

PARENT/STUDENT HANDBOOK

2009-2010

St. Mary-St. Michael School

Rev. 8/09

Dear Parents/Guardians and Students,

Welcome to St. Mary-St. Michael Catholic School! In choosing St. Mary-St. Michael School, you have demonstrated a commitment to the values and philosophy of a Catholic education. We, at St. Mary-St. Michael School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary-St. Michael School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us at St. Mary-St. Michael School, we trust you will be loyal to this commitment. Your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment.

Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,
Donna M. Doherty
Principal

St. Mary-St. Michael School

St. Mary-St. Michael School is a Kindergarten through 8th grade Catholic School under the Archdiocese of Hartford.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher.

St. Mary-St. Michael School opened in September of 1988. The school was the result of the merger between the two Catholic elementary schools in Derby; St. Mary School and St. Michael School. Sister Bernice Stobierski, Sisters of the Holy Family of Nazareth was the first principal.

Mission Statement of St. Mary-St. Michael School

St. Mary-St. Michael School in Derby, CT, views its mission as contributing to the total development of each child through high academic standards, positive discipline, and concern for the individual student within a caring Catholic environment.

Philosophy

To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.

1. To develop within the school a strong religious education program so that each child will grow and develop in the Christian way of life.
2. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
3. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that the involvement of the parents in the mission of the school is of utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Accreditation

Archdiocese of Hartford
New England Association of Schools and Colleges

Admission Information

Nondiscriminatory Policy

St. Mary-St. Michael School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Children entering Kindergarten must be five (5) years of age by Dec. 31st. Students are accepted into Kindergarten contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Mary-St. Michael School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Use of weekly envelopes and attendance at Mass
- *Health Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Mary-St. Michael School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of no more than 60 days in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her enrollment at St. Mary-St. Michael School.

Financial Obligations

Tuition Payment Options: Enrollment/Re-Enrollment

PLEASE ADDRESS ALL TUITION QUESTIONS TO:

The School Financial Administrator at (203) 735-6471

SCHOOL YEAR ENROLLMENT FEE (NON-REFUNDABLE FEE). This fee does not cover before/after school care, athletic programs (basketball, cheerleading) or other school activities.

FACS® Tuition Management Service Overview

- There is an annual non-refundable \$41 administrative fee for enrollment in the FACS® program per family. This fee will be added to your tuition collected by FACS® – please do not make this payment to the school.
- Pay tuition over 10 months via automatic deduction.
- Your enrollment form to FACS® must be returned to the financial administrator with your registration.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Families of Registered students who withdraw before the first full day of school are responsible for the non-refundable registration fee.
- Families of Registered students who withdraw between the first day of school the completion of the first term are responsible the entire terms' tuition amount.
- Families of Registered students who withdraw after the first term are responsible for each terms' full tuition amount.

Parent Teacher Organization

St. Mary-St. Michael Home-School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

General Information

School Hours

School is in session from 8:45 AM – 3:00 PM. Students not in their homeroom at 8:45 AM are considered tardy.

Prayer and afternoon announcements begin at 2:50 PM each day. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child (ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 3:10 PM will be put in Little Saints and charges will be assessed.

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

St. Mary-St. Michael School offers an After School Program: Little Saints. Families of students who are enrolled in the program will receive a separate billing from the Financial Administrator.

Dismissal Procedures

Walkers: Walkers are dismissed, under the supervision of a teacher, from the doorway on the driveway side of the building. Persons picking up the students must drive into the back yard and line up by 2:50 pm. (regular dismissal days) or 12:50 pm. (half-day dismissals). At dismissal the teacher will indicate when the drivers may begin to pick up the children. Parents arriving late will have to park on Seymour Ave, walk up the driveway, and then wait at the side door until the driveway is cleared of cars. No walkers are dismissed from the front of the building.

Bus: Bus students will be supervised by a teacher on duty and dismissed from the front door as the buses arrive.

School Office Hours

The school office is open on all school days from **8:30 AM – 3:30 PM.**

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure.

Attendance

A student's absence from school interferes with his/her academic progress.

When a student is absent from school, a parent should call the office by 10:15 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Mary-St. Michael students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Parents are encouraged to schedule trips or family outings during school vacation periods so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 10:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 1-2:30PM. For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence, including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must report back to school at the office.

Academic Information

Curriculum

The Archdiocesan curriculum guidelines are followed for the teaching of all subject areas.

Student Records

St. Mary-St. Michael School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. There must be a Release of Records form filled out and signed before school records will be sent out.

Special handling will require that all postal fees be paid by the parents.

No academic records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

The Iowa Test of Basic Skills is given in Grades 3 through 7. The CoGAT (cognitive abilities test) is given to Grade 2, 5, and 7.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Mary-St. Michael School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for possible promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for academic expectations. Participation in tutoring and/or summer school does not automatically ensure promotion to the next grade.

Grading system and report cards

St. Mary-St. Michael School will be distributing electronic report cards at the end of each marking period. A designated **letter grade system** is indicated on the report card for each grade level.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 10:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 1 p.m. – 2:30 p.m.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office twenty-four hours before the trip is taken.
6. A school field trip permission slip is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Mary-St. Michael School. Preparations for the sacraments of Reconciliation and Eucharist are given in Grade 2. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Lunch Program

St. Mary-Saint Michael School offers a hot lunch program daily. Meals are prepared through the services of outside vendors. Students will be sent a weekly lunch menu. Lunch this year is \$12.50 per week and milk is \$2.50 per week. Milk is included in the lunch order or you may choose to order milk only.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch aides are in order at all times.

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, and sweaters) may be purchased through Dennis Uniform 500 Post Rd. Orange, CT

All students must be in uniform every day. There will be change-of-pace days which will be announced during the course of the school year (there is a dress code for such days and since this is a fund-raiser there is a fee assessed). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through Dennis Uniform.**

St. Mary-St. Michael School sweatshirts (not hoodies) can be worn with both the P.E. uniform and the school uniform

School socks may be crew length or ankle socks. Girls in grades 4-8 wear white or blue knee socks when summer uniforms are not in effect. **Socks should include no logo or writing.**

Physical Education Uniform (is worn on assigned gym day)

The P.E. uniform consists of Maroon mesh uniform shorts, Maroon T-shirt with school logo, School sweatshirt, School sweatpants, Sneakers with socks (sneakers must be tied properly).

Uniform Guidelines

Girls' skirts and shorts should be no more than **two** inches above the knee.

Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes are acceptable). **No sandal, no open-back shoes, no boots or hi-top shoes, no shoes with rollers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.** Shoes with laces must be tied at all times.

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists.** **Extreme hair coloring and bleaching is not permitted.** No distractive decorations should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **two pairs of earrings, no dangles or hoops.** Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed at the end of the school day. Repeated disregard of this rule will result in the watch being held for a parent to pick up and the watch will not be allowed at any time in school.

During the months of December through March girls may wear flannels or sweatpants under their uniform during arrival, recess, and dismissal only.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

Students who are members of a school scout troop may wear the scout uniforms on meeting days.

Students, who repeatedly violate the uniform policy, will be denied participation in the next change-of-pace day and/or will serve a detention.

Out-of-Uniform Guidelines

Students may wear:

*jeans *tennis shoes *short socks *shorts no shorter than two inches above the knee
*skirts no shorter than two inches above the knee *skorts *sweatshirts *jogging suits *nail polish *jewelry
*dresses *slacks *crocs

Students may not wear:

*flip-flop sandals *no open back shoes *clothing that reveals undergarments
*T-shirts with inappropriate writing * shoes that convert to roller skates
*biker shorts *pajama pants *make-up *hats (caps)

Good Rule: If you think you shouldn't wear it, DON'T.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse or Principal accompanied by the medical form signed by the issuing physician. The medication must be in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse or Principal with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Extra-Curricular Activities

St. Mary-St. Michael School presently offers the following extra-curricular activities: Student Council (grades 4-8), *Drama Club (grades 5-8), * Future Musicians, Inc. (instrumental tuition program, grades 4-8) *Basketball (Varsity and junior varsity when there are enough members to complete the rosters). *Girls Cheerleading (grades 5-8). Special arrangement activities: *instructional golf and *girl scouts.

*Each of these activities has special requirements and there may be costs associated with the participation in the activity.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for any parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted four class parties a year: Halloween, Christmas, Valentine's Day and end of year. Room parents may assist the classroom teacher with these three parties. We request that birthday treats be already prepared into individual servings. PLEASE REMEMBER WE ARE A NUT FREE SCHOOL.

Birthday Observances

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (for July/August birthdays). In addition, birthday treats that are brought to school for students must abide by our NUT FREE policy.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all

personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, **but not limited to**, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones (see cell phone policy below), laser lights, palm pilots, CDs, iPods, or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Cheating and/or Plagiarism

Cheating and/or plagiarism of any type will not be tolerated. Students who choose to cheat and or to plagiarize face a failing grade, detention, suspension, and/or expulsion.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents will be called by phone and will be provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Teacher/Principal who monitors the detention.

Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to the designated area in school each day and complete their work assignments. If students receive subsequent in-school suspensions, parents will be required to pay for a substitute teacher who will be with the student. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St.Mary-St. Michael School. Students who have been expelled will not be allowed to re-enroll at the school without prior permission from the Principal and Pastor.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher or parent.

School Safety/Harassment or Bullying

St.Mary-St. Michael School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) will be referred to the Juvenile Police Officer.

The Principal investigates all allegations of harassment. Students proven to be involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Child Abuse Laws

St. Mary-St. Michael School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Archdiocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Pre-school siblings are not allowed to accompany parent volunteers to school unless specific permission is granted by the principal of the school.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Mary-St. Michael School uses a Friday folder system. Envelopes containing all correspondence are sent home on Fridays (when possible). Your child is responsible for seeing that the contents of his/her envelope are brought home and then the envelope is returned on Monday to the homeroom teacher.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted (unless they are consumable books). The student will pay a fine or replacement for damaged or lost texts.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. A Release of Records form must be filled out by the parent. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone/Cell Phones/Electronic Devices

Permission to use the office telephone must be obtained from the Principal or school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency.

Cell Phones or other electronic devices are not allowed in the classroom at any time during school hours. All these devices must be brought to the Principal's office before the students report to their homerooms. There are designated holders in the office for each grade. These devices may be retrieved at the time of dismissal from school. Anyone not abiding by this rule will lose the privilege of having the device on school property for the rest of the school year. Devices will be confiscated and a parent must come to the office to claim them.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should adhere to the rules displayed in each classroom.

Crisis Plan

St. Mary-St. Michael School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location:

1. St. Mary Church Hall
2. Irving School (directly across the street from our school)

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and radio stations. There will also be a message left on the phones at each campus.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

THE SCHOOL ENVIRONMENT

The school does all that it can to ensure the school environment is favorable to children with special health needs. As far as possible the school maintains a safe environment for all students.

Food Allergy Policy

St. Mary-St. Michael School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Mary-St. Michael School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Notifications

The school nurse will compile information based on paperwork from parents/guardians concerning health issues and be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms

Teachers must be familiar with the health issues of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse and/or emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be informed about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box provided by the parent or guardian.

Tables will be washed following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips

Field trips are planned with the consideration of safety of all students. Protocols for field trips will include timely notification to the teachers concerning health issues of students.

Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the teacher.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Right to Amend

St. Mary-St. Michael School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

