St. Michael Catholic School

"Excellence in Education"
"Respect for Life"

AdvancED/Cognia Accredited

2020-2021
Handbook & Policy Guide

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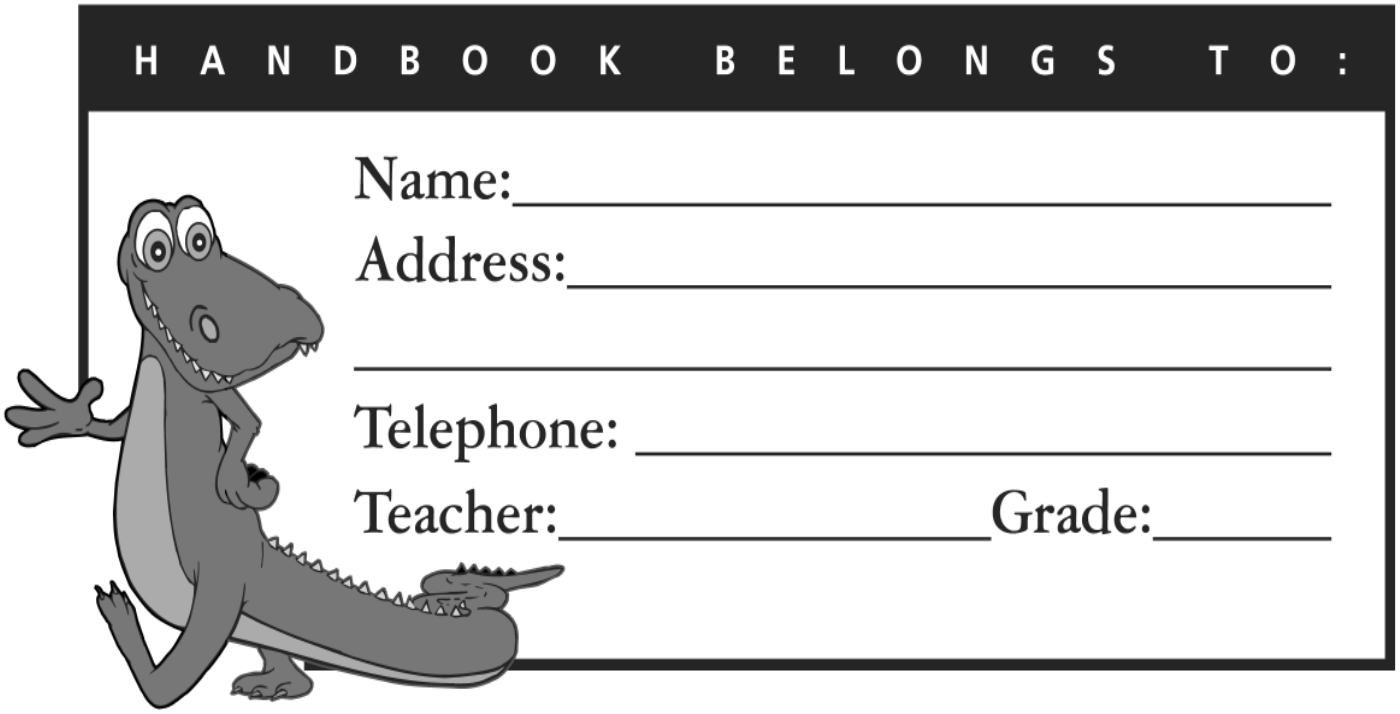

Dear Families,

It is a pleasure to welcome you and your family to St. Michael Catholic School. St. Michael offers a developmentally appropriate, standards-based curriculum that instills strong Catholic values for all students ages three through 6th grade. We are blessed to have a staff of talented, committed educators whom are dedicated to nurturing the intellect and enriching the creativity of our young students. I am both honored and excited to be the Principal here at St. Michael.

General policies applicable to all schools within the Catholic Diocese of Charleston, as well as the SMCS School Board policies, govern the school. This handbook is designed to be a guide to the day-to-day operation of the school and it is not intended to be all-inclusive. It is expected that the handbook and general policies are consistent; however, at certain times conflicts could arise. To the extent that a conflict exists, Diocesan policies shall take precedence followed by local school board policies, and finally this handbook. The school principal has the right to amend the school handbook and/or disciplinary code at any time for just cause. Parents will be given prompt notification of such changes if any are made. The principal, in consultation with the pastor, will rule on any issues or problems arising from matters not covered in this handbook. We ask that you read it carefully with your child and become familiar with the guidelines of our school.

Our school's Integrated Language Arts program develops children's ability to utilize the skills of reading, writing, speaking, listening, and thinking as tools to ensure success in everyday life. We are confident that from this foundation, our students develop effective communication skills, an outlet for creativity, and an enjoyment of literature. Staff development in phonemics and literacy will continue to foster a love of reading and writing amongst our students. In addition, math classes at SMCS are lively and engaging. Teachers motivate their students to learn mathematical concepts through a variety of instructional strategies including hands-on activities, technology, and real-life connections. Religion is integrated cross-curricularly in grades PreK through 4th. Our 5th and 6th graders receive religious instruction daily as a core subject. Our Science program offers children in all grades the opportunity to explore Earth, Life, and Physical Sciences, and in Social Studies, we guide our students to understand and appreciate cultural differences as well as their role in the community. All students are introduced to civics, economics, geography, and history.

St. Michael's visual and performing arts program includes art, music, physical education, technology, and Spanish. Our school houses a computer lab where students participate in their media classes. Teachers also have the opportunity to bring their classes to the lab for special projects and research. In addition, interactive white boards and LCD projectors allow teachers to integrate technology into their classrooms in exciting and engaging ways on a daily basis. All of our students in grades K through 6 will be equipped with a Google Chromebook to enhance their experience with technological innovation and collaboration.

Our half-day/full-day 3-year old nursery program, full-day pre-school, and full-day kindergarten provide St. Michael's youngest students with ample instructional time and many opportunities to make new friends. The children participate in a variety of academic activities designed to appeal to visual, auditory, and kinesthetic learning styles. These students also participate in our visual and performing arts program in addition to enjoying outdoor recess and/or classroom playtime each day.

Our school community embraces many special celebrations and learning activities. The SMCS Parent Teacher Organization (PTO) plans many exciting family events that I encourage you to get involved with. We are proud of the many fine programs at SMCS! We welcome your involvement in our school community, and we are committed to working with parents, parishioners and community members to promote success for our children.

Yours truly,

Lionel J. Martin

Principal

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Some of the information contained in this handbook has been temporarily revised due to the COVID-19 pandemic. You will find these revisions in our school re-opening plan which was sent home to all families prior to the opening of school. The re-opening plan can also be found on our school website. You may contact the school office with any questions.

VISION

With God's grace, Saint Michael Catholic School will be first and foremost an exemplary Catholic school with preeminent academic curricula engaged in state-of-the-art technology. Students will be enriched by innovative art and music programs, and an athletic program designed to promote health, wellness, and good sportsmanship. Students will be recognized as leaders spiritually and morally by their selfless service within the school and parish community and beyond. St. Michael Catholic School will be known for its dedicated faculty and staff, exceptional facilities, and financial stability. St. Michael's graduates will be sought after for their ability to be leaders who are capable of making significant contributions throughout society.

MISSION

St. Michael Catholic School's mission is to educate and guide students by providing academic excellence, spiritual development and strong Catholic values. Our school maintains a safe, nurturing environment that inspires a genuine love for learning, and encourages a lifelong quest for knowledge.

ACCREDITATION

All of South Carolina's 34 Diocesan Catholic schools have received a national accreditation for their commitment to continuous improvement. The Diocese of Charleston, which covers the entire state, received district accreditation from AdvancED/Cognia. The process involved three components: meeting high quality standards; implementing a continuous process of improvement; and engaging in quality assurance through internal and external review. The Diocese's accreditation is for a five-year term with regular monitoring of its progress and reporting. Officials with the Diocese called the accreditation a "nationally recognized mark of quality."

CURRICULUM

Religion

The students at St. Michael Catholic School receive direct Catholic religious instruction daily using materials approved by the United States Conference of Catholic Bishops with a focus on scripture, prayer, and faith community experiences. Both faculty and students are expected to model Christian behavior, embrace Christ's message of infinite love to all, and rejoice in the privilege of the Mass. Students lead weekly liturgies and participate in prayer services, religious presentations, and service projects. Sacraments of First Reconciliation, First Communion and Confirmation are celebrated within the home parishes.

Academics

Instructional strategies are developed by St. Michael Catholic School teachers to address the curriculum set by the Diocese of Charleston and the Curriculum Standards of the South Carolina Department of Education. Additionally, teachers incorporate work that reflects higher order thinking and reasoning skills to challenge the mind, inspire the heart, and nurture the soul. The Diocesan Curricula for all subjects is available at: http://sccatholic.org/catholic-schools/curriculum.

Homework

Homework is given to reinforce learning that has taken place and to foster independent study habits. Teachers establish homework expectations and communicate them to the students and parents at the beginning of the year. Parents at all grade levels are asked to check on assignments as well as the quality of work that is completed by students each evening. Parents are asked to help their child accept this responsibility.

Extra-curricular Activities

Participation in these programs is by selection and/or election. Some may require competitive try-outs. **Students must maintain classroom assignments and passing grades in order to be eligible and remain with the programs**. Eligibility will be reinstated if standards are met in subsequent weeks. In addition, each student participating in athletics or cheerleading must have a current (within one year), valid medical clearance on file with the school. **A student must be present in school the day of an afternoon/evening event to be eligible to participate and/or play**. **Students who leave for doctors' appointments during the day are ineligible to participate**. The day after an away game, regular and prompt school attendance is required. Good sportsmanship is a trademark of Catholic schools and should be observed at all times. The group sponsor/coach and the principal will make decisions for selection and dismissal of students.

EVALUATION

Grading Scale (1-6)

A+=98-100	B+=89-91	C+=80-82	D=70-73
A =95-97	B = 86-88	C =77-79	F= <70
A-=92-94	B-=83-85	C-=74-76	

Honor Roll:

Honor Roll – Grades 5 – 6 (based on actual grades in each core subject)
Core Subjects: Religion, Math, Language Arts, Science, Social Studies, Spanish

High Honors	Honors	Merit
95 – Above	90 - 94	86 - 89

Progress Reports/Report Cards

Teachers in Grades 1-6 use *RenWeb* to report student progress. Parents are able to log into this software at any time to check their child's grades. Report cards for Gr. K - 6 are sent home at the end of each quarter. (PreK progress (assessment) reports are issued at the end of each semester.)

Access to *RenWeb* is available to parents/guardians who are up-to-date with tuition payments. Access will be restored once accounts are current, if frozen at any point during the school year.

Promotion/Retention
A student is promoted if he/she has successfully completed grade level requirements. Religion, Math, Language Arts, Reading, Science, Social Studies, and Spanish constitute major (core) subjects. Students may be retained if any of the following conditions exist:

- For Grades K - 4 failure in Reading, Math, or two or more major (core) subjects
- For Grades 5 - 6, failure in 2 or more major (core) subjects
- The student is socially or emotionally immature

Standardized Tests
Measures of Academic Progress (MAP) Testing will be given to all students in Grades K-6 three times per year (Fall, Winter & Spring). Teachers will use the results of this testing to develop differentiated instructional strategies to enhance learning. Results of the testing will be discussed with parents/guardians at a parent/teacher conference in person or via phone.

ADMISSION

Saint Michael Catholic School welcomes all who are interested in a Christian education, regardless of gender, race, creed, or national and/or ethnic origin. In accordance with South Carolina Law, students must meet the September 1st birth date cut-off in order to be enrolled in these grade levels:

- Pre-Kindergarten children must be 4 years old
- Kindergarten children must be 5 years old
- First grade children must be 6 years old

Requirements for Entrance
Parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization
- A Certificate of Baptism (if Catholic)
- Reports and records from previously attended school including any IEP's or 504 Plans
- Payment of a nonrefundable registration/instructional fee

Special Needs
The school is aware that some children may have been diagnosed with special needs prior to applying to Saint Michael Catholic School. It is the parents/guardians' responsibility to provide documentation and information to the principal, prior to registration, regarding personal conditions which may require special services by the school. In these cases, the documentation will be evaluated to determine the extent of services that can be offered by Saint Michael Catholic School and communicated to the parents prior to any enrollment decisions.

Transfers Out of Saint Michael
Parents/Guardians expecting to move and/or transfer a student out of Saint Michael Catholic School must contact the office at least one week in advance of the student's last day at school so that necessary clerical work may be completed. The parent or guardian must sign a "Release of Records" form from the school in which the student will be attending before any records can be transferred. All textbooks and library books must be returned, and all fees and tuition must be paid in full before records can be transferred.

Registration for Subsequent Years
Pre-registration for the following year, for current students, takes place in February/March. To assure a student's space in the next grade, parents are asked to fill out a form and pay a nonrefundable registration/instructional fee. Families may only re-enroll for the next school year when all current year tuition and fees are paid to date.

TUITION

School year tuition must be paid by one of the following options through FACTS Tuition Management www.factsmgt.com:

- The entire amount in one payment must be made prior to the first day of school (2% discount only if paid by cash or check).
- Two payments, one in August and the second in January (1% discount provided in January only if paid by cash or check).
- 12 monthly drafts from checking, savings acct., or credit card July – June using FACTS.

In order for the school to remain in sound fiscal condition, it is necessary to collect tuition on time. Tuition is due each month (when applicable). The Pastor or Principal may request that the student(s) be withdrawn from the school due to non-payment of tuition after 30 days delinquency.

Additionally, student report cards will be held in the school office at the end of each marking period for any outstanding debt to the school. Included but not limited to: tuition, afterschool care, lunch money, library books.

A $30.00 service fee will be charged for returned checks.

Catholic Tuition
Tuition for participating Catholic parishioners is significantly less than the real cost of educating a child at Saint Michael Catholic School. This difference is made up by the parish churches in the form of a tuition subsidy for each child. Therefore, in order to qualify for the reduced Catholic rate as a St. Michael's parishioner, the family must be registered for at least 6 months, regularly attend Mass on Sundays and Holy Days of Obligation as well as contributing members by using their offertory envelopes. If you move into the area, a letter from your former parish would be needed to achieve active Parishioner status. Failure to meet the above criteria for both old and new families will prevent them from receiving the discount. This will be monitored on a quarterly basis. Other parishes such as St. James, Precious Blood and St. Andrew have their own criteria for determining active parishioner status. If you are not from St. Michael's parish please consult with them for their expectations.

ATTENDANCE

Regular school hours are from 7:45AM until 2:45PM for Grades PreK-6. Early Dismissal is at 11:30AM.

Because there is no adult supervision, students are not permitted on school property before 7:30AM. All doors will be locked until then. Between 7:30AM and 7:45AM, all students must enter through the Duffy Center doors and report to the gym. After 7:45AM, a student is considered tardy and must sign in at the main office registration desk (enter through school main entrance). At the end of the day, students not picked up will be checked into the After School Program. (Those not pre-registered will be charged the daily drop-in rate.)

Regular and prompt attendance is expected and required for a student to be successful. SMCS will abide by the South Carolina Educational Improvement Act of 1984, which states:

Student absences may be excused only under the following conditions:

1. Illness - If absences exceed three consecutive days, a doctor's verification is required
2. Serious illness or death in the immediate family
3. Recognized religious holidays of their faith

180 days per year is the minimum attendance requirement for each child, by South Carolina Law and Diocesan policies. **Absences exceeding 10 days could result in failure for the year.** If a child is absent from school the parent or guardian must call the school office before 8:00AM. A written note from a parent or guardian is required the first day a student returns to school, after an absence. This note should contain the following information:

1. Child's full name (first and last)
2. Date of absence
3. Reason for absence
4. Signature of parent or guardian

If a student is going to be absent for a prolonged period of time, the school office should be notified at least 1 day in advance. In addition, any communicable disease a student may have had should also be reported to the school office.

After ten (10) absences, a doctor's excuse will need to be submitted for each subsequent absence and a conference will be held with the school principal.

Parents/guardians may request a child's work by emailing the teacher(s) first thing in the morning. Parents/guardians may then pick up assignments after 2:45PM at the reception desk or in the office. This will allow teachers time to organize the missed assignments. Work may be emailed home or sent via google docs directly to the student in grades K – 6th.

TARDINESS

Students arriving AFTER 7:45AM must report to the office for a tardy slip before being admitted to class. Tardiness shows a lack of respect for the educational process. In addition, tardiness is cumulative and becomes a part of the student's permanent record. When three (3) unexcused tardies occur, parents will be notified. Continued excessive tardiness will result in a parent conference with the principal. On Fridays, or any other mass days, students will be assigned an additional tardy for being late for school mass, it is of utmost importance that students are present by 7:45am on Mass days. Missing Mass times for sleeping in late or other matters, is inexcusable.

CHECKING STUDENTS OUT EARLY

To ensure your child's educational progress, we ask that you schedule dental and medical appointments after school hours or on days when school is not in session. No child may leave school early without a note from the parent (note must be turned in to the homeroom teacher in the morning), and subsequent permission from the office. Parent/guardians picking up a child must report to the office and sign the child out. A member of the office staff will call the classroom for the student to report to the office. A child will not be released to a parent/guardian without notification from the office. **Students who sign out prior to 11:45, without returning, will be marked absent.**

RELEASE OF CHILDREN TO AUTHORIZED PERSONS

SMCS will not release children to unauthorized persons. Parents must provide, in writing, a list of persons who are authorized to pick up their child from this facility. We will not release children to anyone whose name is not on the child's designated pick up list that is located in the child's file. Persons picking up a child may be required to provide a picture ID.

CONFIDENTIALITY OF RECORDS

A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a website or disclosed to unauthorized persons, without written consent from the parent. Staff records shall also remain confidential.

FAMILY VACATIONS

Family vacations should be scheduled during the provided school breaks. If parents/guardians have no other option for taking a family vacation, prior approval from the principal must be obtained through a written or e-mail request, submitted at least three school days before the anticipated absence. The principal will respond to the parent/guardian within one day and also notify all of the child's teachers, if approved. Parents/guardians are asked to help students meet the responsibility to complete all assignments for absences when the student returns. Written work cannot take the place of classroom learning.

VISITORS

All visitors must enter the building through the main entrance and must first sign in at the receptionist desk and receive a visitor's pass. Visitors should not congregate in the hallways, or interrupt instruction by going to the classrooms, unless escorted by an office staff member.

CHAIN OF COMMUNICATION

It is imperative that effective communication takes place in order for our students to grow. In this regard, parents/guardians should communicate directly to the teacher or staff member first with any issues concerning their child. If the issues are not resolved with the teacher, then the parents/guardians should contact the principal.

If there is a concern regarding a financial situation, the parents/guardians should first contact the principal to resolve the issue. If the issue cannot be resolved, the parent/guardian can contact the pastor.

Parent/Teacher Conferences
Formal conferences are scheduled in the fall after the first quarter grading period, or at any time during the year when a need arises. If you are concerned about your child's academic progress, please contact the teacher involved. Regular updates on *RenWeb* also allow parents/guardians the opportunity to review each child's progress daily. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) regarding the success of their child. Parents/guardians should make appointments to see the teacher by telephone or written note. Please do not try to have a conference with a teacher during drop-off or pick-up, on the playground, or during class time. Teachers are responsible for supervising students and cannot give parents/guardians their full attention during these times.

Email
The faculty, staff and principal can be contacted directly through email from our school web page www.saintmichaelsc.com. An updated staff e-mail list will be sent home to all families the first week of each school year.

Newsletter
A bi-weekly newsletter – Gator Bites – is posted on the school web page and sent home via e-mail to all families on Thursday afternoon or Friday morning in order to keep the school families and friends informed.

Teachers
Teachers send home newsletters (especially in grades PreK – 4th), to keep parents up-to-date with reminders, classroom news, and assignments. Teachers also communicate via email and the school planner. These should be checked regularly.

Tuesday Envelopes
The school office, PTO and teachers send home information and papers for parent/guardian review in a special white envelope each Tuesday. Envelopes need to be signed by the parent/guardian and returned to the homeroom teacher on the following day. Papers should be returned to the teacher only upon his/her request. All attempts are made to communicate information from the school (flyers, etc.) through the Tuesday envelope.

Parish Bulletin
Announcements about school meetings and activities are also published in the weekly St. Michael Catholic Church and intermittently in Precious Blood of Christ Catholic Church, St. James Catholic Church, and St. Andrew's Catholic Church bulletins.

Telephone Messages
The school phone is used primarily for business. Students may use the phone in cases of emergency, at which times the principal will grant permission. Only incoming messages of vital importance or emergency will be relayed to pupils during class hours. All other incoming messages will be relayed to students at the end of the day.

If parents/guardians wish to speak to a faculty or administrative staff member and they are unavailable when you call the school, please leave the following information with the secretary or volunteer:

- Your name
- Phone number where you can be reached
- When you can be reached

Every effort will be made to return your call within 24 hours. If your call is about an emergency, please indicate this to the office personnel.

Party Invitations
Party invitations or student gifts may not be sent to school or distributed at school.

LEARNING COMMUNITY

With the Administration, the following groups are responsible for building the learning community of St. Michael Catholic School.

Students
These young people are the reason for the existence of the school. God gifts them with talents and skills to develop and share with others. Their job each year is to be the best student each day, modeling Jesus to one another.

Parents/Guardians
As the prime educators of their children, parents/guardians work in collaboration with school personnel. Extended family members also share knowledge and wisdom of the community.

Nothing that Saint Michael Catholic School wishes to accomplish as an institution can be achieved without the complete cooperation and positive support and involvement of parents/guardians. The following is a list of parental responsibilities:
Parents/Guardians will:

1. Maintain regular communication with school personnel concerning their child's progress and conduct.
2. Be aware of the fact that obedience has to be taught; it cannot be learned at school if it hasn't been taught and practiced at home. The school personnel wants to reinforce what you are teaching and practicing at home.
3. Be honest and objective with their child's capabilities. Children will be successful if they are encouraged to perform to the best of their ability at all times.
4. Teach respect of people and property.
5. Encourage good study habits and supervise homework. Children should do their own homework unless it is observed that work is being done improperly. Children should discover and correct their own mistakes so they can accomplish the same within a classroom environment.
6. Monitor television viewing both in time and content of programs, computer/electronic game playing, and telephone use. Encourage active participation in family activities.
7. Provide a good Christian example through family prayer and regular attendance at Mass/church services as a family. Use appropriate language at all times and practice Christian examples for their child to observe.
8. Attend parental conferences upon the request of school personnel.
9. Supply the child with the basic resources he/she requires to complete class work.
10. Ensure daily and on-time attendance and supply the student's teacher with written explanations of all absences or tardiness. Avoid the scheduling of vacations and appointments during school time.
11. Avoid under all circumstances the planning of any student events to conflict with scheduled school events/functions.
12. Ensure the student's good health, neatness, and cleanliness. Immediately notify the school of any problems or conditions adversely affecting (or potentially affecting) your child, other children, or the school staff.
13. Discuss assignments and report cards with the child.
14. Review with and discuss the school's disciplinary code and policies with the child.
15. Pay tuition and fees on time and make financial restitution for any damage done by the child to the school, school property, or school materials.
16. Attend (at least one adult member of the family) all scheduled PTO meetings.
17. Fulfill Fair Share requirement by volunteering (7 hrs. per quarter) or opt-out and pay ($125.00 per quarter). Any adult family member 18 years or older can volunteer to help fulfil their families obligation.

    Saint Michael Catholic School depends upon the generosity and giving spirit of volunteers. It is expected that all parents will take their turn as volunteers throughout the year to support the school and to raise money for school projects. All volunteers working with students must be background checked and go through Safe Haven online training.

There are many opportunities for service, including:

- Cafeteria volunteers
- PTO Officers and volunteers
- Room Parents, if applicable
- Class and school activities
- Book Fair Helpers
- Fundraising Events (Soup Bowl; Auction; Santa Shop, etc.)
- Gardening/Landscaping
- Gently Used Uniforms

Fair Share Hours Policy (FSHP)
The Fair Share Program mandates service hours for all registered families of Saint Michael Catholic School. The program is designed to properly support the PTO-sponsored events and other scholastic programs that help benefit our school; therefore, helping to keep tuition costs down. This Fair Share Hours Program (FSHP) allows parents/guardians to set a good example through their own stewardship and demonstrate school spirit through their participation in various functions.

The Fair Share Hours Program requires that all families volunteer 7 hours per quarter (9 weeks in each quarter, 28 hours per year) or they may opt-out and pay $125 per quarter ($500 per year).

Teachers
Assist parents/guardians in the learning process by creating an environment conducive to learning, where each child can learn and succeed at his/her level.

Support Personnel
Assist teachers and parents/guardians in the educational process.

School Advisory Board
The St. Michael Catholic School Board is an advisory board and follows the guidelines established by the Diocese of Charleston. According to the guidelines established for the Board in October 2004, the purpose of a Catholic School Board is to provide broad direction in compliance with the school's mission, monitor school budgets, identify needs, develop the school's strategic plan, and recommend policy. It is quite different from a public school board since its members are appointed, not elected, and it is not responsible for the school's hiring or firing, discipline or selection of instructional materials.

School Improvement Committee/Accreditation Committee
The St. Michael Catholic School Improvement/Accreditation Committee is comprised of staff members, parents, community members, principal and the Pastor. The committee assists the principal in the accreditation process especially in fostering two-way communication between the school and community.

Parent/Teacher Organization (PTO)
The Parent/Teacher Organization is comprised of the pastor, principal, teachers, mothers, fathers and/or guardians of children who attend St. Michael Catholic School. The primary purpose for this organization is to encourage cooperation and support between the home and school both financially and spiritually. Meeting dates for the 2020-2021 school year are: August 27th, November 12th, March 18th, and May 20th.

LIBRARY

Students are responsible for books taken out in their name, and any book that is lost or damaged must be paid for in full.

LUNCH PROGRAM

(All prices are subject to change.)
Students may buy lunch and milk or bring a bagged lunch from home each day. All hot lunches are $3.50 and must be paid in advance. (A lunch calendar is sent home prior to each month.) If a student forgets to bring in a lunch, they will be given an alternative selection and will be charged $3.50. White milk or chocolate milk is also offered at an additional cost. Please do not send candy or soft drinks. **LUNCHES FROM FAST FOOD RESTAURANTS (E.G. MCDONALD'S, SUBWAY, ETC.) ARE NOT PERMITTED.**

MONEY AT SCHOOL

Whenever possible, payments should be made by check. Payments should be placed in an envelope with the child's name written on the envelope as well as the amount enclosed and the purpose of the payment. Neither the teacher nor the school can be responsible for lost or misplaced money.

UNIFORM POLICY/ DRESS CODE

All students are required to wear the school uniform beginning the first day of school. The uniform should be kept clean and neat at all times. Children should report to school well groomed.

Older boys must be clean-shaven. Hair should be neatly groomed (out of the eyes) and natural in color. Boys' hair should be cut above the collar and above the eyebrow and no longer than mid-ear on the sides. Uniform blouses and shirts must be worn inside skirts, shorts (skorts), or trousers for students in Grades K-6. Belts are required for any garment with belt loops. Skirt/skort/short length should be no shorter than 2" above the knee when kneeling.

Dress uniforms will be worn on Mass days and any other day designated by the principal.

One simple watch, ring, necklace and tasteful bracelet is permitted. Girls' earrings should be a single stud worn in the ear lobe or a small hoop/dangle no longer than 1 inch. No other jewelry is permitted. Tattoos are prohibited. Earrings on boys are prohibited. Makeup including nail polish is prohibited and should not be worn in school.

The only outerwear that can be worn in class is the St. Michael Catholic School fleece or sweater (through Land's End) with monogram when the weather warrants it. In addition, all clothing worn at school events (including non-uniform days – whether during or after school hours) must be modest, tasteful, and in accordance with Catholic moral standards. Torn, faded, or oversized clothing is not allowed; no costumes/dress-ups, tank tops, muscle shirts, shirts which do not cover the mid-section, shirts/dresses with spaghetti straps/ strapless, or see-through clothing is allowed. Wording/language on clothing should be appropriate for school. Shorts must be modest in length and tightness, once again, Skirt/skort/ short length should be no shorter than 2" above the knee when kneeling. No flip-flops or high heels may be worn. Sandals with closed toes are permitted.

Why are students required to wear uniforms?
One of the primary purposes of the Catholic school is to teach Catholic values. The school uniform is an observable sign in the school and in the public forum of the values being taught in our schools. The Catholic school uniform is designed to be modest and appropriate, irrespective of current fashion trends and styles. The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation.

Students should appear neat and well-kept when representing their Catholic school in their uniform. The school uniform shall be worn in a way that reflects the Christian principles taught in our schools.

Part of each child's growth process is learning to take pride in their appearance and dress properly: hence cleanliness and proper grooming are expected of every student, pre-kindergarten through grade six at St. Michael Catholic School. School uniforms allow students to:

***Limit distractions, thereby, increase their academic focus
***Contribute to a more formal learning environment
***Help reduce negative peer pressure and the concern over "fitting in".
***Ensure that students' attire is modest and in line with Catholic beliefs.

All students are to arrive on campus properly dressed. Shirts must be tucked in completely with belts in place.

Boy's Uniform

- Lands' End plain khaki slacks or shorts
- Solid black or brown belt (Grades PreK-Grade 6)
- Hunter green Saint Michael Catholic School polo shirt with logo
- Saint Michael fleece or sweater (through Land's End) with monogram; all other sweaters or sweatshirts are prohibited in the classroom.
- All shoes must be black or brown and worn with the uniform every day with the exception of PE day. (See example below).
- Sneakers must be worn on PE days and have a base color of white, brown, black, navy or gray. One accent color is permitted. No light-up sneakers, character sneakers, or Heely's (with or without wheels); or Crocs, etc. are allowed.
- Crew Socks ONLY must be solid white or black. NO ankle, peds or "no show" socks are permitted and are subject to a uniform violation.
- **Dress Uniform:** No shorts; Lands' End plain khaki pants, Lands' End white SMCS polo shirt with logo (PreK-Grade 5); Lands' End white dress shirt with logo and school plaid tie (Grade 6). **Sweatshirts of any kind may not be worn in church**.

Examples of boy's shoes that may be worn:

Boy's shoes should be sturdy, fully enclosed, non-skid shoes. Shoes need to be secured with laces, Velcro, buckle, or sturdy strap for safety. Shoes with laces must be securely laced and tied. Shoelaces must be matching the shoe and be solid in color.
****Boys socks: Solid black or white crew socks only. NO ankle or peds (no-show) socks.**

Girl's Uniform

- Lands' End khaki skirt or skort, (Grades PreK-Grade 6)
- Hunter green Saint Michael Catholic School polo shirt with logo
- Saint Michael fleece or sweater (through Land's End) with monogram; all other sweaters or sweatshirts are prohibited in the classroom.
- Lands' End evergreen cardigan with school logo - may be worn in classrooms-Optional
- Solid white or hunter green knee socks ONLY. NO ankle, crew, peds, or "no show" socks are permitted and are subject to a uniform violation. White tights may be worn in colder weather. NO LEGGINGS of any kind may be worn.
- All shoes must be black or brown "Mary Jane" style with a non-skid flat bottom (if there is a heel, it should be a half-inch or less) and should be worn every day with the exception of PE day. (See example below).
- Sneakers must be worn on PE days and have a base color of white, brown, black, navy or gray. One accent color is permitted. No light-up sneakers, character sneakers, or Heely's (with or without wheels); or Crocs, etc. are allowed.
- **Dress Uniform:** No pants or shorts; Lands' End khaki skort, skirt (Grades PreK-Grade 6); Lands' End white blouse with logo and peter pan collar (Grades PreK-Grade 4); Lands' End white 2-pocket blouse with logo (Grades 5 & 6). **Sweatshirts of any kind may not be worn in church.**

Examples of girl's shoes that may be worn:

Girl's shoes should be the "Mary-Jane" style shoe in black or brown.
The shoe should have a non-skid flat bottom. If there is a heel, it should be a half-inch or less, as pictured in these examples.
****Girl's socks: Solid white or hunter green KNEE socks. NO ankle, crew or peds (no-show) socks may be worn. White tights may be worn in colder weather. NO LEGGINGS of any kind may be worn.**

P.E. Uniform:

Gym shirts with school logo must be worn. Mesh shorts (evergreen or gray), pants and t-shirt with logo can be purchased from Lands' End. Sneakers must be worn on PE days. **Spirit wear, athletic sports team shirts, or any other t-shirts or shorts/pants may NOT be worn.**

CRISIS MANAGEMENT/SAFETY

Email Blasts and/or RenWeb Communication will be used to inform parents concerning the welfare of students, evacuation sites, or information about releasing students, if an emergency situation should arise. Families should not call the school during the event as these lines will be needed to manage the situation, nor should parents come to the school, as first responders will need the area to do their jobs. After emergency responders determine that a safe student release is possible, families will be reunited with their children.

Fire Drills
The signal for a fire is a continuous sounding alarm. Everyone should always evacuate the building upon hearing this signal, never considering it a false alarm. Fire drills are held monthly as required by law and Diocesan policy. Each grade is assigned to a safe area and the rules for quiet, order, and safety are strictly enforced.

Tornado Drills
The signal for a tornado is an announcement over the intercom system. Tornado drills are conducted periodically. Students will move to designated areas in the building under the supervision of the adult in charge.

Lockdown Drills
The signal for lockdown is an announcement over the intercom system. All students in classrooms will be secured and all office, school, and classroom doors and windows will be locked and covered; students in halls or bathrooms will proceed to the nearest classroom for lockdown.

Emergency Evacuation Plan
In case of fire, natural disaster, or other threatening situation that may pose a health or safety hazard, SMCS will evacuate to:
Parish Activity Center
572 Cypress Ave.
Murrells Inlet, SC 29576

Emergency School Closing
In case of hurricane, ice warnings, or any inclement weather problems, Email Blasts and/or RenWeb Communication will be used to notify parents/staff of closing information, in addition to local TV, radio stations and our school's website. However, in some instances, we may follow Horry County Schools action.

Immunizations
It is the parent's responsibility to obtain necessary immunizations and physical examinations for their child. Per Diocesan policy we are unable to honor vaccination exemptions.

Illness
Parents are **not** permitted to bring their child to school sick. Parents will also be notified if their child becomes sick and will be expected to come and pick the child up. 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. Children shall also be excluded when they exhibit the conditions listed in the South Carolina Department of Health and Environmental Control Exclusion Policy, State Law 1976, Code Section 44-1-110, 44-1-140, and 44-29-10. Staff shall be excluded when they exhibit the conditions listed in the SC Department of Health and Environmental Control Exclusion Policy, pursuant to Section 4-1-110, 44-1-140, and 44-29-10 of the SC Code Ann. (2002).

Communicable Diseases
Any student having evidence of communicable diseases should have a physician diagnose the disease and prescribe suitable treatment and notify the school office. For these, or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school. Common communicable diseases (some listed below) automatically result in exclusion from school and school-related activities for the designated period of time.

Disease	Exclusion from School
Chicken Pox	7 days after eruption
Fever	24 hours after it breaks w/ no medicine
Impetigo	After 24 hrs. of antibiotic
Conjunctivitis	After proper treatment
Lice	Until nits are all gone
Vomiting	24 hours after last episode

Emergency Medical Forms/Treatment Plan
The school emergency medical form for each student must be completed. This form is required for the office file in the event of a student accident or illness and can be downloaded from the school's website.

Parents must provide, in writing, permission to obtain emergency medical treatment for their child. If an emergency situation occurs, the staff will:
1. Assess the situation
2. Call 911 if necessary
3. Contact parent/emergency contact
4. Stay with child until parent or emergency contact can get there

Medication at School
In keeping with standard school policy, Saint Michael Catholic School will supervise the dispensation of medication to students provided the following criteria are met:

1. The medication must be labeled with a **pharmacy label** stating:
   - Student's name
   - Doctor's name
   - Medication name and strength
   - Dosage amount and special directions
   - Expiration date
2. A "Request for Medication" form must be completed; no medication will be dispensed without it. Forms are available from the school office. All forms must be filled out and signed by the parent/guardian and the physician. All medication must be brought to the school office or principal by the parent/guardian, and picked up by the parent/guardian.
3. If an Epi-Pen or other emergency medication is needed by a student, the parent must provide it and the proper documentation to the school office.
4. Benadryl will only be administered with proper documentation from the school office. This documentation must be completed every new school year.

Safe Environment
The Diocese of Charleston and St. Michael Catholic School are committed to ensuring the safety of all children. Therefore, all adults who are involved on a regular basis with the school and/or parish are required to complete the new online safe environment curriculum (Safe Haven) by going to http://charleston.CMGconnect.org, acknowledge the receipt of the Diocese of Charleston Sexual Abuse Policy and Procedures and sign the Volunteer Code of Conduct concerning the diocesan safe environment policy, and submit to a background check. The diocesan policy supports the USCCB Charter for the Protection of Children and Young People. Forms for reporting an allegation and contacting the Diocese of Charleston Victim Assistance Coordinator are located in the office. Additionally, the Teaching Touching Safety program is offered as part of SMCS curriculum each school year. Parents/guardians will be informed of the presentation of this program.

SUPERVISION/MOVEMENT AROUND THE BUILDING

Direct Supervision: Children shall be directly supervised at all times by qualified staff.

1. Directly supervised for toddlers means that staff persons shall be in the same room or areas and that the children shall be in their sights at all times.
2. Directly supervised for school age children means staff persons are physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed.

Staff for all students under five will keep an attendance record of each child and take that record with them as they move from place to place in the school. For example, staff will take a record to lunch, outside, or any other area the children move to so that they keep an account of children at all times. Parents must sign the child out when they leave school early.

EXTRA-CURRICULAR ACTIVITIES

Saint Michael Catholic School is fortunate to have several afterschool activities and sports programs. Clubs will be a semester at a time with sports falling during their given season. Students participating in extra- curricular activities, including sports must abide by a given athletic handbook (if applicable), be present in school on the day of the activity, and carry academic averages at a C level or above, until the 3rd quarter, where if a child is in danger of failing a single class, the child may not participate in any extra- curricular activity including athletics.

FIELD TRIPS/TRANSPORTATION

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. All students should conduct themselves as representatives of the school at all times during field trips as school disciplinary standards apply. Written parental permission must be given on the form provided by the school. Students failing to submit the proper form prior to the trip will not be allowed to participate. Students not participating in field trips will attend regular school hours in an alternate classroom until the class returns.

Every parent/guardian driving on field trips, whether just driving their own child or others, must provide a copy of his/her driver's license, proof of insurance coverage and be cleared to drive with the background screening. This process is required, per Diocesan policy, each time a parent/guardian drives students. Siblings cannot accompany chaperones on field trips. Teachers will provide a list of additional responsibilities for drivers and chaperones, once the drivers are approved by the school office.

CONFIDENTIALITY & RESPECT

As a Catholic school, the confidentiality of each family, child, and teacher should be respected. Undue interference in the classroom and/or school process by parents/guardians may constitute grounds for the dismissal of their child(ren) from SMCS. In addition, the education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian 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.

BEHAVIOR MANAGEMENT

Saint Michael Catholic School emphasizes a high standard of behavior from all students at all times. It is important for parents/guardians and teachers to guide students in acquiring a sense of personal and social responsibility. Every student is expected to obey and act courteously to teachers, principal, staff, parents/guardians and volunteers. Every child is expected to follow the example of Christ and manifest Christian character, not only in school-related activities, but in his/her life with other students as well. When students do not meet these standards, it is the responsibility of Christian educators to take disciplinary action.

Classroom Conduct

To form proper habits and attitudes, the following general rules of good conduct are constantly emphasized in the classrooms:

- Obedience to all authority
- Courtesy at all times and in all places
- Respect for all people and their property
- Neatness in appearance, in assignments, and around/in desks and lockers
- Honesty, truthfulness, and trustworthiness
- Good sportsmanship and citizenship

Each teacher, with his/her students, formulates classroom rules and immediate consequences (time out, loss of privileges, etc.). If a child does not conform to the rules, the disciplinary guidelines will be followed.

When there is an instance of inappropriate student behavior, staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event.

Teachers will inform parents/guardians when a behavior is inappropriate, via e-mail, voice mail or note sent home, so together the parent/guardian and teacher can help the child re-direct their behavior in a positive manner.

DISCIPLINARY ACTIONS

SMCS does not use corporal punishment.

The following discipline plan shall be used to manage negative or inappropriate behavior:

1. Removal of child from classroom or situation. Child will be sent to principal's office.
2. After-school detention w/teacher.
3. Conference with the parent.

Parents must sign an SMCS agreement that they have read and understand the discipline policy for our School. Should the parent/guardian fail to respect the teacher's/administration's authority to discipline the student in accordance with the policy evident in this handbook, the school reserves the right to terminate its relationship with the family. Behaviors or circumstances which could result in Loss of Privileges (including recess, field trips, etc.); Detentions; In-School Suspensions; Out-of-School Suspensions and/or Expulsion from Saint Michael School are:

- Uniform code not being followed
- Chewing gum
- Disturbing class
- Violating school/class rules
- Incomplete homework assignments
- Disrespect of other students or faculty/staff/volunteers
- Damage to personal, other student or school property, including locking doors
- Inappropriate language/swearing
- Disrupting class
- Cheating/plagiarizing
- Alcohol - possession or use
- Drugs/paraphernalia- possession or use
- Tobacco/tobacco products - possession or use
- Weapons/dangerous objects which could be considered a weapon - possession or use
- Moral/sexual misconduct
- Stealing
- Fighting
- Gambling/wagering
- Harassment/bullying
- Tardiness
- Any other behaviors unbecoming of a student at Saint Michael Catholic School.

This list may not be inclusive of all actions/circumstances which may result in disciplinary actions. The Principal/Pastor is the final recourse in all disciplinary situations. In addition, a student of Saint Michael represents the school at all times, students who participate in out -of - school activities that cause disruption, at the school or off campus, will be subject to disciplinary actions at the discretion of the principal.

Detention

Detentions are scheduled with advance notice to parents/guardians. Detention dates may not be changed unless an extreme emergency occurs. Parents/Guardians must contact the principal to request a change in a detention date. If a student is absent on an assigned detention date, he/she will automatically be rescheduled for the next day he/she is in school.

Out-of-School Suspension

For undesirable behavior or infractions of school regulations out-of-school suspension may be used. The principal may impose suspension after consultation with the teacher and the pastor. The parents/guardians will be notified before the child is sent home. The suspension period will last until the school officials and parents/guardians confer. During the suspension period, the student is marked absent and make-up work will be assigned after re-admission.

Expulsion

The expulsion of a student from school is permitted only when all other means of discipline have failed and/or when the student is a moral and/or physical threat to the physical, spiritual and/or academic welfare and progress of him/herself or other students or staff. No teacher may dismiss or expel a student from school. Expulsion is reserved for the principal, and the principal will only impose expulsion upon a child after the pastor has been advised and gives his approval.

Harassment

Harassment is prohibited. Students should report any type of harassment by other students to a teacher, support personnel, or principal. Harassment includes threats, persistent name calling, intimidation, hazing, inappropriate touching, gestures, symbol or picture display, or verbal/nonverbal/written communication that makes a student feel emotionally upset or physically unsafe even if the person engaging in such behavior does not feel he/she is harassing. This includes harassment of a racial, sexual, or non-sexual nature. This policy is not intended for minor embarrassment or discomfort, or for isolated or commonplace student-to-student disputes or acts of disrespect, which are also not accepted in the Christian environment, but applies to serious or frequent breaches of student behavior. The principal will make the final determination on whether actions are harassing.

The school staff, including teachers and/or support personnel, are mandatory reporters under this policy. Observed harassment or a harassment report made by a parent or student shall be promptly reported to the principal. Students who engage in any form of harassment will be disciplined based on the severity of the offense. This will involve a notice of concern to the parent(s) from the principal and pastor and may include issuance of a detention, suspension, evaluation by a licensed professional counselor at the parent's expense, expulsion, and/or referral to the appropriate police authority. Any student making a false accusation of harassment will likewise be subject to similar disciplinary action. Since any reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying is also prohibited, any student participating in these acts will also be subject to similar disciplinary actions.

Threats
All students attending Saint Michael Catholic School are to use language and actions free of threat toward others and self. If any child should make a threat, he/she will be removed from the environment immediately. If the student is allowed to return, he/she will have to meet the requirements of a discipline review committee (consisting of the pastor, principal, and a faculty member) which may include evaluation by a licensed professional counselor at the parent's expense. Saint Michael Catholic School reserves the right to notify appropriate civil authorities for any offense deemed a threat to the safety of individuals, school teachers and staff, and/or the community at large.

Cell Phones
At no time during the day should a cell phone be in a student's possession. If a student requires a cell phone (i.e. for after-school sports practices, or parent wish), the phones **MUST** be turned into the homeroom teacher. Phones will be returned at the end of the day or the last activity your child is participating in. Phones may not be used **ANY** time on the grounds of the school/parish unless explicit permission is granted by the teacher in charge. This includes access to the camera, games, texting, calls, etc. The school is not responsible for items of value lost/misplaced. **Items taken away from students will be returned to the parent(s)/guardian(s) only. Further disciplinary actions will escalate up to and including the disallowance of bringing ANY phone to school. Please read the enclosed cell phone policy prior to signing it and recognize that the cell phone policy serves as part of this handbook.**

Use of Computer Resources and/or Internet
Computer Resources and the Internet are provided by Saint Michael Catholic School for the students and staff for instructional purposes and are a privilege, not a right. Independent access to these educational resources is provided to students with the understanding that they act in a responsible manner.

Teachers and administrators may review any and all computer files and communications to maintain system integrity and to ensure responsible use of the system. No files on Saint Michael technology equipment or on individual discs on school property are private. Computer use will be monitored and users will be held responsible for any misuse of school computers. Personal computers used at school are also subject to review.

The following practices related to Computers, Resources or Internet are not permitted under any circumstance and violators will be punished in accordance with the school behavior code:

1. Access or display of any kind of pornographic material
2. Sending offensive or pornographic messages or graphics of any kind
3. Accessing or displaying any information deemed inflammatory or derogatory to any race, religion, culture, ethnic group, gender, or sexual orientation
4. Any use of offensive, vulgar, or obscene language
5. All harassing, insulting, or attacking of any person or group
6. Misuse, abuse, tampering or vandalizing computer hardware, software, security system, or network
7. Introducing any type of computer virus into Saint Michael computers
8. Tampering with or copying school-owned software
9. Tampering with or copying of copyrighted material
10. Loading personal software or programs onto the Saint Michael computers without specific permission of the principal
11. Trespassing into any teacher, staff, or student folders, files, or computer-based work
12. Employing Saint Michael computers, computer materials, or other technology equipment for commercial or personal financial purposes.
13. Plagiarism from any online or offline sources.
14. Any other behaviors unbecoming of a student at Saint Michael Catholic School.

*****Please note there is also an *Acceptable Use Policy* that students and parents will sign in order to receive a school-issued Chromebook (K - 6th graders) and receive access to iPads and other technology equipment.

Searches of Persons and Property
Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. This gives administrators the right to search student lockers, persons, or personal property whenever reasonable suspicion exists that a student or visitor is in possession of a weapon, illegal substance, or stolen property. State law extends and carries severe penalties for possession, attempted distribution, sale, or use of any controlled substance or paraphernalia within ½ mile of any school property.

Lockers and desks are the property of Saint Michael Catholic School and are subject to search at any time. The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. No lock (padlock) of any type may be affixed to any school property by a student. At the discretion of the principal, the use of appropriate law enforcement authorities and trained dogs in search of school property may be authorized. Any material found to be in violation of school policies or civil law may be confiscated and, where appropriate, turned over to law enforcement authorities. Disciplinary action will be taken at the discretion of the principal. Any damage to a student's locker or desk will be charged to the student and his family.

Because student lockers at SMCS are not secured, no valuables of any kind should be kept in school lockers. SMCS is not liable for misplaced or stolen money and valuables placed in school lockers or desks.

Students may not bring toys or electronic equipment (games, music players, etc.) to school without the consent of the teacher and/or principal. Cell phones must be stored and off, and should not be used during the regular school day.

"Lost and Found" items will be turned in to the office. Clothing not claimed at the end of the school year will be included in our used uniform sale. Other items unclaimed will be donated to charity.

DISMISSAL AT END OF A SCHOOL DAY

Students will be released only to individuals authorized on the student's pick-up roster. Permission (written, phone, or e-mail – as soon as it is known) is required if a student is to go home with another student. Phone calls by students to make these arrangements cannot be made during the school day.

Drivers should not be on cell phones while moving through the dismissal line, and should do so slowly. Teachers or older students will escort students to the cars. Upon completion of dismissal, all remaining students will be escorted and signed into the After School Program. Those students not previously registered, will be charged the drop-in rate.

FACILITY

The school provides a clean facility that is also used by other members/groups of Saint Michael Parish. At all times the facility should be neat and clean. Students should immediately report any problems to their teacher or a staff member. The Science Lab, in particular, is a valuable asset containing expensive and potentially dangerous items. Extreme care should be taken to protect all contents.

RECORDS POLICY

Student records are maintained in the School Office. Access to records is governed by the records policy described in the next section. Saint Michael Catholic School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

ACCESS TO RECORDS

- Teachers and other school officials who have legitimate educational interests have access to student education records.
- Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the Principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), or parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

LOG

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents of students 18 or older or school officials.
- The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

TRANSFERRING RECORDS

If a child is transferring to another school, only the report cards, test scores, and health files are sent. These records are sent directly to the new school after written permission is received from the parent. If the custodial parent can show a court order denying access to the non-custodial parent, then the school may deny access. No information filed is to be transported by the parent.

NON-CUSTODIAL POLICY

If a non-custodial parent seeks access to his/her child's records, the school **MUST** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records.

Saint Michael Catholic School **DOES NOT** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

CHANGE IN NAME OR FAMILY STATUS

If there is a change in the family status or a change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

FULL AND FREE ACCESS

SMCS shall permit the parent of a child free and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

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REVISED: 8-25-20 ST. MICHAEL CATHOLIC SCHOOL | 2020-2021 CALENDAR

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-14 Teacher In-Service/Staff Development
17 1st Day of School – 11:30 Early Dism. Teacher In-Service/Professional Dev.
18 Early Dismissal (11:30 am) Teacher In-Service/Professional Dev.
19 Full Days of School Begin FALL MAP Testing (8/19 – 9/9)
21 First School Mass – 8am
27 PTO Mtg. – Back to School Night (TBD)

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 8am Mass followed by Benediction
7 Labor Day – No School
20 1st Communion Parent Session #1 (must attend 4 of 6) 10:30am – Duffy Center
27 Parish Picnic/Fall Festival – 12pm

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Blessing of the Animals – 2pm
4 1st Communion Parent Session #2 (must attend 4 of 6) 10:30am – Duffy Center
5-9 Fire Prevention Week
12 Columbus Day – No School
16 Fall Picture Day
18 1st Communion Parent Session #3 (must attend 4 of 6) 10:30am – Duffy Center
20 End of 1st Qtr. (45 days)
23-25 Diocesan Volleyball Tourney (Duffy)
28 Volleyball (Fac. vs. Students)6pm
26-30 Red Ribbon Week
30 Mass 8am/Saints Parade Gr. PK – 2nd Upper School Dance – 6:30-8pm

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 All Saints' Day
2 All Souls' Day
6 Parent/Teacher Conf. 11:30 am Dismissal
7 Chicken Bog (TBD)
8 1st Communion Parent Session #4 (must attend 4 of 6) 10:30am – Duffy Center
9-13 Scholastic Book Fair
11 Veterans Day – Mass 8am
12 PTO Mtg. – TBD
13 Picture Make-up Day & Class Photos dress uniforms required
22 1st Communion Parent Session #5 (must attend 4 of 6) 10:30am – Duffy Center
24 Early Dismissal – 11:30am
25-27 Thanksgiving Break – No School

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2-8 Christmas Shop (TBD)
8 Feast of Immaculate Conception School Mass – 8am (Holy Day)
10 Christmas Program – 7pm Duffy Center
11 Upper School Dance 6:30 - 8pm
18 Early Dismissal – 11:30am
21-31 Christmas Break – No School

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Christmas Break – No School
4 Classes Resume
8 End of 2nd Qtr. (45 days)
10 Blessing of the Students @ 9am Mass - 1st Communion required Parent Mtg. with Fr. Ed (10:15) followed by Session #6 (10:30) Duffy
11-29 WINTER MAP Testing
15 Early Dismissal (11:30am) - Teacher In-Service
18 M.L. King, Jr. Day – No School
24 1st Communion Family Interview – 12:15pm
25 100th Day of School
29 Soup Bowl Fundraiser – 11:30am Dismissal (Setup Jan. 28)
31 Catholic Schools Week begins

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1-5 Catholic Schools Week
2 Talent Show (TBD)
12 Upper School Dance – 6:30 – 8pm
13 Father/Daughter Dance 6 – 8pm
15 Presidents' Day – No School
16 FAT Tuesday – Bury the Alleluia – 2pm
17 Ash Wednesday – 8am Mass
18 Stations of the Cross – 1:30pm
19 Lenten Fish Fry – 5 – 7pm
19-21 Diocesan Basketball Tournament - Greenville
25 Stations of the Cross – 1:30pm Drama Vignettes (2nd – 6th) – 7pm Duffy Center
26 Fish Fry – 5 – 7pm

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Teacher Educational Conf. – NO SCHOOL
5 Fish Fry – 5 – 7pm
6 Pasta Dinner – 4 – 8pm (school sponsored)
7 1st Communion Retreat – 2 – 4pm Duffy Center
11 Stations of the Cross – 1:30pm March Madness – 5:30 – 9pm
12 Fish Fry – 5 – 7pm
17 End of 3rd Qtr. (45 days)
18 Stations of the Cross – 1:30pm PTO Mtg./Science Fair – (TBD)
19 Fish Fry – 5 – 7pm
25 Stations of the Cross – 1:30pm
26 Fish Fry – 5 – 7pm
31 Spring Picture Day 11:30am Early Dismissal

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Holy Thursday – No School
2 Good Friday – No School
5-9 Easter Break – No School
12 Classes Resume Unbury the Alleluia – 2pm
19 SPRING MAP Testing (4/19 – 5/7)
24 Spring Auction – 5pm – Duffy Center
25 1st Communion Practice – 12:15pm -Church
27 Fall/Winter Sports Banquet – 6pm Duffy Ctr
29 Spring Concert – 7pm – Duffy Center

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 First Holy Communion – 6pm - Church
3-7 Scholastic Book Fair Teacher Appreciation Week
7 8am Mass followed by Benediction Mother's Day Tea following Mass & Benediction
10 Field Day 9am – 2pm (rain-date May 20 if needed)
20 PTO Mtg./Awards & Art Show (TBD)
21 Upper School Dance 6:30 – 8pm
26 Moving Up Day – 8:30am
27 Kindergarten Graduation – 9am
28 8am Mass – 11:30am Early Dismissal Last Day of School – End of 4th Qtr. (45 days)
31 MEMORIAL DAY

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 Teacher Workdays (possible make-up days if needed)

Teacher In-Service/Professional Development days – No School for students
First and Last Day(s) of School (11:30am Dismissal on these days)
No School/Holidays (closed) – 11:30 a.m. Early Dismissal Days
End of Quarter
School Mass – Friday's 8am unless otherwise noted. Benediction every 1st Friday (we will still attend 8am Mass on Fridays with Early Dismissal)

All Employees / Volunteers MUST complete Safe Haven and Background Screening

Total Student Days: 180
Total Teacher In-Service/Professional Development Days: 10