

St. Michael's Academy

Handbook

Society of St. Pius X

St. Michael's Academy of the Society of St. Pius X

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A. THE PHILOSOPHY OF ST. MICHAEL'S ACADEMY

I. Mission Statement:

St. Michael's Academy shall operate as a Catholic School under the auspices of the Society of St. Pius X, in order to develop the whole Catholic life and culture in its students, directing them to follow the final purpose of life – heaven.

II. Purpose:

The school is established in order to help parents fulfill their very serious obligation to provide, to the best of their ability, for the religious and moral education, as well as the physical and civil education of the children that God has entrusted to their care. This Catholic School is not simply a secular school on which the scaffolding of religion is superimposed. It is a school in which the ordering of knowledge takes place within an atmosphere wherein the spiritual and the supernatural are properly ordered in the hierarchy of values. The school will teach the child that all men are dependent on one another because they are members of, or potential members of the Mystical Body of Christ. The school will prepare children to live a good social life with their fellow man. The school shall have an educational standard that will meet or exceed the Saskatchewan Provincial Standards.

III. General Comments

St. Michael's Academy follows the Charter of the schools of the Society of St. Pius X, a document published by order of Bishop Fellay, Superior of the Society of St. Pius X, on January 10, 1998. This charter based on the teachings of the popes, will give you the spirit and philosophy of a Catholic School, as willed by its venerable founder, Archbishop Lefebvre.

The curriculum of the Academy substantially adheres to the format of Our Lady of Victory School program, with the addition of Canadian history, geography, and social sciences.

It is the main duty of the school to transmit to the students the supernatural truths of our faith revealed by OUR LORD JESUS CHRIST. Accordingly, no student will be exempt from religious instruction. Achievement in religious studies will be very important in determining admission to the next grade. The Catholic faith will be taught in its integrity, adapted to the level of understanding of the students and as the Church has always taught it. This instruction, along with the development of their natural capacities, will give the students the virtues necessary to develop a profound and fruitful supernatural life in whichever vocation God will call them.

The chief means of sanctification provided by the school is its atmosphere, religious practices, and religious studies. Simplicity, honesty, joy, and confidence suppose a mutual understanding among all. Distinctions in hierarchy and inequality between levels of authority will be evident.

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The school aims to give its students the tools and knowledge sufficient to enable the students to survive in today's world and to judge skilfully the events around them. A classical education will best achieve this end. The school recognizes that a classical education will assist the student in learning to analyze information and reason correctly; then the study of the sciences will be more easily acquired later on.

Physical education will be provided as it is necessary for the normal development of the body. Instruction will be consistent with the honour and dignity of a Catholic and under no circumstance will it serve as an excuse for immodest dress or undignified conduct.

Computers will not be used by students in the classroom for elementary grades younger than grade 5. Computers will only be used as a supplementary tool for students in grades 5 – 8. Student computer use will be time limited to a maximum of 20 minutes per day. All supplementary resource material is to be approved by the headmaster. Students will not be allowed to bring any form of software disks from home. Children should not be dependent upon computers and other such tools or gadgets. Computer games are detrimental to the education of children. Once a firm basis of human knowledge has been acquired and the formation of education in the student has occurred, computers can then be used helpfully in the educational process.

Our teaching is destined not only to instruct the mind , but even more to form the whole life of the child - their way of thinking , feeling , reacting , not only at school , but wherever they may be.

Silence, discipline, order, and separation from the world will be fostered in religious and non - religious instructions in providing an education.

There cannot be a double standard between the teachings of the Church (formed in each student by the Academy teachers) and what the student encounters in the home. Children are not fooled. Eventually they will reject one of the positions leaving the parents wondering what went wrong and then attempt to determine who is at fault or more precisely, “who can we blame” . However, by this time the damage is done to the child and it is very difficult to correct.

B. HIERARCHY IN THE SCHOOL

I THE HIERARCHY OF THE SOCIETY OF ST. PIUS X:

1. St. Michael's Academy being a school of the Society of St. Pius X recognizes first its Hierarchy in its Superior General and District Superior, and those whom the above should mandate to take care of the school. Normally, there will be a priest in charge of the schools in Canada, who will watch over the school, visit it twice a year, and help resolve difficult or disputed questions. This priest is named by the District Superior.

2. Under the above in the hierarchy, the Headmaster of the School will be the prior of St. Raphael's Priory in Winnipeg or another priest named by the District Superior.

II THE HEADMASTER

1. The Headmaster is responsible for employment and termination of teachers. He is also responsible for appointment of all administrative staff and financial administration of the school. The headmaster is equally responsible for all correspondence with legal authorities and the Society of St. Pius X, though he may delegate some of these duties.

2. The Headmaster along with the priest responsible for schools in Canada is responsible for all school policies and for communication to the parents, of those policies or changes to policy. Ordinarily, it is the Headmaster who sends out notices to parents concerning meeting, vacations, exam schedules, etc. and receives applications and payments of tuition.

3. The Headmaster will try to meet with the teachers at least once a month. Likewise, he will meet with the parents (Mothers and Fathers) once every 2 months to discuss any concerns. At this time will be discussed fundraising and material upgrades to the school and questions of the schedule, etc. for the upcoming year. Parents and teachers are free to contact the Headmaster at any time for any concerns or questions they may have.

4. It is the wish that the Headmaster/or his assistant priest will be able to have a school Mass, usually a dialogue Mass, with the students in attendance on Monday morning one or two times a month, until there is more possibility for the priests of Winnipeg to travel to Welwyn for Sunday Mass every Sunday of the month.

III THE PRINCIPAL:

The Principal of the School is appointed by the Headmaster to be in charge of the school, that is, the Principal administers on a daily basis, and puts into effect the rules and policies of the school. The Principal deals daily with parents and civil authorities. The Principal can reward students, and, similarly, is authorized to punish students where necessary. The Principal, in cooperation with those responsible of the church building, will make sure that cleaning teams

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will keep the school area clean and neat at all times. Corporal punishment is prohibited and serious disciplinary matters must be deferred to the Headmaster.

IV. THE TEACHERS:

Teachers are the great backbone of the school, for it is the teacher who gives to the children instruction and education, and many means of sanctification. To execute his(her) office, the teacher has authority over children placed under his(her) supervision and, in particular, over the students in his(her) class. The teacher is to exercise his(her) authority over the students to nurture them and to help them grow - not to enslave them. Since the parents entrust the care of their children to the teachers, the teachers must truly represent the parents; not only in their capacity as teachers, but also by showing true parental understanding, compassion, and patience, according to the example of Christ and the principles laid down by St. Paul (cf: Ephesians 6 : 1 - 4 ; Colossians 3 : 18 - 21). Thus replacing the parent, the teacher will refrain from criticising the parents, and making remarks which do not pertain to their professional duty of teaching. They will try to solidify the authority of the parents and try to give them the benefit of the doubt if a child indiscreetly reveals private family affairs. In this way good relations with parents will be well established.

V. PARENTS:

As God has ordained, the primary responsibility for the education of children belongs to the parents. Thus, a close collaboration is necessary between the parents and the school. Parents must reinforce the principles (which are taught in the school) in the home. It will also be necessary for the parents to have full confidence in the teachers that Divine Providence has sent us. Parents will be slow to believe complaints about the teachers, and try to side with the teacher when difficulties arise, seeking to give the teachers the benefit of the doubt. Remembering their children too suffer from the effects of original sin, the first of which are pride and insubordination, parents must strive to be a most solid support of the teacher on all levels, avoiding criticism (especially in front of their children). Thus, parents will do their best to second the authority of the teachers and strive to keep good relations with them at all times.

VI. THE SCHOOL BOARD

The school board will include volunteer men of the parish and men whose children are in the school. The purpose of the school board is to help take care of material aspects of the school and see that these are provided for, so that the educative process runs smoothly. The school board will meet with the Headmaster upon convocation or mutual agreement (usually at the time of general meetings – see § B. II, 3, and consider with him the material repairs or upgrades necessary for the school. The Headmaster will have the final word whether or not to proceed with a project.

C. RULES AND REGULATIONS

I ATTENDANCE:

Government regulations requires that school be in session a given number of days each year, and attendance records be kept on each student. There is a close relationship between school attendance and scholastic performances. Therefore regular attendance facilitates academic achievement, whereas excessive absences or irregular attendance can be detrimental to student progress.

1. Parents of students should phone the school by 8:15am in order to notify the absence of their child and the reason (illness, appointment, etc.). Upon returning to the school parents are to supply the teacher with a written, signed, and dated note for student absences or tardiness, as these are used by the teachers to verify records.
2. Student absences that are not explained by a written note shall be considered as unexcused absence, thus they may call for disciplinary action. Students with a total of seven days unexcused absences will not be promoted to the next grade. A total of four tardies (late) will equal one day unexcused absence.
3. Absence, due to sickness, exceeding five consecutive academic days requires a note from a physician explaining the reason of the absence or discuss the matter with the headmaster.
4. An adult will be on duty by 8:15am. Students dropped off before 8:15am will be left under parents' responsibility. Students are to arrive at school prior to the 8:25 am line-up. School starts promptly at 8:30am. A student is considered tardy for school when he arrives after the morning line-up. In cases of tardiness to school the parent must present a written notice of explanation.
5. Children are to be picked-up or leave the school premises on time at the end of the school day (i.e. 3:45 PM). The school is no longer responsible for the children after this time.
6. No student is to leave the school during school hours without permission of the Principal. Parents desiring early dismissal for children due to medical or dental appointments should send a written note of explanation or phone the school before dismissal. Parents are asked, when possible, to schedule all appointments after school hours, or Wednesday afternoons.
7. Parents wishing their children to miss school for non-essential activities (vacation, hunting, etc.) that disrupt the students' participation and progress in class are not favoured. These absences shall be deemed as unexcused absence.

In important matters such as the death of a close relative, medical emergencies, and monumental family occasions, the school should be notified. With regard to monumental family occasions, they should be discussed with the headmaster in advance in order to ascertain the best

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way to unite the schedule of the family, the school, and the teachers in the child's education.

8. Wednesday afternoons have been purposely left open for medical/dental appointments, music lessons, or other activities.

9. In case of absence, students from grade 7 up are responsible for catching up on work they missed. Parents with the direction of their teacher are to help the students of the lower grades to catch up on work they've missed.

10. If a student has 5 or more unexplained absences per quarter, the Headmaster will meet with the parents. If this situation of unexplained absences occurs in two consecutive quarters and the situation is not resolved, the Headmaster in tandem with the priest responsible for schools in Canada will strive to redress the situation. A student may fail their year because of excessive absences.

N.B. An unexplained absence is one where a note is sent by the parents but it does not clearly indicate the cause of the absence. It is not to be confused with an unexcused absence in which there is no note sent by the parents, accumulated tardies or the reason for the absence was a non-essential activity (see §2, and §7).

D. WITHDRAWAL

When a student leaves our school during the school year, it is important to complete the following steps:

1. The parent must make an appointment with the Headmaster or his appointee prior to removing the child.
2. Before a student's health, scholastic and standardized test records can be sent to his new school, the new school must request this information from the Academy. However, the Academy reserves the right to withhold these records until all obligations to the school have been fulfilled.
3. If a child or children are withdrawn from the school, without approval of the headmaster (and in case of dispute, the priest responsible for schools in Canada and the District Superior), the family in question, will be obliged in justice to pay for all of the current month and the following month covered by the post-dated cheques. All other cheques will be returned.
In the case a child is expelled from the school, only the postdated cheque from the current month will be cashed, and the family reimbursed for those days after which the child was expelled.

E. ENROLMENT/FINANCIAL POLICY

1. It is the policy of the school that the child be enrolled for the entire year. Parents must state which/if any of their children will attend the school by June 1 of the upcoming school year. Latecomers will be required to add \$100 extra per student to their first tuition cheque.

2. Tuition is due on the first of each month and is arranged through post-dated cheques supplied to the Headmaster on September 1st of the school year. If the tuition becomes past due, parents are requested to make their account current unless arrangements have been made with the St. Joseph's Bursary or with the Headmaster. The case of the withdrawal of children is considered in §D 3.

3. All children enrolled in St. Michael's Academy Inc. will be given instruction in the Roman Catholic Religion.

4. For enrolment parents must accept the aims of the school.

The parents who wish to send their children to the school must accept the aims of the school and the means chosen by the school to attain them. If the parents do not accept the aims and policies of the school, they should not send their children to the school. The school expects, and indeed, requires, that instruction will continue in the home and that the parents will reinforce the efforts of the teachers in the education of their children.

Likewise, it is necessary that parents who send their children to St. Michael's Academy make the commitment not to allow their children watch TV, video games, or Nintendo, on a regular and habitual basis, if not, parents pass their addiction on to their children. This in turn will destroy all chance of developing habits of effort in their children. Their child's imagination will be forever crippled because TV prevents him from being confronted with reality. Besides being just plain bad for the souls of children (and adults) TV develops a tendency towards passivity, a lack of judgement and decision, an attitude of slovenliness, an entertain - me mentality which adversely demonstrates lack of creative fun, boredom with studies and anything intellectual among children.

The Internet and addictive computer use is another danger from which parents of the children in St. Michael's School will strive to protect their children.

5. The parents assume full responsibility for the protection of the child to and from school and agree that they will not hold the school, parish, faculty, or any member of the staff responsible in case of accidental injury or death that might occur in any play activities in which the child might engage.

6. The school reserves the right to terminate this contract at any time by waiver of the remaining tuition due. All books on loan must be returned at such time.

F. COMMUNICATIONS

I. TELEPHONE POLICY

1. The school should be supplied with a second number at which aid might be obtained in case of an emergency.
2. Teachers and students will be called to the phone from classes only in cases of extreme emergency.
3. School telephone usage by the students will be at the discretion of the teacher.
4. Parents contacting the school should do so only at either recesses or noon hour. Calls should be kept brief.

II. PARENT - TEACHER CONFERENCES:

1. During the Academic year the teachers are available for informal meetings with parents. Parents should phone the teacher ahead of time to book an appointment. On the evenings of the week days, as well as on Sundays, the teachers wish to keep the privacy of their family life. In addition to these informal meetings, each trimester, parents are offered the opportunity of having conferences with their child(ren)'s teachers in order to determine their child(ren)'s academic performances and difficulties. Also, general meetings will be called by the Headmaster.
2. Parents will be notified by student-delivered notes concerning schedule changes, events, field trips etc., and therefore, they should instruct their children to bring these notes home.

G. ACADEMICS

I. STUDENTS and SCHOOLWORK/ HOMEWORK

1. In General.

Homework assignments are designed to instill responsibility and to encourage time management and independent study habits on the part of the students. Assignments are geared to meet the need of the individual child and to foster his growth potential. Homework is either follow-up, continuation of what was taught in the class that day, or preparation for the next day's lesson. It serves as practice and creates a security in the student's mind regarding the material taught, so that he can proceed with confidence the next day in school.

PARENTS WILL STRIVE TO PROVIDE A QUIET PLACE WITH A DEFINITE TIME FOR HOMEWORK EACH DAY.

2. In particular

Homework is generally assigned daily in several subject areas. These assignments are required and must be completed by the student when assigned.

a. Students in grade 3 and up are to be required to record all their daily homework assignments, be they written or study, in their homework logbook. This logbook shall be examined daily by the teacher.

b. With rare exception, homework is generally assigned every night, not to exceed the following time limits for an average student:

Grades 1 & 2 30 minutes

Grades 3 & 4 45 minutes

Grades 5 & 6 60 minutes

Grades 7 & 8 75 - 90 minutes

Grades 9 – 12 2 hours

Weekend homework may be more than of a normal school day.

c. It is the parent's responsibility to see that their children do their homework and come to school prepared for the school day, i.e. with pencils, paper, textbooks, and completed assignments. It is not acceptable for students to arrive at school the next day without their homework assignment completed.

d. Teachers will not accept any written assignments which are late, poorly written, i.e. sloppy, or an excess of misspelled words.

e. Any student who does not submit the homework assigned on time will automatically receive a zero. Exception is made for those students that are legitimately absent on the day homework was

assigned.

f. Students are expected to do "catch up" work on the week end for any school or homework assignment missed due to absences. Missed assignments must be completed as soon as possible by the student and prior to going on to new work.

II. SCHOOL GRADING SCALES

A	: Excellent	97 - 100
A-	: Superior	93 - 96
B+	: Very Good	89 - 92
B	: Good	85 - 88
B-	: Above Average	81 - 84
C+	: Upper Average	77 - 80
C	: Average	73 - 76
C-	: Below Average	70 - 72
D	: Passing	60 - 69
F	: Failure	Below 60
I	: Incomplete	F - after two weeks

III. EXAMINATION and STUDENT PROGRESS REPORTS:

Exams are given on a quarterly basis. Exams have a place in the forming of the whole educational life of a child. Therefore, no student is exempt from examinations. Reports cards are issued at the end of each quarter. The teacher personally delivers report cards to each student. Parents are advised to discuss the report cards with their children, sign them, and have the child return them as soon as possible. Weekly test scores will be sent home for evaluation and parent's signature. Core subjects are Religion, Math, and Language Arts. All other subjects are secondary. If a student fails any two of three core subjects they will be required to repeat the grade. If a student fails one core subject and any two secondary subjects they will be required to repeat the grade.

H. STUDENT HEALTH:

1. The Academy will not accept students without proper health records. If parents have chosen not to immunize their children, they will speak to the headmaster about this.
2. Children who have a fever or become ill while at school will be sent home. Parents will be notified. No student will be sent home until the parent or guardian has been contacted.
3. All students are expected to go out of their classroom for play during noon and recess. If a student must stay in for health reasons or is not permitted to participate in P.E., a written note from the parent or a physician will be needed.
4. A student who is suffering from a contagious disease, (chicken pox, mumps, measles, etc.) or a severe common cold shall not be admitted to school. With only the exception of the common cold, the student will not be readmitted to school until they are considered healthy.
5. The school is not authorized to dispense medication on its own authority. If a child must take a prescribed medication during school hours, you must send the medication with the child with instructions for dispensing.

I. UNIFORM REQUIREMENTS, HYGIENE, and DRESS CODE REGULATIONS

Parents are asked to dress their children appropriately for the current climatic conditions. This will ensure the child's health and comfort when outside during recesses, noon hour, or phys-ed.

1) Uniform Requirements:

BOYS:

- 1) Slacks: Plain navy dress pants, no emblems, with a black plain belt
- 2) Shirt: Plain white dress, long sleeves.
- 3) Tie: Navy or black
- 4) Shoes: Dark coloured dress shoes, (black, navy or brown)-one solid colour. *No suede, hush puppies, tennis shoes, boots or athletic type shoes permitted in the classroom or the church.*
- 5) Black or Navy Blue socks
- 6) Sweater: Non-crested navy cardigan.
- 7) Hair: Must be off the ears, off the collar, off the eyebrows and no "new wave" type haircuts allowed.

GIRLS:

- 1) Jumper: Navy, must be at least two inches below knees when sitting. [The question of whether the jumper should be lengthened to permit girls to wear long-underwear underneath it in the winter is being considered. The practice of wearing slacks underneath the skirt is considered unwomanly and inelegant. While this is required for sports at other times it is counter-educational.]
- 2) Blouse: Solid, plain white with long sleeves to the wrist and no additional adornments. No semi-transparent clothing allowed.
- 3) Cardigan: Non-crested Navy.
- 4) Shoes: Flat shoes of a classic form. Dark coloured (black, navy or brown) -one solid colour with low-cut (no high or stacked heels, clogs, bows, buckles or additional adornments) and no boots or athletic type shoes permitted in the classroom or the church.
- 5) Socks: Navy or white dress socks only. (This will include all leotards, knee socks, leggings, or anklets).
- 6) Veil: A full veil or mantilla will be worn at all times inside the church area for prayers or for mass.
- 7) Cosmetics: There will be NO makeup, nail polish, hair spray or mousse etc..., of any kind, allowed to be either worn or brought to the school at any time and for any reason.
- 8) Jewellery: There will be no jewellery of any kind allowed to be worn or brought to the church or school at any time for any reason. The only exceptions that will be allowed are tiny post earrings and Catholic type items which must be worn under the blouse.
- 9) Hair: Hair must be kept neat, clean and not dangerously long (Please note that during P.E., extracurricular activities or field trips, excessively long hair can be very hazardous to your

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child's safety. It is also highly recommended that those students permitted to wear long hair tie it back during such events). Also no "new wave " style haircuts will be permitted. Barrettes and elastics must be plain.

Note- For physical education tennis shoes and large sweatshirts and sweatpants without reference to cartoon characters, movie stars, sport stars, etc., are permitted. Also for girls, sweat pants are to be worn under the skirt.

2. Dress Code Regulations

Students are required to be in full uniform every school day. Students must be dressed in full uniform from the time of arrival to the time of departure. When the girls are outside, slacks may be worn under their uniforms during the coldest months [i.e. from November to March included, * unless decided otherwise see note above.] Ski pants will be permitted for recesses or noon. The full uniform will be worn at all times, unless otherwise stated and the sweater may be removed, with permission, during the warmest months.

3. Personal Hygiene

Clean hands, face, nails, teeth, clothes and shoes must be adhered to at all times. Required improvements will be brought to the attention firstly, of the student (discreetly) secondly of the parent.

J. GENERAL CONDUCT AND STUDENT RULES:

Diligence, respect, and discipline are the essential components in any successful classroom environment. In order that all students benefit equally from this environment and that true charity is maintained between students, parents, and teachers, rules and regulations must be thoroughly understood by everyone and followed at all times. Students must show the necessary cooperation in performing their academic duties.

1. Stealing and vandalism of church, school or the personal property of others will not be tolerated. Any student responsible for such an action will be severely punished. As well, the parent will immediately be billed for the costs or repair.
2. Books, magazines, pictures, comics, letters, notes, etc., of an immoral content are absolutely prohibited. Anyone in possession of the above will be punished accordingly.
3. Students shall keep their hard-bound textbooks covered at all times. On it is to be written only the title of the book or general subject, and the student's name and grade.
4. Students shall walk in an orderly manner in the building and especially in the hallways and stairways. No running, walking heavy, or jumping are allowed in the stairways and hallways. The handrail must always be held in the stairways.
5. Students are to rise whenever an adult visitor enters the classroom or lunch room.
6. When answering or asking a question, the student will rise, stand erect and then proceed to ask or answer the question adding the proper title & name of the adult.
7. Students may address fellow students by their first name (no nicknames); they shall address all other persons by their proper title. St. Michael's Academy Inc. will not tolerate student disrespect or disobedience towards authority. Talking back, muttering, sighing or rolling eyes are not acceptable.
8. Students are to observe strict silence and serious demeanour while in the chapel. Students are to assume a proper posture at all times. (Hands out of pockets, standing straight, etc).
9. Students are to know how to use their missal and bring it to Mass. They should also keep a blessed rosary with them.
10. Students will be expected to apply themselves to their academic duties and to co-operate in the daily chores.
11. Students are not permitted to use the telephone without permission.
12. Students must use proper posture when sitting, standing and kneeling.

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13. Silence is the norm in classrooms. Students must raise their hands and receive permission from the teacher before talking.
14. Students must receive permission to be out of their desks after the bell rings in the classroom for commencement of classes. Climbing or flopping on desks at anytime is not permitted.
15. Students must be punctual in observing the school and classroom bells as well as all rules.
16. Students must not use the washrooms as a meeting, discussion or playroom.
17. The use of the washrooms will be strictly controlled. Students are expected to make use of the facilities at the appointed time. Exceptions will be allowed only for a serious reason.
18. At lunch time / recreation time students must not throw or waste food given to them for their lunch. Students must strive to practice sharing, helping, sportsmanship like conduct, charity towards their fellow students and their possessions, setting a good example and the use of pleasant language. Discussion of TV programs, computer games, commercials, movies, the latest modern music, or the latest craze is not acceptable.
19. Students must observe all safety and health rules in the school / church building and outdoors at recreation, including going to and from recreational grounds.
20. Students must prepare themselves to leave the classroom promptly upon dismissal.
21. All students upon dismissal at the end of the school day will wait for their rides outside the building, but remaining on the school grounds. Students will be allowed to remain indoors only with permission of the teacher. Students waiting at the front door of the church must have a quiet and respectful conduct.
22. Chewing gum is not permitted at any time. Necessary lozenges are permitted as required.

K. DISCIPLINE POLICY

I. IN GENERAL

Child Correction

A child's character must be guided to maturity gently, but firmly by the proper discipline. Obedience is a great virtue of childhood. Obedience should be insisted on, and respect for parents (and teachers) in their proper exercise of authority should be demanded. Parents (or teachers) should not allow a child to answer back in rebellion. Nor should a child be permitted to argue about obeying a command once the command has been explained and understood. When a child is deliberately disobedient or insubordinate, that child is showing pride and is placing himself above the parents (or teachers). Correction is necessary to place the child in the definite and proper place of subordination to lawful authority. Corporal punishment shall not be administered by the teacher in any manner.

Discipline

"This necessary vigilance does not demand that young people be removed from the society in which they must live and save their souls; but today more than ever they should be forewarned and forearmed as Christians against the seductions and the errors of the world, which, as Holy Writ admonishes us, is all "concupiscence of the flesh, concupiscence of the eyes and pride of life." (I John 2:26) Let them be what Tertullian wrote of the first Christians, and what Christians of all times ought to be, 'sharers in the possession of the world, not of its error.'" (Pope Pius XI)

The Academy has implemented the preventative system of St. Don Bosco. This educator saint's insights on discipline which, through constant vigilance on the part of the teachers, seeks to prevent trouble before it begins. In this way, waiting for the student to violate a system of rules with resulting detentions is reduced or eliminated. Instead, through a parental - like vigilance, the student is prevented from making many infractions, and is likely to recover self - control sooner once misbehaviour begins, under the gaze of watchful teachers. In fact, the entire Preventative System has as its end control from within the student, which is true discipline.

II. IN PARTICULAR. OFFENCES UNACCEPTABLE TO THE ACADEMY

1. Class I: Any offences that might lead to a disciplinary action such as detention at recess or noon hour, writing lines, extra assignments, or extra cleaning as deemed necessary by the teacher.

- 1) Improper manners
- 2) Discourtesy
- 3) Indifference to instruction
- 4) Neglect of academic duties
- 5) Roughhousing in school area
- 6) Threatening anyone with bodily harm
- 7) Out of designated areas

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- 8) Neglect of personal appearance, personal hygiene; improper dress; incomplete uniform
- 9) Disturbance in ranks
- 10) Unexcused tardiness to scheduled events
- 11) Lack of charity towards fellow students
- 12) Throwing of food or other items in classrooms or elsewhere on the premises

2. Class II: Any offences that might lead to an immediate suspension. The teacher involved will consult with the principal to decide discipline. The principal will attempt to notify the headmaster if possible. If it is not possible to reach the headmaster the principal will notify the parents immediately and inform them that the student is suspended until further notice and that the headmaster will contact the parents. The teacher will provide a written report to the headmaster. After investigation the headmaster will contact the parents and the teacher regarding his decision.

- 1) Consistent refusal to co-operate and/or unwillingness to conform to school standards
- 2) Conduct prejudicial to good order and discipline (i.e. demeaning order and regulations)
- 3) Off school grounds without permission
- 4) Continual neglect of duty or improper performance of duty, particularly academic, safety rules
- 5) Insubordination
- 6) Disobedience of a direct order or lack of promptness in obeying
- 7) Damage of school or church property
- 8) All profanity--oral, written or gestures, impure talk , bad language , bad example
- 9) Lying
- 10) Cheating or "cribbing" on any schoolwork
- 11) Striking another student, fighting
- 12) Failure to show for an assigned detention
- 13) Disrespect to superiors

L. SCHOOL SUPPLIES, BOOKS and LIBRARY:

1) Because of the help of generous benefactors, and of different fundraisings, the School has been able to keep a low charge for Books & School Supplies to be used throughout the year. If these books & supplies are lost or damaged by the student, it will be the parents' responsibility to replace them. Please note that the textbooks are property of the School, and will have to be returned to the School at the end of the school year or if the child is withdrawn from the School.

2) The condition of text-books, handed out to the students, is to be recorded in the teacher's annual school records.

3) It would be very helpful if parents provide a suitable sturdy backpack for each student to safely transport all books from school to home. In this way damage could be reduced and at the end of a school year all school materials can still be in a reasonable shape.

M. PROCEDURE for DEALING with SCHOOL CONCERNS

When anyone, either a parent or a teacher, has a concern regarding schoolwork, homework, or school activity, which they cannot resolve amicably among themselves, they should direct their concern in writing, to the Principal.

The Principal shall determine the nature and urgency of the concern, and if possible resolve it. He will notify the Headmaster if immediate attention is required. The Headmaster will take the action he then deems necessary.

If the matter may easily be resolved by discussion, the Principal will arrange for a meeting with the parents and teacher within three days. The Headmaster will be informed in advance of such meeting and the reason for its occurrence.

If the meeting is unsatisfactory, the Principal shall notify the Headmaster.

The Headmaster will then investigate the concern. He will respond in writing to both parties within five days, unless he chooses to take counsel and this requires more time. He may choose consult with the priest responsible for the schools in Canada and the District Superior.

His decision will be final allowing for however, an appeal to the priest responsible for the schools in Canada or the District Superior.

N. THE SCHOOL AS A LEGAL ENTITY

- 1. As a legal entity the St. Michael's Academy, Inc. will have four or five directors.**
- 2. Since St. Michael's Academy is a school of the Society St. Pius X, the directors of the corporation will be in majority members of the Society of St. Pius X in this way:**

District Superior: President

Director: Priest in charge for the schools in Canada.

Secretary/Treasurer: Headmaster

One or two other persons will be elected by the corporation to this list.

- 3. The Corporation will hold annual meetings and conform itself to the laws of the country and those of the Province of Saskatchewan.**
- 4. The Society of St. Pius X will strive to keep the school open even if only five students are enrolled.**

O. CHARTER OF SCHOOLS *of the Society of Saint Pius X*

I. Schools under the aegis of the Priestly Society of Saint Pius X have, as their main purpose, the Christian education of our youth according to the spirit of Holy Mother Church, which has received the divine mission of going and teaching all nations, and whose many centuries of experience has been clearly expressed in those wise directives given by successive Sovereign Pontiffs and constantly manifested by the work of holy educators.

II. These schools have, as their very foundation, a lively spirit of Faith. Whenever a school is based on a profound Faith, studies will indeed be fruitful, discipline will be trouble-free, and family spirit will prove to be simple and natural. In these days of apostasy, these schools strive to pass on the love of truth. Students learn to recognize and reject modern-day errors; thus will they be able to stand fast and persevere on the narrow path leading to Heaven despite the myriad dangers of this world.

III. In order to provide a genuinely Catholic education to our young, these schools, supported by faithful parents, who are their children's first teachers, must, in fact, be free from all constraints, whether of an ideological or financial nature. It is from such schools that vocations and Christian families will come: the very foundations of society.

IV. Christian education, seen as cooperation with the action of Grace, aims at the formation of the true and perfect Christian. Our schools find in the traditional liturgy of the Church the privileged source of supernatural life as well as that of solid piety. Students will love assisting at the Holy Sacrifice of the Mass, frequenting the sacraments and participating in Church ceremonies and Sacred music. Liturgy is able to educate, with delicacy, those virtues so essential to the Christian soul.

V. These institutions impart truly Catholic teachings, wherein the secular sciences are studied and applied in harmony with the spirit of the Catholic Faith. They respect the scale of values of the sciences as they afford primacy to the philosophy of reality followed by the humanities and history in order to achieve sound judgement through a classic formation of our children's hearts and minds. They also facilitate the choice of a career or of a state of life, while allowing each student to discover his own limits, gifts and possibilities.

VI. The formation of well-balanced personalities depends upon the well-rounded education of the whole man, body and soul, through the constant exercise of both natural and supernatural virtues. It is for this reason that discipline must be demanding yet flexible in order to form sturdy characters having, together with the habit of fulfilling their duties of state, a generous spirit of sacrifice and concern for the common good. Particular favour will be given to the Arts especially to music and singing which refine and temper youth's sensibilities. Manual skills will develop our students' practical sense and spirit of service to others. Physical training and organized sports provide opportunities of burning off their excess energy with moderation while learning to live in harmony with their fellow students.

VII. These schools boast a teaching staff in perfect agreement with their sacred end in view. Through their good example and competence, our professors are, indeed, concerned in dispensing

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genuine Catholic teaching. All of this teaching, all of school's organization, its personnel and textbooks and program as well as its discipline, are all directed and governed by a truly Christian spirit. The resulting cohesion will assure the high quality of the students' development and formation.

VIII. The atmosphere and surroundings of these schools must conform with those of the Holy Family. Proper authority guarantees the exercise of fraternal charity: fatherliness of the Priests and professors, an active and obedient participation of the pupils, a fraternal spirit of the older children with regard to their younger companions as well as a discreet helping hand from the ladies' auxiliaries.

IX. In order to be truly efficient, these schools can no more do without the families close collaboration nor take their place, but rather they are to help these families in the proper upbringing of their children. It is therefore, an absolute necessity, for the good of their children, that parents commit themselves to know and put into practice the very same principles as those of the school of their choice. Thus will the true Christian spirit contribute to the establishment of Our Lord Jesus Christ's social Reign throughout the world.

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P. PLAN AND ORIGINS OF THE CHARTER OF THE SOCIETY OF ST. PIUS X SCHOOLS

I. OVERALL PLAN:

A) NATURE

- I. Christian Education: goals in general
- II. Spirit of Faith: specific goals
- III. A prerequisite: free scope

B) PRINCIPLES

- IV. Supernatural life
- V. Intellectual life
- VI. Moral life

C) PEOPLE INVOLVED

- VII. Professors
- VIII. Family Spirit
- IX. Close cooperation between school and parents

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II. CHRISTIAN EDUCATION: GOALS IN GENERAL

1. Schools under the aegis of the Priestly Society of Saint Pius X have, as their main purpose, the Christian education of our youth according to the spirit of Holy Mother Church, which has received the divine mission of going and teaching all nations, and whose many centuries of experience has been clearly expressed in those wise directives given by successive Sovereign Pontiffs and constantly manifested by the work of holy educators.

Contents:

- GOAL: Christian Education
- The Church's Divine Mission of Teaching
- Spiritual Motherhood of the Church
- Sources: Tradition, the Popes and Holy Educators

Sources

- Pope Pius XI, Singulare illud, (Teachings of the Popes, Education, no 215):
" The Church has always claimed and demanded her teaching role as her own proper and inviolable right; it has always been impossible for her not to affirm before the whole of humanity, whose care has been entrusted to her, that she has been constituted sole guardian of the true science of morals,

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the one infallible teacher of the most difficult of all the arts: that of providing a Christian formation to the souls of men."

Spirit of Faith: Specific goals

2. These schools have, as their very foundation, a lively spirit of Faith. Whenever a school is based on a profound Faith, studies will indeed be fruitful, discipline will be trouble-free, and family spirit will prove to be simple and natural. In these days of arrant apostasy, these schools strive to pass on the love of truth. Students learn to recognize and reject modern-day errors; thus will they be able to stand fast and persevere on the narrow path leading to Heaven despite the myriad dangers of this world.

CONTENTS:

- Foundation: Spirit of Faith
- Fruits of the Spirit of Faith
- Love of truth
- Recognizing and rejecting errors
- Perseverance

SOURCES:

- Mgr. Lefebvre's letter to Fr. Laurençon at the inauguration of Saint Michael's School. "If the school is based on a deep and lively Faith, studies will prove fruitful, discipline will be trouble-free, and family spirit will prove to be simple and natural."

- Pope Leo XIII, Libertas, (Teachings of the Popes, Education, no. 119):
"Education must have truth as its prime objective... It is for this reason that the duty of everyone engaged in Education lies, unquestionably, in rooting out error from young hearts and souls while building up strong walls of protection against the invasion of false opinions."

A PREREQUISITE: FREE SCOPE

3. In order to provide a genuinely Catholic education to our young, these schools, supported by faithful parents, who are their children's first teachers, must, in fact, be free from all constraints, whether of an ideological or financial nature. It is from such schools that vocations and Christian families will come: the very foundations of society.

CONTENTS:

- Schools truly free from ideological and financial constraints
- Parents' cooperation with this freedom
- Fruits: Religious vocations and solid Christian Families
- Christianity

SOURCES:

- Pope Pius XI, Divini Illius Magistri (Teachings of the Popes, Education, no. 300):

"The proper and immediate end of Christian Education is to co-operate with divine Grace in forming the true and perfect Christians."

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- Mgr. Lefebvre, Rules for Seminaries, Practical Instructions, Chapter 1.
"Liturgy, through the divine words it puts on our lips, by its attitudes and gestures, educates with exquisite delicacy the virtues of the Christian soul and especially those souls consecrated to God and to His service."
- Dom Gueranger, Liturgical Institutions, quoted by Dom Guillou, in his Course in Liturgy at Ecône:
"Liturgy is the primary source of the true Christian spirit".

INTELLECTUAL LIFE

5. These institutions impart truly Catholic teachings, wherein the secular sciences are studied and applied in harmony with the spirit of the Catholic Faith. They respect the scale of values of the sciences as they afford primacy to the philosophy of reality followed by the humanities and history in order to achieve sound judgement through a classic formation of our children's hearts and minds. They also facilitate the choice of a career or of a state of life, while allowing each student to discover his own limits, gifts and possibilities.

CONTENTS:

- Harmony between Sciences and the Catholic Faith
- Scale of Values of the Sciences
- Primacy of literature
- Classical formation
- Choice of a trade and/or profession and state of life

SOURCES:

- Pope Pius XI Divini Illius Magistri (Teachings of the Popes, Education, no. 296):
quoting Pope Leo XIII, Inscrutabili, (Teachings of the Popes, Education no. 64):
"Greater stress must be laid on the employment of apt and solid methods of teaching, and, what is still more important on bringing into full conformity with the Catholic Faith, what is taught in literature, in the sciences, and above all in philosophy, on which depends in great part the right orientation of the other branches of knowledge."

MORAL LIFE:

6. The formation of well-balanced personalities depends upon the well-rounded education of the whole man, body and soul, through the constant exercise of both natural and supernatural virtues. It is for this reason that discipline must be demanding yet flexible in order to form sturdy characters having, together with the habit of fulfilling their duties of state, a generous spirit of sacrifice and concern for the common good. Particular favour will be given to the Arts especially to music and singing which refine and temper youth's sensibilities. Manual skills will develop our students' practical sense and spirit of service to others. Physical training and organized sports provide opportunities of burning off their excess energy with moderation while learning to live in harmony with their fellow students.

CONTENTS:

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- Formation of well-balanced personalities
- Education of the whole man
- A demanding discipline to strengthen character: sense of duties of state, spirit of sacrifice, concern for others
- Practice of the arts (especially music and singing)
- Manual skills: to foster their practical sense and spirit of service
- Physical training and organized sports to burn off excess energy and live in harmony with others.

SOURCES:

- Pope Pius XI, Divini Illius Magistri (Teachings of the Popes, Education no. 278.):
"In fact, it must never be forgotten that the subject of Christian Education is man, whole and entire, soul united to body in unity of nature, with all his faculties natural and supernatural such as right reason and revelation show him to be".

PROFESSORS

7. These schools boast a teaching staff in perfect agreement with their sacred end in view. Through their good example and competence, our professors are, indeed, concerned in dispensing genuine Catholic teaching. All of this teaching, all of school's organization, its personnel and textbooks and programmes as well as its discipline, are all directed and governed by a truly Christian spirit. The resulting cohesion will assure the high quality of the students' character development and formation.

CONTENTS:

- Professors and teaching staff accord with the school's aims and goals
- Competence and good example
- Overall cohesion of all aspects for a truly Christian Education

SOURCES:

-Pope Pius XI, Divini Illius Magistri (Teachings of the Popes, Education, no. 297):
"Perfect schools are the result not so much of good methods as of good teachers, teachers who are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them."

-Pope Pius XI, Divini Illius Magistri (Teachings of the Popes, Education, no. 291):
"For the mere fact that a school gives some religious instruction (often extremely stunted), does not bring it into accord with the rights of the Church and of the Christian family, or make it a fit place for Catholic students. To be this, it is necessary that all the teaching and the whole organization of the school, and its teachers, syllabus and textbooks in every branch, be regulated by the Christian spirit, under the direction and maternal supervision of the Church; so that Religion may be in very truth the foundation and crown of the youth's entire training' and this in every grade of school, not only the elementary, but the intermediate and the higher institutions of learning as well."

FAMILY SPIRIT:

8. The atmosphere and surroundings of these schools must conform with those of the Holy Family.

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Proper authority guarantees the exercise of fraternal charity: fatherliness of the Priests and professors, an active and obedient participation of the pupils, a fraternal spirit of the older children with regard to their younger companions as well as a discreet helping hand from the ladies' auxiliaries.

CONTENTS:

- Model: The Holy Family
- Atmosphere: Fraternal charity
- A place for all: Priests, professors, students (older and younger), ladies' auxiliaries

SOURCES:

- Pope Pius XII, To High School Teachers (Teachings of the Popes, Education, no. 508):
"In the daily exercise of your functions, you will thus always show yourselves fathers of souls, rather than a propagator of sterile or useless knowledge."

- Pope Pius XII, To Professors and Students of the "Pious (deed) Schools", (Teachings of the Popes, Education, no. 489):

"It is a question for you (dear students), not so much to achieve excellent results some simple recorders passively precise, as to cooperate actively in your own education in an obedient and personal manner.

VITAL COOPERATION BETWEEN SCHOOL AND PARENTS

IX. In order to be truly efficient, these schools can no more do without the families close collaboration nor take their place, but rather they are to help these families in the proper upbringing of their children. It is therefore, an absolute necessity, for the good of their children, that parents commit themselves to know and put into practice the very same principles as those of the school of their choice. Thus will the true Christian spirit contribute to the establishment of Our Lord Jesus Christ's social Reign throughout the world.

CONTENTS:

- Effectiveness of Education depends on the cooperation between the institutions of school and family
- Parents' commitment to the means and principles held in common
- An authentic Christian spirit for the Reign of Our Lord Jesus Christ in the world.

SOURCES:

- Pope Pius XI, Divini Illius Magistri (Teachings of the Popes, Education, no. 257):
"The family therefore holds directly from the Creator the mission and hence the right to educate the offspring, a right inalienable because inseparably joined to the strict obligation, a right anterior to any right whatever of civil society and of the State, and therefore inviolable on the part of any power on earth."

- Pope Pius XI, Divini Illius Magistri, (Teachings of the Popes, Education, no. 289):
"The school is by its very nature an institution subsidiary and complementary to the family and to

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the Church. It follows logically and necessarily that it must not be in opposition to, but in positive accord with those other two elements, and form with them a perfect moral union, constituting one sanctuary of education, as it were, with the family and the Church."

- Pope Pius XII, To Young Married Couples, (Teachings of the Popes, Education, no. 386.):

"In this holy formation (i.e. the Christian formation of those souls which God will entrust to you) you will undoubtedly have recourse to the help of zealous Priests and catechists, of those excellent educators namely, the Religious Brothers and Sisters. However, great, precious and extended as their help may be, it cannot release you from your duties and responsibilities regarding Your children's Catholic education. How often do we find good Christian teachers complaining and bewailing the difficulties, and, even sometimes, the very impossible situation in which they find themselves when they are obliged, in the education of the children in their charge, to remedy and make up, by additional work, care and attention, for serious deficiencies arising from the family's failure to do its duty or from having done it badly!"

Q. REVISION RECORD

Revision 1.1 **changes made to absenteeism policy to add disciplinary measures for unexcused absence and tardies.**

Revision 1.2

Revision 2.0 **changes made at the time the Society of St. Pius X took full responsibility for the school, June 2009.**

Revision 2.01 **Changes to uniform, absenteeism, medical note, homework policy following the general meeting of June 6, 2009.**