

**St. Michael the Archangel Catholic School
2007-2008 Parent Student Handbook**

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INTRODUCTION

The purpose of the Parent/Student Handbook is to ensure that parents and students understand the rules and regulations of the school and agree to be governed by them.

The education of a student is a partnership between the home and the school. Just as the parent has the right to withdraw a child, if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

The administration reserves the right to amend any and all policies or procedures at any time. The administration also reserves the right to rule on any issue or event which may not be covered in the handbook.

SCHOOL INFORMATION

Accreditation

Middle States Association of Colleges and Schools Accreditation

Affiliations

Archdiocese of Washington
Catholic Youth Organization
Federal Programs - Title I, Title II, Title III, Title IV and Title V
Licensed by State of Maryland
National Catholic Education Association
Presidential Academic Fitness Program

Mission Statement

St. Michael the Archangel Catholic School provides a nurturing educational experience that helps develop students intellectually, socially, and spiritually. We offer a challenging curriculum, a supportive learning community, and an enriching religious experience consistent with the teaching mission of the Catholic Church. Dedicated to meeting the unique educational needs of our diverse student population, we partner with our students' families and St. Michael Parish to meet these common goals.

Faculty and Staff Directory

Pastor	Reverend Monsignor Eddie Tolentino, III
Principal	Ms. Kathleen McCann
Assistant Principal	Mr. Robin Toogood, II
Office Business Mgr.	Mrs. Victoria Bell
Office Receptionist	Ms. Joan Doherty
Kindergarten	Mrs. Celeste Lehrer
First Grade	Ms. Colleen Kelly
Second Grade	Mrs. Sussie Okoro
Third Grade	Ms. Jennifer Blaine
Fourth Grade	Mrs. Elise Rahimi
Fifth Grade	Mrs. Jeanmarie Wallmark
Sixth Grade	Mrs. Diana Hellinger
Seventh Grade	Mr. Andrew Ament
Eighth Grade	Mr. Paul Rybczyk
Resource Teachers	Mrs. Martha Crisp
	Mrs. Lynne Slud
Music	Ms. Caitlin Weiss
Computer	Mr. Robin Toogood, II
Art	Mrs. Cameron McFeeters
Physical Education	To be determined
Spanish	Mrs. Patty Marroquin
Classroom Aide	Ms. Rosemary DeRosa-Lange
Librarian	Mrs. Peggy Simms
Title I Support Teacher	Ms. Lori Duke
Counselor	Ms. Monique Bhalla

Non-Discrimination Statement

St. Michael School does not discriminate on the basis of race, gender, national origin, ethnic origin or disability (if with reasonable accommodation the students' needs can be met) in its student admission's process; faculty and staff hiring practices; educational policies; scholarships; athletics or other school administered programs.

Office Address and Phone

St. Michael the Archangel Catholic School (301) 585-6873
824 Wayne Avenue (301) 587-1142 (Fax)
Silver Spring, MD 20910

School Colors

St. Michael the Archangel Catholic School colors are blue and gold.

School Internet Address

www.st-michaelschool.org

ACADEMIC PROGRAM

Academic Integrity

The honest presentation of students' own work is the basis of effective instruction, in addition to being a sign of good character. Only when shown what students actually know can teachers plan lessons that address deficiencies and extend learning. Cheating on tests and quizzes; copying another person's homework; allowing someone to copy your work; plagiarism of any sort, including taking materials from the internet; or turning in the work of a parent, other student or anyone else's as your own are serious breaches of academic integrity as well as of Christian morality. Students guilty of this behavior will receive a failing grade on the test or assignment *and a detention*. Their parents or guardians will also be notified. Students guilty of repeated offenses will be referred to the principal for further disciplinary action, which may include suspension or expulsion.

Assignments

All school assignments and homework are to be written neatly and legibly. The proper heading is to be used.

NAME	GRADE
SCHOOL	DATE
SUBJECT/ASSIGNMENT	

Grading Scale

Kindergarten

+ Mastered
- Not yet mastered

Grades 1, 2 & 3

E Excellent (93-100)
G Good (85-92)
S Satisfactory (77-84)
I Improvement Needed (70-76)
U Unsatisfactory (Below 70)

Grades 4 – 8

A 93 – 100
B 85 – 92
C 77 – 84
D 70 – 76
F Below 70

Homework Assignments

Homework assignments are an extension of the learning process that has begun at school and are expected to be completed on time. Late, incomplete or missing assignments will affect the student's grades in that subject and will be reflected on the Report Card under Effort and Study Habits.

Students in grades 1-8 are required to keep a Homework Assignment Book to record all work. Students in grades K-2 will receive a weekly homework sheet on Monday. Parents are expected to check these items daily to monitor homework completion.

Assignments missed due to absence are the responsibility of the student and must be made up as soon as possible. Assignments requiring a parent signature, such as tests, quizzes, notes or forms required by the teacher or school must be brought in by the date assigned. If not, action will be taken as deemed appropriate by the teacher.

Academic Honor Roll

In Grades 4 - 8, the Honor Roll is awarded to students earning B or above in all subject areas, including specials, and meeting the citizenship and behavior expectations as outlined below.

Comment Codes and Honor Roll:

The Honor Roll is a reflection of the academic success and positive character development of our students. On the report card there are comments related to classroom behavior, citizenship, participation and study skills. Because of the emphasis we place on Christian character and values in the education of well-rounded students, students must receive positive comments from all teachers in the Comment Codes section of the Report Card to qualify for the Honor Roll. Students who have areas of concern in behavior, study skills, attendance, tardiness or citizenship will not be included on the Honor Roll, even if their grades alone would qualify them.

Principal's Citizenship & Effort Honor Roll

The Principal's Honor Roll celebrates the achievements of students of all academic abilities who demonstrate citizenship, effort, Christian character and the Christian values in their treatment of others. Students must be

nominated by their teachers for their exemplary behavior, citizenship, and character. The Principal's Honor Roll will be awarded to students earning no failing grades and exemplifying the values code as determined by the principal and all teachers. Students will be ineligible for this recognition if they have been marked tardy 10 or more times, received a Wednesday detention or been suspended during the quarter.

Field Trips

Field trips are a part of the educational experience and an extension of the curriculum. No student has an absolute right to a field trip. Because field trips are privileges, students can be denied participation if they fail to meet academic or behavioral requirements. All costs and fees are paid by parents. Signed parental permission forms are required before a student will be permitted to participate in a field trip. Parents have a right to refuse to allow their child to participate in a field trip. When on a field trip, students are bound by all existing school policies and procedures.

Parent Teacher Conferences

Parent Teacher conferences will be held in November. Parents and teachers may schedule additional conferences whenever they feel such a conference is necessary. As a rule, parents and teachers will set up such meetings themselves. If the principal's participation is also desired, the school secretary can schedule this meeting.

Religion Program

Objectives of the Religion Program: Our objectives are to bring students into contact with the life of God revealed by the power of the Holy Spirit and in the person of Jesus, the Son of God; to deepen the students' knowledge and love of scripture as a revelation of God's love for humankind; to introduce the Commandments and Beatitudes as they apply to contemporary society; to help students participate in the Liturgy and grow in closeness to God through meaningful reception of the sacraments; and to motivate the students to choose a life of service to God and to the community through personal deeds of compassion, the works of justice, mercy and peace. The religion school program is intended to help children affirm the faith that is already practiced within the home.

Religious Instruction and Faith Formation: Catholic Schools are places where students learn and live their faith. For this reason, religious values

permeate every facet of St. Michael the Archangel Catholic School. Students participate in a religious activity or religion class daily.

Liturgies: The student body celebrates liturgy together weekly with students taking various ministry roles. In addition, on designated days, individual classes may participate in parish liturgies, celebration of the Sacraments, or prayer services. Parents are invited to join the students and staff for these celebrations. Service projects which put this faith into action are an important part of our religion program.

Sacraments: In-depth preparation for reception of the sacraments occurs naturally in the religion curriculum. Reconciliation and Eucharist are first celebrated in the Second Grade. Confirmation is celebrated in the Eighth Grade and preparation includes some classes with the parish catechism program as well. Children who have not received sacraments at the usual age and would like to now do so are encouraged to have their parents make arrangements with the parish. Students have an opportunity to celebrate the sacrament of Reconciliation several times during the year.

Report Cards

Report cards are distributed four times a year. The first report card is distributed to parents in November during Parent-Teacher conferences. Report cards and awards, including Honor Roll, will be withheld if all financial obligations, including service hours fees, H&SA fees, and Before & After Care charges, are not current.

Standardized Testing

Students at St. Michael School participate annually in the Archdiocesan Standardized Testing Program. The Catholic Schools Office determines the grades to be tested and the semester in which these are to be administered. Results of these tests are shared with the parents, provide valuable information for the school faculty and are used in conjunction with the High School Admissions Program of the Archdiocese of Washington.

- All students in Grades 1-8 take the Terra Nova test, which is typically administered in late March or early April.
- Students in Grades 5 & 8 also take the ACRE tests of Religious Education in February.
- Eighth graders take the High School Placement Test in the fall.

Values First

Values and Christian Character are emphasized in all that we do at St. Michael the Archangel Catholic School. Throughout the year students discuss the specific values emphasized in our values code. These values are always placed in the context of our Christian faith. Students who make positive choices and display these values will be recognized and students who have not exemplified the values will be encouraged to reflect on them and make better choices in the future.

There are 13 values that are emphasized at St. Michael School. Parents will receive a copy of the Values Code to hang on the refrigerator at home. Parents are asked to reiterate the values at home to send a consistent message to our children.

VALUES CODE

HONESTY: I will be an honest person.

RESPECT: I am respectful of others.

RESPONSIBILITY: I take responsibility for what I am supposed to do.

SELF-CONTROL: I will control my actions and words.

HARD WORK: I take pride in being a hard worker.

SELF-RESPECT: I have self-respect.

CONCERN FOR OTHERS: I will show concern for all other people.

TOLERANCE: I am tolerant of others.

COOPERATION: I will cooperate with those around me.

FAIRNESS: I show fairness to those with whom I come in contact.

FORGIVENESS: I can forgive those who do me wrong.

COURAGE: I will be brave in facing life's challenges.

SELF-KNOWLEDGE: I will pursue knowledge of myself.

ADMISSIONS & REGISTRATION POLICIES

Admissions Policy

The goal of our admissions policy is to include every eligible student whom we can serve successfully. St. Michael the Archangel Catholic School admits students of any sex, race, color, creed or ethnic origin. This policy is in adherence with the diocesan policy as well as state law. The principal, in consultation with the pastor and teachers, admits students to the school according to diocesan and school board policies as well as accepted educational procedure.

The school gives preference in admission first to Catholic students who are parishioners and siblings of current students, second to Catholic students from others parishes, and third to non-Catholic students.

Admission Requirements for New Students

- Parents of new students should complete a Registration Form and a Financial Agreement Form.
- A non-refundable registration fee is required for each child.
- All students are to submit to age-appropriate physical examinations and other health measures prescribed by state and local jurisdictions. Examinations of students are required, irrespective of grade, prior to entrance into school.
- All students must receive the age-appropriate immunization shots as required by the law of the local jurisdiction. New students must submit immunization records with the registration form. These forms do not guarantee admission to St. Michael School.
- An academic test is required for each student applying to St. Michael School. There is a non-refundable test fee that must be paid at this time. After testing, a letter of acceptance or non-acceptance will be sent. Testing usually takes place in March.
- On the testing date, or along with the registration form, please provide a letter of recommendation from the student's current school, a recent copy of the report card, a copy of recent standardized test scores, the child's birth certificate and his or her health inventory. This information is **required** before a decision is made regarding acceptance.

The Maryland State Department of Health requires the following information to be on file, before a child can be admitted to school. These items should be submitted with the registration form.

- Birth Certificate
- Dates of the following immunizations: 4 DTP's, 3 Polio Shots, 2 MMR's, Rubella, Varicella (Kindergarten, First, & Second Grade), and Hepatitis B (Kindergarten, First, & Second Grade)
- Tuberculosis (TB) Clearance (if from another country)
- A yearly Physical is also required.

Age Requirements

Age Requirements: Children entering Kindergarten must be 5 on or before September 1st of that school year as required by state law. As agreed upon by all public and parochial schools, there will be no deviation whatsoever from this date. To enter Grade 1 a student must be 6 on or before September 1st.

Athletic Eligibility

Students may not be eligible to participate in school-sponsored athletic events if they do not maintain a C or better in every subject and if their comments on the report card reflect areas of concern in study skills, behavior or citizenship.

Confidential Health Information

Please inform the school of any chronic illness or other medical problem (i.e., severe allergies, epilepsy, etc.) that affects your child so that we can best meet his or her needs. Failure to provide the school with this information, to ensure the safety of your child and other students and staff, could result in the severing of the relationship between the family and the school. The administration reserves the right to require the withdrawal of a student if the administration determines this partnership has been irretrievably broken.

Confidentiality of Student Records

As a matter of contract with the Federal Government, the Archdiocese of Washington, Catholic Schools Office, and Archdiocesan schools comply fully with the provisions of the Family Education Rights and Privacy Act

of 1974. (P.L. 93-380) as Amended by Section 2 of P.L. 93-568, Privacy Rights of Parents and Students, better known as the “Buckley Amendments.”

This gives the parents of students, and in certain cases students, the right to examine the students’ official records and guarantees the confidentiality of such records. Information concerning the federal law and our implementation of it is available at the Catholic Schools Office, 5001 Eastern Avenue, P.O. Box 29260, Washington, DC 20017.

Custodial Parental Rights

Schools must have accurate custodial information on file. Non-custodial parents do have rights. They may have access to academic records and other school information regarding their child, unless there is a court order on file in the school. It is the responsibility of the custodial parent to furnish the school with this information.

St. Michael School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Michael School will provide the non-custodial parent with access to the academic records and other school information for his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court certified copy of the court order.

St. Michael School asks all divorced parents to furnish the school with a court certified copy of the custody action of the divorce decree. Never married parents should also have custody documents on file, as needed. This information will help in determining when, if even, the child can be released to the non-custodial parent.

Emergency Information Card

An Emergency Card (available from the school) must be completed, signed and on file for each student. The information must be updated if there are any changes. Please keep the school office informed of any changes in phone numbers and addresses. If your child is in After Care, you will be asked to fill out two separate cards.

Enrollment Status

“The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken” (Shaughnessy, 2002).

All students are accepted on a conditional basis. The terms and conditions are detailed in the Probationary Acceptance Letter that new students receive. **All parents and students must sign and return the Parent / Student Handbook Acknowledgement by Friday of the first week of school.**

Graduation Requirements

Students who successfully complete the course of studies will be awarded a diploma upon completion of Grade 8. Students who are not at grade level (failure in two or more subjects for the year at the time of graduation) may not receive a diploma. Parents should consistently monitor the progress of the potential graduate.

Health Information

Maryland Law requires proof of immunization against measles, mumps, rubella, diphtheria, tetanus, and polio for entry into kindergarten and grades one through twelve. Pertussis immunization is required for kindergarten through second grade. H. Flu type B immunization is required for entry into preschool programs. In addition, effective September 1992, the law requires a second Measles immunization during the elementary school years, usually in the form of a MMR vaccine. Beginning September 1, 2000, both varicella and hepatitis B vaccines will be required for pre-kindergarten, Kindergarten, and grades one through twelve.

Complete physical examinations are required prior to entrance into school by all Kindergarten students.

Children will be sent home if any of the following conditions exist, so please keep your child home in the morning if he/she exhibits:

- Diarrhea or vomiting
- Severe cough

- Yellowish, watery or red eyes
- Difficult or rapid breathing
- Abnormal body temperature or fever (below 97 degrees or above 100 degrees)

Once parents of sick children are contacted by the school office, immediate pick-up would be appreciated due to the limited health care facilities at school.

Promotion and Retention

All promotions shall be decided by the principal in light of the teacher’s recommendation and in consultation with the parents and with the child, if appropriate. Such decisions shall be based on a total evaluation of a student’s growth in all areas of development, including grades in all subject areas and Student Profile categories on the Report Card. Students are retained if it is determined that they are not ready to be successful at the next grade level.

Registration

Registration takes place during March and April. Admission tests are required for all new applicants. Testing usually takes place in May.

Registration for Before and/or After Care Programs

Registration for the Before Care or After Care Programs (if needed) must be submitted at the time of registration.

Student Health Files

Immunization certificates should be kept in the student’s health record. These forms are intended for confidential use only and should be so handled by professional and secretarial staff. At no time are they to be available to unauthorized persons. Should a parent/guardian wish to access a health file, an appointment should be arranged with the principal or school nurse.

Student Records

Student records include academic transcripts, academic testing, health records, and emergency cards. If a parent or guardian would like to review a student record, they should submit this request in writing 24 hours in advance.

Transcript Requests and Transfer of Student Records

The school is responsible for complying with the written request of a parent or guardian for the release and transfer of records from one school to another. The transfer of student records is contingent upon fulfillment of all financial obligations including service hours fees and Before or After care charges.

STUDENT CODE OF CONDUCT

Student Rights & Responsibilities

The administration and faculty have the responsibility of maintaining a healthy, open, respectful and just atmosphere in the school. In choosing to be a member of the St. Michael School community, each student acknowledges acceptance of the responsibilities and regulations.

Christian Behavior/Discipline

The purpose of discipline in a Catholic school is to bring about the self-discipline of each student and of the school community as a whole in order to promote the Christian development of each member and thereby enhance the community as the People of God. (Archdiocese of Washington Administrative Regulation 5150, Attachment B)

The school shall create a Christian environment conducive to learning in which the expectations and responsibilities of students, school personnel, and families are presented, acknowledged and upheld. A central purpose of St. Michael the Archangel School is to teach children how to live as Christians. This means honoring God as their creator, first by devoting themselves to cultivating their gifts and character, and second by acting in ways that show respect for themselves, the school staff, the school building, their classmates and other members of the school community. As adults working to live as Christians, we recognize that achieving this goal is a lifelong process. We expect mistakes to happen and we celebrate progress rather than expect perfection. Our code of conduct is based on this view.

We see discipline as an educational process that teaches and establishes an orderly way of life and fosters respect for the dignity of each person.

Beyond the goal of forming character, our policies aim to ensure safety, while helping children learn to identify and assert their own rights, accept responsibility, act respectfully, and exercise self-control. We want students at St. Michael School to be safe from harm, and we strive to maintain an environment conducive to learning. In each classroom, teachers and students will generate a list of simple rules that will govern their shared space. They may enforce and monitor these rules and provide consequences if they are violated. Typically, a conference with parents and restricted access to special privileges are consequences for failure to abide by class rules.

In the school as a whole, students are expected to treat one another and property respectfully, maintain a conversation level conducive to academic work, obey rules that govern specific events or spaces, and solve interpersonal problems without resorting to physical or verbal abuse.

Expectations for Students

According to St. Michael's code of conduct, each student is expected to do the following:

- Accept responsibility
- Respect him or herself and others
- Respect property
- Accept correction
- Exhibit self-control

Students are expected to follow the general classroom rules and regulations, as determined by the teacher and the class. Disruptions and incidents will be handled by the teacher and referred to the principal as needed. The following table explains the type of behaviors expected and the consequences for infractions. This list is not meant to include every type of incident, but it should give students and their families a better understanding of the expectations in terms of student behavior. Incidents not specifically outlined below will be dealt with at the discretion of the teacher and the principal as deemed necessary.

Expectation #1. THE STUDENT WILL ACCEPT RESPONSIBILITY.

Type of Responsibility	Infractions	Consequences
Keep all school work, quizzes, and tests up to date, especially following an absence	Failure to make up school work, quizzes, and tests within the allotted time period	The missed work is entered as a failing grade and still must be completed by the student.
Arrive on time for each class	Failure to arrive on time	1 st and 2 nd warnings will be given by the teacher and documented. Detention can be given after the 3 rd offense. Incidents will be documented by the teacher.
Return all forms, notices and academic items on the assigned due date	Failure to return signed forms, behavior notices, progress reports and tests the next school day (or assigned due date)	1 st and 2 nd warnings will be given by the teacher and documented. Detention can be given after the 3 rd offense. Incidents will be documented by the teacher.
Take care of all textbooks	Failure to keep books covered or Writing in or defacing books	Detention and repair or replacement fee as deemed appropriate
Follow the uniform code	Failure to wear the school uniform as described in the handbook	1st time = Warning and Uniform Violation Letter sent home to be signed and returned 2nd time = Parents will be called to bring the proper uniform to school before the student is permitted to return to class. 3rd time = Detention
	Inappropriate clothing on non-uniform days	Parents will be called to bring proper attire to school before the student is permitted to return to class or student will have to wear a spare uniform from uniform closet.
	Inappropriate clothing for dances and/or other extra-curricular activities	Parents will be called to take the student home.
Follow the rules of attendance, arrival and dismissal	Tardiness	Five unexcused late arrivals (tardies) in one month will result in a one day Out-of-School suspension on the day immediately following the 5th tardy Subsequent tardies will result in further disciplinary action and/or a meeting with the principal and could result in probationary status
	Truancy	Automatic detention
	Leaving the school grounds without permission	Automatic detention and notification of police as deemed necessary
Do not possess dangerous and/or forbidden articles	Possession of a cell phone, pager or beeper that is on and/or visible during school day.	Item will be confiscated and returned to parent. Detention will be given after the 3 rd incident
	Possession of any entertainment-type of electronic equipment without teacher permission	Confiscation and item must be picked up by the parent.
	Possession of matches or lighter	Automatic detention, Confiscation, and/or suspension and parent meeting
	Possession of alcohol or drugs	See specific policy outlined below.
	Possession of a weapon or any object that could be construed to be a weapon.	Suspension/Expulsion and Confiscation

Expectation #2.**THE STUDENT WILL KNOW THAT RESPECT AND COURTESY ARE EXPECTED AT ALL TIMES.**

Type of Respect and Courtesy	Infractions	Consequences
Refraining from all physical abuse	Play fighting and/or horseplay	The school has a ZERO TOLERANCE policy for all physical fighting. Play fighting and/or horseplay can lead to accidents, injuries and real fights; therefore, it is not tolerated and will result in an automatic detention.
	Malicious hitting, pushing, kicking, spitting, and other acts of violence or physical harassment	These acts will result in an automatic detention and the possibility the student must be picked up within one hour by a parent. There is the possibility of Suspension or Expulsion depending on the severity of the offense.
	Physical Fighting	Automatic suspension with possibility of expulsion
Refraining from all verbal abuse and disrespectful behavior	Displaying/passing notes or materials of an inappropriate or pornographic nature	Automatic detention, further measures as needed
	Inappropriate, profane or vulgar language	Automatic detention, further measures as needed
	Using racial, ethnic, or religious slurs	Automatic detention and meeting with the Principal; possible Suspension depending on the offense
	Disrespect toward school personnel, parents, students, volunteers, or visitors	Detention and possible Suspension depending on the incident
	Bullying, threatening or intimidating another student	Detention, Parent Meeting with the principal and/or Suspension/Expulsion
	Sexual Harassment	Detention, Parent Meeting with the principal and/or Suspension/Expulsion
	Teasing	Warning (which will be documented by teacher), then detention
	Lying	Automatic detention

Expectation #3. THE STUDENT WILL RESPECT ALL SCHOOL PROPERTY, PERSONAL PROPERTY, AND PROPERTY OF OTHERS.

Type of Respect	Infractions	Consequences
Refrain from plagiarism and cheating by practicing the virtue of integrity.	Plagiarism (presenting the work of another as one's own and/or failing to properly cite the source of one's work)	Detention, Failing grade on the assignment, and assignment must be made up
	Cheating, including copying and/or allowing work to be copied or giving the appearance of cheating	Detention, Failing grade on the assignment, and assignment must be made up
Refrain from stealing	Stealing	Detention, Restitution to cover damages, Possibility of Suspension/Expulsion and/or Notification of police

Refrain from inappropriate behavior in the bathrooms.	Inappropriate behavior, including playing, disrespect for bathroom space, bothering other students, or damaging or defacing school property	Inappropriate bathroom behavior could lead to detention, bathroom clean-up responsibilities, parent meeting with the principal and possible suspension or expulsion, depending on the type of incident
Refrain from inappropriate behavior in the cafeteria.	Disregard for cafeteria rules (as outlined in Lunchroom Etiquette section)	Inappropriate behavior could lead to the loss of the privilege to have lunch with fellow students, cafeteria clean-up duty and detention.
	Throwing food	1st offense: student placed on lunchroom clean-up duty and detention 2nd offense: could result in suspension
Avoiding any type of vandalism	Defacing desks, walls, books, or any school or personal property	Detention, Restitution to cover damages, Possibility of Suspension/ Expulsion and/or Notification of police
	Writing in textbooks; destroying textbooks	Detention, Replacement of damaged book
	Willful destruction of school property	Restitution to cover damages, Possibility of Suspension/ Expulsion and/or Notification of police
Obeying the rules of the technology department	Misuse of the Internet or computer as a whole	Loss of Internet and/or computer privileges at the discretion of the teacher Possibility of detention
Refrain from buying or selling property from a student	Buying or selling merchandise without authorization	Detention, Confiscation of articles

Expectation #4. THE STUDENT WILL ACCEPT CORRECTION.		
Type of Correction	Infractions	Consequences
Verbal and non-verbal respect to authority when receiving a correction	Backtalk, negative body language or attitude, arguing with authority	Warning, Parent Notification and/or Detention or suspension depending on the infraction

Expectation #5. THE STUDENT WILL EXHIBIT SELF-CONTROL.		
Type of Self-Control	Infractions	Consequences
Behaving in a manner that demonstrates that the student is making an effort to control emotions and urges, and is trying to live according to the rules	Talking out of turn	These types of incidents will be dealt with by the classroom teacher. Students will be given 1 st and 2 nd warnings as appropriate. On the 3 rd incident, parents will be required to meet with the teacher and/or guidance counselor. In addition, students may receive lunch or recess detentions from the teacher.
	Inappropriate outbursts	
	Lack of self-control in the classroom during instruction	
	Talking on the stairs and in the hallways	
	Inappropriate behavior at Mass; i.e. talking, laughing, or other distracting actions	Repeated incidents will result in possible conference with parents and the principal, detention, and/or behavior contracts as deemed necessary
	Chewing gum anywhere on the school property during the school day or extended day programs	
	Eating in the classroom without permission	
	Improper bathroom behavior	

Disciplinary Procedures

The school will deal with misbehavior and violations of school policies and procedures in the following ways.

- Minor infractions will be dealt with by the classroom teacher. The consequences for such actions will typically include a warning, a conference with the teacher and/or a lunch or recess detention with the teacher.
- More serious infractions or repeated minor incidents will result in communication with the parent and an after school detention from 3:10-4:00 PM on the next Wednesday detention day.
- The most serious infractions or repeated incidents will be referred to the administration.

The principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

After-School Detention

- Each time a student is given an after-school detention, parents will be notified that the student is to serve a one-hour detention.
- Detention is held from 3:05 p.m. to 4:00 p.m. on the first Wednesday following the incident. Failure to return the detention slip on time will result in a second detention.
- 2 Wednesday Detentions during a quarter = Parent Conference: After serving two Wednesday detentions for behavior infractions, a parent conference will be scheduled with the teacher and/or principal.
- 3 Wednesday Detentions during a quarter = In-school Suspension with possibility of Out-of-school suspension depending on severity of offenses: A parent conference with the principal will be scheduled to determine if further disciplinary procedures are necessary.
- 4 Wednesday Detentions during a quarter = One or more days of Out-of-school Suspension: A meeting with the principal must be held prior to the student's return to school.
- 5 or more Wednesday Detentions during a quarter = Two or more days of Out-of-school suspension and possibility of expulsion: A meeting with the pastor and principal must be held prior to the student's return to school.

- With the start of a new quarter, the student's detention count will return to zero; however, if there is a pattern of detentions and inappropriate behavior that continues, a disciplinary meeting will be held to determine if further disciplinary action is warranted.
- Failure to report to an assigned detention may result in two detention assignments.
- Parents must pick up the student serving detention at 4:00 p.m. or the student will be sent to the Aftercare Program and a fee will be assessed if he or she is not already a member of the program.
- Siblings of the student serving detention are not permitted to be unsupervised. If they stay after school, they must be sent to the Aftercare Program and a fee will be assessed per child.

Due Process/Grievance Procedure

- The teacher is the arbiter of what is disruptive in the classroom and other supervisors are responsible for monitoring disruptions in their areas. If a major consequence is imposed and the student feels he/she is being treated unfairly or his/her point of view is not heard, the student should make an appointment with the teacher or staff member involved to try to resolve the issue.
- If the parent feels the issue was not resolved, he/she should address the issue with the Teacher.
- If the issue is still not resolved, the parent may address the issue with the Principal.
- If the issue remains after meeting with the principal, the parent may address the issue with the Pastor.

Bullying and Harassment

All members of the St. Michael's community are to be treated with dignity and respect. **Harassment of any form is prohibited.** Behaviors that may be defined as harassment and are therefore prohibited include, but are not limited to:

- verbal and written taunting;
- bullying;
- other offensive, intimidating hostile or offensive conduct;
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

St. Michael School maintains a firm policy that prohibits all forms of bullying behaviors. **Bullying of any form is prohibited. We define bullying as any deliberate, hurtful act or statement toward another person that physically or emotionally hurts, frightens, or threatens them.** Bullying behaviors include, but are not limited to the following examples:

- name calling,
- teasing,
- deliberate exclusion from group activities,
- embarrassing or humiliating remarks,
- put-downs,
- physical acts of aggression,
- spreading gossip,
- physical or verbal sexual harassment,
- intimidation, or
- deliberate damage to another person's property.

Students should be instructed to report bullying issues to a teacher, principal or the counselor immediately. The school counselor will work with students to ensure an understanding of what constitutes inappropriate behavior and the proper channels for reporting any concerns. Confidentiality should be stressed. All allegations should and will be taken seriously and be promptly investigated.

Violators of this policy will be subject to disciplinary action. Disciplinary action may include, but is not limited to, any or all the following:

- Verbal warning/reprimand and apology to the victim
- Parent/Student conference with the Counselor and/or Principal
- Written warning/reprimand and parent notification
- Detention or removal from selected school activities
- Behavior/Probationary Contracts, possibly requiring professional intervention
- Suspension
- Expulsion

Fighting

St. Michael the Archangel has a ZERO TOLERANCE POLICY for physical fighting. Because play fighting and horseplay can lead to injuries, accidents and real fights, these behaviors will not be tolerated. Students

will receive a detention for these behaviors. Students who are physically fighting will receive a detention and will be sent home for the remainder of that school day. They must be picked up by a parent within one hour or they will receive an out-of-school suspension the following day. Physical fighting may be grounds for suspension or expulsion.

Gum Chewing

In order to preserve the general cleanliness of the building, promote good diction and teach appropriate behavior, gum chewing is never allowed in school. Students caught chewing gum or with gum in their possession will have to discard it and may receive a recess detention or a Wednesday detention.

Hallway Behavior

When a class is passing in the halls or stairways, it will proceed in silence to preserve the order necessary for the other classes to work. All emergency drills must be conducted in silence so that students can hear the instructions of the supervising adult as well as the sounds that might accompany danger in a real situation.

Lunchroom Etiquette

As previously stated in the section on Christian Behavior/Discipline, students are expected to act in ways that show respect for themselves, the school staff, the school building, and their classmates. This Code of Conduct applies to all areas and activities in the school, including lunchtime. However, the following guidelines specifically address expectations for lunchroom behavior.

Students are expected to:

- enter the cafeteria in a quiet and orderly manner, keeping hands and feet to themselves
- exhibit patience and take turns in line for snacks and drinks
- remain seated at assigned tables while eating
- converse in a quiet speaking voice with other students in their immediate vicinity
- raise a hand for permission to get up or to inform the supervising adult of a spill or problem
- become silent, still, and attentive to directions when signaled by the supervising adult and maintain silence during dismissal

- clean their area (table and floor) and discard trash into the proper receptacles
- use the bathroom before leaving the cafeteria
- line up in assigned area silently when dismissed by the supervising adult
- exit the cafeteria in a quiet and orderly manner, keeping hands and feet to themselves

Consequences for inappropriate lunchroom behavior will follow the table outlining student expectations for accepting responsibility, showing respect, accepting correction, and exhibiting self control.

In addition, the throwing of food in the cafeteria is **never permitted** and will result in students being placed on cafeteria clean-up duty for a period of time. 2nd offenses could result in suspension.

Alcohol, Drugs, and Tobacco

Alcohol, drugs and tobacco products are never permitted in or around the premises of St. Michael School. Any student found in possession of or engaged in the use of alcoholic beverages, tobacco products or drugs during the school day, at any school-sponsored activity, including field trips, or on the school grounds will be subject to disciplinary action ranging from suspension to expulsion.

Archdiocesan Drug and Alcohol Policy

- A. The widespread misuse of drugs at all age levels in this society has made it imperative that the schools recognize the problem and cope with its solution. The following guidelines from the Archdiocese of Washington are designed to assist schools in developing policies and regulations:
1. A comprehensive up-to-date program (K-12) of drug education appropriate to the age of the students should be provided that will make students aware of the personal danger involved in drug abuse and of each student's responsibility to contribute positively to the society in which each lives.
 2. Drug education on an annual basis aimed at the faculty and parents which provides information and assistance is a vital corollary to a program aimed at students.

3. Corrective action is an important element in providing an effective response to drug abuse in a school. Both the interest of the school community and the welfare of the individual student require clear, reasonable and flexible disciplinary procedures. The school's approach must be one of providing incentive for the drug abuser to change the student's behavior into productive patterns; protecting the school community; and discouraging the violation of the law.
4. In-school self-help programs should be encouraged if deemed necessary.
5. Where appropriate, students or employees who exhibit behaviors consistent with drug or alcohol abuse should be referred for counseling.

B. Types of Violations

1. Possession
Students may not have in their possession at school or at any school-sponsored activity alcoholic beverages, opiates (heroin, morphine, codeine, etc.), barbiturates, amphetamines, or hallucinogens (marijuana, LSD, ecstasy, etc.). Students who must have medications at school or at any school-sponsored activity shall file with the school a form signed by the prescribing physician and parents or guardians. Each school shall supply its own form.
2. Use
Any student whose appearance or behavior indicates the possibility of drug misuse shall be referred to the principal by the teacher or counselor.
3. Trafficking
If it becomes evident that a student is a distributor, one selling or giving drugs or recruiting for drug abuse, the student is guilty of a crime and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police.

Search and Seizures

School officials may at any time conduct such searches as are essential to the security, discipline and sound administration of the particular school. The United States Supreme Court ruled in *New Jersey v. T.L.O.*, 105 S. Ct. 733(1985) that public school administrators did not need search warrants or probable cause to search students and their belongings. The Catholic

school principal, obviously, is not bound to Fourth Amendment search and seizure requirements either. However, procedures for searching students are more stringent than those for searching mere possessions. Whenever possible, a witness should be present during the search. Strip searches are never permitted (Shaughnessy, 2002).

Searches of Students and Schools

Every principal and assistant principal may conduct a reasonable search of a student on the school premises if he has probable cause to believe that the student has in his possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party.

Every principal and assistant principal may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers. No person shall willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration or classes of any school. No person shall molest or threaten with bodily harm any student, employee, administrator, agent or any other person lawfully in a building of, on or about the grounds of, or in the immediate vicinity of any school.

Suspension

In serious cases of the violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary **in-school or out-of-school** suspension.

- A. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardians will be notified and asked to confer with the proper school authorities about the matter.
- B. In determining whether suspension is the appropriate action in a particular case, the following procedures must be followed:
 1. The student and parents will be given written notice of the alleged offense.
 2. If the student denies them, an explanation of the evidence will be provided.
 3. Students will be provided with an opportunity to address the matter.

These rudimentary precautions are necessary to prevent unfair or mistaken findings of misconduct and arbitrary exclusion from school.

- C. In all cases, written records of each suspension will be kept on file for the duration of the student's enrollment at the school.
 1. **In-School Suspension** programs are advocated where feasible. In this approach the student is usually separated from other students (e.g., a classroom or office), given assistance with school work so that the suspension does not put the student behind in studies and provided with individual and/or group counseling. One to three days in school suspension is recommended.
 2. **Out-of-School Suspension**. The principal of every Catholic school in Maryland and the District of Columbia, in accordance with the rules of the Archdiocesan Board of Education and the Catholic Schools office, shall have the right to suspend out of school, for cause, any student in the school for a period of not more than five (5) school days, *provided, however, that the student, parent, guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period.*

Expulsion

St. Michael School follows the guidelines of the Archdiocese of Washington regarding suspension and expulsion. Expulsion is viewed as a radical action taken after determining that the student's interests would be better served in another environment, or that the student's behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counter-productive for the student to continue as a member of this community.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that might arise, several categories of cases can be listed for guidance.

- Arson
- Continued and willful defiance/disobedience of authority
- Criminal activity
- Extortion

- Grave defacing or destruction of school property
- Gross disorder (inciting mob action)
- Physical assault
- Possession and/or use of a weapon
- Serious theft
- Trafficking of pornographic materials
- Trafficking of alcohol and other drugs as stipulated
- Vandalism*
- Other problems of equal seriousness may arise and will be treated similarly.

*In cases of minor acts or major acts (*resulting in expulsion*) of vandalism, students and their parents shall be responsible for all damage to equipment or property. This responsibility applies to the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

Weapons

A weapon found on campus or at any school-sponsored activity, event or field trip, and belonging to or in the possession of a St. Michael School student, will result in automatic expulsion of that student. Students who use everyday objects as weapons will face serious disciplinary consequences, which may include suspension and expulsion.

- Inform the teacher as early as possible about being absent to check on assignments.
- Obtain special permission from the principal for an extended absence of three or more days. Upon return the student must bring a note from the parents.

Parent Responsibilities

Parents are expected to:

- Make every effort to arrive at school on time.
- Inform the school secretary by telephone each day when a child is absent. This is required.
- Send a note explaining the absence when the child returns to school. This note is given to the school secretary for filing in the main office. After a serious, prolonged illness, the child must bring in a physician's note.
- Request in writing in a timely manner the withdrawal of a student with pertinent dates and statement of purpose. The principal has responsibility to determine whether the family can be released from the tuition contract. Parents may obtain "Request for Transfer" forms from the office.
- Schedule medical and dental appointments during non-school hours. Vacations and other such activities should be scheduled after reviewing the school calendar to avoid conflict with school attendance.

ATTENDANCE POLICY

School attendance is an important component of students' academic success in the classroom. Our attendance policy is as follows.

Student Responsibilities

Students are expected to:

- Arrive to school on time.
- Attend all scheduled classes punctually.
- Bring a note to the teacher by 8:15 AM if it is necessary to leave early.
- Be responsible for all work missed while absent. Upon return, each student must approach the teacher outside of regular class time to find out what work was missed while he/she was absent.

Arrival and Dismissal

Students may begin gathering outside the school at 7:45 AM. School doors open at 8:00 AM. The school day begins promptly at 8:15 AM and students will be marked tardy if they arrive after 8:15 AM. Regular dismissal is at 3:00 PM. Students are not to arrive or be dropped off at school before 7:45 AM.

Children who arrive before 7:45 AM will be placed in the Before Care program because we do not have supervision outside at that time. Parents will be billed **\$6 per child per day** if your child is sent to this program.

Regular dismissal is 3:00 PM. A teacher will be on duty each day during arrival and dismissal. Because of under use, we will not have a crossing

guard this year; therefore, students crossing the street should cross at the light at Fenton Street or Spring Street.

Carpool Instructions

Safety is our primary concern. At arrival and dismissal times please slowly enter the school grounds through the driveway of house to the right of school and exit through the driveway of the schoolyard. It is illegal to allow your children to exit the car at the curb along the sidewalk in front of the school. Please do not drop off your child before 7:45 AM because there is no supervision outside until that time.

Early Release

If a student needs to be released early, a parent or guardian should send a note to child's teacher explaining the circumstances. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable. Students will not be released to non family members without a note from their parents.

Emergency Closing & Delayed Openings

In the morning, St. Michael School (SMS) follows Montgomery County decisions regarding a late opening or an early closing of school. When there is inclement weather, please listen to the radio/TV for announcements regarding Montgomery County schools.

Closing: If Montgomery County schools are closed, SMS will be closed.

2 Hour Delay: If Montgomery County opens 2 hours late, school will begin at 10:15 AM and students may arrive at 9:45 AM. Before Care will be from 8:45 AM to 9:45 AM. Students who arrive before 9:45 AM will be sent to Before Care and parents will be charged \$6 per child for this drop-in care.

1 Hour Delay: If Montgomery County opens 1 hour late, school will begin at 9:15 AM and students may arrive at 8:45 AM. Before Care will begin at 7:45 AM. Students who arrive before 8:45 AM will be sent to Before Care and parents will be charged \$6 per child for this drop-in care.

However, once school is in progress, SMS will make the decision with the help of the Archdiocese of Washington Catholic Schools Office. *Typically we will follow the decisions made by Montgomery County.* If it is

necessary to close early due to snow, ice, etc., please listen to the local radio for updates. Please respond promptly to pick up your child in inclement weather for your safety and so that our teachers may get home to be with their families as well. On days when we must close early due to inclement weather, Aftercare will be cancelled.

Excessive Absences

Extended or excessive absences can impact a student's academic standing. A student can be put on probation for excessive absences and excessive absences may be grounds for retention.

Patrols

The eighth grade students will be serving as patrols to aid the students in the parking lot and in front of the school building before and after school each day.

Perfect Attendance

Students who are never late or absent will receive a certificate for their attendance and punctuality. Missing school for illness or for a doctor appointment is excused, but it counts as an absence and disqualifies a student from receiving perfect attendance.

Late Pick-up Policy & Safety Precautions

For the safety and protection of the children, please cooperate with the crossing guards and patrols. Provisions must be made to pick up your children at 3:00 sharp. **Because it is a supervision and safety issue, students remaining after 3:15 PM will be supervised by a teacher in the classroom next to the office and their parents will be fined \$5 per child for every five (5) minutes that they are late.** In the case of an emergency, please call the school.

On 12:15 PM dismissal days, students must be picked up by 12:30 PM. **If students are not picked up by 12:30, parents will be charged \$5 per child for every 5 minutes that they are late.**

Tardiness Policy

Tardiness is unacceptable and is taken seriously. At every grade level immediately following Morning Prayer, the first lesson begins with a core

subject. It is important that students do not miss prayer or the introduction to these lessons. Students who are late should report to the office to receive a tardy slip before going to class. Perpetual tardiness will be dealt with on an individual basis by the principal.

Truancy

Truancy may result in suspension or expulsion from school.

DRESS & GROOMING POLICIES

Personal Grooming

Cleanliness is important and the restrooms are the proper place for grooming. Personal items (brushes, combs, barrettes, etc.) played with or used outside of the restroom will be confiscated and permanently forfeited. A non-aerosol deodorant is permitted to older students for use after P.E., but colognes, hair sprays, and other hair or perfumed products are not allowed. All clothing should be clean and neat.

School Uniform Policy

All students in Grades K-8 are expected to be in uniform on the first day of school. Please label all uniform items with a permanent marker so that lost items can be returned to the proper owner. Please note: we have a collection of used uniforms for sale in the school office. We have a lot of girls' blouses (for sale at \$2 each), skirts & jumpers (for sale at \$10 each) and some Physical Education clothes (\$12 for sweats--very small or very large sizes only--and \$10 for t-shirts). Please contact us if you'd like to stop by to check out these items.

UNIFORM POLICY (effective September 4, 2007)

All students in Grades K-8 are expected to be in uniform on the first day of school. Please label all uniform items with a permanent marker so that lost items can be returned to the proper owner. Please note: we have a collection of used uniforms for sale in the school office. We have a lot of girls' blouses (for sale at \$2 each), skirts & jumpers (for sale at \$10 each) and some Physical Education clothes (\$12 for new sweats, \$10 for t-shirts, \$5 for used items). Please contact us if you'd like to stop by to check out these items.

Optional SUMMER UNIFORM From August through October 15, and from April 15 through the end of the year, students are allowed to wear navy blue shorts instead of their skirts, jumpers or pants. Shorts should only be worn with the white jersey polo that contains the St. Michael School monogram. The girls' shorts have a cuff at the bottom. The boys' shorts do not. These items must be purchased from Campus Outfitters. *Other shorts or polos will not be permitted. Shorts should not be worn with oxford shirts and ties.* With the summer uniform, the students may wear solid white athletic socks and school shoes, solid white gym shoes or solid black gym shoes.

BOYS Monogrammed white polo shirt OR

Dress shirt (long or short sleeve, light blue or white) with Tie (solid navy or grey & navy striped)

(Kindergarten boys do not have to wear ties.)

Pants (grey or navy blue) with Belt (black, navy or brown)

Socks (black or navy blue)

Boys must wear belts and pants must be worn at the waist. Shirts must be tucked in.

ALL GIRLS Knee socks (navy blue) or tights (navy blue)

Turtlenecks are not allowed. Shirts must be tucked in.

Pants (navy blue) may be worn instead of the skirt or jumper.

Grades K-6: Plaid school jumper

White Peter Pan collar blouse (long or short sleeve) OR

Monogrammed polo shirt (long or short sleeve)

Grades 7-8: Plaid or navy blue skirt

Collared white blouses (long or short sleeve) OR

Monogrammed polo shirt (long or short sleeve)

SHOES Close-toed solid black shoes, solid brown shoes, saddle shoes or solid black athletic shoes.

White athletic shoes are not allowed unless it is a gym day. Athletic shoes must be SOLID black or SOLID white, without markings of any color. Colored accents will not be allowed. No boots are allowed.

SWEATERS All sweaters must be navy blue uniform sweaters. On cold days, students should wear the navy sweater with their skirt, pants or jumper. Sweatshirts should be reserved for gym days. Students will be asked to remove non-uniform sweaters.

GYM CLASS The gym uniform consists of a navy blue T-shirt and shorts. The uniform must be purchased at Campus Outfitters. School

sweatshirts and sweatpants are the gym uniform for students during the winter months. All students should wear athletic shoes on gym days. They must be in the proper uniform to participate in gym class. If students wear an undershirt under their gym shirt, it should be white and should only be seen at the neckline.

HAIR Students should exhibit moderation in all hairstyles. Make-up and hair care items should be kept in bookbags.

MAKE-UP & JEWELRY Makeup and elaborately polished nails are not allowed. Jewelry should be modest and understated. Excessive jewelry, including but not limited to bracelets, buttons, chains, and large earrings, is not allowed. Earrings should not be more than 1 ½” in diameter or length.

We ask for your cooperation regarding the uniform policy. Uniforms should be purchased through Campus Outfitters. Any questions regarding the uniform should be directed to Campus Outfitters at (301) 345-0700. They are located at 5112 Berwyn Road in College Park, MD.

Dress Code for Dress Up & No Uniform Days

When there is an out-of-uniform day or a field trip where students are allowed to wear their own clothes, students are expected to dress neatly and appropriately.

Questions about the appropriateness of an item of clothing will be handled by the administration. If clothing is deemed inappropriate, the student will have to call his or her parents for a change of clothing or wear items from the uniform closet. Tight-fitting clothing, sleeveless tops or low-riding pants or shorts are never allowed.

DRESS UP DAYS: Students should wear their “Sunday best.”

- T-shirts, shorts and/or jeans are never acceptable.
- Boys should wear dress pants with a belt and a collared shirt, sweater, or sweater vest (polo shirt, button down collared dress shirt or shirt & tie are acceptable).
- For girls, a dress, skirt or dress pants are acceptable. Clothing should not be too tight or revealing.
- Items should not be oversized and shirts must be tucked in.

NO UNIFORM DAYS: Students are allowed to wear more casual clothing on these days.

- T-shirts are acceptable, but should not contain inappropriate messages or logos.
- Jeans should be neat and not torn or ripped.
- As always, clothing should not be too tight or revealing.
- Flip flops are never allowed.

SCHOOL POLICIES & PROCEDURES

Acceptable Use Guidelines and Computer and Internet Use Agreement

I. GUIDELINES

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of the Catholic Schools to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

All diocesan schools that provide Internet access use Internet filtering software to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is intended to be a supervised activity. Staff members will guide and monitor student use of the Internet. If a student has a question about the appropriateness of an action with regard to the internet, the student should ask the supervising staff member before proceeding. Staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

The benefits to students’ educational experiences from access to the Internet can far exceed any disadvantages given the form of information resources and opportunities for collaboration now available. Ultimately, however, parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, parents and guardians must read and discuss with their children the following terms and conditions for computer and internet use, sign the agreement in the appropriate places on the handbook agreement page, and return the signed agreement to the Principal.

II. STUDENT/PARENT/GUARDIAN TERMS

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds or messages. A student may not use the School's computing and network resources in a manner which violates any local, state or federal laws. Students will print only that information approved by the teacher. If the student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervising staff member. Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Students should be aware of the possibility that a virus may be located in any file or disk obtained by a third party. Students must obtain the permission of a teacher or staff member before loading a file or disk onto a school computer.
- Most software is protected by both copyright law and contractual restrictions. A student may not use the School's computing and network resources to create, store, transfer or execute software in a manner which violates the rights of the holder of copyright in the software. Under no circumstances may a student load any software onto one of the School's computers without first obtaining the teacher's permission.
- While using a computer, whether in a classroom, lab, office, the media center or other locations in the school, we understand that students will use the Internet only for school-related projects and visit only the sites assigned by the teacher. Students will NOT 'surf' the Internet or visit 'chat rooms.' Students will never *log-on* to the Internet without permission from a teacher or supervising staff member. Students will not give out or post personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.
- If a violation of these guidelines is observed or reported, the School will conduct an investigation. During such an investigation, the user's privileges may be suspended. If the student is found in violation of this policy, the user's privileges may be permanently revoked, and other disciplinary action may be

taken by the appropriate authorities. During such, students and guardians understand that use of the Internet may be monitored. The school may, to the extent permitted by law, assume access rights to a student's computer files when required for the maintenance of the school's computer resources, in emergencies or in the course of investigation of possible wrongdoing.

- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the School's computer resources in violation of this policy.

Band

The school band is run by Mr. Gregory Oleynik who organizes our band program through the Archdiocesan Music Program. If you are interested in having your child play an instrument and be a part of the band, please contact Mr. Oleynik at 301-983-2103 to register. Children in Grades 4 - 8 are eligible for the band.

Books

Books are expensive to purchase and maintain from year to year. For this reason parents are encouraged to help their children to be responsible for books issued. Books are to be kept covered and clearly identified. At the beginning of the year, all students in Grades 1-8 will receive a homework assignment book to record their work each day. Parents are encouraged to check these books each night to monitor their child's homework. A replacement or repair fee will be charged for the loss or damage of textbooks and other materials provided for student use throughout the school year.

Cell Phones

Cell phones must be kept **OFF** and stored in book bags during the school day and during Before and After Care. They may not be used or seen at any time during the school day or during Aftercare. Phones should be stored in a child's backpack. They should not be stored in purses. All phones should be powered off while in the school building. *If you need to contact your child during the school day or during Before or After Care, please use the main office number and we will get a message to your child.* Your child will not be allowed to check his/her cell phone. If students are seen with a phone or if it makes noise and disrupts the class, it will be

confiscated and kept in the office until a parent is able to retrieve it. Students would be permitted to use their phones if there was a school-wide emergency.

All personal belongings, including cell phones, should be labeled with the child's name. St. Michael School cannot be responsible for loss or damage to personal property.

Child Abuse or Neglect

State law and Archdiocesan policy require school staff to report suspected child abuse to appropriate authorities.

Emergency Health Care

In the event of a serious accident or if hospitalization is required, parents will be notified so that authorization may be received for appropriate care. If the parents or the emergency contact person cannot be located, the child will be taken to the nearest hospital. A parent, guardian or emergency contact is expected to meet the school staff at the hospital as quickly as possible so that the child can be released to his or her care and so that the staff member can return to school.

Parents are required to notify the school of any serious chronic health problems, diabetes, epilepsy, etc. so that appropriate attention may be given to the student. Should a child contract a contagious disease, the school should be notified so that parents of other children can be notified. It is the directive of the County Health Department that any child with a rash be sent home immediately. The child cannot return without a physician's note explaining the rash and its treatment.

Extra-Curricular Activities

Participation in extra-curricular activities is a privilege, not a right. Students are reminded that their ability to participate in school-sponsored extra-curricular events will be determined by their classroom initiative and behavior.

Fire Drills

Monthly fire drills are required by law and are an important safety precaution. Prescribed exit routes are posted in each room. Fire drills must be conducted in a silent and orderly manner. Teachers follow

students out of the building, closing doors behind them. All students, staff, and visitors are expected to exit the building, stand silently in designated areas, and remain outside until the signal for re-entry is given. Emergency Drills are also practiced throughout the year for Code Red and Code Blue situations.

Illness

Be sure your child is well before sending him/her to school. Should a child become ill or injured at school, parents or emergency contacts will be notified to pick him/her up. A student should be fever-free for 24 hours before returning to school. Children will be sent home if they have a fever. If a child has had a strep throat culture, he or she must be kept at home until the results are obtained. Also, children should be on medication for strep throat for twenty-four hours before returning to school.

Lunch

Milk, juice, Powerade and snacks are available each day for lunch. Pizza is available on Wednesdays and Fridays. Orders must be paid for the day before. **Pizza must be ordered on Tuesdays and Thursdays.** Prices will be \$1.00 per slice for cheese and \$1.25 for pepperoni or vegetable. Late orders will not be accepted. By mid-year we hope to add a hot lunch program to replace the sale of pizza. Details on this program will be forthcoming.

Medications

No medication, including aspirin or Tylenol, is given to students without written permission of parents. **A Maryland State School Medication Order Form must accompany any over the counter or prescription medication.** The form is located at the back of this handbook. This form must be signed by the physician and the parent. The consent form should be dated, the medication identified, the dosage and the time of distribution stipulated, as well as the anticipated duration of the treatment and any side effects which may occur. Forms for this purpose are available to parents and are to be sent in with the medications. Forms must show student's name, type of medication, dosage and signature of parent/guardian. Such medication must be brought to the school office in its original container.

Students must turn all medications in to the school office. Students are not allowed to possess any medications (including ibuprofen or aspirin) or to keep medication in backpacks, book bags, purses, duffel bags, etc.

In addition, **parents must inform the school administration of any health problems or allergies their child might have.**

Newsletters

The principal sends home a monthly calendar and weekly newsletters on Thursdays. The Home & School Association, the Athletic Department, and school clubs may include information as needed. At times there are forms included to be completed and returned to the office. These communications are sent home with the youngest child in each family every Thursday. Please look for this packet each week.

Parties

St. Michael's School staff works to ensure that routines and events planned during the school day offer the best possible support for student learning. Teachers will request parents' help to plan several whole-class celebrations each year in honor of religious and secular holidays. Each teacher has an individual policy about birthday parties. If such parties are permitted, they are to be brief and simple. To spare hurt feelings, if a student is having a party outside of school, parents are asked to mail invitations directly from home to home unless every child in the class is invited.

Personal Valuables

All personal belongings, including uniforms, coats and backpacks, should be labeled with the child's name. Please do not send valuable items to school with your child. St. Michael School cannot be responsible for loss or damage to personal property. Students should not bring cell phones, pagers, beepers, palm pilots, CD players, CD's, MP3 players, iPods, computer disks, headphones, or handheld electronic games to school or Before or After Care. These items will be distracting to others and could interrupt the learning process. Such equipment will be confiscated and returned directly to the parent at the first offense. The equipment will be confiscated and disciplinary action will be taken if a second offense occurs. If a student must bring a cell phone, it should be powered down and kept in the student's bookbag while the child is at school.

In rare cases when students are given permission by their teacher to bring electronic equipment to school, the St. Michael School staff assumes no responsibility for protecting such equipment from theft or damage.

Solicitation

St. Michael School prohibits the distribution or posting of non-school literature or other materials in the school at all times. Posted materials are not permitted in common areas such as hallways, restrooms, lunchrooms, or copying rooms. All materials posted on school premises must be pre-approved by the principal. Non-employees are strictly prohibited from distributing materials or engaging in solicitations for any purpose at any time on St. Michael School's premises.

Use of Student Names/Pictures

Student names and sometimes pictures will be published in school publications, especially for awards, team or club membership, and class membership (ex. yearbook, weekly newsletter, H&SA newsletter, school directory & Church bulletin). On our school website, students' pictures without names or names without pictures may be published. Parents who have concerns about the publication of their child's name or picture in these publications are asked to contact the principal at the beginning of the school year.

In publications more accessible to the general public (newspaper, TV, school website if complete names or names with pictures are contemplated, our brochure or school ads) an annual agreement form signed by parents is obtained before names and/or pictures of students are included. This agreement is located at the back of this handbook.

Visitors

Archdiocesan policy mandates that to ensure children's safety, all visitors must report to the office for a visitor's pass before going to any other part of the building. All parents must report to the office to sign in before going to their child's classroom. All staff will stop visitors who do not show such passes and escort the visitor back to the office to get a pass. Visitors must also sign the Visitor Log when arriving. They should stop by the office at departure to return the pass and sign out.

Parents, family members, and other visitors from the parish community are most welcome at St. Michael School. We would be pleased to have drop in guests at lunchtime, weekly mass, whole-school celebrations, and other times when we gather as a community to play or pray together.

To arrange to observe a class or discuss an issue with a staff member, visitors must first make an appointment with the appropriate person. While most of the time having a quiet observer in the corner of the room is not disruptive to learning, there are some lessons best conducted without any distractions. Teachers retain the responsibility of determining when having visitors does not interfere with the best interest of the students. Conferences and conversations with teachers should always take place before or after school or at other times convenient to participants. Trying to have a "quick word" with the teacher during the school day diverts attention from the class and lesson and often compromises the privacy of the parent and student.

EMERGENCY PREPAREDNESS

Emergency Drills

Emergency drills will be held regularly. These can be fire drills, lock down drills, or drills to clear the building. The importance of order and silence during a drill cannot be over-emphasized. Each room has Emergency Plans with directions posted near the door. There is also a copy of the fire exit route.

Emergency Plan

Mitigation/Prevention

St. Michael School is equipped with:

- fire extinguishers mounted on the wall on each floor
- approved "panic-bar" doors on all exits
- fire doors at the top and bottom of all stair wells
- a security camera at the four main exit doors
- security entrance buzzer system for all visitors to the building

Each classroom in the school has been provided with the following:

- a posted emergency evacuation map that includes primary and

secondary escape routes

- a copy of this Emergency Preparedness Plan
- an emergency escape "rescue window"
- a comprehensive first-aid kit and flashlight

The school has procured the following supplies that are stored for use in the event of an emergency:

- bottled water and canned juices - stored in Computer Lab closets (2nd floor) & Teachers' Room (basement)
- canned foods and fruit - stored in Computer Lab closets (2nd floor) & Teachers' Room (basement)
- crackers, peanut butter, granola bars (stored in Teachers' Room and kitchen)
- The office staff has an Emergency Response radio, a cordless phone and cell phone, and a battery operated radio.

Roles and Responsibilities

The primary "Crisis Team" will consist of: **Ms. McCann, Mr. Toogood, Mrs. Bell, Ms. Doherty, Ms. Blaine, & Mr. Rybczyk.**

Action Plan

"CODE BLUE" LOCKDOWN:

- An emergency/crisis exists at or around the school facility.

All entrance/exit doors to the building should be closed and locked. All students are to be immediately accounted for and under supervision. Classroom instruction continues, as usual, inside the building. Class changes may occur with supervision of students in hallways. School lunch should continue, as usual, with indoor recess. Teachers are allowed to open windows to ensure ventilation.

"CODE RED" LOCKDOWN / St. Michael School Intruder Alert:

- An alert status indicating imminent danger exists to all staff and students.

All entrance/exit doors to the building should be closed and locked. All students are to be immediately accounted for and under supervision. Staff and students remain in their classrooms. Students should be kept away from windows and doors. Windows closed and blinds down to cover windows. Staff should secure their immediate area and wait for further instructions.

Evacuation

Using posted evacuation plans, staff and students quickly and quietly exit the building. Primary evacuation site: away from the building, on school yard, as in routine fire drills. Secondary evacuation site: Williamsburg Room under St. Michael's Church. Crisis team should take emergency information cards, cell phone, and battery operated radio to the evacuation site.

Shelter in Place

- Used when there is no time to evacuate or when it may be harmful to leave the building due to contaminated air outside of the building.

All entrance/exit doors to the building should be closed and locked. All windows should be closed. Turn off all fans and air conditioners. Maintain quiet and wait for further instructions. No one will be allowed to enter or leave the building. Dismissal or pick-up of students will only occur when local authorities determine the area to be safe.

Note:

Hazardous toxins that have been released into the air may not be seen or smelled. In the case of a chemical/biological emergency, the public will be given instructions by authorities. In cases where particles of contaminate are heavier than air, it may be deemed necessary to go to an interior room or an upper floor until particles have settled and been cleared. The school has 'Shelter in Place' plans for the upstairs floor, for an interior location, and for the basement.

Communication

In an emergency or crisis, our first responsibility is the safety of all students and staff. After all are secured in a safe location, the Crisis Team will make a decision regarding the dissemination of information to parents. Our goal continues to be to use broadcast media to provide emergency information and instructions to parents. Radio and television stations provide the quickest means for obtaining information. Using the National Alert System, emergency managers can provide critical information and instructions to the public.

In the event of a community or national emergency, or an evacuation

or shelter-in-place order, parents should check WTOP radio, the local media, school cable stations, hot lines and Web sites for announcements regarding changes in school operations and closings. During a shelter-in-place order, parents would not be permitted to pick up children because opening the building would jeopardize the health and safety of all inside. No one will be allowed in or out of the building until the danger has passed. In that event, parents, for their own safety, should be "sheltering" at home or at work.

If the Crisis Team deems it necessary to begin telephoning parents, the designated staff members will begin that process using the Student Emergency Information Cards. Teachers will help with that process, if possible, using their own class information sheets and personal cell phones. This would only occur if doing so would not detract from their primary responsibility to the students.

Recovery

The goal of recovery is to return to the business of teaching and learning in a caring and supportive school environment as quickly as possible. Depending on the traumatic event, recovery may take several months or even years. Staff members need to be sensitive to their own as well as students' reactions in such situations and provide support when necessary.

As a general rule, the following steps toward recovery will be implemented as soon as possible after a crisis.

- Reunite children with parents - Each classroom teacher is responsible for remaining with his/her students until all have been successfully reunited with a parent or guardian. Teachers are then required to offer support and assistance, wherever necessary, until the immediate crisis is over for all.
- Restore the physical plant if necessary. Contact maintenance staff and/or contract repair personnel.
- Provide any interventions that are available to students and staff (i.e. Crisis Intervention Teams and Grief Counselors from the CSO, Montgomery County, and/or Private Practice).
- Notify parents on actions the school intends to take to help students recover from the crisis.
- Monitor how staff are assessing students for the emotional impact of the crisis.
- Conduct debriefings with staff to determine successes and failures of our response to the emergency

- Immediately make any necessary revisions to our Emergency Preparedness Plan.

EXTENDED DAY / BEFORE and AFTERCARE PROGRAMS

Introduction

The Before and Aftercare Programs provide supervised recreation, daily nutritional snacks (and breakfast in the morning), arts & crafts, supervised homework centers, and story hour for students who are picked up after the normal school day concludes.

Before and Aftercare Payments are included in each participating family's F.A.C.T.S. tuition payments. Each week is considered a full week regardless of holidays. There are often waiting lists for these programs, so if your plans have changed and you will not be using the programs, please be sure to let the office know.

Requirements

The programs begin on Monday, September 10, 2007. Students new to the programs must have a doctor's examination and Health Inventory filled out. Maryland State Department of Health requires the following items for students who are participating in the AfterCare Program.

- Recent Health Inventory for each child signed by Physician
- Up-to-date Immunization Record
- Special Emergency Information Card (available from school)

Children cannot be accepted on an occasional basis due to licensing regulations. If someone new is picking up your child, other than those designated on the Information Card, you must call the school or send a signed note to the office.

Before Care Program

SCHEDULE: The Before Care program begins at **6:45 AM and goes until 7:45 AM** each day.

EARLY DROP OFF FEE: If children are dropped off between 6:45-7:45 AM there is not supervision outside of the school building. Those students will be sent to the Before Care Program and charged \$6 per day.

After Care Program

SCHEDULE: The After Care Program runs **EACH FULL DAY OF SCHOOL until 6:00 PM.** Whenever an Early Dismissal or 12:15 Dismissal occurs, there will be no After School Program. The school calendar also indicates other days when there will be no After Care Program. No child will be allowed to attend the Program if they have been absent from school during the day.

LATE PICK-UP FEES: Students must be picked up at 6 PM. **Parents will be charged a late fee of \$1 per minute, per child, after 6 PM.** If there is a pattern of chronic lateness in picking up your child, your child will no longer be allowed to participate in the After School Program.

FAMILY VOLUNTEER SERVICE PROGRAM

Introduction

St. Michael School is a warm, loving environment for our children to grow and learn. We value cooperative work, and we depend upon our families to support the school's many projects and initiatives. As a parent, your active participation in your child's school will show your interest and commitment to the wellbeing of all children at St. Michael School. You will also teach your children, by example, the importance of sharing the talents and resources God has blessed us with. It is for this reason that the Family Volunteer Service Program was created.

Program Requirements

Each family is expected to contribute 24 hours of service to the school each year or to pay a \$240 service project fee to the school. Typically, each family participates in a number of service projects over the course of the school year. A service project is defined as a contribution of time and

resources to support a St. Michael School program, initiative or event. In most cases, being the chairperson for an event will earn 24 service hours. **While it is important that parents come to school events, your appearance alone does not constitute a contribution toward your family's service hours. While we greatly appreciate your moral support, you will need to work during the event in order to receive proper credit.

Protecting Our Children

For the safety of our children, the Archdiocese of Washington has implemented a Child Protection Policy. This policy mandates that all adults who have significant contact with children must (1) complete a volunteer application, (2) be fingerprinted by the diocese (The one-time cost is \$36 for this FBI background check.) and (3) attend a VIRTUS Child Protection Seminar. **All parents who would like to volunteer in a capacity that involves working with our children, must complete an application, attend a VIRTUS session and be fingerprinted.** This includes being the homeroom parent, chaperoning on a field trip, helping at Field Day, etc. The school recognizes that the fingerprinting and VIRTUS seminar involve a time commitment, so we are granting 5 hours of community service (out of the 24 required hours) for completing the fingerprinting and VIRTUS training during this school year. We appreciate your assistance to ensure the safety of all of our students.

Tracking Service Hours

Service hours are tracked by each Committee Chair, Co-Chair or school staff member. They are submitted to the Home & School Association at the end of the event or project. Ongoing service is tracked on a monthly basis by Committee Chairs, Co-Chairs or school staff and submitted to the Home & School Association. If you have any questions about your service hours, please contact the school office.

Incomplete Service Requirements

In the event a family is not able to fully complete the required service, each hour of service will be valued at \$10. The total amount of time contributed will be subtracted from the \$240 assessment. The family will be billed for the balance at the end of the school year. Any fee must be paid before the school year ends to receive your child's final report card or to release a student's records.

Service Projects

There are numerous service opportunities that can be used to satisfy a family's service requirement. Chaperoning field trips, helping with various Home & School Association projects, working on facilities and grounds projects at the school, and participating in various events during the year will all contribute to the necessary 24 hours. More information will be provided about service opportunities at Back to School Night and during the year in the weekly letters.

HOME & SCHOOL ASSOCIATION

An active Home & School Association (formerly called the Parent Teacher Association) is vital to the life of any school and is involved with the short term (annual) planning and activities of the school. Our parent organization is concerned with providing the administration and faculty of the school with support, encouragement, and gratitude for assuming the task of formalized education and providing parents with mutual support and encouragement in their God-given parenting role. The H&SA coordinates fundraising and community building activities throughout the year.

H&SA Meetings will be held regularly throughout the year. All parents of St. Michael School students are members of the Home and School Association, and they are invited to actively participate in the Home & School Association and to attend these meetings. Teachers will attend when required at the discretion of the principal.

Home & School Association dues are \$15.00 per family/per school year. Checks may be made payable to the St. Michael Home & School Association. In addition, each family is expected to purchase or sell one case of chocolates and one ticket to the annual Gala Auction. The H&SA membership fee, candy money and Gala ticket money must be paid in order to receive your child's report card or to release any student records.

FINANCIAL INFORMATION

Tuition Collection Policy

All tuition is due on the date of your regularly scheduled F.A.C.T.S. payment (the 5th or 20th of the month). If you miss a payment, you will receive a letter stating that you have 15 days to pay the amount that you missed. You will be expected to make this payment in the school office with a money order or certified check. If you do not make that payment, you will receive a second letter stating that you must make the payment by the next regularly scheduled payment date (one month after original payment did not go through) or your child will not be allowed to continue at St. Michael School. Delinquent accounts will be handled by the Finance Committee for the Parish and School.

Withholding of Report Cards and Records

Quarterly or year-end report cards will not be issued and records cannot be released to another school if tuition or other fees are outstanding including the Family Service Fee; money owed for Home & School Association yearly membership dues, H&SA candy sales or Gala ticket; and Before or Aftercare fees.

Participation in Graduation Exercises

Yearly payments Eighth graders and Kindergarteners will not be allowed to participate in Graduation exercises if there is an outstanding balance on an account, including all fees.

Postponing Payments

All payments must be made by the May 20th payment date. Families may not extend their payment schedule beyond this pay period.

Tuition Payment Schedule

Yearly payments are due July 31, 2007. **Please send Full Payments directly to the school.**

Half yearly payments are automatically deducted by FACTS in July and January.

Quarterly payments are automatically deducted by FACTS in July, Oct., Jan., and April

Monthly payments are automatically deducted from July through April.

PLAN A: Parish Contributing Families Those who are members of St. Michael Parish, and who contribute to the general church fund in the regular collection and through their time, talent and treasure. These families must be registered and use the envelope system for contributions, during the year prior to registration.

\$ 4,150	One Child	\$ 6,200	Two Children
\$ 8,250	Three Children	\$11,600	Four Children

PLAN B: Out of Parish Families, Non-Catholic Families, Non-Contributing Families

\$ 5,350	One Child	\$ 7,550	Two Children
\$10,100	Three Children	\$14,000	Four Children

You can view the current status of your tuition account at <https://secure.factstuition.com/facts/myfacts>

Financial Aid

Financial Aid is available on an individual basis. A financial aid application and a copy of the previous year's taxes are required. St. Michael School uses the same PSAS form that the Archdiocese of Washington uses for tuition assistance. A photocopy of your application can be given to us and the other version mailed to the Archdiocese.

To be eligible for aid from the school and parish, families MUST also APPLY for aid from the Archdiocese of Washington using the PSAS form. Please contact the office for more information regarding financial aid and to obtain a financial aid form.

Picture Use Agreement and Archdiocesan Publicity Release Form

St. Michael School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic education through news stories in radio, TV, print and electronic media.

Permission is hereby granted to St. Michael School and the Archdiocese of Washington to use the voice/audio recordings, photographs, video and quotations of

_____ (name of student/s)

to assist in community awareness, educational efforts, and related public relations purposes, including media coverage of school events and activities and public relations/advertising that may include brochures, posters, print, radio, TV or electronic media.

In exchange for the opportunity to participate in the community awareness programs, educational efforts and related publicity endeavors of St. Michael School and the Archdiocese of Washington, I hereby agree to release and hold harmless their agents, servants, and employees from any and all claims, demands, causes of action and/or liability of whatever kind or nature arising out of or connected to the use of said voice/audio recordings, photographs, video and quotations.

I hereby waive any right to compensation, fee or royalty for myself, the participant/student, or our successors, heirs, or assigns in connection with the production of use of the aforesaid materials.

I REQUEST PERMISSION for my child's name and/or picture with name to be used in a local newspaper article, a school or diocesan brochure, school or diocesan advertisements or publications, on TV or radio or on the school or archdiocesan website (without names).

Parent/Guardian Signature: _____

Date: _____

-OR-

I DO NOT wish for my child's name and/or picture to be used in any of the things listed above.

Parent/Guardian Signature: _____

Date: _____