St Michael Elementary School

**27 Crittenden Street**

**Newark, NJ 07104**



STUDENT HANDBOOK

(KEEP IN A SAFE PLAC)

BOTH STUDENTS AND PARENTS SHOULD THOROUGHLY FAMILIARIZE THEMSELVES WITH THIS HANDBOOK.

**2019 - 2021**

Parents/Students must return last page of this handbook signed

St. Michael’s School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Michael does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This handbook exists to foster the efficient operation of St. Michael’s School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This Handbook is subject to change at any time when determined to be necessary by the school administration.

**Both students and parents should thoroughly familiarize themselves with this Handbook.**

**Failure to familiarize oneself with its content does not excuse you from its requirements.**

**Introduction**

“Catholic schools which realize the three-fold purpose of Christian education-to teach doctrine, to build community and to serve- are the most effective means available to the Church for the education of children and young people who may thus grow into adulthood according to the mature measure of Christ.”

(To Teach as Jesus Did)

We in Saint Michael’s School believe that each child is an image of God and consequently that each child is very important and unique. All our programs and activities aim at aiding personal, religious, academic, social and emotional growth. We hope to instill in our students a feeling of self-worth, self-confidence, and self-respect. We believe that each student is entitled to these goals, and that every person in the school has the obligation to respect, foster and cooperate toward their achievement.

We believe that the learning process includes also giving and receiving; that the learning is strengthened when one student helps another, and this mutual help in turn creates mutual respect and a sense of community.

The following rules and regulations have been designated to provide guidelines for behavior and attitude. Students are expected to respect these rules themselves and to encourage and foster them in others. Remember they are not meant to be restrictions, but to aide and guarantee that your rights will be respected.

**MISSION STATEMENT 9/12**

**As a Catholic inner-city school serving mostly minority students,**

**St. Michael’s educational team assists each pupil to realize that**

**He/she is a child of God, brother/sister to all people and a person**

**with a unique vocation. Created in Christ’s image we will seek to**

**recognize the good in everyone regardless of race, color, creed, or**

**gender. St. Michael’s mission is to foster the religious, educational,**

**emotional, physical and social growth of each student in order to**

**prepare him/her for survival in a highly competitive and technological**

**society. Thus, the student is enabled to effectively contribute to the**

**betterment of the same society, all within an atmosphere of respect**

**and Christian love.**

**GOLDEN RULES**

It is our belief at St. Michael’s that learning takes place in a gentle but disciplined atmosphere. Students need the respect, trust and cooperation of their parents and teachers as well as of their peers.

The following rules and regulations are to be observed by all students:

1. An important aim of Catholic education is the Christian development of the person. Students must learn to get along with and to respect others.
2. All students are expected to attend Sunday worship at their churches, possibly with their families. Attendance at the annual Catholic School Week Mass is required.
3. Students will be well-mannered, polite and courteous at all times and with everybody, including fellow students.
4. No student can interfere with the right of another student or another person. Interference with the rights of other students to learn (fooling around in class, etc.) will result in severe penalties.
5. Students have the right to be heard, to be given explanation and within the limits of possibility to be helped individually. However, a time—agreeable to all is required. Children may never answer a teacher back.
6. Students are never allowed to be rude or loud; in case of perceived injustice, they can talk to the concerned party in private, after or before school hours or they may see the principal at dismissal or before school. A student may never walk out of class.
7. All students are expected to promote school spirit, school cleanliness and respect for school property.
8. Students will always wear the complete uniform; they will be neat and clean with hair properly groomed and no make-up. (No shaven sides or lines, tinted, long, spiked, extra-long, dyes, streaks, tints or frostings allowed.) Students will be sent home until hair is appropriate. Make up work will NOT be given.
9. Ethnic or racial slurs are strictly forbidden and will never be tolerated.
10. Fighting in any shape or form is forbidden. (This includes play fighting and pencil fighting, etc.)
11. Respect must be shown for school property. Any property damaged, vandalized or destroyed will have to be paid for by the parent. This includes students’ desks, textbooks, etc. (uncovered textbooks will cause damage to the book.)
12. Smoking, drugs, drinking alcohol and carrying weapons are forbidden on school premises and will result in suspension or expulsion.
13. Cellular phones, Smart watches, and electronic devices are not allowed. Should such items be discovered on students, they will be confiscated and a one-day suspension will be issued. If cellular phones are heard or seen, child will immediately be suspended 1 day for seeing phone, a two-day suspension if it rings or is being used to text, photograph, calculate, etc. Penalties increase based on severity of the incident. Placing anything on social media can result in suspension of up to 5 days or EXPULSION.
14. During outdoor activities, students are not allowed to engage in any deal, conversation or discussion with people that are not part of St. Michael’s School. This includes relatives and/or friends who are not registered in St. Michael’s. Once a student is on school property, he/she may not leave without the principal’s permission.
15. Students will refrain from playing on the grass, near the trees in the parking lot.
16. Students cannot return to the building after dismissal unless accompanied by a teacher or parent. Forgotten items remain until the next day. Please don’t ask. Please do not ring the bell to return.
17. Students must remain on the class dismissal line until they reach the point designated by the teacher. No child may leave the line to go with a parent, relative, or babysitter without the teacher’s permission.
18. Children may never chew gum on the school grounds. The playground is part of the school grounds. This rule is in effect during after school activities, also.
19. Necklaces and bracelets may not be worn in grades 5-8, unless they are of a religious nature. Small earrings (1 pair) may be worn by girls-no dangling ones, and none larger than a quarter. Boys may not wear earrings. Band-Aids, etc. will not be permitted to “hide” earrings. ONLY one ring per hand is permissible. Make up is not allowed. Only clear nail polish is permitted. *No designed nails—children will be required to remove designed nails, regardless of expense.* Tattoos or body art is not allowed.
20. Students must have all books covered and carried in a book bag.
21. Students must wear the complete gym uniform on their assigned gym day. 1st Offense: Warning, 2nd Offense: Detention, 3rd Offense: (1) day suspension, 4th Offense: Principal and Teacher meeting!!
22. Students may not use the school phone without office permission. Cellular phones may not be used without permission, if cellular phones are heard or seen, child will immediately be suspended one day for seeing phone, a two-day suspension if it rings or is being used to text, photograph, calculate, etc. Suspension/Expulsion possible depending on severity of post.
23. For safety reasons, students may not receive phone calls in school. Cell phones and beepers are not allowed and a suspension will be given if children carry these items to school. (See rules #13 &#22)
24. *PICTURE TAKING OR RECORDING WITH ANY DEVICE IN SCHOOL AT ANY TIME UNLESS GIVEN PERMISSION BY A SCHOOL AUTHORITY MAY RESULT IN EXPULSION.*
25. Students are expected to be responsible enough to have all books, projects, gym suits, etc. on the day they are needed. Failure to be responsible will result in punishment by the teacher, which may include receiving an “unsatisfactory” grade. Students will not be allowed to call home for “forgotten items”.
26. Uniform and General Appearance—Students are required to wear the uniform at all times. It should be neat, clean and in order. All articles of clothing should be marked with name tapes at the top of the uniform. Students are made aware of the need for good grooming. A neat, short haircut is considered part of the good grooming expected of the boys. (See what is NOT allowed #27) Blazers/sweaters required for both summer/winter uniform.
27. Forbidden hairstyles: Mohawks/spiked hair; tails longer than 1 inch; hair below shirt collar; shaved sides/lines; highlights; colored or streaked hair.
28. If boot type shoes above the ankle are worn to school, they must be removed and replaced with school shoes or a detention will be issued.
29. English is to be used at all times during classes and school sponsored activities.
30. St. Michael’s is not responsible for “Home” items brought to school (example: toys, games, etc.) if found—they will be confiscated— (electronic devices, cellular phones, etc.) If lost, we are not responsible for finding them. If children trade items with others, the school will not intervene when there is a difficulty.
31. Children absent from school must return with a note or the absence is unexcused and a “0” will be given for missed work.
32. Birthday celebrations are not allowed. However, cupcakes (not cakes) or pizza and juice in small packages are allowed during lunch—with teacher permission. Birthday or any other type of invitations are not to be given in school.
33. The summer uniform in its entirety may be worn May, June and until October 10th ONLY. Plain white socks and black school shoes or required shoes for grades 5-8 are to be worn. (No designs on socks.)
34. ANY PHONES, SMART WATCHES OR ELECTRONIC DEVICES CONFISCATED FROM CHILDREN WILL BE EXAMINED AND ANY INFORMATION IN THEM WILL BE CHECKED. STUDENTS WILL THEN BE SUSPENDED OR POSSIBLY EXPELLED – BASED ON CONTENTS.
35. Facebook, Twitter, Instagram, etc. is NOT for young children. If you allow your child to use it and inappropriate material is discovered, it will result in suspension or possible expulsion. *This is a serious parent responsibility to monitor computer/social media use*.
36. A signed permission slip on file with the computer teacher is REQUIRED for use of our filtered internet. Failure to return slip will eliminate student from computer access.
37. Proper or required shoes MUST be worn to school.

* When on the rare occasion, a special shoe/sneaker prescribed by a doctor must be worn, the Dr.’s prescription MUST be brought both to the school and the shoe store that fits prescription shoes.
  + Example: *Solution’s* in West Caldwell or *Murdoch’s* in Bloomfield
* If they cannot fit your child, only then can the child wear shoes approved by school, sneakers are rarely an option. If this cannot be provided a meeting with the Principal MUST be made to discuss options.

When a student seriously undermines the atmosphere of a Catholic School where Christ-like charity, respect for authority and peers, and mutual cooperation are considered essential, he/she shall be subject to suspension from school or possibly expelled.

Parents remember we are here to train your children to be good members of family, school and community.

Remember, expulsion is our last resort when all other means of discipline have been used and proven ineffectual, or when the violation is of an extreme nature and/or harmful to other students, disrespectful to staff or disregards the purpose of a Catholic School education.

BE AWARE:

A student is a St. Michael Student AT ALL TIMES—on and off school property. Behavior, which is harmful to the school’s reputation, is punishable by a 3-5 day suspension or EXPULSION. For example, fighting/smoking/drugs/stealing/loud verbal altercations/threats warrant the same penalty whether in the building or off campus. Videotaping of same requires similar penalties as above, including expulsion. Publishing of school happenings on social media may result in suspension/expulsion.

**PUNCTUALITY AND ATTENDANCE**

1. School starts 8:25 a.m. Students must be in the school yard at that time. They are to line up on 2 class lines in silence until their teachers escort them to class. Students are expected to be on time for all classes and activities. Punctuality indicates respect for others, respect and interest for one’s own learning. Silence continues in the classroom.
2. All parents must call (973) 482-7400 by 8:00 a.m. if a student will be absent. Students in grades 5-8 MUST be sure parents call in or a detention is issued. Each student is expected to be present in school every day unless he/she is seriously ill. Doctor’s/Dentists’ appointments, whenever possible should be made after school. Excessive absenteeism (over 16 days) may result in retention, if all work, tests, etc. is not made up. It is the student’s responsibility to find out what work must be made up. It is up to the student to meet with the teacher to schedule make up tests. Early dismissals are from 11:00-1:00 only—a note must be sent to the teacher in the a.m. If you have a 3:00 appointment you must still pick your child up by 1:00 p.m. Coming to pick a student during lunch is NOT allowed unless teacher was sent a note. On 12:30 dismissals, children will be released early to a parent/designee between 11:30-12:00 Noon.
3. A written note from parent must accompany the student on his/her return to school after an absence. Failure to have a note will result in detention on the following Tuesday/Thursday.
4. Students are never allowed to leave the school grounds before dismissal, unless accompanied by an authorized adult. The student must be signed out at the school office. (Pick up times are from 11:00-1:00 ONLY) (11:30-12:00 on half days)
5. Lateness is a serious matter. Lateness is recorded on permanent record card. Students who are late 3 times will be marked as ½ day absent. If a child is not on the school line, legally he/she is late. Since St. Michael’s was chosen by the parent, inclement weather, living at a distance or taking buses, does not constitutes a legitimate excuse. It is expected that all students arrive on time! Frequent lateness may also result in removal from trips and other activities.
6. St. Michael School starts at 8:25 a.m. Weather, distance, etc. does not excuse a child from being on time. If a child arrives late more than 3 times a month, it will count as a ½ day absent. Lateness affects grades, it also affects participation in trips and other activities in the school.
7. Students must get in and out of their cars at the lower end of the school yard since no cars are allowed in the upper parking lot. Cars pulling into the yard, to bring late children, may not drive to the upper lot – this is dangerous!
8. If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. He/she is not to be on school grounds. Suspended students receive failures for the days and tests/exams are not made up. Sick children must make up work within 1 week or receive failures.
9. The School’s responsibility for supervision of students begins at 8:25 a.m. and ends 3:00 p.m. Tuesday through Friday (2:30 p.m. on Mondays). For children properly enrolled in the school’s extended care program, the school’s responsibility for supervision begins at 3:00 p.m. and ends at 5:45 p.m.
10. Dismissal is at 3:00 p.m. (2:30 p.m. on Mondays). Students must be picked-up immediately or walk to an area designated by their parents this includes the public library or other facilities where students go. HOWEVER, they may not remain outside the gate. Meeting children at the library may be an option for some families.

**CLASSROOM BEHAVIOR**

The classroom is designated for particular instructional purposes. Students should be mindful of the purpose and the right of fellow students to learn without interference.

1. Be cooperative and obedient with the teacher. Never answer back or make derogatory remarks about any teacher or student.
2. Be punctual. Sit in your assigned seat promptly.
3. Respond to your teacher’s directions to the very best of your ability.
4. Observe the rules and routine established by the particular teacher.
5. Be certain to have with you everything you might need, i.e. textbooks, notebooks, pen, sharpened pencil, homework, gym suits, etc. No portable sharpeners may be used as pencils must be brought in sharpened. No electronic devices.
6. Use language which is appropriate and consistent with the class, and always speak correct English.
7. If for any emergency, you were unable to do your homework, verbal explanations are not accepted, your parent is to send a note which must be given to the teacher before class starts. All work must be made up in one week or receive a failure. Points will be deducted from work handed in late.
8. Desk area should be kept tidy. Extra books are to be kept under desks and not in the aisles. All desks are to be cleaned out daily. Money is not to be kept in desks or lockers. It is to be kept on the person.
9. Always ask your parent to communicate to the teacher in writing. Verbal messages are not accepted. Never say. “My parent told me to tell you.” Put in writing.

**HALL BEHAVIOR**

1. Large numbers of students cause congestion in the halls.
   1. Walk on locker side of halls, stopping at areas indicated by teachers. Never walk near the walls. Stay 3 tile blocks in from either side.
   2. Walk at all times, without pushing or running. Always walk single file when not with a class. When a group of students is called to the office-walk in one boys line and one girls line. Boys always on the left; girls are always on the right.
   3. Observe absolute silence while moving in hallways and stairways.
   4. Pick up any litter you notice on floor.

**HOMEWORK**

1. Homework is assigned regularly. It is to be completed neatly and thoroughly. Parents should check homework each evening. Failure to complete assignments may result in a low grade, failure and/or detention. Only loose-leaf is allowed for submitted work—no torn out pages. *Spiral notebooks are NEVER allowed.*
2. Homework will be assigned daily in many areas. Language Arts and Math are definitely given daily.

**LUNCH TIME BEHAVIOR**

The cafeteria is provided for students to eat their breakfast and lunch. Meal times should provide a relaxed break from the rigors of the various learning activities. Student’s behavior which obtains a smooth flow of traffic, uncluttered and sanitary conditions, and an atmosphere of relaxation are necessary for a pleasant break.

1. Observe the rules of entrance and exit, and serving procedures. No pushing or shoving on the line.
2. Observe the proper etiquette while eating your meals.
3. Respect the right of other students to eat their meals peacefully.
4. Make sure to pick up at least three of the five lunch components that are being offered.
5. Before going through the serving line, make sure you have breakfast and lunch ticket. LUNCH TICKETS ARE SCHOOL PROPERTY. DO NOT WRITE ON THEM, BREAK THEM, OR BEND THEM.
6. *Students who have not paid for lunch have the option of calling a parent or choosing an item from the sharing table or receiving the optional sandwich selection – cheese or peanut butter.*
7. Avoid wasting food. Food that you don’t like, should be placed untouched on the “SHARING TABLE” for those students who would like to have more to eat. ONLY milk and closed packaged food is to be on the sharing table. Place what you do not want on the sharing table as soon as you exit the kitchen.
8. Leave your place neat, and push the chair under the table before leaving.
9. Place refuse into the proper receptacles. Pick up any food that may have fallen, throw it out.
10. Return tray plates and utensils to the area indicated by your teacher. Be careful not to throw forks, spoons, etc. out.
11. Children will be dismissed as a group, silently, as other classes are in progress – once line up begins silence is expected.
12. For the safety of everyone, students are expected to play in assigned areas only and observe safety rules. Contact sports and any form of “rough play” are not permitted. Balls may not be used on the playground at any time.
13. On Mondays and rainy days, students may not leave the cafeteria until they are instructed to do so. Bathrooms are to be used before or after lunch on all days. Basement bathrooms are for K-1 ONLY and emergencies only.
    1. Liquid soap is to be used (refills can be given to maintenance, if needed)
    2. HAND SANITIZER IS NOT TO BE USED IN HALLWAYS. ONLY IN CLASSROOMS OR IN BATHROOMS. THIS SANITIZER DESTROYS THE FLOORS.
14. Students must stop moving/talking immediately when the whistle sounds or a hand signal is given.

**ASSEMBLY BEHAVIOR**

Assembly programs are provided for two reasons. Students gain invaluable opportunities to develop their talents and skills before an audience and the student body is exposed to a variety of program which support or add to the classroom instruction. So that everyone will be able to learn best from assembly programs, student behavior must be proper.

1. Move promptly, orderly and quietly to the seats assigned to your group.
2. Follow directions used by your teacher.
3. Come to attention quickly when there is an indication that the program is about to begin.
4. Observe maximum silence. Do not leave before the program is over.
5. Show your appreciation by handclapping only. No “booing” or “whistling” is ever allowed.
6. Bathrooms may be used only in an emergency.
   1. Liquid soap is to be used (refills can be given to maintenance, if needed)
   2. HAND SANITIZER IS NOT TO BE USED IN HALLWAYS. ONLY IN CLASSROOMS OR IN BATHROOMS, AS IT DAMAGES THE WAX.
7. Exiting is always in silence and in two lines. (Similar to church exiting.)

Boys - left/Girls - right

**CLASS TRIPS**

Class trips are held at the discretion of the teacher and are privileges not rights. Permission to attend the class trip is also the option of the parent. NO CHILD WILL BE ALLOWED ON A CLASS TRIP WITHOUT A SIGNED PARENTAL CONSENT SLIP. ONLY THE OFFICIAL PERMISSION SLIP IS ACCEPTABLE. MONEY IS NON-REFUNABLE FOR ANY REASON.

Students may be denied permission to attend field trips is the student does not meet academic or behavioral requirements. Unpaid tuition/fees will also affect attending trips. Lateness affects participation in trips. Unfortunately, money given for trips is NON-REFUNDABLE! The cost of the trip is determined by the number of students attending and thus, there is a deficit if a student does not attend a trip. NO OTHER PERMISSION SLIP IS ALLOWED.

1. To go on a class field trip, students need written permission slips given by the teacher and signed by a parent.
2. Students on a field trip have to stay with their group at all times.
3. Engaging in inappropriate dealings of any kind is forbidden without explicit permission from the teacher.
4. Attire for field trips will be specified on each case. Uniform is the usual dress. If child is not wearing required items, he/she will not be allowed to go.
5. Students have to be safety conscious at all times, but especially on field trips. Review with your parents proper “trip behavior”, for safety sake!
6. Each trip begins with a prayer.
7. The bus is to be kept clean and students are not to be out of seats while bus is moving. Gum may never be brought on trips. Digital or disposable cameras (ONLY) are allowed only when the teacher gives permission. No other forms of technology (Not even Smart watches) are allowed. Detention/Suspensions are possible penalties for failure to abide by this rule.

**LOST AND FOUND**

Lost articles may be claimed in the school office within 1 week. After a week, unclaimed articles are given to the poor or discarded. Check with the office as soon as you realize something is lost. Put names on all belongings to avoid loss. Names must be on all clothing.

**DISCIPLINARY ACTIONS**

We hope that it will rarely be necessary to punish a student. The sense of the presence of God, their internal motivation and positive re-enforcement from parents, teachers and peers should guarantee the observance of all school rules and regulations.

1. Students are privately corrected.
2. If no improvement is noticed, detention, (Tuesdays, Thursdays) punishment assignments, exclusion from special activities or trips may be utilized. Parents are notified either by phone or warning notice. Monday morning detentions will be held for severe or habitual problems, (8:00 a.m. in perfect uniform). IF A TEACHER ASSIGNS A DETENTION-THE CHILD MUST ATTEND OR TAKE A DAY’S SUSPENSION.
3. Whenever the above punishments have not resulted in the expected change of behavior, the student is referred to the principal, who may suspend the child.
4. If the above actions do not bring about an improvement, a parent meeting will be called and expulsion may result.
5. The student guilty of a major offense will be immediately suspended from class. Parents will be notified at once either by letter or phone. A conference may be required. Only one suspension for a major offense is allowed. Continued problems will result in expulsion. (See #7 below)
6. Depending on the gravity of the matter and accompanying circumstances the student may be suspended for a certain number of days or may be expelled.
7. If after a suspension the student continues to break the rules and regulations, he/she will be expelled from the school.
8. Cell phones, I-Pods, I-Pads (tablets), Smart Watches or any other technological devices are not allowed, thus, a one-day suspension will be given if phone is seen, a two-day suspension if it rings or is being used to text, photograph, calculator, etc. (See #’s 30 and 34 of the Golden Rules)
9. Each homeroom teacher will keep a critical incident record of the offenses and of the corrective actions taken.
10. Students who feel that they did not commit the offense, of which they are accused, should discuss the incident privately with the homeroom teacher, or set up an appointment with the principal.
11. Students have the right to appeal to the principal for any perceived injustice. However, the student must first speak to the teacher at a private time-before or after school.
12. If the appeal above does not produce the expected result, the student and his/her parent can appeal to the Pastor.

**ATTIRE**

All children in grades K through 8 are required to wear complete, clean and neat uniforms from the first day of school in September. If you order in time, there is no reason for your child to appear without a uniform. The exact uniform requirements are listed below. Purchase all items from Flynn & O’Hara.

**UNIFORM REQUIREMENTS**

Tights may be worn and are suggested to be worn in cold weather. Girls may also wear the uniform sweatpants with St. Michael’s logo (No other slacks allowed). All uniforms are purchased through Flynn & O’Hara & Co. No other company is our official supplier, and purchasing from others could result in additional expenses, as you will have to purchase the correct item.

Please note: In addition to being kept clean and repaired, both boys’ and girls’ uniforms should fit properly for the sake of good aesthetics, physical and mental hygiene. Boys must wear shirts in pants so belts show. No “Bloused Out” shirts or “Falling down Trousers”. Blazers are required for all students’ grades 5-8. Uniform school shoes are required in Grade 5-8. These shoes are black shoes for the girls and for the boys. Both must be purchased from Flynn & O’Hara. Boys will be suspended for failing to wear school pants properly. Girls will be suspended for short skirts (more than 2 inches above the knee).

**PURCHASED LOCALLY**

Black plain belts for boys (No names or designs). School shoes for grades K-4 are black shoes (without heels) for boys and girls (soft soled) shoes are preferred for safety purposes. Sneaker type shoes are NOT allowed. (Example: No Nike, Adidas, Reebok, etc.) No colored designs allowed on shoes.

When on the rare occasion, a special shoe/sneaker prescribed by a doctor must be worn, the Dr.’s prescription MUST be brought both to the school and the shoe store that fits prescription shoes. Example: *Solution’s* in West Caldwell or *Murdoch’s* in Bloomfield

If they cannot fit your child, only then can the child wear shoes approved by school, sneakers are rarely an option. If this cannot be provided a meeting with the Principal MUST be made to discuss options.

**BOOK BAGS**

Book bags must be able to collapse and fit in lockers. While wheeled book bags are allowed – they will not be allowed to remain in classroom, thus, they must fit in lockers.

**JEWELRY**

Necklaces and bracelets may not be worn in grades 5-8, unless they are of a religious nature. One small set of earrings may be worn by girls- no dangling ones, and none larger than a quarter. Boys may not wear earrings. Only 1 ring on each hand is permissible. Make up is not allowed. Only clear nail polish is permitted. *No designed nails- children will be required to remove designed nails, regardless of the expense.*

**GROOMING**

Hair styles must be appropriate for school. Students’ hair must be neatly groomed at all times. Boys may not have tails exceeding two (2) inches in length. No “unconventional” hair styles are allowed. (Ex: shaven sides/lines, tinted, long, spiked, extra-long). Girls/Boys may not have tinted/streaked hair. The school will be the authority in determining what is acceptable. Suspension is the penalty for any of the above infractions. Return to school is possible only when hair is in appropriate form.

**FIRE DRILL PROCEDURES**

**(1x A MONTH REQUIRED BY LAW)**

Absolute silence is required during a fire drill. Students must walk out of the building quickly and orderly, according to instructions given to you by the teacher.

Children are to stop at the mid-point of the lot and then listen for further instructions.

Due to safety reasons, severe punishments will be given for poor behavior during a drill-including immediate suspension.

**LOCKDOWN**

All children report to designated location in room in PERFECT SILENCE.

**REVERSE EVACUATION**

1 extended whistle outside – students are silent – go into building

**SCHOOL PROBLEMS**

It is very important that students realize that teachers have the same authority in the classroom as parents have at home. It is also very important to withhold judgment on what appears to be a grievance until you get all the facts. SPEAK TO TEACHER FIRST!

1. Get your facts from the proper person.
2. Classroom teachers appreciate FIRST calls.
3. Discuss your problem with the proper person as soon as possible.
4. If necessary, contact the principal.

We stress this procedure because, in most cases, the problem will be resolved with little difficulty. This act of courtesy will be greatly appreciated. Gossip hurts a school; problems discussed with friends and neighbors tend to become exaggerated.

**COMPUTER USAGE**

**Guidelines for Computer Usage:**

1. All students must have a signed permission slip from their parents that authorizes them to access the Internet. No Permission slip – NO computer use - write notes only
2. Respect for the equipment of the school and its network is a condition for use of the computers.
3. Students are to notify the teacher/librarian immediately of any disturbing material that they may encounter on the web.
4. Students are to never give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
5. Students are never to give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
6. Students must gain clearance from the teacher/librarian before downloading any programs from the Internet.
7. All flash drives brought to the lab or library to be used in the computers must first be scanned for viruses by the teacher/librarian.
8. Violation of any of these rules may result in forfeiture of permission to use the Internet and school network and/or appropriate disciplinary action.

**SPORTS AND CLUBS**

To join any club requiring physical activity, a physical must be obtained.

**GRADUATION**

8TH Graders whose behavior has been worthy of an SMS student will be allowed to take part in walking in Church. Otherwise, diploma will be given in office.

**RETENTION/SUMMER SCHOOL/TUTORING**

Students who have more than two failures in major subjects and/or are below level in reading or math will be retained. Those with less than two failures will be required to attend summer school or a designated number of hours of tutoring.

Again - Students who fail one or two subjects must attend summer school, (Parents must locate available summer schools) or receive between 25-40 hours of approved tutoring (determined by the Principal). There are many tutoring centers available which are pre-approved (Sylvan, Huntington, Score, The Education Place). Private tutors are not allowed.

ST. MICHAEL’S SCHOOL OF NEWARK INTENDS TO ADHERE TO THE POLICIES SET FORTH IN THIS HANDBOOK. HOWEVER, ST. MICHAEL’S SCHOOL RESERVES THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AT ANY TIME AND DOES NOT INTEND TO BE LEGALLY BOUND BY THE CONTENTS OF THIS HANDBOOK. NOTIFICATION OF CHANGES WILL BE MADE TO THE PARENTS.

**IMPORTANT—SCHOOL UNIFORMS MUST BE PURCHASED FROM FLYNN & O’HARA.**



***PLEASE SIGN AND RETURN THIS SHEET IMMEDIATELY***

I acknowledge receipt of the Handbook containing the policies, rules and regulations for St. Michael’s. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

Student Name­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_ A/B/C

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STUDENT SIGNATURE

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PARENT SIGNATURE

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DATE