

St. Monica – St. Michael School Family Handbook

2025-2026



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Principal: Robert Michael Alford, M.Ed.

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Parent-Student Handbook

Sign-off Form

Please **sign and return** this form to your child's teacher by: **Friday, September 5, 2025**
Thank you!

The St. Monica – St. Michael School Parent-Student Handbook contains important information about the policies and procedures of the school.

Please carefully read this handbook and review all the information with your child/children.

After reading and reviewing this handbook, please sign below and return this form to school. Your signature indicates you and your child/children's adherence to, and support of the policies and procedures set forth in this handbook.

Please note that St. Monica – St. Michael School reserves the right to change policies and procedures when deemed necessary. Families will be notified of any changes in policies and procedures outlined in this handbook.

Student(s) Name: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____

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Mission Statements

St. Monica – St. Michael School's mission is to nurture students with spiritual, intellectual, and physical growth. We share an active appreciation for learning and a love and respect for God, self, and others. Our Catholic school is where faith, friendship, and knowledge grow!

Approved by the School Board on August 31, 2010 (Modified to reflect our name change on February 24, 2015)

As part of the educational mission of the Catholic Church, our schools exist to instill faith values in our students and to create a desire to make a positive difference in the world. In addition to quality academic programs, opportunities are provided for the school community to grow in their relationship with God, the Church, self and others.

Diocese of Burlington

St. Monica – St. Michael School is proud to be accredited by the New England Association of Schools and Colleges (NEASC).



St. Monica – St. Michael School's Pre-K program for 3-4-5 year old children is a Vermont licensed 4-STAR Program.



Contacting the School

If you have any questions, please call or email us

Rachel Kuban Administrative Assistant (802)-476-5015 office@stmonica-stmichael.org

The St. Monica – St. Michael School is able to serve our students and families because of a team effort from many people. Volunteers and fundraising efforts are crucial to our continued efforts to keep our school vibrant, academically challenging and financially solvent. The actual cost of education per child for 2024-2025 rounded is \$9,500. Volunteer work helps to keep tuition at affordable rates. Each family is asked to commit to 20 hours of volunteer work per school year. Hours must be submitted to the office. Quarterly reports of completed hours will be sent home to families. Volunteer hours include fundraising, maintenance work (painting/cleaning), PTO projects such as popcorn, pizza day, driving for field trips, volunteering in classrooms. The online VIRTUS course must be completed and to volunteer in a classroom, one must also be fingerprinted with a background check, paid by the volunteer if working with students alone. Paperwork for the process can be found with Miss Haley in the office, please email, call or visit the office if needed.

The St. Monica-St. Michael School Advisory Board includes:

Voting Members

Steve Simpson, *chair*

Andrew Marineau

Paul Hutchins

Greg Fuller

Hope Smith

Angela Moody

Eric Smith

Non-voting members:

Father Patrick Forman - Pastor, St. Monica

Robert Michael Alford - School Principal

Liz Ehlers - Financial Manager

The board holds regularly scheduled meetings on the fourth Tuesday of each month at 6:30 p.m. They encourage St. Monica – St. Michael parents and members of the St. Monica and St. Augustine parishes to come to school board meetings to participate in the discussions related to our students' and our school's future. The board needs strong advocates. Please speak with the Pastor, Principal or Members if you are able to serve on the board. By-laws require appointment by the Pastor, Father Forman.

St. Monica – St. Michael School Faculty & Staff

2025-2026

Father Pat Forman	Pastor of St. Monica Church
Father Luan Tran	Pastor of St. Monica Church
Robert Michael Alford, M.Ed., M.SpEd	Principal
Liz Ehlers, B.A.	Financial Manager

Pre-K Team

Amanda Putney, A.A.	Angels' Lead Teacher
Erica Saxton, B.A.	Saints' Lead Teacher
Angela Perkins	Pre K Assistant
Pricilla Mulligan	Pre K Assistant

Kay Cronin, A.A	Kindergarten
Gracie Beck, B.A.	Grade 1
Majorie Longchamp, B.A.	Grade 2
Tamera Breckenridge, M.A.	Grade 3
Theresa Turner, B.A.	Grade 4
Thersa Hoar, B.A.	Grade 5

Middle School Homerooms

Aaron Dieckerhoff, B.A.S.	Grade 6- Social Studies
Maiko D'Amico MA. TESOL	Grades 7- ELA
Jon Sines, M.Ed.	Grades 8- Math/Science

Special Content Teachers

Chris Meyer	P.E.
Sandra Poczobut, M.M.Ed.	Music
Adam Therrian, B.A.	Art
Jeannie Graves	Library
Abigail Beach	Religion
Sherrol Potvin, B.A.	Interventionist
Rachel Kuban	Admin. Assistant
Haley McNally	Admin. Assistant #2

Most teachers may be reached by calling the office or through their email; please reach out to the office if this information is needed.

Emergency Forms

St. Monica – St. Michael School requires that the parent or guardian of every student complete the Annual Health/Information form. This is to ensure that in the case of an emergency, the school has accurate information for each student. This information enables school personnel to notify parents as quickly as possible in the event of an emergency. **Please notify the office if there are any changes to your emergency information during the school year.**

EMERGENCY INFORMATION

Each child is required to have on file the following information:

1. Names of parents/guardians
2. Complete and up-to-date addresses (mailing and physical)
3. Home and parents' work phone numbers
4. Emergency phone numbers of relatives and friends
5. Name and phone number of child's doctor
6. List of any known allergies
7. List of current medications
8. Medical alert information

School Cancellations/Delays/Emergency School Closings

In the event that school must be canceled or delayed due to inclement weather, poor road conditions or other emergency situations the announcement would be made via our Renweb Communications broadcast system and posted on WCAX as well as local radio stations. If the school must dismiss students early due to safety concerns, the information would be announced through the Renweb Communications system and Facebook. The Renweb Communications system will call parents and an email will be sent out to parents and grandparents (if in Renweb). Each family should have a plan in place for when these events occur. Since families travel from far and wide, each family must determine if the road conditions are safe enough to travel to school. The decision to delay, close or dismiss school is made no later than 6 A.M. (by phone call, email and Facebook) using all the information available with the intention of keeping children and families safe.

St. Monica – St. Michael School

Strategic Plan- 2017-2026

St. Monica- St. Michael School's Strategic Plan, along with our mission statement forms the framework for the direction and decisions to be made for the growth and improvement of St. Monica – St. Michael School. The most recent version was developed as part of our accreditation process with NEASC. The following areas are addressed with goals and strategies in our strategic plan.

Catholic Identity

At its foundation, St. Monica – St. Michael School is a Catholic school, offering its students a variety of prayer and community service experiences “that provides opportunities for students to grow in their relationship with God, the Church, self and others”.

Marketing and Enrollment

We need to develop and implement a comprehensive marketing plan focused on short and long-term sustainability to build a strong image for St. Monica – St. Michael School within the Central Vermont community and beyond.

Academic Excellence

Academic excellence and continued program enhancement will attract families to St. Monica – St. Michael School. St. Monica – St. Michael School will ensure a top quality educational experience for the students.

Finances and School Funding

Increase enrollment and expand outside sources of income in order to reduce the number of in-house fundraising efforts and the demands on our schools' families. Broaden financial income sources.

Facilities

Apply yearly for Diocesan Safety Grant to upgrade safety features such as telephone system, locks, heating system, window shades, etc. Budget for preventive maintenance.

School Day Information

Arrival and Dismissal

For the safety of our students, vehicles should enter the school grounds via the West Street entrance and proceed to their designated drop-off area. Vehicles must exit via the Summer Street exit. Students should **NOT** be dropped off on the street. St. Monica – St. Michael School does not provide transportation to/from school.

Arrival

K - 8th grade students arrive between 7:40 - 8:00 am. Pre-K students only can be dropped off starting at 7:30 until 8:00 am. Pre- K - 3rd students will be dropped off at the carport entrance. Pre-K students should be escorted by a parent/guardian to their classroom. Grades 4 - 8 will be dropped off at the front door.

Late Arrivals

Students arriving after **8:10 a.m.** are considered tardy (late). An email, phone call or parent stopping in the office to provide an excuse for the tardiness is requested. All tardy children will be let in through the front door and are to stop in the office. Parents must wait in their car until their child is admitted into the school building before driving away.

Early Dismissal

If it is necessary for a student to leave before the end of the day, a note should be sent with the child that morning or a phone call/email made to the main office, giving the classroom teacher and office notice of the early departure. When you arrive to pick up your child, parents should ring the office door bell to the right of the front doors to let the office be aware of arrival, then wait outside. The office will call the classroom to have the student come to the office and someone will escort your child out and have the parent sign the dismissal form. **All students must be signed out and dismissed from the office.** Please plan enough time for your child to gather their personal belongings and get to the office.

Your child's safety is our first concern. If someone other than the parent is picking up a student, we need to have permission directly from the parent and may ask for identification if office staff does not recognize the individual who is picking up your child.

Please note early releases of more than an hour are considered a partial day's absence and are used in the attendance count. We ask that, whenever possible, doctor and dentist appointments be made for after school hours.

Dismissal

Dismissal will be at 2:50 for PreK and siblings and at 3:00pm for grades K-8. Pre-K-3 will be dismissed from the carport and grades 4-8 will be dismissed from the front of the school. All students will be escorted by the teachers to the designated door and

dismissed to their parent or authorized adult. If attending the After School Program, or After School Enrichment students will be transitioned into that program by their teachers.

Children will be escorted out of the building and dismissed to walk to the parent car. Cars should move forward as others leave to keep a steady flow for dismissal. We are hoping this system will be an efficient and safe way to dismiss children to cars. Please remember, there is **NO PARKING** in the drop-off/pick-up lane as this is a huge safety issue with moving vehicles.

Students must know how they are getting home before the school day begins. All arrangements for after school activities should be made prior to the start of the school day. Parents should plan on picking students up at that time. PK- 2nd grade students remaining after 3:00 pm will be sent to ASP at the ASP fee, students 3rd grade and up will be sent to After School Enrichment. Parents will be billed for this charge. St. Monica – St. Michael will not release a child to any adult that is not listed as an emergency contact without authorization from the custodial parent and unless we personally know the individual, we will ask for identification.

Transportation Changes

If your student's after school transportation changes, parents must notify the office either by a note or a call to the office. A pass will then be written for the student. If we do not receive a note or call regarding a change from a parent, the student will be dismissed according to their usual routines.

Parking at Arrival and Dismissal

If you need to park during arrival or dismissal times, parking is in the church parking lot closest to Summer Street. The left side of the carport lot is also available to Pre-K-2 families in the morning and Pre-K-4 families in the afternoon. Do not park on the right side of the carport lot.

Please be aware that once a student is dismissed to the responsible adult, the school and/or its staff shall not be held liable for any incidents and/or injuries that occur while the student is under the supervision of the parent.

****Do not block/park on the pavement next to the dirt parking lot. This is not SMSM property.**

Attendance Policy

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Whether the choice is public, private, or home-schooling, it is the obligation of every parent or guardian to ensure that every child under his or her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.

St. Monica - St. Michael School provides an instructional calendar totaling 175 days. Excused and unexcused absences of 10 days or more in a marking period, may result in affecting a student's grades on their report cards. A total of 10 days of unexcused absences in a school year, may endanger promotion to the next grade.

All school work missed by both excused and unexcused absences need to be made up and completed at the teacher's direction.

Students are expected to attend school on a regular basis, unless there is a cause for an excused absence, as defined below.

Students are also expected to arrive to school no earlier than:

PreK classes is 7:30 am

Kindergarten through Grade 8 is 7:40 am

*Students may not loiter on school property before or after school hours

-Classifications of Absences-

Excused Absences / Tardy are defined as:

- Temporary illness or injury. (Parent note, email or phone call everyday the child is out)
- A doctor's note must be provided to the school if a child has been out sick for 3 or more days of school
- Extended period due to physical, mental, or emotional disability (Medical note if 3 or more from doctor's office required to return)
- Attending any school-sponsored activity
- Death in Family (Parent note)
- Religious Holiday (Parent note)
- Court Appearance (Note from Court)
- Family Emergency Approval by School Administrator

- Absences by those who are in the custody of court or law enforcement authorities
- Absences determined by school administration to be excusable, such as doctor's appointments or appointments with outside agencies

Tardiness

Tardiness is defined as the late arrival of a student after 8:10 am which is the scheduled time the school day begins. Tardy students are required to report to the office and obtain a tardy slip before entering their homeroom class or the class they would be attending at that time of day. Teachers are instructed to accept tardy students into their class only with a tardy slip from the office. After 10 tardies a conference will be scheduled with the principal to discuss plans that can be made to ensure the student arrives at school on time.

Students checked out early for doctor's appointments, sports events, and practices, etc. are responsible for all class work or tests missed after the student has been checked out.

Being on time to school is very important as when students are tardy it will sometimes mean the student has missed new learning and put the child behind the other students in the class.

An Unexcused Absence/Tardy may include but not limited to:

- Woke up late
- Non-emergency situations
- Family vacations
- No notification from parent/guardian on tardiness or absence

***Parents or guardians must notify the school office by 8:30am when their child will not be in school via a phone call or email.**

In addition to contacting the school when your child is absent, upon return to school a child is required to present a written note to his/her homeroom teacher. The note should include the date(s) of the absence, the reason for the absence and the signature of a parent or guardian and doctor's note if out for 3 or more days sick. If a note is not delivered to school within two days of the absence, the absence will be considered unexcused.

***Phone calls and Emails to the office and/or teacher will be counted as a written note.**

Absences for a duration of 3 days or more require verification from the student's physician that the child is well enough to reenter school.

Excused absences because of doctor's appointments, outside agency appointments, or juvenile court appearances should be verified with appropriate documentation of the appointment.

P rearranged Absences

Family vacations during school time are generally discouraged. Vacations should be planned for times when school is not in session. Parents are encouraged to follow the school approved calendar for scheduled breaks. A written request for a prearranged absence should be made to the student's teacher(s) at least a week in advance, if gathering work to be done is needed. All assignments missed during absences are required to be done to completion, unless otherwise specified by a teacher.

Weather

Parents and guardians are expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather. When we make the decision to close school, or have a delayed start to the school day due to severe weather, the student will not be penalized for the duration of the closure.

School-Sponsored Activities

Absences incurred when students miss class because of participation in school field trips, musical performances, student conferences, or other school-related activities will be considered excused. Teachers and administrators will be provided with a list of students participating in such activities at least 48 hours in advance. Assignments are to be completed and turned in prior to a school sponsored trip unless otherwise specified by a teacher. **Administrators or teachers may refuse a student the right to participate if academic, behavioral and attendance expectations are not being met.**

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absence exceptions. When students accumulate 5 days or more of unexcused absences, a letter may be sent to the parents and guardians notifying them of the school's concern. If after a further period of time, there is no significant improvement in the student's attendance, or the student's attendance continues to accrue in unexcused absences to a total of 10 days, the parents or guardians will receive another notification in writing noting that the student's report card grades may

be affected by the absences, the administrator may also request a meeting with the parents/guardians to discuss the amount of in-person instructional time and the effect this may be having on a student's grades or possible promotion to the next grade.

Vacations

St. Monica – St. Michael School recognizes the importance of vacation time. Vacations are a regular part of the school calendar. We request that you honor these times and schedule your family vacations during these scheduled breaks. Planning vacations during regular school hours provides a disruption to learning, since much learning takes place during group activities, peer interactions and group discussions. If a vacation is taken when school is in session, the office must be notified in writing. The student is responsible for making up all schoolwork when he/she returns. **Please note that teachers are not required to prepare lessons in advance to accommodate a family vacation during school hours.**

Parties

Classroom parties may be scheduled during the school year. We ask that families who wish to send in treats for a special occasion, please contact the teacher to discuss their plans. **Healthy snacks are encouraged.** Invitations to private parties, unless all class members are to be invited, may not be distributed within the school. Flowers/balloons delivered to the school will be given to students at the end of the school day.

We request that any snacks sent to school for your child's birthday be peanut/nut free. All snacks/food items should be labeled with the ingredients to avoid any possible allergic reaction.

Community Involvement

St. Monica – St. Michael School encourages parent and community involvement in our school. We have many opportunities for community members to help in the school. Volunteering opportunities include tasks inside and outside the school: subbing, assisting staff, duties, clubs and coaches. St. Monica – St. Michael School considers its parent volunteers a very special resource. Please contact the school office if you have time or skills that you can share to make our school a better place for children to learn and grow. All volunteers must sign in and out at the school's office.

Volunteers need to complete appropriate paperwork prior to volunteering in a classroom. Please contact the office to complete the paperwork. For the safety of our children, all school personnel and volunteers who work with students must complete VIRTUS. Volunteers who are working alone with children must take VIRTUS and also be fingerprinted and be cleared through a criminal background check. PLEASE NOTE: it is the responsibility of the volunteer to pay for their fingerprints to be done.

Other opportunities to be involved in the school include appointment to the School Advisory Board. The Board meets the 4th Tuesday of each month at 6:30 p.m. The school PTO is another vibrant group that welcomes new members. Please contact the school office if you are interested in joining.

Lunch and Recess (Subject to change)

Pre-K	11:20 – 11:50 Lunch (lunch in classroom) Vermont Regulations require one hour of outside time per day or in case of inclement weather ½ hour or more in large motor room (gym)
Kindergarten – Grade 2	11:37 – 12:02 Recess 12:02 – 12:27 Lunch
Grade 3 – Grade 5	11:12 – 11:37 Recess 11:37 – 12:02 Lunch
Grade 6 - Grade 8	11:12 – 11:37 Lunch 12:20 – 12:45 Recess

Visitors/Volunteers are Welcome

All visitors must enter the building through the front door. Visitors must request entrance using the “doorbell” that is located to the right of the door. Office personnel will “buzz” you into the building upon knowing who you are and why you are coming to the school. Please sign in at the office and wear a visitor's badge for identification. Please be prepared to show some form of identification if you are new to the school and the office staff does not know you.

Enrollment and Registration Information

Admission

St. Monica – St. Michael School admits children of any race, color, gender, religion, or national and ethnic origin. We are a Roman Catholic school that welcomes children from Pre-K through grade eight. Any requirements of special needs to assist the student's learning will be discussed and reviewed to determine whether St. Monica – St. Michael School has the facilities and staff to provide needed services.

Children entering Pre-Kindergarten must be three years old upon entry. Children entering kindergarten must be five years old on or before September 1st. **A request for a waiver can be presented to administration or an exception to this rule.** Ages must be verified by a birth certificate. Children applying for admissions to grades 1-8 must present a copy of their latest report card. A release of records form must be signed in order to obtain records from the previous school.

Parents/guardians have the responsibility to notify the school of any change in their student's address, phone number, or name. Any legal name change should be

accompanied by a copy of a lawyer's letter or legal court document. It is critical that we have up-to-date emergency contact information in the event the school needs to contact you quickly.

Enrollment and Transfer

Every effort will be made to make new students feel welcomed. Parents and students will receive a tour of the building. New students do not attend classes the day they register. New students generally begin attending classes the following week, allowing the school and teacher time to prepare materials for the new student. We want to ensure a successful start at St. Monica-St. Michael School. Although it may be difficult for families new to the area, St. Monica – St. Michael School requires 2 emergency contact phone numbers.

Transfer of Students

Parents should notify the office when moving their child to another school. Necessary paperwork must be completed so that your child's records can be forwarded to his/her new school. Parents may not hand carry student records to the new school.

Tuition

The projected cost of educating a child at St. Monica – St. Michael School is \$9,500.00 for 2023-2024. But, due to the support of our parishes (St. Monica of Barre and St. Augustine of Montpelier), the Diocese and the tremendous volunteer efforts of our families we are able to keep the tuition costs low. Below are the tuition rates for the current school year. Each family is asked to sign a tuition commitment form. Tuition payments may be made in full on August 1st or through FACTS (see below).

'25- '26 Tuition Rates for Kindergarten – Grade 8		
	Catholic	Christian and other Faith traditions
First Child	\$6,300	\$7,350.00
Second Child	\$4,515.00	\$5,775.00
Third Child *Any additional children after 3 are free	\$3,675.00	\$4,935.00

Registration Fee: \$250 per student, non-refundable

Parents may choose four payment options.

- One payment due August 1st (paid to the school). (\$15 fee through FACTS).
- Two payments made through FACTS due on August 5th and January 5th (\$15 fee through FACTS).
- Monthly payments (11 payments if beginning in August) paid through the FACTS tuition management program. There is a \$50.00 non-refundable administration fee to enroll in the FACTS program per school year.
- Eligible for the State of VT Child Care Financial Assistance Program (CCFAP) (preschool & afterschool program only).

Need based financial assistance is available for students in grades K-8 for those who qualify. Aid application fee is a nonrefundable \$40.00. Anyone seeking financial assistance must complete a FACTS Grant and Aid Assessment. The information will be sent to FACTS for analysis, whereby a recommendation will be made for financial aid. Be prepared to upload W-2 forms and financial documents. This information is reviewed by the St. Monica – St. Michael School Tuition Assistance Committee who will make the final determination on financial assistance. Applications are available on-line at <https://www.factstuitionaid.com/facts/gaindex>.

Any family receiving tuition assistance must pay the remaining balance due via the FACTS tuition management program.

The pre-kindergarten program is separate from our K-8 school and is governed by our child care license through the State of Vermont. This licensed 4-STAR program has its own tuition and fees in order to cover the additional staffing needs.

Pre-K – 5-day program for students who are 3 to 5 years old (by Sept. 1st).

1 child	5 days
Full Day	\$8,400

**Note: Multi – Student discount for families with children in both programs:
Discount applies for each additional child in K through 8.**

Financial assistance for the Pre-K is available through the State of VT Child Care Financial Assistance Program (CCFAP).

TUITION REFUNDS

1. Students who withdraw prior to the beginning of school will forfeit the registration fee.
2. Students who withdraw prior to the end of the first marking period will have their tuition prorated and the remainder refunded.
3. Students who withdraw prior to the end of the second marking period will be charged one half of the yearly tuition rate and the remainder will be refunded.
4. There will be no refunds after the end of the second marking period, unless unusual circumstances have caused the withdrawal.
5. Any refund exceeding the above guidelines must be approved by the pastors. Refunds will not be considered until the parent/guardian has signed an official notice of transfer or withdrawal outlining the reason(s) for the withdrawal.

Fundraising

St. Monica – St. Michael School holds several fundraising campaigns each year to support the annual budget. Since tuition covers approximately fifty percent of the actual costs, these events are necessary to keep tuition costs at a reasonable rate and to help us meet all expenses. Therefore, your participation is vital to the success of these projects and the school. The pastors and principal must approve all fundraising events before they can commence.

Required Volunteer Service Hours

To keep tuition rates reasonable, all families are asked to complete a minimum of 20 hours of volunteer service. Family members, including grandparents, may help complete hours. Many families choose to help above these hours. Every hour served is an immense help to the well-being and operation of the school.

We need volunteers for fundraising and many other things to keep our building safe and welcoming to our students and community. Service includes projects such as painting, organizing our spaces, washing walls, gardening, popping popcorn on Fridays, helping at school events, driving on field trips, etc. If you are not able to help during the school day, there are evenings and weekend events and even opportunities to provide food and items for special events. The school announces many volunteer opportunities throughout the year.

We have created a master spreadsheet to list hours of service in order to report to our auditors. After completing any service, please fill out a Family Volunteer Log and return it to the office. Hard copies of this form will be available in the school office.

You may complete as many forms throughout the year as needed. All hours will be entered on the spreadsheet and you will receive trimesterly statements of hours served. Thank you for your cooperation in returning these forms and most importantly, thank you for all of your time and efforts for our school.

Custody Concerns

St. Monica St. Michael School makes every effort to keep all parents involved in the child's education. Both parents may request outreach information sent by the school. Both parents may request parent conferences. Non-custodial parents may request report cards be sent to them. Paper notices and announcements that are sent home in backpacks are not easily available to both parents. We encourage parents to share this information.

Please be sure to provide the school with a copy of any court orders regarding limitations on custody, removal of parental educational rights, restraining orders, visitation limitations, or relief from abuse orders. St. Monica – St. Michael School has no legal jurisdiction to refuse a legal parent or guardian access to his/her child or school records **unless we have court orders on file in the office.** If a student's welfare is in question, the situation will be handled at the discretion of the school administrator or designee. Should a situation arise that becomes a disruption to the school, law enforcement will be contacted.

St. Monica – St. Michael School will not release a child to any adult that is not listed as an emergency contact without authorization from the custodial parent.

Directory information

(For Web Pages, Newsletters, Newspaper articles, and Photo Presentations)

Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed. This information is defined at St. Monica – St. Michael School as the student's name, town of residence, dates of attendance, unidentified picture, awards and participation in activities and/or sports. Parents can prevent the release of any directory information by contacting the school at 476-5015 or schedule a time to speak with Administrators.

With a signed permission slip from parent/guardian we will post unidentified photos on our social media platforms.

School Pictures

Individual school photographs are taken during the school year. Notices are sent home in advance of these photo sessions. Pictures of students are also published in the school yearbook. During the school year, teachers, staff members, volunteers, and (at times) local newspaper photographers may photograph or videotape classroom projects, special activities, or everyday events within the school. These images may be used in the school's website, brochures, press releases, newsletter, or displays as well as the school's Facebook site and Instagram account. Care is taken not to identify any students in any online posting. Classes may be identified by their teacher's name. SMSM also participates in Spring photos where students are able to bring clothes to change into (non-uniform) for photos. Sibling photos are applicable if the school is aware.

Student Expectations

SMSM Uniform Policy

This policy is a set of rules and a crucial part of St. Monica-St. Michael School's identity. It fosters a sense of unity among our students and instills a sense of pride in being a part of our community. We sincerely appreciate your cooperation in adhering to these guidelines and contributing to the school's overall positive environment.

Students in grades K-8 are required to wear the designated school uniform.
Pre-K students are encouraged, but not required, to wear SMSM's school uniform.
Uniform shorts may be worn beginning April 15 and ending on October 31 or at the principal's discretion.
Uniforms must be appropriately sized.
Uniform skirts must be long enough to touch the knees.
Uniform shorts must be at least mid-thigh length.

Shirts are required to be tucked for all 3rd through 8th grade.

Uniform Requirements:

Uniforms can be purchased at www.globalschoolwear.com with school code STMO01.

Physical Education Uniforms, sweatshirts, and more can be purchased at:
<https://shop.game-one.com/vermont/barre/st-monica---st-michael-school/smsm-all-school-spirit-wear>

Except for plaid items exclusively available through the Global Schoolwear site, you may purchase components at a store of your choice.

Grades K-8 Daily Uniform

- Shirts: Navy blue polo shirt.
- Pants/shorts: Khaki (no khaki-colored leggings or "jeggings")
- Skirts/skorts: Tommy Hilfiger Blue Plaid or Khaki
- Dresses: Navy blue
- Jumpers: Tommy Hilfiger Blue Plaid, Khaki, or Navy
- Belts: Solid color black, brown, or navy blue (grades 6-8)
- Socks/tights: navy blue, white or khaki
- Sweaters: navy blue V-necks, crew neck, fleeces or white cardigans
- Sweatshirts: navy blue Sweatshirts (with logo preferred)
- Shoes: Sneakers or dress shoes - No sandals, Crocs or flip-flops. While sneakers are acceptable, they cannot be an unacceptable color such as fluorescent.

Grades K-8 Physical Education Uniform

- Shorts: Navy blue or khaki colored, mid-thigh or longer athletic shorts, NO skin-tight spandex/bike shorts
- Pants: Navy-colored sweatpants or track pants
- Leggings/yoga pants are not allowed for grades 3-8 PE. Solid navy leggings/yoga pants may be worn by girls in grades K-2
- Shirt: Solid Navy colored t-shirt OR blue/tie-dyed school logo T-shirt, SMSM Camp T-shirt or Fun Run shirt; white school logo shirts are no longer allowed for PE
- Students may wear their PE clothes on PE days

Hair and Make-up Policy

Make-up and hair should be simplistic and natural. Hair should not be dyed, streaked or tinted. Jewelry should be limited and conservative. Girls are limited to one piercing in each ear. Boys are prohibited from wearing earrings. Any styles or items that detract from the school uniform will be considered inappropriate. Boys' hair should also be appropriate in length and not below the top of the collar on the student's shirt.

Excessively long hair or unnatural color is not acceptable.

Out of Uniform Policy and Procedure

An out-of-uniform email will be sent home when a student is not following the dress code. This notice will bring the non-compliance to your attention and ask for immediate correction.

Amended on June 26, 2025

Letters Home

Students are expected to take home school announcements so that parents can be informed of school activities and news. Parents are encouraged to ask students for any notices that have been passed out. Letters will go home by e-mail as much as possible. Please check your email for these.

Recess Expectations

Recess is an important part of a student's day. The physical break from schoolwork helps the brain process new learning. The positive social and physical development aspects of recess are valued at SMSM.

In order to promote the safety of students, there are a few recess guidelines:

- Keep hands and feet to yourself
- Use respectful language
- **Wear clothing that is appropriate for the weather. We ask that students have extra clothing in the event that they get wet while at recess**
- **Bring sunscreen if needed**
- Follow game rules
- Use all equipment in an appropriate manner (i.e. sit using slides, recess balls)
- Return all equipment to the proper places
- Always stay in supervised areas
- Follow teacher directions for entering/exiting recess
- **Any ball kicked over a neighbor's fence or into the road can only be retrieved by the staff member on duty at the end of the school day or when convenient. Students must remain on the school's playground during recess periods**

Winter Recess Expectations

- Come prepared for cold weather and the possibility of getting wet
- **Students will go outside to recess unless it is below 0 degrees**

- No throwing of snow or whitewashing of another student
- Students without boots will stay on the blacktop under the carport

Lunch Expectations

Lunch is a great time for students to “relax” and socialize. In order to make this an enjoyable time for all we expect students to follow the following rules:

- Before sitting student participate in “Bless us, O Lord” prayer
- Wait quietly and patiently for microwaves
- Three microwaves are for heating already cooked food, not for cooking. Please prepare food before sending it to school. Microwaving should only be 1 to 3 minutes
- Clean up your area and put all waste in the appropriate containers
- Use a “two-foot” voice; only loud enough for your table to hear
- Only touch your own food
- No sharing unless bought for whole class or lunchroom
- Stay seated where you first choose to sit
- Wait to be dismissed from lunch
- Any food sales or bake sales must be approved by the principal first

Lunch and Snack

Students in all grades can bring a snack for mid-morning and for the After School Program if attending. Water is available for all students. Milk is available for both morning snacks and lunch and must be ordered in advance. **Carbonated and caffeinated beverages and candy are not allowed.** All students must bring a bag lunch. Students are expected to be respectful during the lunch period. They are asked to pick up after themselves and leave the room as they found it. Brooms and dust-pan’s are available for easy pick up, grades 6-8th are expected to sanitize their tables. Misbehavior during this time could result in the loss of the privilege to eat lunch with classmates. ***Due to students with peanut and tree nut allergies, whenever possible please avoid food that contains any nuts or peanuts, peanut oils or were manufactured in a facility with peanuts or other nuts. Students are not allowed to share food/snacks.***

General School Rules

Our general school rules follows: The Bee Philosophy

Bee Like Jesus
 Bee a Friend
 Bee Kind
 Bee Respectful and Polite
 Bee Helpful

Positive School Environment - Bee Philosophy

St. Monica – St. Michael School believes in the importance of a positive school environment where social skills are reinforced throughout the day in a positive, informative and supportive way. Students and staff work together to develop the rules to be followed by all students. When the rules are not followed, students will be asked to "take a break" from the class activity. Other possible consequences are loss of privileges.

It is each student's responsibility to maintain appropriate behavior in the classroom and out. Each teacher will explain classroom rules and expectations of behavior. Inappropriate behavior such as (but not limited to) rudeness, use of vulgar language, or disruptive behavior will not be tolerated, and suitable measures will be taken to help the student assume the responsibility for his/her actions. When students fail to meet our expectations, we will view it as an opportunity for re-teaching, practice and discussion, not just punishment. The majority of St. Monica – St. Michael School students meet or exceed the school's behavioral expectations, and we want to acknowledge their positive contributions to our school community.

Students who seriously misbehave or have repeated incidents of inappropriate behavior may be asked to leave the classroom and report to the principal/or designee. If a staff member sends a student to the principal's office for disciplinary reasons, the teacher will complete a Discipline Referral Form. This form will outline the incident(s) and will serve as notification to the principal and the student's parent(s) of the inappropriate actions.

St. Monica – St. Michael School attempts to provide a safe environment for all individuals. Verbal or written threats/bullying and or harassment 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*) face detention, suspension, and/or expulsion. Any acts of aggression or serious disruption to the class/school environment will result in the student being sent to the office, whereby his/her parents will be notified. In the event of a suspension, a meeting of the parents (and student, when appropriate) with school administration must be held to discuss a plan to address these behaviors before the student may return to school.

General Expectations

Care of school property: Students are trusted with the care of school property consisting of textbooks, library books, electronic equipment, the school building and grounds, and all of its contents. Students will be held responsible for the loss or damaged books and other school property. A bill will be sent to parents for the replacement or repair cost.

Class preparation

Students are expected to come to school prepared and ready to be involved in learning. Being prepared includes being well rested and fed, dressing appropriately for all of the day's activities, and having homework completed.

Courtesy

Courtesy is an important responsibility of each student at St. Monica – St. Michael School. Courtesy is more than just being polite; it is kindness, respect and consideration of others. Courtesy toward other students, faculty, staff, parents and visitors is always expected.

Bathroom Policy

NO more than 2 students per restroom at a time. A student hall pass is needed.

Recognition for Good Behavior

It is important for students to know when they are meeting our expectations. Teachers will recognize students for a “job well done” both through classroom rewards, praise, calls home, and recognition at assemblies.

Discipline System

Our discipline system provides a continuum of support to address problem behavior. We focus our support to address the root cause of the behavior whenever possible to reduce future occurrences of the behavior. If students do not respond to initial interventions, the intensity of support increases.

St. Monica – St. Michael School teachers follow classroom behavior management systems that address most behaviors which do not meet our expectations. Classroom managed behaviors include but are not limited to class disruptions, minor cases of dishonesty, inappropriate language that is not directed at an individual or threatening to others, rude and disrespectful behavior that is not bullying or harassment, not following directions, and unsafe or rough play. Intervention and response strategies include but are not limited to verbal reminders/corrections, apology, student conference, restitution, time out, parent contact and administrative referrals for chronic behaviors.

Some infractions will result in a referral for administrative intervention. These infractions include but are not limited to fighting, profanity directed at individuals, threats to the safety of individuals or the school community, harassment, bullying, possession of a weapon or illegal substances, vandalism, and chronic classroom behaviors. Intervention and response strategies include but are not limited to parent conferences, a behavior plan, in-school or out of school suspension.

Our goal is to work with students to address the root cause of poor behavior choices. We offer students opportunities to learn about appropriate behaviors, see behaviors modeled and practice what they should do. For some students this may include an individual behavior plan where positive choices are guided and reinforced. St. Monica – St. Michael School teachers and administration are committed to communicating with

parents and working collaboratively with them to support their child's social, emotional and academic growth.

Detention (Recess, Afterschool, In-School)

Detention may be assigned to a student by a teacher, administration or the principal due to inappropriate behavior, including incomplete homework assignments, and/or disruptive or aggressive behaviors. Students will be notified as to the day detention will be scheduled. Transportation arrangements must be made by the parent/guardian. If detention is not served on the day scheduled, it must be made up on the next school day. Repeated detentions may result in suspension and/or expulsion.

Suspension/Expulsion

Suspension from school is a serious disciplinary measure that removes the student from the classroom. Repeated violations of school rules in grades K-8 can result in suspension (either in-house or out-of-school suspensions). Suspensions are assigned for such behaviors as, but not limited to, fighting, possession of illegal substances or weapons, using obscenities, being disrespectful to staff members and volunteers, and bullying.

School suspension includes ALL school-related activities and schoolwork may NOT be made up. Students who are given an in-house suspension will be required to work with a substitute teacher for the day. Later drop off and earlier pick up may be discussed before the suspension.

Following a suspension, the student and parent/guardian must meet with the principal and/or pastor to make a plan for improvement of his/her behavior.

HARASSMENT

Replacement Policy 5152

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As Catholic institutions, St.Monica - St.Michael School is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to

civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit

conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

A. "Bullying" means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time;
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

B. "Complaint" means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.

C. "Complainant" means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.

D. "Designated employee" means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school, are identified in Appendix 5152 of each school's regulations for this policy.

E. "Employee" includes any person employed directly by or retained through a contract with St. Monica-St. Michael School, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes Diocesan personnel associated with St. Monica-St. Michael School.

F. "Equity Coordinator" is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for St. Monica-St. Michael School and for coordinating the School's compliance with Title IX and

Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School's harassment policy. This role may also be assigned to Designated Employees.

G. "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent and/or so pervasive as to deny or limit the student's ability to participate in or benefit from the educational program.

2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults,

derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. “Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

1. Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (i) the goals are in keeping with the teachings of the Catholic Church;
 - (ii) are approved by the educational institution; and
 - (iii) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
2. With respect to Hazing, “Student” means any person who:
 - (i) is registered in or in attendance at an educational institution;
 - (ii) has been accepted for admission at the educational institution where the hazing incident occurs; or
 - (iii) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. “Notice” means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, and/or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.

J. “Organization” means a fraternity, sorority, athletic team, association, corporation, order,

society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. “Pledging” means any action or activity related to becoming a member of an organization.

L. “Retaliation” is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.

M. “School administrator” means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.

N. “Complaint Reporting Form” is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019

Bishop of Burlington

Regulation 5152

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

I. Reporting Complaints of Hazing, Harassment and/or Bullying

A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee who overhears or directly receives information about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct

Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.

E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921 617-289-0111 (voice)
877-521-2172 (tdd)

617-289-0150 (fax)

Email: OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

A. Upon notice of information that hazing, harassment and/or bullying may have occurred the designated employee shall:

- i. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
- ii. Promptly inform the school administrator(s) of the information;
- iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

B. Upon initiation of an investigation, the designated employee shall:

- i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. an investigation has been initiated;
 2. retaliation is prohibited;
 3. all parties have certain confidentiality rights; and
 4. they will be informed in writing of the outcome of the investigation.

C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

A. Initiation of Investigation-Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school’s investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

D. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.

E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be

demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.

G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:

- i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. the investigation has been completed;
 2. whether or not the investigation concluded that a policy violation occurred;
 3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
- ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
 2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
 3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested,

within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;

4. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.

iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

i. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences, counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

ii. School Access/Environment Considerations. The School will also take efforts to support victims' access to the School's programs, services and

activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution; harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.

iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution

methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:

- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
- ii. the age of the complainant and the accused individual,
- iii. the agreement of the complainant, and
- iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual

V. Post Investigative Reviews

Rights of Complainants

A. Request Internal Review of Initial Harassment Determinations.

A complainant or parent of a complainant if complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

B. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

- i. is dissatisfied with the final determination as to whether harassment occurred,
- or
- ii. if a final determination was made that harassment had occurred, believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

- i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
- ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd) 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

B. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the

disclosure of student records or other applicable discovery or disclosure obligations.

- i. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

B. Document Maintenance. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is

completed.

VII. Reporting to Other Agencies

A. Reports to the Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.

B. Reports to the Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.

C. Reporting Incidents to Police

- i. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
- ii. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
- iii. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.

B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.

C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;

Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;

Family Education Rights Privacy Act; 20 U.S.C. §1232g;

Public Accommodations Act, 9 V.S.A. §§4500 et seq.;

Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);

Education, 16 V.S.A. §140(a)(1);

Education, 16 V.S.A. §166(e);

Education, Bullying, 16 V.S.A. §570c;

Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;

Education, Harassment, 16 V.S.A. §570a;

Education, Harassment, 16 V.S.A. §570c;

Education, Harassment, 16 V.S.A. §570f;

Education, Hazing, 16 V.S.A. §570b;

Education, Hazing, 16 V.S.A. §570f
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Promulgated: September 12, 2019
Bishop of Burlington

APPENDIX 5152

Designated Employees

The following employees of St.Monica-St.Michael School have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Employee Name: Robert Micheal Alford
c/o
School Address: 79 Summer Street
City, State Zip: Barre, VT 05641
School Phone: 802-476-5015 Employee's Extension: 102
Employee's School Email: principal@stmonica-stmichael.org

Employee Name: Jon Sines
c/o
School Address: 79 Summer Street
City, State Zip: Barre, VT 05641
School Phone: 802-476-5015 Employee's Extension: 113
Employee's School Email: jsines@stmonica-stmichael.org

Parent's Code of Conduct

Parents are an important part of the educational support team. With this in mind, it is essential that the conduct of all parents promotes a Christian learning environment based on respect for the rights of all students, teachers and parents. We teach our students to be respectful and to follow the "Golden Rule". Therefore, each parent is asked to adhere to the following Code of Conduct: As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility and respect. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness:

- I will show respect for the teachers and any other adult in authority in front of my child at all times, regardless of what I may think of their actions or say to them in private.
- I will never lie to the pastor, the principal, or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors.
- I will go through the proper channels when I have a problem.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different individuals represented at St. Monica – St. Michael School.
- I will abide by this code of conduct while my child is enrolled at St. Monica – St. Michael School.

If you have any questions, or concerns, please follow this procedure by speaking to and following this chain of command:

- Classroom Teacher/Special Content Teacher
- Mr. Alford, Principal
- Father Pat Forman, Pastor
- David Young, Superintendent

Substitute (Guest) Teachers

Our school is fortunate enough to have people help us whenever the regular teachers are ill or attending conferences. Students are expected to behave as they would with their regular teacher. A substitute teacher is an important visitor and we want our students to leave good impressions by being polite, helpful, and considerate.

Student Cell Phone Policy

Student Cell Phone Policy - SMSM is a cell phone-free Learning Center
The SMSM policy on eliminating student cell phones on campus maintains a focus on enhancing the learning environment and mitigating potential negative impacts.

- Student cell phones are not allowed at school
- Smart Watches or other communication devices cannot be brought to school
- If students need to make an emergency phone call during the day, they should request to use the office phone in the main office
- If a parent needs to contact their child, they should call the office; the office staff will call their child to the office to speak to them
- Students will be subject to significant disciplinary action if they violate the cell phone policy
- The school and its staff are responsible for ensuring that all students follow the student cell phone policy

Important Note: Some exceptions may be made for students with medical conditions or students who walk home from school. In these cases, the phones will be kept in the school office during the instructional day. Permission from the principal must be attained first.

Questions regarding this policy should be directed to the principal.

Amended June 25, 2025

Chromebooks & Tablets

All students in grades 2-8 are assigned a chrome book to use at school. Students in Kindergarten and 1st grade are assigned a tablet to use at school. **No personal chrome books or computers may be used at school.** Students and parents sign a technology use agreement and google usage agreement.

Uniforms

Please put your child's name on each article of outside clothing (coats, hats, mittens, and boots). If your child has lost clothing, ask him/her to check in the lost and found area at school.

Uniform Policy can be found on pages 21-22.

Games, Toys, Etc.

Students must leave all personal games, toys, fidget spinners and collector cards at home. Collector cards, such as sports cards, Pokemon cards etc., and fidget spinners are not allowed in school. Hand-held games must also be kept at home. Any item that may cause a disruption to the normal school operation should be kept at home. Items being misused or causing a disruption will be confiscated, labeled, and sent to the office. Parents/guardians may be required to pick up confiscated items.

Lost and Found

All articles found at school are kept for a short time in the Lost and Found room (located in the lobby). This is where students and parents may claim personal belongings. Please clearly mark all items so that they can be promptly returned to their rightful owners. Items that are not claimed will be disposed of or reused.

Visiting Students

With few exceptions, students may not bring friends or other students to visit in the classroom or at lunchtime. If a prospective student wishes to shadow a classroom permission may be obtained through the office. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.

School and Home Communication

Communication between home and school helps support student learning. To that end, we have Trimester report cards for each student. These provide a digital record of student progress. Report Cards will be available for parents/guardians at any time on their FACTS Family Portal.

Conferences

Parent conferences will be held at parent's request and when a scheduled date and time has been set. Please inform the teacher by call or email to schedule a time that works for both parties. If looking to conference with the principal please call or email the office to schedule.

Tips for Requested Parent Conferences

- Talk with your child. See if he or she has concerns that should be discussed.

- Talk with other adults who are important in your child's life to see if they have any concerns or decide if there are any aspects of your child's academic progress that are a concern.
- Write down questions that you have so that you can get them answered at the meeting.

We also encourage email, phone or written communication between teachers and families. Our school website www.smsmschool.org also provides a wealth of information.

Renweb & Family Communications

St. Monica – St. Michael School subscribes to a computerized phone and email system called Renweb Communications. This notification system allows us to keep in contact with parents with either recorded phone messages, **email messages, text messages, report cards and announcements**. It allows us to send out information regarding important school events and school cancellations. Parents can decide which phone numbers or email addresses are used and under what circumstances they wish to be contacted by the automated system. In the event of an emergency, school closing, or other important information automated phone calls are placed to all phone numbers in our computer system. A sign-up sheet is sent home at the beginning of the school year. Parents can change their Renweb Communications status, phone numbers, or email information at any time by contacting the office.

Newsletters

School newsletters will be sent home through Renweb Communications. Non Commercial Organizations and nonprofit organizations that serve St. Monica – St. Michael School children are welcome to contribute information to the newsletter. Teachers will be regularly sending home classroom newsletters, but you may always contact them directly with questions and concerns. The principal will also send out a Mid Week Newsletter updating families on the school, fundraisers, and events.

Parent Questions and Input

In order to best support a strong academic environment and high standards of behavior, it is important that parents and the school work closely and positively together. If parents have questions or input regarding student learning, the educational program, or any classroom issue, parents should first contact the teacher. **The teacher will usually be able to clarify information and answer questions**. If questions remain, please follow up with Principal Mike Alford, at 476-5015 or principal@stmonica-stmichael.org.

Grievances

The goal of the adults at St. Monica – St. Michael School is to model for our students how we want them to behave with each other. We all try to work together, both at home and school. However, there are times when differences occur. We believe that open,

honest, caring, and respectful communication can improve relationships and understanding between everyone, but if a problem occurs, the following procedure is expected to be followed:

1. Contact the staff member with which a difference arises. The problem should be discussed and an attempt to solve the problem should be made.
2. If the classroom teacher and parent cannot solve the problem, the principal should be contacted to facilitate a solution to the problem. Often a meeting (or several depending on the need) will be held to come to agreements and to follow the progress on the solution.
3. If an agreement is not reached or the plan for resolution fails, an appointment is made to meet with the pastor. The Superintendent of Schools, David Young can be contacted as a last resort.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's education records
- The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading

If you feel that the records are in error and seek to amend the records, submit your request in writing with any information you have related to the perceived error. The administration will request a meeting to discuss the information and proposed changes. A decision will be made. If a parent disagrees with the decision, a complaint may be submitted.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes without consent. Records may be shared legally with school officials with a legitimate educational interest
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA.

A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 4512 Switzer Building, Washington, D.C. 20202-4605

Student Academics and Religious Education Program

Curriculum

All subjects taught at St. Monica – St. Michael School meet the requirements of the Diocesan School Office and the State of Vermont. The school provides an approved Diocesan curriculum in all grades, including Religion, Reading, Language Arts, Spelling, Mathematics, Science, Social Studies, and Religion. In addition to these basics, we

offer Art, Library, Music and Physical Education.

Honor Roll

Students in 3rd through 8th grade are eligible to achieve the school's Honor Roll for each trimester.

The Honor Roll Achievement is based on the 4-point grade average. A grade average of 3.5-point to 3.749 will qualify for the student Honor Roll. Those students whose grade average is between 3.75 to 4.000 will achieve the High Honor. Students who have straight A in all subjects or a 4.0 will achieve the Highest Honor **and a Principal Honor if excellent.**

The Honor roll is calculated as follows:

Grade A – 4 points

Grade B – 3 points

Grade C – 2 points

Grade D – 1 points

Grade F – 0 points

Honor Roll is the student's GPA calculated based on the average grades in the core subjects of Math, Literature, Language Mechanics, Science, Social Studies, and Religion and the average of all the grades from the special's classes (Music or band, Art and PE).

Again, grades from Music, Art, PE, and Band will be average together for one grade in specials. Then this one grade is added to grades from the core subjects and divided by 7.

For example: A student has the following grades in the Core subjects:

Math – B (3 pts)

Language Mechanics – A (4 pts)

Literature – A (4 pts)

Science – A (4 pts)

Social Studies – B (3 pts)

Religion – A (4 pts)

Total points in the Core subjects: 22 (pts)

Specials:

Music – A (4 pts)

PE – A (4 pts)

Art – A (4 pts)

Spanish – A (4 pts)

Total points in the special subjects is 12 points divided by 3 equals 3

The overall grade for specials is an A or 4 points. These 4 points are then added to the 22 pts total from the core grades for a total of 26 pts. The 26 points are divided by 7 and yields a GPA for the trimester of 3.71. The student will then receive High Honor.

Revised 8/5/2025

Religious Education

Religion is more than an academic subject at St. Monica – St. Michael School. It is the foundation upon which children grow. It sets the tone for the unique atmosphere that we have. All children attend daily religion classes and PK Saints- 8th grade participate in the weekly liturgy that is part of the school program. Religion is incorporated throughout the day in content area subjects as appropriate. The second grade is a preparation year for the sacraments of Reconciliation and Holy Eucharist. Grade six students will prepare for the sacrament of confirmation. Special parent meetings are part of the preparation for reception of these Sacraments.

Sacramental Program

For our catholic students students in Grade 2, the preparation for the sacraments of Reconciliation and Holy Eucharist and for Grade 6, Confirmation, are an important part of the Religion curriculum and parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Holy Eucharist and Confirmation are only granted to students baptized as Roman Catholics.

Homework Policy

SMSM's homework policy is an average of 30 minutes per evening per grade for grades 1 through 5th, and 30 minutes per content subject in middle school. Our middle school teachers should collaborate to ensure that homework assignments are not excessive.

One of the keys to completing homework promptly is working on it diligently each night and not putting it off until the next day. Once an assignment is missed, it is carried over to the next night and consequently builds up.

If an assignment is taking a student longer than 30 minutes, you should ask your child why it is taking longer than expected. If your child needs various accommodations due to a learning deficiency, then a conversation may need to happen with their teacher to have the time extended to complete the assignment. Students should not spend two hours or longer each night doing homework.

Lastly, one of the most important factors in students' success in completing their homework is parental involvement, which includes both encouragement and support. If you think your child has excessive homework, then don't hesitate to get in touch with your child's teacher or the principal.

Community Service

We all have a responsibility to be good stewards and to share our time, talents and treasures with others. Therefore, community service is an important part of our students' education. Each class will be involved in various community service projects throughout the year. Students will be expected to participate in these projects.

Achievement Testing

During the school year, students are given a variety of achievement tests. Star 360 assessments are local assessments used as part of our continual improvement process and to help teachers plan instruction. Assessments are used by the Roman Catholic Diocese of Burlington (Terra Nova) to ensure that we are meeting expectations. These tests are but one tool to assess and evaluate a student's performance as well as the overall curriculum of the school. The results are compared to national averages and help to drive our instruction.

Acceptable Use of Computers and Network

It is the policy of St. Monica – St. Michael School to use electronic resources to support and enrich the curriculum, taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. St. Monica – St. Michael School recognizes the importance of minimizing potential risk of exposure to inappropriate materials and to provide instruction about privacy rights, intellectual property, and copyright infringement. Access to electronic resources shall be available to students who agree to act in a considerate and responsible manner. Violations may result in disciplinary action. Students will be held accountable for any misuse of electronic resources. Any school property including chrome books, computers, tablets or other technology that is damaged by a student(s), whether intentionally or unintentionally will be the financial responsibility of the involved student(s) and their families. Students and parents will be required to read and sign an acceptable use policy of technology.

Academic Honesty

Academic Integrity matters at St. Monica – St. Michael School. Personal integrity, honesty and respect for others are central to our Catholic teachings. Although our students are young, the St. Monica – St. Michael School staff works to help them understand what it takes to be academically honest. We help them avoid the following:

- Cheating - provided or receiving unauthorized assistance in any schoolwork or test. (Examples: copying from another student, using cheat sheets or technology to cheat)
- Plagiarism - presenting someone else's words, ideas, or graphics as your own without giving credit to the original author (Example: Copying and pasting from a website without giving credit, following the original sources too closely).
- Falsification - forging signatures on school related documents
- Complicity - allowing another student to copy academic work or working in groups without the approval from a teacher

Library

The mission of the St. Monica – St. Michael School Library is to support the curriculum of the school and the recreational reading of the students. We encourage students to

become independent learners by providing them with the tools and knowledge to effectively and critically search for information to use it accurately and creatively.

During the school year, classes visit the library once a week to check out books and Pre-K through Grade 4 classes come weekly for literature enrichment and information skills instruction. Students may also check out books at other times with teacher permission. Students will be held responsible for materials that they borrow. Students must return overdue books before additional books may be checked out. When a book is lost or damaged beyond repair, the student is asked to reimburse the library so that the item can be replaced, or a similar one can be purchased. If a "lost" book is found within one year, any money collected will be returned to the student. A book that is damaged beyond repair becomes the student's property once it is paid for.

Academy of Music

All students in grade 4-8 will be in band. According to the Diocesan guidelines all students grade 6-8 need 90 minutes of music per week. Students Grade 5-8 will have a band on Tuesdays (Middle School Band). This will be part of the music grade as well as music class later in the week. Grade 4 students will have their band on Wednesdays (Beginner Band). It is important to have beginners in their own group so that they can learn at a beginner's pace.

Instruments

There are a limited number of instruments owned by the school. Students who played these instruments last year will have first choice. If renting an instrument is a hardship for your family the school will find a way to help. Any family using a school instrument will be asked to sign a "care and use" contract similar to the contracts used for chrome books. Information about instrument rentals through Ellis Music will be provided at the beginning of the year. If you already have an instrument at home that you would like your student to play, please consider having it looked at by Ellis to make sure it is in good condition. The school will provide beginners books and music for middle school as well as folders.

Grade 3 students will be learning recorders this year. The school will provide these. Grades Pre-K -2 will continue to sing and play games and use classroom instruments in order to build musical foundation skills.

Drama club may be offered on Thursday afternoons Drama Club is from 3-4:30. Drama club is for any interested student in grades 3-8. Details to interested students will be provided during the first week of school. Chorus will be offered in this time slot in the spring.

Physical Education

Physical education classes are held twice a week for K-8th grade. All students must wear sneakers for gym classes. Grades 3-8 students can wear their P.E. uniforms to school the days they have P.E.. Students in Pre-K through Grade 2 are not required to wear a gym uniform but must wear sneakers on PE day. The P.E. uniform consists of Navy shorts, sweatpants or running pants and a navy t-shirt or SMSM logo t-shirt. Navy

yoga pants or leggings are allowed for girls grade K-2, and may be worn under navy shorts for girls grades 3-8. **All K-8 students must wear an official school uniform (not PE uniform) on Mass days (Wednesdays/Holy Days).**

A student who cannot participate in gym classes must have a note of explanation from a parent/guardian or physician. Students who do not participate in gym classes may not play in a school-sponsored athletic activity on the day of non-participation.

Lockers for Grades 6-8

Lockers are the property of St. Monica – St. Michael School. St. Monica – St. Michael School reserves the right to inspect lockers within the building at any time. It is a student privilege to use lockers. Misuse of lockers will result in disciplinary action. It is the responsibility of the student to keep their locker clean.

FACT Family Portal

FACTS Family Experience

One Login for FACTS Family Portal and FACTS Payment Plans

As our school continues through the year, we're excited to share a more convenient way to access your FACTS account for both Family Portal and Payment Plans with only one sign on. You will now be able to access your payment plans and other financial information directly from FACTS Family Portal!

LOGGING IN WITH FACTS FAMILY PORTAL

1. From FACTSmgt.com, click Log In Here > For Families > Family Portal Login.
2. Type our school's District Code: **SMM-VT**
3. If you have previously logged in to Family Portal, type your Username and Password. OR If this is your first time logging in to Family Portal, click Create Account and set up your account using the email on file with the school.

ACCESSING YOUR PAYMENT PLANS AND FINANCIAL INFORMATION

1. Click the Financial tab from the left menu.
2. Click Financial Home to access the Financial Dashboard.

All financial details, payment schedule, transaction list, and balance summary for the Payment Plan and Incidental Expense balances display.

Your demographic data will now be updated through the FACTS Family Portal.

APPLYING FOR GRANT & AID

There is one exception to the single sign on experience. Families filling out Grant & Aid applications must use a separate login. To apply or review your past Grant & Aid applications:

1. From FACTSmgt.com/aid OR From FACTS Family Portal click Financial > Apply for Grant & Aid.
2. Click Sign in OR Create an Account.

Make Payments on FACTS Family Portal

FACTS Incidental Billing allows your school to create incidental charges separate from a payment plan. Invoices are emailed or mailed from FACTS Management, depending on your preferred correspondence method. You may make a payment through the Family Portal or by calling FACTS at 866.441.4637.

HOW TO MAKE A PAYMENT THROUGH FAMILY PORTAL

1. From FACTSmgt.com, click Log In Here, then click Family Portal Login and log in.
2. Select Financial from the menu to view your balance or make a payment.

MAKE A PAYMENT

Click Make a Payment to access the FACTS Financial Payment screen.

1. Click the balance you'd like to pay. Remember, past-due payments must be paid first.
2. Click Next-Payment Method.
3. Choose an existing Payment Method or Add a New Account.
4. Click Pay Now.

SET UP AUTO PAY

Click Financial Home and click Actions to Enroll in Auto Pay.

1. Choose an existing Payment Method or Add a New Account.
2. Click Enroll.

Accessing FACTS Family Portal

FACTS gives you the opportunity to get more involved in your child's academic progress and future success by using FACTS Family Portal, a private and secure portal that allows you to view academic information specific to your children, while protecting their information from others. You may view your child's grades, attendance, homework, conduct, as well as other useful school information.

How to Access FACTS Family Portal:

1. From FACTSmgt.com, click Log In Here, then click Family Portal Login.
2. Type your school's District Code.
3. Click Create Account.
4. Type your Email Address.
5. Click CREATE ACCOUNT. An email will be sent which includes a link to create your Family Portal Login. The link is active for 6 hours.
6. Click the Create your Family Portal Login link in the email.
7. Type a Username and Password.
8. Click Create Account.
9. Click Back to log in and use your new credentials to log in.

Introducing FACTS Family Portal

We're excited to announce our new school management system – FACTS SIS

(Student Information System). We're in the process of setting up FACTS Family Portal – a private and secure online platform that will allow you to see academic information specific to your children, while protecting their information from others.

All you need is an internet-capable device to view information such as:

Attendance
Daily Grades
Progress Reports
Transcripts
Lesson Plans
Discipline
Homework

Missing Assignments
School Calendar
School Announcements
Staff and School
Directory
Account Balances with
Online Payment Teacher

Email Addresses
Teacher Websites
Customized Web
Surveys and Tests Other
Useful School
Information

FACTS has created a five-minute [Family Portal Overview video](#) to introduce you to the system. Please watch it at your convenience by [clicking here](#). The password to access the video is Portal. Once we have the Family Portal up and running, we'll send you instructions for logging in and viewing information. We look forward to your participation. Together, we can improve our children's academic development and the communication between our school and your home.

Retention and Promotion

Each year classroom educators are responsible for assessing student progress and recommending students for promotion. Educators use many indicators to assess students' academic readiness to advance to the next grade. The indicators include, but are not limited to standardized testing, work samples, classroom based assessments, and teacher observation. Teachers also take into account students' social, emotional, physical and mental growth, past academic performance and behavior, motivation, and attendance when determining promotion.

As soon as a teacher develops concerns about a student's performance which may result in a recommendation of retention or acceleration of a student, the teacher will discuss the concerns with the student's parents and refer the student to the Educational Support Team. The team will design support plans for the student to maximize their learning for the remainder of the school year. The team will explore remediation and enrichment opportunities to address student needs. For elementary school students, the final decision regarding retention or acceleration is made at the end of the school year by the principal after consultation with parents/guardians, classroom teacher and other professional staff. There must be evidence that retention or acceleration will be beneficial to the student socially, emotionally and academically. If retention or acceleration is to occur, a plan for the subsequent year will be developed. This plan will include input from parents/guardians.

Graduation Policy

Promotion to Grade 9 is dependent upon a student receiving average passing grades in all of the core subjects: math, science, English, literature, social studies and religion. Participation in the graduation ceremony and any activity connected with graduation is also dependent upon a student receiving a passing average grade in all core subject areas.

School Safety

The main entrance is the only door which allows visitor access to the building. When visiting, all parents and visitors must sign in at the St. Monica – St. Michael School office upon entering the building and wear a visitor's badge. Visitors should also sign out when leaving the school. When students are outside for recess, a teacher carries a two-way radio for instant communication with the office if needed. In addition, all classroom phones have the ability to internally call the office or page the entire school if needed. Staff have been trained in ALICE and a Crisis Plan, as required, is in place for any emergency that may arrive. Fire Drills and lockdowns are practiced following a monthly state required schedule. The school is also protected by a camera system and keyless entry system.

Student Safety is our first concern. Families can help us by following a few simple guidelines.

- Notify us by 8:30 a.m. if your child is not going to be in school
- Stop at the front desk to sign in and get a visitor's badge if you are visiting any area of the school or grounds
- Keep your home, work, and emergency numbers current
- **Use extreme caution when driving in our parking lot or in the surrounding area**
- Provide the office with court documentation if there are any legal restrictions against a spouse or family member having contact with your child

- Notify the office if you want someone other than a parent or guardian to pick up your child from school
- If your student will be attending the After School Program or After School Enrichment, the office needs to be notified as soon as possible
- Use only the school's primary entrance
- Students are not to leave the classroom without a hall pass (bathrooms, errand, etc.)

Students are not allowed to access certain areas within the building unless accompanied by an adult. This includes the kitchen, storage areas, boiler room, custodial closets, or any other area not specifically designated for student use.

Emergency Drills

Student Safety is our first concern. To this effect we practice several types of drills each year. When an alarm sounds or directions are given over the intercom, students will follow the directions of their teachers or supervising adults. We practice the following types of drills:

Fire/Evacuation, Evacuation to the B.O.R. Parking Lot, Option Based Drill (ALICE)

Drills are held at the discretion of the administration, as required by state statute and while they can be inconvenient, they ensure the safety of all our children. State statute directs that drills are performed throughout the school year, so there will be times that we practice our evacuation drills in the winter. Directions for the drills are posted in each room. These drills may include the evacuation to an alternative location. It is expected that all students are silent during these drills and act in a manner that does not affect the safety and well-being of self and/or others. We are required to give 24 hour notice of a drill practice.

If parents or other visitors are in the building during one of these drills, they must follow the same procedures as the students.

School Relocation Evacuation Plan

At St. Monica- St. Michael School the safety of our students, staff, and community is our top priority. To ensure that everyone is prepared in the event of an emergency that requires an evacuation, we are reaching out to provide you with detailed information about our evacuation protocols and where you can reunite with your child safely.

Evacuation & Relocation Procedures:

In the event of an emergency that requires the school to be evacuated, all students and staff will follow our established safety protocols. These include:

- Immediate cessation of all school activities.
- Organized evacuation led by teachers and school staff to designated safe zones (St. Monica's Church and B.O.R. Parking Lot).
- Regular headcounts and checks to ensure all students are accounted for and safe.

What Parents Should Do in Case of Evacuation or Relocation:

- Upon notification of an evacuation, please proceed to the designated pick-up point as informed in the notification.
- **For the safety and security of all students, please bring your name card with your last name largely printed on for your dashboard.**
- Follow the instructions of school staff and emergency personnel.
- Please do not attempt to call or text your child's mobile during an evacuation to avoid overloading the cellular network.

Designated Pick-Up Point, Order of Traffic, Parent Pick Up:

To facilitate a smooth and safe process of reuniting students with their families, we have designated a specific pick-up point. Please familiarize yourself with this locations:

Primary Pick-Up Point: B.O.R. Parking Lot- This will be our primary gathering point where students will be brought to in the event of an evacuation or to relocate. Please arrive at this location for pick-up if notified. All evacuations, (fire, danger,etc.), where students would need to be picked up by the parent will be at the BOR parking lot. This will ensure a safe dismissal for all as it is possible the school's parking lot would be full from departments that may need to be in or around during this time.

Order of Traffic:

Parents will be instructed by staff and possible emergency personnel on where to wait for their student. Students will be walked out per family (siblings), the parent and car that is waiting for them.

Students will be checked off a master list when picked up.

Parent Pick Up:

B.O.R. Parking Lot (Primary Location: 25 Auditorium Hill, Barre VT, Relocation)-

In the case of a relocation to the B.O.R. families should drive to the B.O.R parking lot. Cars will be expected to line the outer parking lot, x3 cars wide, with space inbetween to allow doors to open. The line will start towards the entryway of the BOR (facing the Auditorium). The line of cars should curve around the parking lot to fit as many cars as possible. Staff will use the name tags on families' dash's to retrieve students to the correct vehicles. Running staff will be sure to check students out with the master list holder.

You are then able to exit the B.O.R. parking lot by driving to the right of the building, around the backside of the auditorium to not interrupt traffic picking students up. There may be personal helping to point out directions.

Staying Informed:

We will use Renweb's Parent Alert Systems as well as sending email notifications to keep you informed during an emergency. Regular updates will be sent out if applicable. Please ensure your contact information is up-to-date in our system to receive these critical updates.

We encourage you to discuss these procedures with your child, ensuring they understand the importance of following directions from their teachers and school staff during an evacuation.

Thank you for your cooperation and support in maintaining a safe environment for our students. If you have any questions or need further clarification, please do not hesitate to contact the school office or principal through email or phone.

Child Abuse and Neglect

All school employees are mandated by law to report to a local child protective agency any known or suspected child abuse or neglect. Parents or guardians who wish to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child may contact the Principal or Parish Priest or self-file a report with a local child protective agency.

Food Allergies

Food allergies must be taken seriously as they may be life-threatening or even fatal. Several of our students do have food allergies including tree nuts (***Almond, Beechnut, Brazil nut, Bush nut, Butternut, Cashew, Chestnut, Filbert, Ginkgo nut, Hazelnut, Hickory nut, Lichee nut, Macadamia nut, Nangai nut, Pecan, Pine nut, Pistachio, Shea nut, Walnut***) and **peanuts**. Please do not bring any food containing these products into school whenever possible, and please read all food labels every time you pack a snack and/or lunch for your child.

Some things to remember

- The only way to avoid a reaction is to avoid the offending food.
- Any food sent in to share with students should be pre-packaged and contain an ingredient label. Please give these items to your child's teacher for distribution.

Please instruct your child to not share food or food wrappers with other classmates unless a teacher gives approval to do so.

Because of these food allergies, we have designated "peanut-aware/nut-free" zones within the school. This includes our After School Program.

Tables in our cafeteria are washed with a sanitizer solution daily, and there are designed peanut-free/nut-free tables. However, if your child has a food allergy, it is recommended that you send in a clean place mat each day with your child's lunch. The placemat will be used to further protect against any possible residue from a peanut or nut product from another student.

Poor Road Conditions

If road conditions are poor in your area, use your discretion when bringing children to school. Remember to call the office if your children are to be absent.

Emergency School Closings/Early Dismissal

If weather conditions make it unsafe to travel, school will be canceled for the day. This determination is made using all available information. Families will be notified as soon as the decision is made via RenWeb communications and closings are listed on local media stations.

Should inclement weather or emergency situations develop during the school day that warrant dismissing school early, the early dismissal will be announced through the Renweb Communications broadcast system. It is vital that the office have up-to-date contact information. All families should have discussed alternative plans in the event of an emergency early dismissal.

A test of the RenWeb emergency alert system will be conducted in the fall with advance notice.

Weapons

It is the intent of St. Monica – St. Michael School to comply with The Guns Free Schools Act of 1994, and Act No. 35 of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. By law, if it is determined that a student has knowingly brought a weapon to school, he or she may be expelled for one year and be referred to the local law enforcement agency. If a

student hears about a weapon being brought to school or has suspicions that a problem may result in weapons being brought to school, s/he should tell an adult immediately. If a parent hears about a potential weapon situation, the parent should call the principal immediately. Toy weapons or models are also prohibited at school.

Police Visits

In a case of an emergency potentially affecting the safety of the school population, school officials may request the assistance of law enforcement, and may give law enforcement officers permission to interview students if necessary. No advance notification of parents or guardians is required in this circumstance.

Non-School personnel may also question students without notification of parents if such questioning is 1) part of a child abuse or neglect investigation conducted by the Department of Children and Families in accordance with Chapter 49 of Title 33 of the Vermont Statutes or 2) concerns possible criminal activity of the parent or guardian.

If school officials have not requested the assistance of law enforcement officers, there is no emergency potentially affecting the safety of the school population, and the questioning is not part of the of a child abuse or neglect investigation or an investigation of possible criminal activity by the parent or guardian, no questioning by non-school personnel of a student under the age of eighteen shall occur without the knowledge of the school administrator and the knowledge and permission of a parent or guardian who have been given the opportunity to be present at the time of the questioning.

Controlled Substances/Tobacco/Alcohol/ Marijuana /Illegal Drugs

There is NO SMOKING, vaping, use of marijuana or use of alcohol on school grounds. This includes students, staff, parents, and visitors to the school. School grounds include the playground, parking lots, and area in front of the building. Students may not bring smoking materials such as matches or lighters to school or school sponsored events.

Education at St. Monica – St. Michael School provides for not only intellectual and spiritual growth but also for emotional and physical growth. St. Monica – St. Michael School expects our students to develop a respect for life, both for their own and others. Ingestion of harmful substances, such as illegal drugs and alcohol, hinders the growth and development of the individual and is contrary to the philosophy of the school.

The use and/or possession of alcohol, tobacco or illegal substances by students on school property or at school activities is strictly forbidden. Students will be referred to

the administration for disciplinary action including suspension with possible expulsion. The facts will be reported to the appropriate law enforcement agencies. Please note: this may include “look-a-likes” such as toy guns.

Pets

St. Monica – St. Michael School follows the recommendations of the Vermont Department of Health and **does not allow animals in school or on school grounds during school hours**. Students who wish to share the excitement of a new family pet may bring in pictures. Exceptions include service dogs and law enforcement dogs.

Student Activities

Cross-Country and Basketball

At St. Monica – St. Michael School, children in grades 5-8 may have the opportunity to participate on the VPA interscholastic cross-country running (fall) and basketball (winter) teams. We always expect good sportsmanship from the coaches and players throughout the season. If a problem arises, it should be brought to the attention of the coach. The next step would be to work with the principal or athletic director.

Coaches: Ashley Morris, Greg Fuller. SMSM's Athletic Policy is provided below, students and parents are required to sign this before playing in any practices and games.

St. Monica - St. Michael School Athletic Policy

1. To represent St. Monica - St. Michael School positively in interscholastic competition.
2. To provide a program for good physical conditioning and training.
3. To develop sportsmanship, athletic skills, and techniques and promote self-discipline, personal dedication, and determination.
4. To promote and encourage students to participate in interscholastic competitions and benefit from the advantages athletic competition can provide.

Participation

A. We provide as many teams as we have players yearly. Teams may include but are not limited to **Baseball, Softball, Basketball, Cross-Country, and Cheerleading**. If we do not have enough players to create our own team(s), we do our best to make contracts with other local schools so our students may join their teams.

B. All teams are open to students who meet the following athletic requirements:

1. Per State, League, and School rules, each athlete must complete a current, yearly physical before participation.
2. In the event of serious illness or injury, athletes must gain additional medical clearance in order to resume sports.
3. Have health insurance/waiver form on file.
4. Participate in all the try-out dates the athletic department and coaches set.

5. Any athlete not physically cleared to play and physically capable of playing at the start of the season will not be added to any official rosters. Such players may serve as team managers or join as practice player once cleared (only if the coach and situation allows).

6. All athletes must be academically eligible. Academic eligibility is as follows:

a. Students must be passing all subjects in order to participate in athletics.

Students who receive any failing grades on the quarter report card will be declared ineligible until such grades are brought up to a passing level in the next interim.

b. Students may not participate in games, practice, or travel with the team while serving academic probation.

C. Participation in athletics is a privilege. As stated in the school handbook, all school rules are in effect while participating and representing the school. If an athlete is absent from school for the entire day, and the absence has been appropriately reported to the school and is considered an excused absence, he/she will be excused from practice/game without penalty. Athletes should restrict all excused and unexcused absences. Athletes who accumulate multiple missed practices/games may lose playing time, and it is up to the discretion of the coach.

Miscellaneous:

A. Sportsmanship: St. Monica - St. Michael School expects everyone in the community to conform to and demonstrate good sportsmanship and fair play during all athletic contests.

B. All school policies are in effect and will be enforced while representing St. Monica - St. Michael School at any sports event, practice, game, or team trip.

C. Being respectful of coaches, teammates, officials, and opponents is expected of all students, parents, and fans at all times! Violence towards a coach, teammate, official, or opponent will not be tolerated. There will be no foul or profane language at any time - sportsmanship is a must for all athletes. Our teams are run as a High school prep program. Allow coaches the autonomy to run the team. Playing time, plays, and schemes are a coach's decision.

D. Loyalty is a must for all athletes. This includes loyalty to players, teachers, coaches, and the school. Criticizing the performance of another teammate, a coach's decision, a referee's call, or an opponent will not be tolerated. Complaints should be addressed to the Athletic Department and/or Principal at least 24 hours after an event.

E. Any player ejected from a game for disciplinary reasons must meet with the Athletic Director and/or Principal the following day to determine possible suspension from the team activities.

F. No one should be allowed in the athletic facilities at any time without being supervised by a coach, faculty member, or authorized adult.

G. Lock up all valuables every day. St. Monica - St. Michael school and/or coaches will not be held responsible for lost or stolen items.

H. The principal and the athletic director reserve the right to use their discretion in handling any situation.

I. Team Trips- Just as the classroom is designed to provide for an educational experience, the realm of sports is also very educational. At times, athletic opportunities provide for teams to take extended team trips. The experience of travel and the opportunity to compete make these events valuable additions to the overall school experience. Student-athletes, parents, chaperones, and coaches are representatives of St. Monica - St. Michael School and, as such, carry a great deal of responsibility when teams travel. Best behavior is not only requested but mandatory. All school rules apply when teams travel, and violation of school and team rules carries disciplinary consequences.

J. St. Monica - St. Michael School relies on volunteers like yourself to keep our programs running. There are many opportunities throughout the sports seasons to get volunteer hours in; please help our teams!

K. If there is more than one team of the same age group, a student must only play with their assigned team. Swapping of teams to gain more practice/game time over other students assigned to a specific team may result in the possible suspension from either team.

L. Uniforms: Uniforms are the property of St. Monica - St. Michael School. Uniforms should be washed per tag instructions. Uniforms should be returned to the school office, labeled in a bag with students' names no longer than one week from the conclusion of the last sporting activity. A \$100 (One Hundred Dollar) charge will be sent to families if a uniform is not returned or lost.

Sports Club/ Fundraisers:

A. All athletes are expected to support the athletic department by participating in events and supporting the various fundraisers throughout the school year.

B. Parents are encouraged to help this organization, attend meetings, or help during special occasions. Any and all help is appreciated.

League Information:

We are affiliated with the Vermont Principals Association (VPA). Rules and regulations of this league can be found on their website. <https://vpaonline.org>

Fans of St. Monica - St. Michael School:

Attending an athletic contest is a privilege. We expect the utmost respect and behavior from all of our fans. Yelling at officials, coaches, opposing teams, and players will not be tolerated! A verbal warning will be issued upon a first offense. If a second offense occurs, the person will be asked to leave the premises and will not be allowed to attend another contest until he/she has met with the athletic director and principal. Be proud of our school and satisfied with the total athletic experience!

St. Monica - St. Michael School Athletic Handbook Is subject to update.

After School Activities

Adults hosting afterschool activities including Cheer Team, Chorale, Drama Club, etc., will send home information with days, times and age groups.

Field Trips

The greater community can provide learning opportunities for our students that enrich classroom instruction. Field trips may include walking the nature trails to identify trees, walking to the Aldrich Library or a visit to a museum or the State House.

Families will receive permission slips for all field trips or a general blanket walking field trip permission form. Notification of field trips will be sent home with students. For trips requiring transportation, notification and permission slips are sent home for each trip. There may be fees associated with field trips. The school field trip form must be signed by a parent/guardian and returned prior to the trip. Uniforms will be worn unless the activity requires other clothing.

Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. They are a privilege and not a right. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful extension of classroom learning. Individual teachers, in consultation with the principal, 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. Parents/guardians may request that their child not participate on a field trip, but they must make arrangements for childcare.

Parents/guardians are encouraged to participate with their children. We also appreciate having parents/guardians drive students for field trips. We require the following items if you drive: 1) copy of current driver's license, 2) copy of current vehicle registration, and 3) proof of insurance coverage for the vehicle, 4) certificate of Virtus completion, 5) Fingerprint background check (this may take over a month to clear, please inform the office if you are interested in driving ASAP). These must be completed or still valid for **each** time you drive. Should you arrive on the day of the field trip without all of the necessary documentation, you will be able to drive only your child/children. Chaperones must be at least 21 years old. Chaperones must complete the online VIRTUS training and all drivers need to be fingerprinted and record checked through the Diocesan Safe Environment Office.

Telephones

Students and their families need to make arrangements for after school activities prior to the beginning of the school day. It is difficult to have school phone lines tied up with students calling home. Students should only use the office or classroom phone in emergency situations with adult permission and supervision. If a student is ill, the office will be responsible for contacting his/her parents or guardian.

Classroom Snack Time

A time for snacks is built into each classroom's daily schedule. Please send a snack with your student each day. A healthy body requires a combination of a well-balanced diet and regular exercise to be ready for learning. Research has shown that good nutrition is directly related to school performance. St. Monica – St. Michael School encourages you to send healthy snacks with your child. Healthy snacks include fruit, cheese, crackers, pretzels, raisins, carrots, celery, and juices or water. Students should have their own water bottle that may be filled at school as needed. Students attending after school activities and/or programs should bring a separate snack for this program. Snacks are not provided through the school.

Illnesses at School

In the event of an accident on school property, specific school personnel are equipped to render first aid. Severe cases of illness or serious accidents will be brought to the immediate attention of the parent/guardian. If it is determined that emergency medical assistance is needed, the Emergency Services will be called for assistance. It is important that parents whose children have disabilities or medical issues inform the administration. Costs for medical, dental, hospital services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian.

If your child comes home and complains about an injury, please make sure to tell us immediately. We want to make every effort to ensure that a similar accident does not occur again in the future. We also want to conduct a fair investigation of an accident or discipline situation in a timely manner if necessary.

According to state guidelines students' vision and hearing may be screened and the **state requires the school to report immunizations**. Parental cooperation is essential if school health records are to be accurate. Parents and guardians are required to complete the Interval Health History form at the beginning of every school year and to be certain that they are returned to school.

Exclusion Policy

*All students should stay home if too ill to engage in school including: recess and P.E. regardless of specific symptoms. SMSM reserves the right to exclude ill students for reasons beyond the scope of the chart. Effective 3.22.22.

Stay Home If:	Return When:
Temperature of 100.4 fahrenheit or higher	Fever free without fever reducing medicine for 24 hours
Chills	Symptoms Resolved
New loss of taste or smell	Negative Covid Test
Vomiting and/or Diarrhea	24 Hours symptom free
Shortness of Breath	Symptoms Resolved
Positive Covid Test	5 Days after testing positive
Severe Emotional Distress	Resolved
Active Case of Headlice	No live lice or nits, being treated

In order for the school's personnel to administer prescription medication, the parent/guardian must comply with the following regulations:

- Written orders from a physician detailing the name of the student, drug dosage, and the time that the medication is to be given must be received by the school before the medication can be given
- Written permission from the parent/guardian of the student must be given to the school before the medication can be given.
- Medication must be brought to school by an adult in a container appropriately labeled by the pharmacy or physician. Please ask your pharmacy for a second labeled bottle to be left at school.
- No medication will be sent home with a child.
- All medication must be kept in the office in a locked closet.
- Medication permission forms may be obtained from the school or your physician's office. In the event that requirements are not met, the school will contact the child's physician prior to administering the prescription medication.
- Medical Action Plan for allergies or emergencies

Health

Student accident insurance is made available to parents for each student. Some form of insurance should cover every student. (Policy # 5172) Documentation is to be kept on file.

Student emergency information, completed by the parent/guardian (including emergency contacts other than parents), is to be kept on file at each school.

A Student Health Record Card that will include a record of all health issues and immunizations required by the State of Vermont (for all students whether or not they are Vermont residents) is to be kept on file for each child.

When a student becomes ill or is involved in an accident, the principal or his/her designee should contact the parent, guardian, or one of the persons listed on the above file if the parent cannot be reached. If none of the above can be reached, it may become necessary to seek the assistance of the local Police Department.

The principal is to notify the Board of Health when a student or teacher is sent home because of a suspected communicable disease. In case of absence due to communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been followed must be presented when the student or teacher returns to school. (See Appendix 5173.1 for a list of reportable diseases.)

SUMMARY OF VERMONT ACT 68 (16 V.S.A. § 1387 & 1388):

Among other student and school health-related legislation, Act 68 allows for the following:

- A health care professional to prescribe an epinephrine auto-injector (EPI pen) in a school's name for storage and use at the school
- Authorizes schools to maintain a stock supply of epinephrine auto-injectors
- Enables a school administrator to designate school nurses and other trained school personnel who may administer epinephrine at school to any student or other person, regardless of whether the student or person has a prescription for epinephrine.
- Qualified employees will be held harmless and immune from civil liability for administering epinephrine rescue medications in good faith and according to standard medical practices.

Asthma/Allergies/Epi-pen

Students who have asthma must have a written action plan filed in the school's office.

This plan outlines the procedures to follow in the event of an asthmatic episode and for the safety of each student. This can also be acquired by your doctor.

Students who have severe allergies requiring an epi-pen will need to leave a copy of the action plan and the epi-pen with the office.

Epi-pens will be stored in the office closet, to the right of the room.

Immunizations

.Immunization records must be kept up-to-date. If your child receives a booster, please

provide an updated copy of the immunization record to the school office. Records can also be faxed from the doctor's office to the school. Our fax number is: 802-476-0861.

Medications

Whenever possible, medication should be given at home. **Students should not carry any medication (including prescription, over-the-counter, homeopathic supplements)- to school.** Parents have the option of coming to school and personally giving medication to their children.

Head Lice Protocol

1. If a student is found to have a live infestation of head lice and or nits, the parent/guardian will be notified via phone. The child will remain in their classroom and participate as normal until picked up.
 - a. Both phone and written notifications will include information explaining that the student is not permitted to return to school until he/she has used a lice shampoo treatment.
 - b. A child may return to school following the treatment and has had the hair combed free of nits.
 2. It is ultimately the parent/guardian's responsibility to manage head lice by checking for live lice daily for 14 days following the first treatment and to comb any remaining nits out with a fine-toothed comb. The child should complete the follow-up lice shampoo treatment in 7-10 days from the first shampoo treatment.
 3. If a student with an active outbreak of head lice or nits has sibling (s) in the school, the sibling (s) will be checked for head lice discreetly.
 4. If a student is found to have head lice or nits, the custodian will be notified to vacuum the affected classroom(s).
 5. Stuffed animals and pillows will be removed from affected classroom(s) and bagged for 21 days.
 6. Coats, hats, scarves, and backpacks in affected classrooms will be kept separately so they are not touching one another.
- Updated 9/30/19

Concussion / Head Injury

SMSM has a protocol for head injuries or possible concussions. If a student has hit their head a phone call to a parent will be made immediately. If we believe the child needs to be seen by a doctor we will request an early pick up as soon as you are able to pick up.

To help families we have created a Possible Concussion Notification form and Concussion Facts Sheet for Parents to help parents / doctors with questions they may

have about the injury. Below is a copy of this form, the Concussion Facts Sheet for Parent's link is:

https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_parents.pdf

Date injury occurred: _____

Time Injury occurred: _____

Location injury occurred: _____

(Name of child) _____ may have received a concussion. We encourage you to bring your child to a physician for a diagnosis and any necessary treatment.

Common signs and symptoms for a concussion include:

- | | | |
|------------------------------------|---------------------------|--------------------------------------|
| *Memory difficulties | *Neck Pain | *Sensitive to light or noise |
| *Headaches that worsen | *Odd behavior | *Repeats the same answer or question |
| *Vomiting | *Fatigued | *Slow reactions |
| *Focus issues | *Irregular sleep patterns | *Irritability |
| *Slurred speech | *Seizures | *Less responsive than usual |
| *Weakness/numbness in arms or legs | | |

I understand that I have been provided with, and acknowledge that I have read the information contained above. I also understand that the school encourages me to take my child to a physician for a diagnosis, and that I have received a Concussion Fact Sheet for Parents.

x _____
Parent/Legal Guardian of Student

Date: _____

Accidents on School Property or at School Functions

In the event of an accident on school property, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, the student will be taken to the nearest medical facility. Costs for medical, dental, hospital services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian.

Insurance and Student Injuries

The Roman Catholic Diocese of Burlington has secured student accident insurance for all parish and Diocesan schools. This insurance coverage is secondary or excess and claims must be submitted to student's primary insurance first. For the 2023-2024 school year, this insurance is through First Agency (for Basic Insurance) and AIG (for Catastrophic Insurance).

Accidents must be reported to the school within 20 days. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 104 weeks (or two years) are considered. Benefits are determined on the basis of REASONABLE AND CUSTOMARY for the geographic location where services are performed.

Here are the actions for the school to take in the event of a student accident incident:

1. Seek appropriate medical attention for the student
2. Contact the student's parent/guardian
3. Complete the Diocesan Incident Report and submit it to the Diocesan Insurance Office (*fax and email address on the form*)
4. Complete the School-specific sections of the 1st Agency and AIG Claim Forms. Claims can be submitted online or the form can be downloaded and faxed or mailed. Claim forms can be found at <https://www.1stagency.com/k12claimforms>.
5. Once you have completed the school-specific sections of the forms, provide those to the parent/guardian to complete the balance of the forms before they submit them as instructed with appropriate documentation.
6. Direct the parent/guardian to also call both First Agency and AIG to provide the basic information on the injury so they know there may be future paperwork coming in.
 1. First Agency: 630-715-5654 Kyle McWeeney, Agent
 2. AIG: 800-551-0824

St. Monica – St. Michael School does not provide medical insurance coverage for school accidents. This means that parents/guardians are responsible for all medical bills (including ambulance expenses) if your child gets hurt during school activities.

Commitment to Non-Discrimination

St. Monica – St. Michael School recognizes its obligation to respect the legal rights of all students, parents, employees, and applicants for admission or employment. St. Monica – St. Michael will seek to comply with all applicable federal and state non-discrimination laws. The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion, and national origin, place of birth, sex, sexual orientation, gender identity, disability or age.

All personnel are employed without regard to age, race, sex, national origin, place of birth, physical or mental condition, veteran or handicap status or any other factor which may be considered discriminatory as long as they are qualified and capable of fulfilling their role, responsibilities and adherence to Church doctrine. Qualifications being equal, Catholic teachers who give evidence of an understanding of the Catholic faith and have a commitment to living that faith will receive first consideration in appointment. Teachers of other faiths may be employed if they believe in and actively support the philosophy of the school, the religious education of youth and understand and accept the place and importance of the teachings of the Roman Catholic Church in the school's mission.

The Catholic school herewith states and affirms its continuing policy of Equal Employment Opportunity to all persons without regard to race, color, religion, national origin, sex, age, ancestry, place of birth, physical or mental condition, veteran or handicap status or any other factor which may be considered discriminatory. The Catholic school is committed to the principles of equal employment opportunity.

With the exception of a commitment to support, understand and not act contrary to the teachings of the Roman Catholic Church, equal treatment and equal employment opportunity takes place in all employment practices: recruitment, hiring, training, benefits and compensation, promotion, demotion, transfer, and termination.

The school administrator and all religion teachers must be practicing Catholic in accordance with Canon 874 §1, 3°, 4° of the Code of Canon Law.

Facility Information

We continue to upgrade our facility to increase its ability to serve our students' learning needs and provide a healthy, secure and inviting place to be.

Asbestos Notification

The Asbestos Hazard Emergency Response Act (40CFR 763.93, G. *4) requires that written notice be given that St. Monica – St. Michael School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in its building. Copies of the Management Plans are available and accessible to the public at the school office at 79 Summer Street, Barre, VT.

Closing Statement

It is impossible to put in writing all possible situations, expectations or guidelines that might occur in a given school year. This document represents an overview of St. Monica-St. Michael School. *The administration reserves the right to make amendments to this fluid document. It will be our intent to notify parents of any changes or updates throughout the year.*

All of us at St. Monica – St. Michael School are excited about the school year and working with your child(ren) and your family to support successful students.

Thank you for your commitment to St. Monica – St. Michael School.