



ST. MICHAEL'S

EPISCOPAL DAY SCHOOL

Family Handbook

2025- 2026

6345 Wydown Blvd.

St. Louis, MO

63105

<https://www.stmichaelschool.org/>

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Curriculum Information

Mission

At St. Michael's Episcopal Day School, we cultivate curious, thoughtful learners to become responsible leaders who care for their community.

Vision

To be a leading independent school in the Saint Louis area known for cultivating a vibrant community rooted in our Episcopal identity – a community that nurtures creative and confident thinkers prepared to tackle the challenges of tomorrow in a collaborative, inquiry-based way that transcends competition and nurtures understanding.

Values

Our school values

- **Care:** We use experiential learning and social awareness to help our students use all their talents in caring for others, the environment, and the larger society.
- **Community:** Our small school size nurtures a strong, supportive community where everyone feels connected and valued.
- **Curiosity:** We celebrate the spirit of curiosity and enthusiasm in learning, encouraging students to pursue their passions with vigor.
- **Respect:** We encourage students to honor and appreciate the differences and similarities among their peers, fostering a culture of mutual respect and belonging.
- **Responsibility:** We instill a sense of responsibility in our students, teaching them to take ownership of their actions and contribute positively to their surroundings.
- **Spirituality:** Confident in the certainty of God's grace, we encourage children to explore their own spiritual life, striving for peace and justice and respecting the dignity of all human beings.

Enrollment in St. Michael's Episcopal Day School is open to children of any race, color, creed, and national or ethnic origin. The School seeks a diverse student body in support of the Mission, goals, and objectives of the school and will maintain an admissions policy reflective of these goals and objectives as determined by the Head of School and Rector.

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. Supporting, respecting and communicating with teachers, staff and administration is a priority while attending St. Michael's Episcopal Day School.

St. Michael's Episcopal Day School 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 St. Michael's Episcopal Day School follow the philosophy below:

Children have an innate desire to understand the world around them. Through a challenging curriculum, children learn literacy, mathematics, science, social studies, Spanish, physical education and fine arts. 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" in the Reggio Approach.

Core Values and Character Development

Grounded in the values of the Episcopal Church, St. Michael's Episcopal Day School embraces families of all faiths and is built upon core values which center around care, community, curiosity, respect, responsibility, and spirituality. Families and teachers collaborate to teach respect for others and to instill a belief in the dignity of each individual. Through compassion and understanding,, parents and teachers help each child to reveal their unique gifts.

Family Involvement and Agreement

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

St. Michael's thrives because of the generosity, involvement, and spirit of our community. We invite all families to support the school in ways that are meaningful to them—through **time, talent, or treasure**. Whether you volunteer in the classroom, offer your professional expertise, participate in events, or contribute to Annual Giving, every act of support strengthens our shared mission.

Together, we build a vibrant, inclusive, and resilient school community where all children can grow and thrive.

Church and School Relationship

St. Michael's Episcopal Day School 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 " St. Michael's Episcopal Day School."

While the business of the School is governed by a Board of Trustees and a separate school

budget exists, the communities are interconnected – clergy both lead and attend Chapel, classrooms are used for religious education on the weekends, and School family are invited to and welcome at Church events and services.

Academic Integrity

The St. Michael School values academic excellence, integrity, and honesty. The administration and faculty at The St. Michael School expects that student work will be the result of the student’s own efforts. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Additional information on consequences can be found under Behavior.

Annual Giving

Invest in St. Michael’s Episcopal Day School and the future of your child. We ask that every family participates in annual giving each school year. These gifts are critical to our ongoing operations and ensure the continued success and longevity of our school.

Annual giving supports our world-class faculty, enables innovative programming and helps close the gap between tuition and the true cost of educating a child. This critical support allows us to give each student an exceptional educational experience.

Arrival / Dismissal at School

- Drop off and pick up for Kindergarten through sixth grade is on Wydown. Please follow the carpool signs.
- Drop-off begins at 7:45 a.m. and ends at 8:00 a.m.
- Pick-up begins at 3:00 p.m. and ends at 3:15 p.m.
- Children who arrive later than 8:00 a.m. are considered tardy and should be walked into the reception desk or office.
- Parents of students who need assistance unbuckling seat belts or removing children from car seats are not allowed to use the carpool line. Parents must park and walk their child(ren) into the building.
- All students Junior Kindergarten and under are required to walk in with a parent for drop off and pick up.
- For each student’s safety, no child will be released to anyone other than the parent without prior authorization from the parent. A photo ID will be asked to confirm the appropriate release.
- Parents should form a carpool line in front of the school.
- Parents stay in their cars, and a staff member walks each child to and from their vehicle.
- Parents who wish to come into the school must park on Ellenwood or in one-hour parking. No parking in the carpool lane.

Attendance / Tardiness

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 but before 8:00 a.m. Please leave an email or phone message, if necessary, with the Receptionist and the Homeroom teacher. If absences extend for several days, please let the Receptionist and the Homeroom teacher know each day the child will be absent.

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

- Children attending 0 - 3 combined hours are considered absent for a full day.
- Children attending 3.5 - 5.5 combined hours are considered absent for a half day.
- Children attending 6 - 7 combined hours are considered a full-day attendance.
- If a student is ill, they are recorded as absent. More than 29 days of absence per year may warrant retention. If a student is absent for more than a school week due to illness, a note is required from the doctor. The following are the only reasons for excused student absences:
 - Long-term illness or injury with doctor's note
 - Quarantine
 - Death in the immediate family
 - Medical or dental appointments
 - Court or administrative proceedings
 - Religious observances
 - Educational opportunity (absences must be approved prior to a trip)
 - Suspension from school

Parents are required to inform the school in advance about planned late arrivals or early dismissals. In the event of an unexpected late arrival or early departure, parents should telephone or email the school office and 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 8:00 a.m.) and/or leaving prior to dismissal (3:00 p.m.) are required to be checked in and/or checked out at the reception desk or office. If you are picking your child up prior to dismissal, you must meet your child at the reception desk.

A student will be marked tardy if he/she arrives after 8:00 a.m. When tardy, a parent must walk the child into the building and check in their child at the reception desk.

Students attending our Infant, Toddler, or PreK program are required to register for specific days. Students may not make up days due to absences, holidays, or school cancellations. Classrooms are staffed appropriately per the number of students attending each day. Drop-in days may be available at an additional charge. Please check with your program's director for per-day costs.

Attire / School Dress

Clothing

Clothing to be worn at St. Michael's Episcopal Day School should be chosen for safety, neatness, appropriateness, and comfort. No low-cut or midriff-showing tops or short shorts are permitted. Shirts should not display profane words or other disrespectful messages and should not depict logos advertising alcoholic beverages. No hats/caps or hoods are to be worn inside the school building.* If an outfit is deemed inappropriate, an email will be sent to parents, and appropriate attire will be provided during the school day.

*Exemptions for hats/caps will be considered for religious, cultural, or medical reasons.

All students should keep a complete change of weather-appropriate clothing at school (including socks and underwear). Students should also keep rain pants and a raincoat at school for use in inclement weather.

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

Shoes

- Athletic shoes are to be worn at all times for safety reasons.
- PK-6th grade students are required to wear **athletic running** shoes every day.
- PK-6th: crocs, sandals or any open-toed shoes are not allowed.

Weather Appropriate Attire

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

Students will spend time outside throughout all seasons as long as the "feels like" temperature is above 20 degrees or the heat index is under 95. Students will be kept inside if there are signs of thunder, lightning, heavy rain, or dangerous winter conditions.

Hair

Students with hair longer than their shoulders are required to pull their hair away from their face into a ponytail when participating in P.E. activities.

Behavior

Students make mistakes. Our behavior management structure expects that and gives them the framework to reflect on, learn from, and grow because of their mistakes. As we deal with student behavior, we emphasize dignity, compassion, community, and personal responsibility—balancing

accountability with grace. Rather than being punitive, we focus on **restorative justice, moral development, and the formation of character.**

Student privacy is important as we help students navigate through their mistakes. Whenever possible, we will try to keep student discipline private which means that other students in the class may not know what a student's consequences were. This may lead to them feeling that nothing has happened. Please partner with us in assuring them that every child is on their own journey and everyone is entitled to privacy. On the other hand, since often the mistakes are made in public, sometimes the restorative behavior – apologizing, taking responsibility, etc – may also be in public. We strive always to do what is best for students' growth and development.

Guiding Values

- Respect for the Dignity of Every Human Being
- Integrity and Responsibility
- Compassion and Forgiveness
- Community and Reconciliation
- Justice, Equity, and Inclusivity

Purpose

When students have consequences for behavior, this is a tool for growth and learning, not punishment. Rooted in the belief that each person is a beloved child of God, our goal is to help students:

- Reflect on their actions
- Understand the impact on others
- Restore relationships
- Make better choices moving forward

Behavioral Expectations

Students are expected to:

- Treat all individuals with respect and kindness
 - Each human being in our school community is valued. Students are expected to show they understand and respect this value with their words and actions.
- Uphold honesty and integrity
 - Students should tell the truth at all times.
 - Students should uphold academic honesty
- Act responsibly within the school community
 - Students are expected to respect the building and classroom materials. They should refrain from graffiti, destructiveness,
- Honor the learning environment
 - Students should engage positively with their peers in the learning environment. We expect students to engage collaboratively in the project of learning. Learning to listen respectfully to peers is part of this project.

- Students should not compete with each other in a way that leads to negative feelings. We are each good at different things and should honor each other's strengths and gifts.
- Resolve conflicts peacefully
 - Physical aggression is never tolerated. Students are expected to resolve disagreements without physical contact. If they need help, they should ask teachers or other trusted adults to mediate.
 - When in conflict with another student, we want students to learn to use language to discuss the disagreement, not to attack other people.
- Embrace diversity and inclusiveness
 - Students will learn to celebrate the unique identity of every child as a reflection of God's image, fostering a community where diverse cultural, spiritual, and personal backgrounds are welcomed, respected, and seen as sources of strength and beauty.
 - Our community strives to create inclusive learning environments where children's voices, experiences, and ideas are honored, using the Reggio Emilia approach to make space for multiple perspectives, collaborative exploration, and a strong sense of belonging for all families and staff.

Restorative Practices

When behavior falls short of expectations, the school seeks to:

- Engage in conversation, reflection, and understanding
- Include all affected parties in dialogue
- Encourage taking responsibility and offering amends
- Reinforce community norms through restorative circles or mediation

Examples of restorative responses:

- Apology (verbal or written)
- Reflective journaling or discussion
- Community service or helping tasks
- Mediation with peers or adults

Progressive and Individualized Response

While maintaining fairness, consequences consider:

- The student's age and developmental level
- The frequency/severity of behavior
- Intent and context
- Opportunities for learning and reconciliation

Consequences may include:

- Guided reflection with a teacher
- Parent communication and partnership

- Temporary loss of privileges
- Structured restitution activities
- Administrative involvement for serious concerns

Partnership with Families

Discipline is most effective when home and school work together. Families will be:

- Informed of concerns in a timely manner
- Invited into the restorative process when appropriate
- Encouraged to reinforce shared values of dignity, empathy, and accountability

Student Expectations

Students are expected to be

- Open to conversation about their behavior. School is a place to learn and one of the things children need to learn is how their behavior affects and is interpreted by others.
- Respectful of each other's pathways – we are all unique people with different challenges. In the same way that we differentiate academic learning pathways, we may be differentiating for students as they learn social and emotional behavior norms.
- Cooperative in the process. While students may feel shame or embarrassment about behaviors, part of restoring the community may involve acknowledging those behaviors.

Commitment to Growth

Faculty and staff commit to:

- Modeling values
- Nurturing respectful relationships
- Addressing behavior with empathy and clarity
- Ensuring consequences are educational, not humiliating

Realigning Your Child with Community Values

- When a student's actions rupture the community, a student may be asked to spend some time reflecting at home. Examples of behavior which might have this consequence are
 - Physical violence
 - Inappropriate language
 - Refusing to follow adults' instructions
- Repeated or extreme instances of behavior that disrupt the community and/or pose a threat to other members of the community may result in a student being asked to leave St. Michael's Episcopal Day School.

In all things, we seek to "strive for justice and peace among all people, and respect the dignity of every human being." (The Baptismal Covenant, Book of Common Prayer)

Building Facilities Usage

Students are expected to follow all guidelines and teacher and staff directives to keep our facilities in good condition. We share space with The Church of St. Michael and St. George, which has numerous events and programs throughout the week. Students are expected to be respectful to parishioners they may meet and to be responsible members of the larger community of The Church of St. Michael and St. George. The following guidelines help organize the use of the space.

- The water-bottle fillers 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) should not be used by students.
- School bathrooms are upstairs (on either side of the Hub) and downstairs outside the gym.
- The adult/church bathrooms (on the main floor of the building) are not available for use by students.

Campus Rules

Students are expected to behave at all times with respect, responsibility, and care for our community. This should govern their activity in the hallways, the lunchroom, and on the playground. Below are some guidelines for behavior, but students are also expected to use good judgment as they encounter situations not covered in the following guidelines.

Hallway Guidelines

- Walk quietly in the halls so as not to disturb other students who are working.
- Keep hands and feet to yourself.
- Keep hands and feet away from student work or documentation that may be posted or displayed.
- Be respectful toward peers, teachers, and adults.
- Walk in the hallways.
- Walk carefully down stairs.

Lunchroom Guidelines

- Remain seated unless permitted to do otherwise.
- Keep hands and feet to yourself.
- Use a quiet voice when speaking.
- Keep your eating area clean by cleaning up after yourself.
- Remain in the lunchroom at all times.
- Due to allergies, students may not share food with peers.

Playground Guidelines

- Remain in the play area.
- Keep hands and feet to yourself.
- Use playground equipment appropriately and safely.

- Please use benches and other seats for sitting.
- Get teacher permission before starting water play
- Play gently without being rough.
- Communicate without teasing, name-calling, or put-downs. Let go of bad feelings.
- All games will be played at teacher's discretion.

Cell Phones

We work to protect the learning process of your students at all times. Cell phones are not permitted to be in student possession during the school day. It is school policy that all communication with your student goes through the receptionist, the office, and/or the Homeroom teacher.

This includes emails and text messages with your student during school hours. Students are asked to turn in cell phones to homeroom teachers during school hours to ensure focus is kept on academics.

Watches enabled with messaging are also not allowed during the school day. Students who have such devices should place them in school mode. If a watch is not in school mode, the device may be confiscated and held in the office until the end of the day.

Communication

- If a parent needs to get an important or emergency message to their student, please contact the receptionist or office via a phone call.
- Parents may not text, call or email their children while at school.
- If a parent needs to communicate a general message to their student or teacher, please contact the receptionist via call, email, or email the Homeroom teacher.
- Students must turn off iMessage (text messaging) or enable *schooltime setting on smart watches, and all electronic devices during school hours.
- Faculty and administration reserve the right to confiscate any device interfering with instruction. The device will be returned at the end of the school day.
- Teachers will send weekly News and Notes via email to communicate event information, classroom announcements, and homework information.
- Dragon Notes will be sent weekly on Sunday at noon giving school-wide information and announcing events
- Emails will be sent to gain permission for events and general information.
- The St. Michael's Episcopal Day School website and Blackbaud Portal holds essential information and should be checked regularly by parents.
- Strong parent/teacher communication is essential to providing the student with the best possible learning environment. Communication should always be respectful in tone and aimed at collaboratively working in the student's best interests.
- School personnel are first and foremost engaged in the care of students. Families should expect a response to non-urgent communication within 48 business hours.
- Strong parent/teacher communication is essential to providing the student with the best possible learning environment. Communication should always be respectful in tone and aimed at collaboratively working in the student's best interests.
- Communication between parents and school faculty and staff regarding school-related

matters should occur via official channels: email, in-person conversations within the school building, or through the school's telephone system.

*schooltime setting can be found on all Apple devices.

Conferences

Conferences for early childhood and elementary students will be at the end of first quarter (mid-October) and at the end of third quarter (before Spring Break). Additional conferences may be scheduled during the school year by contacting your child's teacher or administrative team. St. Michael's believes that student progress, behavior, and other concerns are important. Because of this, we will not discuss them with you in public settings like carpool or other public events. If you have a concern you would like to discuss, please set up a specific meeting time.

Emergency Contact Information

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

The telephone numbers of caregivers, other members of the family, or other individuals who could respond to an emergency should be entered into the Blackbaud system by parents. Parents are responsible for updating your Blackbaud portal to reflect all temporary and permanent changes in names or telephone numbers for every individual listed with the student's records in the school.

Emergency Preparedness

The administration and faculty have developed thorough procedures in coordination with recommended safety standards and professionals. Practice drills and instructions are reviewed throughout the year.

Excuse from Physical Education

Requests that a child be excused for more than one day from Physical Education must be a signed and dated form from a physician.

All students are required to participate in Physical Education class daily.

Extended Care

St. Michael's Episcopal Day School offers a Before and Aftercare Program for families who need to bring their children to school before 7:45 a.m. or who wish to have their children remain at school after 3:00 p.m. dismissal. Because providing quality care is essential, we need to know how many children will be attending our extended day program. **Drop-ins must be approved at least 24 hours in advance; there are no drop-ins for infants or toddlers.**

Before School Program

7:15 a.m. – 7:45 a.m.

- Parents using the Before School Program must walk their children to the Before School staff and sign them in.
- Parents who arrive earlier than 7:15 a.m. 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 7:00 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

3:00 p.m. – 6:00 p.m.

- Parents must sign out their children, indicating the time of departure on the Aftercare staff binder.
- No child will be released to anyone other than the parent without prior authorization. A photo ID will be asked to confirm appropriate release.
- The 6:00 p.m. 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 Extended Day program. Parents who are consistently late will not be able to use the Extended Day program.

Extended Care Billing

Extended care will be billed monthly through Blackbaud. Charges will be added on the 15th of each month and payment will come out on the 5th with tuition payments.

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 may include In-Service Days and Winter and Spring Breaks. Children enrolled in Adventure Club participate in various 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 unavailable.

- Students infant - 6th grade are eligible to attend Adventure Club.

Homework

Homework is at the discretion of each teacher. Typically the teachers follow the scale below.

- K – 1st grade: 10 minutes homework
- 2nd grade: 20 minutes homework
- 3rd grade: 30 minutes homework
- 4th grade: 40 minutes homework
- 5th grade: 50 minutes homework
- 6th grade: 60 minutes homework

Homework is meant to reinforce learning and give students necessary practice to master skills and concepts. Families are encouraged to plan time to complete homework. If a student is struggling on a particular assignment and their time investment has far exceeded the grade-level guideline, parents can communicate that to the teacher and excuse the student from completing that night's homework. If this is a recurrent problem, the teacher, the parents, and possible the learning team should meet to discuss next steps.

Student Expectations

- Students will read or be read to daily.
- Students will be responsible for assignments and strive to complete it with independence.
- Students will communicate to the teacher if they need help with completing homework.
- Students will check the homework nightly.

Parent Expectations

- Parents serve as facilitators of homework.
- Parents communicate via email with the teacher if questions arise.
- Parents monitor student reading.
- Parents go over feedback with students.
- Parents refrain from doing a child's work; parents should provide assistance only.
- Parents will check the homework nightly.

Make-Up Policy Due to Absence

If a student is absent for any reason, students and parents are responsible for keeping up with daily class assignments. If questions arise, students and parents should connect with the student's teachers. Missed assignments will be made up or collected at the teacher's discretion.

Make-Up Policy Not Due to Absence

Missed assignments by students may incur a reduced grade. The grading policy will be based on the teacher's discretion and shared with the students and parents.

Blackbaud

Quarterly grades will be reported through Blackbaud. Students should receive a grade and a comment (3-6) or a narrative report (PK-2). Infants and toddlers will also receive a narrative report. Parents will be informed when grades are available for viewing. For an update on student progress during the semester, please contact the classroom teacher.

Illness

Fever

Infant and Toddler students may not be sent to school with a fever of 99.0 or above.

PreKindergarten through 6th grade students may not be sent to school with a fever of 100.0 or above.

Students should be fever free for 24 hours without fever-reducing medication before returning to school.

Vomiting/Diarrhea

Students who are experiencing vomiting or diarrhea should not return to school for at least 24 hours after symptoms have subsided.

Antibiotics

If a student has been diagnosed with a contagious illness requiring treatment with antibiotics, children must be on prescribed antibiotics for 24 hours before 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 expected to participate in all school activities, unless a note is presented by the physician.

Lice

If a student has been diagnosed with lice, they can return to school after treatment. If lice is detected on a student at school, the student must be picked up immediately. The student can return to school the next day after treatment. The school office must be notified if a student has been diagnosed with lice.

Conjunctivitis/Pinkeye

Students with red, watery eyes, with or without purulent drainage, must remain at home until 3 doses of antibiotic eye drops have been administered and eyes are clear of purulent discharge.

Rash

A student with a rash may be excluded until the cause of the rash has been determined. A physician's note may be required for re-admission to school.

Note: Please see the Attendance / Tardiness section for the school's absence policy.

Illness - At School

If children become sick during the day, parents or caregivers will be called to pick them up. Please ensure all contact information is kept up to date. Students must be picked up immediately to prevent them from exposing others to germs and for their own comfort.

Immunizations

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 following current Missouri school immunization requirements.

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.

Inclement Weather and School Closings

St. Michael's Episcopal Day School has a broadcast system that will enable school personnel to notify all households and parents by phone, text, and email within minutes of an emergency or unplanned event that causes early dismissal, cancellation or late start. Updated school closing information will also be posted to the school's social media sites. School closings will not be posted on local news outlets.

Learning Journeys / Physical Education

Field Trips/Learning Journeys/Physical Education enhance the curriculum, reinforce experiences in the classroom, and often provide an initial experience from which a project may develop. Teachers also design learning journeys that are essential to the work that the children are pursuing.

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

On occasion, parent volunteers serve as auxiliary teachers on Learning Journeys. 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.

For minor Field Trips/Learning Journeys, parents are required to sign and submit a general off-campus permission slip at the beginning of the year. For more extensive Field Trips / Learning Journeys, parents will be notified via email and asked for permission on a case-by-case basis.

Parents who wish to volunteer should complete a background check through the school.

Attendance on Learning Journeys may be contingent on classroom behavior leading up to the Learning Journey. This helps us ensure student safety on these trips. We understand that it is disappointing if your child is unable to attend due to behavioral issues.

Lost and Found

Items lost and found will be placed in a designated location. Students are responsible for their belongings. Please check the lost and found area regularly. Items not claimed by the last day of the month will be donated to charity. **Please label all items.**

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 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 office upon the student's arrival at school. The school will not provide medication of any kind without permission.

In back to school forms, parents will be asked to indicate whether the school has permission to administer common over the counter medications such as tylenol, motrin, etc. Please be sure to keep these permissions up to date.

Messages for Students

If you need to leave a message for your student about going home or plans after school please contact your homeroom teacher or call the school before 3:00 p.m. so that personnel can deliver the message. Please do not try to communicate with students through email, text messaging, and iMessage during school hours.

Parent Involvement

At St. Michael's Episcopal Day School, 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 by assisting their children with homework. Many parents choose to extend their involvement in school life 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. It is important for all families to participate in events and activities. It is expected that families volunteer three times per year.

Communication

Parents are often asked, especially at the start of the school year, to provide written responses to questionnaires or surveys. These materials should be returned by the deadline indicated so that the school can be prepared to welcome each child appropriately.

If the need arises to contact faculty (in a non-emergency), please first email the issue of concern and allow 48 hours Monday through Friday for a response. If a conference is warranted, you must schedule the conference with faculty, understanding that their schedules have limited flexibility.

In an emergency, a staff member from the office will deliver the message so that the appropriate faculty member can return the call as soon as possible.

Parents are to respect faculty members' privacy at home. Please allow 48 hours, Monday through Friday, for a teacher's response.

Pick up and drop off are always busy times. We ask that parents set up an appointment to

address concerns or questions rather than discussing at pick-up or drop-off times.

Parents are encouraged to communicate with 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.

Personal Property / Supplies

St. Michael's is not responsible for lost or damaged items brought from home. All personal items brought from home are subject to search by school administration at any time. This includes the search of backpacks, lunchboxes, cubbies, lockers, etc.

- In general, electronic games and devices are not allowed. Special permission may be given by a teacher.
- 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.
- Each student is required to bring a lunch box or tote.
- Each student is required to bring a refillable water bottle.
- Each student should keep a bicycle helmet, a rain coat, and rain pants at school at all times.
- Each student should have a complete change of weather-appropriate clothing, including socks and underwear, at school at all times.

Sexual Harassment

Sexual harassment of a student by a student, of a School employee by a student, of a student by a School employee, or of a School employee by another School employee is strictly prohibited. Sexual harassment is defined as unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature, sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature or otherwise based on sex or gender.

Snacks

Nutritious snacks must be sent to school with children every day. They enhance the learning process. All students should bring at least two snacks daily. Candy, cookies, etc, should not be sent as a snack.

Students are allowed to snack during designated snack times. Any snack needed outside of designated times will be allowed at the discretion of faculty members or the Head of School.

Faculty and staff may contact parents if a student seems to be hungry during the day so that parents can send more food the next day. Faculty and staff may also offer parents feedback about a student's snacks and lunches if it has relevance to the student's academic and social development.

Special Events

Special events will be scheduled throughout the school year and are excellent opportunities to be involved in our community. We need parent volunteers to help. Please check our calendar to keep up-to-date on all events. Yearly events include but are not limited to the following.

- Trivia Night
- Community Adventure in Forest Park
- Winter Performance
- Talent Show
- Class Parties
- Student Presentations

Expectations - School Events

At St. Michael's Episcopal Day School there are frequent events where parents, students, and teachers are in attendance together. At events such as performances, which take place during the school day, students are expected to stay with their class and be guided by their teachers until such time as they are released to their parents. At evening and other events, such as The Community Adventure in Forest Park or the Celebration of Learning, parents are responsible for their children's behavior. At all events, all attendees are expected to show respect for parents, teachers, and property.

If an attendee behaves inappropriately, they will be asked to leave the event. At these events, both teachers and parents are responsible for enforcing the school policies.

Student Transportation

In general, students will be transported in school-owned vehicles. On back-to-school forms, parents can indicate their permissions for student transportation. If vehicles are used rather than school buses, families may be asked to provide appropriate car seats/boosters for a learning journey.

Student Behavior for Transportation by School

Appropriate student behavior on buses is extremely important, for safety reasons.

Students should

- Remain in their seats at all times with seat belts securely fastened until the bus is stopped and the door is opened.
- Keep your hands and feet to themselves, and face forward not in the aisles.
- Use a quiet voice when speaking.
- Behave in a manner that is respectful and courteous towards others.
- Be careful not to distract the driver

Student Assessments

Toddler - Jr. Kindergarten

Students are provided feedback through individual narratives.

Kindergarten - Fourth Grade

Students are provided feedback using the following scale,
1 - Age appropriate

- 2 - Working towards age appropriate
- 3 - Area of concern

Fifth and Sixth Grades

Students are provided grades using the following grading scale,

- A+: 97-100
- A: 93-96
- A-: 92-90
- B+: 87-89
- B: 83-86
- B-: 80-82
- C+: 77-79
- C: 73-76
- C-: 70-72
- D+: 67-69
- D: 63-66
- D-: 60-62
- F: 0-59

++ = Accelerate curriculum

*= Modified curriculum

Student Food Delivery

Food delivery for students is limited to special occasions or forgotten lunches. Parents must notify the receptionist of any food deliveries being sent to the school.

Technology

At our school, we use technology to learn, create, and connect. We expect everyone to use devices safely, kindly, and responsibly.

Approved Uses

Students will

- Use school technology to learn and do their schoolwork.
- Be kind and respectful when they use the internet, email, and school apps.
- Tell an adult if something online makes them feel confused, scared, or upset.
- Only log in as themselves.
- Take care of the iPads, laptops, and other equipment.

Prohibited uses

Students Will Not:

- Go to websites or play games that their teacher hasn't approved.
- Use technology to be mean or hurtful to others.
- Share personal information like their address, phone number, or picture.
- Change settings, download apps, or damage devices.
- Copy other people's work or ideas and say they are theirs.

If students violate these guidelines, they will face consequences, including the loss of technology privileges.

Tuition / Fees

Delinquent Tuition Fee Payments

All payments of tuition for the current school year must be kept current at all times for the student to remain enrolled in good standing. Payments that are in arrears thirty days or more are considered to be delinquent. A 20% interest charge will be applied to all delinquent accounts for the current school year and any past school year balances.

Continuing Enrollment

Any student for whom there is a delinquent balance due per the Enrollment Agreement for tuition fee payments will be subject to a financial suspension and excluded from attending the school until 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 any incidental fees that accrue during the school year.

Tuition Refund Plan Insurance

The enrollment policy of St. Michael's Episcopal Day School 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) with A.W.G. DEWAR, INC.. The cost is determined each year by A.W.G. DEWAR, INC. and is a percentage of the total tuition amount due.

Parents who do not pay the total amount of tuition 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 not participate.

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

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

Visitors and Volunteer Check-In /Out

All on-campus visitors must check in with the receptionist. All visitors must be signed in and badged appropriately.

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

If a visitor behaves inappropriately, they will be asked to leave the school.

Weather Policy

Students will spend time outside throughout all seasons as long as the “feels like” temperature is above 20 degrees or the heat index is under 95. Students will be kept inside if there are signs of thunder, lightning, heavy rain, or dangerous winter conditions.