grandparent volunteers may serve as “Homeroom Parents.” Other volunteer activities may include, but are not limited to, coordinating class parties, assisting as field trip chaperones, helping in the classroom, and assisting with a variety of other activities and projects for the schools. All volunteers need to possess the appropriate paper work which can be obtained in the school office. Volunteers need all the following:

- PA State Police Criminal Record check - <https://epatch.state.pa.us/>
- Child Abuse History Certification - <https://www.compass.state.pa.us/cwis/public/home>
- Mandated Reporter Training – [www.reportabusepa.pitt.edu/](http://www.reportabusepa.pitt.edu/)
- Federal Criminal History Record Information - <https://www.uenroll.identogo.com> DHS Volunteer Code 1KG6ZJ (*FBI check is needed only if the adult has not lived in PA for the past ten continuous years.*)
- Creating a Safe Environment Training -[http://childprotection.eriecd.org/presentation\\_html5.html](http://childprotection.eriecd.org/presentation_html5.html)
- Application for Adults Working with Children
- Statement of Compliance Document
- Mandated Reporter Compliance Document
- Clearance from the Office for the Protection of Children and Youth (*effective 7-1-2018 for new volunteers*)
- St. Michael School Volunteer Confidentiality Agreement

**Coaches** will need all of the above plus:

- SMS Coaching Application
- On-line Sudden Cardiac Arrest Training (*every year*) - <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
- On-line Sudden Concussion Training (*every year*) - <https://nfhslearn.com/courses/61064/concussion-in-sports>

**Parent Teacher Organization (PTO):** The Parent Teacher Organization supports the families, faculty and staff of St. Michael School through parent education and community-building activities. The PTO provides and sponsors events and opportunities that enhance the sense of community within the school family through Christian-based activities to support the goals and mission of the school. **The PTO will continue to operate throughout the COVID-19 restrictions phase. Meetings will be either in person (at the church) or via Zoom, depending on projected number of attendees.**

## STUDENT BEHAVIOR POLICY

St. Michael School focuses on Catholic social teaching and the academic success of every student. We seek to build within each child a love for God and His creations, a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

**Philosophy:** School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the St. Michael School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly with empathy towards others and their property. We remind students to reflect on the life of Jesus and how He teaches us to live our lives. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

**Standards of Behavior:** All St. Michael School students will be expected to uphold certain standards of behavior.

To show **respect, maintain safety, and focus on learning**, students will:

- **Follow directions the first time.**
- **Speak using polite language, volume, and tone.**
- **Keep hands, feet, and objects to themselves.**
- **Be where they are supposed to be.**
- **Take care of school property and personal belongings.**
- **Walk quietly in the hallways so they do not disturb other classes.**

**Disciplinary Actions:** While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing the behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following outlines potential disciplinary actions and are not all-inclusive or exhaustive.

*Please Note: Careful consideration is given to individual situations so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions or expulsion will be considered when behavior is disruptive and detrimental to the operation of the school. Consequences will be at the discretion of the school administration.*

## **DESCRIPTION OF EXPECTATIONS**

**1. Classroom Behavior:** Students are expected to listen and follow all teacher directions and classroom rules.

**Possible consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**2. Behavior in Halls:** Students are to walk quietly, in an orderly fashion, through the halls during the instructional school day and with consideration for others who are working.

**Possible Consequences:** Staff/student conference, removal from situation, referral to the administration,

parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**3. Behavior in Restrooms:** Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

**Possible Consequences:** Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

**4. \*Behavior in Lunchroom:** The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to get out of their chair by an adult, keep their eating space clean, and practice good manners. *For health reasons, children are not allowed to share food of any kind with others.*

**Possible Consequences:** Verbal warning, move to an assigned seat, exclusion from the lunchroom; lunch detention, suspension, expulsion, etc.

**\*Due to COVID-19, the lunchroom will not be used. Students will eat in their homerooms with their homeroom class. Students will be held to the same behavior expectations and possible consequences in their classrooms as in the lunchroom.**

**5. Behavior on Playgrounds/Recess:** The playground should be a safe, pleasant, and friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language, and leave the playground only when permission is given by an adult in charge.

**Possible Consequences:** Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**6. Behavior on Bus:** The same standards of behavior that apply at school also pertain at the bus stop and/or while boarding, riding, and exiting school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

**Possible Consequences:** Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school detention, in-school suspension, and suspension, expulsion, etc.

**7. \*Behavior During School Sponsored Activities/Field Trips:** Students are expected to conduct

themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

**Possible Consequences:** Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, expulsion, etc.

**\*Due to COVID-19, offsite activities and field trips will not be permissible.**

**8. Behavior in Church:** Students are expected to conduct themselves in a respectful and reverent manner during school Masses, prayer services, Reconciliation services, and other programs that occur in church. Behavioral expectations are consistent with school policies.

**Possible Consequences:** Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, expulsion, etc.

**9. Excessive Tardiness, Truancy, Leaving School Without Permission:** Students must be on time for school and in their classrooms by 8:00 am. Missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

**Possible Consequences:** Parent/guardian notification, referral to the administration after three unexcused tardies in a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school detention, in-school suspension, referral to law enforcement, etc.

**10. Dress Code:** See Dress Code Policy on pages 11-13.

**Possible Consequences:** Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

**11. Fighting/Physical Aggression:** This includes but is not limited to: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

**Possible Consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**12. Cheating or Plagiarism:** See Plagiarism Policy on pages 8-10.

**Inappropriate Use of the Computer Systems:** See Technology Safe Usage Policy on pages 8-10.

**13. Incendiary Devices:** This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

**Possible Consequences:** Staff/student conference, confiscation of item, referral to the fire marshal or law



enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, referral to law enforcement, etc.

**14. Bullying:** St. Michael School prohibits any form of hazing of or by employees, volunteers, or students. (See Handbook pages 28-30)

Bullying exists *if all three parts* of the following exist:

1. Any intentional electronic, written, verbal, or physical act or series of acts, which are severe, persistent or pervasive;
2. Are directed at another student or students or adults with the intent to hurt/harm;
3. AND there must be an imbalance of power between the two or more parties involved.

To constitute bullying, the acts must have the effect of:

- Substantially interfering with a student's education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

**15. Physical Attack on Staff or Fellow Student:** This includes any aggressive physical battery on a staff member or student. This includes, but is not limited to any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

**16. Threats and/or Verbal Abuse:** This includes, but is not limited to any overt or implied verbal or physical threat. Examples include but are not limited to telling someone that you will hurt them, whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

**Possible Consequences:** The Diocesan Threat Assessment Policy procedure will be started, staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**17. Hazing – Anti-Hazing Policy:** St. Michael School prohibits any form of hazing of or by employees, volunteers, or students. (See handbook pages 28-29) Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it immediately to the school administration. School administration shall investigate the reported incident and shall render disposition of the reported incident pursuant to this policy and/or any other relevant policy school administration deems appropriate.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, loss

of recess privileges, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

**18. Teasing, Verbal or Non-Verbal:** This includes but is not limited to name-calling, put downs, making fun of the way someone talks or walks, and making fun of someone's appearance or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, personal apology to student who was teased, a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**19. Malicious Pranks and Pseudo Threats:** This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to the SMS threat assessment team or law enforcement, expulsion, etc.

**20. Acts of Hate/Violence:** This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism, or destruction of property directed against any person.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

**21. Inappropriate Language/Gestures:** This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice, and obscene language and gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**22. Sexual Harassment:** Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, expulsion, etc.

**23. Theft/Extortion:** Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, expulsion, etc.

**24. Theft/Burglary:** This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, full restitution, expulsion, etc.

**25. Insubordination/Disrespect:** This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, staff member, etc.). This includes, but is not limited to, not removing a hat when asked to do so, chewing gum after being asked to throw it away, bringing inappropriate items to school (all toys and games will be returned only to a parent/guardian), or refusing to identify oneself.

**Possible Consequences:** Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school detention, in-school suspension, suspension, expulsion, etc.

**26. Destruction of Property/Vandalism:** This includes breaking, damaging, or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that result in damage to school or personal property.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement, expulsion, etc.

**27. False Fire Alarm:** This is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

**Possible Consequences:** Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, expulsion, etc.

**28. Weapons:** This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons), which could be used as a weapon. This is a very serious offense and is strictly prohibited.

**Possible Consequences:** Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, referral to SMS threat assessment team and/or law enforcement, in-school detention, in-school suspension, suspension, expulsion, etc.

**29. Possession of Communication and Other Electronic Devices:** Cell phones or personal devices are

not allowed. Laser pointers and other disruptive devices will be confiscated.

**Possible Consequences:** Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, expulsion, etc.

**30. Possession or Use of Destructive or Harmful Substances:** This is possession of matches, fire-crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

**Possible Consequences:** Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, referral to the SMS threat assessment team, fire marshal or law enforcement, expulsion, etc.

**31. Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials:** This is possession of intoxicants, inhalants, smoking materials or controlled substances, which are prohibited.

**Possible Consequences:** Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, expulsion, etc.

## HAZING POLICY

### ANTI-HAZING LAW - PA Act 2016-31

PA House Bill 1574, July 22, 2016, amends the PA Anti-Hazing Law so that it extends the applicability of that law to public and private secondary schools (Grades 7-12). It includes schools with any of these grade levels, therefore, K-8 elementary schools are also required to adhere to this law. St. Michael School is committed to providing a safe, positive learning environment for our students. The school recognizes that hazing creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning. Therefore, St. Michael School prohibits hazing of any form in the school setting or related to any school activity.

**Purpose:** The purpose of this policy is to maintain a safe, positive, Christian environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the mission of St. Michael School and are prohibited at all times.

**Definitions:** For the purposes of this policy **Hazing** is defined as – *Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion for*

*social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of the definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in which activity notwithstanding.*

**School Setting** - By definition, a school setting includes the school building itself, school grounds, school vehicles, designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

**Reporting:** St. Michael School does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, advisor, volunteer, or school employee shall plan, direct, encourage, assist or engage in any hazing activity. St. Michael School encourages students who have been hazed to promptly report such incidents to a teacher, coach, or school principal. In addition, any student, school employee, or person associated with the school is requested to report hazing that is either discussed or observed.

The school principal shall promptly investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. Confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of hazing.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from hazing. Every teacher, coach, and activity supervisor will review this policy annually with students. The policy shall be posted on the school website.

St. Michael School shall annually inform students, parents/guardians, coaches, advisors, volunteers, and staff that hazing of school students is prohibited, by means of:

1. Distribution of written policy through the Student/ Parent Handbook.
2. Distribution of written policy to students.

**Complaint Procedure:**

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident either orally or in writing to the principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate and to the parent/guardian of those involved.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Discipline Policy that may include, but shall not be limited to: counseling within the school, parental conference, loss of school privileges, detention, exclusion from school-sponsored activities, and suspension. Additionally, the student may be subject to disciplinary action by the coach or advisor, up to and including removal from the activity.

5. If the investigation results in a substantiated finding that a coach or advisor affiliated with the activity planned, directed, encouraged, assisted, condoned, or ignored any form of hazing, he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or advisor.

## **BULLYING/CYBERBULLING POLICY**

**Bullying** is defined as an intentional electronic, written, verbal, or physical act, or a series of acts:

1. Directed at another student or students; and
2. Which occurs in a school setting; and
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
  - a. Substantially interfering with a student's education;
  - b. Creating a threatening environment; or
  - c. Substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Cyberbullying** is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through short message service (SMS), text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

**Off-Campus Acts of Bullying** is bullying in such a way as to encompass acts that occur outside a school setting if those acts are:

1. directed at another student or students; and
2. are severe, persistent and pervasive; or
3. have the effect of:
  - a. substantially interfering with a student's education;
  - b. creating a threatening environment; or
  - c. substantially disrupting the orderly operation of the school.

**Requirements:** Once a school knows or reasonably should know of possible student-on-student bullying, it must take immediate and appropriate action to investigate or otherwise determine what occurred. If bullying has occurred, a school must take prompt and effective steps reasonably calculated to end the bullying, eliminate any hostile environment, and prevent its recurrence. These duties are a school's responsibility regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying as a form of discrimination.

**Considerations:** Some bullying issues may have a civil or criminal aspect. Retaliation may be considered a form of bullying or harassment and may be noted specifically in the Parent/Guardian/Student handbook.

A person who knowingly gives false information in an attempt to abuse, bully, demean, embarrass or threaten that individual will be subject to the appropriate disciplinary and civil action.

## **\*COVID-19 GUIDANCE**

\*Expect guidance to change as we learn more about COVID-19. School personnel will be apprising themselves of the latest COVID-19 guidance at least weekly. St. Michael School will act in accordance with the direction given by the Department of Health (DOH), Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Education (PDE), and the Catholic Schools Office (CSO) of the Diocese of Erie. Changes will be communicated via the Option C parent alert system.

### **STAYING HOME WITH COVID-19**

#### **How do I know when to stay home?**

<b>Group A 1 or more symptoms</b>	<b>Group B 2 or more symptoms</b>
Cough Shortness of breath Difficulty breathing New olfactory disorder New taste disorder	Fever (measured or subjective) Chills Rigors Myalgia Headache Sore throat Nausea or vomiting Diarrhea Fatigue Congestion or runny nose

#### **Stay home if, you or the student:**

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

**Reference:** <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

### **TRAVEL DURING COVID-19**

Each Friday, the Pennsylvania Department of Education (PDE) updates the list of states, that if traveled to, it is recommended that you quarantine for 14 days upon return. Allowing individuals to return to work or school after traveling to high-risk areas greatly increases the risk of the school having an exposure which could result in COVID transmission and large-scale quarantining of students and staff and possible community spread.

Please consult this list and the principal before making out-of-state travel plans during the school year:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

## COVID-19 VOCABULARY

- **Close Contact:**
  - Within 6 feet of a COVID positive or probable for 15 or more minutes (could be aggregate time)
- **Contact Tracing Steps:**
  1. DOH receives positive case
  2. Case is contacted by DOH
  3. Infectious period is determined
  4. Identifies close contacts
  5. DOH notifies the school to provide guidance
  6. Close contacts are notified, quarantined, and monitored
- **Contact tracing – HIPAA**
  - When there is a pandemic HIPAA allows for more information to be shared:
    - DOH will be sharing the names of positive individuals who attend or work for the school.
    - The principal will be reporting know cases to the DOH if they are informed first.
    - The principal will work with the DOH to conduct contact tracing and will provide the following information:
      - Class seating charts, bus seating charts, daily attendance from every class, sign-in sheets from all meetings, etc.
      - Student and staff names, addresses, telephone numbers and emails
- **Confirmed/Positive:**
  - This includes symptomatic and asymptomatic positives.
  - Individuals will isolate for minimum of 10 days with 24 hours, with no fever, without fever reducing medication.
  - If someone lives with someone who is confirmed positive, **they will be required to stay home for the minimum 10-day period and then quarantine for 14 days more after the 10-day isolation period or last date of exposure to the confirmed positive individual while still exhibiting symptoms. This means they will be required to stay home for a minimum of 24 days.**
  - Contact tracing will occur.
  - A letter for clearance for release back to school and community will come from the Department of Health (DOH).
- **Probable/Exposed:**
  - A person meeting [clinical criteria](#) AND [epidemiologic evidence](#) with no confirmatory laboratory testing performed for COVID-19 is considered COVID probable or exposed.
  - A probable case is an individual who has not had a confirmatory viral test performed but has: 1. epidemiologic evidence and clinical evidence of infection, or 2. a positive antibody blood test and either epidemiologic evidence or clinical evidence.
  - Individuals will **isolate** for minimum of 10 days with 24 hours, with no fever, without fever reducing medication.
  - A letter of clearance for release back to school and community will come from the DOH.
  - Schools should confirm clearance **BEFORE** allowing student/staff to return to school.
  - Contact tracing will **NOT** occur.



- **Quarantine:**

- o 14-day quarantine will be required when someone is tested until they get results returned and have 24 hours symptom and fever free without a fever reducer.
- o 14-day quarantine will be required when someone is exposed to a known positive individual. This will be based on last date of exposure to the positive individual.
- o Contact tracing will **NOT** occur.
- o 14 days is the incubation period of the virus. It typically takes 2-3 days of contagion before being able to test positive.

### **RETURNING TO SCHOOL AFTER ISOLATION OR QUARANTINE**

Per DOH, individuals will receive a letter from the DOH permitting release from quarantine. Return without this letter will not be permitted. If a student or staff member is in a home with an individual who is quarantined, they may report to school or work.

### **COVID-19 SYMPTOMATIC K-12 STUDENT OR STAFF PROCESS FLOW**

Please see the flow chart on the next page for when it is safe to send your child(ren) back to school.

<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/COVID-19%20Symptomatic%20K-12%20Student%20or%20Staff%20Process%20Flow.pdf>



# COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

## Student or staff present with symptoms\*

### Symptoms **are** consistent with COVID-19

(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse’s office

Send home with referral to healthcare provider

Evaluation by healthcare provider/Investigation and notification by Public Health\*\*

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school\*\*\*

### Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

\* Notifying DOH or CMHD staff is **not necessary** for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

\*\* For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- **Symptomatic individual/child not tested:** exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- **Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider:** exclude until afebrile for 24 hours (if fever present) and symptoms improving; or
- **Symptomatic individual/child with test negative:** exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.

\*\*\* There is no need for a “negative test” for student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.

## **ADDENDUM AS OF 10/2/2020:**

**LEGAL RAMIFICATIONS OF TRUANCY:** There are serious legal ramifications of truancy. Parents: Pennsylvania law may impose the following on parents of truant students:

- Fine up to \$300
- Pay court costs
- Sentenced to complete a parenting education program
- Community service for up to six months

If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense.

A district justice is permitted to suspend a sentence given to a parent or child if the child is no longer habitually truant.

**WITHDRAWAL:** A student may be withdrawn from the school due to:

- Relocation of parents/guardian
- Not being able to meet the educational/emotional/behavior needs of the student
- Excessive Truancy
- Parent request
- Expulsion
- Court Order

If a student wishes to withdraw from St. Michael School during the year, he/she and his/her parents must arrange to meet with the Principal to officially announce their decision. All school materials must be promptly returned to the Main Office and all tuition, fines, and obligations cleared with the business office before transcripts can be released.

Tuition will be calculated based on the date of withdrawal. If a student withdraws during a school quarter, tuition will be calculated through the end of the quarter. If tuition has been paid in full or exceeds the amount due, that portion will be refunded to the parent through the business office of the church.

No scholarship, EITC, STAR, or grant money will be awarded as overpaid tuition.

District of home residency will be notified of student withdrawal and records will be forwarded to the district of home residency once transfer request is completed. In a situation in which a student is transferring to a school other than that of district of home residency, record transfer request is to be made by the school to which the student is transferring and district of residency will be notified of this transfer.