



# ST. MICHAEL'S EPISCOPAL SCHOOL

Student & Family Handbook

**2024-2025**

Robert (“Bob”) E. Gregg, III  
Head of School

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stmschool.net

## Lower School

Fax (804) 323-3280

Divisional Assistant:

Anne Bridgforth

## Middle School

Fax (804) 955-4187

Divisional Assistant:

Stacy Winkler

## Social Media

[Facebook.com/StMichaelsSchoolRVA](https://www.facebook.com/StMichaelsSchoolRVA)

[Instagram.com/stmschoolrva](https://www.instagram.com/stmschoolrva)

[Vimeo.com/user43036708](https://www.vimeo.com/user43036708)

[stmschool.net/media/](https://stmschool.net/media/)

## **MISSION STATEMENT**

*St. Michael's Episcopal School nurtures the spirit, ignites the mind,  
and celebrates childhood in a community of love, affirmation, and  
belonging that fosters educational excellence.*

*Adopted 2023*

## SCHOOL PHILOSOPHIES

### *We believe...*

...that students should acquire knowledge and understanding by participating in a challenging and carefully planned academic program where learning how to learn and how to evaluate information critically is as important as the content of student disciplines. We remain committed to constantly improving the curriculum through study and evaluation. We understand the importance of selecting faculty and students who can contribute to and benefit from the program.

...that a sense of dignity and self-worth should be encouraged within each student, and we strive to accomplish this by example. Students are encouraged to become aware of their interdependence with the world and to develop responsible and positive attitudes towards their environments. By offering enrichment activities and/or classes in chorus, outdoor education, drama, music, library, physical education, art, technology, design, religion, foreign language, and study skills, we can also work to enhance students' self-esteem. In addition, we feel that extracurricular activities, community service, and school-based activities which support the development of math skills, speaking skills, writing skills, the desire to help others, and the interest in technology and physical fitness all add to the education of the whole child.

...that we can contribute to a strong foundation in Christian values as expressed through our Episcopal identity by providing religious instruction, chapel services using the Book of Common Prayer and the Episcopal Hymnal, daily devotions, and opportunities to participate in outreach projects which address societal needs.

...that we can help students realize their roles and responsibilities as members of communities by providing care and mutual respect for all people by offering values instruction, chapel services, and opportunities to aid the poor, the hungry, the sick and the homeless.

...that in order to develop respect for mind and body, students should be provided with opportunities such as organized sports activities stressing teamwork and good sportsmanship. Honor roll, recognition of individual birthdays, conduct grades, citizenship awards, quarterly recognition of achievement, and participation in performances are also part of our school culture.

...that students should develop a sense of responsibility and accountability reinforced through giving assignments and classroom duties that encourage these behaviors.

...that students need encouragement to examine and reflect upon the ingenious ways in which humans think, create, and initiate change. This can be done through art, music, social studies, mathematics, science, religion, language arts, Spanish, technology, design, and physical education studies. Many of the electives and service opportunities in which these students participate lend themselves to these discussions.

...that considering parents as partners in the educational process is of utmost importance and can be accomplished through some or all of the following: communication vehicles such as two parent-teacher conferences per year, newsletters, School website, required signed papers (in the Lower School), and the availability and the enthusiasm of the faculty to meet with parents.

*NOTE: The philosophies of education were developed by the Head of School and the School's administrative team. These philosophies appear in School handbooks and in information provided to prospective parents. Approval of the philosophies is garnered from the Board of Trustees.*

### **Diversity Statement**

St. Michael's Episcopal School exists not only to educate, but also to demonstrate and nurture the dignity and value of all human beings as creations of a loving, empowering God. We respect and protect all characteristics and differences that contribute to each person's full identity. Within a diverse and inclusive community, we seek to create lifelong learners who address bias, oppose prejudice, and promote justice, and we strive to build and maintain a community that is physically, spiritually, and emotionally supportive for all.

## 2024-2025 BOARD OF TRUSTEES

Chair	Beth Murphy Rollins
Vice-Chair	Kelsey Salley
Secretary	Laura Hamlin Weiler '96
Treasurer	R. Ward Good '72
Head of School ~ <i>ex officio</i>	Robert (Bob) Gregg

### Members:

Erin Richardson Carver '00	Megan Mann '94
Jeunée Godsey	Marion Price '78
Lynn Crowder Greer	Vicki Latham Solomon
Shannon Harton	James W. Warren
James A. Kennedy	Brian Witthoefft '95

## ADMINISTRATION

Head of School	Robert (Bob) Gregg
Lower School Director	Merrill Geier
Middle School Director	Jonathan Williams
Director of Admissions	Alison Smith Roussy '92
Director of Communications	Andrea Amore
Director of Development	Anne McCoy
Director of Extended Programs	Natasha Reed
Director of Finance and Facilities	Mike Jackson
Director of Security	Cyndi Lyons-Chambers
Director of Technology	Michael Jones '95
Athletic Director	Wally Kern
Admissions Associate	Nena Meurlin
Advancement Associate	Chasity Craft
Extended Programs Coordinator	Minh Pham
Divisional Assistant, Lower School	Anne Bridgforth
Divisional Assistant, Middle School	Stacy Winkler
School Nurse	Shawnetta Maben, LPN
Consulting Psychologist	Kim Hilton, Ph.D
Bookkeeper	Kim Negaard

## SCHOOL SONG

(To the tune of *Fairest Lord Jesus*)

To thee St. Michael's, raise we our voices,  
Guide and light of our early years.  
As life goes onward, long will we cherish  
All you have taught us here.

Love of our Christian church,  
Love of our fellow man,  
Truth and fair play in all we do,  
Through all our coming years,  
With help of God and prayers,  
St. Michael's, we will honor you.

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## SCHOOL MOTTO

*"Scientia et Amor Dei"*



The motto signifies that St. Michael's is dedicated  
to knowledge and love of God.

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## SCHOOL BLESSING

Bless these Thy gifts, most gracious God,  
From whom all goodness springs,  
Make clean our hearts and fill our souls  
With good and joyful things.

# 2024-2025 MAJOR DATES CALENDAR

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## **August**

- 22 LS “Meet your Teacher”/Extended Day Open House
- 26 MS Orientation (No LS)
- 27 **First Full Day**, All Students

## **September**

- 2 NO SCHOOL, Labor Day
- 26 NO SCHOOL (*Faculty PD, No Ext Day*)
- 30 ERBs (Mornings, Grades 3-8)

## **October**

- 1-4 ERB Testing (Mornings, Grade 3-8)
- 11 Outdoor Movie night
- 14 NO SCHOOL, Fall Long Weekend
- 28 End of Q1

## **November**

- 1 Groovin’ on the Green Parent Event (*Ext Day closes at 4:30 p.m.*)
- 4 NO SCHOOL (*Faculty PD, No Ext Day*)
- 5 NO SCHOOL (*Q1 Conference Day, No Ext Day*)
- 27-29 NO SCHOOL, Thanksgiving Break

## **December**

- 12 Christmas Tree Lighting & Parade (*Ext Day closes 4:30 p.m.*)
- 20 No School for Grades 4-8 Christmas Pageants for Grades K-3 (*No Ext Day*)
- 23-31 NO SCHOOL, Christmas Break

## **January**

- 1-3 NO SCHOOL, Christmas Break
- 6 Classes Resume
- 15 End of Q2
- 20 NO SCHOOL, MLK Jr. Day

## **February**

- 17 NO SCHOOL, Presidents’ Day
- 18 NO SCHOOL (*Faculty PD, No Ext Day*)

## **March**

- 7 NOON DISMISSAL (*No Ext Day*)
- 10-14 NO SCHOOL, Spring Break
- 17 Classes Resume
- 26 End of Q3

## **April**

- 7 NO SCHOOL (Q3 Conference Day, *No Ext Day*)
- 11 Auction (*Ext Day closes at 4:30 p.m.*)
- 18 NO SCHOOL, Good Friday
- 21 NO SCHOOL, Easter Monday

## **May**

- 3 Magic Dragon Day
- 5 NO SCHOOL (*Faculty PD, No Ext Day*)
- 8 8<sup>th</sup> Grade Celebration Dinner
- 13 Celebration of the Arts (K-8)
- 26 NO SCHOOL, Memorial Day
- 29 Last day of Extended Day
- 30 End of Q4  
LAST DAY OF SCHOOL  
Lower School Closing Chapel (led by 5<sup>th</sup> gr)  
Lower School Summer Celebration (a.m.)  
NOON DISMISSAL DAY  
8<sup>th</sup> Grade Baccalaureate, 5:30 p.m.
- 31 8<sup>th</sup> Grade Graduation (Sat.), 9:30 a.m.

*LS: Lower School*

*MS: Middle School*

*No Ext Day: No Extended Day*

*Faculty PD: Faculty Professional Development*

# **ST. MICHAEL'S PARENTS' ASSOCIATION (SMPA)**

## **PURPOSE OF THE PARENTS' ASSOCIATION**

*The purpose of the Association shall be to promote the welfare of our children and of their school and to bring parents and school into closer relationship. The Association shall not seek to direct the administrative activities of the school nor to control its policies.*

## **OFFICERS AND EXECUTIVE COMMITTEE**

President	Mary Nedell
Vice-President	Megan Newton
Secretary	Laura Morris
Treasurer	Emily Kennedy
Head of School	Robert (Bob) Gregg
Administrative Liaison	Anne McCoy

## **COMMITTEES**

Book Fair	Allison Marchetti
Faculty/Staff Appreciation Week	Jennifer Aaron
Fall Welcome Back Breakfast	Keren Adelaar and Mary Douglas Rice
Community Events	Emily Kennedy
Grandparents' Day	Molly Mascia and Morgan Witham
Campus Improvement Committee	David Turner
Hospitality Committee	Alex Rickers
Magic Dragon Day	Chas Bredbenner and Tiffany DeBorde
Room Parent Coordinator	Megan Newton
School Pictures	Megan Shrestha
School Yearbook	Jaclyn Witthoefft
Spiritwear	Susan Curwood
Teacher Treats	Suzanne Irvin

# SCHOOL-FAMILY PARTNERSHIP

Everyone is expected to...

1. Live the mission.
2. Lead with empathy.
3. Contribute to a welcoming and inclusive community.

The faculty and staff are expected to...

...in their approach to school...

1. Make meeting the needs of each student their top priority.
2. See, respect, and care deeply about each student as an individual.
3. Build positive relationships with and serve as role models for students.

...with respect to student learning...

4. Have appropriate training and knowledge.
5. Provide a physically, emotionally, and intellectually safe learning environment.
6. Provide appropriate challenges and support to actively engage students and foster academic, social-emotional, and physical growth.
7. Make effective use of instructional time.
8. Provide meaningful and appropriate opportunities for student work outside of instructional time.
9. Align assessments with curriculum and instruction.

...in relation to each other...

10. Communicate promptly, directly, professionally, and with discretion. This includes providing regular and meaningful feedback on student growth.

...do their part in maintaining and enriching the community...

11. Continue to grow professionally.
12. Apply School policies equitably.

Parents and guardians are expected to...

...in their approach to school...

1. Participate actively and appropriately in their student's education.
2. Respect and support all students, faculty, and staff.

...with respect to student learning...

3. Get student to school on time and prepared (physically and academically)
4. Support student in development of individual responsibility for academic work and social-emotional growth.
5. In alignment with the School's approach, support student in developing



an authentic sense of citizenship in person and online (e.g., monitoring screen-time, oversight of online behavior)

6. Provide an appropriate place and time(s) for student work outside of School.
7. Communicate promptly, directly, in a civilized manner with discretion. This includes, when appropriate, information regarding students' health matters (e.g., medication, diagnoses) which may impact students' growth or learning, and outside support (e.g., tutor, counseling)

...in relation to each other...

8. Support the School with their time, talent, and treasure as they are able
9. Do their part in maintaining and enriching the community...
10. Support and adhere to School policies.

Students are expected to...

...in their approach to school...

1. Maintain a positive attitude about their learning.
2. Respect themselves, the School, and all members of the community.
3. Adhere to the Honor Code, serving as role models for fellow students.

...with respect to student learning...

4. Come to School on time and prepared (i.e., rested, healthy, with work completed and materials ready).
5. Put forth their best, honest work while encouraging classmates to do the same.
6. Study (beyond assignments), learn, and reflect.
7. Be self-advocates, asking for help or clarification when needed.

...in relation to each other...

8. Talk with their families daily about what they are doing and learning at School. This includes describing both positive experiences and challenges.

...do their part in maintaining and enriching the community...

9. Serve the communities of which they are a part.
10. Support and adhere to School policies.

## ADDITIONAL EXPECTATIONS

The School's goal is to provide and preserve an environment that supports teaching and learning.

- Be responsible for yourself, your work, and your actions.
  - Respect others and their property.
  - Recognize and respect the differences of others.
  - Treat others as you wish to be treated.
1. All members of the school community are expected to uphold a safe physical and emotional environment.
  2. Students are expected to respect all school property including textbooks, furniture, and equipment.
  3. Students are expected to respect the property and rights of others. Students are not to open another person's locker or tamper with items on or in another person's desk, book bag or purse.
  4. Students are expected to show respect for God and country during assembly programs, chapel services, morning prayer and the Pledge of Allegiance.
  5. Use of personal digital devices on school property must have prior teacher approval.
  6. Personal networked devices\* must remain in lockers during the school day, unless use of such devices has received written approval of the Director of Technology or Division Director. Outside the normal school day, verbal permission from a teacher is sufficient. If students use their phones without authorization, their phones will be held in the office until the parent/guardian pick it up.
  7. Solicitation in the School is not allowed without permission of the School's administration.
  8. Sharing of food, including candy, is not permitted at school.
  9. Locker areas and classrooms should be kept clean of books and other personal belongings. Locker doors must be kept shut. Items used for decoration may be removed at the teacher's discretion. No stickers are permitted.
  10. Chewing gum is not permitted. Food and drinks other than water are not permitted outside the Great Hall. Food and drinks are not permitted at carpool.
  11. Alcoholic beverages are not to be present at school events whenever children are present without prior approval from the Head of School and/or the Board of Trustees.
  12. The School considers many factors in placing students in homerooms and sections. Thus, specific requests cannot always be accommodated.
- \* Personal networked devices (e.g., cell phones, smart watches, Fitbits) are those with the ability to access a non-School network (e.g., Verizon, 5G, etc.)*

## ATTENDANCE

**Hours:** The school day begins at 8 a.m. Doors open at 7:45 a.m. Students arriving before 7:45 a.m. must go to Morning Gym, which begins at 7:20 a.m. The school day concludes at 3 p.m.

**Tardiness:** Students who are habitually late disrupt class and begin their day in a disorganized manner. Any student who is tardy must be signed in at the office by a parent or guardian. Parents are not to drop children off at school after carpool is concluded. Students arriving after noon will be marked absent for the day.

**Early Dismissal:** Parents are encouraged to inform the teacher/advisor as well as the Division Assistant well in advance of a student's early dismissal. Students leaving school early should meet their rides in the office at the appointed time. Students must be signed out by a parent or guardian in the office. NOTE: Carpool line traffic begins backing up prior to dismissal. For this reason, families will not be able to pick up a student early just before scheduled dismissal. Drivers should plan early pickup at the end of the day accordingly.

**Operating a vehicle on campus:** Use of cell phones and passing cars is strictly prohibited. Dogs must be tethered.

**Absences:** When a student is going to miss school for any reason please contact the office as well as the teacher/advisor as soon as possible. Students who are absent or who leave school early due to illness may not participate in co-curricular activities or extended programs on the same day or evening. Students who have excessive absences (more than 20 school days in a single school year) must present a written appeal to the Head of School to be considered for academic credit for the year.

We encourage parents to make thoughtful decisions about taking students out of school for optional activities as absences place students at an academic disadvantage. The in-class instruction that they miss is irreplaceable. **Assignments will not be provided in advance.** Students are encouraged to read daily, to complete any long-term assignments, and middle school students may check Google Classroom.

It may not be possible for students to make up missed achievement tests.

**Make-up work:** A student is given a number of days equal to the number of days absent (up to 5 days maximum) to complete make-up work. It is the responsibility of the student to make sure assignments are completed satisfactorily and handed in.

***Walking to/from School:*** Students in 5th through 8th grade may walk to school once a “Walking To and From School Waiver, and Release” is submitted to the School. Kindergarten through 5th grade students may walk to and from school if accompanied by a parent or adult. Fourth and 5th grade students may walk to school if accompanied by an older sibling (but may not walk home without an adult). Students in 6th through 8th grade may walk to and from school without adult supervision once a Waiver is submitted to the School and approved. The Waiver will be kept with the Division Assistant and the Director of Extended Programs.

## **HEALTH /ILLNESS POLICIES**

St. Michael’s strives to prevent the spread of contagious diseases and to keep students healthy and safe. Students who appear to be ill with possible infectious conditions are isolated and parents are notified. Parents will be expected to pick up a child as soon as possible after being called. **If your child is absent with a contagious condition, please notify the School so that we may be aware of symptoms which could appear in other children.**

***Fever:*** Students are sent home with temperatures 100°F or greater. **Students must be fever free with no medication for 24 hours before returning to school.**

***Flu:*** Children suffering from flu-like symptoms should remain at home. One of the best flu prevention strategies is washing one’s hands throughout the day, as many germs are spread as a result of hand-to-mouth contact.

***Gastroenteritis:*** Children who have vomited or have diarrhea are sent home. They must remain at home until their status reaches normal for 24 hours.

***Conjunctivitis:*** Children may return to school after being treated with medication for 24 hours.

***Chicken Pox:*** Children must remain at home until no new eruptions appear, present ones have crusted over and temperature reaches normal.

***Strep:*** Children diagnosed with strep throat may not return to school until they have been on antibiotics for 24 hours and until their temperature reaches normal without analgesic medication for 24 hours.

**Lice:** A child with active lice should remain at home until appropriate treatment, which kills crawling lice, has taken place. The School asks families to share diagnoses of lice with the School so an anonymous notice can be sent to other families in the student's grade (and Extended Programs if the student is enrolled there) as a courtesy.

As the School has neither the staff nor expertise to guarantee accurate diagnosis of lice and nits, it does not check for these. However, in instances where obvious active lice is observed by the School, just as when a student vomits, the School will report this to the student's family and ask if they would, as a courtesy to other families, please pick up the child as soon as possible. Parents and caregivers are encouraged to contact the child's pediatrician for further guidance.

**Injuries:** Parents are notified when a child sustains an injury. If the injury is considered severe, EMS personnel and the parents are notified.

**Medications:** At St. Michael's, student safety is of utmost importance. ALL medications (over the counter and prescription) must be kept in the Nurse's office. Any medication to be administered must include explicit instructions. In an effort to follow Virginia Association of Independent Schools and Department of Social Services mandates, St. Michael's uses the standard MAT Medication Parental Consent Form for all prescription and over-the-counter medications. Please note these are two-sided forms and must be completed prior to the administration of any medication.

- Over-the-counter drugs may be administered to a student for a short period of time (10 days or fewer). To do so, clear instructions and parent signature are needed on the MAT Parental Consent form. Medications must be clearly marked and kept in the Nurse's office.
- **All prescription medications require both instructions and physician signature** on the MAT Parental Consent form. Prescription medication must also have the patient's name and prescribed dosage on the original container.

Additionally, students with inhalers and/or EpiPens will also need to fill out the FARE (Food Allergy and Anaphylaxis Emergency Care Plan) form with their physician as this form requires physician signature. Students with EpiPens should have two at school in case one of them is defective, and the prescription must be current.

## **FAMILY SUPPORT**

As a school, we consistently ask, “Are the needs of the child being met?” When a child’s development (cognitive, physical, social, emotional) is challenged by any family situation, we (the School) seek to be informed and supportive whenever possible. When the child’s development is impacted, the Lower School homeroom teacher or Middle School advisor should be informed. Once informed, it’s the teacher’s responsibility to ascertain the impact on the child and consider (with assistance from the administration and room parent as needed) ways to mitigate the impact. In this way the needs of the child remain the centerpiece. If the teacher determines there is minimal impact on the child, the School shouldn’t impede a parent’s or room parent’s efforts to lend support to the family by soliciting help so long as the solicitation adheres to two key guidelines. (1) The help must be desired by the family in question. To determine this simply ask, “What does good help look like?” (2) Information must be handled with care. This information includes personal information of the family/person in question (i.e., only share what (s)he/they want shared) as well as contact information of St. Michael’s families. Recall that use of contact information available to community members for mass solicitations is not welcome.

## **FIELD TRIPS**

Parent drivers must complete the Field Trip Permission Form in PowerSchool in order for their child to participate in field trips. Parents who wish to drive students to and from a field trip must have a Volunteer Automobile Use Form on file well in advance of the field trip. Adults who do not have driver permission materials on file may not provide transportation for any child other than their own.

Parents/drivers are not to make stops on route to or from the field trip.

## **INCLEMENT WEATHER**

Notice of weather cancellations are sent to parents via text message, phone call and email. Cancellations are also broadcast on television (WWBT12) and posted on the School’s social media outlets. Extended Day will not be offered in the event of an early closing or cancellation due to inclement weather. If School is closed on a conference day, please contact the teacher to reschedule. When there is an inclement weather day, the rotation schedule will not change. Virtual classes will not be held, but in the event of extreme circumstances, the School will share any additional plans.

## **LATE PICKUP**

Students who are not picked up at regular carpool by 3:15 p.m. will be sent to Extended Day. A late fee of \$25.00 will be charged. Parents must report to Extended Day and follow the sign-out procedure with a staff member on duty. If a student is in Extended Day past 3:30 p.m., this will be considered a drop-in and the standard rates will apply (see Extended Day contract on the website for drop-in pricing). **Extended Day will not be open on Noon Dismissal Days.**

Parents of students attending Extended Day who do not pick up by their contracted dismissal time will be charged a late fee of \$25.00 per occurrence. If you are late picking up beyond 20 minutes, then the late fee is \$50.00. Repeated late pick-up could result in further action at the discretion of the Director and the Head of School.

## **EXTENDED PROGRAMS**

### **Morning Gym**

Any student arriving between 7:20 and 7:40 a.m. will be directed to early morning care (referred to as “Morning Gym”) in the Ellen Passmore Singleton Gymnasium. Parents should pull into the gym parking lot, enter the carline and drop the student off at the curb with a Morning Gym staff member. Morning Gym participants will be escorted to their classrooms before morning carpool begins at 7:45 a.m. Morning Gym is free to all St. Michael’s families.

### **Extended Day**

St. Michael’s offers an Extended Day program from 3:00 – 6:00 p.m. at both the Lower and Middle Schools for contracted students and on a limited drop-in basis\*. Contracts are offered prior to the start of school and as requested thereafter on a space-available basis. Please refer to the School’s website for additional information and sign-up procedures.

\*Parents needing occasional K-8 after-school care may choose to apply for drop-in care using the link on our website. Drop-in requests must be made with at least 24 hours notice, unless in the case of an emergency. Drop-in care will be based on availability (see Extended Day contract on the website for drop-in pricing).

Pick-up from Extended Day occurs in the Green Loop. If necessary, parents are encouraged to call or text the Extended Day staff at (804) 584-9667. Other than the child’s legal guardian, anyone picking up a student

from Extended Day must be listed on a student's emergency information in PowerSchool or have written approval to pick up from a parent via email or written note. Students will not be dismissed to anyone without prior parental consent.

With a goal to provide a safe and nurturing environment for students after the regular school day is over, our Extended Day program places particular emphasis on encouraging positive peer socialization, promoting healthy study habits, and providing space for learning and exploration to with a focus on social-emotional learning.

Students in grades 1-8 will have the opportunity to complete homework in Extended Day under the supervision of experienced staff. We work with teachers to support classroom goals in regards to homework. Our staff will help students with comprehension of assignments, but work will not be checked for correctness. Our goal is to encourage good time management and diligence in completing assignments while communicating effectively with parents and teachers regarding study habits. Students will be provided healthy nut-free snacks, including dairy-free and gluten free options. Drinks other than water are not permitted.

We ask that balls and other toys from home NOT be brought to Extended Day. If there is a certain outdoor item that your child enjoys playing with, please inquire with staff so that we can accommodate and/or provide the requested item. ***Acceptable use of these items is at the discretion of the Director and staff members.***

Non-permissible items at Extended Day:

- Juice, soda, or other drinks *UNLESS* directed by a physician in writing
- Toys from home (such as dolls, trading cards, stuffed animals, Legos, fidget spinners, etc.) *UNLESS* they are being donated to the program and will stay at School for use by all students
- Chewing gum (*School-wide*)
- Other athletic equipment such as bats, gloves, sticks, etc. *UNLESS* needed for a practice or game after pick-up. These items must remain with students' backpacks/belongings during the afternoon
- Electronics, to include cell phones and other communication devices such as watches (Middle Schoolers may use mobile devices with faculty/staff permission in accordance with the School's Acceptable Use Policy)



Students are solely responsible for all personal items, and staff will not be liable should these items be lost or damaged.

### **Extended Day Closures**

Extended Day is CLOSED on the following school holidays:

- All full-day professional development days (See Major Dates Calendar above)
- All Noon Dismissal Days
- Labor Day
- Indigenous Peoples' / Columbus Day
- Thanksgiving Break
- Christmas Break
- Martin Luther King, Jr. Day
- Presidents' Day
- Spring Break
- Good Friday
- Easter Monday
- Memorial Day

### **4:30 p.m. Extended Day Closures for 2024/25**

- November 1 for the Groovin' on the Green Parent Event
- December 12 for the Annual Christmas Tree Lighting Ceremony
- April 11 for the Annual Auction

### **Emergency and Safety Information:**

While staff members are CPR and First Aid certified, there is no nurse on staff after 4 p.m. at St. Michael's. Parents are required to share all information related to allergies or any conditions that may affect or restrict a student's participation in activities with the School Nurse and Director of Extended Programs (if applicable).

In the event of illness or an accidental injury, the staff member in charge will make an immediate attempt to contact a parent. Parents contacted by telephone concerning minor injuries are responsible for deciding if medical attention is needed. Should a parent not be reachable immediately, (before 4 pm) the nurse or an administrator on site will make any necessary decisions regarding the care of the child. If there is any injury that the nurse or administrator on site deems serious enough to require emergency services, 911 will be called at the same time as the parents. Parents will be expected to assume responsibility for any resulting expenses.

If a parent cannot be reached, the secondary emergency contact will be called. The Director or a staff member must also be informed of any

illness that may be communicable. Please contact the Director of Extended Programs with any questions.

## **CO-CURRICULAR OPPORTUNITIES**

St. Michael's offers a variety of co-curricular activities in the arts, athletics, and other fields. See the website for a list and signup forms.

Families should be aware that activities and athletics often overlap and some choices must be made. It is important that students participating in activities are able to commit the time to their endeavors to ensure the best experience for themselves and for those dependent upon their participation.

The goal of St. Michael's athletic program is to provide an atmosphere that encourages students to participate in a variety of different activities, regardless of skill level. St. Michael's fosters an environment in which student-athletes learn the value of hard work, goal-setting, sportsmanship, and teamwork in a fun and competitive environment.

Participation in interscholastic athletics is limited to middle school.

All students wishing to participate in co-curricular athletics must have an Athletic Participation/Parental Consent/Physical Examination form completed by a physician.

## **PHILANTHROPY**

We are grateful for the broad base of support St. Michael's receives each year in support of the Annual Fund and philanthropic initiatives. Like many independent schools, tuition alone does not cover the total costs involved with educating our students. Philanthropic gifts provide the additional resources needed to meet the ongoing daily expenses. Parent participation is a strong indicator of overall support for the school and is often a crucial factor in securing funding from foundations. All fundraising and community service projects, either by parents or teachers, must have prior approval by the Development Office.

### **Fundraising**

Any fundraising activity must have prior approval of St. Michael's Development Office. Please contact the Development Office.

## **Solicitation**

Solicitation of money, goods, or services from students or parents is against school policy.

## **STUDENT SUPPORT**

St. Michael's School is committed to its mission of delivering superior instruction. The developing knowledge base around learning indicates that there is a great deal of variability among students, even those in selective school environments. Cognitive neuroscience has demonstrated that students each possess unique strengths, challenges, and preferences. At St. Michael's we strive to know our students well and to help them know themselves as learners. Teachers use varied strategies for representing and assessing information and incorporate small-group instruction and student choice, designing curricula and activities that are flexible and dynamic, while maintaining high standards.

In order to meet the needs of individual students while also providing consistency and parity across classes and grades, St. Michael's relies on the school-family partnership to ensure transparency and communication. With each student's best interest at heart, the school will work with families to identify classroom/testing accommodations that are appropriate and feasible given the School's available resources.

## **TUTORING**

In striving to provide children with superior academic instruction, St. Michael's focuses on meeting the needs of each student. The admission process aims to enroll students whose needs the School can meet. As an independent school small by design, the School provides limited support outside its core program. Thus, specific student needs may arise from time to time which are best served by academic support beyond the School's program, i.e., tutoring.

As with all instruction, tutoring is most effective when it is supported by a strong partnership at school and at home. In this case, the partners include the student and the student's family, teacher(s), and tutors. Individual tutoring may supplement classroom experiences by offering one-on-one instruction, but it is important to recognize that tutoring does not take the place of classroom instruction. Tutoring should be aligned with classroom practices, and therefore communication and cooperation among families, teachers, and tutors is paramount.

St. Michael's recognizes and supports a team approach to supporting student learning, and the agreement below is designed to clarify shared

expectations in order to best promote student success. In order to be recommended as a tutor by St. Michael's, tutors are expected to complete a Tutor Profile Sheet and adhere to the following guidelines.

### **Guidelines for Tutors:**

1. Provide contact information to the student's teacher(s).
2. Inform the teacher(s) when/how often you will meet with the student.
3. Establish clear and measurable goals for tutoring sessions.
4. Familiarize yourself with the course content, structure, and philosophy. If you have questions about any of these, please contact the teacher directly.
5. Recognize that your role is to support the student. It is in the student's best interest that all members of the support team (teachers, tutors, parents) work collaboratively and constructively.
6. Provide any supplemental resources/practice activities to be used in tutoring.
7. Do not do students' homework for them. Provide support, but be mindful of the School's honor code.
8. Focus on learning and understanding, not merely test preparation. Sometimes shortcuts deny students the opportunity to grasp deeper insights.
9. If you approach a topic using a method/approach that is different from the teacher's, discuss this with the teacher in order to provide clarity and consistency for the student.
10. Communicate regularly with parents and teacher(s) to monitor student's progress or express concerns. All email correspondence should include the parent, the teacher, and the tutor. All communication should be kept confidential.
11. Inform teacher(s) if tutoring relationship is suspended or ended.

Teachers, parents, and students also contribute to the effectiveness of tutoring. In order to promote a team approach and help students get the most out of working with a tutor, parents, teachers, and students are expected to adhere to the following guidelines:

### **Guidelines for Parents:**

1. Initiate the tutoring relationship by emailing the tutor and teacher(s) in order to establish contact and provide permission for the school to share academic information with the tutor.
2. Establish a quiet study space with minimal distractions for student and tutor to meet.

3. Communicate regularly with tutor and teacher(s) to monitor student's progress or express concerns. All emails should include parent, teacher and tutor.
4. It is in the student's best interest that all members of the "support team" (teachers, tutors, parents) work collaboratively and constructively. If you have questions or concerns about what is happening in class, communicate directly with the teacher. All relevant email correspondence should include both the teacher and the tutor.
5. When it comes to homework, provide support, but do not do the work for your child. Homework is a low-stakes opportunity for students to make mistakes and learn from them.
6. Inform teacher(s) if tutoring relationship is suspended or ended.

### **Guidelines for Teachers:**

1. Provide appropriate course materials to parents and tutors. Teachers are not responsible for providing additional resources for tutors.
2. Help tutor establish clear and measurable goals by communicating student's learning strengths and weaknesses, as well as specific struggles in the target class(es).
3. Communicate regularly with tutor and parent(s) to report student's progress or express concerns. All relevant email correspondence should include both the parents and the tutor.
4. It is in the student's best interest that all members of the "support team" (teachers, tutors, parents) work collaboratively and constructively. If you have questions or concerns about what is happening during tutoring, please communicate directly with the tutor and parents. If concerns persist, a meeting with parents, tutor, teacher, and administrator will be scheduled.

### **Guidelines for Students:**

1. Be prepared for tutoring sessions. Bring course materials, and mark sections you do not understand or prepare questions for your tutor.
2. Keep a planner/agenda and let the tutor know about upcoming assessments or due dates.
3. Remember, tutoring is not a replacement for class instruction. You are expected to participate in class and see your teacher(s) first if you have questions or concerns.
4. Be open to suggestions that your tutor may offer. Try a strategy, and if it doesn't work, be honest with your tutor (and teacher) so that you may work together to find a better one.

5. Keep in mind, the tutor is there to help you, not do the work for you.

## **AWARDS ~ All School**

The following are awarded at closing exercises.

### ***Citizenship Award:***

- One Citizenship award is awarded in each Lower School homeroom. Three Citizenship Awards are awarded in each Middle School grade.
- The criteria for the award are: acceptable academic achievement; responsibility; consideration of others; respect for the feelings, rights and property of others; reverence in chapel; willingness to help and participate in school activities; honesty; good sportsmanship; and good manners.

### ***Literary Award:***

- One Literary Award is awarded in each Lower School homeroom. Two Literary Awards are awarded in each Middle School grade.
- The criteria for the award are: exceptional effort, and ability in writing.

### ***Math Award:***

- One Math Award is awarded in each Lower School homeroom. Two Math Awards are awarded in each Middle School grade.
- The criteria for the award are: advanced problem-solving and critical thinking skills, exceptional effort, enthusiasm, and achievement in the field of mathematics.

## **AWARDS ~ Middle School**

***Honor Roll:*** Students must earn a grade point average of 90 or above in all graded subjects, including conduct, and must show satisfactory progress in all ungraded subjects for the quarter.

***Full Year Academic Award:*** Students who earned a grade point average of 90 or above for the year in all subjects including conduct will have recognition noted on the final report card.

***Head of School's Award:*** This award is given to the eighth grader(s) with the highest overall grade point average for the school year and who consistently display(s) our DRAGONS' Values.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence. Our St. Michael's DRAGONS values are kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. The expectations for our students are to practice these values not only at school and beyond, but also when online and while using technology. Students are only permitted to use school-issued digital devices for educational activities. Students may be subject to disciplinary action if they do not follow the policy described below.

### **General Respect, Safety, and Privacy**

- Students may not use St M technology for any illegal purpose.
- Students should never give out personal information such as name, address, phone number, username or passwords.
- Students should not attempt to conceal, disguise, or change their user information nor the identity of their computer.
- When using technology, students should not attempt to impersonate another person.
- Students should not copy or modify files or data from other school devices or accounts unless given permission.
- Students should never accept emails, files, links, website addresses, etc. from unknown sources or users.
- Students will adhere to the Student Parent Handbook regarding Bullying and Cyberbullying policies
- Students will not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful or inflammatory language.

### **Intellectual property**

At all times, students and all community members must respect the honor, dignity and privacy of others, as well as the intellectual property of the School and others. Using School computers or the School network, students may not publish:

- identifiable names or photos of other students or community members
- any personal information about other students or community members

- any proprietary School information, including photos of the School on any public media (including, but not limited to IM, blogs, YouTube, Facebook, Twitter, Instagram, Snapchat, Tik Tok, etc.) without first obtaining the written permission of all those involved.

### **Intellectual Honesty**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (AI/NLP tools) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be subject to disciplinary action.

Students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. All teacher permitted uses of AI/NLP tools should follow state and federal privacy laws. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. Use of AI/NLP tools are prohibited for translations into English or from English into a



second language in world language courses without the approval of the classroom teacher.

- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

### **Computer Handling, Hardware and Software**

- Students will not attempt to disassemble the device or alter existing hardware. This includes removing the device from its protective case.
- Any physical damage to a school device may result in replacement or repair fees.
- Students are not allowed to attempt to alter or install any software that is not authorized by the School Director of Technology.
- School-issued computers are fragile and students will handle these devices with respect and care. Intentional damage to a device may result in disciplinary action as well as repair fees.
- Students who are issued take home computers are responsible for coming to school with fully charged devices. Repeated failure to do so will constitute being unprepared for class. This can result in a negative impact on a student's academic performance and/or disciplinary action.
- Students may not change computers while at school without permission from the Director of Technology

*Using School issued Technology for Commercial use is prohibited unless given permission by Administration. Commercial activity includes, but is not limited to the following:*

- Activity that would generate revenue for a user
- Gambling
- Political Lobbying
- Advertising

## **Internet Filter and Security**

- The School monitors student use of school issued computers and Google Apps for Education profiles both on and off campus.
- Students will not attempt to evade or bypass security of School internet filters in any way.
- Students will not attempt to disable or modify any security or monitoring software.
- Students are not allowed to create personal networks or hotspots.
- While on campus, students are not allowed to connect to any other networks outside of those provided by the school.

## **Personal Devices and Phones**

- Personal networked devices including cell phones must remain in lockers or backpacks during the school day, including Extended Day, unless use of such devices has received written or verbal approval from the Director of Technology, Middle School Director, Lower School Director, Extended Programs Director, or Head of School.
- Students who remain on campus outside of the normal school day, including extended day, must receive verbal approval from a teacher or staff member to use a personal networked device.
- If students use their phones or other personal networked devices without authorization, the device will be held in the office until the parent/guardian picks it up.
- Permission to use personal networked devices can be revoked immediately at the discretion of the Director of Technology, Middle School Director, Lower School Director, Extended Programs Director, or Head of School.
- Smartwatches and fitness trackers may be used during the school day. Misuse of smartwatches and fitness trackers can result in disciplinary action. Repeated misuse of smartwatches and fitness trackers will require the device to be held in the office until a parent/guardian can pick it up from school. The following conditions apply for wearing a smartwatch or fitness tracker during the school day.
  - The device may be used for timekeeping and/or fitness tracking only.
  - The device may **not** be used for texting or receiving texts, phone calls, push notifications or any other activity that depends upon cellular or internet connection.
  - The device may not be used to play games during the school day.
  - Notifications must be disabled.

- Devices should be configured so that “school mode” and other settings that disable internet connectivity are on during the school day.
- Students must have permission to use headphones of any kind in the classroom during the school day. Students are prohibited from wearing headphones of any kind outside of class.

### **Social Media and Group Chats**

St. Michael's recognizes the value of social media and group chats in today's society. Social media and group chats can provide students with an opportunity to connect, communicate, and extend learning. While social media and group chats can be a powerful and positive force, they must be used with knowledge and care. Students should recognize that what is private in the digital world often has the possibility of becoming public and permanent, even without one's knowledge or consent. Students must exercise good judgment and appropriate discretion. Students are expected to embody the St. Michael's DRAGONS values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion while using social media. Failure to follow these guidelines may result in disciplinary action.

### **Privacy and Data Collection**

St. Michael's is committed to following state and federal regulations related to online privacy and protection of children. The School audits all applications used in the classroom to verify compliance with federal and state regulations related to Personally Identifiable Information (PII). As a Google Apps for Education School, the School uses app access controls to review the information that is requested from, and provided to, third party apps. The school considers data collection carefully in conjunction with state and federal laws before approving applications for School use.

### **DRESS CODE**

We gather to do important work. Our dress reflects the importance St. Michael's places on learning and personal conduct by communicating a level of care and respect for ourselves, others, and the work we do together.

**School administrators are the final arbiters for what is or is not considered appropriate dress.**

## **Parent Reminders:**

- Students will go outdoors and use our 70 acres for learning and daily activities, so they should wear the right clothing, weather gear, and sturdy shoes each day.
- **We strongly suggest families put names in ALL clothing/jackets worn to school.**

## **2024-2025 Dress Code**

### **Tops**

- All shirts, tops, and blouses should have sleeves. Boys' shirts should have collars.
- Any logo or small chest/pocket detail must be less than 2 inches in size.
- Sweaters and pullovers
- Dresses
  - Sleeveless dresses are permitted provided they are at least three-finger width at the shoulder
- Writing and large (>2 inches) logos/images on clothing are not permissible inside school, except for school spiritwear on Friday's "Dragon Dress Days, St M branded sweatshirts/jackets, and holidays;" with the exception of students in K-2. Students in K-2 may always wear tops with images (no writing or logos) larger than 2 inches
- Necklines should be no lower than the armpit
- Athletic clothing may be required for physical education classes but not permitted otherwise -- with two exceptions
  - St. Michael's athletic outerwear (St M hoodies/jackets/sweatshirts) may be worn indoors
  - Interscholastic St M team uniforms may be worn on game days
  - Middle School students should bring appropriate athletic wear and shoes on gym days to change into utilizing the locker rooms before P.E.

### **Bottoms**

- Pants, khakis, jeans, non-athletic shorts, non-athletic skirts/skorts, and dresses, all neatly hemmed
- Shorts, dresses, and skirts should be mid-thigh length or longer
  - As guidance when purchasing, shorts should have a minimum of a five-inch inseam
- Pants and shorts must be worn at the waist

- Leggings may NOT be worn as pants but may be worn under tunics and dresses that are mid-thigh in length

### **Footwear**

- Shoes should be worn and secured at all times. As St M uses our expansive campus trail system for academic and recreational activities during the school day, students should come to school in sturdy, close-toed shoes
- Athletic shoes must be worn on P.E. days
- For the 2024-2025 school year, Crocs are not permissible footwear in the St M dress code as the loose fit poses a safety risk on the playground and on our campus trails.

### **Hair/Accessories**

- Extreme hairstyles and hair colors not naturally occurring are not permitted
- Facial piercings and facial hair are not permitted
- Hats, visors, and sunglasses are not permitted indoors (cultural or religious headscarves/headwear are permitted)

### **Not Allowed**

- Hats, visors, and sunglasses, unless worn outside only
- Sleepwear, fleece pants, or sweatpants
- Athletic shorts, skorts, or bottoms
- Undershirts or visible undergarments
- Spaghetti straps, racerback tops, cutouts, or shirts that reveal midriff or back (including when arms are raised)
- Clothing that is frayed, ripped, sheer, or with holes
- Offensive-inappropriate language/symbols
- Athletic clothing may be required for physical education classes, but not permitted otherwise – with one exception:
  - Interscholastic team uniforms may be worn on game days

### **Special Events**

#### ***Dragon Dress Fridays***

Any above-the-waist St. Michael's spiritwear (excluding hats and sunglasses) may be worn in school every Friday. Show your Dragon pride! We love seeing all of the blue and white in our halls.

### Dress Up Days

For certain events (i.e., select Chapel services, Closing Exercises or speaker/special guest days) designated by the School, students should wear either (a) a dress shirt, tie, and long pants with a belt; (b) a dress; or (c) a dress blouse with a dress skirt/pants.

### Field Trips

When traveling off-campus students may be asked to dress for a formal occasion or in a St. Michael's polo shirt with khaki pants, shorts, dress, or skirt. Field Trip Dress Code may also be altered based on the destination/activities.

### Dress Down Days

Dress down days are scheduled during the year (e.g., service fund-raisers, as an eighth grade privilege on the last day of each month). On dress down days, all guidelines and rules remain in place except:

- Athletic clothing is allowed
- School-appropriate writing and large logos are allowed
- Other guidelines/rules may be relaxed for individual events

### Holidays

Above-the-waist holiday-themed clothes that do not adhere to the dress code may be worn in school on approved days. These dates will be published seasonally in St. Michael's weekly newsletter.

## **THE ST. MICHAEL'S CODE OF CONDUCT**

St. Michael's aims to be a community of love, affirmation, and belonging that fosters educational excellence. That means we have high expectations of students, and hold them accountable to the School's Dragons Values:

- **KINDNESS:** we treat each other as we wish to be treated
- **RESPECT:** we respect our classmates, teachers and staff, school property, and the world's cultures
- **ACCEPTANCE:** as members of a diverse and inclusive community, we support each other physically, spiritually, and emotionally, whatever our differences
- **INTEGRITY:** we know right from wrong and strive to do what is right
- **RESPONSIBILITY:** we carry out our duties to each other, our learning, our community, and our world

- **RESILIENCE:** we have faith in our ability to grow and learn from our mistakes
- **COMPASSION:** we help those in need at our school, our community, and our world

## **Overview**

St. Michael’s students almost always do the right thing, and the School recognizes this in many ways. Our community’s DRAGONS’ values are part of our lived experience, from “filling the bucket” with a focus on kindness and the power of words in the Lower School; Honor Roll and Community Service Recognition in the Middle School; all-school pep rallies to celebrate the School and its students; DRAGONS Values awards; and earned responsibilities and privileges such as eighth graders eating lunch on the Middle School patio, service in chapel, older students mentoring their younger Chapel Pals, and more.

On occasion students also make mistakes that are an inevitable part of the learning process, and the Code of Conduct exists to clarify the expectations our School community strives to uphold. As members of the St. Michael’s community, the School expects parents and caregivers to model appropriate behavior, as well as to be cooperative and supportive partners when disciplinary consequences are necessary. The St. Michael’s community—students, educators, staff, parents, and caregivers—works together to nurture the dignity and value of all its members as creations of a loving, empowering God.

From kindergarten to eighth grade, children become more and more capable of self-regulating their behavior. Helping children grow means addressing behaviors, sometimes in the moment, sometimes in a more formal setting, with respect and empathy. The goal is to help children reflect on and understand their own behavior and how it impacts others. In the early years, children are learning to listen, complete tasks, work independently, follow directions, show consideration for others, and work with one another. So while the School establishes high standards for student conduct at all ages, formal consequences for our youngest Dragons generally apply only in situations where children may hurt themselves or others, or damage their surroundings. As children grow into and through third grade, expectations for self-regulating behaviors increase. Responses to conduct infractions become more serious, yet most infractions will still be dealt with largely in the classroom. At this age, many corrections rely on communication between teacher and student, and between teacher and parents. The School expects parents to act in partnership with the teacher

with the common goal of helping young students develop their capacity for self-regulation. More serious concerns, including patterns of infractions with inadequate improvement, will mean the involvement of the Division Director and/or the Head of School, and may prompt formal disciplinary action. The same parent/caregiver partnership is necessary for a positive outcome.

As students grow into the upper grades of the Lower School and then transition into or join the Middle School, behavioral expectations become more formalized. Teachers manage the learning climate in their classrooms in a variety of ways, spending a great deal of time and effort on *preventive discipline* designed to keep students engaged, and *supportive discipline* to help students control their behaviors and stay on task. But older students also benefit from *corrective discipline*: standard consequences that help them reflect on how their behaviors affect themselves and the School community, and how they can avoid similar mistakes in the future. The goal of all discipline is to support students so that they develop integrity and the capacity to self-regulate behavior in a variety of situations.

The Code of Conduct categorizes infractions as Minor, Major, and Severe, and establishes developmentally appropriate consequences at each level. Please see examples on the following pages. Severe Infractions are especially concerning as they undermine the School's Christian foundation and educational mission, and threaten the community's well-being.

### **Disciplinary Consequences and Definitions**

**Contacts**: Teachers and administrators reach out via email or phone to parents and caregivers to discuss behavioral and/or social issues. Parents and caregivers are expected to participate actively in helping the School help their children. Teachers keep confidential written records of conduct contacts.

**Conferences**: Teachers and/or administrators may schedule a meeting with a student struggling with behavior or a social situation. These meetings are part discussion — *what's happening?* — and part coaching — *how can you improve things?* Parents or caregivers may be asked to attend this conference, and can also proactively request a conference, with or without their child present. The tone and goal of every conference should be one of cooperation to benefit the child, and conferences conclude with an agreement on expectations and an understanding of the



consequences for ongoing misbehavior. A written record of the conference will be kept.

Counseling: At the request of a student, teacher, administrator, or parent/caregiver, and with the consent of the child and a parent or caregiver, students may meet with the School's part-time Consulting Psychologist. Student/family support with the School's Consulting Psychologist is a short-term response. Should more extensive support be necessary, the Consulting Psychologist is able to support teachers, parents, and caregivers in making referrals for community-based services such as completing psychological evaluations and providing ongoing counseling support.

Restoration and Restitution: With the support of a teacher, parents, Division Director, or the school's Consulting Psychologist, students make amends to the community or to individuals affected by their behavior if it is deemed appropriate.

Retaliation: The School prohibits verbal, physical and social retaliation against any student who, in good faith, reports an infraction.

#### Think Sheets:

Lower School: Students in grades 3-5 fill out a color-coded "Behavior Think Sheet" to be reviewed by an administrator or faculty proctor and then signed by a parent or caregiver. Think Sheets make students reflect on the personal and communal impact of their behavior and provide a natural consequence as well as a record for parents and caregivers. The School expects parents and caregivers to discuss Think Sheets with their children to help them learn from their mistakes.

Middle School: Students in grades 6-8 complete a color-coded "Behavior Think Sheet" during a recess period in the presence of an administrator or faculty proctor. Think Sheets make students reflect on the personal and communal impact of their behavior and provide a natural consequence (loss of a recess or other privilege) as well as a record for parents and caregivers. Students committing a specific infraction for the first time receive a blue Think Sheet, for the second time a yellow Think Sheet, and for the third a red Think Sheet. Students must obtain a parent signature for each Think Sheet, and the School expects parents and caregivers to discuss Think Sheets with their children to help them learn from their mistakes.

Conduct Grades: In grades K-2, students' social growth and learning habits are closely monitored and recorded on their quarterly

report cards, with feedback given on a range of skills and behaviors. In grades 3-5, a grade of (YPN) for several standards is recorded on the quarterly report card. In grades 6-8, all students receive a quarterly Conduct Grade based upon their behavior and discipline record. Receiving a red Think Sheet makes it unlikely that the student will receive a conduct grade of 100. For grades 6-8, Conduct Grades also reflect the accumulation of demerits. Parents and caregivers are urged to talk to their children about these grades. Positive reinforcement for good conduct is often more effective than negative reinforcement for infractions.

Demerits are issued only in the Middle School. A student who receives a red Think Sheet automatically receives one demerit, which will be reflected in their Conduct Grade for the quarter. Each demerit equals an equivalent point deduction from the student's Conduct Grade; these deductions cannot be reversed within the quarter. Demerit forms (with Think Sheets attached) are sent home for parents/guardians to discuss with their child and sign. A student failing to return these signed forms on the next school day will receive a second demerit. Major and Severe infractions receive 3, 6, or more demerits.

Detention: Third-eighth grade students who commit Major or Severe infractions, or Middle School students who accumulate three or more demerits, serve a 30-minute detention with an administrator or faculty proctor. The goal of detention is to give students the opportunity to (1) carry out a restorative service or educational task and (2) discuss their behavior with an adult who will coach them on avoiding future incidents. In the Middle School, detention is served with the Division Director from 7:15-7:45 am, with the date noted on the demerit form. For younger students, the Director of the Lower School may opt for an early morning, lunchtime, or recess detention. At the discretion of the Director of Extended Programs, a student may serve detention during Extended Day.

Behavioral Probation bars students from participation in all School-sponsored extracurricular activities, including sports and theater, for a specific time or until certain conditions are met. It may be ordered at the discretion of the Division Director or the Head of School. At the discretion of the Director of Extended Programs, a student on behavioral probation may also be suspended from Extended Day or Extended Day enrichment activities. Enrollment contracts may also be held or not offered if the student does not show acceptable improvement in a timely manner.

Suspension: At the discretion of the Division Director or Head of School, students receive in-school or out-of-school suspension for Severe Infractions. Middle School students receive six demerits for each day they are suspended and cannot participate in extracurricular activities while suspended. In most cases, students are reinstated upon completion of conditions issued by the School, which may include counseling or an educational or restorative task related to the infraction. Students who have been suspended make up missed work—classwork, homework, quizzes, tests, and projects—and receive partial credit at the discretion of the Division Director. Suspension has two goals: to protect the school community or any of its members in the wake of an infraction, and to allow a student ample time to reflect and receive support to avoid future incidents. Parents should work with the School to make sure that suspension is never treated as simply “time off.” In some cases, a student may not be allowed to return to school until a psychological evaluation and or therapy has been established.

Expulsion results in the permanent removal of a student from St. Michael’s and the denial of re-enrollment for the next school year. The decision to expel a student is taken either for the protection of the School community or for the good of the student. Possession of weapons or explosives on School grounds will result in immediate expulsion. Students may also be expelled from St. Michael’s for these and other infractions:

- Pattern of identity-targeted behaviors and speech including direct, referenced, or implied racial, ethnic, gender, ableist or homo/transphobic slurs or actions
- Bullying and physical aggression
- Possession of weapons, pornography, tobacco, vaping products, illegal drugs, alcohol, or drugs used in a way other than as prescribed
- Pattern of consistently disrespectful or disruptive behavior
- Vandalism

Families may formally appeal their child’s expulsion with the Head of School.

Substantial Evidence ensures that disciplinary actions in cases of Major and Severe infractions are fundamentally fair. Examples of substantial evidence include testimony from credible individuals who witnessed the misconduct, admissions by the accused student, evidence that the accused student lied during the investigation, or physical evidence such as emails, photographs, a plagiarized assignment, or possession of prohibited materials. Disciplinary action cannot be dependent upon hearsay or other conditions that make adequate substantiation impossible.

## **Beyond the School Day**

Extended Day/Auxiliary Programs provide a safe, nurturing, and stimulating environment for students after the regular school day is over. Students are expected to live up to the same standards of behavior required during the school day, but consequences for some infractions may vary. Unacceptable behaviors include profanity, unsportsmanlike conduct, disrespecting others and their space, failure to comply with a staff member's directions, excessive horseplay, or inappropriate or rough physical contact. St. Michael's will report incidents of unacceptable behavior during Extended Day to the parents/guardians of all children involved. While more free-spirited behavior is normal in an after-school program than during the school day, at the Discretion of the Director of Extended Programs serious or repeated disregard of policies or continued conduct issues can result in students being benched or suspended from enrichment activities or suspended or expelled from the Extended Day/Auxiliary Programming. For Severe Infractions, students may be suspended or expelled from the School.

Interscholastic and Intramural Sports at St. Michael's foster an environment in which student-athletes learn the value of hard work, goal-setting, sportsmanship, and teamwork in a fun and competitive environment. Student athletes should show their coaches the same respect they owe teachers, and are expected to live up to the same standards of behavior that apply during the school day. Unacceptable behaviors include profanity, unsportsmanlike conduct, disrespecting others, failing to comply with a coach's directions, excessive horseplay, or inappropriate or rough physical contact. At the discretion of coaches and the Athletic Director, infractions may result in students' being benched during practices or competitions, receiving demerits and/or Think Sheets, or being suspended or expelled from an activity. For Severe Infractions, students may be suspended or expelled from the School.

After-school Activities allow students to participate in teacher-led programs such as robotics and drama. After-school activities offer more freedom and therefore require more responsibility of participants. Students who commit infractions may be subject to Think Sheets, Conduct Grade deductions, demerits, school suspension or expulsion. They may also be suspended or expelled from the after-school activity in question.

## Disciplinary Procedures for Minor, Major, and Severe Infractions

Minor Infractions include:

- Inappropriate behavior as determined by classroom and School rules, including but not limited to talking out of turn in class, mildly disruptive behavior, minor roughhousing, dress code violations, eating in prohibited locations (e.g., library), not staying in approved locations during free time, chewing gum, tardiness to class when timeliness is in the student's control, and cell phone violations
- Minor Violations of Acceptable Use Policy

Minor Infractions may result in classroom-specific, teacher-applied consequences; Contacts; Think Sheets; 1 demerit in the Middle School; and/or Conduct Grade deductions. A pattern of minor infractions may also lead to a parent conference.

Major Infractions include:

- Willful disobedience of classroom and School rules, including four or more instances in one quarter of inappropriate behavior as outlined above. Multiple minor infractions becoming a pattern of behavior may elevate minor infractions to a major infraction
- Use of profanity
- Overtly disrupting class, assemblies, or extracurricular activities
- Disobeying a direct request from a teacher or staff member
- First offense of deliberately unkind behavior such as intentional minor shoving (though not ordinary horseplay); spreading rumors that are damaging to others' well-being or dignity; teasing with an intent to belittle or disparage a person; encouraging people to "gang up" on or exclude an individual
- First instance of tantrum or minor physical aggression taken in anger
- First instance of threatening language spoken in anger
- Physical, verbal or social retaliation against students who report an infraction
- Vandalism
- Violations of Acceptable Use Policy

Major Infractions result in classroom-specific consequences, Contacts, Conferences, and/or Behavioral Probation in grades K-8; demerits in the Middle School; and Conduct Grade deductions and detention in Grades 6-8.

Severe Infractions include:

- Identity-targeted behaviors and hate speech: A student who uses

language or commits actions derogatory of a community member's identity is subject to demerits, detention, suspension, probation, and expulsion. Examples include racist, gender-based, ableist, ethnic, and homo/transphobic slurs and language, used directly or implied. A student who encourages other students to use such language or commit such actions is subject to the same consequences.

- Bullying is usually a repeated behavior that includes the following:
  - punching, shoving, and other acts that hurt people physically
  - spreading rumors that hurt people, or ostracizing people from a group
  - teasing people in a cruel, unkind, derogatory, or dehumanizing way
  - encouraging people to bully others in the ways listed above
  - cyberbullying, whether it occurs on campus or off
- Possession of weapons or explosives subjects a student to immediate expulsion
- Possession of pornography, tobacco, vaping products, illegal drugs, alcohol, or drugs to be used in a way otherwise than as prescribed
- Honor Code violations
  - Lying
  - Cheating
  - Stealing
  - Handling another person's belongs
  - Plagiarism
- Repeated tantrums or physical aggression
- Repeated usage threatening language

Severe infractions result in Contacts, Conferences, demerits in the Middle School, Conduct Grade deductions, Behavioral Probation, detention, suspension, and/or expulsion.

*All disciplinary decisions are ultimately at the discretion of the Head of School or Division Directors.*

## APPENDIX MIDDLE SCHOOL INFORMATION

### **Middle School Honor Pledge**

Our honor pledge, developed by the Middle School Student Council, is signed by each student at the Honor Assembly in the fall. The pledge reads as follows:

*I pledge to be honest in everything I do; therefore I will not lie, cheat or steal. I will not do things that might injure other people because I believe that I should treat others as I would like for them to treat me. I promise to try to prevent, discourage, and report all bullying while doing my best to treat others with respect. Because I respect myself, I will not do what I know to be wrong, and I will not abuse my privileges. If I do break a rule, I will accept responsibility for my actions without arguing or excuses.*

### **Classroom Procedures**

**Supplies:** Students are expected to have charged Chromebooks, pencils, pens, paper, required textbooks, workbooks, notebooks, and a book for free reading.

**Homework:** Expectations will vary from day-to-day and from teacher-to-teacher. There is no set policy regarding homework on the weekends. Faculty do their best to coordinate long-term projects so that they are not all due at the same time. Students are encouraged to check the calendar for upcoming tests or long-range projects. Homework is based on instruction requiring practice. Please help your child assume this responsibility. Arrange a time and place to work. Reserve 90-120 minutes each night. **Students may not receive help on work that is pledged or graded.** This is important so teachers will have an accurate assessment of a student's strengths and weaknesses.

**Tests and Quizzes:** There are no more than two announced tests and quizzes per day. Announced tests and quizzes are posted on the school calendar. Pop quizzes may be given at the teacher's discretion.

**Final exams and culminating projects/assessments:** In eighth grade, students will be taking an exam or producing a culminating project in all five areas of study. In seventh grade, Algebra I students will take a final exam.

## **Grading**

The school year is divided into four grading periods with all academic subjects graded on a numerical scale. Parents are encouraged to review papers, quizzes and tests on a regular basis. Communication between home and school is extremely important in supporting and encouraging student progress. While we believe it is the student's responsibility to monitor their own academic growth, grades are posted regularly and parents should feel free to contact the school or individual teachers whenever there is a question or concern.

***Interim Reports:*** Interim reports can be viewed at the middle of each quarter. Families are encouraged to log into PowerSchool to view their child's progress. This keeps parents and students informed of areas that need attention and improvement. Please contact individual teachers to discuss any concerns or questions about your child's progress.

***Conferences:*** 1st and 3rd quarter conferences are held between parent(s) and an advisor. A student may be invited to join some or all of a conference at the discretion of the advisor and the student's family.

Portfolio Conferences are held in April and are conducted by the student for their parents in the presence of the advisor. The Portfolio Conference encourages students to reflect on the learning process and set goals for growth and improvement.

## **Academic Recognition**

***Quarterly Honor Roll:*** Students must earn a grade point average of 90 or above in all graded subjects, including conduct, and must show satisfactory progress in all ungraded subjects for the quarter.

***Quarterly Community Service Recognition Award:*** Students from each grade are selected for this award at the end of each quarter. Students may receive the award once during Middle School. The criteria are as follows:

1. Participation: The student must be involved in one or more co-curricular activities (sports and active clubs) at school for the quarter.
2. Service: The student must complete four or more hours of community service during the quarter. The hours must be reported to Ms. Seay.
3. Conduct: The student must have a 96 or higher on his/her/their conduct grade for each of the quarters.



***Full Year Academic Award:*** Students who earned a grade point average of 90 or above for the year in all subjects including conduct will have recognition noted on the final report card.

***Head of School's Award:*** This award is given to the eighth grader(s) with the highest overall grade point average for the school year and who consistently display(s) our DRAGONS' Values.

### **Google Classroom**

Each Middle School faculty member keeps an up-to-date Google Classroom page with assignments and supplemental material. Students are encouraged to check it regularly.

### **Chapel and Assemblies**

Chapel is held on a regular basis. A Recognition Assembly will be held three times per year, fall, winter and spring, to recognize outstanding achievements. Speakers are invited for other assembly presentations.

### **Service Learning**

To encourage students to make a positive contribution to our community and the world, students are required to participate in hands-on service in the community throughout the year. We ask that the time is spent working directly with those in need. Students should make their own contacts to engage in community service. Ms. Seay is available to assist students toward fulfilling the community service requirement hours per year: 8th Grade (6 hours), 7th Grade (5 hours), 6th Grade (4 hours).

### **Electives**

Elective offerings vary throughout the year. Eighth graders receive preference for the elective of their choice as much as possible, followed by seventh and sixth grade.

Sixth Grade students who are invited to be part of the third trimester LeapFrog elective are required to take the elective in order to be eligible to test for algebra placement in seventh grade.

### **Social Activities**

Social activities are typically on Friday evenings from 7:00 p.m. to 9:00 p.m. with faculty chaperones or immediately after school. Use of digital devices is prohibited during social activities.

## **Graduation Requirements**

To earn a diploma from St. Michael's, eighth graders must earn a passing grade (70 or above) in English and three other academic subjects. Algebra, Geometry, Spanish and Earth Science are high school credits. (We recommend that students repeat those classes if they do not earn a grade above 80 for the year.)