

STUDENT INFORMATION

Change of address or phone number

Parents are asked to notify the school **immediately** when there is a change of home or business address and/or telephone numbers. The school **must** be notified **immediately** if there is a change of information regarding emergency contacts listed on the emergency cards. If you change your phone number at home or work, or your cell phone number, please remember to contact the school with that information. Please inform your emergency contacts that they are listed in this capacity. The designated person should live within the general area of St. Michael School. **Please remember that your child/children will not be released to anyone (even another sibling or relative) who is not listed on your emergency card.** A written request must be sent to school in order for us to release your child to someone other than your emergency contacts.

Change in Dismissal

If a student is to return home in some way other than that which is listed on the emergency card, the school must be notified **in writing**. The office cannot field daily calls from parents who wish to change their child's transportation. **Your child's safety is our number one concern and a phone call rather than a written note leaves more room for error.**

Early Dismissal

If a student is to leave school before the time of regular dismissal, a written request to the teacher and to the office from their parent/guardian must be submitted. **The student must be signed out at the office before he/she will be released.**

Illness

If a student is injured or becomes ill during school, the parent/guardian will be contacted to pick him/her up. Parents/guardians **must** furnish the school (in writing) the names of three persons as emergency notification contacts who are authorized to pick up the student and give permission for emergency treatment if the student's parent/guardian cannot be reached. The school requests that these alternate emergency contacts live locally if

possible. It is the responsibility of the parent/guardian to keep this information updated.

Medication

School personnel will never administer any medication to students. If a student must take medicine during school hours, it must be sent to school in a labeled prescription bottle with the permission form provided by the school, indicating the dose and time the student should take the medication. Other than prescription inhalers and emergency Epipens, all medication will be kept in the nurse's office and the student will administer the medication there. The visit will be recorded in the nurses office. Parents/guardians of students that must take prescription medication must retrieve all unused prescription medicine by the last day of school. St. Michael School cannot assume responsibility for a student taking medication unsupervised during school hours.

Medical Excuses

Students may be excused from physical education classes due to illness or injury for up to two weeks with a note from the parent. For periods exceeding two weeks, a physician's note is required. The physician's note should state the exact date the student may return to full activity.

Telephone Calls

Phone calls home are permitted for emergencies only. Emergencies include forgetting medicine, glasses or lunch, **not** gym shoes or homework. Lunches brought to school by someone other than the student **must** arrive prior to 10:30 a.m. in order to be delivered to the student before lunch.

Lunch

A lunch fee of \$50.00 per student is collected at the beginning of the year. The fee is used to pay the lunch supervision personnel.

Hot lunches and milk may be purchased and ordered monthly through the Archdiocesan Food Service at St. Michael School or students may bring their lunch to school.

- **The school asks parents not to bring fast food into the school for their child for lunch. Students seeing this often put undue pressure on their parent/guardian to do the same.**

Recess

Students go outside for recess at lunch every day unless it is sub zero weather, the wind chill factor is below zero, or if it is snowing or raining.

Please dress students appropriately for the weather. Students on crutches are not allowed outside for recess.

Those students who cannot go outside because of illness or injury are to bring a written note from their parent/guardian. If a student remains indoors for 5 consecutive days, a note from the doctor is required.

Field Trips

Field trips are an extension of St. Michael School's education program and students are expected to attend. They are designed to enrich a student's classroom curriculum in an educational, cultural and social experience. Transportation and admission fees will be required. Each student must present an official permission slip, signed by the parent or guardian, to the school **24 hours prior** to attending the field trip. The medical and emergency notification information and authorization for medical treatment form must also be completed and submitted by the parent/guardian and on file in the school office on the first day of school. Students will not be released early to parents who have chaperoned a field trip, unless there is an emergency. Parents are encouraged to help chaperone, however we ask that they wait in their cars for the children to be dismissed as car riders. This will avoid untold numbers of interruptions throughout the school. If you intend to take your children home as car riders after a field trip and they normally ride a bus, a written note must be sent to the office at the beginning of the school day. A copy of the field trip permission form is available for printing on our website.

- **The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal. Only those students enrolled in the school for which the**

field trip is planned are eligible to participate in school sponsored field trips.

No student will ever be denied participation because of cost. Please notify the administration regarding this matter. It will be dealt with confidentially.

Chaperones must be 21 years of age. All chaperones and school volunteers must be in total compliance with the Protecting God's Children and Youth regulations.

Vacations

We strongly suggest that families do not remove their students from school for family vacations during instructional time. However, parents/guardians who wish to take their student out of school for several days because of family vacations are advised to discuss the student's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parents.

Parents/guardians should notify the teacher at least one week prior to the trip. Assignments may be given. Make up work is the responsibility of the student and parent/guardian after the student's return.

Volunteers

Volunteers are an integral part of St. Michael School. Parents are encouraged to get involved in any capacity they wish to serve. Field trip chaperones, hot dog day helpers, art awareness presenters, room mothers or dads, and Track a Thon volunteers are all possibilities. Archdiocesan guidelines require screening of all volunteers. We know there will be cooperation by all volunteers in order to insure the safety of our children.

- **All employees and all volunteers who work with children must complete an online background check. No one may begin to work or volunteer unless the criminal background check has been completed and approved. All school employees and volunteers are required to complete the eApps DB form online. For assistance, call the St. Michael Parish Site Administrator at 708-349-0903. All employees and all volunteers who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning employment, ministry or service. Verification of the completion of Virtus**

training is filed in the personnel or volunteer file at the place of employment/ministry. Dates and sites for the Virtus training are posted on the Archdiocese of Chicago website online at www.archchicago.org. (Register online, after being hired or accepted as a volunteer.) If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

- All employees and all volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS 689) form. The form is to be given to the local administrator. One copy is mailed by the local school administrator to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

Note: All of the above forms are available online at www.archchicago.org under the Protecting God's Children link.

Internet Usage

As part of its educational curriculum, St. Michael School provides its students with access to the internet. Students are expected to adhere to school policies and respect their use of the internet at school. A copy of the Acceptable Use Policy is on the website.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

Electronic Devices

Phones, hand held or computer games, CD players, iPods, laser pens, lights, etc. are not permitted in school. These devices will be taken from students, a detention will be issued, and parents must come to school to pick up the device. If parents determine that their child/children need a phone as a line of communication to them, they must realize that the child's phone must be **kept turned off in his or her book bag throughout the school day.**

Publicity Photos and Marketing

Student photos and work are sometimes submitted for publication within St. Michael School and/or Parish advertising. From time to time, photos or work may be submitted to newspapers or other publications which may also identify your child by name. If you **do not** want your child's name or photo used for publication at any time please send a written request stating such to the school office to be kept on file for the school year.

Liturgies

The St. Michael School family gathers to celebrate the Eucharist throughout the year. These liturgies will be announced in the school newsletter and calendar. Parents are welcome to celebrate with us. All school liturgies will be at 12:30 p.m. unless otherwise noted on the calendar.

Mass Attendance on Weekends

One of St. Michael School's goals is to assist families in developing the religious life, practice, and values of its students. To work toward this goal, one of the clear expectations is that the families attend Mass regularly and on an ongoing basis. The most important goal of St. Michael School is to insure that the Gospel message of Jesus Christ is passed on to our children. When parents enroll their child(ren) in the school, the expectation is that they will be responsible for their child's mass attendance on weekends.

School Policy

Alcohol is not permitted at any school sponsored event where children are present.

Conflict Management

As in all human relations, occasions may arise when due to the lack of communication or misunderstanding some differences of opinion may come into being. It is the policy of St. Michael School that any such occasion should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the principal and teacher to further discuss the issue.

Child Abuse

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

The principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of the child abuse to the appropriate Archdiocesan agency and to civil authorities.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse to make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Child Custody

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. In the absence of a court order, the non-custodial parent shall be provided the opportunity (upon request) for a parent teacher conference. The conference shall be scheduled at a time other than that of the custodial parent unless both parents request to attend the same conference. Likewise, the sharing of school information pertinent to the child shall be provided to the non-custodial parent in a timely fashion.

Records

St. Michael School abides by the provisions of the “Family Educational Rights and Privacy Act” with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information about the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.