

# St. Michael Elementary School

Welcome

PARENT-STUDENT HANDBOOK

---



Welcome to the St. Michael's Parent Student Handbook. It provides essential information about the policies and procedures that St. Michael's School expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

**Right to Amend**

The Pastor and Principal reserve the right to amend this handbook during the school year.

Bienvenido al manual de Padres y Estudiantes de St. Michael. Proporciona información esencial sobre las políticas y procedimientos que la escuela St. Michael espera que los padres y los alumnos comprendan y sigan. Al leer el manual y firmar el reconocimiento, los padres y los estudiantes aceptan registrarse por el código de conducta de la escuela puede imprimir una copia del manual si lo desea, pero el documento vinculante es el que está en línea. La escuela se reserva el derecho de modificar el manual para los padres y estudiantes en cualquier momento. Los padres/tutores serán notificados de cualquier enmienda y se les pedirá que firmen un reconocimiento de recibo.

### **Derecho a Enmendar**

El Pastor y la directora se reservan el derecho de modificar este manual durante el año escolar.

## **Chapter-2**

### **GENERAL INFORMATION**

#### **Mission Statement**

We educate students in the Catholic tradition to fully develop knowledge, confidence, and moral responsibility. Our students lead and serve with the courage of St. Michael in their church and community.

#### **Philosophy**

We believe a Catholic education transforms students' lives by: bringing them closer to Jesus Christ, helping them practice their faith, and giving them academic skills needed to become leaders in society.

#### **Vision**

As a community, St. Michael's School will create an environment in which all students become active members of society by modeling the teachings of Christ through prayer and learning. We provide an outstanding and affordable education that prepares students to meet the challenges of education, work, and life. St. Michael's School instills a lifelong love of learning and strong moral ethics in its students who serve and lead in their church and community.

## **Section-2-01**

### **Mission Statement and Philosophy**

## **Mission Statement**

We educate students in the Catholic tradition to fully develop knowledge, confidence, and moral responsibility. Our students lead and serve with the courage of St. Michael in their church and community.

## **Philosophy**

We believe a Catholic education transforms students' lives by: bringing them closer to Jesus Christ, helping them practice their faith, and giving them academic skills needed to become leaders in society.

## **Vision**

As a community, St. Michael's School will create an environment in which all students become active members of society by modeling the teachings of Christ through prayer and learning. We provide an outstanding and affordable education that prepares students to meet the challenges of education, work, and life. St. Michael's School instills a lifelong love of learning and strong moral ethics in its students who serve and lead in their church and community.

## **Estado de la Misión**

Educamos a los estudiantes en la tradición católica para desarrollar plenamente el conocimiento, la confianza y la responsabilidad moral. Nuestros estudiantes lideran y sirven con el coraje de San Miguel en su iglesia y comunidad.

## **Filosofía**

Creemos que una educación católica transforma la vida de los estudiantes al acercarlos a Jesucristo, ayudarlos a practicar su fe y brindarles las habilidades académicas necesarias para convertirse en líderes de la sociedad.

## **Visión**

Como comunidad, la Escuela de San Miguel creará un entorno en el que todos los estudiantes se convertirán en miembros activos de la sociedad al modelar las enseñanzas de Cristo a través de la oración y el aprendizaje. Brindamos una educación excepcional y asequible que prepara a los estudiantes para enfrentar los desafíos de la educación, el trabajo y la vida. St. Michael's School infunde un amor de por vida por el aprendizaje y una fuerte ética moral en sus estudiantes que sirven y dirigen en su iglesia y comunidad.

## **Section-2-02**

### **Integral Student Outcomes (ISO) / Learning Expectations**

## SCHOOL-WIDE LEARNING EXPECTATIONS

### Prayer

**Pray:** I can analyze and interpret the significance of various/most prayers.

**Advocate:** I can identify and describe my own strengths, weaknesses, and plans for self- improvement.

Worship: I can participate in acts of worship.

### Study

**Analyze:** I can break down and explain a problem, text, concept, process, or argument into its smaller parts.

**Problem Solver:** I can develop a clear and concise plan to solve a problem using alternative strategies.

**Research:** I can utilize a variety of credible resources to evaluate content.

Claim: I can make a claim and defend it.

### Service

**Leadership:** I can exhibit leadership skills that reflect a strong work ethic that demonstrates respect for differences.

**Service:** I can participate in community and/or school events that demonstrates respect for service to others.



Section-2-03

History of the School

In 1903, Mr. John Wagner, a German farmer living in rural South Los Angeles constructed a small two- room schoolhouse. Naming it St. Michael's in honor of his father, Mr. Wagner invited the Dominican Sisters of Mission San Jose to staff the school. The classrooms housed 43 students, ranging from first to eighth grade. Five years after the school had opened St. Michael's Parish was established, serving German and Irish Catholic families in South Los Angeles. The Dominican Sisters, who so faithfully served the students and families of St. Michael's until 2006, instilled the foundation of our Catholic identity. As enrollment increased, the school campus grew, and the prominent brick school building and auditorium were constructed in 1926, with an annex built in 1955.

Due to the shortage of religious vocations, the Dominican Sisters had no personnel available to administrate or staff the school after the 2005- 2006 school years. The school remains in an affiliated relationship with the Dominican Sisters in order to preserve the Dominican charisma within the school. The school continues to be staffed by a dedicated lay faculty. St. Michael's Catholic School is a parish school and is therefore governed by our church. The pastor is the head administrator of the school followed by the principal.

En 1903, el Sr. John Wagner, un agricultor alemán que vive en las zonas rurales del sur de Los Ángeles, se construyó una pequeña escuela de dos habitaciones. Dándole el nombre de St. Michael en honor de su padre, el Sr. Wagner invitó a las Hermanas Dominicas de la Misión de San José para el personal de la escuela. Las aulas albergaban a 43 alumnos, desde primero a octavo grado. Cinco años después de que la escuela había abierto la parroquia de St. Michael fue creado, sirviendo a familias católicas de Alemania e Irlanda en el sur de Los Angeles. Las Hermanas Dominicas, quien sirvió fielmente a los estudiantes y familias de St. Michael hasta el año 2006, le inculcaron el fundamento de nuestra identidad católica. Como aumentó la matrícula, la escuela creció, y el destacado edificio escolar de ladrillo y el auditorio fueron construidos en 1926, con un anexo construido en 1955.

Debido a la escasez de vocaciones religiosas, las Hermanas Dominicas no había personal disponible para administrar o personal de la escuela después de los años escolares 2005- 2006. La escuela permanece en una relación de afiliados con las Hermanas Dominicas, a fin de preservar el carisma dominicano dentro de la escuela. La escuela sigue siendo atendida por una facultad laica dedicada. St. Michael es una escuela parroquial y se rige por tanto por nuestra iglesia. El pastor es el administrador en jefe de la escuela seguida por el principal. Cada miembro de la facultad de St. Michaels se centran en el aprendizaje de los estudiantes que se basa en la escuela de la misión, visión, filosofía, objetivos y expectativas de aprendizaje de toda la escuela. La escuela St. Michael's se esfuerza por proporcionar una experiencia de aprendizaje integral, de manera que los alumnos reciban una educación de alta calidad, sino también la espiritual, moral y social necesaria para entrar en sociedad con un sólido fundamento católico y las habilidades académicas para hacer una diferencia en nuestro mundo. La facultad y el personal establecen altas expectativas de aprendizaje y desafían a los estudiantes. Ellos son los responsables de la instrucción de proceso dentro de sus propias aulas con la escuela de la misión, visión, filosofía, objetivos, expectativas de aprendizaje de toda la escuela, los estándares del estado de California, y han empezado a integrar normas fundamentales comunes. La facultad y administración procurar colaborar y comunicarse con los padres aún entender la importancia de la instrucción en el aula. Por esta razón, un aula cerrada de política ha sido establecida. Los maestros están dispuestos a reunirse con los padres antes y después de la escuela, pero no pueden conferencia con los padres durante el tiempo de la clase. (7:50am- 3:00pm). Los padres deben hacer una cita para reunirse con la maestra de su hijo, consejero, director, vicedirector, etc.

**Accreditation**

St. Michael's School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges in 2019.

**Section-2-06**

**School Personnel Lists**



**Section-2-07**

**School Schedule and Calendar**







## **ABSENCE, TARDIES, APPOINTMENTS**

### **Absences**

When a student is absent, the student misses out on teacher directed lessons and group work that cannot be duplicated. Therefore, attendance at school is imperative for the interest of the child's education. Absences can result in grades falling and excessive absences can result in a student not being promoted to the next grade level. Fifteen or more absences in one school year are considered excessive.

According to California State law, a student returning to school after an absence must have a written excuse from the parent/guardian at the beginning of **the next school day**. If a student returns to school without a note, they will be sent to the office to make a call to remind the parent to send a note the next day. On the third day of being absent the child must bring a doctor's note. A parent can write a note on regular paper as long as it is dated and signed and explains the reason for the absence. No notes will be accepted by fax or email.

Long-term absences to go on family vacations or business are greatly discouraged and can affect grades and promotion. If a long-term absence is absolutely necessary, arrangements should be made with the individual teachers to schedule the make-up work. Individual teachers will determine what and how make-up work can be completed and how credit and grades will be determined. Tests are to be taken within two days of returning to school and will not be given more than once. It is the responsibility of the student to study and complete all missing work by the deadline determined by each teacher. The principal will contact the attendance department of the local public school concerning cases of truancy and the local public Child Welfare authorities.

## Appointments

We highly recommend that all medical appointments or other disruptions to the day be set up after school or on days off. If an appointment is absolutely necessary, the teacher must be informed with a written note the morning of the appointment. Parents must go to the office to sign out the child and must wait at the office for the child. In order to avoid interruption to the rest of the class, parents may not go directly to the room to get the child. If a parent authorizes someone else to pick up his/her child, the school must be notified in writing of the authorization before the child is taken from school. It is important for the child to bring a note from his/her doctor or dentist when he/she returns to school.

## Tardies

Students entering the classroom late cause interruptions to the other students and the teacher who has already begun teaching. It also affects the education and the tone of the day for the child that is late. For these reasons, we will enforce the following tardy policy. If a student is not in the room by 8:00am, they are considered tardy. Students that are tardy will need to go directly to the office to get a late slip before they are admitted back to class. If a student goes to class without getting a late slip, the student will be sent back to the office for the slip in order to be admitted to class.

**Five tardies per quarter (10 weeks) are considered excessive** and a meeting with the teacher will be required to remedy the problem. If the situation continues and the student is tardy two more times in the same quarter, **a fee of \$25 will be added to your tuition** and a meeting with the principal or vice principal will be necessary and the student will be placed on contract.

## Truancy

An absence from school without an acceptable excuse is considered truancy. In the event that the school suspects that a student is truant the school will contact the parent or guardian. If the issue continues the Principal shall contact the authorities to report the truancy problem.

## Contracts for Absences and Tardies

Students with excessive tardies will need documentation, or with excessive absences will need a doctor's note to explain the reason for missing classes. Without such documentation, the student will be placed on contract and a plan will be set in place to remedy the situation. Being on contract will result in loss of extracurricular programs, potential summer school to make up days, and/or no promotion for next grade level.

## Make-Up Work Policy for Absences and Tardies

Policies and procedures for make-up work will be determined by each teacher and will be given out at Back to School Night with all other classroom policies and procedures. It is the responsibility of the student to study and complete all work by the deadline determined by each teacher.



7:30am Gates open

7:45am Students Line-up on the yard

7:50am Monday Gospel and Morning Assembly

8:00am Daily Instruction Begins

2:50pm TK-2nd Grade Dismissal

3:00pm 3rd-8th Grade Dismissal

### **RECESS/BREAKFAST SCHEDULE**

9:35am-9:55am TK-2nd grade

10:00am-10:20am 3rd-5th Grade

10:25am-10:45am 6th-8th Grade

### **LUNCH SCHEDULE**

11:40am-12:40pm TK-2nd Grade

12:00pm-1:00pm 3rd-5th Grade

12:25pm-1:25pm 6th-8th Grade

### **FRIDAY SCHEDULE**

7:30am Gates open

7:45am Students Line-up on the yard

8:30am Mass

9:30am-9:50am RECESS/BREAKFAST TK-8th Grade

11:50am TK-2nd Grade Lunch

12:10am 3rd-8th Grade Lunch

12:20pm TK-2nd Grade Dismissal

12:30pm 3rd-8th Grade Dismissal











**Section-2-08**

**School Map**















## **Section-2-09**

### **School website and social media**

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. failure to comply may result in removal of student from school.

## **Section-2-14**

### **Dress/Uniform Code**

**No skinny jeans, No grey Jeans, No colored shoes**

