STUDENT HANDBOOK

2018 – 2019

*REVISED SEPTEMBER – 2018*
A HANDBOOK FOR
STUDENTS AND PARENTS/GUARDIANS
OF
MOUNT SAINT MICHAEL ACADEMY

2018 - 2019

Telephone Number
(718) 515-6400

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(718) 994-7729

Website
www.mountstmichael.org

THIS HANDBOOK BELONGS TO:

Name ___________________________ Homeroom ___________
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our History</td>
<td>5</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Goals of the School</td>
<td>6</td>
</tr>
<tr>
<td>Accreditation and Honors</td>
<td>6</td>
</tr>
<tr>
<td>Our Facilities</td>
<td>7</td>
</tr>
<tr>
<td>Academics and School Life</td>
<td>7</td>
</tr>
<tr>
<td>Administration</td>
<td>8</td>
</tr>
<tr>
<td>Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Excused Absence</td>
<td>8</td>
</tr>
<tr>
<td>Excessive Absences</td>
<td>9</td>
</tr>
<tr>
<td>Anticipated Absences</td>
<td>9</td>
</tr>
<tr>
<td>Academic Extracurricular Eligibility</td>
<td>10</td>
</tr>
<tr>
<td>Activities Program</td>
<td>10</td>
</tr>
<tr>
<td>Athletic Program</td>
<td>10</td>
</tr>
<tr>
<td>Diploma Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Academic Policies and Information</td>
<td>11</td>
</tr>
<tr>
<td>Grading</td>
<td>11</td>
</tr>
<tr>
<td>Specific Criteria for Retention (Grades 6-7-8)</td>
<td>12</td>
</tr>
<tr>
<td>Exemptions (Grades 9-12)</td>
<td>12</td>
</tr>
<tr>
<td>Honors</td>
<td>12</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>14</td>
</tr>
<tr>
<td>Guidance and Counseling Program</td>
<td>14</td>
</tr>
<tr>
<td>Library</td>
<td>14</td>
</tr>
<tr>
<td>Physical Education Policy</td>
<td>15</td>
</tr>
<tr>
<td>Mount Values</td>
<td>15</td>
</tr>
<tr>
<td>Discipline Policies</td>
<td>16</td>
</tr>
<tr>
<td>Introduction</td>
<td>16</td>
</tr>
<tr>
<td>Discipline Continuum</td>
<td>17</td>
</tr>
<tr>
<td>Dress Code and Appearance</td>
<td>20</td>
</tr>
<tr>
<td>Electronic Device Rule</td>
<td>23</td>
</tr>
<tr>
<td>Student Technology Use Policy</td>
<td>23</td>
</tr>
<tr>
<td>BYOD Guidelines and Policy</td>
<td>29</td>
</tr>
<tr>
<td>Internet Safety Policy</td>
<td>32</td>
</tr>
<tr>
<td>Safety</td>
<td>32</td>
</tr>
<tr>
<td>Smoking</td>
<td>33</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>33</td>
</tr>
<tr>
<td>Student Traffic</td>
<td>33</td>
</tr>
<tr>
<td>Throwing of Objects</td>
<td>34</td>
</tr>
<tr>
<td>Student Parking</td>
<td>34</td>
</tr>
<tr>
<td>Public Buses and Mount Shuttle Bus</td>
<td>34</td>
</tr>
<tr>
<td>Policy Statement</td>
<td>35</td>
</tr>
<tr>
<td>Harassment</td>
<td>37</td>
</tr>
<tr>
<td>Topic</td>
<td>Page No.</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>37</td>
</tr>
<tr>
<td>Reporting Procedures</td>
<td>38</td>
</tr>
<tr>
<td>Financial Information</td>
<td>39</td>
</tr>
<tr>
<td>The Annual Fund</td>
<td>40</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>40</td>
</tr>
<tr>
<td>Advertising</td>
<td>40</td>
</tr>
<tr>
<td>Announcements</td>
<td>40</td>
</tr>
<tr>
<td>Assemblies</td>
<td>40</td>
</tr>
<tr>
<td>Athletic Equipment</td>
<td>40</td>
</tr>
<tr>
<td>Bookstore</td>
<td>40</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>40</td>
</tr>
<tr>
<td>Cameras and Video Cameras</td>
<td>41</td>
</tr>
<tr>
<td>Care of School Property</td>
<td>41</td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>41</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>41</td>
</tr>
<tr>
<td>Emergency School Closings</td>
<td>42</td>
</tr>
<tr>
<td>Extracurricular Eligibility</td>
<td>42</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>42</td>
</tr>
<tr>
<td>Gambling Instruments</td>
<td>42</td>
</tr>
<tr>
<td>Lateness</td>
<td>43</td>
</tr>
<tr>
<td>Class to class lateness</td>
<td>43</td>
</tr>
<tr>
<td>Excessive Lateness</td>
<td>43</td>
</tr>
<tr>
<td>Lockers</td>
<td>43</td>
</tr>
<tr>
<td>Loitering</td>
<td>44</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>44</td>
</tr>
<tr>
<td>Medical/Medication</td>
<td>44</td>
</tr>
<tr>
<td>Metro Cards</td>
<td>44</td>
</tr>
<tr>
<td>Rallies</td>
<td>44</td>
</tr>
<tr>
<td>Student I.D. Cards</td>
<td>44</td>
</tr>
<tr>
<td>Telephone Messages</td>
<td>45</td>
</tr>
<tr>
<td>Textbooks</td>
<td>45</td>
</tr>
<tr>
<td>Truancy</td>
<td>45</td>
</tr>
<tr>
<td>Use of Facilities</td>
<td>45</td>
</tr>
<tr>
<td>Visitors to Campus</td>
<td>45</td>
</tr>
<tr>
<td>Working Papers</td>
<td>46</td>
</tr>
<tr>
<td>Parents</td>
<td>46</td>
</tr>
<tr>
<td>Parents’ Association</td>
<td>46</td>
</tr>
<tr>
<td>How Parents Can Assist the School</td>
<td>46</td>
</tr>
<tr>
<td>Policy of Non-Discrimination</td>
<td>46</td>
</tr>
<tr>
<td>Mount St. Michael Concussion Policy</td>
<td>47</td>
</tr>
<tr>
<td>Pesticide Use Policy</td>
<td>49</td>
</tr>
<tr>
<td>Daily Schedules</td>
<td>50</td>
</tr>
</tbody>
</table>
Our History

On September 13, 1926, on the twenty-two acres of the former Bathgate Farm, Mount Saint Michael opened its doors. Initially, there were sixty-two resident and day students in grades one to nine, with a faculty of fourteen Marist Brothers.

Three years later, what is now St. Paul’s Hall was completed making available two dormitories, a gymnasium, and other recreational facilities. As the number of students increased, plans were made for a new complex, and in September 1951 the new Memorial Building was dedicated. It gave the Mount a new gym, locker rooms, a cafeteria, a library and twenty additional classrooms. In 1965 when the school discontinued its resident program, St. Paul’s became the freshman building with twelve classrooms and a lecture hall.

Mission Statement

Mount Saint Michael Academy, in the tradition of the Roman Catholic Church and the Marist Brothers, provides a rigorous, value-centered, college preparatory education to a family and brotherhood of young men, fostering each student’s unique potential for personal excellence, and striving to help our diverse students grow in maturity as healthy, well-rounded, service oriented leaders.

Philosophy

Mount Saint Michael Academy is a mission of the Roman Catholic Church. The school is entrusted to the Marist Brothers and to those dedicated laymen and laywomen and religious of other congregations who join with the Marist Brothers in this apostolate. This mission emanates from a belief in the fundamental precepts of the Gospel and aims to proclaim and give witness to the Gospel. This mission is marked by the charism of the founder of the Marist Brothers, St. Marcellin Champagnat, namely: simplicity, family spirit, love of work, and devotion to Mary, the Mother of Jesus. Mount Saint Michael Academy seeks to cooperate with families as they strive to fulfill the responsibility given to them by the Church, specifically the Christian education of their children.

By design, Mount Saint Michael Academy is a boys’ college preparatory Catholic high school. As such, it recognizes its responsibility for the spiritual and intellectual development of its students. The educational process is enhanced by programs that provide for the students' moral, affective, social, and physical formation. Religious activities and courses of study demonstrate the dedication of Mount Saint Michael Academy to the development of the students' and faculty's relationship with God.
GOALS OF THE SCHOOL

- To offer students the opportunity to expand the range of their faith by means of knowledge and experience.

- To foster in the students ethical behavior which includes Gospel values, a spirit of service to those in need, and a sense of justice towards those oppressed.

- To instill in the students identity within the Roman Catholic Church, and to impart an appreciation and understanding of the Catholic heritage to the non-Christian and non-Catholic students in the school.

- To encourage the students to appreciate and to prize self worth and human dignity by promoting sound mental and physical health.

- To recognize students at their level of educational development and to provide them with the educational instruction and guidance that raises their intellectual expectations and assists them in formulating and pursuing new heights in awareness and knowledge.

- To enkindle an attitude of mature inquiry, intellectual curiosity, and an eagerness for lifelong learning.

- To urge students to develop their capabilities to relate to and communicate with other members of society.

- To assist the students in the cultivation of desirable social habits and respect for properly constituted authority.

- To instill a global vision in which responsibility to family, community, nation, society and the world are seen in the light of the Gospel.

ACCREDITATION AND HONORS

Mount St. Michael is accredited by the Middle States Association of Colleges and Schools. It is chartered by the Board of Regents of the University of the State of New York. The school has also been cited as an Exemplary School by the United States Department of Education Secondary Schools Recognition Program. In January 1999 the school was recognized by U.S. News and World Report as one of “America’s Outstanding High Schools.” In addition, Mount St. Michael Academy is a member of the international network of Marist Schools.
OUR FACILITIES

Today the Mount has some 800 students in grades six to twelve, a lay and religious faculty of over fifty and one of the best academic and athletic facilities in the State. The facilities include:

- An air conditioned chapel with a modern altar setting, carpeted floor, stained-glass windows, suitable for the celebration of the Eucharist and private reflection.
- Guidance Resource Center located in the Main Building
- A library housing over 13,000 volumes, and eighteen computers for accessing data on line.
- Campus Ministry Center in the Main Building.
- A spacious gymnasium, well-lit and air conditioned, with four full-length basketball courts.
- A tree lined campus with a football field and stands seating 3,000, two baseball diamonds, two softball fields, a soccer field, and a quarter-mile track.
- Four fully equipped computer rooms with over 120 workstations.

ACADEMICS AND SCHOOL LIFE

Administration

President Mr. Peter Corritori
Principal Bro. Steve Schlitte, FMS
Assistant Principal-Academics Ms. Clare Brewster
Assistant Principal-Grades 6-9 Mr. James Burke
Assistant Principal-Grades 10-12 Mr. Walter Stampfel
Finance Director Ms. Lisa Parrinelli

When visiting the school, parents should first report to the main office – Room 210. All appointments with administrators and teachers should be made in advance.
**Attendance**

Regular attendance is essential for success in school. Students will find that missed class work due to an absence can never be fully made up. It is, therefore, advised that students avoid being absent whenever possible.

Parents are expected to report the absence of students by phone – 718-515-6400- X224 between 7:30 AM and 9 AM. The reason for the absence should be given. This call should be made every day of an illness, unless an extended illness is involved.

Parents are required to send an absence form with the student when he returns to school. The form includes the reason for the absence, the date of each school day missed, and the signature of a parent/guardian.

*This form must be presented to the Main Office (Room 210) prior to first period. Failure to report to the Main Office before the first period with this note will result in detention.*

When the documentation is presented in the Main Office, the Administration will determine whether, according to State law, the absence is an excused or unexcused absence (State Education Law permits absence from school for the following reasons: sickness, death in the family, impossible traveling conditions, required court appearance and religious observance). Students are not permitted to be absent for any other reasons such as ball games, vacations, concerts, job interviews or driving examinations. The Main Office will then indicate this on the admit slip which is given to the student. The student is then to have this admit slip signed by each of his period teachers. Any student who has been absent either a half day or a full day may not participate in or attend any intra-school or extracurricular activities that same day. Half-day absences will accumulate to the yearly total.

1. **Excused Absence**

In case of an excused absence, the student will bear the total responsibility for making up all of the work missed during his absence.

2. **Excessive Absences**

A student who is absent five (5) or more days in any marking period will be required to maintain a 75% average in each subject. Students who fail to maintain a 75% average in two or more subjects will be required to attend Project Success.
Students who are absent fifteen (15) or more days for the school year or eight (8) days for a one semester course may be required to attend Summer School for any or all courses in which they do not achieve a 75% average. A student absent for more than thirty (30) days in a particular subject may be denied academic credit for that class.

**Note:** For the purposes of this policy, 2 days of lateness equal one absence.

Consequences of excessive absences may be:

a. Parents’ Conference  
b. 75% Average rule applicable  
c. Probation

3. **Anticipated Absences**

Absence caused by a family vacation or travel by parents: Mount St. Michael discourages this kind of absence and requests that parents give serious consideration to the consequences of the student’s absence. When such an absence must occur, the responsibility for completing assignments missed will rest solely with the student. It is the parents’ responsibility to inform the school of their decision to take their son(s) out of school. The procedure to follow is:

a. A note must be presented to the Assistant Principal for Academics at least one week prior to the first day of the anticipated absence. The Assistant Principal for Academics will initial the note indicating that the school has been informed of this absence.

b. The student must then present the initialed note to the Main Office. This note will be placed in the student’s file. At this time the Main Office will issue a form for the student to have signed by his teachers. Their signatures indicate that they are also aware of the anticipated absence.

c. The student will retain this form and present it to the Main Office on his return to school after the anticipated absence.

d. It should be noted that the days missed during an anticipated absence will be counted as days absent; therefore, the school rule regarding 15 days absence, as mentioned above, will be enforced.

e. College-visit forms must be obtained from the Guidance Department forty-eight (48) hours in advance of the college visit. College-visit days are considered days absent from school.

f. If a student knows he will be absent from school the next day due to an appointment (doctor, dentist, etc.), he is to bring a note from
his parent stating why he will not be in school. This note is to be brought to the Main Office the day before the expected absence. When such an absence does occur, the responsibility for completing assignments missed will rest solely with the student.

ACADEMIC EXTRA-CURRICULAR ELIGIBILITY – Grades 9-12

Any student with 2 or more failures in a given quarter will be deemed ineligible to participate in athletics and other extra-curricular activities. He will be required to participate in Project Success, a program of supervised study each afternoon from 2:35-3:30 PM. Approximately every two weeks, the student will receive a progress report for the subjects he had failed. If the student is passing those subjects, he will not be required to participate in Project Success and will become eligible to fully participate in athletics and extra-curricular activities. If he continues to fail, he will continue to participate in Project Success, rendering him ineligible to participate in activities.

ACTIVITIES PROGRAM

The following is a partial list of some of the activities offered to students at Mount St. Michael: Yearbook (The Mountaineer), Newspaper (The Tower), Student Council, National Honor Society, Spanish Club, Italian Club, Afro-Caribbean Club, Asian-American Club, Chess Club, Campus Ministry Activities, Drum Circle. Faculty advisors sponsor periodic events for different groups such as the Senior Prom, Junior Leadership Ceremony, outings and weekend trips. Since research demonstrates that students who are involved in school do better academically, parents/guardians are urged to encourage their sons to participate in extra-curricular activities.

ATHLETIC PROGRAM

Complementing the curriculum in Physical Education and Health is a well-developed program which provides for participation and competition in interscholastic sports. The program of interscholastic athletics includes cross country track, football, soccer, basketball, hockey, wrestling, bowling, indoor and outdoor track and field, golf, baseball, lacrosse, and tennis.
DIPLOMA REQUIREMENTS

Mount St. Michael Academy Regents Diploma Requirements

<table>
<thead>
<tr>
<th></th>
<th>MSMA/Regents Diploma (26 credits &amp; 5 Regents exams)</th>
<th>MSMA/Regents Diploma with Advanced Designation (26 credits &amp; 8 Regents exams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
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</tr>
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<td>MINIMUM Required</td>
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</tr>
</tbody>
</table>

New York State Board of Regents requires students to pass five (5) regents exams in order to graduate. The required exams include English, Global Studies, American History, Math, and Science.

A Regents Diploma with Advanced Designation requires a student to pass EITHER 3 Math Regents and 2 Science Regents (one of which must be Living Environment) OR 2 Math Regents and 3 Science Regents (one of which must be Living Environment) PLUS English, Global Studies and American History.

ACADEMIC POLICIES AND INFORMATION

Grading

1. Reports cards are issued four (4) times a year. In addition, progress reports are sent home at the midway point in a marking period as well as other times, if the teacher feels it is necessary.
2. The passing grade for all courses is 65 percent. Absence of fifteen (15) or more days (8 or more days for one semester) will require a grade of 75% in each subject. Every two latenesses will equal a day of absence as relates to the “15-day absence rule.” Extenuating circumstances, such as an extended illness, will be taken into consideration.

3. Classroom Dishonesty and Plagiarism – Cheating on an examination or the use of other forms of dishonesty in earning academic grades is considered to be a serious offense which calls for a failing grade on the test involved, with the quarterly or semester grade being lowered in proportion to the importance of the examination. Talking to and/or with another student, looking at another student’s paper whether copying or not, or placing a test answer paper in a position so that another student may easily see it, and/or the use of any unauthorized electronic device may subject the student to an automatic failing grade for the examination. In the case of final examinations, the student would also fail the course for the year. All such cases of dishonesty are reported to an Assistant Principal and parents will be notified.

Written reports including (but not limited to) research papers, term papers, creative writing, compositions, and essays require great care to avoid the appearance of plagiarism. It is outright dishonest to pass off another person’s words as though they are your own.

Obtaining papers through the Internet or from any other source and presenting it, in whole or in part, as a student’s own work, constitutes academic dishonesty and is considered cheating.

4. The final grade in a full year course is the combined value of the four marking periods at 90% and the final exam at 10%. Half-year courses are prorated accordingly.

6. All final course failures must be made up in Mount St. Michael Academy Summer School in order for a student to return the following year. Failure to make up failed courses results in automatic dismissal from Mount St. Michael Academy. Parents/Guardians are requested NOT to make summer travel plans until it is certain that your son is not required to attend summer school.

7. Students failing three or more courses in any year will be required to withdraw from Mount St. Michael.

8. Students who fail a Regents exam necessary for graduation (Algebra 1 Common Core, Living Environment, Global Studies, U.S. History and English Common Core) are required to attend Mt. St. Michael summer school to receive preparation for the August Regents exam.
Parents/Guardians are requested NOT to make summer travel plans until it is certain that your son is not required to attend summer school.

9. AP/Honors courses will receive a greater weight in determining a student’s overall average and class rank.

10. Seniors must pass all courses in Senior year to graduate.

**SPECIFIC CRITERIA FOR RETENTION IN GRADES 6-7-8**

1. A student may be retained in his present grade if he does not satisfactorily complete grade level requirements. The following table indicates the specific criteria for retention:

   **Grade 6:** Failures in Reading and Mathematics OR Failures in Reading or Math and failures in TWO of the following subjects: Religion, Science, Social Studies and Language Arts.

   **Grades 7 and 8:** Failures in Reading and Math OR Failures in Reading or Mathematics or Language Arts and failures in one of the following subjects: Religion, Science and Social Studies

2. The student has failed to achieve satisfactory scores on a standardized test in Reading, Mathematics and Language Arts.

   The following list indicates the cutoff points for satisfactory scores:

   Grade 6: 1 year, 3 months below grade level
   Grades 7 & 8: 1 year, 5 months below grade level.

3. The student has not demonstrated acceptable effort toward achieving academic success. The following types of behavior might indicate unacceptable effort: failure to complete school and homework assignments and projects, consistent inattention to classroom instruction, lack of preparedness for school assignments.

   Ordinarily, the teacher(s) and Principal will give serious consideration to retaining an individual student who has not demonstrated acceptable effort according to the three criteria above. However, a significant deficiency in two of the criteria may warrant consideration for retention.
N.B. Parents/Guardians of students in Grades 6, 7, 8 who are in danger of being retained will receive a letter informing them of the possibility of retention after the second marking period report card has been issued. They will also be requested to meet with the Principal and Assistant Principal to devise a plan of improvement for that student.

Although the Principal consults with the teachers, the final responsibility for retaining a student rests with the Principal. The decision to retain a student will be based upon a careful examination of the student’s performance as indicated by the three criteria listed above.

EXEMPTIONS – GRADES 9-12

Any student who achieves a 90% or better in a given subject for all four (4) marking periods will be exempt from the final exam. This does not, of course, apply to Regents exams.

HONOR ROLL CRITERIA

Dean’s List: Students must achieve a minimum 90% or higher in all subjects

First Honors: Students must achieve a minimum 85% in all subjects

Second Honors: Students must achieve an 85% average with no grade below 75%

CAMPUS MINISTRY

The goal of religious formation is to aid the student to appreciate his faith, personally and as a member of the Christian Community. In addition to daily classroom instruction, Mount St. Michael has a Campus Ministry Program, which aids students to integrate personal faith commitment with worship and service to others. Students are actively involved in organizing prayer services and liturgies as well as volunteer service. Besides daily school prayer, there are class liturgies, special liturgies, and special prayer services during the year for parents/guardians and students. Campus Ministry promotes an Encounter Program for seniors and juniors, as well as Retreats on all year levels (grades 6-10).

GUIDANCE AND COUNSELING PROGRAM

The Guidance and Counseling Program provides the following services to the students at Mount St. Michael Academy:
• Personal and academic counseling
• Administration, interpretation of standardized tests and career development
• An evening program for parents around the topics of college selection, financial aid, NCAA, and overall strategies for academic success
• A full-time college advisor to work one-on-one with seniors and parents
• The Naviance Guidance Information System to aid students and parents in the college selection and application process
• A designated Scholarship Coordinator to assist juniors with summer enrichment programs and seniors with scholarships

Each student is assigned a counselor during each school year. Periodic personal interviews are scheduled. Priority is given to students who request a meeting, or who are referred by parents, teachers or administrators. Counselors also welcome opportunities to meet parents/guardians at scheduled evening programs or by appointment.

LIBRARY

The Library is the major resource and research center of the school. Students are encouraged to make full use of the collection of books, magazines and other materials. Silence must be maintained out of respect for the rights of others. Students are to observe all the regulations posted in the Library regarding conduct and procedures. Serious misbehavior may result in the loss of library privileges.

PHYSICAL EDUCATION POLICY

All students are required to take physical education. If a student is unable to participate on a particular day for medical reasons, a doctor’s note must be presented to the instructor that day.

All new students must have a current physical examination on file by September 1st to be eligible to participate in physical education. In fact, students without this physical on file will not be allowed to attend school until this situation has been rectified.

Proper Physical Education Uniform
• Mount T-shirt or sweat shirt
• Mount gym shorts or sweat pants
• Athletic socks
• Sneakers (no rubber-soled shoes or all-purpose shoes)

Policy for Grading of Physical Education

The following shall be taken into consideration in determining grades:

1. Proper uniform
2. Class attitude and cooperation
3. Participation
4. Scores on skill tests and physical fitness tests

If a student is not prepared to participate in class, he will be charged with an unexcused absence.

MOUNT VALUES

Mount St. Michael Academy recognizes that students who are successful in school, and adults who are successful in life, not only possess excellent academic knowledge, but are “emotionally intelligent” (Goleman, 1995) as well. To maximize each student’s success, Mount St. Michael has adopted five (5) core values which are taught to the students, along with their corresponding behaviors, at the beginning of each academic year. The students are then expected to “live” these core values in their daily interactions at home and in school, and thus become “emotionally intelligent”.

Mount St. Michael’s core values are:

• Respect
• Integrity
• Perseverance
• Professional Behavior
• Accountability

It is the school’s belief that, by helping the students to live these core values, the students will become more successful in school and life.

DISCIPLINE POLICIES

INTRODUCTION

Mount St. Michael Academy is a Catholic, Christian educational community which endeavors to foster a peaceful environment where students can realize their maximum potential. Students are expected to be cooperative and respectful at all times.
The school’s discipline code is designed to promote a positive, high quality, academic and social environment where students practice self-discipline and take personal responsibility for their actions. Self-discipline and personal responsibility are essential for developing self-control, character, orderliness and efficiency; they are the qualities needed for success in life.

A basic responsibility of those who enjoy the privilege of attending the Mount is to adhere to the norms established by the faculty and administration which enable each student to learn in a peaceful and serious environment. The faculty and staff stand ready to enable students who commit infractions to change their behavior. However, students who repeatedly refuse to conform to the norms of the community established at Mount St. Michael forfeit their right to attend the school and will, therefore, be advised to withdraw or be expelled.

In no small measure, a school is judged by the behavior of its students off campus. Accordingly, all Mount students are expected to present themselves in a dignified and respectful manner at all times. Mount Saint Michael reserves the right to review any off campus behavior which detracts from the school’s standards, morals and manner, or that hinders the advancement of the school’s reputation in the community, especially while wearing the school uniform.

THE DISCIPLINE CONTINUUM

The steps in the discipline continuum below are based on the belief that students can and must conform their behavior to the standards and norms set forth by Mount St. Michael Academy. The faculty and administration recognize that the student will make some mistakes in the learning process. However, the student must take the ultimate responsibility and consequences for his choices. The following discipline continuum is designed to allow a student to develop self-discipline. It is progressive; failure to turn around poor behavior results in more serious consequences as a student progresses along the continuum.

A “three strikes” policy will be implemented for students who commit certain violations multiple times. A student who repeatedly commits the same violation after being warned and/or disciplined is guilty of insubordination and will be subject to suspension. These offenses will focus on but are not limited to dress code and grooming, cell phone and lateness violations. Other infractions may be dealt with in a similar fashion at the discretion of the Assistant Principal.

DRESS CODE AND GROOMING

First Offense – student is subject to detention
Second Offense – student is subject to multiple detentions
Third Offense – student is subject to multiple detentions, suspension from class and conference with parent
Penalties for subsequent offenses will be at the discretion of the Discipline Committee
CELL PHONE (see page 23 for additional guidelines)

First Offense – student is subject to detention. Phone is returned that day
Second Offense – student is subject to detention. Phone is returned to student
after school the following day
Third Offense – student is subject to multiple detentions, suspension from class
and conference with parent. Phone is returned to parent.

Penalties for subsequent offenses will be at the discretion of the Discipline
Committee

NOTE: Failure to immediately turn over a cell phone or other electronic
device to a teacher or staff member will result in severe disciplinary action.

LATENESS

Students will be subject to detention for lateness. A student who is late five times
in a marking period will be subject to suspension and/or a parent conference.

Penalties for subsequent offenses will be at the discretion of the Discipline
Committee

A total of three suspensions incurred during a given school year may lead to
expulsion from Mount St. Michael Academy. Certain, actions, however, outlined
in the following discipline code, may result in immediate suspension or expulsion.

A. Type One Offenses:

1. Lateness/tardiness to school or class
2. Dress Code violations
3. Failure to follow teacher directives
4. Failure to follow classroom rules and procedures
5. Any action which disrupts the educational process
6. Copying homework
7. Use of obscenities
8. Loitering in unsupervised areas of the campus
9. Disrespect shown to another student
10. Failure to present an absence note upon return to school
11. Unauthorized selling of products for students' own gain

Consequences for Type One Offenses:

Penalties may include one or more of the following:
1. Correction/reprimand/warning
2. Teacher detention
3. Grade penalties in the case of copying homework
4. Referral to the Assistant Principal for Students
5. Detention
6. Parental Contact
7. Suspension
B. Type Two Offenses:

1. Acts lacking taste, manners and acceptable decorum
2. Mishandling/misuse/destruction of another student’s/teacher’s property
3. Talking back to a staff member; walking away from a staff member
4. Verbal abuse/harassment of any kind
5. Invading another’s personal space
6. Unauthorized selling of products for student’s own gain
7. Academic dishonesty, cheating, forgery, plagiarism
8. Cutting a teacher/school detention
9. Failure to return required documents to school: health, handbook sign-off sheets, immunization records
10. Gambling of any kind
11. Disturbance/Misconduct/Disruption: pushing, shoving, horseplay, boisterous behavior/safety violations/pranks
12. Failure to comply with reasonable requests from personnel
13. Improper use of internet
14. Cyberbullying of any kind
15. Littering or throwing objects, especially in the cafeteria
16. Possession/use of electronic devices/laser pointers on school property
17. Graffiti/defacing school property in any way
18. School bus/public bus/train misconduct/parking violations
19. Unauthorized use of cell phones, pagers, CD players, ipods, or any other electronic devices during academic time: 8:15-2:25 PM (seniors: 1:41)
20. Cutting a class
21. Failure to surrender ID when asked
22. Truancy, leaving school grounds during school hours
23. Smoking
24. Possession of obscene materials either in print or electronically
25. Repeated Type One offenses

Consequences for Type Two Offenses:

Penalties may include one or more of the following:

1. School detention up to five (5) days
2. Out-of-school suspension up to five (5) days. (A five day suspension will automatically be given for fighting.)
3. Contact Parent/Guardian
4. Social suspension. Removal from teams/clubs/activities for up to five (5) school days
5. Expulsion. Any student who repeatedly refuses to conform to the norms set forth by the administration and staff at Mount St. Michael Academy forfeits his right to be a member of the Mount community.

Type Three offenses:

1. Assault or battery; or any threat of force or violence, directed at anyone
2. Arson, tampering with fire extinguishers, sprinkler system, security camera
3. Bullying, hazing, immoral acts
4. Fighting/physical aggression; actions involving physical contact where injury is inflicted or is intended to be inflicted upon another such as hitting, punching, kicking, hitting with an object, etc.
5. Gang related activity: wearing gang colors, depicting gang related activity in books, notebooks or back packs; possession of gang related paraphernalia or any behavior which glorifies gang activity
6. Harassment (verbal/physical, sexual), degrading written materials/indecent activities/gestures
7. Open, persistent insubordination or conflict with the authority of a teacher, administrator or other school personnel (such as bus drivers)
8. Pattern of chronic, serious, disruptive behavior or non-compliance with school rules
9. Tampering with, destroying or causing substantial damage to school or personal property
10. Terrorist threats or acts; including bomb threats and possession/ignition of fireworks
11. Theft/robbery/burglary/attempted theft or possession of or sale of stolen property
12. Unjustified activation of fire alarm/violation of fire drill rules and procedures
13. Use or possession of a weapon
14. Vulgarity or profanity directed at a teacher, administration or staff member
15. Disrespectful attitude displayed towards a teacher, administration or staff member
16. Use, possession or distribution of drugs/alcohol/drug paraphernalia or tobacco products

Consequences of Type Three Offenses:

Penalties may include one or more of the following:
1. Long-term detention (up to 10 days)
2. Social suspension
3. Out-of-school suspension (up to 10 days)
4. Expulsion*

*Mount St. Michael Academy reserves the right to expel immediately any student who commits a major offense. Single major offenses include, but are not limited to, fighting/assault battery that inflicts serious bodily harm to another student, extreme cases of insubordination or vulgarity/profanity directed towards an administrator, teacher, staff members; gang related activity; possession/use of a
weapon; possession/use/sale of drugs or alcohol; terrorist threats/actions; and vandalism of a serious nature.

DRESS CODE AND APPEARANCE

Effective September 2018:

All students are required to wear the Student I.D. and lanyard provided by the school. The I.D. card will be used to provide access to the buildings on campus. Failure to wear the I.D card will result in disciplinary action. Lost I.D. cards may be replaced for a cost of $5.00 in the main office.

The dress code and appearance regulations in effect at Mount St. Michael Academy are designed to teach students to present themselves in a neat and professional manner. These regulations are in effect to encourage habits of neatness, order and good taste. Essentially, they are designed to help Mount students “Dress for Success.”

Extremes in weather necessitate changes in the dress code. The following are the rules and regulations in effect:

A. From the first day of school until approximately October 15

1. All students may wear the Mount St. Michael Academy golf shirt, available in the Mount bookstore. A long sleeve shirt may never be worn under the golf shirt. If a student chooses NOT to wear a golf shirt, he must wear a white dress shirt, with a tie.
2. Tan dress pants/khakis must be worn. Jeans, jean-like pants, cargo pants, drawstring pants, pants with an outside or patch pocket or pants with a band at the ankle may not be worn. A brown or black belt must be worn.
3. Dress shoes, black or brown with an identifiable heel must be worn. Sneaker like shoes, cloth shoes, canvas shoes, denim shoes or any shoe deemed unacceptable by the administration are not acceptable. Boots are not allowed.

B. From October 15 until approximately December 15

1. All students must wear a white dress shirt and tie, with appropriate year level sweater vest or sweater. A suit jacket may be substituted for the sweater or vest.
2. Tan dress pants/khakis must be worn. Jeans, jean-like pants, cargo pants, drawstring pants, pants with an outside or patch pocket or pants with a band at the ankle may not be worn. A brown or black belt must be worn.
3. Dress shoes, black or brown with an identifiable heel must be worn. Sneaker like shoes, cloth shoes, canvas shoes, denim shoes or any shoe deemed unacceptable by the administration are not acceptable. Boots are not allowed.
deemed unacceptable by the administration are not acceptable. Boots are not allowed.

C. From approximately December 15 to March 15

1. All students must wear a white dress shirt and tie, with appropriate year level sweater vest or sweater. A suit jacket may be substituted for the sweater or vest. **During these winter months only, the Mount fleece, available in the bookstore, may be worn.**
2. Tan dress pants/khakis must be worn. Jeans, jean-like pants, cargo pants, drawstring pants, pants with an outside or patch pocket or pants with a band at the ankle may not be worn. A brown or black belt must be worn.
3. Dress shoes, black or brown with an identifiable heel must be worn. Sneaker like shoes, cloth shoes, canvas shoes, denim shoes or any shoe deemed unacceptable by the administration are not acceptable. Boots are not allowed.

D. From approximately March 15 to May 1

See letter B above.

E. From approximately May 1 to the last day of school

See letter A above.

**NOTES:**

1. Students may wear footwear other than dress shoes to and from school; however, students must change shoes prior to homeroom.
2. Hoodies and/or jackets of any type may not be worn during the school day.

F. Grooming

1. Students are to arrive at school each day cleanly shaven. Facial hair of any type is not permitted. Students who are not cleanly shaven will be subject to penalties based on the discipline continuum. Students may be asked to shave in school at the discretion of the Assistant Principal.
2. Hair is to be neat, trimmed, and well groomed at all times. Extreme and unusual hairstyles including dying, pony tails, mohawks, faux-hawks, cornrows, braiding, twists, dreads or other styles deemed unacceptable by the Administration are not permitted. Hair length must not touch the shirt collar in the back, reach below the ears or be more than 2 inches anywhere on the head. Hats, do-rags, handkerchiefs and bandanas are
not permitted inside or outside the building. Parts are limited to one line. (No designs of any type are permitted.)

3. Earrings or other pierced body parts may not be worn in school.
4. Jewelry and Body Chains - Visible jewelry, other than wristwatches and one single finger ring of a conventional size and shape, is not permitted. Chains and other body jewelry are to be worn under one’s shirt. Body chains, or earrings are never to be worn during school hours on campus.

6. Guidelines for Dress-Down Days

**Shoes:** Regular socks or sweat socks must be worn.

**Pants:** Jeans and carpenter pants are allowed. They must not be torn; pants must be clean and worn properly around the waist with a belt. NO shorts, or cut off pants; all pants must reach the top of the shoe.

**Shirts:** Professional, college or high school sports shirts are allowed. Shirts with buttons must be properly buttoned.

Students are not permitted to wear any garment with the name, picture or design of any group that is known to use vulgar, degrading or offensive language directed at a particular gender, religion, ethnic group, race or law enforcement agency or that simply uses vulgar language in general.

Students are not to wear chains outside of shirts or lanyards attached to a belt or hanging out of pants pockets.

7. Dress Code Violations

If a student is out of proper attire, a discipline referral may be filed with an Assistant Principal with appropriate detention/suspension assigned. In extreme cases, the student may be sent home immediately by an Assistant Principal. In all instances listed above, it is the expectation of Mount St. Michael that all apparel worn to and from school, as well as during the school day, is neat and clean and in keeping with the stated dress code philosophy which is listed at the beginning of this section.

*The school administration reserves the right to judge new trends as they emerge on the market to determine if they are in conformity with the dress code. The administration also reserves the right to alter the existing dress code based on student behavior and performance.*
ELECTRONIC DEVICE RULE
(See page 17 for consequences of violations of these rules)

<table>
<thead>
<tr>
<th>QUADRANGLE</th>
<th>CAFETERIA</th>
<th>LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEFORE SCHOOL DAY BEGINS AT 8:15</td>
<td>ELECTRONIC DEVICES OK</td>
<td>NO ELECTRONIC DEVICES</td>
</tr>
<tr>
<td>DURING SCHOOL DAY</td>
<td>NO ELECTRONIC DEVICES</td>
<td>NO ELECTRONIC DEVICES</td>
</tr>
<tr>
<td>AFTER SCHOOL DAY ENDS AT 2:25 (SENIORS – 1:41)</td>
<td>ELECTRONIC DEVICES OK</td>
<td>CAFETERIA CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO ELECTRONIC DEVICES</td>
</tr>
</tbody>
</table>

Note: The administration reserves the right to confiscate any cell phone for review

STUDENT TECHNOLOGY USE POLICY

STATEMENT OF EDUCATIONAL PURPOSE

The Mount Saint Michael Academy’s (School) network system has been established for a limited educational purpose. The term educational purpose is used in the context of instruction-related activities, including but not limited to classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. Recognizing the value of the Internet, the School supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner.

With that educational purpose in mind, the school emphasizes that the network system has not been established as a public access service or a public forum. The School has the right to place reasonable restrictions on the material accessed or posted through the system. A student may not use the School’s network system for commercial purposes. This means students may not offer, provide, or purchase products or services through the School’s network system.
Students are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in the use of the School’s network system. Teachers and/or other staff members will provide instruction and guidance to students regarding the appropriate use of and access to the School’s network system.

ACCESS TO ONLINE MATERIALS

- The material students access through the School’s network system should be for class assignments or for research on subjects similar to what you might study in a class or in the school library. A student is not to post non-academic messages to others within the network system.
- Use of the School’s network system for entertainment purposes (e.g., accessing social networking sites, such as Facebook, and YouTube) is not allowed.
- If a student mistakenly accesses inappropriate information, it should be immediately reported to a teacher or an administrator. This will protect the student against a claim that he has intentionally violated this policy.
- The School has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include the School installing filtering software to protect against access to inappropriate material in accordance with the Children’s Internet Protection Act (CIPA) of 2000.

  - Students will not use the School’s network system to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
  - If a student feels that the filtering software is blocking access to an appropriate site, report this to the school librarian, computer lab coordinator, teacher, or an administrator.
  - Students will not seek to bypass the filtering software by using a proxy site or some other technology, such as USB flash drives or discs.
  - The use of the School’s network system is a revocable privilege for all users.

COMMUNICATION SAFETY EXPECTATIONS

- “Personal contact information” includes full name, together with other information that would allow an individual to locate you, including your
family name, your home address or location, your work address or location, or your phone number.

- Students may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes, or with specific staff approval.
- Students will not disclose names, personal contact information, or any other private or personal information about other students. Students will not forward a message that was sent to you privately without permission of the person who sent you the message.
- Students will promptly disclose to a teacher or other school staff any message received that is inappropriate or makes one feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

UNLAWFUL, UNETHICAL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES

- **Unlawful Activities**
  - Students will not attempt to gain unauthorized access to the School’s network system, or to any other computer system, or go beyond your authorized access. This includes attempting to log in through another person’s account or to access another person’s files.
  - Students will not make deliberate attempts to disrupt the School’s network system or any other computer system or destroy data by spreading computer viruses or by any other means.
  - Students will not vandalize the School’s computer equipment by disassembling or disconnecting any computer components or peripherals.
  - Students will not engage in any conduct that modifies, harms, or destroys any computer or network hardware, such as mice, keyboards, and components that reboot computers.
  - Students will not use the School’s Internet system to engage in any other unlawful hacking activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person (including public officials).

- **Inappropriate Language and Unauthorized/Unethical Activities**
  - Restrictions against inappropriate language apply to all speech communicated through the School’s network system, including public messages, private messages, and material posted on Web pages.
  - Students will not use obscene, profane, lewd, sexually oriented, vulgar, rude, inflammatory, threatening, or disrespectful language.
• Students will not use, access, transmit, or download information that is hate-motivated, fraudulent, abusive, or racially offensive.
• Students will not knowingly or recklessly post false or defamatory information that could cause damage or a disruption to the school or any other organization or person.
• Students will not use a camera phone/tablet/iphone/or android device to record or take pictures of students or staff anywhere on campus and post on the Internet (e.g., YouTube) without the school’s permission.
• Students will not engage in personal attacks, including prejudicial or discriminatory attacks, or harass or bully another person.
• Students will not use, access, transmit, or download information that relates to or encourages the illegal use of controlled substances or other criminal conduct.
• Students will promptly disclose to a teacher or another school employee any message received from any other student that is in violation of the restrictions on inappropriate language and unauthorized activities.

- Plagiarism and Copyright Infringement

• Students will not plagiarize works that found on the Internet. Plagiarism is taking the ideas, graphics, or writings of others and presenting them as if they were original without adequate and accurate citation.
• Students will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when work is reproduced that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.
• Students will not use peer-to-peer filesharing programs, such as “BitTorrent” or “Limewire,” to download or share copyrighted movies, music, or games.

SYSTEM SECURITY AND RESOURCE LIMITS

- System Security
  • Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use the account. Under no conditions should a student provide their password to another person. Protect files and accounts by logging out of the and regularly backing up personal files.
  • Students will immediately notify a teacher or an administrator if they identify a possible security problem. However, students do not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
• Students will avoid the inadvertent spread of computer viruses by following the School virus protection procedures.
• Students will not engage in any conduct or activities that could disrupt the use of the system for others, including installing programs or files, deleting programs or files, modifying settings, changing passwords, or reconfiguring the system.

• Resource Limits

• Students will use the system only for educational and college/career exploration activities and limited, high-quality research.
• Students will not download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer.
• Students will not misuse School, or personal distribution lists or discussion groups for sending irrelevant messages.

RIGHTS AND PRIVACY LIMITS

Free Speech
The School may restrict access to materials for valid educational reasons. The School may also restrict a student’s speech for valid educational reasons.

Copyright
Students own the copyright to works that are created in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. Students and their parents or guardians must agree before your work will be posted on the School Web site. Students work will be posted with the student’s copyright notice.

Privacy Limits

• The School computer system, equipment, and the associated user accounts are the School’s property. Student do not have any right of privacy as to their usage or any information or files maintained in or on the School's network system or equipment and should
understand that there is no expectation that any communication or materials they send, access, view, or receive will be private. All student use of the Internet will be supervised and monitored. The School’s monitoring of Internet usage can reveal all activities using the School’s network system. For purposes of inspecting or investigating a student’s use of the School’s network system or the student’s files or documents maintained on the network system, the School may override any applicable passwords, codes, etc. Student accounts are erased (expunged) annually.

- Routine maintenance and monitoring of the School’s network system may lead to discovery that a student has violated this policy, the student disciplinary code, or the law.
- Parents and guardians have the right to request to see the contents of computer files at any time.

CONSEQUENCES FOR VIOLATIONS

- Inappropriate, unauthorized, unethical, and unlawful use of the School’s network system can result in termination of the student’s user privileges, liability for damages, disciplinary action (suspension/expulsion), and/or legal action in accordance with the law and School policy. Depending on the circumstances, criminal charges against a violator may be filed by the District Attorney. If a student is 18 years old, these charges become part of the student’s permanent record.
- Consequences are applied to student misconduct on-campus, in school vehicles, and at school-sponsored activities.
- Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates a hostile environment or threatens substantial disruption at school or interference with the rights of students to be secure.
- Consequences are applied to student misconduct that involves the use of the following technologies: cell/camera phones, Bluetooth devices, iPods, computers/Notebooks, pagers, or other tools. The School will comply with applicable law and will cooperate with local, state, or federal officials (FBI, DEA, ATF) in an investigation related to any unlawful activities conducted through the School’s network system.

LIMITATION OF SCHOOL LIABILITY

The School will not guarantee that the functions or services provided through the School’s network service will be without error. The School will not be responsible for any damage a student may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The School will not be responsible for the accuracy or quality of the information.
obtained through the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system. Parents/guardians can be held financially responsible for any harm that may result from a student’s intentional misuse of the system. A student may use the system only if parents/guardians have signed a disclaimer of claims for damages against the School (see STUDENT TECHNOLOGY USE POLICY USE POLICY”).

MOUNT SAINT MICHAEL ACADEMY BYOD GUIDELINES AND POLICY

Being a Digital Citizen at Mount Saint Michael Academy

We use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

Respect Yourself: I will select online names that are appropriate, and I will adhere to the Mount’s Guidelines when posting information and images online. I will not share inappropriate information or graphics with others.
Respect Others: I will not use technologies to bully or tease other people.
Respect Intellectual Property: I will suitably cite any and all use of websites, books, media, etc.
Protect Yourself: I will not publish my personal details, contact details or a schedule of my activities.
Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
Protect Intellectual Property: I will request to use the software and media others produce.

Guidelines:
Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, Student Handbook and STUDENT TECHNOLOGY USE POLICY.
Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).

Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

**Students and Parents/Guardians acknowledge that:**
The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
Students are prohibited from:
- From using any device in 4G or 3G mode.
- Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to “hacking.”
- Altering or bypassing network security policies.

Mount Saint Michael Academy is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

Printing from personal devices will not be possible at school.

Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at MSMA.

**Lost, Stolen, or Damaged Devices:**
Each user is responsible for their own device and should use it responsibly and appropriately. Mount Saint Michael Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Usage Charges:**
Mount Saint Michael Academy is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:
Users should strive to maintain appropriate bandwidth for school-related work and communications. All approved and registered users will automatically
connect to wireless network to access the internet. MSMA does not guarantee connectivity or the quality of the connection with personal devices. Mount Saint Michael Academy Technology department is not responsible for maintaining or troubleshooting student tech devices. I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Device Guide
We wish to encourage students to have devices that are adequate for school and classroom use. If considering a device to purchase we encourage you to consider a product that includes these features to ensure your son has the greatest possible access to the educational resources that will support and enhance learning. The type of device that you consider will also relate to the type of subjects that your son studies in school. Device configurations change regularly, as do prices. There are a wide range of suitable devices.

Model Considerations

Is this the student’s main, or a secondary device? Is specialist software, or alternatives, required/desired for particular courses?

A tablet will provide students with a limited learning tool and can be used as an information consumption device. Additional applications may be required to enable subject software to run.

A laptop with a full operating system provides students with a comprehensive learning tool. This provides the greatest flexibility, and will tend to have a longer usable life than a tablet or netbook.

Models change frequently and there are now a number of hybrid tablet/laptop devices.

Minimum Specifications
Wireless network capability – 802.11 g or n
Screen of 7” or larger.
An onscreen or external keyboard.
Audio-out port and ear buds or headphones.
A minimum of 4 hours of use from one battery charge.
The ability to run a full functioning web browser (eg Firefox, Chrome, Internet Explorer, Safari)
Virus protection must be installed.
Productivity software (word processing, presentation and spreadsheet tools) – there are a range of applications available including open source applications. All tablets/iPads must be insured and are the responsibility of the parent. All tablets/iPads must have a protective cover at all times. Smartphones are not suitable for classroom use.

**Basic Laptop recommendations**

12” screen or larger.
External keyboard.
Rugged hard shell or suitable protective case.

Suitable for carrying in terms of weight (the lighter the better).
A full operating system – eg Windows 7, Windows 8, MacOS .
Microsoft Office, or a package able to read and edit documents in Microsoft Office format.

Battery life – Check the battery life on the model. Five hours should be considered the bare minimum as there is limited ability for recharging batteries at school. Using a SSD (Solid state drive) can help increase battery life, but adds to the cost.

Optical Drives – these are no longer considered essential.

**Common Device Types**

These are the most common options considered, although options change frequently

**Tablets – iPad, Android and Surface RT** – Ultraportable with good battery life. Limited word processing capabilities and keyboard is usually onscreen. Applications limited to reduced features, although frequently a wide range in app stores. Backup, storage and file transfer can be challenging. Not the equivalent of a laptop. Prices range from $145 - $599

**Netbook/Laptop (10 - 15” screen)** – Suitable for the widest range of tasks that students will encounter. Additional software usually needs to be purchased, but frequently open-source applications are available. A wide range of models are available. **A 12 or 13” laptop provides a very good compromise of portability power and battery life.** Prices range from $800 - $2000
Ultrabooks – The most expensive and lightest laptops. Many of the features of ultrabooks are now included in lower end laptops such as light strong aluminum case, extended battery life, use of SSD (Solid state drives) which supplement or replace hard drives and extended battery life.

INTERNET SAFETY POLICY
FOR STUDENTS AND EMPLOYEES

INTRODUCTION The Children’s Internet Protection Act, enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children’s Internet Protection Act that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. This Internet Safety Policy applies to both students and employees. Although called the “Children’s Internet Protection Act” and requiring specific protections for minors, CIPA clearly applies to certain aspects of adult usages as well. It is the goal of this policy not only to prevent and protect, but to educate employees, students, parents and the community of Mount Saint Michael Academy in Internet safety and Digital Citizenship. The CIPA guidelines for an Internet Safety Policy have also been incorporated by Mount Saint Michael Academy into its Acceptable Use Policy. It is the objective of Mount Saint Michael Academy Internet Safety Policy to: (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) Prevent unauthorized access and other unlawful online activity; (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (“CIPA”) [Pub. L. No. 106-554 and 47 USC § 254(h)]. All limitations and penalties set forth in the Mount Saint Michael Academy Acceptable Use Policy are deemed to be incorporated into this policy. Terms used in this policy which also appear in the Children’s Internet Protection Act (CIPA) have the meanings defined in the Children’s Internet Protection Act.

Safety

1. Smoking

The Administrative Code of the City of New York prohibits the use of tobacco products on school premises. Title 17, Section 622 states: “It is unlawful for any person to use a tobacco product, including chewing tobacco, on school premises at any time.” In the interest of the best health of the entire student body, of fire prevention, and in compliance with the New York City Code, smoking is prohibited on the school campus, as well as within an approximate two (2) block area surrounding the school. The
boundaries are as follows: Edenwald Avenue, 9th Avenue (Mt. Vernon), E. 241st Street and Baychester Avenue.

2. **Fire Drills and Fire Equipment**

State law requires absolute silence from the time the fire bell sounds until students have returned to their classrooms. Students should move quickly and safely to designated areas. Students may never handle fire extinguishers unless there is an emergency.

3. **Student Traffic**

   a. **General Guideline**: Students are reminded to keep to the right when moving through corridors and stairwells. Running is not allowed because of the increased possibility of accidents.

   b. **Entering and Leaving**: Students should not use the Murdock Ave. entrance to enter or leave the Building. The Nereid Avenue door to the Memorial Building is not to be used. Students are not to enter any of the school buildings before the 8:15 AM bell, except to go to the Cafeteria, Library, Attendance Office, Finance Office, or for a teacher appointment. In the event of inclement weather, students will be directed to wait in the gym until 8:15 AM. No students may leave the school grounds before the end of the school day without permission of an Administrator.

   c. **Between Classes**: After dismissal from a class, students are to move directly to their next period and not loiter in the hallways or lavatories. Students are to be as quiet as possible and are not to shout or make any unnecessary noise as they move through the hallways. To prevent congestion, staircases are designated as follows: the stairway nearest the gym is DOWN; the middle stairway is UP; the stairway nearest the playing field may be used in either direction. Staircases are clearly marked.

4. **Throwing of Objects**

   The throwing of any objects is dangerous to others; it is never permitted on campus.

5. **Student Parking**
Under no circumstances should a student be parked on campus before 3:45 PM. Any vehicle driven by a student to school and parked off campus (even if only occasionally) must be registered with the Assistant Principal for Student Affairs. Those who park on campus after school hours do so at their own risk.

6. Public Buses and Mount Shuttle Bus Program

A. The New York City Transit Authority provides extra buses at dismissal to accommodate Mount students. Any violation of civil or school regulations on either the New York City public buses or the Mount St. Michael Shuttle will be dealt with promptly and severely. Infractions include, but are not limited to:
   a. damaging, misusing or defacing of these buses
   b. smoking
   c. use of abusive and/or profane language
   d. loud or rowdy conduct, fighting
   e. throwing projectiles of any sort
   f. any discourtesy or distractions to the driver or other passengers.

Drivers have been instructed to demand I.D. cards, or take any other action they deem necessary, which may include returning the bus to Mount St. Michael. Students and parents should be aware that the cancellation of these extra buses is a possible consequence of misbehavior. Students are to board buses only at the assigned stops.

The privilege of riding the bus can be withdrawn from any student who consistently abuses rules of safety and courtesy. There will be no refunds for the Mount St. Michael shuttle bus.

STUDENTS WHO VIOLATE ANY OF THE ABOVE SAFETY REGULATIONS ARE SUBJECT TO DISCIPLINARY ACTION, RANGING FROM DETENTION TO EXPULSION.

B. Mount St. Michael Academy offers its student body the privilege of using its fleet of school buses to get to and from school each day. The school offers this service for a yearly fee. Bus passes are issued and students must show them whenever boarding a bus.

Drivers are certified and licensed by New York State’s Department of Transportation. These drivers are considered to be a part of the staff of Mount St. Michael Academy. These drivers are in charge of their bus and students are
expected to follow all their instructions. All school rules and
dress code are in effect while the students are on the bus or
while waiting for the bus in the morning.

In the morning students should be at their bus stop at least
ten minutes ahead of the scheduled time table. Should a
bus be late in the morning, one student should call the
school and inform the Main Office. The supervisor of the
Shuttle Bus Program will see to it that the students are
picked up as soon as possible.

NO STUDENT SHOULD GO HOME because his bus does
not arrive on time. At dismissal time all buses will leave at
2:40 PM. Students do not board a bus until the driver allows
them to do so.

POLICY STATEMENT OF MOUNT SAINT MICHAEL ACADEMY

Once students have met the necessary admission requirements and have been
accepted in Mount Saint Michael Academy, the school warmly welcomes these
students for the coming school year and will strive to provide them with a solid,
Catholic, spiritual and academic education in a supportive learning environment.
Students and parents must always be mindful that attendance at Mount Saint
Michael Academy is by invitation. It is not a “right” because this is a private
school. Admission to and continued enrollment in this school include
responsibilities regarding conduct, both inside and outside the classroom and
school, and students are expected to conduct themselves in such a manner as
to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Mount
Saint Michael Academy reserves the right, and students and parents or
guardians concede to the school the right to require the withdrawal of any
student at any time, for any reason deemed sufficient in the sole discretion of
the school and its administrators. By the student’s attendance at the school, a
student and his parents or guardians acknowledge the important obligations and
restrictions contained in this handbook and agree to be bound by the terms of
this handbook.

Students attending Mount Saint Michael Academy relinquish certain rights they
might otherwise be entitled to if they were attending a public school. For
example, a student’s freedom of speech is limited in many important respects
here at our school. Speech, either written or oral, contrary to the Roman
Catholic faith, the teachings of the church or the directives of the local Bishop or
Ordinary is prohibited, as is any other speech which is contrary or disruptive to
the philosophy and purposes of our school. Another important right all students
at Mount Saint Michael surrender involves searches and seizures. School
administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any items in their desks or lockers.

Another important right that a student and his parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his parents or guardians, by their acceptance of enrollment at Mount Saint Michael Academy agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

**Harrassment**

Harassment is neither acceptable nor tolerated at Mount St. Michael Academy. Harassment is defined as offensive, intimidating, or hostile behavior, which has the intent or effect of unreasonably disrupting the school environment as a whole or
impacting specific faculty, staff, or students. This includes sexual, ethnic, and racial harassment as well as any other form of mean-spirited behavior. All accusations of harassment will be thoroughly investigated by the administration, and, where there is basis for the accusations, appropriate remedies, including expulsion, will be imposed.

1. **Sexual Harassment**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. It may be defined, as any unwanted sexually-oriented acts, which create a hostile, intimidating, or offensive environment.

Mount St. Michael Academy is committed to maintaining an academic atmosphere that is free of sexual harassment and/or violence or intimidation. **Mount Saint Michael Academy forbids any form of sexual harassment, violence, or intimidation.**

Definition: Sexual harassment consists of unwelcome sexual advancements, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Specific examples of such behavior include (but are not limited to):

- **Written Contact** – Sexually suggestive or obscene letters, notes, invitations, drawings, or computer messages.

- **Verbal Contact** – Sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about another’s body, or sexual characteristics which may be construed as embarrassing to another.

- **Physical Contact** – Any intentional pats, squeezes, touching, pinching, repeated brushing up against another’s body, assault, blocking movement, or coercing sexual contact.

- **Visual Contact** – Suggestive looks, staring at another’s body, gesturing, displaying sexually explicit or suggestive objects, pictures or magazines.
2. Reporting Procedures

(a) An oral or written report related to any form of harassment must be presented specifically to an administrator of Mount St. Michael.

(b) Mount St. Michael Academy will investigate the allegations of harassment within a forty-eight hour period of time and respond to the parties involved.

(c) A decision of whether the issue should be dealt with legally will be made after consulting with all parties involved and the Mount St. Michael Academy legal team.

(d) A report will be kept on file related to the allegations and the findings of the investigation.

FALSE CHARGES: If, after a thorough investigation, it is determined that a complaint was made with the knowledge that the facts were false, the filing individual will be subject to severe disciplinary action which may include suspension or expulsion.

FINANCIAL INFORMATION

Mount St. Michael Academy is a privately owned school, conducted by the Marist Brothers. It is not endowed, nor does it receive any financial assistance from any agency. All current and extraordinary financial obligations must be met from tuition payments of the students enrolled and donations to the Annual Fund. Prompt payment of tuition and fees is required. Tuition is kept at the minimum and a reduction of these charges is seldom possible.

Students are accepted on a full-year basis. In the event a student becomes seriously ill and cannot attend classes for a period of four consecutive weeks, a tuition reduction of one half of the monthly tuition may be allowed. This reduction is granted on a month-by-month basis and must be requested monthly in writing. In case of suspension or dismissal or in case of voluntary withdrawal, no part of the tuition or other fees, paid to the date of the withdrawal from school, will be refunded.

Students in arrears in tuition payments may be suspended from classes until such payments are made current; moreover, these students may be barred from final examinations, attendance at ceremonies and any school activities. In addition, distribution of diplomas, grades, records, transcripts, yearbooks, student rings and awards will be delayed until all financial obligations are met.

If a student withdraws from Mount St. Michael voluntarily or due to the failure policy before the opening of school in September, all advance tuition monies paid before the date of withdrawal will be refunded to the payer. Registration and Student Activities Fees will be refunded as per the schedule below. Requests for refunds must be made in writing; such requests should be addressed to the
Finance Office. If a student withdraws from school on the opening day of school or thereafter, no refund of fees and tuition will be made.

Parents and guardians are considered as agreeing to all financial regulations of the school when students are enrolled.

A fee is charged for each check returned for insufficient funds. If two checks are returned for any reason, only cash, money orders, banks checks, Visa or MasterCard will be accepted. When timely payments of financial obligations are not made, Mount Saint Michael Academy may request payment by cash, money order, bank checks, American Express, Visa or Mastercard only.

Tuition and Fees

The School Board of Mount St. Michael Academy has authorized an increase in tuition for the 2018-2019 school year. Tuition for grades 6-8 will be $5,700. Tuition for Grades 9-12 will be $8300.00. The Registration Fee and Student Activities Fee will be $600 per year for all grades. This fee is non-refundable after August 1st. In addition, there is a $390 MANDATORY fund-raising fee (game-a-thon included). This amount is offset by the sale of chance books and game-a-thon sponsorships. If for religious purposes, the selling of chance books is not permitted, the $300 is billed as tuition. Tuition will be paid through a third party agency. A tuition contract must be completed. Students who fall behind in tuition payments may be restricted from participating in certain school functions and/or suspended from school until payments are brought up to date.

THE ANNUAL FUND

Mount St. Michael’s Annual Fund provides the means by which parents, alumni, and friends can provide unrestricted operating support for Mount St. Michael Academy. Faced with a widening gap between operating costs and tuition income the Annual Fund helps to balance the budget and keep tuition affordable. Gifts to this Fund help strengthen academic programs; enhance extracurricular activities; expand services to students; and offer financial assistance and scholarships to eligible students. All families of students are encouraged to support the Annual Fund at levels in keeping with their individual financial abilities.

MISCELLANEOUS

1. Advertising
It is strictly forbidden to advertise any business, club, bar, restaurant or any commercial business in this school without the permission of the school administration.

2. **Announcements**

Announcements for the entire student body will be read during Homeroom. Faculty and students are requested to have all announcements in the Main Office by 7:45 AM. Student announcements must be signed by a faculty member. To avoid missing important information, silence should be observed while announcements are being read.

3. **Assemblies**

During the school year, numerous assemblies of the entire school community will be called, whether for athletic, academic, cultural, or religious purposes. Students are reminded that an assembly is not a rally and that proper behavior is expected.

4. **Athletic Equipment**

Students assume full responsibility for all items issued to them for the sport/team which they represent. All items will be returned to their coach in the same condition in which it was received. Students will be required to pay, in a timely manner, for any items lost or damaged through lack of care.

5. **Bookstore**

The Bookstore, located on the bottom floor of the Main Building, sells special books and supplies needed for class. The Bookstore is generally open from 7:45 – 8:20 AM and 2:25 – 2:40 PM.

6. **Cafeteria**

The cafeteria is open for breakfast before school in the morning. No food will be sold after 8:10 AM. Hot meals are available during the scheduled lunch periods. Students who wish to bring their own lunches may do so. Everyone is reminded of the need for courtesy and good manners in the cafeteria.

   A. Students share the responsibility for the cleanliness of the cafeteria, and must clean and dispose of their trash.

   B. During lunch periods students are expected to be either in the library with a pass, cafeteria or in the quadrangle. Students are not to enter the buildings until the signal is given to return to class.
C. No food or drinks may be brought out of the Cafeteria. For security reasons, sale of food or drink by students is prohibited. Ordering in or having food delivered is strictly prohibited. Items will be confiscated.

D. The cafeteria is off-limits to students during the school day with the exception of the time assigned for breakfast and lunch.

E. Students must remain in the Cafeteria until dismissed by an Administrator or his designee, or if he has a pass for a specific appointment.

7. **Cameras and Video Cameras**

Students are strictly forbidden to use cameras or video cameras or to take pictures or videos with cell phones on school property.

8. **Care of School Property**

Each student is expected to cooperate in maintaining cleanliness in the classrooms, lavatories, cafeteria, hallways and all other areas inside and outside the buildings. No student is to post any notice without the permission of an Assistant Principal. Chewing gum is not permitted in the buildings. Students are financially liable for all accidental or deliberate damage they may cause.

Graffiti or any type of defacement of school property will not be tolerated. Any student causing such damage to the school will be subject to disciplinary action.

9. **Early Dismissal**

We discourage parents from seeking early dismissals for students. Medical, dental, and business appointments should be scheduled after school hours. If there is no alternative, a written request signed by a parent, stating the time and reason for the dismissal, must be submitted to the Main Office **one day in advance**.

10. **Emergency School Closings**

If school is to be closed because of weather conditions, this information will be sent via text and email to the addresses and phone numbers on file with the school. This information will also be posted on the school website at [www.mountstmichael.org](http://www.mountstmichael.org).

11. **Extracurricular Eligibility**
Student participation in extracurricular activities is encouraged. A student’s eligibility, however, may be affected by poor academic and/or disciplinary standing. Students on disciplinary probation may be declared ineligible by an Assistant Principal.

Any student with 2 (two) or more failures in a marking period is ineligible for approximately two weeks as determined by the Assistant Principal. He must then participate in Project Success. The student may apply for a waiver of ineligibility if, after the two week period, the special progress report indicates that the student is passing all subjects. This removal of ineligibility is not automatic and all decisions are made by the administration.

12. **Fire Drills**

When the alarm sounds, the buildings must be evacuated by everyone. Students must leave their classrooms immediately, in order and in silence. In evacuating the building, the students are to follow the route of exit posted in the classrooms, or in the case of unusual circumstances, follow the directions issued by a teacher. Inappropriate behavior will result in detention and/or suspension.

13. **Gambling**

Using cards, dice, or any other kind of device that could be used for gambling is strictly prohibited on school property. Students in possession of a gambling device will be severely disciplined. Students gambling on school property in any manner will face severe disciplinary action and possible expulsion from school.

14. **Hall Passes**

No student should be in the hall without a pass.

15. **Homeroom**

Each student is assigned to a homeroom to which he reports each morning for attendance, announcements and morning prayer.

16. **Lateness**

a. **Lateness to School**

A student not in his homeroom by the final bell (8:25) is considered late for school. Students arriving between after 8:25 should report to the attendance office where he will be issued a one day
detention. Failure to report to the office will result in a second detention.

b. **Class to class lateness**

A student is late if he is not in the assigned room when the bell rings to begin any period. The teacher will fill out a discipline referral form. All tardies to class will be assessed a 1 hour detention.

17. **Lockers**

Lockers are assigned at the beginning of the school year. All students must have a school-issued black lock on their school locker at all times. A school-issued blue lock must be used for Phys. Ed class. Students may not change lockers without permission from the Assistant Principal for Students. **The school assumes no responsibility for the security of articles left in the lockers.** Students are urged not to place valuable items in lockers for safe-keeping.

*The Administration may inspect lockers and/or personal possessions of students, including book bags and cell phones, at any time.*

Students are urged to report broken lockers to an Assistant Principal. Students are responsible for the security of their belongings and should lock all items in their school or physical education locker.

Personal belongings should never be left above a locker, on the benches or floor of Locker Room, or other common areas throughout the school. Students should **NEVER** give out the combination of their locks to another person, nor should they ever go into another person’s locker or property.

18. **Loitering**

Students are not to loiter on Murdock and Nereid Avenues. Students are to enter the school property immediately upon coming to school in the morning and are to leave immediately after school.

19. **Lost and Found**

Students who lose articles on campus should report to Room 201 before and/or after school. Any article found by students should be returned to a teacher or to an Assistant Principal.
20. **Medical/Medication**

A student who wishes to go to the medical office during the day must first receive a signed pass from a teacher or staff member. This pass will be countersigned by the nurse and is required for readmission to class.

21. **Metro Cards**

New York City residents may be eligible for reduced fare bus passes if they live beyond the distance from the school which is set by the City Board of Education. Applications for these passes are made during the first week of school in the Main Office.

It is the responsibility of the student to be aware of the conditions printed on the back of the pass. **New York City Transit Authority does not issue additional metro cards for those which have been lost or misplaced.**

22. **Rallies**

Athletic pep rallies are scheduled periodically throughout the year for the purpose of enhancing a spirit of unity and fellowship and developing school spirit and enthusiasm. Although rallies by nature are meant to encourage school spirit, misbehavior will not be tolerated.

23. **Student I.D. Cards**

Students are to carry their identification cards with them at all times. I.D. cards are never to be loaned to anyone else for any reason. Failure to present the card to any faculty member when asked may result in detention. Suspension from school automatically invalidates the card for the length of the suspension. Lost or damaged cards are to be reported to an Assistant Principal immediately. They will be replaced for a $5 fee.

24. **Telephone Messages**

With over 800 students, it is impossible to deliver telephone messages to students. Please do not request this unless it is a case of serious illness or some other absolute emergency.

25. **Textbooks**

Most textbooks have been loaned to the students by the State of New York; therefore, the books must be given necessary care. The student’s name should be written inside the front cover and the books should be covered at all times. A student is financially liable for lost or damaged textbooks. Each lost or damaged book will cost the student $75.00.
26. **Truancy**

A student is truant if he is absent from school or a particular class period without parental consent. It is an unexcused absence. Parents will be contacted and the student will be assigned regular detention and be placed on Disciplinary Probation. If it occurs a second time, the student will be subject to review by an Assistant Principal and the Principal.

For both a truancy and cutting of a class, the student assumes the responsibility to do the assignments and to learn the subject matter covered in that class, but is not permitted to receive credit or grades for tests which may have been given.

**Consequences for Truancy will be:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutting 1 Class</td>
<td>5 days detention</td>
</tr>
<tr>
<td>First Truancy</td>
<td>10 detentions</td>
</tr>
<tr>
<td></td>
<td>Disciplinary Probation</td>
</tr>
<tr>
<td>Second Truancy</td>
<td>Student is subject to dismissal</td>
</tr>
</tbody>
</table>

28. **Use of Facilities**

No student may remain in a classroom or in any area of the building unless he is adequately supervised. The gymnasium, computer labs, locker room, weight room, track, and all fields are also off limits without supervision.

29. **Visitors to Campus**

Students are not to have friends visit them at school. Only persons who have official business with the school are permitted on the campus during school hours. Visitors must report to the school office for a visitor’s pass.

30. **Working Papers**

Applications for working papers are available during lunch periods from the school secretary. Medical examinations for working papers are not done in school.

31. **Parents**

**Parents’ Association** – Mount St. Michael has been deeply indebted to parents for their active involvement in the school since its beginning. Parents, both current and past, have always given tremendous support to many activities which have helped us to sustain and improve the school over the years. For example, the volunteer Bingo workers, through their contributions of time and effort, have helped to defray substantially the cost of educating our students, thus holding down tuition increases. We
hope that the parents themselves have been personally enriched by participation in social activities, the formation of lasting friendships and the satisfaction of a job well done.

The Parents’ Association invites all parents and former parents to its meetings. These meetings will be usually held on the third Tuesday of each month. The objectives of the club are varied. In addition to being a fund raising club, it also assists the school in volunteer services at school functions. In addition to the social nature of its meetings, it also provides its members with informational needs to assist in their son’s education through guest lectures.

**How Parents Can Assist the School** – Just as the parents look to the school to provide the facilities and the trained personnel essential to their son’s proper development, so the school looks to the parents to assume certain obligations which cannot be delegated to others.

No school can be wholly effective in teaching the commonly accepted virtues of religion, honesty, respect for authority, consideration for the rights and property of others, and adequate standards of personal morality and integrity unless the basic principles have been established and are held in sufficiently high regard in the home.

If parents have confidence in the school and cooperate with its program, and if they evidence respect for the sincerity and integrity of its teachers and actively support their authority by appropriate action in the home, this is quite likely to be reflected in wholesome attitudes on the part of their sons.

There are specific as well as general actions by which parents can assist the school and their sons:

1. Take an interest in his work and encourage him to exert his best effort.
2. Provide adequate supervision over his study habits, his school obligations, his health requirements and his recreational activities.
3. Make him understand that school is his business, and that he is expected to attend regularly and punctually.
4. Help him establish goals which are in keeping with his abilities.
5. While we realize the necessity in some instances of a student’s holding a part-time job, we ask that you insure that this job does not interfere with your son’s first responsibility as a student. At no time should a job take precedence over this responsibility, including his time for study and homework after school or on weekends, or after-school attendance mandated by an administrator or teacher. The
requirement to attend summer school will not be withdrawn or altered due to summer employment.

POLICY OF NON-DISCRIMINATION

Mount St. Michael Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, and athletic and other administered programs.

Mount St. Michael Academy Concussion Policy

Concussions and Removal from Play

As per the Centers for Disease Control (CDC) literature, concussions may occur after a “forceful bump, blow, or jolt to the head or body”. Any student with concerning injuries should be removed from play and monitored closely for concussion symptoms. Concussions should be suspected if an injury causes “any change in the student’s behavior, thinking, or physical functioning”, or if a student exhibits any of the signs and symptoms of concussion detailed below.

Signs and Symptoms of Concussion (list is not all inclusive)

- Anxiety
- Headache
- Balance problems
- Irritability
- Confusion
- Light and/or noise sensitivity
- Difficulty concentrating
- Loss of/decreased movement or sensation in extremities
- Dizziness
- Memory problems
- Drowsiness or trouble falling asleep
- Nausea or vomiting
- Emotional changes
- Neck pain
- Evidence of depressed skull fracture
- Seizure activity
- Feeling of “pressure”
- Visual changes

Notification

Parents/guardians will be notified of any injuries to the head, neck, or face, and also of significant bumps, blows, jolts, or other concerning injuries. Any signs or symptoms of neurological deficit, with or without observed injury, will also be
reported to parents. An incident report should be filed by the supervising coach and/or teacher with the Nurse’s Office within 48 hours of a student being removed from an activity.

Referral Guidelines

Students who have any signs and symptoms of concussion will be referred to immediate medical care. Students presenting with the following danger signs shall be transported to emergency medical care –

- Loss of consciousness (even brief)
- Pupil changes
- Excessive drowsiness
- Changes in vital signs, such as pulse or respiratory irregularity
- Associated severe injury such as spine or skull fracture, significant bleeding
- Worsening headache
- Weakness, numbness, or decreased coordination
- Repeated vomiting, sustained nausea
- Slurred speech
- Convulsions or seizures
- Altered mental status (cannot recognize people or places)
- Confusion, restlessness, agitation
- Unusual behavior

Parents of students with concerning injuries who display no signs of concussion will be informed of concussion symptoms and instructed to monitor their child at home for 48 hours. Should symptoms arise, parents should seek immediate medical care.

Returning to Activity

Any student with signs or symptoms indicative of concussion will not return to play until they have been symptom free for 24 hours and have been evaluated by a physician. Such students must provide the school with written, signed authorization to return to physical activity.

PESTICIDE USE NOTIFICATION

Dear Parent, Guardian and School Staff:

New York State Education Law 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically.
throughout the school year.

Mount Saint Michael Academy is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

☐ A school remains unoccupied for a continuous 72-hours following an application;
☐ anti-microbial products;
☐ nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
☐ nonvolatile insecticidal baits in tamper resistant bait station in areas inaccessible to children;
☐ silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
☐ boric acid and disodium octaborate tetrahydrate;
☐ the application of EPA designated biopesticides;
☐ the application of EPA designated exempt materials under 40CFR152.25;
☐ the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an application which is deemed necessary to protect the school community, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in our school, please complete the form below and return it to Mr. Robert Erickson the Mount Saint Michael Academy pesticide representative at 4300 Murdock Avenue, Bronx, New York 10466 – telephone (718) 515-6400 – fax (718) 994-7729.

Please feel free to contact Mr. Robert Erickson for further information on these requirements.
Sincerely,

Bro. Steve Schlitte, FMS
Principal
BSS:mpb
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<th>MOD</th>
<th>Regular</th>
<th>Extended Home Room</th>
<th>A.M. Assembly</th>
<th>P.M. Assembly</th>
<th>Prayer Service/Liturgy</th>
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