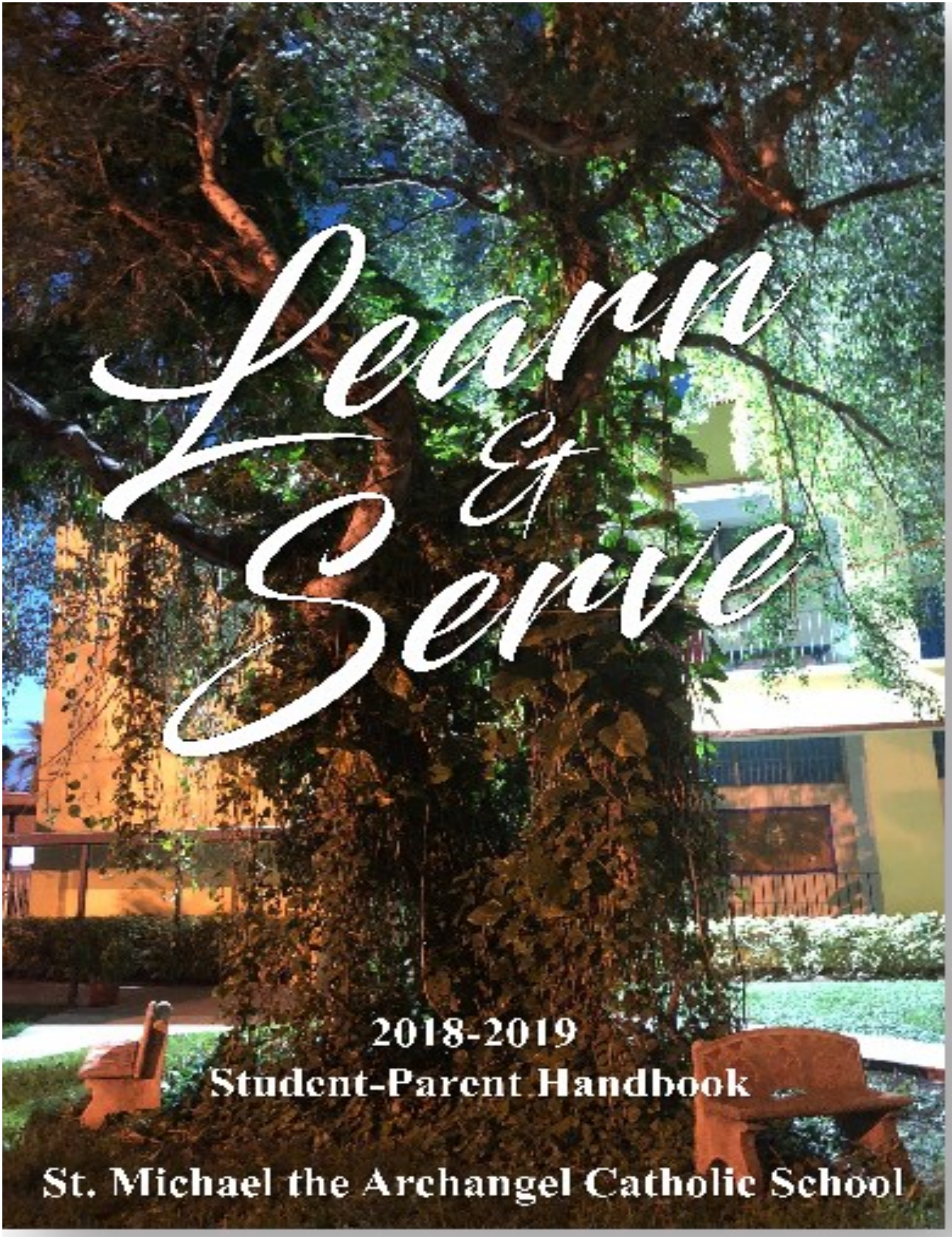

Learn & Serve
2018-2019
Student-Parent Handbook
St. Michael the Archangel Catholic School

St. Michael the Archangel Catholic School

Mission Statement

“ We love Christ, we love the Catholic Church,
we love to learn and serve. We will
create a positive impact in our families,
our community, our country, and even the world.”

TABLE OF CONTENTS

1. INTRODUCTION..... 4
2. ACCREDITATION..... 4
3. HISTORY AND PHILOSOPHY OF SCHOOL..... 4
   - A. HISTORY..... 4
   - B. PHILOSOPHY..... 4
   - C. BELIEFS..... 4
   - D. MISSION..... 4
   - E. VISION..... 4
   - F. OPEN ADMISSION POLICY..... 4
4. SPIRITUAL FORMATION..... 5
5. ACADEMIC POLICIES..... 5
   - A. GRADING SYSTEM..... 5
   - B. HONOR ROLL CRITERIA..... 5
   - C. PASSING CRITERIA..... 5
   - D. AWARDS..... 6
   - E. ATTENDANCE..... 6
   - F. TRUANCY..... 6
   - G. ST. JUDE RESOURCE PROGRAM..... 6
6. SCHOOL REGULATIONS..... 6
   - A. SCHOOL RULES..... 6
     - I. OFFICE HOURS..... 6
     - II. SCHOOL HOURS..... 6
     - III. TARDINESS / EARLY PICK UP FROM SCHOOL..... 6
     - IV. DISMISSAL..... 7
     - V. AFTER SCHOOL CARE..... 7
     - VI. EARLY DISMISSAL DURING SCHOOL HOURS..... 7
     - VII. ABSENCES..... 7
     - VIII. TAKE YOUR CHILD TO WORK DAY..... 8
     - IX. SEARCH AND SEIZURE POLICY..... 8
     - X. USE OF CELL PHONES OR ELECTRONIC DEVICES..... 8
     - XI. SCHOOL SECURITY..... 8
     - XII. MEDICATIONS..... 8
     - XIII. PARENTAL COOPERATION..... 8
     - XIV. MID-TERM AND FINAL EXAMS..... 8
   - B. RULES OF CONDUCT..... 8
     - I. GUIDELINES FOR STUDENT APPEARANCE..... 8
     - II. HAIR..... 9
     - III. JEWELRY..... 9
     - IV. MAKE UP..... 9
     - V. GIRLS' UNIFORMS..... 9
     - VI. BOYS' UNIFORMS..... 9
     - VII. PHYSICAL EDUCATION..... 9
     - VIII. SHOES..... 10
     - IX. COLD WEATHER ATTIRE..... 10
     - X. JEAN DAYS..... 10
     - XI. HARASSMENT AND DISCRIMINATION POLICY..... 10
     - XII. DRUG AND ALCOHOL POLICY..... 10
     - XIII. ANTI-BULLYING POLICY..... 11
     - XIV. BULLYING / HARRASSMENT INVESTIGATION DISCLOSURES..... 11
     - XV. WEAPONS POLICY..... 11
     - XVI. THREATS OF VIOLENCE POLICY..... 12
     - XVII. PUBLIC DISPLAY OF AFFECTION..... 12
   - C. DISCIPLINARY PROCEDURES..... 12
     - I. CONDUCT..... 12
     - II. DISCIPLINARY POLICES AS GUIDELINES..... 12

TABLE OF CONTENTS

D. CONSEQUENCES…… 12
I. WARNINGS…… 12
II. SATURDAY DETENTION / INDOOR SUSPENSION / OUTDOOR SUSPENSION…… 12
III. OUTDOOR SUSPENSION…… 13
IV. THURSDAY DETENTION…… 13
V. SUSPENSION AND EXPULSION…… 13
7. SCHOOL FACILITIES…… 13
A. 1:1 IPAD PROGRAM…… 13
I. GOALS FOR STUDENT USERS…… 13
II. GENERAL INFORMATION…… 13
III. USING THE IPAD…… 14
IV. APPLICATIONS…… 14
V. SAVING DOCUMENTS…… 14
VI. PRINTING DOCUMENTS…… 14
VII. REPORTING TECHNICAL ISSUES…… 14
VIII. INTERNET ACCEPTABLE USE AGREEMENT / IMAGE PERMISSION…… 14
B. COMPUTER USE POLICY…… 15
I. SUPERVISION AND MONITORING…… 16
II. UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY…… 16
III. CONSENT …… 16
IV. CONSEQUENCES FOR VIOLATIONS…… 16
V. INTERNET USE…… 16
VI. SEXTING …… 16
8. SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES…… 16
A. FUNDRAISING…… 16
B. FIELD TRIPS…… 17
C. SCHOOL SPONSORED EVENTS…… 17
D. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS…… 17
E. AFTER SCHOOL SPORTS…… 17
9. ADDITIONAL POLICIES…… 18
A. STUDENT RECORDS…… 18
I. EMERGENCY CONTACT INFORMATION…… 18
II. HEALTH REGULATIONS…… 18
III. NOTIFICATION OF RIGHTS UNDER FERPA…… 18
B. FINANCIAL POLICIES…… 19
I. FINANCIAL OBLIGATIONS…… 19
II. REGISTRATION…… 19
III. TUITION AND FEES…… 19
IV. WITHDRAWAL…… 19
V. RECORDS…… 19
C. CHILD PROTECTIVE INVESTIGATIONS…… 19
D. REPORTING PHYSICAL / SEXUAL ABUSE…… 20
E. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS…… 20
F. CUSTODIAL RIGHTS…… 20
G. USE OF PHOTOS…… 20
H. ELECTRONIC ACKNOWLEDGEMENTS…… 20
10. MISCELLANEOUS…… 20
A. SCHOOL NOTICES…… 20
B. ROOM PARENTS / VOLUNTEERS…… 21
C. FAMILY PARTICIPATION PROGRAM (FPP)…… 21
D. CONFERENCE WITH THE TEACHER…… 21
E. DEADLINES…… 21
F. BOOKS…… 21

TABLE OF CONTENTS

H. SCHOOL INSURANCE…… 21
I. BIRTHDAY CELEBRATIONS…… 21
J. CAFETERIA RULES…… 22
K. SAFETY OF CHILDREN…… 22
L. EMERGENCY CLOSING…… 22
M. VISITORS…… 22
N. PRINCIPAL'S RIGHT TO AMEND…… 22
O. RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS OF STUDENTS IN PARISH FAITH FORMATION PROGRAMS…… 22
P. PEANUT ALLERGY POLICY …… 23
Q. UNDOCUMENTED STUDENTS …… 23
R. PRIVATE TUTORING, COACHING, OR LESSON ……23
S. SMOKING / VAPING……..23
T. TRANSPORTATION ARRANGEMENTS ……..23
U. TRADUCCION DEL MANUAL DE PADRES Y ESTUDIANTES AL IDIOMA ESPAÑOL…..... 23

11. PARENT - STUDENT HANDBOOK ACKNOWLEDGEMENT FORM…….. 24

1. INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of St. Michael the Archangel Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

2. ACCREDITATION

St. Michael the Archangel School is fully accredited by the Florida Catholic Conference. It is also a member of the National Catholic Education Association, DAANS (Dade Association of Academic Non-Public Schools), and the All Catholic Conference in Athletics.

3. HISTORY AND PHILOSOPHY OF SCHOOL

A. HISTORY

The Past - It all started in 1951 when the Most Reverend Thomas McDonough, Bishop of St. Augustine, blessed and laid the cornerstone Saturday morning, September 29th. The parish of St. Michael the Archangel, led by its pastor, Monsignor Romuald Philbin, made great efforts to establish the Parochial School and Convent. Since then, the pastors of St. Michael Church have supported the school in every possible way. Our current pastor, Father Francisco Gerardo Diaz was assigned here in 2012. The first group of Sisters, The Servants of the Immaculate Heart of Mary, arrived in 1951 to live in the convent and teach in the school. In 1981, The Sisters of the Apostolate of the Sacred Heart were invited to live in the convent. The first secular principal, Mrs. Carmen J. Alfonso, came to St. Michael in 2004 and continues to this day.

The Present – During the past 67 years, St. Michael has grown and matured as an institution. The school staff is seriously dedicated to the total education of the students. All persons associated with St. Michael the Archangel, adults and children alike, are proud of being able to fulfill our Christian lives here, as they look into the future.

The Future – At St. Michael School, the future can be envisioned with thrilling anticipation. Much has been accomplished, true, but so much more lies ahead of us. New generations of students, faculties, and administrators will continue coming together to form the new St. Michael family, year after year.

B. PHILOSOPHY

Our school is a school of faith and reason. Our Catholic faith teaches that each person is a unique individual gifted by God. Our task is to educate the children to the full extent of their abilities while focusing on developing both, academic excellence and a genuine Catholic identity. Jesus Christ is the heart, soul, and reason for our existence as a school.

C. BELIEFS

We believe that Catholic education is a right not a privilege. Our mission is to serve all children and teach them the catholic faith that encompasses love for all humanity, in keeping with the teachings of Jesus Christ our Lord and Savior.

We know that each child is a unique creation of God and we strive to help each child grow individually to their best potential — spiritually, academically, socially, morally, and emotionally.

We are certain that the best way to achieve this is by forging a strong bond between family and school, as parents are the first and most important teachers of their children.

As educators, we know that our children are our future and it is our goal to empower them to lead by example, with love, compassion, wisdom, and understanding, always keeping in mind we are all children of God and as such one brotherhood of mankind.

"Whoever welcomes in my name one of these children, welcomes me; and whoever welcomes me, welcomes not me but also the one who sent me." Mathew 9:37

D. MISSION

St. Michael the Archangel School is fully dedicated to the integral formation of its students in an environment of Catholic principles. The mission is to develop in the students a deep love for the Lord Jesus Christ and the Holy Catholic Church, knowledge, an attitude of service, and a strong desire to excel academically, spiritually, and physically.

We shall encourage the students through our example, our teaching, and our commitment, so that they may in turn, go out into the world and do the same.

E. VISION

The aim of our school is to graduate responsible and productive citizens with strong critical thinking and academic skills by providing a dynamic, comprehensive curriculum delivered in partnership with the community, family and a competent, qualified staff in a safe and caring environment centered on the teachings and traditions of the Catholic Church.

F. OPEN ADMISSION POLICY

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

4. SPIRITUAL FORMATION

A Catholic atmosphere is maintained and fostered throughout the school. In accordance with our philosophy, religious education receives special attention. Students take an active part in the celebration of weekly liturgies. SMA school families are expected to participate and contribute each Sunday here at the 10:00 AM Mass. The Mass is a sign of unity, a bond of charity, a paschal banquet, in which Christ is consumed, the mind is filled with grace, and a pledge of future glory is given to us.

The **Sacramental Life** of the students is nurtured through frequent opportunities for the reception of the Eucharist and the Sacrament of Reconciliation. Second grade students are prepared for the Sacrament of Reconciliation, and Eucharist and eighth grade students are prepared to make their Confirmation. Our Religion instructors hold special meetings for parents of students preparing for these sacraments. All parents of children receiving the Sacraments of First Holy Communion and Confirmation are required to attend a Mini-SEMAC (Mini-Seminario de Acción Cristiana) before the children will be receiving any of the two Sacraments mentioned.

The **Prayer Life** of the students is fostered throughout the school by the prayer experience, which focuses attention on the necessity of daily conversation with God.

The **Faith Life** of the students is deepened by the study of the scripture and through classroom discussions about the challenges we face in our society.

Parents are encouraged to cooperate with the school in spiritual matters, especially by setting an example of sincere Christian living. This can be accomplished by creating a religious atmosphere in the home, by family prayers, by frequent reception of the sacraments, and by regular attendance at Sunday Mass. Our students are encouraged to participate in the 10:00 AM Sunday Mass because being part of SMA School means to live and practice our Catholic faith. The Mass is the source and summit of all Christian life and through the Eucharistic celebration we are united already with the liturgy of heaven and we have a foretaste of eternal life.

5. ACADEMIC POLICIES

A. GRADING SYSTEM

Pre-Kindergarten 3 and 4

4 - Advance - Student exceeds expectation for understanding concepts and skills
3 - Proficient - Student consistently demonstrates an understanding of concepts and skills
2 - Developing - Student is developing an understanding of concepts and skills
1 - Developing - Student does not yet demonstrate an understanding of concepts and skills
NA - Not Assessed—Not assessed this reporting period

Kindergarten through 2nd grade	**3rd through 8th grade**
4 - Exceeding grade level standards	**A** - 100% - 90%
3 - Proficient in meeting grade level standards	**B** - 89% - 80%
2 - Developing grade level standards	**C** - 79% - 70%
1 - Emerging in the development of grade level standards	**D** - 69% - 60%
NA - Not assessed at this time	**F** - 59% - 0%

Standards under each subject will receive (+) for strength, (-) for an area of weakness, (S) for satisfactory performance, or (NA) for Not Assessed at this time.

Development in "Student of Catholic Faith" and "Active Learner Traits" are identified as a (+) for strength, (-) for an area of weakness, (S) for satisfactory performance. An "M" next to a particular grade denotes a modified curriculum.

8th grade students who are not promoted will not receive a diploma, and will not be allowed to repeat 8th grade at St. Michael School.

B. HONOR ROLL CRITERIA

First Honors: All A's in the Final Average (90% - 100%) in all subjects, including Handwriting, Art, Music, Computer, P.E., Student of Catholic Faith and Active Learner Traits must have (+) strength and (S) Satisfactory.

Second Honors: All B's or above in Final Average (80% - 100%) in all subjects, including Handwriting, Art, Music, Computer, P.E., Student of Catholic Faith and Active Learner Traits must have only (+) strength and (S) Satisfactory.

Subject Awards: The student must have received A's in all quarters in that subject.

- Honors will be earned by quarter. **Students who have received a conduct report or Saturday detention will not receive honors for that quarter. Any student who is late 6 times or more in one quarter will not qualify for honor roll recognition.**

C. PASSING CRITERIA

Major Subjects: Religion, Language Arts, Reading, Mathematics, Social Studies, Science, Spelling/Vocabulary, Spanish.

Summer School Requirement: 30 hours of instruction in the failed major subject will be completed in an accredited institution. Written proof of a passing grade must be submitted to the school/administration at the beginning of the new school year.

D. AWARDS

Grades First through Second

There will be three Principal's Awards at year's end. The awards will be based on the three (3) highest averages in the classroom.

- One Conduct
- One Effort

Grades Third through Seventh

There will be three medals (gold, silver, bronze) for the three highest averages, with only (+) strength and (S) Satisfactory in he Student of Catholic Faith and Active Learner Traits. Students will also receive the following awards:

- Medal for best Conduct
- Medal for best Effort
- Honors (1^{st}, 2^{nd}) for the quarter

Eighth Grade

There will be a special recognition for the 10 highest averages. Only students that have been in attendance during all 4 quarters in St. Michael the Archangel School will qualify for this special recognition.

E. ATTENDANCE

Success in any field requires continuing daily effort. Nowhere is this truer than in education. The quality of learning for any student most often reflects the regularity in which he/she attends classes. The immature student usually reflects the degree of permissiveness shown by the parents toward consistent school attendance. To foster habits of poor attendance would be a disservice to any student. Therefore, our attendance regulations have been formulated as a means of helping our students develop habits which will serve them not only while in school, but also later on in life.

F. TRUANCY

This constitutes a serious disciplinary matter. Truancy is absence from school, classes, school activities, or leaving the school grounds without the parents' or principal's permission. No student may leave the grounds without the expressed permission of the principal. Doing so, will be grounds for expulsion from school.

G. ST. JUDE RESOURCE PROGRAM

This program is designed for students in grades kinder through fourth who are having problems in Reading, either due to poor academic achievement, or lack of knowledge of the English language. This program will help them gain confidence and reach their potential. The classes are in small groups and are designed to accommodate each student's needs. Parents will be notified and a written consent must be signed by the parents.
In the Report Cards, this grade will be combined with their classroom Reading grade.

6. SCHOOL REGULATIONS

A. SCHOOL RULES

I. OFFICE HOURS

From 7:00 a.m. until 3:30 p.m.

II. SCHOOL HOURS

Students must be in school by **the first bell. The first bell will ring at 7:45 AM**. The second bell at 7:55 a.m. is for the start of prayers. Students arriving after 8:00 AM will be considered late. **Parents cannot be in the hallway after 7:40AM.**
Only Parents with students in PK3, PK4, and Kinder can be in the classrooms until 8:00AM.

III. TARDINESS

Those who arrive after 8:00 AM must report directly to the tardy pass monitor for a late pass. For every six (6) late arrivals, there is a late penalty fee of $10.00, which is due and payable at that time. **Only those students who have never been absent, have not received a late pass, nor left school early, will receive a *"Perfect Attendance Certificate"*.**
A student in grades PK-3 through Kinder is tardy if he/she arrives after 8:05 AM.
Students in grades 1^{st} through 8^{th} will be considered tardy if they arrive after 8:00 AM.

NOTE: All students must enter through the Cafeteria doors (not the office) until 8:00 AM
These students will go directly to the cafeteria until 7:40 AM. There they will be picked up by their homeroom teacher. Anyone who arrives after this time will be responsible to report immediately to his/her respective homeroom. Patrols will be available to help first and second grade students. Older students will go by themselves.

- **Every 3 times late or picked up early from school will equal 1 day absent.**
- Every effort will be made to correct cases of chronic tardiness.

- If a student is habitually tardy or picked up early from school, a written explanation from the parent or guardian may be required.
- **Six (6) repeated instances of tardiness will result in a Saturday Detention ($25.00 fee). After being late ten (10) times in one quarter, a parental conference must take place before the student is admitted back to school.**
- Whenever a student is tardy he/she must have a tardy slip from the school office in order to be admitted to class.
- Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. Continued truancy may result in expulsion from school.
- **Any student who is late 6 times or more in one quarter will not qualify for honor roll recognition.**

NOTE: Chronic problems with tardiness may result in the requirement of summer school attendance, or denial of re-registration for the next academic year.

IV. DISMISSAL

Pre-K and Kinder Students will be dismissed at 2:30 PM. Any student who has not been picked up by 3:00 PM will be placed in our After School Care Program.

Grades 1st through 8th Students will be dismissed at 3:00PM. Any student who has not been picked up by 3:30 PM will go to the After School Care Program.

Walking Passes

This service is only provided to parents/guardians without cars. Parents must complete request, and have it approved before classes begin. The designated area for pick up is the side door on 28th Avenue – see picture. Students MUST BE PICKED UP at the door by parents without cars, not on the side walk or across the street from school. Parents cannot park in front of the school – 28th Avenue or neighboring streets which may obstruct the flow of traffic. The school Security Guard will monitor and enforce the no parking rule. Dismissal will be at 3:15 pm, or once the busses have left the area.

Busses

Students leaving on busses will exit by the side door on 28th Avenue at 3:00 pm. Busses will park in front of the Teachers' Parking Gate.

NOTE: No limousines will be allowed to pick up students at the dismissal area.

V. AFTER SCHOOL CARE

The cost of this program on regular days is $8.00 a day (per student). On Early Dismissal Days, PK and Kinder Students will be placed in this program after 12:45 PM, and students from 1st through 8th Grade will be placed in this program after 1:30 PM. The cost on Early Dismissal Days is $12.00 a day (per student). The school will not be responsible for students who do not follow regulations and do not go to the Before or After School Care Programs when they should. During athletic events or practices students who do not participate in them, are not permitted to be in the field or patio. Coaches are responsible only for the team members. Students who participate in extra-curricular activities and who are not picked up at the appropriate time must stay in After School Care and pay the stipulated fee.

VI. EARLY DISMISSAL DURING SCHOOL HOURS

No student is permitted to leave school grounds before regular dismissal time, unless given permission by his/her parent and the Principal. A written permission letter must be presented to the school office and to the teacher the same morning the student is to be picked up. The letter should state specific information regarding cause, time, and who will pick up the child. The parent or authorized person is to report to the office when picking up the student. The student is responsible for knowing the time he/she will be picked-up at the school office. Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. **NO STUDENT WILL BE DISMISSED AFTER 2:00PM. NO EXCUSES.** Early dismissal and late arrivals will affect the student's perfect attendance at the end of the year. Verbal permission given by a parent over the phone is not permitted.

All students are expected to be in school until their regular dismissal time. Every 3 times a student is picked up early from school will equal 1 day absent.

VII. ABSENCES

Parents must call the school office whenever a student is absent; daily if necessary. Homework for the day may be requested before 9:00 AM and picked up between 2:30 PM and 3:30 PM. There are two types of absences, excused and unexcused. Excused absence is granted to a student for a serious reason. The following constitutes the reasons for an excused absence: illness or hospitalization verified by a doctor's note, death in the immediate family, court appearance, provided the student brings in a copy of the court document stating that this appearance is required. An unexcused absence is when a student is out of the school with the parent's knowledge for reasons that the school does not consider excusable. Example: family vacation during class days, illness without a doctor's note. **Doctor's notes MUST be brought to the office by the end of each quarter. Doctor's notes will not be accepted once each quarter is closed.**

In order to be admitted into class when a student has been absent, explanation from the parents or guardians is required on the day of the student's return to school. The school will report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent. In addition, a student who is absent 19 days or more in a school year will not be promoted to the next grade level unless the student attends Summer School. No Exceptions.

VIII. TAKE YOUR CHILD TO WORK DAY

This day is a regular school day for St. Michael the Archangel Catholic School. If your child does not attend school on this day, he/she will be marked absent.

IX. SEARCH AND SEIZURE POLICY

The principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars, or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

X. USE OF CELL PHONES OR ELECTRONIC DEVICES

Students will bring to school **only** the materials necessary for class. No electronic equipment will be allowed in school. (Ex: earphones, boom boxes, radios, cellular phones, CDs, IPODs, MP3s, etc.) If brought to school, these articles may be confiscated by teachers, Principal, or Assistant Principal until the end of the school year. (NO EXCEPTIONS WILL BE MADE) It does NOT MATTER if they are turned off in the school bag.

If a student brings a cell phone to school, it must be turned off upon entering school grounds. The phone must be given to the homeroom teacher for safekeeping as soon as they arrive to the classroom. The teacher will return the phones at the end of the school day. Anyone who fails to do so, will lose this privilege for the rest of the year, and may even have the phone confiscated, depending on the circumstances. NO EXCUSES ACCEPTED.

XI. SCHOOL SECURITY

The school has specific plans to be followed regarding everyone's entry into the school for overall school security. The safety of all of our students demands that ONLY authorized personnel be permitted on school property during the school day. The school does not allow parents, relatives, or friends to visit classrooms or deliver any items such as clothing, books, projects, or lunches during school hours or in the After School Program. Parents who disregard the rules of security will be asked not to be in school grounds for the remainder of the school year.

XII. MEDICATIONS

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply, and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

XIII. PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

XIV. MID-TERM AND FINAL EXAMS

If a student is absent any day during the Mid-Term or Final Exams, a doctor's note is required in order to take the missing test.

B. RULES OF CONDUCT

I. GUIDELINES FOR STUDENT APPEARANCE

The community of teachers, parents, and students along with the program of St. Michael the Archangel School reflect our relationship with God and our understanding of the Gospel of Jesus Christ. These differences define our existence.

Our appearance demonstrates our understanding of that relationship. Our expectation is that the appearance of each student reflects respect toward the Church, respect for each other, and respect for self. The primary responsibility for the appearance of the student lies with the home family. However, the school sets guidelines to ensure that:

- **Appearance does not promote values inconsistent with the beliefs of the St. Michael community.**
- **Appearance does not cause undue attention to a single student among the desired cohesive community.**
- **Appearance is not disruptive to the educational process.**

The determination of what is acceptable or not with regards to dress or hairstyles belongs to the Principal and the Administration of St. Michael the Archangel School whose decision is final.

II. HAIR

Extreme hair styles are not allowed for either boys or girls.
Boys must have a conventional hair cut (Ex: no spikes, no designs or fades, no long hair). Mushrooms will be permitted up to 3rd grade only. On the back, the hair must be above the collar line, and the sideburns must be at the top of the ear. The unshaven look for older boys is not allowed. Boys may be sent home and a warning will be given.
The girls must have their hair neatly cut and combed. The un-kept or messy look is not allowed. Highlights or dyed hair are not allowed either.
The school reserves the right to suspend any student who is not properly groomed and who does not follow the guidelines. Parents will be called to pick up the student immediately, and the student may not return to school until the issue has been resolved.

III. JEWELRY

No jewelry except a watch, a thin chain with a crucifix or religious medal may be worn. Neither boys, nor girls may wear string bracelets or support bands. Girls are not allowed to wear fashion or beaded bracelets of any kind. Post earrings (studs) may be worn by girls on the bottom part of the ear. No multiple earrings are allowed. Boys may not wear earrings of any type.

IV. MAKE UP

Girls may not wear make up, lipstick, nail polish, or acrylic nails at any time.

V. GIRLS' UNIFORMS

Pre-Kinder 3 (3 year olds) and Pre-Kinder 4 (4 year olds): Hot pink t-shirt with navy blue shorts with logo, black ankle socks and black athletic shoes. Uniform will be sold at school.
Kindergarten through 4th grades: Navy blue polo dress with emblem and white knee socks.
Grades 5th Through 8th: Light blue oxford blouses with school emblem, cross tie, plaid skirt, and white knee socks. **NO** undershirt is to be visible at any time under the uniform. The length of the girls' uniform is below the knee.
Kinder through 8th grade - Uniforms are purchased at Ibiley Uniforms.

VI. BOYS' UNIFORMS

Pre-Kinder 3 (3 year olds) and Pre-Kinder 4 (4 year olds): Teal t-shirt with navy blue shorts with logo, black ankle socks and black athletic shoes. Uniform will be sold at school.
Kindergarten through 4th grades: Navy blue dress pants will be worn at the natural waist. No sagging or dragging of pants allowed. Light blue polo shirts with emblem will be worn tucked inside the pants. **NO** undershirts are to be visible at any time under the school shirt/blouse. A black belt (Kinder through 2nd grade students) / burgundy belt (3rd and 4th grade students) must be worn.
Grades 5th through 8th: Navy blue dress pants will be worn at the natural waist. No sagging or dragging of pants allowed. Light blue oxford shirts with emblem, and a navy/gray school tie is to be worn at all times. Shirt **must** be tucked inside the pants, **NO** undershirt is to be shown at any time. A burgundy belt must be worn.
Kinder through 8th grade - Uniforms are purchased at the Ibiley Uniforms.

VII. PHYSICAL EDUCATION

All students are required to participate fully in Physical Education classes. Students are required to wear the P.E. uniform on the assigned P.E days. If a student does not participate in Physical Education for more than three (3) consecutive days, a doctor's certificate is to be provided stating the reason for non-participation. If the student forgets the P.E. uniform, the student will receive a "not-dressed out" mark in one marking period, and his/her grade will drop one letter grade. When the student is ill, the parent should write an explanatory note to the coach.

Students will wear black athletic shoes, black ankle socks, navy gym shorts with the school logo, (covering mid thigh for boys and girls), and Crusader T-shirt. When the weather is below 60 degrees, students may wear school sweat pants with SMA initials and the school jacket or cardigan.

VIII. SHOES

PK-3 and PK-4 Students: Black Velcro tennis shoes.
Kindergarten through 2nd Grade (GIRLS): Black Mary Janes shoes.
Kindergarten through 2nd Grade (BOYS): Black Velcro shoes.
Grades 3rd - 8th: All students (boys and girls) will wear burgundy penny loafers.
Kindergarten through 8th Grade: All students will wear black tennis shoes on P.E. days.

IX. COLD WEATHER ATTIRE

When the temperature drops under 60 degrees, girls (K– 4th) may wear white tights under the school uniform, and girls (5th—8th) may wear black tights under the school uniform. The school sweatshirt, vest, cardigan, or jacket are the only coats permitted in school. The school sweat pants with the sweatshirt may be worn on P.E. days instead of the shorts (**not under the skirts**) on very cold days.
PK3 and PK4 students may wear navy blue sweat pants instead of the shorts on cold days.
Students will be taken to the Principal or Assistant Principal if they are not wearing any part of the uniform or for unauthorized clothing and/or articles.
On special occasions, when the temperature drops close to 40 degrees, we have always announced and permitted all students (boys and girls) to wear their SMA sweatpants and a heavy jacket.

X. JEAN DAYS

Students must wear comfortable and appropriate clothes. Children must come to school clean and well groomed. Students may wear:

- **Jeans, fitted at the waist**
  - NO tight jeans or tight pants allowed
  - Jeans must be clean and NOT ripped or torn
  - NO low rise jeans
  - NO extra-wide leg jeans
  - Only blue jeans. No other colors will be allowed.
- **School T-shirts**
  - NO halters, cutoff or midriffs
  - NO T-shirts with any writing on them
- **Shoes**
  - Must be worn with socks
  - Clean sneakers
  - NO sandals
- **Accessories**
  - NO hats or baseball caps
  - NO bandanas
  - Follow school regulations for jewelry and make up

Students not complying with these guidelines will not be able to remain in class, they will be sent to the office to call home and the parent will need to bring a change of clothes to school.

XI. HARASSMENT AND DISCRIMINATION POLICY

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students/parents are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student and/or parent must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Pastor (for elementary schools) and the Superintendent of Schools of the Archdiocese of Miami (all schools) If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

XII. DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or .participating. in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.
The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.
If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or at school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from school.
At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.
A school may conduct random searches as set forth in this handbook.

XIII. ANTI-BULLYING POLICY

St. Michael the Archangel is committed to promoting a safe , healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging , extorting or taking a student's personal property;
3. Placing a student in reasonable fear of emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of St. Michael the Archangel School.

I. Definition

a. Bullying is willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

a. This policy prohibits bullying that occurs either:

i. On school premises before, during, or after school hours;
ii. On any bus or vehicle as part of any school activity; or
iii. During any school function, extracurricular activity, or other school sponsored event or activity.

III. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to the appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

XIV. BULLYING / HARRASSMENT INVESTIGATION DISCLOSURES

While the school generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying issue regardless of whether the matters disclosed are part of an educational record.

XV. WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

XVI. THREATS OF VIOLENCE POLICY

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

a. Immediate suspension from the school;
b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.
d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

XVII. PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

C. DISCIPLINARY PROCEDURES

I. CONDUCT

Students and parents are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

II. DISCIPLINARY POLICIES AS GUIDELINES

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school. This is the sole discretion of the school administration.

D. CONSEQUENCES

I. WARNINGS

Warning can be given for the following reasons:

Uniforms: boys' belts (Kinder - 2nd grade must wear a black belt, 3rd - 8th grade must wear a burgundy belt), tie must be worn every day, shoes/socks according to regulation, hair - boys (traditional cuts only) and girls (not dyed, bleached, or ombre), jewelry (only a watch and a chain with a cross, no double earrings allowed), no nail polish or make up (no acrylics or fake nails allowed), skirt length must be below the knee, outer-wear (only school cardigans, sweatshirts, and jackets when temperature outside requires it).

Conduct/Academics (applies to classroom, cafeteria, halls, and field): disruptive behavior, mischievous, talking/making noises, wasting time, rudeness, disobedience, chewing gum, not prepared for class, cellphone not turned in, etc.

Note: 6 uniform warnings or 3 conduct/academic warning will merit a Saturday Detention. ($25.00)

3 conduct/academic warnings will exclude students from Honor Roll for the marking period.

If someone receives more than 3 warnings for a marking period a conference with the parent, principal, and teachers will be required.

NOTE: Defiance / insubordination or foul language will go strait to Saturday Detention with / without warning.

II. SATURDAY DETENTION / INDOOR SUSPENSION / OUTDOOR SUSPENSION

Depending on the seriousness of the offense, and at the discretion of the teachers and the disciplinarian, a Saturday detention or indoor suspension may be given for the following infractions (but not limited to these only).

1. Swearing or profanity in words or actions.
2. Rudeness to adults or peers.
3. Unjustified reoccurrence of minor infractions.
4. Disrespect or defiance of authority.
5. Obvious disregard for school rules and regulations.
6. Fighting.
7. Lying to teachers or administration in regards to school matters.
8. Graffiti on any school property.
9. Forgery or any other misdemeanor as determined by the administration.
10. Any 6 uniform infractions.

NOTE: Should a student receive a 6th Saturday detention, it is possible that he/she may be expelled or denied registration for the following year. These will bring consequences when determining who may go on field trips or sports events.

(Grades 1st– 8th) Students who deliberately persist in breaking school regulations will be assigned Saturday Detention from 8:00 a.m. to 12:00 p.m. in complete uniform. Attendance is **mandatory.** A $25 fee will be charged. If the student misses a Saturday detention, he/she will not be able to return to school the following Monday unless the parents are present for a conference with the principal and/or Assistant Principal.

III. OUTDOOR SUSPENSION

1. Parent(s) will report to the school office at the start of the day to receive the daily assignment, if the student has not taken home the work.
2. Student will complete assignment at home. This will be the parents' responsibility.
3. Parents will return to the office the next morning to submit completed work and to receive new assignments if suspension is longer than one (1) day.
4. Upon return to school the student will be required to make up any missed test or exams.

IV. THURSDAY DETENTION

Will continue to be held for minor infractions and non-compliance with homework assignments.

V. SUSPENSION AND EXPULSION

Below are some reasons for expulsion that under mitigating circumstances may instead lead to suspension:

1. Any morally detrimental action.
2. Persistent defiance of the authority of a teacher or any other member of the staff.
3. Stealing.
4. Assault, battery, or violence in words or action.
5. Use, sale, or possession of narcotics and alcohol, on or near the school premises.
6. Smoking or having tobacco products.
7. Bringing to school or possessing weapons, or threatening others with them.
8. Harassment/demeaning behavior towards others.
9. Any other inappropriate behavior as determined by the administration.

Students who have been expelled cannot be on school premises, or attend any school-sponsored activity, on or away from school grounds.

7. SCHOOL FACILITIES

A. 1:1 IPAD PROGRAM

Students are required to bring their Ipads to school everyday. If they do not bring their Ipads, they will be rented one from the school at a fee of $5.00 per day.

I. GOALS FOR STUDENT USERS

• To increase students productivity in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.
• To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
• To facilitate mobile learning across the school campus and beyond.
• To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curriculum areas.

II. GENERAL INFORMATION

Student use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad. **All applications, activity, and documents stored on the iPad are subject to regular review and monitoring.**

Students should not:
• Modify the iPad in any way other than instructed by the administrator or other school personnel.
• Exchange iPads with another student.
• Allow other students to retain or remove the iPad from their presence.

• Apply any permanent marks, decorations, or modifications to the iPad.
• Synchronize the iPad with another computer outside of the school.
• Clear or disable browsing history or set password protection on the device.
• Disable the iPad or its applications.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy and will be dealt with as specified in the school's discipline code.

III. USING THE IPAD

Use of the iPad will require a few necessary tasks to keep the device performing well.
• Clean the screen often with approved cleaning towels.
• Make sure hands are clean before using.
• Keep away from food and drink.
• Charge the iPad only with the included charger and using a standard wall outlet for your power source.
• Document any software/hardware issues to your teacher as soon as possible.
• Keep the iPad in a well protected temperature controlled environment when not in use.
Do not leave the iPad in a vehicle or location that is not temperature controlled.

IV. APPLICATIONS

St. Michael the Archangel Catholic School has researched key applications which will be preinstalled on each iPad. Through the course of the initiative, additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing these applications are the responsibility of the school. The student user is not to install any applications not approved by the St. Michael the Archangel Catholic School. There will be a procedure reviewed in the classroom on how to recommend an application to be added by the school.

V. SAVING DOCUMENTS

Saving documents with your iPad is done using "cloud" document sharing capabilities. This requires you to have an account with DropBox or Google Docs. Using this account you can save and export your documents in a couple of different formats for later use. This allows you to access your documents from other computers via the internet. You can also share your documents with others in your class or your instructor.

VI. PRINTING DOCUMENTS

Printing documents can be achieved through using Print Central to access several different printers around the school. The available printers should be reviewed carefully to ensure that the print quality is adequate for the job.

VII. REPORTING TECHNICAL ISSUES

Any errors or problems with the iPad should be reported as soon as possible. This can be done by informing the office/ administration about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device.

VIII. INTERNET ACCEPTABLE USE AGREEMENT / IMAGE PERMISSION

Internet--Terms and Conditions of Use

1) Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the St. Michael the Archangel Catholic School. Use of other organization's network or computing resources must comply with the rules appropriate for that network.
Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of St. Michael the Archangel Catholic School may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

a) Be polite. Do not get abusive in your messages to others.
b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
c) Illegal activities are strictly forbidden.
d) Do not reveal your personal address or phone numbers of students or colleagues.

e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
f) Do not use the network in such a way that you would disrupt the use of the network by other users.
g) All communications and information accessible via the network should be assumed to be private property.

4) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a staff member. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

5) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

Use Agreement - Students
I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Use Agreement - Parents
As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes.
I give my child permission to have a school email account and use the internet for class assignments.
I give permission for my child's picture to be used as part of the school video news program, newspaper, and in association with the school website as part of postings from athletic, organizational, or other academic areas.

B. COMPUTER USE POLICY

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
   a) Use only assigned accounts and passwords;
   b) Do not share assigned accounts or passwords with others;
   c) Do not view, use, or copy passwords, data, or networks to which you are not authorized;
   d) Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources;
   a) Observe all network security practices;
   b) Report security risks or violations to the school principal;
   c) Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
   d) Do not disrupt the operation of the network or create or place a virus on the network;
   e) Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others;
   a) Do not infringe on copyright laws including downloading or copying music, games, or movies;
   b) Do not install unlicensed or unapproved software;
   c) Do not plagiarize.

4. Respect the principles of the Catholic school;
   a) Use only in ways that are kind and respectful;
   b) Report threatening or discomforting materials to the school principal;
   c) Do not access, transmit, copy, or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory, or harassing materials or messages);
   d) Do not access, transmit, copy, or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);

e) Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
f) Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, or networks like My Space or Facebook;
g) Do not send spam, chain letters, or other mass unsolicited mailings;
h) Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
i) Do not engage in any form of cyberbullying.

I. SUPERVISION AND MONITORING

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

II. UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol, or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing, or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

III. CONSENT

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

IV. CONSEQUENCES FOR VIOLATIONS

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion, including expulsion.

V. INTERNET USE

In accordance with the Children's Internet Protection Act, we have installed a filtering system in our computers. For added security:

- The school reserves the right to review, inspect, and search all systems, files, etc., used by students.
- We teach and therefore, expect students to report if inadvertently they access inappropriate materials.
- We emphasize the parents' obligation to monitor internet use at home.
- We do not allow harassment, bullying, or defamation through the use of the internet.

NOTE: No student may appear in the internet (My space, YouTube, Facebook, Kik, Vine, Instagram, etc) in school uniform or in school grounds, or with any identification link to St. Michael the Archangel Catholic School. Infraction of this rule will lead to expulsion.

VI. SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

8. SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

A. FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

B. FIELD TRIPS

Field trips are designed to enhance and complement the curriculum. They are an integral part of the students' education. All field trips are planned and coordinated by the teacher and approved by the Principal. Such trips are purposeful and related to the education of the students.

Field trips are privileges given to students; no student has an absolute right to attend a field trip.

No child may attend a field trip unless a permission form, signed by the parent, has been returned to the main office or teacher before the trip. Verbal permission given by a parent over the telephone is not permitted.

Students may only attend their own class field trips. No siblings will be allowed to go to any field trips.

The classroom teacher(s) and/or the principal can revoke a student's field trip privilege due to deficiencies in conduct and/or effort.

The teacher of the class attending a field trip is in charge. Chaperones and students are required to follow the directives given by the teacher. Only adults with a completed volunteer file will be allowed to chaperone.

In the event that a parent does not wish that his/her child attend a field trip, the parent must notify the school in writing (at the time the field trip permission form is due) that the child will not be attending a field trip. We also request that the student not attend school on that day.

C. SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

D. PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

The school recognizes the following sports, activities and clubs:

School Clubs: Yearbook Club, Choir, Spanish Club, Safety Patrols, Altar Servers, Newspaper Club, National Junior Honor Society, Mission Club, Technology Club.

Major School Activities: Hispanic Heritage Week and Show, Red Ribbon Week and Picnic, Halloween Parade, All Saints Parade, Advent Blessing, Spirit Week, Mike Olympics, Christmas Show, Talent Show.

Dances: Welcome Back to School Dance, Halloween Dance, Christmas Dance, End of the Year Dance.

Athletics: Basketball, Baseball, Cross-Country, Flag Football, Softball, Cheerleading.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

E. AFTER SCHOOL SPORTS

The Administration of St. Michael the Archangel School, in coordination with the All Catholic Conference standards, will monitor the academic progress of the students who participate in After School sports.

Students who participate in the sports program must be able to handle both the scholastic and athletic programs. They are expected to maintain at least a "C" average and Satisfactory conduct (no conduct reports) and effort in all subjects. If students receive grades lower than these herein specified at the Administration's discretion, he/she may be placed on probation for the athletic program.

The eligibility requirements will be enforced at the discretion of the Administration and Athletic Director. If the student is suspended, he/she will no be allowed to play on the day or days of the suspension. Students participating in After School sports will be responsible for purchasing or renting the team uniform. If a student has been absent on the day of a practice, or of a game, he/she may not participate in the after-school sport that day(s).

- Students who receive Fs in major subjects and in conduct, will not be able to participate in extracurricular sports.

9. ADDITIONAL POLICIES

A. STUDENT RECORDS

I. EMERGENCY CONTACT INFORMATION

A new emergency card must be completed every year by the parent during the first week of school and promptly returned to the school. Emergency cards are kept on file and will be used when the student experiences an emergency illness or accident while at school. It is imperative that the school office be immediately notified by the parent of any changes to the emergency card information.

II. HEALTH REGULATIONS

Immunizations: The Archdiocese requires, that prior to attendance in school, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

It is required by State Law that all students currently in school, PreK-3 through Eighth Grade, summit to the office, before the FIRST DAY OF SCHOOL, a completed medical examination and an up to date immunization record. Such records may be dated as early as March 1st of the current school year.

REMEMBER, WHEN THE NEW SCHOOL YEAR BEGINS, WE WILL NOT ACCEPT A CHILD UNLESS HE/SHE HAS COMPLETED THE HEPATITIS B SERIES. Be on alert for the new requirements regarding Hepatitis B series.

III. NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
   Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Parents or eligible students who wish to ask the school to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920

B. FINANCIAL POLICIES

I. FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

II. REGISTRATION AND FEES

Registration forms and information are sent home with every eligible student in February. It is necessary that parents complete and return all the forms before the given deadline. The registration fee is to be paid at the time of registration and must accompany the registration documents. If a child is not returning to St. Michael the Archangel, you must fill out a withdrawal form. The registration fee is nonrefundable.

NOTE: School officials reserve the right to deny registration for lack of parental cooperation and/or support of regulations.

III. TUITION AND FEES

All families need to have an account registered with FACTS. Tuition payments are to be paid monthly on a ten-month basis or according to your payment plan option. TUITION IS DUE ON THE FIRST OF THE MONTH OR BASED ON YOUR PAYMENT PLAN. A $10.00 late fee will be charged if tuition is not received by the due date. We will charge a NSF Fee of $25.00 for any returned check. FACTS charges a fee of $30 for each returned payment. Families who present two (2) returned checks will have to pay with money order or cashier's check for the remainder of the school year. At the end of each quarter, parents with past due tuition/fees balance will be notify by the school finance office of the past due amount and the minimum payment required. If all financial obligations are not current, the school will:

* Not allow the student to take mid-term/final exams, block the online grade view for both the student and parent, not issue report cards, diplomas and/or transcripts, dis-enroll the student from the school..

Families wishing to withdraw its child from the school in the middle of a quarter are required to pay tuition and fees through the end of the quarter. Grades will not be released until the tuition and fees have been paid in full.

Any school family that has two (2) consecutive past due payments, must make the account current in cashier's check or money order. Students will not be allowed to take tests, and this will result in an "Incomplete" in his/her Report Card. Students whose tuition payment is one month behind may not attend class and/or take any tests until the account is current. If the student misses more than ten (10) days of class due to this situation he/she will be removed from the class roster. It will also result in the child not earning a diploma, not completing the grade, and not receiving a transfer, if the situation is not remedied. At the end of the school year if an account has been delinquent on more than three (3) occasions, the subsequent yearly tuition payment must be discussed with the Principal for lump sum payment.

The new tuition rate will be sent home at the time of re-registration.

The registration fee is to be paid at the time of registration. Each family is also required to participate with the selling of one box of chocolate ($60.00) and the 2 Catalog Fundraisers during the year. Families are also required to donate sodas and/or desserts for the Hispanic and Christmas Shows.

· All school financial obligations must be current in order to have access to our grading system, receive report cards, and re-register for the following school year.

IV. WITHDRAWAL

IF A PARENT WISHES TO TRANSFER HIS/HER CHILD, THE PARENT MUST CONTACT THE PRINCIPAL, STATE THE REASON FOR THE TRANSFER, GIVE THE NAME AND ADDRESS OF THE NEW SCHOOL, AND THE DATE THE CHILD WILL BE WITHDRAWING. If all financial obligations have been met, the student's report card will be issued. Cumulative records are sent upon request to the school to which the child is transferring. A withdrawal form must be filled out. Families wishing to withdraw its child from the school in the middle of a quarter are required to pay tuition and fees through the end of the quarter. Grades will not be released until the tuition and fees have been paid in full.

NOTE: A child will not be accepted in an Archdiocesan school who has an outstanding debt in the last school attended.

V. RECORDS

For all new students, an up-dated immunization record, copy of original health form, a copy of his/her baptismal certificate and birth certificate are due in the office at the time the student is registered.

C. CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advanced notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school

staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

D. REPORTING PHYSICAL / SEXUAL ABUSE

Parents and guardians should understand that State Law requires a teacher or administrator who has reasonable suspicion that abuse has occurred, to report this to the Division of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with negligence, because the silence contributes to the crime.

E. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

F. CUSTODIAL RIGHTS

St. Michael the Archangel School, in accordance with Florida Statute 61.13 (3) will make school records and in-person conferences available to both parents, unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide a copy of the Court Order for the school records.

G. USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

H. ELECTRONIC ACKNOWLEDGEMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

10. MISCELLANEOUS

A. SCHOOL NOTICES

Parents are required to sign the Parent/Teacher folder and return it to school the next day. If the folder is lost, a replacement must be purchased in the school office. Closings due to emergencies or inclement weather are announced on radio, TV, and our school website. Reminders of up-coming activities are announced every day on the school's public address system, and students are responsible for passing on this information to the parents. You can also access **https://www.plusportals.com/STMACS** to see your child's grades, and homework, or our website **www.stmacs.org** for school news.

B. ROOM PARENTS / VOLUNTEERS

Parent participation in school activities enhances the education of our children. Each classroom has the services of a volunteer room parent. The function of a room parent is to coordinate with the teacher in planning and sponsoring classroom activities.

Any adult who works directly with the students must fulfill all the requirements set forth by the Archdiocese of Miami and St. Michael the Archangel School. These requirements are as follows:

- Criminal Background Check offered by the Archdiocese of Miami.
- Completion of the "VIRTUS: Protecting God's Children for Adults" workshop offered by the Archdiocese. Those who have taken VIRTUS must show annual evidence of online updating. Volunteer parents will be required to summit a copy of the Training Report showing completion of all training bulletins.
- Volunteer Application.
- Signed Volunteer Code of Conduct.

Every volunteer is responsible for turning in all these requirements to the school office. Once the "Volunteer File" is complete, the volunteer will receive a badge.

In order to participate in any field trip, school activities, classroom activities, etc, you must wear the volunteer badge given by the office. **YOU WILL NOT BE ALLOWED IF YOU ARE NOT WEARING THE BADGE.**

Archdiocesan guidelines and volunteer application form are located on the school website.

All school parent activities must be authorized by the school administration.

C. FAMILY PARTICIPATION PROGRAM (FPP)

The FPP is a cooperative endeavor in which every family in the school community has a vital role to play. Through combined efforts of the school and home working together, the spiritual, academic, and financial goals of our school will be met in the best interest of our children. Volunteers are an indispensable component of the life of our school and we need your support to be effective and successful. FPP hours may be served during different activities in the period of August through May. The requirements for every family is to provide 20 hours of service. Families also have the option of paying all 20 required hours in advance with one fee of $200.00. Service hours must be completed or paid before May 1st.

Parents are responsible for keeping track of hours worked and turning the FPP Book into the front office by May 6th. Hours must be stamped as approved by the Room Parent/Member Assigned. FPP Books turned in after May 6th will be charged a $50.00 late penalty.

D. CONFERENCE WITH THE TEACHER

Parents are not permitted to meet with a teacher before class in the morning or during school hours, without a prior appointment. Conference must end by 7:40AM.

No parent, guardian, or relative is permitted to visit the classrooms during school hours or after 7:40 AM unless there has been a conference scheduled.

Teachers are responsible for the supervision of their students in the mornings, while in class or during yard duty, and they cannot give their attention to parents at the same time. This rule also applies to dismissal time while the teachers are on dismissal duties.

E. DEADLINES

In the interest of fairness to all students and parents, deadlines in all areas must be respected and met. If a deadline has passed, a student or parent is in an indefensible position. Students and parents have a right to be informed of deadline dates; the responsibility of meeting those deadlines rests with the student or parent.

F. BOOKS

For the upcoming school year, the cost of all textbooks and workbooks, and eBooks are included in the school tuition.

G. TELEPHONE

No personal telephone calls will be allowed. The school lines must be kept open for school business. Students will not be called to the phone, nor will messages be delivered. Students may use the school telephone for emergencies **only**. The use of cell phones is **not** allowed. Students may not call parents to deliver lunches, textbooks, homework, P.E. uniforms, etc. This is **not** considered an emergency.

H. SCHOOL INSURANCE

The school provides accident insurance coverage to all students while they are on the school grounds or participating in school activities.

I. BIRTHDAY CELEBRATIONS

All students may bring cupcakes to school and their homeroom teacher will distribute them during their lunch time.

ONLY students from PK-3 through 1st Grade will be allowed to celebrate their birthdays with their parents during their lunch time. These parents must have a completed "Volunteer File" in the school office, otherwise, they will not be allowed inside of the school at that time. No outside food/pizza is allowed to celebrate birthdays. Food to celebrate birthdays during school hours must be bought from the school cafeteria.

J. CAFETERIA RULES

The lunch period will begin and end with a prayer. Teachers and students must follow the lunch schedule at **ALL** times. When seated at the lunch table, students must sit properly. Students are permitted to speak to their neighbors provided that their conversation is kept at a reasonable level. Seats may be assigned if the teacher or the Administration consider it necessary. Any student involved in a food fight during lunch will automatically be suspended for one (1) day, and will also receive a Conduct Report. If a child forgets his/her lunch, parents may drop it off in the office before 10:30AM.

K. SAFETY OF CHILDREN

No child will be released to anyone other than his or her parent/guardian or those authorized persons in the emergency contact card, unless otherwise specified in a written notice signed by the parent or guardian. The specified person must come to the office, identify him/herself and sign the child out. No child may go home with another child unless a written note has been received from the parents. Verbal permission over the phone is not permitted.

L. EMERGENCY CLOSING

As per the Archdiocesan Department of Schools, if it should become necessary to close school for any reason such as a severe weather condition, or unusual circumstances, St. Michael the Archangel Catholic School dismisses and resumes classes in accordance with Miami-Dade County Public Schools.

M. VISITORS

All visitors must report to the school office. The office staff will determine eligibility to visit the campus and issue a "visitor's badge", and require the visitor to sign in. Visitors must wear this badge during the time present in school. Visitors must sign out upon leaving the premises.

No one is allowed on school property after school hours unless they are participating in an activity that has been approved by the parish or the school. Unauthorized visitors are trespassing and will be required to leave the campus which includes areas such as the courts and the field.

N. PRINCIPAL'S RIGHT TO AMEND

Since situations can arise that were unforeseen at the time of writing/reviewing this handbook, the administration reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments.

The principal and/or pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

O. RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS OF STUDENTS IN PARISH FAITH FORMATION PROGRAMS

This policy is to be provided to separated or divorced parents of all children enrolled in parish faith formation programs, and the legal guardians of the children if guardians have been appointed. For children not yet baptized as Catholic, both parents and/or legal guardians must provide written consent on the attached form.

NOTICE AND ACKNOWLEDGEMENT OF RIGHTS AND RESPONSIBILITIES OF DIVORCED/SEPARATED PARENTS OR LEGAL GUARDIANS WHEN ENROLLING A STUDENT AND CONSENT TO ENROLLMENT

This notice applies for divorced/separated parents, or legal guardians of children whose parents are divorced/separated, when enrolling a student in a faith formation program at any of the parishes or schools of the Archdiocese of Miami.

It is the obligation and the right of the Catholic Church to provide for and support the faith formation of its baptized members. For children, this includes preparation for reception of the Sacraments, religious education classes, Rite of Christian Initiation of Adults adapted for children, youth ministry activities and Catholic elementary and secondary schools ("faith formation program"), in concert with the parent(s) or legal guardian having custody of the child and capacity to consent to participate on the child's behalf.

In the case of a baptized Catholic child, either parent or a legal guardian may enroll their child as a faith formation student at a parish or religious education program of the Archdiocese of Miami (hereinafter referred to as "the Parish").

In the case of a child who is not baptized as a Catholic, the person who enrolls the child as a faith formation student at the Parish must provide either (1) written consent of the other, non-enrolling parent or legal guardian on the attached form, or (2) appropriate legal documentation at the time of enrollment of his/her sole authority to enroll the child, such as a court order. Documentation of consent of all persons who have custody rights for the child is required for religious education classes, Rite of Christian Initiation adapted for children, sacramental preparation classes, Catholic school enrollment and youth ministry activities, if the child is not baptized as a Catholic.

Unless the Parish is provided with a court order to the contrary, the person who enrolls the child at the Parish will be deemed to be the primary contact person for all faith formation program related issues involving the student. However, either parent or a legal guardian may be entitled, upon reasonable request and consistent with any specific limitations in the court order, to have equal access to documents and other information concerning the child's instruction.

In the case of conflicting instructions regarding the faith formation of a baptized Catholic, proper objections of a parent or legal guardian with rights for the child, or requests that the faith formation program is not clearly authorized to honor, the Parish may request both parents or guardian to seek appropriate court instructions for the Parish. The faith formation program will respect and comply with lawful court orders.

Parents that need to sign this acknowledgement form, must come to the school office and ask for a copy.

P. PEANUT ALLERGY POLICY

In order to ensure the safety of students with peanut allergies, please notify the homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with a peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy. All allergies must be listed in Emergency Cards that are part of the registration forms. If an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

Q. UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

R. PRIVATE TUTORING, COACHING OR LESSON

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy, or other similar private lessons or services. Parents who engage school staff members for the provision of tutoring services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

S. SMOKING / VAPING

It is a violation of Florida law for any minor to knowingly posses any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

T. TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

U. TRADUCCION DEL MANUAL DE PADRES Y ESTUDIANTES AL IDIOMA ESPAÑOL

Si cualquier persona necesita ayuda a entender éste manual de padres y estudiantes, por favor pasar a la oficina principal de la escuela y cualquiera de nuestras secretarias con gusto les ayudarán.

St. Michael the Archangel Catholic School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal, are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

_____ _____

(Print Parent/Legal Guardian Name) (Date)

_____

(Signature Parent/Legal Guardian)

_____ _____

(Print Student Name) (Grade)

St. Michael the Archangel Catholic School

Academic Year 2018-2019

"Our calendar is a working calendar that will be updated as needed.

Look for each month's calendar to be sent whether it has changes or not"

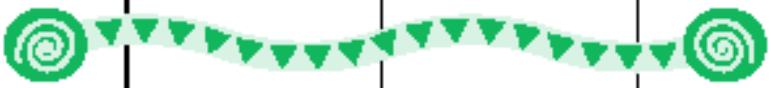
August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Happy Birthday Mrs. Mariela Hernandez and Coach Michael Carlin
5 Mass 10:00AM	6	7 Juan XXIII Meeting	8 Principal's Meeting	9	10	11 Happy Birthday Mrs. Susan Davila
12 Mass 10:00AM	13 Teachers' Work Week Starts	14 Reflection Day Prayer Service 9:00AM Juan XXIII Meeting	15 Archbishop's Mass ADOM Professional Day	16 Staff ID	17 Orientation Night New Parents: 6:00PM All Parents: 7:00PM	18
19 Mass 10:00AM	20 First Day of School Orientation Day for PK3, PK4, Kinder from 8AM to 11AM	21 Juan XXIII Meeting	22 Jean Day	23 Opening of School Year Mass 9:00AM	24 Jean Day Juan XXIII Retreat	25 Happy Birthday Ms. Nicole Rodriguez Juan XXIII Retreat
26 Mass 10:00AM Juan XXIII Retreat	27 Parent/Teacher Folder Catalog Fundraising Begins	28 Juan XXIII Meeting	29 Jean Day Happy Birthday Mrs. Maria Leon	30 All School Mass 9:00AM	31 Jean Day Juan XXIII Retreat	

September 2018

Student of the Month Attribute:

Respect

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Juan XXIII Retreat
2 Mass 10:00AM Juan XXIII Retreat	3 Labor Day NO SCHOOL 	4 Happy Birthday Mrs. Merlin Sierra Juan XXIII Meeting	5 Jean Day	6 All School Mass 9:00AM	7 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	8
9 Mass 10:00AM Happy Birthday Mrs. Ivonne Aira	10 Parent/Teacher Folder Happy Birthday Mrs. Sheyla Ferran	11 Happy Birthday Ms. Mileidys Sierra Juan XXIII Meeting	12 Jean Day Virtus Training (Spanish) / Cafeteria 7:00PM	13 All School Mass 9:00AM	14 Jean Day	15 Happy Birthday Mrs. Beatriz Benitez
16 Mass 10:00AM	17	18 Picture Day (Complete Uniform) Happy Birthday Mrs. Mabel Padron Juan XXIII Meeting	19 Early Dismissal PK-Kinder: 12:45PM 1st-8th: 1:00PM Faculty Meeting Jean Day	20 All School Mass 9:00AM	21 Jean Day Catalog Fundraising Ends	22
23 Mass 10:00AM 30 Mass 10:00AM	24 Parent/Teacher Folder	25 Happy Birthday Mrs. Sury Alvarez and Mrs. Sara Rodriguez Juan XXIII Meeting	26 Jean Day	27 FEAST OF ST. MICHAEL All School Mass 9:00AM (Student of the Month) Field Day	28 Jean Day	29 FEAST OF ST. MICHAEL

October 2018

Student of the Month Attribute: **HONESTY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Juan XXIII Meeting	3 Jean Day	4 All School Mass 9:00AM Happy Birthday Mrs. Georgina Garcia	5 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day Happy Birthday Mrs. Leslie Perez	6
7 Mass 10:00AM	8 Professional Day NO SCHOOL	9 Fingerprints for Volunteers 10:00AM-3:00PM Juan XXIII Meeting	10 Jean Day	11 All School Mass 9:00AM	12 Jean Day	13 Hispanic Show 1st Show: 5:00PM 2nd Show: 7:00PM
		Hispanic Heritage Week				
14 Mass 10:00AM Principal's Retreat	15 Principal's Retreat	16 Virtus Training for NEW Volunteers Cafeteria 7:00PM (Spanish) Juan XXIII Meeting	17 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	18 All School Mass 9:00AM End of 1st Quarter	19 Jean Day	20
	Stream	**Week / Teaching**		**Touching**	**Safety**	
21 Mass 10:00AM	22 Parent/ Teacher Folder	23 Picture Re-take Juan XXIII Meeting	24 Jean Day	25 All School Mass 9:00AM (Student of the Month)	26 Jean Day Report Card Night 7:00PM RCIA Meeting (Parents)	27
28 Mass 10:00AM Happy Birthday Mrs. Maria Costello	29 Sports Day Jean Day	30 Twin Day Jean Day Light of the World Contest Juan XXIII Meeting	31 Halloween Parade Jean Day	1 All Saints' Parade All School Mass 9:00AM	2 Pajama Day (PK3-2nd) Color War (3rd-8th) Jean Day	
	Red Ribbon Week / Spirit Week					

NOVEMBER 2018

Student of the Month Attribute: **Caring**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29 Sports Day Jean Day	30 Twin Day Jean Day Light of the World Contest Juan XXIII Meeting	31 Halloween Parade Jean Day	1 All School Mass 9:00AM All Saints' Parade	2 Pajama Day (PK3-2nd) Color War (3rd-8th) Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day Juan XXIII Retreat	3 Juan XXIII Retreat
	Red	Ribbon	Week / Spirit Week			
4 Mass 10:00AM Juan XXIII Retreat	5	6 Juan XXIII Meeting	7 Jean Day	8 All School Mass 9:00AM	9 Jean Day Juan XXIII Retreat	10 Happy Birthday Mrs. Jimena Oropesa and Mr. Yobanis Limonta Juan XXIII Retreat
11 Mass 10:00AM Juan XXIII Retreat	12 VETERANS DAY NO SCHOOL	13 Parent/Teacher Folder Juan XXIII Meeting	14 Jean Day	15 Principal's Appreciation Day All School Mass 9:00AM	16 Jean Day	17
18 Mass 10:00AM	19 Jean Day Juan XXIII Retreat	20 All School Mass 9:00AM Juan XXIII Meeting	21 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	22 Happy Birthday Mrs. Mayra Oria and Mrs. Lety Perez Thanksgiving Holiday – NO SCHOOL	23	24
25 Mass 10:00AM	26 NO SCHOOL	27 Parent/Teacher Folder (Mid-Term Reviews & Schedule sent home) Juan XXIII Meeting	28 Jean Day	29 All School Mass 9:00AM (Student of the Month)	30 Jean Day	

December 2018

Student of the Month Attribute:
Generosity

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Christmas Show 1st Show 5:00PM 2nd Show 7:00PM High School Entrance Exams
2 Mass 10:00AM 1st Day of Advent	3 Happy Birthday Father Gerardo Diaz	4 Juan XXIII Meeting	5 Jean Day	6 All School Mass 9:00AM Advent Blessing 7:00PM (Grotto)	7. Early Dismissal PK-Kinder- 12:15PM 1st-8th: 1:00PM Faculty Meeting Room Parents' Breakfast Picture with Santa Christmas Motive Jean Day	8 Feast of Immaculate Conception
	Santa's Workshop					
9 Mass 10:00AM	10 Parent/Teacher Folder	11 Juan XXIII Meeting	12 Jean Day	13 All School Mass 9:00AM	14 Jean Day	15
	Mid-Term Exams Grades: 3rd thru 8th					
16 Mass 10:00AM	17	18 Juan XXIII Meeting	19 Jean Day	20 All School Mass 9:00AM (Student of the Month) Christmas Parties Christmas Motive Jean Day	21 Last Day of School before Christmas Vacation Jean Day End of 2nd Quarter	22 Happy Birthday Mrs. Ana Nunez
	Mid-Term Exam					
23 Mass 10:00AM	24 Christmas Eve	25 CHRISTMAS DAY	26	27 Happy Birthday Mrs. Amarilys Hernandez	28 Merry Christmas	29 Happy Birthday Mrs. Annamaria Tome
30 Mass 10:00AM	31 Happy New Year		Christmas Vacation			

January 2019

Student of the Month Attribute: Truthfulness

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
	Christmas Vacation					
6 Mass 10:00AM Happy Birthday Mrs. Mercy Fernandez	7 WELCOME BACK	8 Juan XXIII Meeting	9 Jean Day	10 All School Mass 9:00AM Happy Birthday Mrs. Ana Gualchi	11 Jean Day	12
13 Mass 10:00AM	14 Parent/Teacher Folder	15 Graduation Pictures (8th Graders) Juan XXIII Meeting	16 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day Virtus Training (English) 6:00PM Cafeteria	17 All School Mass 9:00AM	18 Jean Day Report Card Night 7:00PM Confirmation Meeting (Parents)	19
20 Mass 10:00AM	21 NO SCHOOL Martin Luther King Day	22 Juan XXIII Meeting	23 Jean Day	24 All School Mass 9:00AM	25 Jean Day	26 Baptism for RCIA Children
27 Mass 10:00AM Happy Birthday Ms. Monica Gaetan	28 Parent/Teacher Folder St. John Bosco Religion Contest Chocolate Sale Begins Happy Birthday Mrs. Teresita Prieto	29 Spelling Bee Contest Juan XXIII Meeting	30 Mike Olympics Jean Day	31 Grandparents Day All School Mass 9:00AM (Student of the Month)	1 Faculty and Staff Appreciation Day St. Jude Trike-A-Thon Jean Day	
	Catholic		School		Week	

February 2019

Student of the Month Attribute:

Friendliness

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Faculty and Staff Appreciation Day St. Jude Trike-A-Thon Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day Catholic School Week	2
3 Mass 10:00AM	4	5 Juan XXIII Meeting	6 Jean Day	7 All School Mass 9:00AM	8 Jean Day	9 Happy Birthday Mrs. Idalmis Diaz
10 Mass 10:00AM	11 Parent/Teacher Folder (Registration Paper)	12 Juan XXIII Meeting	13	14 All School Mass 9:00AM Jean Day (Valentine's Motive T-shirts)	15 Jean Day Chocolate Sale Ends	16
17 Mass 10:00AM	18 President's Day NO SCHOOL	19 Science Fair 3rd-4th-5th Juan XXIII Meeting	20 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	21 All School Mass 9:00AM	22 Science Fair 6th—7th—8th Jean Day	23
24 OPEN HOUSE 9:00AM—1:00PM Mass 10:00AM	25 Parent/Teacher Folder	26 Happy Birthday Mrs. Mayra Colon Juan XXIII Meeting	27 Jean Day	28 All School Mass 9:00AM (Student of the Month)		

March 2019

Student of the Month Attribute:

DISCIPLINE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	2 Happy Birthday Coach Pepe
3 Mass 10:00AM	4	5 Juan XXIII Meeting	6 ASH WEDNESDAY All School Mass 9:00AM	7 Jean Day Confirmation Rehearsal 6:45PM Church	8 Jean Day Happy Birthday Mrs. Berta Montero	9
		Terra Nova Testing - GRADES: 2nd through 8th				
10 Mass 10:00AM	11 Parent / Teacher Folder Hats Off to Dr. Seuss Jean Day	12 Happy Birthday Mrs. Carmen J. Alfonso Read My Shirt Day Jean Day Juan XXIII Meeting	13 Crazy Fox in Socks Jean Day OPEN HOUSE	14 All School Mass 9:00AM Reading Fun in the Sun Jean Day Happy Birthday Mrs. Therese Garcia-Solis	15 Grinch / St. Patrick's Day Jean Day End of 3rd Quarter	16
		Dr. Seuss Week - Dr.Seuss Week				
17 Mass 10:00AM	18 Professional Day NO SCHOOL	19 Happy Birthday Mrs. Mariajose Gonzalez Juan XXIII Meeting	20 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	21 All School Mass 9:00AM	22 Jean Day Report Card Night 7:00PM First Communion Meeting (Parents)	23 Confirmation Retreat
		Book Fair		Scholastic		
24 Mass 10:00AM	25 Parent/Teacher Folder Happy Birthday Mrs. Luz Briones	26 Class Pictures Juan XXIII Meeting	27 Jean Day	28 All School Mass 9:00AM (Student of the Month)	29 Jean Day	30 Confirmation 5:00PM Church Most Rev. Enrique Delgado Auxiliary Bishop of the Archdiocese of Miami
31 Mass 10:00AM	Book Fair	Scholastic				

April 2019

Student of the Month Attribute: Perseverance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Juan XXIII Meeting	3 Jean Day 6th grade Retreat	4 All School Mass 9:00AM Happy Birthday Mr. Eusebio Ibarra	5 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	6
7 Mass 10:00ANM	8	9 OPEN HOUSE Juan XXIII Meeting	10 Jean Day 7th grade Retreat	11 Reconciliation Service (Confessions) 9:00AM Happy Birthday Mr. Juan Pablo Rodriguez	12 Jean Day Student of the Month 8:00AM (Grotto)	13
14 Palm Sunday Mass 10:00ANM	15 Parent / Teacher Folder	16 Picture with Easter Bunny Easter Egg Hunt (Grades: PK3 thru 3rd) Jean Day Easter Motive Jean Day Juan XXIII Meeting	17 Stations of the Cross 9:00AM Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	18 HOLY THURSDAY NO CLASSES	19 GOOD FRIDAY	20 Easter Vigil
21 Easter Sunday Mass 10:00ANM Happy Easter	22 Easter VACATION	23	24	25	26	27
28 Mass 10:00ANM	29 CLASSES RESUME	30 Juan XXIII Meeting				

May 2019

Student of the Month Attribute:

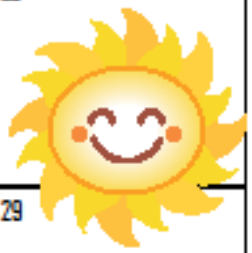
Responsibility

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Jean Day First Confession / First Communion Retreat	2 All School Mass 9:00AM	3 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	4 First Communion Church 10:00AM
5 Mass 10:00AM	6 Parent / Teacher Folder (Final Reviews and Schedule sent home)	7 Juan XXIII Meeting	8 Jean Day	9 Mother's Day Breakfast May Crowning End of the Year Mass 9:00AM (Student of the Month)	10 Jean Day	11
12 Mass 10:00AM HAPPY MOTHER'S DAY	13 NO SCHOOL Happy Birthday Mr. Eduardo Fermoselle	14 Juan XXIII Meeting	15 Early Dismissal PK-Kinder: 12:15PM 1st-8th: 1:00PM Faculty Meeting Jean Day	16 Final Exams Grades 3rd thru 8th	17 Jean Day	18
19 Mass 10:00AM	20 Parent / Teacher Folder	21 Juan XXIII Meeting Final Exams Grades 3rd thru 8th	22 Jean Day	23	24 Jean Day	25
26 Mass 10:00AM	27 Memorial Day NO SCHOOL	28 Jean Day Happy Birthday Mr. Edgardo Gualchi Juan XXIII Meeting	29 Sports Awards Jean Day	30 Career Day Jean Day	31 Talent Show Jean Day	

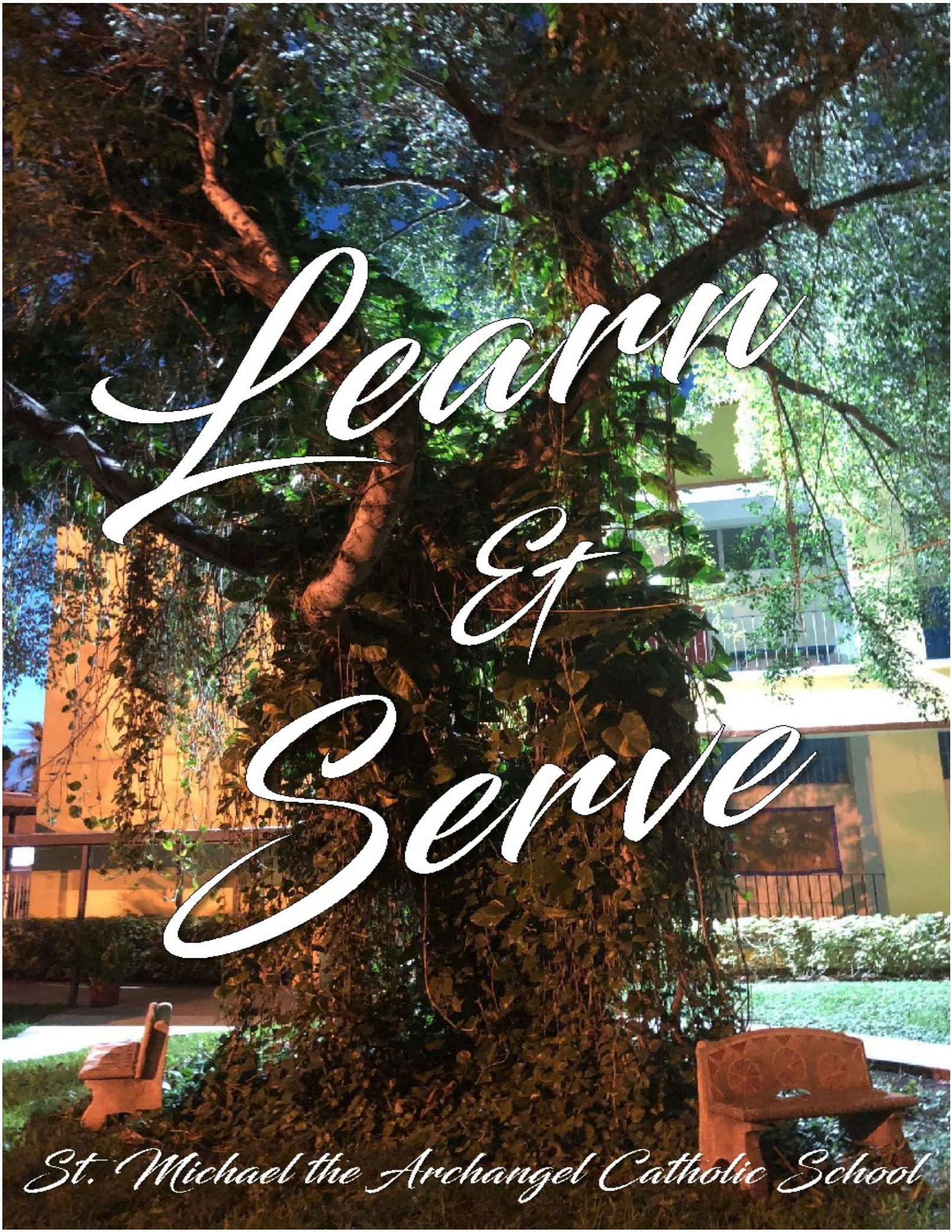
June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Mass 10:00AM	3 Kindergarten Graduation Jean Day	4 Last Day forPK-3 and PK-4 Class Parties Jean day Juan XXIII Meeting	5 Last Day of School Awards Ceremonies Grades: 1st-4th (8:30AM) Grades: 5th-7th (9:15AM) COMPLETE UNIFORM	6 TEACHER"S	7 WORK DAYS	8 8th grade Graduation 10:00AM (Church)
9 Mass 10:00AM	10 Summer Camp Begins Summer School Begins	11 Juan XXIII Meeting	12	13	14	15
16 Mass 10:00AM	17	18 Juan XXIII Meeting	19 Happy Birthday Mrs Liset Lizano	20	21 Happy Birthday Mrs. Vivian Fermoselle	22
23 Mass 10:00AM	24	25 Juan XXIII Meeting	26	27	28	29
30 Mass 10:00AM						

Special Birthdays in July:
7/1 - Mrs. Annie Gonzalez
7/13 - Mrs. Martha Arturo



Have a Wonderful Summer Vacation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