

you call the office a day in advance. Work is made up the next day for 1 day absences.

PHYSICAL EDUCATION UNIFORM (Boys & Girls K-8): Find out your child's gym day and be sure he/she comes prepared. The gym uniform consists of school shorts—(\$15.00) and school shirts (\$15.00) with St. Michael's logo and sneakers. Shorts and shirts must be purchased at the school. Gym is a required course. No student is excused without a doctor's note! A parent note is not sufficient to excuse a child from gym. Continued unpreparedness for gym will result in a 1 day suspension. 1st offense—warning, 2nd offense—parent call home, 3rd offense—suspension—4th offense—Failure in Gym!!

NOTIFYING SCHOOL: *If you wish to speak to a teacher or the principal, an appointment must be made in advance.* Failure to make an appointment may result in not being able to see the principal/Teacher at the time you wish. All parents must report to the office to receive a pass before going to a classroom. Parents may not escort children to class at any time. NO parents will be seen between 8:30 a.m.-9:00 a.m. and the phone may not be answered, as this time is reserved to handle student/class problems or needs. Parents may not visit children in the classroom/ateria/class without office permission label.

BACKPACK DAY: August 27, 2019 (9:00 a.m. - 2:30 p.m.). Items may be purchased at local stores, but be sure they fit the requirements. (Example: Spiral notebooks are not allowed at any grade level) Loose-leaf binders may not be kept in classrooms. No white out.

TRIP TRIPS: Unfortunately, money given for trips is non-refundable. The cost of the trip is determined by the number of students attending and thus, there is a deficit if a student does not attend the trip. A signed school permission slip is always required before a child is allowed to participate in a trip. Trips are privileges, not rights. Habitual lateness can also prevent a child from going on a class trip. Only a limited number of chaperones can be accommodated on trips.

IMPORTANT: ANY PARENT WANTING TO BE A CHAPERONE OR VOLUNTEER WHEN WE NEED HELP IS REQUIRED TO DO THE FOLLOWING:

1. REGISTER FOR A PROTECTING GOD'S CHILDREN WORKSHOP AT WWW.RCAN.ORG

2. ATTEND THE PROTECTING GOD'S CHILDREN WORKSHOP

3. COMPLETELY FILL OUT A VOLUNTEER APPLICATION FOR THE BACKGROUND CHECK

4. MAKE YOUR PROTECTING GOD'S CHILDREN WORKSHOP CERTIFICATE OF COMPLETION AND VOLUNTEER APPLICATION WITH THE RECTORY TO MS. DELEON

5. GO THROUGH AND PASS A BACKGROUND CHECK (There is a 2 day wait on background checks)

Chaperones must be able to communicate in English for the safety of our students. *Trip money and trip permission slips will not be accepted in the main office.* It must be sent with your child, exact change please, by the due date indicated on the permission slip.

Detentions arise in each classroom. Usually at least a day's notice will be given. Monday detentions from 2:30-4:00 can be assigned by the Principal/Teacher. *Failure to attend detention will result in a 1 day suspension.*

YEARLY CALENDAR: Lists all our days off and early dismissals for the year. Be sure you have one by the first week of school. If there is a need to make an unexpected change on the calendar you will be notified in writing or the Honeywell Alert System. Required school activities are listed on the calendar. Failure to attend one will result in a financial assessment. Check handbook for further information. Remember—You may choose to pay the undiscounted tuition per child and not take part in any required activities. Letters are sent home with children reminding parents of special dates and/or activities. We are using the Honeywell Alert System to inform parents of school happenings. Be sure to register with our Honeywell Alert System for emergency information.

<https://instantalert.honeywell.com>

MEDICATION: Only in an emergency may the School Nurse administer medication. Requirements include: Doctor's note and parent's note. No other staff member is allowed to dispense medication so please try to schedule medication around the school day.

PHONE CALLS: The office is always busy and thus we will not be responsible for delivering messages. Only in extreme emergencies will messages be delivered to students. A student will under no circumstances, be called to the telephone. Please do not ask! *DIRECTIVES TO GO TO AFTERCARE, NOT TO GO TO AFTERCARE ETC. MUST BE DONE IN WRITING AND SENT WITH YOUR CHILD. MAKE A PLAN EARLY IN THE YEAR SHOULD YOU BE LATE IN PICKING UP YOUR CHILD.*

SCHOOL PROBLEMS: It is very important that students realize that teachers have the same authority in the classroom as parents have at home. It is also very important to withhold judgment on what appears to be a grievance until you get all the facts.

1. Get your facts from the proper person.
2. Classroom teachers appreciate FIRST calls.
3. Discuss your problem with the proper person as soon as possible.
4. If necessary, contact the principal.

We stress this procedure because, in most cases, the problem will be resolved with little difficulty. This act of courtesy will be greatly appreciated. Gossip hurts a school; problems discussed with friends and neighbors tend to become exaggerated.

REMEMBER: AN APPOINTMENT IS REQUIRED TO MEET WITH TEACHER OR THE PRINCIPAL IN REFERENCE TO A PROBLEM!

PLEASE BE SURE TO STUDY THE PARENT HANDBOOK FOR DETAILED DESCRIPTION OF SCHOOL POLICIES AND REGULATIONS. FAILURE TO FAMILIARIZE YOURSELF WITH THE HANDBOOK DOES NOT EXCUSE YOU FROM ITS CONTENTS. NEW HANDBOOK WILL BE GIVEN TO EVERY PARENT. IF YOU MISPLACE YOURS THEY ARE ALWAYS AVAILABLE.

TUITION PAYMENTS: Made through Facts Tuition. You must register by June 11, 2019 at <https://online.factsmat.com/signin/317E1> All payments are due by the 8th of each month.