



# Family Handbook

## 2018 / 2019

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## Curriculum Information

### **Mission Statement**

The St. Michael School of Clayton is an Episcopal day school that teaches to all faiths and learning styles, shaping our student into self-assured, learned and capable leaders.

### **Vision Statement**

The St. Michael School of Clayton supports each child in developing character, independence, strong academic skills and intellectual curiosity, which will result in  
a thinker who listens,  
an inquirer who negotiates,  
an inventor who collaborates,  
and an individual who believes in him or herself.

The school is a collaborative environment that cultivates a diverse student population, an innovative faculty, and meaningful partnerships with parents.

Enrollment in The St. Michael School of Clayton is open to children of any race, color, creed and national or ethnic origin. The School seeks a diverse student body in support of the Mission, goals and objectives of the school and will maintain an admissions policy reflective of these goals and objectives as determined by the Head of School and Rector

### **Parent and Teacher Partnership**

Our guiding understanding is that parents are the first and most important teachers of their children. When children go to school, the teachers join with parents to share the responsibilities of education. Supporting, respecting and communicating with teachers, staff and administration is a priority while attending The St. Michael School of Clayton.

The St. Michael School of Clayton is an independent school and families make a conscious choice to place their children in this particular educational environment. Their choice hinges on many reasons, including: the educational philosophy and program, the core values of the community, and the involvement of families in the life of the school and in the children's education.

### **Philosophy**

The faculty and staff of The St. Michael School of Clayton follow the philosophy below:

Children have an innate desire to understand the world around them. Through a challenging curriculum, children learn literacy mathematics, science, social studies, Spanish, physical education and fine arts. We believe children are unique and competent, creative and capable as they develop thinking and expression.

The challenge for parents and teachers is to support children as they search for understanding and clarity, not by giving them all of the answers, but by helping them to articulate their own questions and answers. To support children, parents and teachers:

- Provide an aesthetically pleasing school environment and meaningful experiences,

- Instruct in the many ways of expression,
- Provoke in-depth reflection upon experiences,
- Guide inquiries and inventions into areas of discovery and creation,
- Collaborate to achieve high quality expression.

Parents and teachers guide children, helping them to discover their ability to communicate using words, numbers, art, music, movement, science and the hundreds of combinations therein. This process opens the doors for what has been called the hundred languages of children.

### **Core Values and Character Development**

The St. Michael School of Clayton embraces families of all faiths and is built upon core values which center around respect and responsibility. Families and teachers collaborate to teach respect for others and to instill a belief in the worth of each individual. Through compassion, understanding and discipline, parents and teachers help each child to reveal his/her uniqueness.

### **Family Involvement and Agreement**

Enrollment in The St. Michael School of Clayton constitutes an agreement that each student, each parent, and all other members of each family will follow the policies of the school.

It is mandatory for all parents to participate in the Annual Giving Campaign at The St. Michael School of Clayton. Annual Giving is an essential part of our budget and is tax deductible.

### **Church and School Relationship**

The St. Michael School of Clayton is an essential element in the mission of The Church of St. Michael and St. George. The school is a division of the not-for-profit corporation, "The Church of St. Michael and St. George," doing business as "The St. Michael School of Clayton."

Related to the stated mission, the church provides the school with classrooms, office facilities and maintenance in exchange for rent each year. The St. Michael School of Clayton has an independent Board of Trustees and a separate school budget.

### **Academic Integrity**

The St. Michael School values academic excellence, integrity, and honesty. The administration and faculty at The St. Michael School expect that student work be the result of the student's own efforts. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Additional information on consequences can be found under Discipline.

### **Arrival / Dismissal at School**

- Drop off and pick up for Jr. Kindergarten (4/5s) through Eighth grade is located on Wydown. Please follow the carpool signs.
- All students Pre-Kindergarten and under (under 4), are required to walk in for with a parent for drop off and pick up.
- Drop off begins at 7:45 a.m and ends at 7:55 a.m.
- Children who arrive later than 8:00 a.m. are considered tardy and should be walked in to the reception desk or office.

- For each student's safety, no child will be released to anyone other than the parent without prior authorization from the parent. A photo ID will be asked to confirm appropriate release.
- Children not picked up by 3:45 p.m. will be entered into Aftercare.
- Half day infants and toddlers not picked up by 12:00 p.m. will be charged a fee of \$10 a minute for every minute past 12:00 p.m.
- Parents should form a carpool line in front of the school.
- Parents stay in their cars, and a staff member walks each child out to his or her car.
- Parents who wish to come into the school must park on Ellenwood.

### **Attendance / Tardiness**

When children arrive on time and attend school consistently, they perform better and enjoy school more. Each family is encouraged to establish a routine in the home that allows children to arrive on time at school and be consistent in their attendance. Parents are expected to report an anticipated absence as early as possible, but before 8:00 a.m. Please leave an email or phone message if necessary with the Director of Parent Communication and the Homeroom teacher. If absences extend for several days, please let the Director and teacher know each day the child will be absent.

Specific responsibilities of family members concerning arrival and dismissal at school are described in the sections entitled Arrival.

- Children attending 0 - 3 combined hours, are considered absent for a full day.
- Children attending 3.5 - 5.5 combined hours, are considered absent for a half day.
- Children attending 6 - 7 combined hours, are considered a full day attendance.

If a student is ill, they are recorded as absent. More than 29 days of absence per year may warrant retention. If a student is absent for more than a school week due to illness, a note is required from the doctor. The following are the only reasons for excused student absences:

- Long term illness or injury with doctor's note
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunity (absences must be approved prior to trip)
- Suspension from school

Parents are required to inform the school in advance about late arrivals or early dismissals. In the event of an unexpected late arrival or early departure, parents should telephone or email the school office in addition to their classroom teacher. Calls before 8:30 a.m. usually require leaving a voicemail message.

Parents are encouraged to schedule appointments with doctors, dentists, and others during non - school hours whenever possible.

All children arriving late (after 8:00 a.m.) and/or leaving prior to dismissal (3:30 p.m.) are

required to be checked in and/or checked out at the reception desk or office. If you are picking your child up prior to dismissal, you must meet your child at the reception desk.

A student will be marked tardy if he/she arrives after 8:00 a.m. When tardy, a parent must walk the child into the building and check in their child in at the reception desk.

**Students attending our Infant, Toddler or PreK program are required to registered for specific days. Students may not make up days due to absences, holidays or school cancellations. Classrooms are staffed appropriately per number of students attending each day.**

## **Attire / School Dress**

Clothing to be worn at The St. Michael School of Clayton should be chosen for safety, neatness, appropriateness and comfort. No low-cut or midriff-showing tops or short shorts are permitted. Shirts should not display profane words or other disrespectful messages and should not depict logos advertising alcoholic beverages. No hats/caps or hoods are to be worn inside the school building.

Athletic shoes are to be worn at all times for safety reasons.

Outdoor activities are scheduled every day, unless weather conditions are extreme. Children should be dressed accordingly, so that in very cold or snowy weather, hats, boots and gloves or mittens are available. Students with hair longer than their shoulders are required to pull their hair away from their face into a ponytail when participating in PE activities.

Clearly label each item of clothing and personal belonging with your child's name.

Infant, Toddler, Pre-Kindergarten, Jr. Kindergarten, Kindergarten and First Grade students should keep a complete change of weather-appropriate clothing at school (including socks and underwear).

## **Before and After School Care**

The St. Michael School of Clayton offers Before and Aftercare Program for families who need to bring their children to school before 7:45 a.m. or who wish to have their children remain at school after 3:45 p.m. dismissal.

### **Before School Program: 7:20 a.m. – 7:45 a.m.**

- A Before Care charge of \$5 for each child will be billed for those attending 7:20 a.m. - 7:45 a.m.
- The Before School staff will meet students,
- Infants : Infant Homeroom
- Toddler - Pre-Kindergarten : Toddler 2 Homeroom
- Jr. Kindergarten - Second grade : Playground or Taylor room
- Third - Sixth grade : Hub area
- Seventh - Eighth grade : 7th / 8th grade Homeroom
- Parents using the Before School Program must walk their children to the Before School staff and sign them in.
- Parents who arrive earlier than 7:20 a.m. must wait with their children. At no time should children

be sent into the school building without an adult or be brought into the building before 7:20 a.m.

- Any child found unsupervised in the school will be sent to Before Care, and the family will be charged fees for that morning's care.

#### **After School Program: 3:45 p.m. – 6:00 p.m.**

- All students will automatically be signed in to the After School Program if they have not been picked up by 3:45 p.m.
- Parents must sign out their children, indicating the time of departure on the Aftercare staff binder.
- No child will be released to anyone other than the parent without prior authorization. A photo ID will be asked to confirm appropriate release.
- The 6:00 p.m. pick-up deadline is imperative. The fine for late pick-up is \$10.00 per minute late and must be paid before the student is allowed to resume participation in the Before and Aftercare program. Parents who are consistently late will not be able to use the Before and Aftercare program.
- The After School staff will meet students,
- Infants : Infant Homeroom
- Toddler - Pre-Kindergarten : Toddler 2 Homeroom
- Jr. Kindergarten - Eighth Grade : Playground or gym

#### **Adventure Club**

- Adventure Club is a special program provided as a service to families who wish to have care for their children on the days when school is not regularly in session. Such days include In-Service Days, and Winter and Spring Breaks. Children enrolled in Adventure Club participate in a wide variety of activities, including arts and crafts, games, dramatic play, stories, movies and time outdoors.
- Reservations for each session are required and must be made before the announced deadline. The number of reservations determines the number of staff hired to provide proper care and supervision. Therefore, no drop-ins can be accepted.
- A minimum of ten students must be enrolled for Adventure Club to take place. Please review the school calendar carefully to note certain dates when Adventure Club is not available.
- Children must be in PreK (3 years/PreK Class) to attend Adventure Club.

#### **Building Facilities**

The water fountains for student use are across from the gym (downstairs), and in the upstairs hallway. The water fountain on the first floor (around the corner from the church reception desk) is NOT to be used by students.

School bathrooms are upstairs (on either side of the Hub) and downstairs (in the Jr. Kindergarten area and the basement hallway). The adult/church bathrooms (on the main floor of the building) are not available for use by students.

Children may not bring, buy, or drink soda while at school.

#### **Carpool**

Jr. Kindergarten - Eighth grade may use carpool

- Morning carpool begins at 7:45 a.m. and ends at 7:55 a.m.
- Afternoon carpool begins at 3:30 p.m. and ends at 3:45 p.m.

- At afternoon carpool, staff will summon children from inside as parents pull into the carpool lane.
- **No car is to be left unattended in the carpool zone.**
- If you need to walk into school, please park on Ellenwood. No parking is allowed on Wydown.
- It is crucial that all families comply with the following carpool line rules:
  - NO DOUBLE PARKING
  - **NO PARKING IN THE CARPOOL ZONE**
  - NO PARKING ALONG THE MEDIAN CURB
  - NO CUTTING IN LINE
  - DO NOT BLOCK ANY INTERSECTION, BIKE LANE, DRIVEWAY, OR CROSS-WALK

All children arriving before 7:45 a.m. will be sent to Before Care and will be charged for that service. It is necessary for parents to accompany children into school to sign in for the Before Care program. Children arriving after 8:00 a.m. should check in at the front desk.

There is no carpool available for Infant, Toddler, and Pre-Kindergarten students. Parents must park on Ellenwood, walk in to drop off and pick up their students.

## Cell Phones

We work to protect the learning process of your students at all times. Cell phones are not permitted to be in student possession during the school day. It is school policy that all communication with your student go through the Director of Communications, the office, and/or the Homeroom teacher. This includes emails and text messages with your student during school hours. Students are asked to turn in cell phones to homeroom teachers during school hours to ensure focus is kept on school academics.

## Communication

- If a parent needs to get an important or emergency message to their student please contact the Director of Communications or office via call.
- If a parent needs to communicate a general message to their student or teacher, please contact the Director of Communications via call or email, or email the Homeroom teacher.
- Event information and announcements are available on the school's website or sent via email via the Director of Communications.
- Teachers frequently post event information, classroom announcements, and homework information on the school's website, as well as send out emails for permission and general information.
- Parents may not text, call or email their children while at school.
- Students are asked to turn off iMessage (text messaging) on iPads during school hours.

## Conferences

Conferences are held generally at the end of the first trimester / beginning of the second trimester of the school year. Additional conferences may also be scheduled during the school year by contacting your child's teacher or administrative team.



## **Discipline / Community Building**

Life values within The St. Michael School of Clayton community are founded on respect and responsibility. Respect and responsibility are the cornerstones for healthy personal development and caring interpersonal relationships (as well as a humane and democratic society). The school community is also built on the values of honesty, fairness, prudence, tolerance toward individuals and their differences, self-discipline, helpfulness, compassion, cooperation, courtesy, good manners and courage. Each student in The St. Michael School of Clayton is expected to continue to develop these values with the help of the teachers and parents. Parents and teachers understand the critical role they play as models of these values. Discipline represents the virtues of the community inside and outside the classroom, rather than just as a means of enforcing peace in the classroom.

The staff has developed fundamental school-wide rules of behavior and self control that reflect their beliefs in each of the values outlined above. Those rules are to be followed inside the school building, on walks in the neighborhood, on the playground and on Learning Journeys. Students, parents and faculty must remember that they represent The St. Michael School of Clayton when they meet visitors or church employees in the hallways as well as when they are attending school functions and events outside the school.

Discipline is that quality which allows oneself and others to pursue interests and tasks purposefully and creatively. Behavior which is disruptive or harmful to oneself or others or which shows disrespect for teachers, peers or property receives appropriate sanction. Usually such a sanction takes the form of an immediate logical consequence such as loss of a privilege or temporary isolation from the group. Should the behavior persist, parents will be notified and consulted. If the problem continues, a student may be suspended from school and a parent conference held to discuss the circumstances and conditions required for returning to school.

### **Classroom Discipline**

Students and teachers within each classroom establish guidelines and rules. These rules are shared with the parents. Children are reminded of classroom and school rules when behavior is disrupting the class.

- First Warning- a verbal warning will be given to allow the student to correct the undesirable behavior.
- Second Warning- If a second warning is given, the student will be given a time out to allow the student to reflect on how he/she will correct the behavior.
- Third Warning- If a third warning is given, the child will be asked to remove him/herself from the classroom and the parent will be contacted by email or phone.

Each teacher has a discipline plan for his/her classroom. There will be consequences for inappropriate behavior and positive behavior will be encouraged and reinforced. The plans of the special area classes are very similar to those of the child's assigned classroom.

### **Infant / Toddler / Pre-Kindergarten**

Students and teachers within each classroom establish guidelines and rules. Children are reminded of classroom and school rules when behavior is disrupting the class.

**Tier 1 :** A verbal warning will be given to allow the student to correct the undesirable

behavior.

**Tier 2** : If a second warning is given, the student will be given a time out to allow the student to reflect on how he/she will correct the behavior.

**Tier 3** : If a third warning is given, the child will be removed from the situation and the parent will be notified.

Children will be sent home if they maliciously hurt others by biting, hitting, pinching or kicking.

### **Second - Fifth Grades**

**Tier 1 (discussion with the student)** : Minor misbehavior that interferes with the learning atmosphere of the school or illustrates a disrespect for others. (Examples: classroom disruption, arguments, unkind actions towards peers or teachers, inappropriate actions towards self and others, inappropriate language, tardiness to class, etc.)

**Tier 2 (contact with the parents)** : Misbehavior and acts directed against persons or property and whose actions endanger or interfere with the ability of others to learn and feel safe. (Examples : continuation of Tier 1 behavior, physical and verbal fighting, biting, kicking, hitting, plagiarism, cheating, etc.)

**Tier 3 (administration involvement)** : Acts which result in violence to another person or property and are a direct threat to the school. (Examples : continuation of Tier 2 behavior, purposeful physical aggression, "pantsing", possession / use of dangerous weapons, vandalism, possession of illegal substances, tobacco, alcohol or other substances, assault, theft, etc.)

### **Sixth - Eighth Grades**

**Tier 1 (discussion with the student)** : Minor misbehavior that interferes with the learning atmosphere of the school.

Possible examples but not limited to:

- general classroom disruption
- tardiness to classes
- not prepared for class
- blurting
- arguments
- unkind actions towards peers or teachers
- violation of the acceptable use technology policy

**Tier 2 (contact with parents)**: Misbehavior that illustrates a disrespect for others and acts directed against persons or property and whose actions endanger or interfere with the ability of others to learn and feel safe.

Possible examples but not limited to:

- continuation of Tier 1 behavior
- disrespectful to others

**Tier 3 (administration involvement)** : Acts which result in violence to another person or property and are a direct threat to the school.

Possible examples but not limited to:

- continuation of Tier 2 behavior
- plagiarism, cheating
- physical violence
- threats

- inappropriate physical contact
- sexual harassment

Instances when administration and law enforcement will be involved:

- possession / use of dangerous weapons
- possession of tobacco
- possession illegal substances (tobacco, alcohol and other drugs)
- vandalism, assault, theft

It is at the discretion of the administration and faculty to categorize and determine consequences for actions. Consequences are based on the severity of the infraction and may include, but are not limited to: letters of apology, written explanation of the incident and what should be done in the future (student contract), loss of recess, loss of special events such as assemblies and field trips, lunch detention, after-school detention, conference, change of class schedule, counseling, and in or out- of school suspension.

Occasionally, a severe violation of our code of conduct occurs. If your child is involved in this type of incident, the Head has the authority to immediately assign a more serious consequence such as external suspension. Determining what is fair and effective is the goal in choosing a consequence.

### **Hall Rules**

- Walk quietly in the halls so as not to disturb other students who are working.
- Keep hands and feet to yourself.
- Keep hands and feet away from student work or documentation that may be posted or displayed.
- Be respectful toward peers, teachers, and adults.

### **Playground Rules**

- Remain in play area.
- Keep hands and feet to yourself.
- Use playground equipment appropriately and safely.
- No ball tag or dodge ball.
- No climbing on benches.
- No unsupervised water play.
- No hanging on the basketball net.
- Play gently without being rough.
- Communicate without teasing, name-calling or put-downs. Let go of bad feelings.

### **Lunch Room Rules**

- Remain seated unless given permission to do otherwise.
- Keep hands and feet to yourself.
- Use a quiet voice when speaking.
- Keep your eating area neat by cleaning up after yourself.
- Remain in lunchroom at all times.
- Due to allergies, students may not share food with peers.

### **Sexual Harassment**

Every student and staff member has the right to attend school and work in an environment free of sexual harassment. This definition includes, but is not limited to, both overt and subtle types of harassment such as uninvited letters, telephone calls, gestures, touching, teasing, jokes, remarks, pictures and questions of a sexual nature as well as other verbal or physical conduct of a sexual nature.

### **Student Transportation**

Appropriate student behavior on buses is extremely important, primarily because of safety reasons. The most important rules are simple:

- Remain in your seat at all times with seat belts securely fastened until the door is opened.
- Keep your hands and feet to yourself, and face forward not in the aisles.
- Use a quiet voice when speaking.
- Behave in a manner that is respectful and courteous towards others.

### **Emergency Contact Information**

During the application and enrollment process, parents are asked for their telephone numbers at home and at work so that they can be reached when necessary.

The telephone numbers of caregivers, other members of family or other individuals who could respond to an emergency are also solicited. Parents are responsible for immediately notifying the school of all temporary and permanent changes in names or telephone numbers for every individual listed with the student's records in the school.

### **Emergency Preparedness**

The administration and faculty have developed thorough procedures in coordination with recommended safety standards and professionals. Practice drills and instructions are reviewed throughout the year.

### **Excuse from Physical Education**

Requests that a child be excused for more than one day from Physical Education must be a signed and dated form from a physician.

### **Field Trips / Learning Journeys / Physical Education**

Field Trips / Learning Journeys / Physical Education enhance the curriculum, reinforce experiences in the classroom, and often provide an initial experience from which a project may develop. Teachers also design learning journeys that are essential to the work that the children are pursuing.

Teachers who would like to invite parents to volunteer their assistance in Learning Journeys will notify each family of the purposes and dates as far in advance as possible.

On occasion, parent volunteers serve as auxiliary teachers on Learning Journeys. They are extra hands, eyes and ears to help students make the most of the experience, and they may be asked to supervise a specific group of students while on the trip. Participating parents are therefore

responsible for enforcing school rules and requiring proper behavior from students at all times.

Students will only be transported to Learning Journeys / Physical Education by bus and/or van. Parents may only drive their own child/children when participating in a Learning Journey.

For minor Field Trips / Learning Journeys, parents are required to sign and submit a general off-campus permission slip at the beginning of the year. For more extensive Field Trips / Learning Journeys, parents will be notified via email and asked for permission on a case by case basis.

## Grading Scale

### **Pre-Kindergarten / Jr. Kindergarten / Kindergarten**

Students are provided feedback using the following scale,

- 1 - Age appropriate
- 2 - Working towards age appropriate
- 3 - Area of concern

### **First - Second Grades**

Students are provided feedback using the following scale,

### **Third - Eighth Grades**

Students in are provided grades using the following grading scale,

- 1+ = 97 - 100%
- 1 = 93 - 96%
- 1- = 90 - 92%
- 2+ = 87 - 89%
- 2 = 83 - 86%
- 2- = 80 - 82%
- 3+ = 77 - 79%
- 3 = 73 - 76%
- 3- = 70 - 72%
- 4+ = 67 - 69%
- 4 = 63 - 66%
- 4- = 62 - 60%
- ++ = Accelerate curriculum
- \* = Modified curriculum

Students in most specialists classes are provided grades using the following grading scale,

- E = Excellent
- S = Satisfactory
- NI = Need Improvement

## Homework

Parents and students are responsible for reading all communications sent home with their children and on the website. Some communications are sent daily or weekly, while others are

sent home as needed throughout the week. Communications may include classroom assignments, information about school events, permission slips for Learning Journeys and the weekly updates. Most communication is sent by email or posted on the website.

Children in Kindergarten through Eighth grade will often be assigned homework. Children in Jr. Kindergarten may have other forms of homework, such as sharing items and information gathered at home. Kindergarten through Eighth grade are required to read nightly.

- K – 1<sup>st</sup> grade: 10 minutes written homework
- 2<sup>nd</sup> grade: 20 minutes written homework
- 3<sup>rd</sup> grade: 30 minutes written homework
- 4<sup>th</sup> grade: 40 minutes written homework
- 5<sup>th</sup> grade: 50 minutes written homework
- 6<sup>th</sup> grade: 60 minutes written homework
- 7<sup>th</sup> grade: 70 minutes written homework
- 8<sup>th</sup> grade: 80 minutes written homework

#### **Student Expectations for Homework**

- Students will read or be read to daily.
- Students will be responsible for assignments and strive to complete it with independence.
- Students will communicate to teacher if they need help with completing homework.
- Students will check the homework website nightly.

#### **Parent Expectations for Homework**

- Parents serve as facilitators of homework.
- Parents communicate with teacher if questions arise.
- Parents monitor student reading.
- Parents go over feedback with students.
- Parents refrain from doing a child's work; parents should provide assistance only.
- Parents will check the homework website nightly.

#### **Homework Make Up Policy Due to Absence**

If a student is absent for any reason, students and parents are responsible for keeping up with daily class assignments through the school website. If questions arise, students and parents should connect with their Homeroom teacher. Missed assignments will be collected up to three days post return. Any assignments turned in after the three day period are subject to a reduced grade.

#### **Homework Make Up Policy Not Due to Absence**

Missed assignments by students will incur a reduced grade. Grading policy will be based on the teacher's discretion and shared with the students and parents.

#### **Engrade**

Students in Third - Eighth grades, use an online system, [engrade.com](http://engrade.com), to record and track student grades. Parents will receive information at the beginning of the year on how to login and monitor their student's progress. Your login information will not change from year to year. Parents are required to frequently check Engrade.

## **Illness**

Students may not be sent to school with a fever of 99.0 or above. Students should be fever free for 24 hours without fever-reducing medication before returning to school. Students who are experiencing vomiting or diarrhea should not return to school for at least 24 hours after symptoms have subsided.

Children must be on prescribed antibiotics for 24 hours prior to returning to school. If your child is sick, he/she should remain at home for his/her comfort and the health of fellow students. If students are well enough to be at school, they are well enough to be outside at recess and lunch, and participate in PE unless a note is presented from the physician.

Lice: If a student has been diagnosed with lice , they can return to school after treatment. School must be notified if a student has been diagnosed with lice.

Note : Please see the Attendance / Tardiness section for the school's absence policy.

## **Illness - At School**

If children become sick during the day, parents or caregivers will be called to come and pick them up within the hour. Please ensure all contact information is kept up to date. Students must be picked up immediately to prevent them exposing others to germs and for their own comfort.

Lice: If a student has been diagnosed with lice , they can return to school after treatment. If lice is detected on a student at school, the student must be picked up immediately. The student can return to school the next day after treatment. School must be notified if a student has been diagnosed with lice.

## **Immunizations**

Yearly physical examinations are required for all students. Missouri Law Section 167.181 requires that all children entering a Missouri public, private or parochial school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis.

Before admission, each student's Medical Record form must be completed and turned in to the office (by July 15th or upon the child's admission if during the school year). The form must be updated each year. Forms are available on the school website and in the office.

## **Inclement Weather and School Closings**

The St. Michael School of Clayton has a broadcast system that will enable school personnel to notify all households and parents by phone, text, and email within minutes of an emergency or unplanned event that causes early dismissal, cancellation or late start. If your phone rings more than six times and your answering machine does not respond, or you do not answer, no message will be left. Updated school closing information will also be posted to the school website. School closings will not be posted on local news outlets.

## **Lost and Found**



Items lost and found will be placed in the cubbies located downstairs closest to the back staircase. Students are responsible for their own belongings. Please check the lost and found area regularly. Items not claimed by the last day of the month will be donated to charity.

### **Medication Authorization**

A complete and signed medication authorization form is required in order for school personnel to administer medicine of any kind to any child. Authorization forms are available from the school office.

All drugs, whether obtained by prescription or over the counter, must be sent to the school in the original container, marked clearly with the student's name. The medication, along with the signed authorization form should be given to the classroom teacher or office upon the student's arrival at school. The school will not provide medication of any kind.

### **Messages for Students**

If you need to leave a message for your student about going home or plans after school please contact your homeroom teacher or call the school before 3:00 p.m. so that personnel can deliver the message. Please DO NOT try to communicate with students through email, text messaging, and iMessage during school hours.

### **Parent Information**

At The St. Michael School of Clayton, parents are involved in many different ways at many different levels. Every parent should be in communication with the classroom teachers through meetings, notes/ emails sent home, and notes/emails sent to the teacher. Parents are also involved in the school through assisting their child with homework and in viewing of the school website. Many parents choose to extend their involvement in the life of the school in a variety of ways. These include helping in the classroom, preparing materials, and working with other parents at various special events for families and parents. All families must volunteer for three events/activities per year.

#### **Communication**

Parents are often asked, especially at the start of the school year, to provide written responses to questionnaires or survey forms to help teachers know their children better. These materials should be returned by the deadline indicated so that teachers can be prepared to welcome each child appropriately.

Conferences between parents and teachers are scheduled each year or when special needs arise. Parents are encouraged to schedule other conferences with the teachers.

Parents can telephone or email the school to request a return call from a teacher. Because telephone conversations during school hours are often not possible, such calls will usually be returned after school hours. In case of emergency, a staff member from the office will deliver the message so that the teacher can return the call as soon as possible. Teachers ask parents to respect their privacy at home. Please allow 24 hours for a teacher response.



Pick up and drop off are often busy times for our room so we ask that if you have need to address a concern or have questions that you please email or ask to set up an appointment if needed. This allows teachers to stay focused on their students and will allow for the necessary teachers to be involved in the conversation.

Parents are encouraged to write notes or to email the teachers about changes in family life such as: a parent leaving on a trip, the death of a pet or relative, an upcoming move, a divorce, or any other event (large or small) that could adversely affect the child.

### **Daily Organization**

Parents are responsible for reading all communications sent home with their children and on the website. Some communications are sent daily or weekly, while others are sent home as needed throughout the week. Communications may include classroom assignments, information about school events, permission slips for field trips / learning journeys and the weekly updates. Most communication is sent by email or posted on the website.

### **Dragon Gala**

The Annual Dragon Gala will be hosted at the end of January or beginning of February each year. We ask for parent volunteers to help with this event. Room Parents are expected to organize an auction basket from their class. We also ask parents to give or solicit items for the auction. We look for items such as, vacation packages, hotel stays, winery tours, gift cards, ect. Any items large or small are welcome and helpful!

### **Fall Fundraiser**

TSMSOC will host a Fall Fundraiser every year. We request families to volunteer for this event.

### **Graduation**

Graduation is held one week before the last day of school in the Great Hall for the Eighth grade. The ceremony is traditionally followed by a dinner for the graduates' families and invited guests.

### **Halloween/VIP Day**

An annual Halloween parade and VIP Day assembly is scheduled for October 31 (or the school day preceding Halloween if it occurs on a weekend). Costumes should not include masks or toy weapons. A short assembly is held in the Great Hall that morning. The 5th/ 6th grade students host a Halloween Carnival throughout the day. Each classroom is given a designated time to visit the fun filled event! VIP Day is also held on Halloween. All children are welcome to invite special guests.

### **Parties**

Room parties are arranged through the cooperative efforts of students, teachers and families. Individual classes are responsible for coordinating these special occasions to best suit their needs and interests. A class party fee will be assessed to your parent account.

Birthday and playdate invitations may be sent home from school if ALL children in the grade are included.

## **School Events**

At The St. Michael School of Clayton there are frequently events where parents, students, and teachers are in attendance together. At these events, parents are in charge of their children's behavior. Children are expected to show respect for both parents and teachers and to behave in a responsible manner. If children behave in a disrespectful manner, they will be asked to leave the event. At these events, both teachers and parents are responsible for enforcing the school policies and rules as outlined in various sections throughout this handbook.

## **Serve on The Board of Trustees:**

Parents are invited to serve on The Board of Trustees for The St. Michael School of Clayton. The St. Michael School of Clayton Board of Trustees is an Independent Board affiliated with the school.

## **Student Presentations**

Throughout the year students make presentations, which showcase the skills, understandings and insights they have gained through their project work during the year. Some presentations relate to the context of the classrooms (and the Hub). Others may involve more than one classroom and a more elaborate integration of projects (e.g., a musical dramatic presentation of Missouri History). Parents are notified of all presentations through the website and special invitations.

## **Winter Performance**

Families are invited to attend The St. Michael School of Clayton's Winter Performance held before the winter break. The event is held in the Great Hall.

## **Personal Property / Supplies**

- Toys should not be brought from home.
- Electronic games and devices are restricted from school.
- NO WEAPONS (including toy facsimiles) are allowed at any time in the school.
- Each student is required to bring a full-sized backpack or tote bag large enough to accommodate school/home communication and personal belongings, and that is easy enough to open and close without assistance.
- Each student is required to bring a lunch box or tote.
- The school and classroom teachers will purchase school supplies. A supply fee will be assessed to your school account.

## **Potty Training / Accidents**

During early potty training, students should wear pull-ups. Teachers will remind those students and give them the opportunity to go to the bathroom more often in an effort to keep the pull-ups dry. Parents and teachers should work together to help students to understand the physical feelings that accompany going to the bathroom so that the child can begin to express the need to use the bathroom.

Later potty training for those showing consistent dry diaper/pull-up at home and school will entail making a transition to using underwear most of the time at school. Students need to be able to express the need to use the bathroom and to make a BM on the potty most of the time. Pull-ups

should also be provided to change into for naps as children often cannot feel the urge to use the bathroom while asleep. Parents should provide several changes of clothes during this transition and check often to replace used clothes.

The floors need to be thoroughly cleaned after accidents. If a child should begin having accidents again, we will have to put him/her back into pull-ups. It is quite normal for toddlers to regress during the process of potty-training and then regain interest in just a short period. After two consecutive accidents, we will put the child back into pull-ups and s/he will have the opportunity to work back up to underwear.

All children in Pre-Kindergarten and Jr. Kindergarten will be fully potty trained. Children who have two or more accidents in a day will be sent home. Children who have more than 4 accidents in a week will meet with parents to discuss plan to support the child.

### **Report Cards and Progress Reports**

Parents with students in Kindergarten through Eighth grade at mid-trimester will receive an emailed progress report with notes on their child's work or any concerns the teacher may have regarding academics or behaviors. Parents are also encouraged to regularly access their child's grades on-line through Engrade for grades Third - Eighth grade, which will be set-up by their Homeroom teacher.

Report cards are send out at the end of each trimester. They include academics, skill ratings, as well as narratives on student progress and projects.

### **Rest Time**

Rest time occurs for Toddlers, Pre-Kindergarten, and Kindergarten daily during 1:00 - 3:30 p.m. Cots and pack n plays are provided. Please bring a blanket, stuffed animal, comfort items for your child. To help children rest we play soft music, give back rubs, or rock children who need help falling asleep. Non-nappers will be provided quiet activities following a shortened rest period on their cot. Please take home rest items weekly to be washed and returned the following week.

### **Safety**

- Helmets - Students are required to wear a helmet at all times during biking, skating, skiing, and any other activities involving high impact movement.
- Athletic Shoes - Students are asked to wear well-secured athletic shoes at all times for safety reasons.
- Pedestrian Safety - Students must use the crosswalk when crossing the street. They should stay on the sidewalk pathways and a safe distance from vehicles.
- Car Safety - Students should enter and exit from the car on the sidewalk side of the vehicle.
- Bus Safety - Students should remain in their seats at all times with their seat belts securely fastened, unless the bus door is opened. Use a quiet voice and behave in a manner that is respectful and courteous towards others.

### **Snacks**

Nutritious snacks must be sent to school with children every day. They enhance the learning process.

### **Technology Operating Policy**

The St. Michael School of Clayton comprehensive computer network provides a virtually unlimited supply of resources and information to the community. This access and connectivity places a great deal of responsibility on all users.

All school policies, particularly those pertaining to plagiarism, dishonesty, and harassment, apply to all uses of computers, iPads, cell phones, and any related technologies.

Ethical and legal standards that apply to information technology resources are derived directly from standards of common sense and decency. All users must adhere to the same code of ethics that govern all other aspects of behavior within the school community.

All users of information technology resources will be expected to communicate in a legal, responsible, ethical, and polite manner. If the Technology Operating Policy is violated, the consequences can include suspension or dismissal from the school.

Please read and sign the Technology Policy for further details and information.

### **Telephone Use by Students**

The phone lines are kept open for school business. After-school arrangements should be made at home prior to school time. Students will be asked to plan playdates when they get home from school.

### **Tuition / Fees**

#### **Delinquent Tuition Fee Payments**

All payments of tuition for the current school year must be kept current at all times in order for the student to remain enrolled in good standing. Payments that are in arrears thirty days or more are considered to be delinquent. A 20% interest charge will be applied to all delinquent accounts for the current school year and any past school year balances.

#### **Continuing Enrollment**

Any student for whom there is a delinquent balance due per Enrollment Agreement for tuition fee payments, will be subject to a financial suspension and excluded from attending the school until such time as the balance due (delinquent tuition fee payments and delinquent tuition fee payment charges) is current.

All parents who wish to enroll for the upcoming school year must be current in their tuition payments, and Before and After Care charges. This rule also applies to those families who wish to apply for financial aid.

#### **Tuition Refund Plan Insurance**

The enrollment policy of The St. Michael School of Clayton states that each child is enrolled for the full academic year and no adjustment for fees can be made by the school for absences, or withdrawals. In the interest of the parents, the Board of Trustees has made arrangements to protect the student under the Tuition Refund Plan (TRP). The cost is 2.6% of the annual tuition charges for the current school year. Parents who do not pay the total amount by August 1 must participate in the TRP or present evidence of having secured comparable coverage elsewhere. Those who pay the total annual charge by August 1 may elect to not participate.

The plan is fully described in the TRP brochure and Enrollment Contract, copies of which are available in the office.

Enrollments are accepted for the full school year only, except with special arrangement with the Head of School.

### **Visitors and Volunteer Check In / Out**

Parents are welcome to visit school to observe in the classroom, attend chapel or eat lunch with their child. If visiting school after chapel, parents must check in at the reception desk or office to receive a name tag. During these visits parents can:

- Volunteer to help with a class project,
- Observe a class,
- Share information about their vocation, special interest or hobby with the class,
- Help with class parties and other special events.

Often parents have special access to community resources that relate to the projects in the classroom or the school. They may want to discuss with the teaching team if and how these resources could be utilized in the curriculum at appropriate points.

Parents who would like to visit the classroom are asked to notify the teacher several days ahead of time. Parents who wish to volunteer on a regular basis should check with the teacher to find out when the class will need help or when an informational visit can be scheduled.

Parents who attend the daily chapel assembly in St. George's Chapel should sit in the open seating at the back of the chapel. Each student has an assigned seat in chapel among other members of the school. One goal of chapel is to have children associate with their peers. Sometimes parents may want to sit with their children; and if so, please do so at the back of the chapel.

Anyone who visits the school must abide by the school rules as well as enforce them with their child and other students under their supervision (in the classrooms, on the playground, and on field trips).

### **Weather Policy**

Students will spend time outside for Physical Education and Recess throughout all seasons. As long as the "feels like" temperature is above 20 degrees and there are no signs of thunder, lightning, and heavy rain, students will be taken outside for activities.

Please ensure they are dressed appropriately for the weather conditions (For example: coats, gloves, hats, rain gear, boots, waterproof pants, etc.) Students must be sent to school with proper attire for their own health and safety.

If students do not have proper attire, they may be subject to discipline if communal items are not available.

# Family Agreement

Enrollment in The St. Michael School of Clayton constitutes contractual obligations outlined in the Enrollment Contract and an agreement by the student and family to follow the current guidelines as outlined in the Parent Handbook. Supporting, respecting and communicating with teachers, staff and administration is a priority while attending The St. Michael School of Clayton.

We, the parents or guardians of \_\_\_\_\_  
have received the Parent Handbook. We agree to follow the guidelines outlined therein. We understand that by enrolling in The St. Michael School of Clayton, we are obligated to contribute to Annual Giving yearly.

Parent or Guardian Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Please return this final page with your signature(s) to the office at your earliest convenience.