



# Family Handbook



## **I. Mission Statement**

The St. Michael School of Clayton is an Episcopal School for children of all faiths.

The St. Michael School of Clayton's students develop character, academic skills, and intellectual curiosity. Each child becomes:

**a thinker who listens  
an inquirer who negotiates  
an inventor who collaborates  
and an individual who believes in him or herself.**

The school is a collaborative environment that cultivates a diverse student population, an innovative faculty, and meaningful partnerships with parents.

## II. Introduction

### Parent and Teacher Partnership

Our guiding understanding is that parents are the first and most important teachers of their children. When children go to school, the teachers join with parents to share the responsibilities of education.

The St. Michael School of Clayton is an independent school and families make a conscious choice to place their children in this particular educational environment. Their choice hinges on many reasons, including: the educational philosophy and program, the core values of the community, and the involvement of families in the life of the school and in the children's education.

### Philosophy

The faculty and staff of The St. Michael School of Clayton follow the philosophy below:

Children have an innate desire to understand the world around them. Through a challenging curriculum, children learn literacy and math. We believe children are unique and competent, creative and capable as they develop thinking and expression.

The challenge for parents and teachers is to support children as they search for understanding and clarity, not by giving them all of the answers, but by helping them to articulate their own questions and answers. To support children, parents and teachers:

- provide an aesthetically pleasing school environment and meaningful experiences,
- instruct in the many ways of expression,
- provoke in-depth reflection upon experiences,
- guide inquiries and inventions into areas of discovery and creation,
- collaborate to achieve high quality expression.

Parents and teachers guide children, helping them to discover their ability to communicate using words, numbers, art, music, movement, science and the hundreds of combinations therein. This process opens the doors for what has been called *the hundred languages of children*.

### Core Values and Character Development

The St. Michael School of Clayton embraces families of all faiths and is built upon core values which center around respect and responsibility. Families and teachers collaborate to teach respect for others and to instill a belief in the worth of each individual. Through compassion, understanding and discipline, parents and teachers help each child to reveal his/her uniqueness.

## **Family Involvement and Agreement**

Enrollment in The St. Michael School of Clayton constitutes an agreement that each student, each parent, and all other members of each family will follow the policies of the school.

**At The St. Michael School of Clayton, it is mandatory for all parents to participate in our Annual Giving Campaign.**

## **III. Church and School Relationship**

The St. Michael School of Clayton is an essential element in the mission of The Church of St. Michael and St. George. The school is a division of the not-for-profit corporation, “The Church of St. Michael and St. George,” doing business as “The St. Michael School of Clayton.”

Related to the stated mission, the church provides the school with classrooms, office facilities and maintenance.

## **IV. Communication Between Home and School**

A cornerstone to good education is the need for a close and strong connection between home and school. Communication is essential to this connection. At The St. Michael School of Clayton, teachers frequently communicate with parents, and parents are encouraged to initiate contact with teachers at any time.

### **Parent to Teacher Communications**

Parents are often asked, especially at the start of the school year, to provide written responses to questionnaires or survey forms to help teachers know their children better. These materials should be returned by the deadline indicated so that teachers can be prepared to welcome each child appropriately.

Conferences between parents and teachers are scheduled each year or when special needs arise. Parents are encouraged to schedule other conferences with the teachers.

Parents can telephone or email the school to request a return call from a teacher. Because telephone conversations during school hours are often not possible, such calls will usually be returned after school hours. In case of emergency, a staff member from the office will deliver the message so that the teacher can return the call as soon as possible. Teachers ask that parents respect their privacy at home and, therefore, use telephone conferences at home only as a last resort.

Parents are encouraged to write notes or to email the teachers about changes in family life such as: a parent leaving on a trip, the death of a pet or relative, an upcoming move, a divorce, or any other event (large or small) that could adversely affect the child.

### *Tutors/Specialists*

Parents whose children are receiving services by specialists are encouraged to schedule a time for the specialist to meet with the classroom teacher to plan the most effective strategies to be employed with the child. Parents whose children have been evaluated through outside agencies of any kind are required to share this information with the classroom teacher.

### **Teacher to Parent Communications**

Teachers communicate with parents in many ways; most frequently through our website, emails, and newsletters.

### **Visits to School**

Parents are welcome to visit school to observe in the classroom, attend chapel or eat lunch with their child. If visiting school after chapel, parents must check in at the reception desk to receive a name tag. During these visits parents can:

- volunteer to help with a class project,
- observe a class,
- share information about their vocation, special interest or hobby with the class,
- help with class parties and other special events.

Often parents have special access to community resources that relate to the projects in the classroom or the school. They may want to discuss with the teaching team if and how these resources could be utilized in the curriculum at appropriate points.

Parents who would like to visit the classroom are asked to notify the teacher several days ahead of time. Parents who wish to volunteer on a regular basis should check with the teacher to find out when the class will need help or when an informational visit can be scheduled.

Parents who attend the daily chapel in St. George's Chapel should sit in the open seating at the back of the chapel. Each student has an assigned seat in chapel among other members of the school. One goal of chapel is to have children associate with their peers. Sometimes parents may want to sit with their children; and if so, please do so at the back of the chapel.

Those who wish to have lunch with their child should call the office ahead of time to reserve a hot lunch if needed.

Anyone who visits the school must abide by the school rules as well as enforce them with their child and other students under their supervision (in the classrooms, on the playground, and on field trips).

## Attendance/Absences

### School for Jk-6th grade begins at 8:15 a.m.

When children arrive on time and attend school consistently, they perform better and enjoy school more. Each family is encouraged to establish a routine in the home that allows children to arrive on time at school and be consistent in their attendance.

**Parents are expected to report an anticipated absence as early as possible before 8:15 a.m.** Please leave an email or phone message if necessary with the Director of Parent Communication. If absences extend for several days, please let the teacher or other member of the staff know each day the child will be absent.

Specific responsibilities of family members concerning arrival and dismissal at school are described in the section entitled *Arrival and Dismissal*.

Students are expected to be at school except when they are sick. Board policy states that an accumulation of 8 days per semester is the allotted number of excused absences. Children leaving before noon are considered absent. Those leaving at noon or after are counted as absent 1/2 day. More than 29 days of absences per year may warrant retention. A note explaining the absence/tardy is required upon return to school. If a note is not provided within two days of returning to school, an absence must be coded “unexcused.” The following are the only approved reasons for student absences:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity (absences must be approved prior to trip)
8. Suspension from school

### Illness

Students may not be sent to school with a fever. Parents of students who become ill will be called. Students must be picked up immediately to prevent them exposing others to germs. Students should be fever free for 24 hours **without fever-reducing medication** before returning to school. Children must be on prescribed antibiotics for 24 hours prior to returning to school. If your child is sick, he/she should remain at home for his/her comfort and the health of fellow students. If students are well enough to be at school, they are well enough to be outside at recess and lunch, and participate in PE unless a note is presented from the doctor. If children become sick during the day, parents or caregivers will be called to come and pick them up. Please ensure all contact information is kept up to date.

### Tardies

A student will be marked tardy if he/she arrives after 8:15 a.m. When tardy, a parent must walk the child into the building and sign their child in at the reception desk. The child must get a tardy slip before he/she is admitted to class.

## V. Responsibilities of Parents and Students

### **Car Pool**

Each morning from 8:00 to 8:15, a staff member will be stationed at the drop-off location on Wydown Boulevard with the intersection of Ellenwood to the crosswalk boldly delineated by signs. The staff member will open the door at the curb, greet the children, and direct them to the front door. All students should enter the building through the Wydown entrance.

Junior Kindergarten students must be escorted by their parents or driver to and from the school.

Each driver should pull forward to the crosswalk as far as possible to facilitate efficient unloading. **No car is to be left unattended in the car pool zone from Ellenwood to the crosswalk.** If you need to walk into school, please park on the southeast side of Wydown.

It is necessary for parents to accompany children into school to sign in for the Before Care program.

It is crucial that all families comply with the following car pool line rules:

**NO DOUBLE PARKING**

**NO PARKING IN THE CAR POOL ZONE**

**NO PARKING ALONG THE MEDIAN CURB**

**NO CUTTING IN LINE**

Children in Kindergarten through Sixth grade arriving before 8:15 a.m. will be sent to Before Care and will be charged for that service. Children in Kg-6th grade who arrive after 8:15 a.m. should go directly to St. George's Chapel.

### **Field Trips**

Field trips enhance the curriculum, reinforce experiences in the classroom, and often provide an initial experience from which a project may develop. Teachers also design field trips that are essential to the work that the children are pursuing.

Teachers who would like to invite parents to volunteer their assistance in field trips will notify each family of the purposes and dates as far in advance as possible.

Parent volunteers serve as auxiliary teachers on field trips. They are extra hands, eyes and ears to help students make the most of the experience, and they may be asked to supervise a specific group of students while on the trip. Participating parents are therefore responsible for enforcing school rules and requiring proper behavior from students at all times.

## **Transportation for Field Trips**

Students will only be transported to field trips by bus. Parents may only drive their own child/children when participating in a field trip.

## **Parent Involvement in Daily Organization and Homework**

Parents are responsible for reading all communications sent home with their children.

Some communications are sent daily or weekly, while others are sent home as needed throughout the week. Communications may include classroom assignments, information about school events, permission slips for field trips and the weekly school newsletter. Most communication is sent by **email** or posted on the website.

Children in Kindergarten through sixth grade will often be assigned homework.

Children in Jr. Kindergarten may have other forms of homework, such as sharing items and information gathered at home.

JK through 6th grade are required to read nightly.

### **A general rule for homework:**

Kg and 1st grade:	10 minutes written homework
2nd grade:	20 minutes written homework
3rd grade:	30 minutes written homework
4th grade:	40 minutes written homework
5th grade:	50 minutes written homework
6th grade:	60 minutes written homework

## **Medication Authorization**

A complete and signed medication authorization form is required in order for school personnel to administer medicine of any kind to any child. Authorization forms are available from the school office.

All drugs, whether obtained by prescription or over the counter, must be sent to the school in the original container, marked clearly with the student's name. The medication, along with the signed authorization form should be given to the classroom teacher or office upon the student's arrival at school. **The school will not provide medication of any kind.**

**Yearly physical examinations are required for all students.** Missouri Law Section 167.181 requires that all children entering a Missouri public, private or parochial school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis.

**Before admission, each student's Medical Record form must be completed and turned in to the office (by July 15th or upon the child's admission if during the school year). The form must be updated each year. Forms are available on the school website and in the office.**



Title 19—DEPARTMENT OF  
HEALTH AND SENIOR SERVICES  
Division 20—Division of Community and  
Public Health  
Chapter 28—Immunization

19 CSR 20-28.010 Immunization Require-  
ments for School Children

**PURPOSE:** This rule establishes minimum immunization requirements for all school children in accordance with recommendations of the Advisory Committee on Immunization Practices (ACIP) and helps assure that appropriate actions are taken by schools to enforce section 167.181, RSMo.

(1) As mandated by section 167.181, RSMo, each superintendent of a public, private, parochial or parish school shall have a record prepared showing the immunization status of every child enrolled in or attending a school under the superintendent's jurisdiction. The school superintendent shall make a summary report to the Department of Health and Senior Services no later than October 15 of each school year. This date is necessitated by the law which prohibits the enrollment and attendance of children who are in noncompliance. This report shall include immunization information by grade or age by vaccine antigen (diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, hepatitis B, and varicella), number of children enrolled, number of children adequately immunized, number of children in progress, and number of children exempt. Each school superintendent or chief administrator shall submit a summary report for all schools under the administrator's jurisdiction. Separate reports for each school should not be submitted, although separate lists shall be maintained in each school for auditing purposes.

(A) Exclusion of students in noncompliance, section 167.181, RSMo. Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than twenty-four (24) hours prior to providing satisfactory evidence of immunization. For the purpose of this paragraph, a homeless child shall be defined as a child who lacks a fixed, regular and adequate nighttime residence; or who has

a primary nighttime residence in a supervised publicly or privately operated shelter or in an institution providing temporary residence or in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. The school administration should exercise its power of pupil suspension or expulsion under section 167.161, RSMo and possible summary suspension under section 167.171, RSMo until the violation is removed.

(B) This rule is designed to govern any child—regardless of age—who is attending a public, private, parochial or parish school. If the specific age recommendations are not mentioned within this rule, the Missouri Department of Health and Senior Services should be consulted.

(C) It is unlawful for any child to attend school unless the child has been immunized according to this rule or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator.

1. Medical exemption. A child shall be exempted from the immunization requirements of this rule upon certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or the child has documentation of laboratory evidence of immunity to the disease. The Department of Health and Senior Services Form Imm.P.12, included herein, shall be on file with the school immunization health record for each child with a medical exemption. This need not be renewed annually.

2. Religious exemption. A child shall be exempted from the immunization requirements of this rule as provided in section 167.181, RSMo if one (1) parent or guardian objects in writing to the school administrator that immunization of that child violates his/her religious beliefs. This exemption on Department of Health and Senior Services Form Imm.P.11A, included herein, shall be placed on file with the school immunization health record.

3. Immunization in progress. Section 167.181, RSMo provides that students may continue to attend school as long as they have started an immunization series and satisfactory progress is being accomplished. A Department of Health and Senior Services Form Imm.P.14, included herein, shall be on file with the school immunization health record of each student with immunization in progress. Failure to meet the next scheduled appointment constitutes noncompliance with

the school immunization law and exclusion should be initiated immediately. Refer to subsection (1)(A) of this rule regarding exclusion of students in noncompliance.

(2) For school attendance, children shall be immunized against vaccine-preventable diseases as established by the Department of Health and Senior Services and provide required documentation of immunization status. Age-appropriate vaccine requirements will be according to the attachments listed in section (4), which are included herein.

(A) One (1) dose of varicella vaccine shall be required for all children starting kindergarten or who were five (5) or six (6) years of age as of and after the beginning of the 2005–06 school year through the end of the 2009–2010 school year.

(B) Two (2) doses of varicella vaccine shall be required for all children starting kindergarten or who were five (5) or six (6) years of age as of and after the beginning of the 2010–2011 school year.

(3) The parent or guardian shall furnish the superintendent or designee satisfactory evidence of immunization or exemption from immunization.

(A) Satisfactory evidence of immunization means a statement, certificate, or record from a physician or other recognized health facility or personnel stating that the required immunizations have been given to the person and verifying the type of vaccine. All children shall be required to provide documentation of the month, day, and year of vaccine administration. However, if a child has had varicella (chickenpox) disease, a licensed doctor of medicine or doctor of osteopathy may sign and place on file with the superintendent or designee a written statement documenting previous varicella (chickenpox) disease. The statement may contain wording such as: "This is to verify that (name of child) had varicella (chickenpox) disease on or about (date) and does not need varicella vaccine."

(4) Immunization schedule requirements for school age children shall be:

(A) Missouri School Immunization Requirements Vaccines Received 0–6 Years of Age, included herein;

(B) Missouri School Immunization Requirements Vaccines Received 7–18 Years of Age, included herein; and

(C) Catch-up Immunization Schedule for Persons Aged 4 Months–18 Years Who Start Late or Who Are More Than 1 Month Behind, included herein.

**Snacks**

Nutritious snacks must be sent to school with children every day. They enhance the learning process.

**Potty Policy**

Children attending The St. Michael School of Clayton must be fully potty trained to attend school. The St. Michael School of Clayton is neither licensed nor equipped to change diapers and/or pull ups throughout the day.

If a child has two accidents within one day, the parent will be called to pick up the child to be taken home.

If a child has three accidents within one week, the parent will be called for a meeting to discuss future arrangements.

**Emergency Contact Numbers**

During the application and enrollment process, parents are asked for their telephone numbers at home and at work so that they can be reached when necessary.

The telephone numbers of caregivers, other members of family or other individuals who could respond to an emergency are also solicited. Parents are responsible for immediately notifying the school of all temporary and permanent changes in names or telephone numbers for every individual listed with the student's records in the school.

**Technology Operating Policy**

The presence of a comprehensive computer network at The St. Michael School of Clayton provides a virtually unlimited supply of resources and information to the community, but it also places a great deal of responsibility on all users. All school policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies.

Ethical and legal standards that apply to information technology resources are derived directly from standards of common sense and decency. Any user must adhere to the same code of ethics that governs all other aspects of behavior within the school community. All users of information technology resources will be expected to communicate in a responsible, ethical and polite manner.

It should also be understood that if this operating policy is violated, the consequences include suspension or dismissal from the school.

## **Dress Code, Personal Property and Supplies**

Clothing to be worn at The St. Michael School of Clayton should be chosen for safety, neatness, appropriateness and comfort. No low-cut or midriff-showing tops or short shorts are permitted. Caps and t-shirts should not display profane words or other disrespectful messages and should not depict logos advertising alcoholic beverages.

Athletic shoes are to be worn at all times for safety reasons.

Outdoor activities are scheduled every day, unless weather conditions are extreme. Children should be dressed accordingly, so that in very cold or snowy weather, hats, boots and gloves or mittens are available.

Clearly label each item of clothing and personal belonging with your child's name.

Jr. Kindergarten, Kindergarten and 1st Grade students should keep a complete change of clothing at school (including socks and underwear).

Toys and electronic games are restricted in the classroom.

**NO WEAPONS (including toy facsimiles)** are allowed at any time in the school.

Each student is required to bring a full-sized backpack or tote bag large enough to accommodate school/home communication and personal belongings, and that is easy enough to open and close without assistance.

The school will provide a class supply list that will be available on our website.

## **Lost and Found**

Items lost and found will be placed in the large, white, wicker basket located downstairs by the Spanish classroom. Please check the lost and found area regularly. Items not claimed monthly will be donated to charity.

## **Behavior at School Events**

At The St. Michael School of Clayton there are frequently events where parents, students, and teachers are in attendance together. At these events, parents are in charge of their children's behavior.

Children are expected to show respect for both parents and teachers and to behave in a responsible manner. If children behave in a disrespectful manner, they will be asked to leave the event.

At these events, both teachers and parents are responsible for enforcing the school policies and rules as outlined in various sections throughout this handbook.

## **VI. Parent Involvement**

At The St. Michael School of Clayton, parents are involved in many different ways at many different levels. Every parent should be in communication with the classroom teachers through meetings, notes/emails sent home, and notes/emails sent to the teacher. Parents are also involved in the school through assisting their child with homework and in reading of the school newsletter. Many parents choose to extend their involvement in the life of the school in a variety of ways. These include helping in the classroom, preparing materials, and working with other parents at various special events for families and parents. **All parents must volunteer for two events/activities per year.**

### **Parties**

Room parties are arranged through the cooperative efforts of students, teachers and families. Individual classes are responsible for coordinating these special occasions to best suit their needs and interests.

### **Halloween**

An annual Halloween parade and assembly is scheduled for October 31 (or the school day preceding Halloween if it occurs on a weekend). Costumes should not include masks or toy weapons. Families may gather on the sidewalk in front of the school to watch the parade as the children proceed out of the Wydown door, around the building, and return through the Ellenwood entrance. In inclement weather, the classes parade indoors. A short assembly is held in the Great Hall following the parade. The 5th/6th grade students host a Halloween Carnival throughout the day. Each classroom is given a designated time to visit the fun filled event!

### **Winter Performance**

Families are invited to attend The St. Michael School of Clayton's Winter Performance held before the winter break. The event is held in the Great Hall.

### **Student Presentations**

Throughout the year students make presentations, which showcase the skills, understandings and insights they have gained through their project work during the year.

Some presentations relate to the context of the classrooms (and the Hub). Others may involve more than one classroom and a more elaborate integration of projects (e.g., a musical dramatic presentation of Missouri History).

Parents are notified of all presentations through the newsletter and special invitations.

### **Graduation**

Sixth grade graduation is held during the last week of school at 11:00 a.m. in the Great Hall. The ceremony is traditionally followed by a luncheon for the graduates' families and invited guests.

## **Serve on The Board of Trustees:**

The Board of Trustees has up to 13 members, no more than half of whom are parents of children at the school. Other members include parishioners of The Church of St. Michael and St. George and St. Louis friends. Members are invited to serve up to two three-year terms. The fundamental responsibilities of the Board are to hire the Head, supervise the financial decisions, and raise the funds in addition to tuition and other income necessary to balance the budget/set the strategic plan for the future.

## **VII. Discipline Policy**

Life values within The St. Michael School of Clayton community are founded on respect and responsibility. Respect and responsibility are the cornerstones for healthy personal development and caring interpersonal relationships (as well as a humane and democratic society). The school community is also built on the values of honesty, fairness, prudence, tolerance toward individuals and their differences, self-discipline, helpfulness, compassion, cooperation, courtesy, good manners and courage. Each student in The St. Michael School of Clayton is expected to continue to develop these values with the help of the teachers and parents. Parents and teachers understand the critical role they play as models of these values. Discipline represents the virtues of the community inside and outside the classroom, rather than just as a means of enforcing peace in the classroom.

The staff has developed fundamental school-wide rules of behavior and self control that reflect their beliefs in each of the values outlined above. Those rules are to be followed inside the school building, on walks in the neighborhood, on the playground and on Learning Journeys (field trips). Students, parents and faculty must remember that they represent The St. Michael School of Clayton when they meet visitors or church employees in the hallways as well as when they are attending school functions and events outside the school.

Discipline is that quality which allows oneself and others to pursue interests and tasks purposefully and creatively. Behavior which is disruptive or harmful to oneself or others or which shows disrespect for teachers, peers or property receives appropriate sanction. Usually such a sanction takes the form of an immediate logical consequence such as loss of a privilege or temporary isolation from the group. Should the behavior persist, parents will be notified and consulted. If the problem continues, a student may be suspended from school and a parent conference held to discuss the circumstances and conditions required for returning to school.

### **Classroom Discipline**

Students and teachers within each classroom establish guidelines and rules. These rules are shared with the parents. Children are reminded of classroom and school rules when behavior is disrupting the class.

~First, a verbal warning will be given to allow the student to correct the undesirable behavior.

~ If a second warning is given, the student will be given a time out to allow the student to reflect on how he/she will correct the behavior.

~If a third warning is given, the child will be asked to remove him/herself from the classroom and the parent will be contacted.

## **Students Rights**

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior.

## **Teacher Rights**

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To ask for help from parents, the Head and other personnel when assistance is needed for a student.

## **Parent / Guardian Rights**

1. To receive timely communication regarding their child's progress and programs at school.
2. To be informed about school policies and procedures.
3. To have their inquiries responded to by appropriate school employees.

Each teacher has a discipline plan for his/her classroom that the teacher will send home with the child by the end of the second week of school. There will be consequences for inappropriate behavior and positive behavior will be encouraged and reinforced. The plans of the special area classes are very similar to those of the child's assigned classroom.

Rules have been developed for the areas of the playground, hallways, buses, and lunch room.

## **The Head's Plan**

When a student is sent to see the principal for disciplinary reasons, this will be regarded as a serious matter since the student will have received warnings and teacher consequences before being sent to the Head.

The Head will counsel the student and parents will be called. A report will be filled out with copies going to the teacher and a student file. A consequence will be assigned by the Head. The

focus is on helping the student to understand that he/she is responsible for his/her behavior, and that there are consequences for unacceptable actions.

Consequences are based on the severity of the infraction and may include, but are not limited to: letters of apology, written explanation of the incident and what should be done in the future (student contract), loss of recess, loss of special events such as assemblies and field trips, lunch detention, after-school detention, and in-school suspension.

Occasionally, a severe violation of our code of conduct occurs. Fights, biting, pinching, speaking back to a staff member, and vandalism are examples of severe violations. If your child is involved in this type of incident, the Head has the authority to immediately assign a more serious consequence such as external suspension. Determining what is fair and effective is the goal in choosing a consequence.

### **Hall Rules**

1. Walk quietly in the halls so as not to disturb other students who are working.
2. Keep hands and feet to yourself and away from student work or documentation that may be posted or displayed.

### **Playground Rules**

1. Remain in play area.
2. Keep hands and feet to yourself.
3. Use playground equipment appropriately and safely.
4. No ball tag or dodge ball.
5. No climbing on benches.
6. No tackling, no unsupervised water play or hanging on the basketball rim.

### **Lunch Room Rules**

1. Remain seated unless given permission to do otherwise.
2. Keep hands and feet to yourself.
3. Use a quiet voice when speaking.

4. Keep your eating area neat by cleaning up after yourself.

5. Remain in lunchroom at all times.

### **Prohibited Student Conduct**

Children will be sent home if they maliciously hurt others by biting, hitting, pinching, or kicking.

Verbal violence can also be a cause for suspension.

Students are not permitted to:

~have cigarettes, cigarette lighters, matches, tobacco, illegal substances, weapons, water pistols, cap guns, any type of fireworks or explosives in their possession or on school property.

~threaten to use any weapon

~threaten another person with harm

~ intentionally damage school property or the personal property of another student or school employee (parents will be held financially responsible for damage committed by their child).

~commit any act of violence upon another student or school employee.

A violation will warrant severe disciplinary measures by the Head of school.

### **STUDENT TRANSPORTATION**

Appropriate student behavior on buses is extremely important, primarily because of safety reasons. The most important rules are simple:

1. Remain in your seat at all times, except when loading or unloading.

2. Keep your hands and feet to yourself.

3. Use a quiet voice when speaking.

4. Behave in a manner that is respectful and courteous towards others, and remember that the teacher and bus driver are in charge on the bus.

## VIII. Schedule and Procedures

### Arrival:

#### Parking:

- DO NOT PARK IN CARPOOL.
- Parents who accompany their children into the building in the mornings must park ONLY on Eastbound Wydown or Ellenwood.

#### Preprimary Arrival

Parent must park and walk their children into the classrooms.

#### Kindergarten through 6th Grade Arrival

Drop off for Kindergarten through 6th grade is located on Wydown, starting at the fire hydrant near Ellenwood and continuing up to the crosswalk. Please follow the signs.

A staff member will open the car doors and greet the students as cars pull up in front of the school. Drop off begins at 8:00 and ends at 8:15. All students Kindergarten through 6th grade are expected to attend chapel service. **Children who arrive later than 8:15 are considered tardy and should sign in at the reception desk.**

#### Late Arrival or Early Departure

Parents are required to inform the school in advance about late arrivals or early dismissals.

In the event of an unexpected late arrival or early departure, parents should telephone or email the school office in addition to their classroom teacher. Calls before 8:00 a.m. usually require leaving a voicemail message.

Parents are encouraged to schedule appointments with doctors, dentists, and others during non-school hours whenever possible.

All children arriving late (after 8:15) and/or leaving prior to dismissal (3:30) are required to be checked in and/or checked out at the reception desk. **If you are picking your child up prior to dismissal, you must meet your child at the reception desk.**

## Chapel

- Begins at 8:15
- Each student has an assigned seat in chapel and all parents are welcome to attend the chapel session whenever they wish. Open seating is available in the back of the church for parents, teachers and other visitors. It is understood that sometimes parents may want to sit with their child. In this case each parent should help the child to follow the rules for chapel. Parents can remind children to be respectful, to listen, and to participate by raising hands and taking turns speaking.

## Dismissal:

For each student's safety, no child will be released to anyone other than the parent without prior authorization from the parent.

## Jr. Kindergarten:

- Parents must pick up their children in the classroom by 3:30. Parents are asked to park in the same manner as for morning arrival.
- **Children who are not picked up by 3:30 will be entered into the aftercare program.**

## Kindergarten through 6th Grade:

- Parents should form a car pool line in front of the school. Parents stay in their cars, and a staff member walks each child out to his or her car. Parents who wish to come into the school must park on Ellenwood.
- **Children who are not picked up by 3:30 will be entered into the aftercare program.**

## Before/After Care

The St. Michael School of Clayton offers the Extended School Program (ESP) for families who need to bring their children to school before 8:15 or who wish to have their children remain at school after 3:30 dismissal.

## Before School Program-7:30 to 8:15

- The Before School staff will meet students either on the playground or in the gym. Parents using the Before School Program must walk their children to the Before School staff and sign them in.
- Parents who arrive earlier than 7:30 must wait with their children. At no time should children be sent into the school building without an adult or be brought into the building before 7:30 a.m.
- Any child found unsupervised in the school will be sent to Before Care, and the family will be charged fees for that morning's care.

## After School Program-3:30 to 6:00

- All students will automatically be signed in to the After School Program if they have not been picked up by 3:45.
- Parents must sign out their children, indicating the time of departure on the After Care staff clipboard.
- No child will be released to anyone other than the parent without prior authorization.
- **The 6:00 pick-up deadline is imperative. The fine for late pick-up is \$10.00 per minute late and must be paid before the student is allowed to resume participation in the Before/After Care program. Parents who are consistently late will not be able to use the Before/After Care program.**

## **Adventure Club**

- Adventure Club is a special program provided as a service to families who wish to have care for their children on the days when school is not regularly in session. Such days include In-Service Days, and Winter and Spring Breaks. Children enrolled in Adventure Club participate in a wide variety of activities, including arts and crafts, games, dramatic play, stories, movies and time outdoors.
- **Reservations for each session are required and must be made before the announced deadline. The number of reservations determines the number of staff hired to provide proper care and supervision. Therefore, no drop-ins can be accepted.**
- A minimum of ten students must be enrolled for Adventure Club to take place. Please review the school calendar carefully to note certain dates when Adventure Club is not available.

## **School Closings**

The St. Michael School of Clayton has a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, cancellation or late start. If your phone rings more than four times and your answering machine does not respond, or you do not answer, no message will be left. In addition, we report school closings due to snow or weather on KSDK (NBC affiliate).

# **IX. Building Facilities**

The water fountains for student use are across from the gym (downstairs), and in the upstairs hallway. The water fountain on the first floor (around the corner from the church reception desk) and the water cooler are not to be used by students.

School bathrooms are upstairs (on either side of the Hub) and downstairs (in the Jr. Kindergarten area and the basement hallway). **The adult/church bathrooms (on the main floor of the building) are not available for use by students.**

Children may not buy soda during or after school. **The soda machine is available for church use only.** Children may not bring or drink soda while at school.

# **X. Tuition and Fees**

## **Delinquent Tuition Fee Payments**

All payments of tuition for the current school year must be kept current at all times in order for the student to remain enrolled in good standing. Payments that are in arrears thirty days or more are considered to be delinquent.

## **Continuing Enrollment**

Any student for whom there is a delinquent balance due per Enrollment Agreement for tuition fee payments, will be subject to a financial suspension and excluded from attending the school until such time as the balance due (delinquent tuition fee payments and delinquent tuition fee payment charges) is current.

All parents who wish to enroll for the upcoming school year must be current in their tuition payments, and Before and After Care charges. This rule also applies to those families who wish to apply for financial aid.

## **Tuition Refund Plan Insurance**

The enrollment policy of The st. Michael School of Clayton states that each child is enrolled for the full academic year and no adjustment for fees can be made by the school for absences, or withdrawals. In the interest of the parents, the Board of Trustees has made arrangements to protect the student under the Tuition Refund Plan (TRP). The cost is 2.6% of the annual tuition charges for the current school year. Parents who do not pay the total amount by August 1 must participate in the TRP or present evidence of having secured comparable coverage elsewhere. Those who pay the total annual charge by August 1 may elect to participate.

The plan is fully described in the TRP brochure and Enrollment Contract, copies of which are available in the office.

Enrollments are accepted for the full school year only, except with special arrangement with the Head of School.

# XI. Family Agreement

Enrollment in The St. Michael School of Clayton constitutes contractual obligations outlined in the Enrollment Contract and an agreement by the student and family to follow the current guidelines as outlined in the Parent Handbook.

We, the parents of \_\_\_\_\_ have received the Parent Handbook. We agree to follow the guidelines outlined therein. We understand that by enrolling in The St. Michael School of Clayton, we are obligated to contribute to Annual Giving yearly.

Parent Signature(s): \_\_\_\_\_  
\_\_\_\_\_

## Technology Operating Policy Agreement

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read The St. Michael School of Clayton's Technology Operating Policy and administrative regulations. I agree to abide by their provisions. I understand that violation of these provisions may result in limitation, suspension or revocation of the access to the school's network and computer systems.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

I have read The St. Michael School of Clayton's Technology Operating Policy and administrative regulations. In consideration for the privilege of using The St. Michael School of Clayton's electronic communication system, and in consideration for having access to the public networks, I hereby release The St. Michael School of Clayton, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damages identified in the school's policy and administrative regulations.

\_\_\_ I give permission for my child to participate in The St. Michael School of Clayton's system access to the Internet and certify that the information contained on this form is correct.

\_\_\_ I do not give permission for my child to participate in The St. Michael School of Clayton's system access to the Internet.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_