



Parent-Student Handbook

2022-2023

504 5th Avenue North
Grand Forks, ND 58203
(701) 772-1822
www.stmichaelsgf.com/school

Mission Statement:

To foster the development of the whole child through academics, Christian service, and faith-building opportunities.

Belief Statement 1

We believe a safe, nurturing, and respectful learning environment is necessary for a quality Catholic education that models the Gospel teachings of Jesus.

Belief Statement 2

We believe all students need frequent opportunities to think critically, work collaboratively and make appropriate decisions in an academic climate that allows for the expression of learning in creative ways.

Belief Statement 3

We believe in partnering with parents to enhance each child's relationship with God through opportunities that teach how to proclaim the Gospel, celebrate through worship and live a Christ-centered life.

History of St. Michael's School

St. Michael's School was erected during the pastorate of Monsignor J.A. Lemieux. The desire for a parochial school had long been in the hearts of the vast majority of the people of St. Michael's Parish.

W.J. Edwards was chosen as architect. In 1915 the contract for the building was awarded to the Dinnie Brothers. The building was completed in September of 1916.

The dedication of the school was September 24, 1916, and was followed by Solemn High Mass celebrated by Monsignor Lemieux. His Excellency, Bishop James O'Reilly, an ardent apostle of parochial schools, dedicated the school.

Registration was held September 11, 1916. and 242 pupils were enrolled. The first principal was Mother Grata Powers. Her faculty included Sister Agnes Catherine Mahoney, music; Sister Magdalene Boog, primary grades and art; Sister Mary Rose Davern and Sister Rosella Jones, intermediate instructors. Later Sisters St. Kevin Burke and Rose Elizabeth Schmitz joined the staff.

In 1947 there was an enrollment of 560 at St. Michael's. For twenty years, space was needed to accommodate the ever-growing enrollment. During the preceding 36 years enrollment had almost tripled.

In 1948 a gymnasium was proposed with completion in 1949. In 1952 the plans were approved. In 1950 plans were made for a new school at a mass meeting called by Monsignor McNamee. U.L. Freed was architect and contracts of 154,000 were let. About 400 members of the parish participated in a fund drive. The new school addition was dedicated August 30, 1953. It contained six classrooms a large cafeteria, and a modern well-equipped kitchen.

In 1969 the Catholic School System in Grand Forks was faced with insurmountable financial burdens. This resulted in the closing of St. James High School. It was deemed advisable to cut back from eight grades to six, to fit the pattern of local public schools.

In 1972 a Kindergarten program was added to the curriculum. Fourteen students were enrolled. The total enrollment for St. Michael's in 1973-1974 was 166. Remodeling was completed in the primary department. Enrollment in the 1980s was around 240, but following the citywide trend has seen gradual decline in enrollment ever since.

St. Michael's began its after school program in 2002-2003 to accommodate working parents. In 2005 it started an academic and faith-based preschool for 4-year olds getting a jumpstart on Kindergarten! In 2015 the preschool program was expanded to include a section for 3 year olds.

St. Michael's School works hard to support the values taught by parents in the home which is the exact reason our parents choose to educate their children in an environment that supports the traditional beliefs and values of the Catholic faith. At St. Michael's School our teachers hold high academic standards, build character, teach compassion for others, and instill virtues of our faith in the children they teach.

Accreditation

St. Michael's Catholic School is a fully accredited Elementary School through Cognia¹. We offer a faith-based academic preschool (pre-kindergarten) through Grade Five. St. Michael's belongs to the parish and serves the young people of Grand Forks and the surrounding communities. St. Michael's Catholic School is a member in good standing of the National Catholic Education Association and the Department of Public Instruction.

Philosophy

St. Michael's School strives to promote a Christian atmosphere of learning in which all students develop themselves academically, spiritually, emotionally, socially and physically. St. Michael's School is committed to providing a foundation of faith in the Catholic tradition, and in fostering an environment in which students and staff will be free to experience the presence of Jesus Christ in their personal lives.

St. Michael's is a student-centered school. It recognizes its responsibility to prepare students for the future. We understand the unique needs and characteristics of young children and use teaching methods and strategies to meet those needs.

St. Michael's promotes a close working relationship among students, staff, administration, family, and the community by recognizing the need of these groups to interact through mutual support, respect and cooperation.

Administrative Interpretation of Policies

The administration of St. Michael's School reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will be made on the basis of the following principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual; when there is a conflict of interests, the common good shall prevail. Additionally, from time to time, circumstances arise in which current policies and practices need modification or in which no policy or practice exists. In these cases, the spirit of a Catholic school guides us to ensure the dignity of each student.

Environment

St. Michael's School is an environment which was created so that education can happen anywhere in the school setting. A St. Michael's education addresses itself not only to the mind, but also the whole person. It is an environment which recognizes that if education is to be integrated into a person's life, the school community must accept the person where he or she is. Most importantly, it is an environment created and maintained for the student.

St. Michael's is not, nor does it intend to be, just like any other school. Its responsibility goes beyond giving the student a body of knowledge, preparing him/her for a job, or developing him/her into an informed citizen, though all of these are significant and worthwhile goals. St. Michael's exists to help the student discover his/her identity as a Catholic young person in a contemporary society.

Harassment Policy

St. Michael's School is committed to providing an educational environment which encourages the academic, social, and spiritual growth of every student. Therefore, every student is entitled to a learning environment free of harassment: sexual, verbal or physical. Victims of such harassment should report it to a member of the administrative team as soon as it occurs.

¹ Cognia is the accrediting institution for the state of North Dakota.

ACADEMICS

Admission

Admission to St. Michael's School is available to all students, grades preschool-fifth, regardless of race, sex or religion. **Admission is based on completion of application.** St. Michael's reserves the right to decline acceptance of students whose intellectual, behavioral or attitudinal characteristics either prevent them from joining fully in the community of faith or from learning what St. Michael's seeks to foster within its students.

The state of North Dakota requires a **birth certificate and vaccination** record be present prior to a child entering the classroom. It is also recommended your child receives a complete medical examination prior to Kindergarten so that any delays can be detected and corrected early to ensure a successful school experience.

Immunization Law

The 1979 Legislature amended *Section 23-07-17.1 NDCC*, the School Immunization Law. Under the new law, no child will be admitted to kindergarten, elementary school, middle school, or senior high school in the public or non-public schools unless he/she has a Certificate of Immunization on file at the school or one is submitted prior to admission. The law requires that the certificate must be signed by a physician or local health department representative and be presented to the school officials by the parent(s)/guardian(s).

The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those who are exempt, will be excluded from school until the danger of the epidemic is over.

School Hours

Students are allowed to enter the building at 7:45a.m. At 8:00am students must go to the playground or gymnasium for supervised play. The first bell rings at 8:15 am. The regular school day begins with prayer at 8:15am. If a child is not present at prayer, he/she is considered tardy.

School is out at 3:00pm each day for students in K-5. Preschool is out at 2:50pm. From 2:50-3:10pm students will wait with supervision for rides in front of the school. Students not enrolled in the After School Activities Program (A.S.A.P.) are not to stay later than 3:10pm. If you are going to be late please be sure to call the office. You may be charged the A.S.A.P. rate unless special arrangements have been made with the administration.

Absences, Appointments, & Tardies

All children between their 6th and 16th birthdays are required by North Dakota law to be in attendance everyday that school is in session. (NDCC 15.1-20)

If your child is ill and will not be attending school for the day we ask that you call the school office by 9:00am. If we have not heard from you and your child is not in school we will call to verify their lack of attendance at this time.

If a child is absent for health reasons for more than three consecutive school days, a certificate from the family physician or the city health nurse may be required for re-admittance to school. This note typically states that the child is physically able and that no contagion exists.

The student must stay at home if he/she is running a fever or has vomited in the past 24 hours. Your child must be fever/vomit free for 24 hours without fever reducing medication (Acetaminophen or ibuprofen). A fever is defined as a temperature that reaches 100.4 degrees Fahrenheit.

If it is necessary to take your child home because of illness or accident, we will call the phone number on file in the office. If your child vomits at school, he/she will be sent home.

Anytime you take your child out before 3:00pm, you will need to sign your child out in the office.

Parents are urged to make their dental and medical appointments outside the school day. If appointments are unavoidable please let the office and child's teacher know in advance. Please obtain a note from the doctor to excuse the absence or tardy.

In the event your child is involved in an accident, the school staff will administer first aid. If the accident is of a serious nature, parents will be called immediately. Emergency medical support will also be contacted immediately.

If your child arrives late to school, the parent/guardian must bring the child to the school office to be signed in. The teacher will mark your child tardy/excused tardy. If it becomes a pattern your child's teacher or the principal will contact you to discuss the issue.

Curriculum

At St. Michael's Catholic School, we believe that each person is a unique creation of God and that every child has been given special gifts and talents. It is because of this philosophy that our teachers differentiate instruction in all curriculum areas to meet students at their level of learning. We feel this enables every student to experience success.

Elementary Curriculum

- Religion
- Reading
- Math
- Science
- Music
- Art
- S.T.E.M.
- Language Arts
- Spelling
- Social Studies
- Physical Education
- Health
- Band Grades 4-5
- Library
- Rosary on the First Friday of the Month
- Daily Advent Prayer Services
- Stations of the Cross on Fridays throughout Lent
- Weekly Classroom Visits by Priests
- Sacramental preparation for First Reconciliation in the Second Grade and First Eucharist & Confirmation in the Third Grade.
- Divine Mercy Chaplet
- Penance Service

Religious Instruction

- Religion Class
- Student prepared Thursday Liturgies

School Traditions

- Daily Advent Prayer Services
- Student Led Weekly Masses on Thursdays
- All School Rosary on 1st Friday of the Month
- Living Stations of the Cross & Stations of the Cross during Lent
- Lessons and Carols Service in Advent
- Catholic Schools Week
- Field Day
- Christmas Music Program
- Primary & Intermediate Spring Music Program
- Advent Service Projects

Homework

In general, there is little homework assigned. This policy is based upon the assumption that if a student puts in a full school day of effort, they should have time at home for other interests. Occasionally, reading, parent activities, special projects, make-up work for absences, or incomplete daily assignments may be assigned as homework. Homework is assigned at the discretion of the individual teacher.

Enrichment Programs

If students wish to participate in enrichment programs, they must demonstrate positive work habits and responsibility for the classroom assignments. Administration with classroom teachers will determine if a student needs his/her participation considered. Enrichment programs will be offered based upon teacher and student interest and may change from year to year.

Parent-Teacher Communication

Formal parent-teacher conferences are scheduled two times throughout the year. This communication is considered vital to your child's education. Parents are encouraged to schedule additional meetings as necessary.

We encourage parents to contact teachers or administration with any questions or concerns at any time. It is expected that teachers and administration will communicate during their scheduled work days.

Report Cards

Progress reports are issued three times a year to enable teachers to make parents aware of their child's progress in school. We recommend you study these report cards carefully and discuss them with your children. If you have questions about your child's progress, please contact your child's teacher.

Promotion Policy

It is our belief that whenever possible a student should progress with children of their own age. Occasionally it may be advised to retain a child in the same grade, but only after careful study of academic achievement and physical, social, emotional and intellectual needs. A group decision will be made at a parent conference.

Textbooks

The school furnishes textbooks for all children. In the event books are lost or damaged to the extent they cannot be reused, parents will be charged the replacement price in accordance with the time that the book has been used. All school books are to be transported in a book bag.

Financial Obligations

Tuition accounts must be kept current according to the arrangements between the parent/guardian and the school, as established at the time of enrollment. At enrollment time, the enrollment fee of \$85 (early enrollment through February) or \$150 (on or after March 1) per family must be paid. New families pay the \$85 enrollment fee regardless of date of enrollment. The \$75 technology fee and field trip fee of \$25 per student will be assessed at the time of tuition collection through FACTS.

All tuition is collected using FACTS Automated Withdrawal Program along with fees. Parents/guardians set up monthly or annual payments of tuition and fees. If the administration approves payment outside of FACTS, tuition and fees must be paid in full by September 1.

Tuition grant and aid scholarship applications are available to all students in K-5 using FACTS. Applications are reviewed on a case by case basis.

Families utilizing the bus must pay the monthly fee on the first of the month through FACTS or service will be suspended until it is paid.

For all students, if there is a past due balance for tuition and fees, a student may not register for the following year until a payment plan has been approved and/or the past due tuition is paid in full. If a payment plan becomes delinquent, administration will determine if the student remains enrolled.

No transcripts or records will be forwarded to another school until all financial obligations are met.

DISCIPLINE

Basic Standards

We believe that both parents and teachers desire a high standard of conduct on the part of children. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are likewise expected to respect the property rights of other students, faculty and the school at large. Certain acts of improper behavior will not be tolerated and are grounds for immediate disciplinary consequences. The list below includes a general description of the type of behavioral infractions which will not be tolerated:

1. *All forms of discrimination*: racial, sexual, religious, psychological or physical differences, etc.
2. *Fighting*, physical striking of anyone or causing a fight to occur either on school grounds or at school sponsored activities.
3. *Vandalism* of school property or an individual's property.
4. *Prohibitive substances*, including the use, sale or possession of any dangerous and/or illegal substance or item such as drugs, alcohol, weapons, etc.
5. *Academic cheating* of any kind, passing off another's work as one's own, or obtaining credit for work not done.
6. *Truancy*, skipping school or any single class, liturgies or assemblies.
7. *Verbal abuse* or any behavior that results in an injury to the good reputation of another or falls short of the basic respect that each person should be given. This includes name calling, bullying, and making threats.
8. *Insubordination*, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior.
9. *Littering* or improper disposal of waste within the school or on school grounds.
10. Any other behaviors deemed inappropriate, harmful, and/or are contrary to the Catholic faith.

Disciplinary Policies

St. Michael's strives to develop self-disciplined students. Students are expected to behave in a manner that reflects commitment to honesty, respect for others, and respect for self. Every effort will be made to work with students who might make errors of judgment and who do not maintain a level of self-discipline consistent with school expectations.

St. Michael's adheres to a 'discipline with dignity' philosophy. As a result, the classroom instructor handles all breaches of conduct. Repeated breaches of conduct in the classroom or consistent violation of school rules will be referred to the administration for further disciplinary action.

Disciplinary action may include the following:

1. Restriction or removal of student's social, co-curricular, after school clubs, field trips, or academic privileges
2. Restitution in the case of property loss or damage
3. Staff or professional counseling
4. Detention
5. Disciplinary probation: The administration may impose probation for repeated misconduct or serious breaches of conduct. The student's behavior will be examined during the probation period; repetition of misconduct while on a probationary status may subject the student to suspension or dismissal.
6. Suspension: The administration may elect to suspend a student for breaches of conduct. The period of suspension is considered an unexcused absence. Suspension may be in-school suspension or out-of-school suspension to be determined by administration.
7. Dismissal: The administration may elect to dismiss a student from the school.

Complaint / Grievance Procedure

If a student is having a problem in school, we expect that problem will be shared with the instructor involved. We hope that the student will first share the problem with their teacher. If the student feels uncomfortable or is unable to bring the issue to the instructor, the parent/guardian may assist the student.

If it is determined that the problem is not being resolved, contact the administration. A meeting with the student, parent or guardian, the instructor, and the administrative team will be arranged to discuss and work towards resolution. Most complaints can be resolved when these meetings are held. If necessary, a further appeal or grievance can be filed with the school board.

Coordinated Dress Policy

Being a member of the St. Michael's community carries with it the responsibility of adhering to the standards of dress. The coordinated dress policy allows the students to express individuality within a framework that carries on a tradition of pride in being part of a Catholic school community. Students are expected to come to school appropriately dressed and groomed. **This is the responsibility of the parent/guardian. The administration and faculty will do enforcement collectively.**

St. Michael's School Dress Code Policy

Our Philosophy

The Catholic school uniform symbolizes respect for authority as well as the idea of basic equality in the eyes of God. St. Michael's students are instructed to wear clothing in a manner that reflects both a pride in self and school. All students in kindergarten through 5th grade are required to wear dress code during the school day.

Dress Code Expectations

St. Michael's School strives to create an atmosphere conducive to learning during school hours, on school grounds and during any school activities.

All students in kindergarten through fifth grade are required to wear dress code during the school day.

Parents are responsible for ensuring their children are appropriately dressed.

All clothing must be clean, neat, well-fitting, and contain no holes.

Occasionally, students are exempt from the dress code for a free choice dress day.

If a child cannot wear dress code on a day other than those listed exceptions, the school must receive a written or verbal request from the parents on the day the child is out of uniform.

The Dress Code on NON-MASS Days

SHIRTS

Solid Red Polo Shirt (long or short sleeve)

Solid Navy Blue Polo Shirt (long or short sleeve)

If you chose a logo, the St. Michael's School logo is the only logo allowed

BOTTOMS

Khaki

Shorts (knee length)

Skirt (knee length or longer)

Pants (straight leg, docker style – no sweatpants, cargo pants, jeans, cords, skinny pants or leggings as pants)

Capris

UNDERSHIRTS

White long sleeve undershirt may be worn with short sleeve red or navy blue polo shirts

Crewneck or turtleneck are acceptable

SWEATERS

Solid white, red, or navy blue cardigan
No embellishments (sequins, lace, fringe, ruffles, glitter)
Always worn with uniform polo shirt

SWEATSHIRTS

Solid red or navy blue without hoods
St. Michaels logo hoodie sweatshirt
No logos other than St. Michael's School logo
Always worn with uniform

SOCKS

Neutral in color and must reflect dress code policy
White or black leggings or tights under skirts

JUMPERS/DRESSES

Khaki only (knee length or longer)
Red or navy blue polo shirt underneath

Dress Code for MASS DAY

Bottoms

Black
Pants - (straight leg, dicker style – no sweatpants, cargo pants, jeans, cords, skinny pants or leggings as pants)
Skirt – knee length or longer
No Shorts

Shirts

Solid red polo shirt (long or short sleeve)
If you chose a logo, the St. Michael's School logo is the only logo allowed

Socks

Black leggings or tights under skirts
Neutral in color and must reflect dress code policy

Sweaters

Solid white, red, or black cardigan
No embellishments (sequins, lace, fringe, ruffles, glitter)
Always worn with uniform polo shirt

Sweatshirts

Solid red, gray, or black without hoods
No logos other than St. Michael's School logo
St. Michaels logo hoodie sweatshirt
Always worn with uniform

UNDERSHIRTS

White long sleeve undershirt may be worn with short sleeve red polo shirts.
Crewneck or turtleneck are acceptable

FREE CHOICE DAYS – students may wear clothing of their choice on Free Choice Days. Please follow these guidelines when helping your child make choices:

- No sleeveless shirts may be worn
- Hats are not to be worn in the building at anytime
- Skirts/shorts should be knee length or longer
- No pajamas

- No costumes
- Logos or graphics should reflect the mission of St. Michael's School

Revised 03/31/22

Approved by the Board of Education

Student Activities / Programs

Bus Rules

Children are to follow the same rules of conduct on the bus that they would display in school. All disciplinary standards for in school will be enforced on the bus. Any violation may result in suspension from the bus from a period of time to be determined by the administration.

Parents/guardians are responsible to be on time for pick-up and drop-off. The bus may wait for a few minutes before moving onto the route. It is the parents/guardians' responsibility to bring the student to school if they are not ready for the bus when it arrives in the morning. It is the responsibility of the parent/guardian for a responsible person to be home when the bus drops off the child(ren). If families are not available for drop off more than once, this may result in a suspension from the bus for a period of time decided by school administration.

If the bus cannot run, it will be communicated via text and email. **If a child is not going to ride the bus, please notify the bus driver in writing or text the day before or prior to their scheduled pick up.** All changes in bus schedule, cancellations, concerns with bus service, etc. should be addressed to the St. Michael's administration. If there is a delayed start to the school day because of weather, the bus will not do a morning pick up. Families will not be prorated bus fees for days the bus is unable to run.

Only students whose family has purchased a bus contract with St. Michael's School may ride the bus to and from school. **There is no scholarship and aid for bus service.**

Food Service Program

Student and adult meals are available for purchase. Parents/guardians pay for food service using the online ParentsWeb. Breakfast and Hot Lunch Accounts can be viewed online using ParentsWeb. St. Michael's School participates in federal food programs which offers free and reduced meals for those who qualify. If an adult guest is joining a child for lunch, he/she must call the school office by 10:30am.

Wellness Program

St. Michael's School has a wellness policy which includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness. The St. Michael's Wellness Policy can be found under the ParentsWeb resources tab.

Tree-Nut / Peanut Allergy Awareness Policy

St. Michael's School initiates every effort to ensure students have a safe and secure environment to learn and grow in. Due to the growing number of students with nut allergies, many of which are severe, St. Michael's School (excludes Church) will be peanut/tree-nut free to fully protect students with anaphylaxis allergies, St. Michael's School does not permit students to bring baked goods or treats that contain peanuts and tree nuts for special occasions.

Please follow these guidelines when sending food to school:

<p><u>Food that contains:</u></p> <p>Tree nut or peanuts in ingredient list.</p> <p>DO NOT BRING TO SCHOOL</p>	<p><u>Food that is:</u></p> <p>“Made on equipment that processes nuts or peanuts”</p> <p>Or</p> <p>“May contain traces of peanut or tree-nut residue.”</p> <p>DO NOT BRING TO SCHOOL</p>	<p><u>Food that is:</u></p> <p>“Made in a facility that processes nuts or peanuts”</p> <p>IS ACCEPTABLE PRODUCT TO BRING TO SCHOOL</p>
--	--	--

If a home lunch containing peanuts or tree-nuts is brought to school, the student will be asked to save it and bring it home. The child will be provided an entree from the school lunch program. Birthday and other treats must contain all nutritional information to be served.

Dietary Accommodation Policy for St. Michael’s Catholic School

The Child Nutrition Department will accept either of the following as documentation of a special dietary need:

1. St. Michael’s Health Care Provider’s Request for Special Dietary Accommodation Form

The form must:

- Be signed by a licensed physician, physician assistant, or advanced practical nurse.
- Identify the child’s medical need, food sensitivity, and/or food allergy.
- Include an explanation of why and how the child’s medical need, food sensitivity, and/or allergy restricts the child’s diet.
- List the food or foods to be voided from the child’s diet and the food or choice of foods that can be substituted.

2. A Medical Statement for Children with Special Dietary Needs as long as the following is included:

- It must be signed by a physician, physician assistant, or advanced practical nurse.
- The form must identify the medical condition(s) that restrict the child’s diet.
- It must list the food or foods to be voided from the child’s diet and the food or choice of foods to be substituted.

SPECIFIC REQUESTS MUST BE DETAILED ON THE SUBMITTED DOCUMENTATION.

Documentation must be submitted to the administration for verification, who will then forward a copy to food services. Dietary accommodations begin once Nutrition Services receives and processes the request. Please note that dietary accommodations that require purchasing specific items may not be immediately available. It can take up to four weeks to receive delivery of special order items.

St. Michael's Catholic School will review and may honor the request if it is deemed reasonable and not requiring a burden on financial and/or personnel resources of St. Michael's School. Parents will be notified of the administration's decision on the request for approval or non-approval.

Spiritual Events

There is nothing we do as a school that is more important than to gather together as a community to pray and worship. As we begin our day at St. Michael's, prayer is offered together in the school at 8:15am. Each class day may start with a prayer. This means developing attitudes of attentive listening, respect, and reverence.

Some special days the entire school will gather to offer prayer, especially during the liturgical seasons of Advent and Lent. In all these times of prayer, the expectation is active participation to the best of one's ability. It is expected that student conduct at such events must reflect this importance.

Because of its importance in the Christian life, Mass will be celebrated regularly for the entire school. Attendance and participation at religious services are required for all students, both Catholic and non-Catholic.

Counseling

St. Michael's School offers Counseling services for its students in both an individual and classroom basis. The counselor can provide school-related counseling when referred by a teacher or parent/guardian. It is hoped that the students gain a better understanding of themselves, their interests, and abilities. The school counselor works closely with the special services of the public school district to make available complete educational testing and assessments for students who are experiencing difficulties in school. If additional counseling is necessary, community resources will be shared with the parent/guardian. Any expenses with the community resources will be the responsibility of the parent/guardian.

Special Services

The following special education services are available to students at St. Michael's School and are provided by the Grand Forks Public Schools:

Speech & Language Pathology
Title I Reading Support
Learning Disability Program

They may vary year by year. Parents will be notified. If a child qualifies for special education services, services and programming vary in the public school setting from the services and programming at the St. Michael's School setting. All other special education services beyond the listed services are provided at the student's neighborhood school.

After School Activities Program (A.S.A.P.)

St. Michael's After School Activities Program provides a safe and secure environment to serve the childcare and educational needs of children ages 4-12 years old enrolled at St. Michael's School. The A.S.A.P. Program will follow the school calendar of St. Michael's School. Hours are from 3:00-5:30 Monday-Friday. Students need to be enrolled in the

A.S.A.P. program to attend the A.S.A.P. program. The A.S.A.P. Handbook can be found under the ParentsWeb resources tab.

Field Trips

All school-sponsored activities must have the approval of the administration. Whether school sponsored events are held at the school or at other facilities, all school rules apply.

Parents will be asked to allow their child on field trips at enrollment. However, another permission slip must be signed and returned prior to the student attending a field trip. It is the responsibility of the parent/guardian to return the permission form and follow other procedures as set up by the administration.

Students will wear red polo shirts and black bottoms for all field trips unless it is necessary to wear other clothes.

Safety Information

All doors to the school building will be locked during the school day. Door #1 will be open 7:45am – 8:15am each morning. Other doors may be accessed for arrival when a staff member is present. If you arrive after this time, please ring the secretary with the button at Door #1. All doors are monitored throughout the day with video cameras for the security of our students. Students will be supervised by an adult from 7:45am-3:10pm every day.

Bicycles

If a student wishes to ride a bike to school, they should have a lock for it while it is on school grounds. The school takes no responsibility for bicycles. Because there are many students on the playground, bikes should be walked once on the grounds. A bike rack is available behind the school gymnasium next to the courtyard.

Skateboards and rollerblades are not allowed on school grounds.

Change of Telephone or Address Information

It is important for our records to be up-to-date and accurate. Please use ParentsWeb to update your information.

Emergency Drills

Emergency drills such as fire and tornado drills are required by law and are an important safety precaution. It is essential that all parties in the event of an actual emergency take the seriousness of the drills into account. All staff and students should familiarize themselves with the proper safety and exit procedures for each classroom they are assigned.

Medical Insurance

St. Michael's does not provide medical insurance coverage for any student participating in curricular or co-curricular activities. A student's parents/guardians must provide adequate insurance to protect the student in the event of injury resulting from participation in activities.

Medication

Medication that is brought to school must be registered in the office and administered according to the Medication Policy. This includes non-prescription medicine (Advil, Tylenol) and prescription medicine. All medicine requires permission using ParentsWeb. Copies of this policy are available upon request in the school office. No medication will be administered before approval by the administrator.

Permission to treat all students for medical care is kept on a digital file on the student information system at the time of enrollment.

Administration of Medication to Students

Any medication that is ordered by the physician may be given using the following procedures:

1. The medication sent or brought to the school must be accompanied by a digital request from the parent(s)/guardian(s) and/or the physician using ParentsWeb.
2. The following information must be included in the physician's written order and on the label of the prescription container:
 - a. The student's name
 - b. Amount of dosage
 - c. Time of administration
 - d. Name and strength of medication
 - e. Amount of medication in prescription
 - f. Instructions for administration including possible side effects
 - g. Length of time student will be on medication
 - h. Special care
3. The parent(s) or legal guardian(s) consent must authorize administration of a specific medication and must grant school personnel permission to administer the medication through ParentsWeb.
4. The following guidelines will be followed for asthma and anaphylaxis:
 - A. A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medications for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's health care provider and which:
 - a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
 - b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis;
 - c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.
 - B. Neither a school district nor any employee of the school district is liable for civil damages incurred by:
 - a. A student who administers emergency medication to himself or herself in accordance with subsection A.
 - b. An individual because a student was permitted to possess emergency medication in accordance with subsection A.

- C. For purposes of this section, “emergency medication” includes a prescription drug delivered by inhalation to alleviate asthmatic systems and epinephrine auto-injectable pen. In emergency cases school personnel shall promptly notify emergency medical personnel and the parent(s)/guardian(s).
5. All medications are to be returned to the parent(s)/guardian(s) at the end of the school year or when the student withdraws from school.
6. Diabetic students must have orders signed by a physician for a current insulin/diabetic plan of care prior to starting school.
7. Refrigerated medications are stored in the school office.

Procedures for Administering Medication in the School

Location of Medication

1. The administrator shall designate a secure storage area for all medication which is to be kept in the school and designate who within the school will be given the responsibility to check in and administer the medication. All medications kept in the schools for administration to students will be kept in a manner to protect the safety of both the student receiving the medication and other students.
2. The administrator shall also establish a check in procedure for medication brought to the school. This procedure shall include: recording the date the medication was deposited, ensuring that authorization is on file, and notifying the person who has been designated to administer the medication. In the presence of the person who deposited the medication and one additional witness, the person checking in the medication shall count and record the number of pills or capsules.
3. Medication is to be kept in the original container, properly labeled with the student’s name, specific time to be administered, amount of dosage, and physician’s name. It is recommended that no more than one month’s supply of any medication be brought to school at one time and the parent(s)/guardian(s) will be responsible for replenishing the supply as needed. Unused portions of medication should be returned to the parent(s)/guardian(s) at the end of the school year or when the medication is no longer needed by the student.

Personnel Responsible for Administering the Medication

1. All personnel should be familiar with the policy and procedures for administering medication in the school.
2. All personnel having responsibility for supervising students shall be given information on the health portion of the students’ school records, including related medical problems, if any; suspected allergies; emergency contact persons; etc; and shall be informed of anticipated circumstances for which the school personnel may need to be in touch with out of school personnel (e.g. medical personnel, other agencies, etc.)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Family Education Rights and Privacy Act

Directory Information

St. Michael's School has designated certain information contained in education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information:

Name

Address

Telephone Number

Date and place of birth

Participation in officially recognized activities and sports

Degrees and awards received

Directory information may be disclosed by the school for any purpose in its discretion, without the consent of a parent(s)/guardian(s) of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with consent of a parent(s)/guardian(s) or student, or as otherwise allowed by FERPA.

Any parent(s)/guardian(s) or student refusing to have any or all of the designated directory information disclosed must complete the RenWeb opt out questions in ParentsWeb at registration.

Closed Campus Policy

Students are not allowed to leave St. Michael's School property, which includes going to M&H gas station for any reason once they arrive at school or before they leave. Leaving school property is not allowed unless signed out by a

parent/guardian or on a school sanctioned field trip. There are potential dangers in leaving school grounds and being unsupervised.

Weather (school closing)

In most cases, St. Michael's School will follow the Grand Forks Public Schools decision to remain open or close.

Families will receive an email and text message from school with an important message regarding school closing announcements from St. Michael's School. Families may also seek information on local news channels, social media, and newspaper websites.

If you feel the weather or road conditions are too severe and would cause a hazard to your child, use your best judgment in deciding whether or not to attend. Please contact the school office if you will not be sending your child(ren) to school.

When a sudden storm breaks during the day, you can be assured your child will not be permitted to leave the school building unless satisfactory arrangements have been made.

We encourage you to develop a family plan for storm days as St. Michael's only has two phone lines.

GENERAL DIRECTIVES**Telephone**

There is a telephone for student use on the wall at the main office. Students may use this phone with permission of the secretary, but conversations should be limited to no more than a few minutes. Students may also use the classroom phone for appropriate reasons with the permission of the teacher. If necessary, messages for students will be announced during class breaks. Only emergency messages will be communicated to the student immediately.

Bulletin Boards & Posters

The bulletin boards in the school are for school use and promotion. Students and outside interest groups wishing to publicize any activity by signs and notices must have them approved by the administration before distribution or displaying.

Electronic devices

Personal electronics that include but are not limited to ipads, iwatches, iphone touch, radios, private cassette or CD players, electronic games, beepers, cell phones, smart watches, etc. may not be used during the school day as they are disruptive. The presence or use of such equipment before the end of the school day will result in the removal of the equipment from the student. If a student has a device in his/her backpack, it should not be removed from the backpack on school grounds or on the bus. The school is not responsible for any personal electronics. If the device is used during the school day or on the bus, it will be held in the school office until the parent/guardian retrieves it. Any device that is to be used must be approved by school administration.

Weapons

Students who bring to school any object which may be used to intimidate or inflict bodily harm and which has no school related purpose would face disciplinary action that may include expulsion. Those items considered under this policy include but are not limited to guns, knives, chains, and explosives.

Vandalism, Theft

Vandalism (deliberate destruction of school or personal property) or theft (stealing from school or persons within school) will not be tolerated. If this behavior is witnessed or proven true, appropriate disciplinary action will be taken, and a parent/guardian will be notified.

Pets

Animals can be dangerous on the school grounds. To protect our students, we ask that you do not bring your pet to school. To protect children, we ask that no pet be brought to school. This includes pick up and drop off time while parents wait outside their vehicle.

Party Invitations

Passing out party invitations at school is only permissible when the entire class is invited. This prevents hurt feelings and confusion. A list of classmates and addresses can be found on the school directory through ParentsWeb.

Toys and Personal Items

Students are not to bring toys or personal keepsakes to school unless for teacher approved instructional purposes. For example, show and tell or All About Me. The school takes no responsibility for damaged or missing items. Items and toys are a distraction to learning. Support devices such as fidgets or sensory supports are to be used for special needs and must have the approval of administration.

Lost and Found

Articles found around the school will be taken to the lost and found. Any lost and found articles not claimed by the end of the school year will be donated. Lost and found items can be found in the hallway leading to the original school.

Visitors

All visitors to the school are to report to the office upon entering the building. They will receive a visitor badge. This applies to parents, grandparents, and guardians dropping off materials for students (mittens, gloves, band instruments, etc.) or adult guests at lunch time. The student will be called down to the school office to pick up the item rather than the item being brought to the classroom.

Any classroom visitation must be pre-arranged with the school office and classroom teacher to avoid a learning disruption.

Asbestos Notice

St. Michael's School monitors asbestos in its buildings and responds in a cautious and proactive manner. Environmental Health & Safety inspects all asbestos-containing materials to ensure that the materials are maintained in good condition and that precautions are followed whenever asbestos materials are disturbed. Efforts are designed to provide a safe and healthy environment. Asbestos management plans are available for review in the buildings and grounds office.

Library

Students have access to library check out. The student is responsible for the books and materials that are checked out in his/her name. If books and materials are damaged or lost, the student is financially responsible for the books and materials.

Parent Involvement

At St. Michael's School we believe that parents are the primary source from which children and youth derive their moral values. We realize that parents entrust their children to us to instruct, complement, and intensify the education already begun at home. Moral values taught at home are reinforced and integrated into the school day.

Parents and teachers are partners in education at St. Michael's School. Teachers welcome parental involvement and realize that working together guarantees success.

Volunteering

One of the best ways to become involved is to work as a volunteer in the school. Working in the library, in the playground, lunchroom or the classroom are some of the ways you can contribute to the education of your child.

Home and School Association

St. Michael's School strongly encourages all parents to become a part of the Home and School Association (H.S.A.). The purpose of the Home & School Association is:

- To foster a true evaluation and deep appreciation for the ideals of Catholic education for the children of St. Michael's School
- To assist/support the children and administration of St. Michael's School through voluntary service and financial assistance.
- To promote Catholic education in the community.

Meeting dates and times and current event information will be shared through email, website, and newsletters.

Board of Education

The Board of Education meets bimonthly in September, November, January, March, and May. These meetings traditionally take place on the first Tuesday of each month, but may change for special circumstances such as holy days and holidays.

All are encouraged to attend Board meetings. To place items on the agenda, an interested party should contact the board president prior to the meeting. A non-member may not add items to the agenda at the meeting. Visitors to Board meetings may address issues only if invited to comment by the Board President.

Board members' contact information will be shared at the beginning of each school year with parents/guardians.

Board of Education elections are held every spring. If interested in running for a seat on the Board of Education, please contact the board president.

Hold Harmless Policy

The school shall defend, hold harmless, and indemnify the principal and the members of the Board of Education from any and all demands, claims, suits, actions, and legal proceedings brought against the principal and/or members of the Board of Education in the principal or member's official capacity as agent and employee of the church, provided the incident arose while the principal and/or member was acting within the scope of his/her employment or membership on the Board of Education.

Student Records Policy

Student Records

A cumulative record shall be maintained for each child from entrance into school through the fifth grade.

All materials in each cumulative record shall be treated as confidential and shall be accessible only to the professional staff of the school and to the parent(s)/guardian(s) of the child, except as provided by the law. Such information demands judicious use and should always contribute to the welfare of the individuals under consideration. Upon the request of the parent(s)/guardian(s) and at personal interviews with the parents, all test scores will be translated into meaningful terms for their benefit, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the child.

Information contained in the cumulative records shall be made available to persons or agencies outside St. Michael's Catholic School only by written approval of the principal and in full compliance with the disclosure provisions of the Family Educational Rights and Privacy Act (P.L. 93-380) and subpart D of the final regulations thereto.

Cumulative Record

The cumulative Record shall include at least the following:

1. Personal and family data, including certification of name and date of birth
2. Test data
3. Medical reports
4. All achievement records as determined by tests and teacher evaluations
5. Anecdotal reports
6. Psychological reports
7. Pupil questionnaires
8. Copies of correspondence with parent(s)/guardian(s) and others concerning the child
9. Records of conferences
10. Other records which may contribute to understanding the child
11. Post-school records

Health Records

Health Records of pupils are gathered and brought up-to-date from enrollment forms filled out each year by parents at registration time and kept by the school on the student information system. Special attention is required to comply with the North Dakota Immunization Law.

Records of Disclosures

A record shall be maintained and kept with the educational records of each child with reference to each disclosure made, pursuant to Section 99.32 of the final regulations of the Family Educational Rights and Privacy Act (P.L. 93-380), including identity and legitimate interests of the requesting party.

Right to Hearing in Content of Records

The student or Parent(s)/guardian(s) have the right to a hearing to challenge the accuracy of information in the student's educational records, pursuant to Section 99.21 of the above-cited regulation.

Technology Use Policy

St. Michael's Catholic School provides technological resources for staff and students ("users") to support the educational mission of the school. The school encourages efficient, cooperative and creative methods to perform the user's educational, administrative, or job related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency, and appropriate usage.

Technology resources provided by the school include but are not limited to:

- Computer and related peripherals
- iPads
- Printers of all types
- Telephones, fax, and voicemail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Television, VCRs and DVDs
- Camcorders and cameras
- Copy machines
- Chromebooks

The efficient application of these resources requires the cooperative effort of school support personnel, staff and students.

This policy governs issues unique to technology resources and works in accordance with school policies.

Expectations and Use Requirements

The school expects users to exhibit professional/responsible behaviors when using school technology resources. Use of school technology resources is a privilege and may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the school in an ethical and professional manner. St. Michael's Catholic School does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other school policies as they apply to technology resources.
- Compliance with all local, state, and federal laws. This includes no computer hacking, software piracy, and copyright infringement and other illegal behaviors.

Privacy

Individual privacy is not guaranteed when using school technology resources. Files and communications may be reviewed to maintain system integrity and assuring that users are adhering to the acceptable use policy and guidelines. Individuals should respect the privacy of other users and not intentionally seek private information. The school will cooperate with local, state, and federal authorities when necessary.

Security

Security systems help maintain the integrity of district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited.

Internet Safety and Use of Filters

The school maintains technology protection measures for the safety of minors with respect to its computers with Internet access. The school makes reasonable attempts to protect against access through such computers to visuals depictions that are obscene, child pornography, or harmful to minors and shall maintain the operation of such technology protection measures with respect to its computers of visual depictions that are obscene or depict child

pornography and such measures shall be in operation at all times during the use of the school's computers. The terms "obscene", "child pornography", "sexual act" and "sexual contact" are defined as provided in the Child Internet Protection Act. Technology protection measures may be disabled by an authorized administrator or other authorized person in order to provide access for bona fide research or other lawful purpose.

The internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give your name, address, phone numbers, passwords, or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the internet is private. Records exist that document everything you do while online.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to that person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users.

Although the school provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the principal.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

St. Michael's Catholic School prohibits technology uses, whether school or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Using others' passwords, tampering with or forging names on electronic mail or other online environments.
- Trespassing in others' folders, work or files.
- Hacking with intent to damage or for the purposes of circumventing standard configurations.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is appropriately related to education.

- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligence regarding confidential data

Employee technology use that is not specific to one's job duties is acceptable under the conditions that it does not:

- interfere with the performance of that employee's duties.
- create the appearance of impropriety.
- result in political or personal commercial purposes.
- increase cost to the district

Electronic Mail and Internet Use

The school provides email accounts and Internet access for students and staff. The global and fluid nature of these resources requires the unique standards regarding their use in our school. Considerations when using these resources include:

- Users must adhere to the Technology Use Policy at all times when using Internet and/or email including after hours, weekend, and/or holiday use.
- Users are prohibited from using school email or Internet access for commercial or personal gain.
- Users are prohibited from using school email or Internet access for unethical-or illegal behaviors or activities that are contrary to any school policy.
- Material hosted on school servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy and educational value.
- School email accounts will be provided to all employees of St. Michael's School on request. Employee accounts may be revoked if used inappropriately as outlined in the Acceptable Use Policy.

Vandalism (Technology)

Vandalism includes any malicious attempt to harm or destroy any St. Michael's Catholic School equipment or software or data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in the cancellation of privileges or other disciplinary action.

Sanctions

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

- Loss of access to district or personal technology resources.
- Removal of students from classes
- Expulsion
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems.
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy will be placed in the student academic file. The following offenses may result in immediate suspension, expulsion, and/or termination:

- Harassment or other inappropriate behavior regarding race, color, creed, religion, gender, ancestry, national origin, sexual orientation, age, or disability;
- Accessing, displaying, archiving, storing, distributing, editing, or recording sexually explicit material;
- Creating or distributing immoral, obscene, threatening, defrauding, or violent text or images or transmitting unlawful materials;
- Using electronic communication devices for illegal activity.

Legal Disclaimer

St. Michael's Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages users may suffer. This includes the loss of data resulting from delay, non-delivery, mis-deliveries, or service interruptions; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from the use of school accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. St. Michael's Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Since all transactions conducted through district technology resources could be perceived as authorized school activities, users of school technology resources are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of school technology resources may result in legal action against the offender by the district, injured third parties and/or government authorities. If such an event should occur, the school will fully comply with any requests for information related to the legal proceeding, subject only to the prohibitions of law. St. Michael's Catholic School will not be held liable for the actions of users which violate the conditions of this document.