

# PARENT/STUDENT HANDBOOK



## ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL 2016-2017 SCHOOL YEAR

*For further policies governing SMA, go to  
[www.archkck.org/schools](http://www.archkck.org/schools)*

*Receipt of this handbook indicates that you accept and  
support the policies and regulations therein.*

Mission Statement  
Archdiocese of Kansas City in Kansas

Be it known to all who enter,  
Christ is the reason  
for these schools,  
the unseen but ever present teacher in our  
classes, the model of our faculties,  
the inspiration of our students.

Mission Statement  
St. Michael the Archangel Catholic School

The mission of St. Michael the Archangel  
Catholic School is to live, love, learn  
and go forth to serve like Jesus.

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**St. Michael the Archangel**  
**Catholic School Staff**  
**2016-2017**

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***ASSISTANT PRINCIPAL***

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***PASTOR***

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***KINDERGARTEN***

Mrs. Jennifer Christensen

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***FIRST GRADE***

Mrs. Cindy Elston

Mrs. Cori Herigon

Mrs. Christine Magsamen

***SECOND GRADE***

Mrs. Kathy Lewis

Mrs. Liz Miller

Mrs. Susan Vaughan

***THIRD GRADE***

Ms. Katy Baker

Mrs. Catherine Romme

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***FOURTH GRADE***

Mrs. Megan Donaldson

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***FIFTH GRADE***

Mrs. Shannon Kremer

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***ASSOCIATE PASTORS***

Fr. Nathan Miller

Fr. Matthew Nagle

***DEACONS***

Deacon Mark Stukel

Deacon John Weist

***SIXTH GRADE***

Ms. Kathleen Feld

Mrs. Lauren Meier

Ms. Holly Nelson

***SEVENTH GRADE***

Mrs. Stephanie Deatherage

Mrs. Sheila Hagemann

Mrs. Jennifer Wells

***EIGHTH GRADE***

Ms. Megan Gearheart

Mrs. Kim McEntee

Mrs. Linda Slaven

***LEARNING CENTER***

Mrs. Beth Solet

Mrs. Margie Gibson

Mrs. Margo McDonald - Aide

***INSTRUCTIONAL SUPPORT***

Mrs. Gail DeNegri

Mrs. Gretchen Goodwin

Mrs. Jane Gochis

Mrs. Gretchen Johnson

## **STATEMENT OF BELIEFS**

The community of St. Michael the Archangel Catholic School believes:

- that children are sacred creations of God. As a Catholic school community – school, home and parish we must provide creative opportunities for children to learn and apply knowledge and skills in ways that draw them closer to God and one another
- that a safe, non-threatening learning environment promotes feelings of self-worth and school pride
- that all children want to and can:  
be loved and respected, while showing love and respect for themselves and others  
be successful learners, achieving their highest potential  
make good decisions, taking responsibility for their actions
- that educating children is a shared vocation involving home, school and parish.  
Outstanding school communities work collaboratively to maintain high standards of excellence and are committed to continuous improvement.

## **NONDISCRIMINATION POLICY**

The Catholic schools of the Archdiocese of Kansas City in Kansas welcomes students of every race and admits them to all rights, privileges, programs and activities generally made available to students in these schools.

The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color or national origin) among students, faculty, staff and volunteers in the school and in school-sponsored activities.

The Student Handbook is intended to be in compliance with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, St. Michael the Archangel School will implement those changes effective immediately. St. Michael the Archangel School recognizes the authority of the Archdiocese in the policy of running Catholic schools.

# I. GENERAL POLICIES

## ADMISSION AND ENROLLMENT CRITERIA

### Admission Policy for New Students to St. Michael the Archangel Catholic School

It is our goal to provide quality Catholic education for all children who desire enrollment at St. Michael the Archangel Catholic School. Admissions will be based on several factors listed below. Due to the complexity of evaluating which children should be offered admittance, there will be no waiting list as to the order in which a child will be offered admittance. The Parish Pastor, who will make all final admission decisions, will consider the following factors:

“Active” membership in the Parish which includes:

- + Family’s participation at Mass on Sundays and Holy Days;
- + Family’s involvement with St. Michael the Archangel Catholic Parish, including both duration and commitment level – contribution of both time and talent.
- + Family’s financial commitment to St. Michael the Archangel Catholic Parish, including pledges and contributions to both the general parish operations and to the Capital Campaign – regular and proportional pattern of giving;
- + Family registration, involvement and stewardship history with other Catholic parishes;
- + History of child or sibling in other Catholic schools;
- + Length of time family has been registered with St. Michael the Archangel Catholic Parish;

Any parishioner registered by December 31, 2001, whether living within or outside of the Parish boundaries will be given admission preference over those who register after January 1, 2002, who live outside of St. Michael’s boundaries. Our boundaries are as follows:

- \* North – 135<sup>th</sup> Street
- \* South – 167<sup>th</sup> Street or Blue River
- \* East – State Line Road or Kenneth Road
- \* West – Highway 69

#### Parents

Parents shall:

- Model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- Support the efforts of the schools in the education of their child(ren);
- Share talent, time and treasure with their parishes and schools;
- As their child(ren)’s first teacher, encourage and help them to learn;
- Promote regular attendance and punctuality;
- Provide an appropriate environment and schedule adequate time for completion of school work at home;
- Maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. **In addition, at the time when parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student’s enrollment based upon parental behaviors that violate this policy.**

## **Age Requirement (Kindergarten & First Grade)**

In order to be admitted to kindergarten a child must be five (5) years of age by August 31 of the upcoming school year. In order to be admitted to First grade a child must be six (6) by August 31 of the upcoming school year.

## **Enrollment Process**

Enrollment for the following school year will take place in January. An enrollment packet is sent to each school family at that time. Unless specific arrangements have been made with the principal, enrollments completed after a specified time frame, may result in a student being placed on a waiting list for a particular class. An enrollment fee for each student should be returned to the school with the enrollment form. **This fee is nonrefundable.** The enrollment process is deemed incomplete and void in the absence of such payment or alternative arrangement with the Parish Administrator. At the time of admission, parents must present to the school office the child's birth certificate, baptismal certificate and immunization records.

## **School Day**

### **HOURS**

School hours: 8:00 a.m. – 3:30 p.m. The school doors will open at 7:30 a.m. each day. Students arriving at 7:30 a.m. will assemble in the school cafeteria where they will be supervised until 7:50 a.m. at which point they will be allowed in the classrooms. Children should report directly to the cafeteria between 7:30 a.m. and 7:50 a.m. From 7:50 a.m. - 8:00 a.m. children should report to their classrooms. Children should not be dropped off at school before 7:30 a.m. since the school building will not be open and children will be unsupervised. Children should be picked up no later than 3:45 p.m. unless attending the After School Program.

### **ATTENDANCE**

#### **TARDINESS**

School begins at 8:00 AM. A child arriving after 8:00 AM is tardy and must first report to the nurse's office before going to class. The student will be given a tardy/admittance slip, which permits entry into the classroom. Disturbing classes by coming in tardy interrupts the class which is already engaged in the class business of the day. **Tardiness will be monitored by the principal, and excessive tardiness may result in disciplinary action.**

### **AFTER SCHOOL CARE**

After school care is available only on the days that St. Michael the Archangel School is open for a full day of school. The After School Care Program's hours are from 3:30 p.m. until 6:00 p.m. Enrollment in the After School Care Program is handled through the program director who will assess fees, monitor attendance and see that there is compliance with the After School Care Handbook of rules and regulations.

## **RELIGIOUS RESPONSIBILITIES**

The primary faith development of a child takes place in the home and is the responsibility of the parents and family. St. Michael the Archangel Catholic School has the responsibility to support and nurture this development. The school is first and foremost a school of religious education. Students need to learn what it means to be Catholic by having a clear and concise understanding of the Catholic faith. Students need to experience what it means to be Catholic and understand that the Catholic experience is an encounter with Christ through and with each other. Finally, students need to live what it means to be Catholic. The gospel message must be more than a lesson; it must be lived. In accordance with church decree and archdiocesan policy, reception of the Sacrament of Reconciliation precedes First Communion.

### **First Reconciliation**

The preparation for the Sacrament of Reconciliation will begin in the first semester of second grade. Programs will be offered to assist parents in preparing their children for the first reception of Reconciliation in cooperation with the Office of Christian Formation and Evangelization.

### **First Eucharist**

The preparation for the Sacrament of Eucharist begins during the second semester of the second grade. Programs will be offered to assist parents in preparing their children for the first reception of Eucharist in cooperation with the Office of Christian Formation and Evangelization.

### **Confirmation**

Confirmation preparation is a two-year program beginning in seventh grade, with Confirmation in eighth grade. Programs will be offered to assist parents in preparing their children for Confirmation in cooperation with the Office of Christian Formation and Evangelization.

## **EDUCATIONAL PHILOSOPHY**

St. Michael the Archangel Catholic School exists as a learning institution based on Gospel principles as handed down by our Catholic tradition. We are a Catholic school offering the St. Michael the Archangel Parish community the opportunity to educate their children in a Catholic environment. We recognize and hold sacred the teachings of the Catholic faith and believe that reinforcement of these teachings is essential on all life situations.

St. Michael the Archangel is committed to the total education of each child. We recognize that individual learning styles are important to the success of each student. Curriculum and teaching methods will continually be adjusted to meet the varied needs of the students. Through the use of remediation, differentiation, enrichment and the utilization of technology, St. Michael the Archangel works to be progressive in the programs offered.

## **ACADEMICS**

### **CURRICULUM WITH CATHOLIC INFUSION**

The core course of study for all grades at St. Michael the Archangel Catholic School includes Religion, Mathematics, Reading, Communication Arts, Science and Social Studies. Integrated Arts are Art, Computer, Library Skills, Music, Physical Education and Spanish. The curriculum meets the standards and requirements of both the State of Kansas and the Archdiocese of Kansas City in Kansas. Special emphasis is placed upon teaching Religion as not only a core course; Catholic teachings, prayer and actions are infused into every subject area and activity.



## TESTING

In addition to the regular tests given by the classroom teachers, the following standardized tests will also be administered:

Kansas Assessment Tests – Grades vary from year to year - spring  
Measures of Academic Progress (MAP) Testing

## GRADING SCALE

Grades are only one of the many ways teachers have to communicate academic progress by students. Kindergarten, Grade 1 and Grade 2 do not use letter grades. Throughout all grades at St. Michael the Archangel Catholic School, major emphasis is placed on ability, effort, and improvement rather than the grade itself. The grading scale used by St. Michael the Archangel Catholic School is the same as that which has been recommended by the Archdiocese.

### Kindergarten through 2nd Grade

+ = Consistent Performance  
S = Satisfactory progress being made  
\  
= Needs improvement

### Grades 3 - 8

A 96-100	C 78-83
A- 94-95	C- 75-77
B+ 92-93	D+ 73-74
B 89-91	D 70-72
B- 87-88	D- 68-69
C+ 84-86	F 0-67

## HOMEWORK

The school day is too short to provide a student the practice necessary to Master the various skills and concepts that each child must learn. Therefore, all children are expected to spend time each evening engaged in learning at home. Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular study habits. A general guideline for the amount of time that a student spends on homework is 10 minutes per grade level. (I.e. -1st = 10 min., 2nd = 20 min., Etc.) Some students may require more or less time. Parents should monitor the time their children spend on homework after school. If your child is spending more than the general guidelines, it could be that they are working on classroom daily assignments that they did not complete in class in addition to the assigned homework. If your child is *regularly* spending *excessive* time working at home, please contact his/her teacher.

## LATE HOMEWORK

In each grade level, there are policies that govern homework that is turned in late. As your child advances through the grade levels the policies are designed to help develop the child's personal responsibility that comes with maturing young men and women. These policies may include grade reductions on the late homework assignment or discipline referrals. However, if your child needs an extension on a homework deadline, we strongly encourage your child to speak with his/her teacher. Our teachers would be more than happy to discuss this with your child.

## Unexcused Absences

Parents requesting permission for their child(ren) to miss school for the purpose of a family vacation or sporting event must complete an **Unexcused Absence Request Form** at least one (1) week prior to the anticipated absence. If as **Unexcused Absence Request Form** is not filled out before the child(ren) leave, all assignments missed may be recorded as zero points. **Unexcused Absence Request Forms** can be found on our website or in the School office.

## **PROMOTION**

There are many factors to consider before a decision is made to promote or retain. The teacher in consultation with the administration, parents, learning specialist and counselor will consider testing results, academic achievement, study habits, and overall maturity. Based on these and other factors, the decision to promote or retain will be made.

## **SPECIAL NEEDS**

### **STUDENTS WITH BEHAVIORAL, LEARNING DISABILITIES OR OTHER SPECIAL NEEDS**

Children with learning and behavioral differences are children of God and members of the Church. However, because of its budgetary restrictions, St. Michael the Archangel Catholic School may be unable to provide an education to students with diagnosed behavioral or learning disabilities.

The school works to accommodate these special needs by utilizing the resources available at the school Learning Center, Archdiocesan Perfect Wings Programs or through the Blue Valley School District. Some instances, however, may require that the parents submit their child to outside testing in order to learn if St. Michael the Archangel Catholic School can provide a quality education to a given child. Following such testing and consultation with parents and teachers, the principal will determine whether a plan individually tailored for such a student can be implemented or whether the parents should seek education elsewhere for their child.

### **STUDENT INTERVENTION TEAM PROCESS (SIT)**

St. Michael the Archangel Catholic School is committed to meeting the needs of all students. The goal of this team is to develop interventions and strategies to assist students to be successful at school.

A student who is struggling in school will be referred by the classroom teacher to our STUDENT INTERVENTION TEAM (SIT). This consists of a special education teacher, the student's homeroom teacher, two classroom teachers, parents and an administrator. Team members vary according to the grade level of the student. Parents are invited to participate in Student Intervention Team meetings.

### **Catholic School Students Support Plans in compliance with Section 504 for Private Schools**

Section 504 is a Civil Rights Statute prohibition discrimination on the basis of disability. According to 104.39(a) of Section 504 "A recipient that provides private elementary or secondary education may not, on the basis of handicap, exclude a qualified handicapped person if the person can, *with minor adjustments*, be provided an appropriate education ...". Catholic Schools will provide Student Support Plans in compliance with Section 504 for Private Schools to qualifying students.

The following are required elements of serving students with Student Support Plans in *compliance* with Section 504 for private schools:

- Parent must receive a notice of a Student Support Plan meeting
- Copies of the Student Support Plan must provided to all staff working with the student
- Student Support Plans must be reviewed and updated annually
- Dispute Resolution Process must be established

**Any Student Support Plans in compliance with Section 504 for Private Schools must be reviewed by the Associate Superintendent for Student Services/Perfect Wings coordinator prior to the plan being signed and implemented in the schools.**

## **COUNSELOR**

A school counselor will be present 4 days a week for consultation by parents or individual students. Classroom presentations centered on developing friendships, improving communication skills, expressing feelings and building a Christian community will also be presented.

## Raise The Responsibility System or What Would Jesus Do?

Three Phases: 1) teaching, 2) asking, and 3) eliciting

Phase 1: *teaching the hierarchy*. This is the hierarchy of social development.

Develops self-discipline. Shows kindness to others. Develops self-reliance.  
Does good because it is the right thing to do.  
*The motivation is internal.*

**Level D: Democracy or WWJD?**

Listens  
Cooperates  
Does what is expected.  
*The motivation is external.*

**Level C: Cooperation/Conformity**

Bosses others.  
Bothers others.  
Bullies others.  
Breaks classroom standards.  
*Needs to be bossed to behave.*

**Level B: Bossing/Bullying**

Noisy  
Out of Control  
Unsafe

**Level A: Anarchy**

## CODE OF CONDUCT

Etched in stone on the front of the St. Michael the Archangel Education Center are the cardinal virtues: **prudence, justice, fortitude** and **temperance**. These virtues are the cornerstones of the St. Michael the Archangel Code of Conduct. **Prudence** or correct judgment is our ability to use our minds and will to make right choices. **Justice** recognizes the rights of other people. Justice involves respect and responsibility. **Fortitude** is moral courage. Moral courage helps us do what is right. **Temperance** is self-control. We expect students at St. Michael the Archangel Catholic School to exemplify attitudes and actions, which reflect these cardinal virtues. Parents, students and staff must expend constant effort in growth and development toward this end. Policies and guidelines concerning behavior are aimed at bringing about the development of attitudes and actions, which are in keeping with these important virtues.

Teachers will use a loving and logical systematic approach titled, **“Raise the Responsibility or What Would Jesus Do?”** that enables them to set firm, consistent and enforceable limits as well as choices within those limits in conjunction with giving students warmth, love and support.

### **The important points for students to understand are:**

Levels A and B are always unacceptable. The use of authority by the teacher is required at both of these levels and logical consequences will be assigned.

Level C behavior is acceptable, but motivation is external – to gain approval or avoid punishment.

Level D is the goal, where motivation is internal – taking initiative to do the right thing, appropriate, responsible thing, or do as Jesus would do.

Phase 2: *asking students to reflect on their behavior*. The point of this phase is to get the student to self-evaluate (I.e. - “On what level was that behavior?”) Ask the child to identify the level of behavior, rather than telling the child that the behavior is unacceptable. The deed is separated from the doer. No need to “defend themselves”.

Phase 3: *eliciting changes in behavior*. Sometimes students continue to misbehave even after having identified a behavior as being on an unacceptable level. Use the process of “guided choices”. Self-reflection that elicits a plan of action rather than imposing one. In this way, the student could develop a procedure that would redirect impulses and assist in preventing similar inappropriate behavior in the future.

Remember: The goal is Level D: A person who does the right thing because internally it feels good and it’s what Jesus would do!

## **SCHOOL ENVIRONMENT**

All students have the right to a school environment that provides for optimal learning. Two areas covered by the plan include **In-Classroom Behaviors** and **Outside-of-Classroom Behaviors**.

### **In-Classroom Behaviors**

The In-Classroom plan is set up by each grade level using the cardinal virtues, love and logic as guides and is communicated to students and parents by the teacher.

### **Outside-of-Classroom Behaviors**

The Out-of-Classroom plan is guided by the cardinal virtues, and is a general plan that applies to all the students in the school for expected behaviors in the following areas:

#### **Entering/Exiting:**

Walk – Using appropriate voices and in an orderly fashion

**Chewing gum is not permitted.**

#### **Lunchroom:**

Act as if dining in a restaurant, jackets and hats off, use an inside voice

Follow the instructions of all supervisors

Treat all workers, supervisors and other students respectfully

Use “please” and “thank you”

Walk in the lunchroom

Clean your place-crumbs, wrappers, cartons and bags

No throwing food, popping bags or leaving messes on tables or floors

#### **Playground:**

Use play equipment appropriately

Play cooperatively in assigned areas

Stop play when the whistle blows, and walk to your line

Respect each other and the adults on duty

No bullying or rough play such as pushing, shoving, kicking or fighting

Students should dress appropriately for the weather - coats, hats, gloves, leggings, etc.

#### **Outdoor Recess:**

Students will be outside for recess throughout the school year unless it is raining or snowing. Indoor recess will be substituted on rainy/snowy days or when the actual outside temperature or wind chill is below 20° F. These days may include limited outdoor recess.

**Restrooms:**

Students must obtain permission from the teacher to use the restroom  
Running or horseplay is dangerous. Students should refrain from this behavior.  
Used paper towels are to be thrown in the trashcan.

**Staircases:**

Students must never run, play or climb on the staircases. This type of behavior is very dangerous and will not be tolerated.

**Electronic Devices:**

Students are not allowed to have any electronic devices at school. This includes I-Pods, cell phones, MP3 players, laser pointers, etc. Cell phones may be dropped off at the school office upon arrival at school and picked up at the end of the day.

**Forgotten Items:**

Parents may bring lunches, or other forgotten items to the school office and place on the *I forgot shelf*. Items should be clearly marked with the student's name. Students are responsible to check the shelf for forgotten items, they will not be called from the class.

**Invitations:**

Birthday and other invitations are not to be given out at school or sent through back pack mail.

**Lockers and Desks:**

St. Michael the Archangel Catholic School and its students are jointly in control of the lockers and desks. They are subject to search at any time for any reason.

# St. Michael the Archangel Catholic School Anti-Bullying Policy

*“I give you a new commandment: love one another. As I have loved you, so you also should love one another.” John 13:34*

St. Michael the Archangel Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with in a Christ-like way.

Definition: “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, ***electronic***, or physical act: physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

**Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.**

## Prevention

1. St. Michael the Archangel Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors (including cyber bullying) will not be tolerated.
2. Bully prevention (including cyber bullying) lessons will be taught regularly through counseling and classroom activities.
3. Religion classes will support the teachings of Jesus and Christ-like behaviors.

**PROCEDURES:** Before disciplinary action is taken, an immediate assessment of the situation will be held with the individual teacher, student(s), and principal. School administration and teacher will determine whether or not behavior(s) involve harassment. In all instances, conflict resolution will be a primary tool in seeking a positive solution to the situation. If further action is necessary, the following procedures will occur:

- 1) **First Offense:** Teacher-student-principal conference. (Parent will be notified of the conference. Depending on the severity of the offense, the parent may be requested to attend.)
- 2) **Second Offense:** Teacher-student-parent-principal conference. (Depending on the severity of the offense, a one to three day in-school suspension will occur. Work or tests during this period will receive a grade of zero.)
- 3) **Third Offense:** Same procedure as above, but pastor is included. Automatic three day suspension with counseling required; certified proof of counseling must be shown and recorded. If no cooperation is attained, expulsion from school becomes a strong possibility.

## **DISCIPLINE**

### **Philosophy:**

The word “discipline” refers to that part of education that helps individuals to develop self-control and the ability to respect and cooperate with others. St. Michael the Archangel Catholic School teaches and enforces the idea that certain standards of behavior are appropriate to those who have been touched by the holiness of God. Since God lives within each of us, our interactions with other people and our behaviors should be worthy of His holy presence.

### **Policy:**

Methods of cultivating and achieving self-discipline vary at different grade levels in order to be age level appropriate. However, situations may arise which indicate that a child is not functioning in a manner conducive to his or her growth and development as a Catholic. Likewise, situations may develop where the behavior of a student is disruptive to the teacher's ability to teach and the other students' ability to learn. In those situations, corrective measures will be taken.

In order to ensure fair and consistent implementation of the St. Michael the Archangel Catholic School Code of Conduct a variety of realistic and effective consequences are available in response to student behavior.

Some consequences addressing unacceptable behavior include:

- a frown
- a verbal warning
- one on one teacher conference
- loss of privileges
- parent involvement (phone call, note)
- utilization of a Student Behavior Plan
- before or after school detention
- referral to the principal

Some consequences that reinforce acceptable behavior include:

- a smile
- praise and recognition
- positive referral to the principal
- extra privileges and opportunities
- PRAISE tickets
- a positive phone call or note home
- personal pride and satisfaction

### **Suspensions:**

A suspension is a form of discipline whereby a student is removed from the classroom environment. Suspensions may be assigned by the principal as the result of an offense or series of offenses, which significantly disrupts the learning environment. All grounds for suspension, procedures, rights and appeal process are in agreement with Archdiocesan policies.

### **Expulsions:**

Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. All grounds for expulsion, procedures, rights and appeal process are in agreement with Archdiocesan policies.



### **Emergency Safety Interventions**

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern. Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students in the classroom. On these extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use of Emergency Safety Interventions (seclusion or or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

### **Immediate Suspension or Expulsion**

Immediate suspension or expulsion may occur for the following serious reasons:

- Possession and/or use of drugs (controlled substances), alcohol, and tobacco products at school or school sponsored functions.
- Possession, use of, and/or threats to use a weapon (any instrument used to harm another individual).
- Conduct injurious to the moral tone of the school or to the physical or moral well-being of others in the school
- Damage or theft to school or personal property.

### **Prohibited Materials**

Prohibited materials are not allowed at school or school sponsored events. These materials include:

- drugs, alcohol and tobacco;
- matches or lighters;
- weapons or articles intended for use as a weapon;
- sexually explicit, racist or hurtful material;
- all other materials prohibited by law.

*The administration reserves the right to carry out disciplinary measures for any offense or misconduct that is detrimental to the reputation of the school even though not mentioned specifically in the list above. The administration may also refuse to admit to the school or classroom a person whose presence in the school or on school grounds would be in the principal's judgment to be detrimental to the physical or moral well being of the students.*

### **PRIVACY AND PERMITTED DISSEMINATION OF STUDENT RECORDS.**

To the extent it is required to do so, St. Michael the Archangel Catholic School will comply fully with the family education and privacy rights regarding both the privacy of and permitted dissemination of a student's educational record. Parents have the right to review children's records. Given written notice 24 hours in advance, parents may inspect and review records and data directly related to their children. This material is contained in the cumulative record folder and consists of academic work completed, grades, standardized test scores, attendance data and health data.

### **Non-Custodial Parents**

St. Michael the Archangel 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 access to academic records and other school information regarding 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.

## II. EDUCATIONAL RELATED PROCESSES AND PROCEDURES

### COMMUNICATION

Active and open communication is essential to the successful operation of the school. The greater the communication the more successful the school is in defining and achieving goals for its students and our school community. Parents are encouraged to communicate on an individual basis with their child's teacher and the principal. Normally, parents desiring to discuss any aspect of their child's development may call the school office, send a note or e-mail the individual teacher at the school requesting either a phone call, e-mail or a meeting. Naturally, both the principal and the faculty may initiate such communications themselves if they feel it necessary. Parents and teachers are also given formal opportunities to meet at scheduled parent-teacher conferences to discuss their child's progress. Every effort should be made to attend the scheduled conferences. Conferences are held in the fall and spring.

**When a parent feels he/she has a concern or problem, this should be addressed directly to the teacher/staff person involved.** If the situation is not resolved, the next proper recourse is consulting the principal. Cooperation on the part of the parents regarding this procedure usually brings about a more rapid solution.

### SCHOOL MAIL

St. Michael the Archangel Catholic School publishes a weekly newsletter, which is posted on Educonnect throughout the school year. Other school/parish related groups may use this publication as a means of reaching school families. Articles must be in electronic format and turned in at the school office no later than noon the preceding Wednesday. Any group/individual who is not affiliated with the school/parish must provide their own printing and paper. The principal must approve all articles and/or flyers.

***ANY WRITTEN INFORMATION/FLYERS TO GO HOME WITH THE STUDENTS MUST FIRST BE APPROVED BY THE PRINCIPAL.***

**PLEASE ALLOW AT LEAST ONE DAY TURN-AROUND  
TIME FOR APPROVAL.**

### PUBLIC RELATIONS

St. Michael the Archangel Catholic School reserves the right to use student pictures with names in publications. Any parent who **does not** wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

### CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Parents will be notified of cancellations through School Messenger, voicemail and Educonnect email.

### VOICEMAIL AND E-MAIL

Parents may leave e-mail or voice mail messages for teachers or administrators. If a response is requested, every effort will be made to respond to an e-mail or voicemail message within 48 hours. If a personal visit is needed, parents should make an appointment to meet with a teacher before or after school. Teachers are on duty and with students during the school day, so teachers are often unable to meet with parents at that time.

## **EMERGENCY ACTION PLAN**


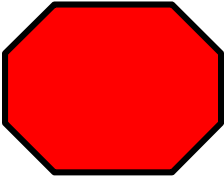
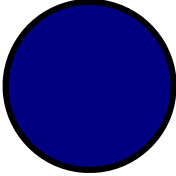
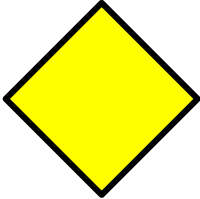
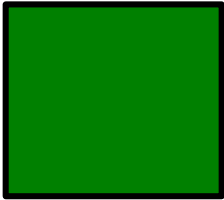

The goal of the St. Michael the Archangel Emergency Action Plan (EAP) is to provide a plan that is to be used for any emergency, including natural disasters, violent incidents and possible terrorist acts. The ultimate purpose for the EAP is the safety and accountability of the students, faculty, and visitors. The staff will rely on crisis preparedness training, the *EAP*, their leadership, and problem-solving skills in responding to a variety of emergency situations. Each emergency incident will involve a multitude of factors. The staff will be flexible and adaptable in developing and implementing response strategies. While there is no one set of response guidelines to deal with every possible emergency situation, the staff will use the *EAP* & the *Emergency Codes Reference Guide* as the foundation of the initial response to any emergency situation.

Parents should know that access to school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television, and the Internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

### **Safe Place**

In the event that a crisis arises and the students must be removed from the building and not allowed to return, Grace Garden Retirement Community located across 143<sup>rd</sup> Street will be our “safe place”. Parents will be notified per the Emergency Action Plan (Code Green) and will be directed to pick up their children at Grace Garden.

*St. Michael the Archangel Catholic School Emergency Codes Reference Guide*

Code	Category	Statement	Significance
	<b>FIRE</b>	FIRE ALARM WILL SOUND	EVACUATION OF BUILDING WILL TAKE PLACE
	<b>PEOPLE CRISIS</b>	“Code Red” Unauthorized Entry	Lock-Down and close window blinds
	<b>MEDICAL EMERGENCY</b>	“Code Blue” & Location on premises	A medical emergency has occurred on-site and the closest adults & nurse will respond
	<b>PROTECT IN PLACE</b>	“Code Yellow” Start Protect-in-place procedures	Event has occurred to where it is safer inside of the building
	<b>IMMEDIATE EVACUATION</b>	“Code Green” Evacuate building media announcement to parents	Event has occurred where it is safer outside of the building
	<b>TORNADO</b>	“Tornado has been spotted seek shelter”	Storm sirens and internal signal indicate an impending tornado is approaching
<b>ALL CLEAR</b>	<b>Resume normal operations</b>	“All Clear”	The event has subsided.

## **ABSENTEEISM**

In order to report a student's absence from school, **parents are to call the school nurse's office at 913-402-3953 before 8:00 am.** Please make all requests for homework at that time. We will make every effort to have it ready by 3:15 p.m. When your child is absent three consecutive days because of illness, it may be required that you get a doctor's permit for your child to return to school. If you contacted the doctor's office by phone regarding the illness, a faxed note from the doctor's nurse about your consultation will suffice. St. Michael the Archangel Catholic School reserves the right to dismiss, retain in the current grade or assign summer school to any student with excessive unexcused absences.

***By law, students are allowed (7) seven unexcused absences per school year.***

If for any reason a student must interrupt his or her daily schedule for an unavoidable medical appointment, the student must bring written authorization to his/her homeroom teacher from the student's parents/guardian. No child may leave the premises without first being signed out in the office or the nurse's office by a parent or guardian. When it is necessary for a child to deviate from his or her normal routine, a note from the parents should be presented to the teacher.

## **HOMEWORK REQUESTS**

Homework requests may be made when absence is reported. Please include your student's grade and teacher's name along with the student with whom you wish the homework to be sent home.

## **HEALTH:**

### **Illness**

In the event of illness, parents are requested to keep their child home. **Parents are to call the school nurse at 913-402-3953 to report the absence before 8:00 AM.** When your child has a temperature of 100.0 degrees or higher, he/she will be sent home from school. Students must be fever free (<100.0 degrees or 99.5 degrees with other symptoms.) for twenty-four (24) hours (without medication such as acetaminophen or ibuprofen) before returning to school. Additionally, your child may be readmitted to school when free from fever, vomiting, and/or diarrhea for 24 hours. In the case of an illness that is treated by antibiotics, your child may return to school after 24 hours of antibiotic treatment.

Parents are to notify the school nurse when your child is diagnosed with a contagious disease in an effort to slow down the spread of infection. If lice is found, your child will be sent home until no lice or nits are found in his/her hair. The school nurse must approve re-entry to the school before returning to the classroom. *St. Michael the Archangel follows the Johnson County Health Department guidelines re: communicable diseases and exclusion/restriction from school. As situations arise, we will refer to these guidelines and will communicate the appropriate information to you. See page 29.*

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.

### **Injuries**

No school employee or parent volunteer may assume responsibility for any emergency treatment beyond basic first aid or CPR. The school will make every effort to notify the parent(s) when a child has obtained a minor injury to the head as well as any serious injuries. In the event of a perceived emergency condition or severe pain, and the parent cannot be reached within a reasonable length of time, a staff member of the school will take appropriate action to see that your child receives emergency care which may include the dispatch of an ambulance or air-care via 911 services.

## Prescription Medications

When it becomes imperative for a child to take prescription medication during the normal school hours, the medication can only be given by school personnel **on a written order from a licensed physician or dentist for the specific child**. All medicines must be brought to the school nurse's office with the referred order (a bottle with the prescription label, which designates the student's name, will suffice in place of a physician's order.)

1. If the medicine has been prescribed, **it must be in the original pharmacy container which clearly states the child's name, medication, dosage time it needs to be taken, and the route (oral, inhaled, etc.)** Any pharmacy will give you an extra labeled-bottle when you ask. This will prevent you from having to remember to take medications back and forth to school.
2. **All prescription medicine must be accompanied by written permission from parents allowing the school to dispense the medicine.** Permission for long-term medication will be kept on file in the Health Room for the school year.

**NO PRESCRIPTION MEDICINE WILL BE DISPENSED UNLESS BOTH CONDITIONS ARE MET. THIS IS A KANSAS STATE LAW.**

## Non-Prescription (Over the counter) Medications

Acetaminophen (Tylenol), Ibuprofen (Advil or Motrin) and some cold/allergy medications will be kept in stock in the Health Room. We will also keep a small supply of topical antibiotic ointments, eye drops and topical creams for itches, rashes of insect bites. **ANY OTHER** over-the-counter medication must be provided by parents. All over-the-counter medications **must** be labeled with the child's name and in the original container. **Written permission from parents** allowing the school to dispense over-the-counter medications **must** be on file in the health room. Please refer to the yellow **Non-Prescription/OTC Medication** form that was sent home in the summer mailing.

## Immunization

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

### Parent Responsibilities

Parents have the following basic responsibilities with respect to the health of their children:

1. **Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.**
2. **Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.**
3. **Parents are to provide the school with up-to-date health records for their child, including the date for vaccinations and immunizations and the presence of any physical problems.**

*Children will not be admitted to St. Michael the Archangel Catholic School without current immunization records.*

## School Responsibilities

The school has the following basic responsibilities with respect to the health of its students:

1. Provide a Health Room
2. Maintain an up-to-date health record on each child.
3. Notify parents of serious injury or suspected health problems.

*When a child has a diagnosed health problem and a plan of care needs to be implemented in the school, the school health team (consisting of the school nurses, principal, appropriate teachers/school counselor, and volunteer physician) will consult to formulate the plan of care. The school health team may need to consult with your child's personal physician, at which time you would be requested to give written authorization to contact him/her.*

## UNIFORMS

Complete uniform products are now available through Dennis Uniform at 6322 College Blvd. OPKS (913) 381-6500 or online at [www.dennisuniform.com](http://www.dennisuniform.com) or Parker School Uniforms E\*Parker online at [www.parkersu.com](http://www.parkersu.com). Both companies keep a copy of our uniform guidelines on file and are able to assist you in your needs.

It is our intention that uniforms be purchased from these companies. This helps ensure that all students are adhering to the uniform code. However, if it becomes a financial hardship to purchase from these companies or uniforms have already been purchased, it is mandatory that the items be identical to the items sold by our uniform company. (No manufacturer labels or logos may be visible on the item of clothing.)

### Girls

- K- 4<sup>th</sup> Grades – St. Michael plaid jumper of modest length (**to the knee**) or blue dress slacks.
- 5<sup>th</sup> – 8<sup>th</sup> Grades – St. Michael pleated uniform skirt of modest length (**to the knee**) or navy blue or khaki dress slacks.
- White, blue, red, gray or black socks, ankle, crew or knee length (Any combination of colors listed)
- White or navy blue tights during inclement weather.
- K – 4<sup>th</sup> Grades - White oxford cotton blouse or plain white cotton blouse with Peter Pan collar.
- On **All-School Mass days**, girls are asked to wear their jumpers or skirts.
- 5<sup>th</sup> – 8<sup>th</sup> Grades – White oxford cotton blouse or plain white cotton blouse with tailored or Peter Pan collar. **Navy blue knit shirt sold by the uniform companies.**
- Turtleneck shirts may not be worn under the school shirt.
- St. Michael the Archangel Navy Blue Quarter Zip with SMA Crest
- Shorts may be worn under the jumper or skirt as long as they are not visible.
- Navy leggings, to the ankle, from Uniform companies only from November 15 - April 15, no sweat pants or pajama pants are to be worn under uniform skirts.
- **No makeup, fingernail polish or jewelry may be worn.** Simple post earrings or a small crucifix or Holy medal may be worn under the blouse.
- Hair should be natural color and no feathers allowed.

### Boys

- K – 4<sup>th</sup> Grades –Navy blue dress slacks.
- 5<sup>th</sup> - 8<sup>th</sup> Grades –Navy blue or khaki dress slacks.
- White, blue, red, gray or black socks, ankle or crew length. (Any combination of colors listed)
- Button down white oxford or plain cotton with a tailored collar shirt (long or short sleeved).
- White or red knit shirt with collar (long or short sleeved). **Navy blue knit shirt sold by the uniform companies 5th - 8th only.**
- St. Michael the Archangel Navy Blue Quarter Zip with SMA Crest
- On **All School Mass days**, boys in 1<sup>st</sup> – 8<sup>th</sup> Grades are to wear a white oxford button down shirt (long or short sleeved) with a navy blue uniform tie.
- Turtleneck shirts may not be worn under the school shirt.
- No earrings or jewelry. A small crucifix or Holy medal may be worn under the shirt.
- Hair must be out of eyes and off the collar.

## All Students

- Safe, comfortable shoes or athletic shoes are to be worn daily. **No clogs, sandals, platforms or high-heeled boots (shoes).**
- Red or navy blue sweater (v-neck pullover, v-neck pullover vest or button down cardigan).
- St. Michael the Archangel sweatshirts may be worn **only on out of uniform days**. No High School apparel allowed on out of uniform days.
- Navy blue walking shorts (K- 4<sup>th</sup> Grades) Navy blue or khaki walking shorts (5<sup>th</sup> – 8<sup>th</sup> Grades) **NO CARGO SHORTS ALLOWED.**
- *Walking shorts to the knee may be worn until Thanksgiving break and beginning after Spring Break.*
- Belts must be worn if the slacks were designed with belt loops. (Grades 3—8)
- Only solid white undergarments are to be worn under uniform shirts.
- St. Michael the Archangel Navy Blue Quarter Zip with SMA Crest
- Socks must be worn and visible at all times.
- No sleeveless shirts or midribs showing.
- No hats or scarves may be worn in the building at any time.
- Shirts and blouses must be tucked in at all times.
- Moderate hairstyles only. Boys hair may not be in the eyes, covering the entire ears and off the collar.
- Students may only wear one honorary/support bracelets at a time (ie Live Strong bracelet etc).
- Hair should be natural color.
- *As fashion and fads change from year to year, the administration reserves the right to decide what is and what is not proper uniform even though it may not be listed specifically above.*

## **VOLUNTEERS**

St. Michael the Archangel School is very fortunate to have a large number of parent volunteers. In order to maintain order, volunteers are asked not to drop in on their child's homeroom while in the building. For the safety of the children, all doors will be locked. Everyone, including parents, coming into the school for any reason during school hours must first stop in at the school office. **No one is to go directly to a classroom.** All visitors and volunteers must sign in at the school office. They will receive a visitor's pass, which they must wear at all times while in the building. **Parents are asked not to bring younger siblings with them while volunteering or attending classroom parties.**

## **IV. MISCELLANEOUS PROCEDURES**

### **EMERGENCY DRILLS**

Tornado drills are held 3 times a year and fire drills are conducted each month. Detailed escape plans are posted inside the door of each room. During tornado drills each classroom goes to the basement of the church. For fire drills each class has an escape route to an outside area at a safe distance from the building. Children are escorted to these designated areas in a safe, quick, quiet and orderly manner. We will also periodically conduct "code red" lockdown drills.

### **FIELD TRIPS**

Field trips within our area are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A field trip permission form will be sent home by the school for each trip. Students who fail to return the proper form will not be allowed to participate in the field trip. Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements.



## **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by a certified librarian. Classes are scheduled on a regular basis to attend the library. Individual students are allowed to use the library during library hours with the permission of the classroom teacher.

## **LUNCH**

Students are to bring a packed lunch each day. The school will offer milk and fruit juices. The students are required to bring their drink cards to the cafeteria in order to purchase a drink. Children who do not have their card will be provided a cup for water. (Milk/Juice may be paid for through the lunch account.) **Parents are asked not to bring younger siblings with them while volunteering in the lunchroom.**

**Parents are asked to bring/send healthy choices for lunch. Visitors other than immediate family members are discouraged during lunch time.**

## **SPECIAL LUNCH**

Special lunch is offered five times a week. This is optional for students. Special lunch will be paid for out of your students lunch account.

## **TECHNOLOGICAL RESOURCES**

Technological resources, including the Internet, are provided to support and enhance goals and objectives. Internet access is a privilege, not a right. St. Michael the Archangel Catholic School provides guidelines for Internet and computer use.

# **ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL INTERNET USAGE POLICY (Students, Parents and Staff)**

## **TERMS AND CONDITIONS FOR ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL INTERNET USAGE**

Students, parents and staff are asked to read the following information carefully. All users will be held accountable for the rules and guidelines set forth in this section.

Internet access is available to St. Michael the Archangel Catholic School. It is our belief that the Internet offers vast, diverse and unique resources to students, parents and staff. The goal in providing this service for St. Michael the Archangel Catholic School is to afford educational excellence by facilitating resource sharing innovation and communication.

The Internet is an electronic highway connecting computers all over the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Computer software has been installed to restrict access of inappropriate materials. However, on a global network it is impossible to control all materials and industrious users may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. Michael the Archangel Catholic School user violates any of these provisions, his/her access will be terminated and future access could possibly be denied.

## **INTERNET TERMS AND CONDITIONS:**

- 1) **Acceptable Use**  
The purpose of Internet access is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules for the network. Transmission of any material in violation of United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- 2.) **Privileges**  
The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students who receive access will participate in a discussion with the appropriate staff/system administrator pertaining to the proper use of the network. The system administrators and staff will deem what is appropriate use, and their decision is final. The school may deny, revoke or suspend specific user access.
- 3.) **Netiquette**  
Users are expected to abide by the generally acceptable rules of network etiquette; these include, but are not limited to the following:
  - a) Be polite. Messages should not be abusive to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c) Do not reveal personal addresses or phone numbers or the addresses and/or phone numbers of fellow students or other staff personnel.
  - d) Illegal activities are strictly forbidden, i.e., the illegal copying or installation of software or violation of copyright laws.
  - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f.) Do not use the network in such a way that another user's work would be disrupted or invaded.
- 4.) **Security**  
Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, the user is to notify the system administrator or classroom teacher. A security problem could mean that a user has gained access to data in error. Attempts to access the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- 5.) **Vandalism**  
Vandalism will result in cancellation of privileges with appropriate consequences. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, of the Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6.) **Plagiarism**  
All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.

St. Michael the Archangel Catholic School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Michael the Archangel Catholic School and its personnel will not be responsible for any damages suffered. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say that St. Michael the Archangel Catholic School is not responsible for the accuracy or quality of information obtained.

Communication over the network should not be considered private. Professional supervision, system maintenance and other interactions may require review and inspection of directories and messages.

All terms and conditions as stated in this section are applicable to St. Michael the Archangel Catholic School students, parents and staff. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.

## **SCHOOL ADVISORY COMMITTEE (SAC)**

### **Purpose**

The St. Michael the Archangel School Advisory Committee serves as an advisory group to the pastor and the principal in ensuring the highest possible religious and academic education for the students attending St. Michael the Archangel Catholic School.

### **Function**

The School Advisory Committee serves as the body representing all parishioners; seeking to support, strengthen and ensure the future of St. Michael the Archangel Catholic School. The School Advisory Committee assists the pastor and the principal in the consideration of general policy matters relating to the school. The School Advisory Committee shall develop programs for marketing the school and strengthening public relations. The School Advisory Committee serves as collaborators with the pastor and the principal in the mission and ministry of the school.

### **Membership**

Membership of the School Advisory Committee consists of parishioners, the pastor, the administrative team, teacher representative and a Volunteer Service League representative.

### **Meetings**

The School Advisory Committee meets the second Wednesday of each month from August through May. All regular meetings are open, please contact the SAC chairperson to be put on the meeting agenda. An Executive Session of members may be called only by the principal, pastor or committee chairperson.

## **VOLUNTEER SERVICE LEAGUE (VSL)**

### **Our Duty**

The Volunteer Program for St. Michael the Archangel Catholic School shall be responsive to the needs of administration, teachers, students, parents, families and community.

### **The Structure**

The volunteer program for St. Michael the Archangel Catholic School will be directed by a "Volunteer Coordinator". Under the leadership of the Volunteer Coordinator will fall teams of volunteers. Each team will be assigned 2 "Team Coordinators" to aide the Volunteer Coordinator in the implementation of the team duties.

**St. Michael the Archangel Catholic School**  
**2016 – 2017 School Year**  
*Dates are subject to change*

- August:** 8-15 – Professional Development (Building Closed – 7 AM – 4 PM)  
11 – Back to School Night (Kindergarten only)  
16 –Orientation / Open House  
18 – First Day of School (Full Day)  
24 – Back to School Night (1<sup>st</sup> 8<sup>th</sup>)
- September:** 5 – Labor Day \*No School  
9 – Professional Development/Faculty Faith Formation \*No School
- October:** 14 – Faculty Faith Formation/Professional Development \*No School  
20 – Parent/Teacher Conferences 8 AM – 8 PM, \*No School  
21 – Parent/Teacher Conferences 8 AM – 11 AM, \*No School  
24 – Faculty Professional Development \*No School
- November:** 23-25 – Thanksgiving Holiday, \*No School  
28 – Professional Development/Faculty Faith Formation \*No School
- December:** 16 – Faculty Faith Formation/Professional Development \*No School  
Christmas Vacation: December 19, 2016 – January 1, 2017, \*No School
- January:** 2 – Professional Development \*No School  
3 – School Resumes  
16 – Martin Luther King Jr. Holiday, \*No School  
17 –Professional Development/Faculty Faith Formation \*No School  
29 – February 3 - Catholic Schools Week
- February:** 17 – Faculty Faith Formation \*No School  
17 – Parent/Teacher Conferences 1:00-6:00 PM  
20 – Presidents Day, \* No School  
24 - \* No School (see below)
- March:** 13-17 – Spring Break, \*No School  
20 – Professional Development/Faculty Faith Formation \*No School  
31 – Professional Development \*No School
- April:** 13 – Faculty Faith Formation/Professional Development \*No School  
13-17 – Easter Break \*No School  
26 – Vocations Day \*No School (see below)
- May:** 18 – 8<sup>th</sup> Grade Graduation - 7:00 PM  
24– Last Day of School \*Early dismissal - 10:00 AM  
25-26 – Faculty Faith Formation/Professional Development

Faculty Faith Formation is included in the calendar as required by the Archbishop for all Archdiocesan schools.

**\*\*No school on February 24 due to set up for Defenders’ Ball which will be held on site.  
No school on April 26 due to Vocations Day which St. Michael the Archangel will be hosting.**

*The administration reserves the right to change the calendar to respond to unforeseen circumstances.*



## Johnson County Health Department Exclusion Recommendations

		Exclude:	Readmit:
Symptoms suspected of being contagious or infectious		<b>Fever with or without any other symptoms.</b>	<b>Fever free for 24 hours without the aid of medication.</b>
		<b>Eyes inflamed with purulent discharge.</b>	<b>Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious.</b>
		<b>Drainage from ear.</b>	<b>Drainage has stopped.</b>
		<b>Lice</b>	<b>After treatment with an approved antiparasitic is initiated.</b>
		<b>Diarrhea ( 2 or more loose or watery stools ).</b>	<b>Diarrhea free for 24 hours without the aid of medication.</b>
		<b>Vomiting</b>	<b>Free of vomiting for 24 hours</b>
		Skin Afflictions:	Exclusion / Provision:
Any open or draining/oozing lesion must be kept covered.		<b>Athlete's Foot</b>	<b>No exclusion necessary, but must keep shoes and socks on for all activities.</b>
		<b>Hand, Foot, and Mouth</b>	<b>Exclude until fever free for 24 hours without the aid of medication and no open lesions.</b>
		<b>Herpes</b>	<b>No exclusion necessary, but no participation in activities involving skin-to-skin contact until 5 days after lesions have crusted.</b>
		<b>Impetigo</b>	<b>Exclude until treated for 24 hours with antibiotic; or physician note stating non-infectious.</b>
		<b>MRSA</b>	<b>If lesions can be covered then no exclusion. If lesions can not be covered exclude until lesions have crusted over.</b>
		<b>Molluscum Contagiosum</b>	<b>No exclusion necessary. No participation in activities involving skin-to-skin contact or after curettage.</b>
		<b>Rash</b>	<b>Consider exclusion pending a physician evaluation.</b>
		<b>Ringworm</b>	<b>Exclude until after treatment has been initiated. No participation in activities involving skin-to-skin contact until lesions are completely healed.</b>
		<b>Scabies</b>	<b>Exclude until after treatment with an approved antiparasitic is initiated.</b>
		<b>Shingles</b>	<b>If lesions can be covered then no exclusion. If lesions can not be covered exclude until lesions have crusted over.</b>
		<b>Varicella</b>	<b>Exclude until all lesions have formed scabs or crusted over.</b>

Johnson County Government does not discriminate on the basis of race, color, national origin, gender, religion, age and disability status, in employment or the provision of services. If special assistance is required, please notify the Health Department in advance. For TDD service, please call the Kansas Relay at 1-800-766-3777 1/80, Rev 11/07, JCHD Form #76

# August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
			<i>Principals/ Meeting</i>	<i>Archdiocesan New Teachers' Orientation</i>		
7	8	9	10	11	12	13
	<i>Professional Devel.</i>	<i>Professional Devel.</i>	<i>Professional Devel. Staff Pictures</i>	<i>Professional Devel. Kindergarten Back-to-School Night</i>	<i>Professional Devel.</i>	
14	15	16	17	18	19	20
	<i>Feast of the Assumption</i>	<i>Orientation</i>		<i>1st Day of School</i>	<i>All School Mass</i>	
21	22	23	24	25	26	27
			<i>1st-8th Back-to-School Night</i>			
28	29	30	31			

# September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>All School Mass First Friday</i>	3
4	5 <i>NO SCHOOL Labor Day</i>	6	7 <i>Penance Service</i>	8	9 <i>NO SCHOOL Faith Formation/ Professional Devel.</i>	10
11	12	13	14	15 <i>Faith Families 2:30</i>	16	17
18	19	20 <i>Mid-quarter reports</i>	21	22	23	24
			<b>Book Fair</b>			
25	26	27	28	29	30	

# October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <i>School Pictures</i>	5	6 <i>Faith Families 2:20</i>	7 <i>All School Mass First Friday 2:30 All School Rosary</i>	8
9	10	11	12	13 <i>Defender Musical End of 1st Quarter</i>	14 <i>NO SCHOOL Faith Formation/ Professional Devel.</i>	15
16	17	18	19	20 <i>NO SCHOOL Parent-Teacher Conferences</i>	21 <i>NO SCHOOL Parent-Teacher Conferences</i>	22
23	24 <i>NO SCHOOL</i>	25	26	27	28 <i>Trunk or Treat</i>	29
30	31 <i>Halloween Parties 2:45 P.M.</i>					



# November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>All School Mass All Saints Day</i>	2	3	4 <i>All School Mass First Friday</i>	5
6	7	8	9	10	11	12
13	14	15 <i>Mid-quarter reports</i>	16	17	18	19
20	21	22	23 <i>NO SCHOOL</i>	24 <i>NO SCHOOL Thanksgiving</i>	25 <i>NO SCHOOL</i>	26
27 <i>First Sunday of Advent</i>	28 <i>NO SCHOOL Professional Devel./ Faith Formation</i>	29	30			

# December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>All School Mass First Friday</i>	3
4	5	6 <i>Penance Service St. Nicholas Day parties 2:45 P.M.</i>	7 <i>Choir/Band Concert</i>	8 <i>Feast of the Immaculate Conception Faith Families 2:20</i>	9	10
11	12	13	14	15 <i>3rd/4th grade Music Program End of 2nd Quarter</i>	16 <i>NO SCHOOL Faith Formation</i>	17
18	19 <i>NO SCHOOL</i>	20 <i>NO SCHOOL</i>	21 <i>NO SCHOOL</i>	22 <i>NO SCHOOL</i>	23 <i>NO SCHOOL</i>	24
25	26 <i>NO SCHOOL</i>	27 <i>NO SCHOOL</i>	28 <i>NO SCHOOL</i>	29 <i>NO SCHOOL</i>	30 <i>NO SCHOOL</i>	31

# January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 NO SCHOOL Professional Devel.	3 School resumes	4	5 Report Cards home	6 All School Mass First Friday	7
8	9	10	11	12	13	14
15	16 NO SCHOOL Martin Luther King, Jr Day	17 NO SCHOOL Professional Devel./ Faith Formation	18	19	20	21
22	23	24	25	26	27	28 First Reconciliation
29	30	31	Feb. 1	Feb. 2	Feb. 3	
			CATHOLIC SCHOOLS WEEK			
		2:30 All School Rosary		Faith Families 2:20	All School Mass First Friday Near and Dear Day	

# February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan. 29	Jan. 30	Jan. 31	1	2	3	4
			CATHOLIC SCHOOLS WEEK			
		2:30 All School Rosary		Faith Families 2:20	All School Mass First Friday Near and Dear Day	
5	6	7 Mid-quarter reports	8	9	10	11
12	13	14	15	16	17	18
					NO SCHOOL Faith Formation Parent-Teacher Con- ferences 1-6 P.M.	
19	20	21	22	23	24	25
	NO SCHOOL Presidents Day				NO SCHOOL	Defenders' Ball
26	27	28				

# March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 All School Mass Ash Wednesday	2	3 All School Mass First Friday  Stations of the Cross	4
5	6	7 Penance Service	8	9 1st/2nd grade Music Program	10 End of 3rd Quarter Stations of the Cross	11
12	13 NO SCHOOL	14 NO SCHOOL	15 NO SCHOOL	16 NO SCHOOL	17 NO SCHOOL	18
			Spring Break			
19	20 NO SCHOOL Professional Devel./ Faith Formation	21	22 Report cards home	23	24 Stations of the Cross	25
26	27	28	29	30	31 NO SCHOOL Professional Devel.	

# April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
				5th grade Music Program	All School Mass First Friday Stations of the Cross	
9	10	11	12	13	14	15
	Class Pictures			NO SCHOOL Faith Formation Holy Thursday	NO SCHOOL Good Friday	
16	17	18	19	20	21	22
	NO SCHOOL Easter Monday			Mid-quarter reports		
23	24	25	26	27	28	29
		Penance Service	NO SCHOOL Vocations Day			
30						
First Holy Communion						

# May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 <i>Choir/Band Concert</i>	5 <i>All School Mass First Friday Go Forth to Serve</i>	6
7	8	9	10	11	12	13
14	15	16	17 <i>All School Mass</i>	18 <i>8th Grade Graduation</i>	19	20
21	22 <i>Field Day</i>	23 <i>World Tour Day 2:30 All School Rosary</i>	24 <i>All School Mass Last Day of School 10:00 A.M. dismissal</i>	25 <i>Faith Formation/ Professional Devel.</i>	26 <i>Professional Devel.</i>	27
28	29 <i>Memorial Day</i>	30	31			