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## INTRODUCTION

St. Michael's Elementary School, grades one through eight, was first opened in September 1918. In 1922, the Sisters of St. Joseph from Hartford, Connecticut took over the staffing of the school. The students were housed in a two story wooden building containing four classrooms on the ground floor and a large hall and stage on the second floor. At that time, there were several grades in one room.

The present school building, located on the east side of Route 235, was erected in 1950. In 1999 a new wing was built with additional classrooms and bathrooms. This provided space for a new information technology center. Currently, St. Michael's School includes Pre-K through eighth grade.

## MISSION STATEMENT - PHILOSOPHY

The fundamental purpose of Saint Michael's School is to assist the Church in its ministry of a Christian education, and take responsibility with parents to develop the education of the whole child through word, worship and service.

Our school recognizes and proclaims these truths to students, parents, and community: that Jesus, the only mediator between God and Man, is present among us; that He is the foundation of our Catholic education enterprise; that Catholic education must witness to the goodness of God in the world; that faculty, students and community must, therefore, be concerned with peace, justice and the well-being of all mankind, regardless of race, creed or social status.

**Our teachers, dedicated, trained and supported by their faith, strive to impart knowledge that will make each child truly self-disciplined and useful, graceful by appreciation of the arts, and well-informed through a Catholic presentation of our curriculum content.**

## **PRINCIPAL'S RIGHT TO AMEND**

Every issue cannot be foreseen; therefore, the principal reserves the right to amend the contents of this handbook without prior notice to parents. Parents will be notified in writing of any and all changes.

## **SCHOOL TIMES**

### **STANDARD SCHOOL DAY**

Regular Daily Schedule: 7:50 AM – 2:55 PM  
Office Hours: 7:30 AM – 3:30 PM

### **EARLY DISMISSALS/SCHOOL CANCELLATIONS**

Early Dismissal Days: 7:50 AM – 12:30 PM

Our yearly calendar lists the scheduled Early Dismissal Days. For early dismissals and closing due to the weather and emergencies, **St. Michael's follows the policies of the St. Mary's County Public School System.** Announcements are made on the local radio stations and television stations.

**On scheduled Early Dismissal days, if the Public School System is opening 2 hours late, St. Michael's School will also open 2 hours later, but will extend the dismissal time to the regular 2:55 P.M.**

### **STUDENT DROP OFF AND PICKUP TIMES**

Administrators, teachers, and staff cannot be responsible for the supervision of students who arrive prior to or remain beyond the hours of our regular day.

## **ADMISSION POLICIES**

### **NON-DISCRIMINATORY POLICY**

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

St. Michael's School does not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodation, the individual can meet the requirements of the school program.

### **STUDENTS WITH LEARNING DIFFERENCES**

Saint Michael's School wishes to offer Catholic education to all students that seek it. We accept qualified students whose learning differences can be reasonably accommodated. Every student is admitted on a probationary status. We will work with the family and the public school in a cooperative spirit to ensure the maximum educational benefit for the child.

### **ADMISSION PRIORITY**

For determining admission to St. Michael's School, the following guidelines will be followed:

The school gives preference in admission to:

- Students presently enrolled
- Siblings of students currently enrolled in the school
- Catholic students living outside our parish boundaries
- Non-Catholics

Final decisions are made by the school administration. Every student is admitted on a probationary period of at least three months. Eighth grade students are admitted at the discretion of the Principal.

## AGE REQUIREMENTS

Age requirements are as follows:

- **Pre-K student** 4 years of age by September 1
- **Kindergarten student** 5 years of age by September 1
- **First Grade student** 6 years of age by September 1

## IMMUNIZATIONS/HEALTH CONDITIONS

There are NO exemptions for immunizations for students in schools in the Archdiocese of Washington. Temporary medical immunizations are handled case by case with physician signature required.

Maryland Department of Health and Mental Hygiene require the following immunizations:

### Students Entering Preschool

DTaP/DTP -----	4 Doses
Polio -----	3 Doses
Hib Vaccine** -----	(at least 1 dose after 12 months of age)
Measels, Mumps, Rubella -----	1 Dose
Varicella (Chickenpox) Vaccine ----	1 Dose or physician documented proof of the disease
Hepatitis B Vaccine -----	3 Doses
PCV7 (Prevnar)** -----	1 Dose

\*\*if less than 4 years and 11 months.

### Students Entering Kindergarten

DTa/DTP -----	4 Doses
Polio Vaccine -----	3 Doses
MMR -----	2, 1, 1 Doses
Varicella (Chickenpox) -----	1 Dose or physician documented proof of the disease
Hepatitis B Vaccine -----	3 Doses

## **Students Entering Grades 1 – 8**

DTa/DTP -----	4 Doses (3 Doses if the student is six years of age or older)
Polio Vaccine -----	3 Doses
MMR -----	2, 1, 1 Doses
Varicella -----	1 Dose*
Hepatitis B -----	3 Doses

\* 2 Doses if not 6 by September 1.

Children will not be allowed to attend school unless an Immunization Record is on file in the school office giving proof that shots are up to date. A certified school nurse reviews students' records for required health information.

A certified school nurse services the school for vision, hearing, and scoliosis programs. Parents will be notified of the date of the testing and the results.

Parents should communicate, in writing, to teachers and the school office of any specific health condition(s).

## **REGISTRATION**

Registration will be held in February/March of each academic year. At this time, forms will be completed and a non-refundable registration fee will be paid. New students to the school must present copies of their birth certificate, baptismal certificate (if Catholic), and immunization records. All transfer students (Grades 1-8) will submit copies of current report cards, achievement tests, 504 and Individual Education Plan (IEP) and disciplinary performance. All transfer students are on Academic and Behavioral Probation for the first semester. Testing may be required in Reading and Math prior to grade placement.

Students are not fully registered if registration form, fee, and SMART contract are not returned to the Office by the last day of school.

## **TRANSFERS**

When a student transfers from St. Michael's, it is requested that a letter stating the reason be given to the Principal.

A request for records should be completed at the transferring school and sent to SMS office. Cumulative records are sent directly to the school receiving the student.

Exception: When leaving the country, records may be hand carried. **School records will not be released if the tuition account has an outstanding balance.**

## **TUITION FEES/REFUNDS**

Tuition is collected through SMART Tuition Management. SMART Tuition requires a fee for monthly and quarterly payments. One-time payments and semi-annual payment arrangements are to be made with the School secretary. Payments begin in July prior to the opening of a new school year. To receive subsidized rates families agree to fulfill volunteer and fundraising requirements as explained in the HS/A Handbook for the current year. Families preferring to opt out of those requirements pay the actual cost of education per child. To receive in-parish rates you must be a registered member of one of our supporting parishes, and should attend Mass and use your envelopes regularly. A signed letter from the Pastor stating active parish involvement may be required. Contributions to each of the parishes will be reviewed periodically to continue in-parish rates. Current tuition rates are available through the school office.

When a family withdraws from the school, tuition will be prorated and a refund will be issued if warranted. **Student report cards/records will not be released if the tuition account has an outstanding balance.**

## **TUITION ASSISTANCE**

Participation in the Private School Aid Service (PSAS) Program is required for families that need financial assistance to pay tuition

- Parents can request the PSAS form from the school office or download and print from the following: [www.adw.org](http://www.adw.org), click on catholic schools, click on financial assistance
- **Complete the PSAS form and send it and the application fee to the address on the front of the form**

**These forms are due by mid-December. Tuition assistance is awarded for the following school year.** If an amount is approved by the Archdiocese, those funds will be credited to your tuition account in the spring of the school year. **Parish funds may be available only after the PSAS form has been completed.**

## **ACADEMIC POLICIES**

### **ACADEMIC EXPECTATIONS**

The school's academic expectations are rooted in our mission statement. It is expected that all students will strive to perform to the best of his/her ability at all times in all subjects.

### **HOMEWORK**

Homework is an integral part of the school program. Its purpose is to review, enrich and develop greater understanding of material already presented in class.

- Assignments for grades 1 & 2 require approximately ½ hour.
- Assignments for grades 3, 4, & 5 require approximately one hour.
- Assignments for 6, 7, & 8 require approximately one and one-half hours.

Homework assignments must be completed and handed in on time.

## **GRADES AND GRADING**

### **REPORT CARDS**

A written report is given four times per year in grades 1 through 8, three times per year in kindergarten and 2 times per year in Pre-K. Each student will be evaluated on his/her performance. The Archdiocese of Washington requires that parent conferences be held for the first quarter report card usually distributed in November.

Grades Pre-K-3 teachers use an anecdotal report card; therefore, no numerical equivalents determine the grade. A student's progress is reported in terms of the consistency of performance and the independence a student demonstrates.

#### **Grades 1 – 3**

##### **Consistently**

- The student works on or above grade level expectation
- Demonstrates mastery of concepts
- Able to transfer the skill to other areas of the curriculum
- The student usually works in an independent manner

##### **Usually**

- The student often works on grade level expectations
- Demonstrates a fair understanding of the concepts
- May transfer the skills to other areas of the curriculum
- The student often works in an independent manner

##### **Developing Skill**

- Indicates a student shows fair progress toward grade level expectations
- Demonstrates progress toward understanding of the concepts
- Needs support in order to transfer the skills to other areas of the curriculum
- The student may require frequent support to complete the work

### **Requires Support**

- Generally indicates a student is in need of frequent support in order to progress toward grade expectations
- May not yet demonstrate understanding of the concepts
- Does not transfer the skills to other areas of the curriculum
- The student requires frequent support to complete work

### **Grades 4 – 8**

In grades 4-8 a more traditional report card is used, with numerical percentages that are given letter grades. No + or – is used. Work habits, effort, and conduct are recorded with codes.

<b>A</b>	93-100
<b>B</b>	85- 92
<b>C</b>	77-84
<b>D</b>	70-76
<b>F</b>	Below 70

Computer generated grades for the Middle school students, grades 6-7-8 will not be rounded up to the next number.

**Unified Arts** include Art, Information Technology, Library Resources, Music, Physical Education and Spanish; the following designations are used. These grades do not correspond to numerical values.

<b>E</b>	Excellent
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>I</b>	Improvement
<b>U</b>	Unsatisfactory

### **HONORS REQUIREMENTS**

Students in Grades 4 – 8 may be eligible for the Honor Roll. Penmanship is not a factor in determining honors eligibility.

**First Honors** requires all A's and no grade below S in Unified Art.

**Second Honors** requires A's and B's and no grade below S in Unified Arts.

The subject grade is not reduced by unsatisfactory conduct; however, students with repeated or serious infractions requiring administrative intervention are not eligible for honors.

## **PROMOTION AND RETENTION**

Promotion and retention are conducted according to Archdiocesan Regulations in consultation with the administration, parents, and teachers involved in the education of the student in question.

## **INTERIMS**

In Grades 4 through 8 interim reports are issued mid-way through the marking period of each semester for all students. A student does not have to have a failing grade for an interim report to be issued.

## **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

## **TESTING PROGRAM**

It is critical that students be present for testing days. Students should also eat properly and have at least eight hours of sleep each night.

### **Test of Cognitive Skills/Terra Nova**

Students in grades 2 through 8 take the Standardized Test of Cognitive Skills/TerraNova in early spring. The testing results are mailed home with the final report card.

## **COMMUNICATION**

Regular communication is sent home through our weekly folder. This folder contains school information and updates, news, changes in or additions to the school calendar, hot lunch forms, Home School news etc. It is sent home with the youngest child. Parents are expected to sign the folder, which indicates that they have reviewed all the enclosed material and return it to school the following day. The folder must be returned weekly to receive information. A \$2.00 replacement folder can be purchased. Official school-wide emergency communications are sent using the SCHOOL REACH® notification system.

The Home School Association (HSA) Meetings are another avenue for communication. Generally, there are four to five meetings a year and it is expected that at least one parent attend. As members of H.S.A. parents are required to participate in volunteer services and fund-raising activities.

Requests for classroom visitations, conferences, etc., should be made in advance by calling the school to set up an appointment. Teachers are not available for conferences during the standard school hours.

Teachers may also send home folders with information or student work that pertains to their respective classroom.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are mandatory for the first report card marking period. Please check the school calendar for the dates.

Parents and/or teachers may request conferences at any time there is a concern. Advance notification permits the teacher to assemble pertinent information. Please call the school office to schedule an appointment. Teachers and staff should never be called at home unless they indicate otherwise. All staff members have an email address and voice mail at school. Call school and relay a message if immediate attention regarding a concern is needed. Please do not leave a voice mail message that is of an urgent nature.

## CHILD ABUSE

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction comply with all applicable laws regarding child abuse and neglect. Definitions of “abuse” and “neglect” can be found in the Archdiocesan Administrator’s manual in the school office.

## CONFIDENTIALITY

The Administration, Teachers, and Staff will keep confidential information entrusted to them so long as no one’s life, health, or safety is at stake. Parents will be notified of any concerns.

## CUSTODY

Custody papers are necessary in the case of separation, divorce, or adoption. Legal documentation regarding any change in custody status during the time a child is enrolled in school must be presented to school officials.

We abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. Dual reports can be generated upon notification. Please submit a mailing address and request to the office for additional copies. **If there is a court order specifying that there is to be no information given or visiting privileges, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

## CRISIS PLAN

St. Michael’s School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Michael’s Church
2. Off Campus – to Ridge Volunteer Fire Department

## **DISCIPLINE CODE**

Disciple is the root word of discipline and as “disciples” of Jesus we are called to practice the two Great Commandments: Love God and Love our neighbor as we love ourselves. Saint Michael’s School will strive to create a Christian environment that will be conducive to learning and will recognize the dignity of all members of the community.

Students are expected at all times to be attentive and cooperative in classes and activities. Gentility and civility should be extended and displayed in class, on the playground, in the lunchroom, and on the buses. Our goal is to help students become self-disciplined.

Discipline at Saint Michael’s School centers on behavior, study skills, and compliance with school regulations. The classroom setting and the school community can be easily distracted with repeated infractions that disrupt the learning environment. Everyone—teachers, parents, and students – is responsible for maintaining an atmosphere in which all members can thrive.

Teachers will communicate to parents, areas their child is in need of improving by sending home Discipline Notices. The Discipline Notices target common behavior, study/effort, or uniform infractions. Students could receive several Discipline Notices throughout the school year. This system will allow us to identify patterns that could impede student success and seek parental assistance in finding a remedy. Therefore, repeated notices will result in discipline action that is age appropriate and suitable to the infractions.

Some examples of infractions include, but are not limited to the following:

- Defiance
- Insubordination
- Cheating
- Stealing
- Vulgar language or gestures
- Bullying/Harassment

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **ADW Policy 3543: Prevention Programming**

St. Michael's School is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyberbullying. Harassment or bullying of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The most serious infractions will warrant the most serious consequences, and will be reported to parents by teachers after consultation with a member of the Administrative Team (Pastor/Administrator, Principal, and Assistant Principal) or the principal may call regarding the infraction.

The infraction may result in removing the student from the class; it may be accompanied by detention, in-school suspension, out-of-school suspension or expulsion. Any consequence for this type infraction may be in conjunction with the loss of special school privileges such as tag day, pep rallies, fun day, dances, and field trips, etc. A conference with the parents and student will be required. The listing of step-by step progression of increasing severity does not imply or require that it be employed in that order when dealing with a violation. An incident may warrant the most serious consequence such as engaging in violent, unsafe and/or illegal behavior that calls for an immediate removal from school. Some examples of serious infractions include, but are not limited to:

- Vandalism/defacing school property
- Possession or distribution of materials inconsistent with Catholic beliefs, including student drawings
- Possession or use of illegal drugs, related paraphernalia, or look-a-likes of the same
- Bullying, fighting, or threats
- Weapons

**Conduct Clause** - The student is a Saint Michael's student at all times. A student that engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Both suspension and expulsion are very serious measures and are used discriminately. Suspensions and expulsion occur only after full consultation with the Administrative Team.

**Any violation of federal, state, and/or county laws will result in an automatic suspension with the possibility of immediate expulsion. Expulsion is carried out according to Diocesan Regulation.**

The Administration reserves the right to limit participation in field trips, dances, and other social activities for students that show repeated disregard for school/class rules. The failure of parents/guardians to cooperate with school officials to resolve issues related to violations to school rules and policies may result in the family being asked to leave the school.

**PLEASE NOTE:** The Pastor or Principal may waive any disciplinary rule for just cause at his/her discretion.

Awards Ceremony – Students demonstrating good conduct, citizenship, academic excellence and Christian behavior may be recognized at a quarterly awards ceremony. Other rewards to reinforce positive behaviors, academic excellence and/or effort could be in the form of recognition, treats, free time or other special privileges.

### **PARENT COOPERATION AS A CONDITION OF ENROLLMENT**

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

## **BUS POLICY**

**Carefully read your copy of the St. Mary's Non-Public School Transportation Handbook** and review its contents with your child(ren) frequently. If you need a copy of the handbook request one through the school office.

While on the bus students are expected to observe the rules of the Handbook and rules regarding student's behavior as representative of Saint Michael's School.

The bus driver is in full charge of all students on the bus at all times. Students must ride the assigned bus and any changes must be cleared through the Non-Public School Transportation Supervisor (301-866-5328). If a change is made it is the parent's responsibility to notify school officials. Drop-off at a different stop on the assigned bus can be handled through the school office. A note written by the parents requesting a bus change should include both the student's names, and parents current contact information. In the event of an emergency, regarding transportation, please call the school so that we may be of assistance.

## **LUNCHROOM POLICY**

Children bring a bagged lunch on all days except those on which a hot lunch has been ordered. During the first month of school children will be encouraged to bring home food that is not eaten. In this way, parents may adjust the amounts given for their children. Milk is available and may be purchased for half-year or year.

**Soda and glass containers are not permitted.**

Students are required to:

- Enter the lunchroom quietly and orderly.
- Sit with his/her class while in the lunchroom.
- Please provide plastic utensils if needed.
- Stay at their assigned table and talk in low voices.
- Respond with silence to the bell whenever it is rung.
- Clean up their space and dispose of trash properly when leaving the lunchroom.

## **PLAYGROUND POLICY**

Students are not to be on the playground or school premises without adequate adult supervision. This policy applies not only to school-related activities but also to non-school-related activities.

Students must:

- Stay within the boundaries as set forth by the teachers.
- Never enter the street to retrieve a ball or other play item without permission and supervision.
- Use all equipment properly.
- Respect everyone's right to play.

Students should only engage in activities and games that foster Christian behavior and attitude. Bullying, rough-housing, discrimination, and other non-Christian behavior will not be tolerated. In inclement weather, the play area may be limited to the blacktop. Students need to dress appropriately for the weather. We go outside to enjoy all seasonal changes.

Accidents or serious problems will be reported to the teacher/administration immediately.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETIC PROGRAM & SPORTS POLICY**

St. Michael's School participates in the Sunday Youth Basketball League. Both boys and girls in grades 5 and 6 are eligible to participate on the Junior Varsity teams; boys and girls in grade 7 and 8 are eligible to participate on the Varsity teams. Parental permission must be on file in order for students to participate. A "Players and Parents Code of Ethics" Guide will be given out each year. It is expected that parents and players will abide by these rules. Games are usually played on Sunday afternoons. To add to school spirit and participation, all children in grades 3 and 4 are eligible to become members of a cheering squad, provided a coach/volunteer is available.

## **ELIGIBILITY**

Students representing the school in extra-curricular activities may do so as long as academic effort and conduct are satisfactory. Students must be in school at least half of the school day on the day of a school dance in order to attend the dance. The administrative team and teachers will review student progress each interim and report card period and make recommendations.

## **RELAY RACES**

St. Michael's School participates in the County Relay Races for Parochial Schools, which are held in April/May. Parental permission is needed for students to try-out for the team. Everyone who tries out is not ensured a spot on the team. If a student makes the race team, the parent is responsible for transporting the student to the races at the requested time and ensuring that they will wear the green T-shirt, which represents St. Michael's.

## **FIELD TRIPS**

Field trips (inclusive of the eighth grade end of year trip) are a privilege and students can be denied participation if they fail to meet academic and/or behavioral requirements.

To further the educational program, field trips may be taken at all grade levels. **The trips are educational and the cost of the trips is based on all students attending, everyone must pay regardless of attendance.** Permission slips will be given several days in advance of the trip and must be completed and signed by the parents.

Parents have the right to refuse permission for their child to participate. Those students that do not attend the trip are required to attend school that day and will be placed in a different classroom. Students that are absent the day of the trip must bring a written note providing the reason for the absence.

Students are required to go to and from field trips with their class. Exceptions to this must be made in advance with the classroom teacher and with approval from the Administration.

The number of chaperones is determined by the nature of the field

trip. Chaperones may not bring younger children on the trip. All chaperones must meet the child protection requirements of the Archdiocese of Washington.

A copy of the required field trip permission form must be signed and returned to school in order for a student to attend the field trip. No other form of authorization will be accepted. Telephone calls will not be accepted in lieu of written permission.

## **CHILD PROTECTION POLICY FOR PARENTS**

### **FINGERPRINTING AND WORKSHOP**

In compliance with the Archdiocese Child Protection Policy, Saint Michael's School requires parents to be fingerprinted through the Archdiocese of Washington and attend a Protecting God's Children Workshop. All necessary information and forms should be requested at the School Office. We do not receive the reports directly for the background checks from the Archdiocese. Due to the importance of this documentation we request that parents either mail or deliver it to the School Office. **These reports will be kept on file for the duration of a student's enrollment.**

The workshops are held at various locations throughout the Southern Maryland region each year. To verify your attendance at a workshop you must register through [www.virtus.org](http://www.virtus.org), sign in at the workshop, and return page 63 of the booklet to the school Office. Locations for workshops can be found online and notifications are included in the weekly Folder.

## **HEALTH**

**A Medication Authorization Form is necessary for any medication to be administered at school. Students may not transport medication of any kind to or from school.**

All medications (including over-the-counter remedies and cough drops) will be secured in the school office. All prescription drugs will require that both portions of the Medication Authorization Form be completed. Over-the-counter drugs require that only the parental portion of the form be completed.

All medication must be in the original pharmaceutical container and must be brought to school by a responsible adult. Students who have chronic or repeat symptoms (migraines, etc.) and who

take over-the-counter medication must adhere to the procedures for prescription drugs.

The school will maintain a medical log. This log will document the date, time, type, and quantity of medication that was dispensed and to whom.

## **ILLNESS**

An ill child should not be in school. Parents are asked not to request teachers to keep a child indoors at recess times. Generally speaking, if a child is not well enough to play outside, he/she should be kept at home.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

**It is imperative that the school office have on file an EMERGENCY MEDICAL CARE RELEASE AND INFORMATION FORM. A new form will be required at the beginning of each school year. Please notify the office of any changes in emergency numbers as they occur.**

In the event a child becomes ill or injured while at school, an immediate effort is made to call the parents. In the event of a serious medical occurrence in which the rescue squad is dispatched, the **EMERGENCY MEDICAL CARE RELEASE AND INFORMATION FORM** allows information to be released to rescue squad personnel so that accurate information is provided to hospital personnel. In the event of serious illness or injury, and inability to contact a responsible party, the principal or adult supervisor will exercise reasonable judgment in contacting emergency service. Persistent efforts will be made during this time to contact the parents.

## **PARENT SERVICE REQUIREMENT**

Each family receiving a subsidized tuition rate is expected to fulfill the volunteer/fundraising requirements as described in the HS/A Handbook for that purpose. Requirements will include but may not be limited to volunteer hours with several dedicated to the Auction (June) and raising a specific profit amount from

fundraisers. Each family is expected to support the fundraising efforts of the Home School Association which contributes a significant amount for school programs on your behalf. Families choosing to opt out of these requirements pay the significantly higher cost of education per child.

## **PARENT ORGANIZATIONS**

### **HOME AND SCHOOL ASSOCIATION**

All parents automatically become a member of the Home and School Association (HSA). This is an organization dedicated to improving the education, finance, and support of the school by fostering communication between the home and the school. The HSA initiates all fundraising efforts that support school programs. Meetings will be held quarterly. **At least one parent from each family is expected to attend.**

### **SCHOOL ADVISORY BOARD**

The Advisory Board is composed of the pastor, administrators, teachers, and parents. This board provides advice and assistance in governing the school. As school representatives, the Advisory Board members also serve to foster communications between home, school and the community in pursuit of school objectives. Parents may submit a request to be considered for a position on the SAB.

Parents may also attend the first fifteen minutes of an Executive Meeting to bring concerns or suggestions to the Board or individual board members may be contacted by parents. A current list of HSA officers and School Advisory Board (SAB) members is available upon request.

## **TECHNOLOGY AND THE INTERNET**

### **ADW Policy 3212: Technology and Internet Usage**

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect,

whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

### **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

## **CELL PHONE - ELECTRONIC GAMES - IPODS POLICY**

**Cell Phones** - If a student needs a cell phone after school due to walking home from the bus, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning. The cell phone must be identified by the student's name and remain off for the entire school day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) only.**

The policy for portable electronic devices is required to reduce disruptions in the school environment and protect the students' privacy. Portable electronic devices include, but are not limited to: pagers, cell phones, personal digital assistants, iPods, MP3 players, CD players, and electronic games, (Nintendo, Game Boy, Play Station Portable, etc.).

**Students who ride a school bus must obey the transportation department's and bus driver's policies regarding all portable electronic devices.**

St. Michael's School assumes no liability for damaged, lost, or stolen electronic devices; nor does the school assume responsibility for injury or damage related to malfunctioning equipment.

An infraction of this policy will result in the confiscation of the device. The device will be returned only to a parent. For any subsequent offenses, the device will be confiscated and will be returned only to a parent during a parent, student, and teacher conference. The student will receive an in school or out of school suspension. Additionally, the student will no longer retain the privilege to bring communication and electronic devices to school. These consequences are also applicable to students that loan electronic devices to others.

## **UNIFORM/DRESS REQUIREMENTS**

All items must be purchased from **Flynn and O'Hara Uniform Company**. If an item/size is not available through the company please consult the principal before purchasing a replacement.

**IT IS THE PARENT'S RESPONSIBILITY TO ENSURE THAT CHILDREN HAVE THE PROPER UNIFORM ITEMS.**

**Students are required to be in uniform beginning the first day of school.**

**Pre-K students** are not required to wear a school uniform. However, clothing should allow the child to dress independently and should be suitable for play.

**Kindergarten students (boys & girls)** wear navy blue pull on walking shorts and the green school polo shirt with crew socks and athletic shoes in the fall. In winter, they wear navy blue sweatpants and the green school polo shirt with socks and athletic shoes. A navy blue school sweatshirt is permissible in the classroom. Girls may wear the uniform jumper anytime during the school year with a white blouse.

## **FALL/SPRING UNIFORM GRADES 1-8**

### **Boys in Grades 1-8**

- Green polo shirt with school insignia
- Navy blue walking shorts with black, dark brown, or navy blue belt
- Navy blue trousers with black, dark brown, or navy blue belt
- Regular black, navy or white crew socks
- Solid black shoes

### **Girls in Grades 1 – 8**

- Green polo shirt with school insignia
- Navy blue walking shorts with black, dark brown, or navy blue belt
- Regular socks or knee socks (navy or white)
- Solid black shoes

## **WINTER UNIFORM GRADES 1-8**

### **Boys in Grades 1-8**

- Polo shirt with school insignia
- Navy blue trousers with black, dark brown, or navy blue belt
- Regular black, navy or white crew socks
- Solid black shoes

### **Girls in Grades 1-5**

- White blouse with Peter Pan collar
- Uniform tunic (black-watch plaid)
- Navy blue trousers with black, dark brown, or navy blue belt
- Polo shirt with school insignia
- Navy, black, green or white socks or tights
- Solid black shoes

### **Girls in Grades 6 – 8**

- Polo shirt with school insignia
- Uniform skirt
- Navy blue trousers with black, dark brown, or navy blue belt
- Navy, black, white or green knee socks or tights
- Solid black shoes

**\*\*No stripes, plaid or logos on shoes.**

## P. E. UNIFORM GRADES 1-8

### Boys and Girls in Grades 1 – 8

- Green polo shirt with school insignia
- Micromesh navy blue shorts (Fall/Spring)
- Navy sweatpants in winter
- Regular socks
- Athletic shoes

Girls may wear navy blue sweatpants under their tunic or skirt. The sweatpants are to be worn outside only, not in the classroom.

The only cover up permitted in the classroom must be purchased through the school (Navy blue school sweatshirt or basketball hoodie).

### ACCESSORIES

The following include additional information regarding the student dress:

- Hair for boys may not touch the shirt collar
- Dyed hair and outrageous or fad hairstyles are **not** permitted
- Earrings are not permitted on boys
- Girls may wear only one pair of post/stud earrings and **those earrings must be worn in the ear lobe**
- One finger ring is permitted
- One watch may be worn
- One necklace is permitted and it must be of a Christian nature, **on a standard size chain**
- Clear, white or French-tip nail polish is allowed (girls only)
- Makeup is **not** permitted
- Tattoos are **not** permitted
- Jeans or shorts with rips or tears (holes) in them are **not** permitted

**Students who continuously test the boundaries of the dress code will risk participation in Tag Days, school activities and may be subject to disciplinary action for insubordination.**

## **TAG DAYS**

Tag Days are optional days that are designated as no-uniform days. Generally speaking, these days require students to pay a dollar in order to participate.

### **TAG day guidelines are as follows:**

- Shirts should have short or long sleeves and should be long enough to be tucked in
- Crop tops are not permitted
- Logos or sayings must be appropriate for the Catholic school setting
- Pants must be worn properly and they may not drag below shoes
- Skirts/shorts should be knee length
- Clothing should not be too tight or too large
- Jewelry as described in the uniform code
- Make-up is not permitted
- 

## **THEME DAYS**

Theme Days are optional days that students are permitted to join in a class or school celebration by dressing in an assigned color or style. The standard Tag Day rules still apply, and there will not be any charge.

**Students not following the guidelines will be required to call home for their regular school uniform**

## **USE OF SCHOOL GROUNDS AND AFTER SCHOOL ACTIVITIES**

Administrators, teachers, and staff cannot be responsible for the supervision of students who arrive prior to or remain beyond the hours of our regular school day.

Students should never be dropped off for practices or activities unless the coach/event coordinator is present. Teachers are not responsible for supervision unless it is their event.

Children should never be dropped off without supervision at the Pizza Social. The Pizza Social is an eighth grade activity to help defray costs for graduation and the class trip. It is a family night and parents are expected to attend with their child(ren) and to

supervise them at all times. Children are not permitted to be outside or in other parts of the building without parental supervision.

All of these situations present safety/insurance issues and parents will be notified when an incident occurs.

## **USE OF STUDENT INFORMATION/PICTURES**

The school reserves the right to use, upon approval, student pictures in publications and on the school's website. All parents must complete the Publicity Release Form indicating your preference and return it to the School Office.

On occasion, student art pieces used as part of a collection become the property of the school and may be used in the school as an illustration of student work. Posting of photos of school students/personnel without permission is strictly forbidden.

## **GENERAL SCHOOL INFORMATION**

### **ARRIVAL/DISMISSAL TIMES**

Arrival and dismissal times are very hectic for all staff; therefore, we ask for your understanding and patience during these time frames: *7:50 - 8:15 AM* or *2:30 – 3:00 PM*.

Please do not walk to a class without checking in at the Front Desk. Impromptu conferences are challenging for teachers, who are attending to a full class of students, and a breach of confidentiality due to the flow of people.

Dismissal time is at 2:55 P.M. on regular school days and 12:30 P.M. on early dismissal days. A written note is required if there is an alternate dismissal procedure (unscheduled car rider or **alternate bus stop\*\***) requested for that day. In the event that there is a personal or family emergency impacting your child's routines, please call the school.

Daily calls designating how a child is to get home can be unsettling to the dismissal procedures for your child and disruptive to the school day.

**\*\* Bus changes must be cleared with the Non-Public School Transportation Coordinator at 301-866-5328.**

Please remember that arrival/dismissal times are very busy for the teachers and staff and that it is not possible to have discussions with them during these times.

**PARENT'S REQUEST FOR EARLY DISMISSAL**

If it is necessary for your child to leave school prior to the regularly scheduled times (at least 20 minutes before dismissal), please send a note to school and be sure to see the secretary and officially sign your child out.

**MORNING DROP OFF – CAR RIDERS**

Car riders line up along the curbing beside the gym. This will allow the children to be discharged from cars and vans on the school side of the driveway. At 7:50 the monitor will come out to greet the children. Cars should then carefully **EXIT** via God's Way Road (in front of the rectory) and Freeman's Road.

If you park along the curb please be prepared to exit when your children are safely in the school. Other parents should not have to pull around cars. Please be courteous.

If it is necessary to come into school, please park in a regular space and enter the school. **You may not cross between the cars during unloading.**

**AFTERNOON DISMISSAL – CAR RIDERS**

Parents should line up along the curbing beside the gym and wait in their car for students to be brought out the gym door. A team of teachers is responsible for assisting in dismissal. Once your children are safely in the car, carefully **EXIT** via God's Way (the road in front of the rectory) and Freeman's Road.

If you park along the curb please be prepared to exit when your children are safely in cars. Other parents should not have to pull around cars. Please be courteous.

If a child has forgotten an item in school, please move out of the car line and park in a regular parking space, then escort your child into the building after all the cars have moved.

If it is necessary to come into school please park in a regular parking space but **you may not cross between the cars during loading or unloading times.**

**Cars should never enter or exit through the area where the buses are parked.**

## **ATTENDANCE/ABSENCES/TARDINESS**

**Regular attendance** is an absolute necessity for academic progress and achievement. Only illness or a serious reason should warrant absence from class. Please attempt to make all medical appointments after school hours, early dismissal days, and holidays. Students who miss more than 15 days of school may be in jeopardy of not being promoted.

When a **student is absent**, it is **REQUIRED** that parents telephone the school office at (301) 872-5454. Voice mail is available for messages.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

**STATE LAW requires that a written EXPLANATION of an absence be presented to the homeroom teacher upon the student's return.**

Please include:

- Student name
- Date(s) of absence
- Reason for the absence (attach Doctor's note if included)
- Parent signature

In the case of illness, class work and homework assignments will be recorded and may be given, one time, to the student via siblings or friends (at the request of a parent), or may be picked up by a parent. The student will receive the work that has not been requested or picked up upon his/her return to school.

### **ADW Policy 3535: Archdiocesan School Attendance**

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

**PLEASE NOTE:** Permission for any special absence from school must be submitted, in writing, to the principal prior to the date of absence. **Teachers are not required to give work in advance when students are absent due to trips, vacations, etc. All student work will have to be made up once the student returns to school.**

The preparation and organizational time before class begins is essential to the success of a student. Therefore, if a student arrives later than 8:00 AM, he/she is considered to be tardy and must report to the receptionist or office prior to entering the classroom. Repeated tardiness affects not only the student's performance, but also his/her attitude toward learning.

Medical appointments would be considered an excused tardy if a doctor's note is given. Missing the bus, getting up late, etc., are examples of an unexcused tardy.

Students with unexcused tardiness will not be eligible for perfect attendance. Five accumulated unexcused instances of being tardy will be reported as 1 day absent.

### **BIRTHDAY CELEBRATIONS/INVITATIONS**

If a student wishes to celebrate his/her birthday with treats for the class, this should be pre-arranged with the teacher, due to several birthdays occurring on the same day. Generally, the treats will be distributed to the class at their regularly scheduled snack or lunch time at the teacher's discretion. Cupcakes, cookies, or individually packaged items are the most convenient for the celebration.

**\*\* PLEASE \*\* PLEASE \*\* PLEASE \*\* PLEASE \*\***

**Invitations to private parties may not be distributed through the school. Please use the directory to call or to mail invitations to other student's homes. We do not want a celebration to hurt a child's feelings.**

### **CARE OF SCHOOL PROPERTY AND BOOKS**

(See also Discipline Code)

#### **BOOKS**

It is the responsibility of students to keep textbooks and workbooks appropriately covered. We receive some State funding for the purchase of books and the State requires covers.

Textbooks, workbooks, and library books that are lost or damaged must be replaced by students. The charge for lost or misused textbooks/workbooks and library books will be the replacement cost.

Writing or drawing on covers and in books, including notebooks, is not permitted. We have an established fee list for damages.

## **LOCKERS/DESKS**

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

All inside locker decorations should be appropriate for a Catholic school setting. Students should not give their locker combination to other students.

## **HOT LUNCH**

Hot Lunch is offered through the Volunteer Hot Lunch Program. A monthly menu and order form is distributed to all students. This order form **and payment** must be turned in by the **due date** in order to assure that your child will receive Hot Lunch on the desired days. Please do not order lunch items your child does not like.

## **PARENT/SCHOOL VOLUNTEERS**

St. Michael's welcomes volunteers. **It is required that any individual who works with or chaperones an individual student or groups of students must have fingerprints on file with the Archdiocese of Washington, D. C. prior to working with students (see page 18.) This includes parents who wish to be chaperones on field trips.**

All volunteers are to report to the receptionist or office and sign in before proceeding to their destination in order to receive volunteer credit.

## **SNACKS/LUNCH DRINKS**

Students need to bring a nutritional snack to school for the morning break. If a child does not participate in the milk program for lunch, water and juice drinks are permitted. Ala Carte items are sold during lunch time. Cost is \$1.00 per item.

## **MILK PROGRAM**

Milk may be purchased on a yearly or per semester basis. Whole, 2%, or chocolate milk is available. Please order the type of milk that your child will drink.

## **VISITORS**

All visitors to the school should report to the receptionist or office and sign the Volunteer/Visitor book. An appropriate badge will be issued. No one entering the school may go directly to any classroom. In this way, interruptions can be avoided and better protection can be provided.

Visiting families wishing to see former classmates during school hours must get pre-approval from the Principal for an appropriate date and time.

## **REGULATORY INFORMATION**

### **AVAILABILITY OF ASBESTOS MANAGEMENT PLAN**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. You can review this plan during normal business hours without cost or restrictions.

If you have any questions about reviewing our management plan, please contact: Mr. Calvin Shubrooks at 301-872-5454.

# St. Michael's Catholic School

## Discipline Notice

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
 Date of issue: \_\_\_\_\_ Issuing Teacher \_\_\_\_\_

<b>Uniform</b>	<b>Academic</b>	<b>Behavior</b>
<b>Infraction:</b>	<b>Infraction:</b>	<b>Infraction:</b>
<input type="checkbox"/> Dress uniform	<input type="checkbox"/> Homework	<input type="checkbox"/> Interaction with adults
<input type="checkbox"/> PE uniform	<input type="checkbox"/> Class work	<input type="checkbox"/> Interaction with peers
<input type="checkbox"/> Other	<input type="checkbox"/> Classroom materials	<input type="checkbox"/> Disruption in class
	<input type="checkbox"/> Other	<input type="checkbox"/> Disruption out of class
		<input type="checkbox"/> Other

**REMARKS:**

Student  
Signature:

Comments:

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Parent Signature:

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# SAINT MICHAEL'S SCHOOL

16560 Three Notch Road, Ridge, Maryland 20680  
Phone Number 301-872-5454 (Fax) 301-872-4047

## 2010-2011 Calendar

<b>August</b>	24	First Day for Students
	24-25	Early Dismissal—Tues. and Wed.
	26-27	Full days
<b>September</b>	6	Labor Day Holiday
	24	County Fair—Holiday for Students
<b>October</b>	15	Professional Day—Holiday for Students
	22	First Quarter Ends
<b>November</b>	4	Early Dismissal—Thurs.—Parent Conferences
	5	Holiday for Students
	23	Full Day. Regular Dismissal.
	24-26	Thanksgiving Holiday
<b>December</b>	8	Early Dismissal—Wednesday
	21	Full Day—Christmas Vac. Begins at Dismissal
<b>January</b>	3	Classes Resume
	14	Early Dismissal—Friday
	14	End of Second Quarter
	17	Martin Luther King, Jr. Holiday
<b>February</b>	21	Presidents' Day Holiday
<b>March</b>	2	Early Dismissal—Wednesday
	14	Holiday for Students
	18	End of Third Quarter
	16-22	TerraNova Testing
<b>April</b>	21	Holy Thursday- Holiday for Students
	22	Good Friday—Holiday for Students
	25-29	Easter Vacation
<b>May</b>	2	Classes Resume
	11	Early Dismissal—Wednesday
	30	Memorial Day Holiday
<b>June</b>	(May)31-1	Full Days
	2-3	Early Dismissal
	3	Last Day for Students

If needed, additional emergency make-up days could be on the following dates: **2/21 - Presidents' Day**. Actual dates will be determined as the school year progresses.