



7TH GRADE CLASS CALENDAR 2016 - 2017

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ST. MICHAEL'S PARENTS' ASSOCIATION OFFICERS (SMPA) 2016 – 2017

President: Kim Dobzyniak
Vice President: Kellie Huyard
Secretary: Dia Flora
Treasurer: Jana McQuaid

Welcome! We are excited about the coming year at St. Michael's. Thank you for volunteering and helping to make this year successful for our children.

Parents, please add your name below to any volunteer opportunity highlighted in yellow. Changes are saved automatically! You may sign up regardless of the number of volunteers needed for a particular event. If the number of sign ups exceeds the number needed, we will choose volunteers from among those signed up in a fair and impartial manner.

Please try to find a substitute if you are unable to fulfill a volunteer commitment during the year. If this is not possible, don't worry, just let us know and we will work with you.

Thank you again and we look forward to a wonderful year,

Kimber and Carolyn

AUGUST**29th (Monday)**

- MIDDLE SCHOOL ORIENTATION:
 - 9:00 a.m. 6th grade and new students
 - 10:30 a.m. Returning 7th & 8th graders

30th (Tuesday)

- LOWER SCHOOL & MIDDLE SCHOOL: FULL DAY

31st (Wednesday)

- MIDDLE SCHOOL: Blessing of the Backpacks, 8:00 a.m.

SEPTEMBER**5th (Monday)**

- LABOR DAY: NO CLASSES

13th (Tuesday)

- MIDDLE SCHOOL: Back to School Night, 7:00 p.m. in the Great Hall

14th (Wednesday)

- SCHOOL PICTURES FOR **MIDDLE SCHOOL** STUDENTS.
All students are photographed, regardless of whether they are purchasing pictures.

16th (Friday)

- MIDDLE SCHOOL: Bowling Social 3:30 - 5:00 p.m. at Kingpin Lanes in Midlothian. \$8.00 per student for bowling and shoes.

23rd (Friday)

- MIDDLE SCHOOL: SCA Primary

26th (Monday) - 30 (Friday)

- MIDDLE SCHOOL: SCA Campaign Week

30th (Friday)

- MIDDLE SCHOOL: SCA Speeches & Elections

OCTOBER

3rd (Monday)

- MIDDLE SCHOOL SCA At Large Nominations

6th (Thursday)

- 6th & 7th GRADES: CHALLENGE DISCOVERY FIELD TRIP

The 6th and 7th grade will attend the Challenge Discovery course at the University of Richmond. Buses will leave school promptly at 8 a.m. and return at 2:45 p.m. Students need to bring a bagged lunch and a drink or two. Please label lunches and drinks, and wear comfortable shoes. More details forthcoming.

Two parents are needed to attend and take photographs. These parents will drive separately from the bus. Please wear comfortable shoes and clothes. You will also need to bring a large cooler of ice for students' drinks.

1. Joshua Jeyasingh
2. Meg Simonton

7th (Friday)

- SMPA Tennis Tournament: Chair: Jules Kearfott, (jules.kearfott@gmail.com)
9:00 a.m. - 12:00 p.m More detail will be forthcoming via *This Week At St. Michael's*.

10th (Monday)

- COLUMBUS DAY: NO CLASSES

20th (Thursday)

- DAD'S NIGHT OUT: Singleton Campus, 6:30-8:30 p.m.

21st (Friday)

- MIDDLE SCHOOL DANCE: 7:00 p.m.

31st (Monday)

- MIDDLE SCHOOL HALLOWEEN TREATS

Volunteers for the grade work as a team to provide treats for the students. Deliver the treats to the Singleton kitchen in the morning. Clearly label them with the grade. They will be served in the Great Hall during lunch.

1. Tracy Martin
2. Jennings
3. McGrath

NOVEMBER**4th (Friday)**

- MIDDLE SCHOOL Day of the Dead 1:00 p.m.

7th (Monday)

- CLERICAL DAY: NO CLASSES

7th (Monday) – 11 (Friday)

- MIDDLE SCHOOL CONFERENCES
Sign ups for conferences will be scheduled using Sign Up Genius. Parents will receive an email from their child's advisor.

11th (Friday)

- COOKIES FOR MIDDLE SCHOOL OPEN HOUSE: Please bring cookies or brownies and leave them in the Singleton kitchen.

Cookies: 14 dozen needed - please indicate how many can provide

1. Tracy Martin 2 dozen
2. Carol Pfeiffer 2 dozen
3. Caley Cantrell 2 dozen
4. Johanna Minich 2 dozen
5. Beth Murphy Rollins 2 dozen
6. Kate Showalter
7. Laurie Chicklo 2 dozen

Brownies: - 4 dozen brownie bites - please indicate how many you can provide

1. Kimber Crumlish - 1 dozen
2. Dia Flora - 1 dozen
3. Page Hayes 2 dozen

16th (Wednesday)

- 7th GRADE Meals on Wheels for students in Values first semester.
Volunteer drivers needed, usually from 9:30 a.m. - 1 p.m. Details forthcoming.

Students attending this event: Benson, Carter, Chicklo, Collins, Hayes, Hettrick, Jennings, Jeyasingh, Kardian (Virginia), Kidwell, Martin, McCann, Nedeff, Pollard, Pyle, Rees, Showalter, Showalter, Sibley, Simonton, Turner, Watts (Both)

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|--------------------------|----------------------------------|
| 1. | Caroline Jennings | 6 |
| 2. | Jenny Nedeff | 5 |

| | | |
|----|------------------|---|
| 3. | Tracy Martin | 6 |
| 4. | Joshua Jeyasingh | 6 |
| 5. | Carolyn Watts | 6 |
| 6. | katie Benson | 4 |
| 7. | Holly Kidwell | 6 |
| 8. | Amy McCann | 6 |
| 9. | Page Hayes | 4 |

17th (Thursday)

- MIDDLE SCHOOL TEACHER TREATS: **Provided by 7th Grade**
Details under 'Special Projects and Activities' page.

1. Tracy Martin
2. Caley Cantrell
3. Laurie Chicklo
4. Kelley Hettrick

23rd (Wednesday)

- THANKSGIVING BREAK BEGINS: NO CLASSES

28th (Monday)

- CLASSES RESUME

DECEMBER

NOTE: St. Michael's stresses Christmas as a religious holiday. Gift giving among students is discouraged. Collections for Room Parents are not encouraged or expected. Solicitation of additional money from students or parents is against school policy.

9th (Friday)

- MIDDLE SCHOOL CHRISTMAS TREATS
Volunteers for the grade work as a team to provide treats for the students. Deliver the treats to the Singleton kitchen in the morning. Clearly label them with the grade. They will be served in the Great Hall during lunch.
 1. Karen Kardian
 2. Caley Cantrell
- MIDDLE SCHOOL Christmas Dance 7:00 p.m.

15th (Thursday)

- CHRISTMAS PAGEANT DRESS REHEARSAL AND BAND CONCERT: St. Michael's Church, 8:30 a.m. Middle School students attend the dress rehearsal followed by the band concert. Students are dropped off at St. Michael's Church at the Bon Air Campus at 8:15 a.m. Drivers are needed to transport students to the Singleton Campus at approximately 9:45 a.m.

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|-----------------------|----------------------------------|
| 1. | Tracy Martin | 6 |
| 2. | Caley Cantrell | 5-6 |
| 3. | Terry Rees | 5 |
| 4. | Page Hayes | 4 |
| 5. | Henry Burt | 6 |
| 6. | Jay Chicklo | 5 |
| 7. | Jennifer Jung | 5 or 6 |
| 8. | Jennifer Goff | 6 |
| 9. | Ryan Bundy | 3-4 |
| 10. | Ward Good | 6 |
| 11. | megan pollard | 6 |
| 12. | | |

16th (Friday)

- CHRISTMAS BREAK BEGINS. 11:45 p.m. dismissal for Middle School.

JANUARY**2nd (Monday)**

- CLASSES RESUME

16th (Monday)

- MARTIN LUTHER KING HOLIDAY: NO CLASSES

30th (Monday) – 3rd (Friday)

- MIDDLE SCHOOL CONFERENCES
Sign ups for conferences will be scheduled using Sign Up Genius. Parents will receive an email from their child’s advisor. **Students will attend this conference!**

31st (Tuesday) - 3rd (Friday)

- BOOK FAIR: Bon Air Campus, Atrium.

FEBRUARY**2nd (Thursday)**

- BOOK FAIR OPEN HOUSE: Following Lower School Dismissal

10th (Friday)

- MIDDLE SCHOOL VALENTINE’S TREATS
Volunteers for the grade work as a team to provide treats for the students. Deliver the treats to the Singleton kitchen in the morning. Clearly label them with the grade. They will be served in the Great Hall during lunch.

1. Nedeff
2. Hunter

- MIDDLE SCHOOL Valentine’s Dance, 7 - 9 p.m.

11th (Saturday)

- AUCTION: The John Marshall Hotel, 6:00 p.m.
Details under “Special Projects and Activities” page

14th (Tuesday)

- 7th GRADE FIELD TRIP to the VMFA
Drivers are needed to transport students from the Singleton Campus at approximately 9:15 a.m. to the VMFA and return at 11:30. Volunteers will be asked to remain with the small groups once we are in the museum.

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|-------------------------|----------------------------------|
| 1. | Tracy Martin | 6 |
| 2. | Joshua Jeyasingh | 6 |
| 3. | Dia Flora | 6 |

| | | |
|-----|-----------------------|---------------|
| 4. | katie benson | 4 |
| 5. | Kate Showalter | 4 |
| 6. | Dave Lundgren | 6 |
| 7. | Page Hayes | 4 |
| 8. | Jennifer Jung | 5 or 6 |
| 9. | Alma Showalter | 6 |
| 10. | Amy McCann | 6 |
| 11. | Jennifer goff | 6 |
| 12. | Ryan Bundy | 3-4 |

20th (Monday)

- PRESIDENT'S DAY: NO CLASSES

22nd (Wednesday)

- MIDDLE SCHOOL Teacher Treats: **Provided by 7th Grade**
Details under 'Special Projects and Activities' page.

1. Beth Murphy Rollins
2. Sibley
3. Carolyn Watts
4. Sandy Collins
5. McGrath

23rd (Thursday) - 26th (Sunday)

- MIDDLE SCHOOL PLAY

MARCH

3rd (Friday)

- SPRING BREAK BEGINS: Middle School Dismissal 11:45 p.m.

13th (Monday)

- CLASSES RESUME

24th (Friday)

- 7TH GRADE COFFEE HOUSE; students share writing and art they've been working on 1:45 p.m. Invitations to parents with more details to follow.

31st (Friday)

- MIDDLE SCHOOL Health & Wellness Day

APRIL**3rd (Monday)**

- VIRGINIA HOLOCAUST MUESUM, followed by lunch; students need to bring money for lunch. More details to follow.

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|---------------------------|----------------------------------|
| 1. | Caroline Jennings | 6 |
| 2. | Beth Kimball | 6 |
| 3. | Tracy Martin | 6 |
| 4. | Joshua Jeyasingh | 6 |
| 5. | Carolyn Watts | 6 |
| 6. | Carol Pfeiffer | 4 |
| 7. | Kimber Crumlish | 6 |
| 8. | Dia Flora | 6 |
| 9. | Terry Rees | 5 |
| 10. | Brooke Anne Hunter | 4 |
| 11. | katie benson | 4 |
| 12. | Dave Lundgren | 6 |

10th (Monday) – 14th (Friday)

- MIDDLE SCHOOL CONFERENCES
Sign ups for conferences will be scheduled using Sign Up Genius. Parents will receive an email from their child's advisor.

10th (Monday) - 13th (Thursday)

- TEACHER APPRECIATION WEEK
Children are encouraged to make a card or bring in some other *homemade* token of appreciation during the week. Please do not forget specialty teachers and administration. **Teacher Appreciation Week Chairs – Erin Bacon** (benanderin2@comcast.net) and **Laura Stewart** (tdslcs@yahoo.com)

Each grade is asked to provide lunch for the middle school teachers on their assigned day during teacher appreciation week. Three volunteers from 7th grade are needed to provide drinks and food for lunch on April 12. More information about this will follow from the Teacher Appreciation Committee in *March*.

12th (Wednesday)

- TEACHER LUNCH

Volunteer to bring drinks:

1. Caley Cantrell

Volunteers to bring lunch:

1. Dia Flora
2. Shula Good

13th (Thursday)

- TEACHER APPRECIATION LUNCHEON

The Teacher Appreciation Luncheon is scheduled for April 13, 11:20 - 12:00 p.m. Volunteers are needed to stay with 7th grade students during lunch in the Great Hall and recess on the day of the luncheon.

1. Tracy Martin
2. Alma Showalter

14th (Friday)

- GOOD FRIDAY: NO CLASSES

17th (Monday)

- EASTER MONDAY: NO CLASSES (possible make-up snow day)

19th (Wednesday) - PLEASE NOTE THE DATE CHANGE!!!
 (original date was Thursday, April 27)

- 7th GRADE Meals on Wheels for students in Values second semester.
 Volunteer drivers needed, usually from 9:30 a.m. - 1 p.m. Details forthcoming.

Students attending this event: Ashley, Baxter, Burt, Bundy, Cantrell, Crumlish, Falls, Flora, Goff, Good, Hunter, Jung, Kardian (Harry), Kenzakowski, Kimball-McKavish, Lundgren, Michael, McGrath, Pfeiffer, Price, Pusser, Rollins, Wash

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|--|----------------------------------|
| 1. | Beth Kimball | 6 |
| 2. | Brooke Anne Hunter/ Karen Michael | 4 |
| 3. | Dave Lundgren | 6 |
| 4. | Jennifer Jung | 5 or 6 |
| 5. | Shula Good | 6 |
| 6. | Mitzi Burt | 5 or 6 |
| 7. | Julie Ann Wash | |
| 8. | Meg Simonton | 7 |
| 9. | Taylor Bell | 5-6 |

MAY

1st (Monday) through 5th (Friday)

- **SPIRIT WEEK**
 Students show their school spirit by dressing according to the theme of the day. Spirit week themes will be announced at a later date and communicated via This Week @ St. Michael's.

5th (Friday)

- MIDDLE SCHOOL Semi-formal Dance, 7-9 p.m.
- **MAGIC DRAGON DAY SETUP**
Set-up for MDD is Friday 3-5 p.m. and Saturday 7-9 a.m.
Two volunteers are needed per grade for each set up time. Parents with pick-up trucks/trailers are especially encouraged to volunteer on Friday.

| Friday 3-5 p.m. | Saturday 7-9 a.m. |
|------------------|--------------------|
| 1. Richard Hayes | 1. Taylor Benson |
| 2. Karen Michael | 2. Margaret Benson |

6th (Saturday)

- **MAGIC DRAGON DAY** – Designated School Day (Bon Air Campus)
Kindergarten Maypole Dance: 9:30 a.m.
Field Games will immediately follow the Maypole Dance
Food Trucks Open: 10 a.m.
Booths Open: 11 a.m.
Booths Close: 2:00 p.m.
- **Field Games - Guides and Photographers**
Each grade needs **two** Blue and **two** White team parent volunteer guides to lead their grade's team through the Field Day Games and Tug of War.

| Blue - Guide | White - Guide |
|--------------|--------------------------|
| 1. | 1. Wythe or Will Michael |
| 2. | 2. |

Photographers, one for each team per grade level:

| Blue | White |
|------------------|------------------|
| 1. Jennifer Jung | 1. Karen Michael |

- **Booths**

Each grade is assigned two booths. Two parent volunteers from each grade serve as the booth coordinators. They are responsible for opening and closing the booth and ensuring volunteers report for their shifts. All games, supplies, and prizes will be provided by the MDD committee. Parent volunteers sign up to work at a booth, in half hour shifts. The booths are open from 11 a.m. - 2:00 p.m.

Kindergarten: Cake Walk

Kiddie Games: TBD

1st grade - 7th Grades: Carnival Games

8th grade: TBD

| Booth Coordinator 1: | | |
|-----------------------------|----------------------------|-------------------------|
| Time | Volunteer | Volunteer |
| 11:00 – 11:30 | Beth Kimball | Randy McKavish |
| 11:30 – Noon | Nedeff | Carolyn Watts |
| Noon – 12:30 | Tracy Martin | Kimber Crumlish |
| 12:30 – 1:00 | Beth Murphy Rollins | Rebecca Lundgren |
| 1:00 – 1:30 | Jay Chicklo | Sibley |
| 1:30 – 2:00 | Brooke Anne Hunter | Mitzi Burt |

| Booth Coordinator 2: | | |
|-----------------------------|------------------------|-----------------------|
| Time | Volunteer | Volunteer |
| 11:00 – 11:30 | Terry Rees | Allan Rees |
| 11:30 – Noon | Dia Flora | Meg Simotnon |
| Noon – 12:30 | Johanna Minich | Karen Kardian |
| 12:30 – 1:00 | Kate Showalter | Alma Showalter |
| 1:00 – 1:30 | Kelley Hettrick | Ryan Bundy |
| 1:30 – 2:00 | Shula Good | Bonnie Ashley |

Clean Up Committee

- Clean up for MDD is Saturday 2-3:30 p.m. Parents with pick-up trucks/trailers are especially encouraged to volunteer on Friday.

- 1.
- 2.
- 3.
- 4.

23rd (Tuesday)

- VIRGINIA HISTORICAL SOCIETY drivers arrive by 8:15 to school and depart by 11:00 to return to school. More details to follow.

| Drivers Needed | Volunteer | # of students per vehicle |
|-----------------------|--------------------------|----------------------------------|
| 1. | Tracy Martin | 6 |
| 2. | Joshua Jeyasingh | 6 |
| 3. | karen kardian | 6 |
| 4. | Rebecca Lundgren | 6 |
| 5. | Jennifer Jung | 5 or 6 |
| 6. | Alma Showalter | 6 |
| 7. | Shula Good | 6 |
| 8. | Mitzi Burt | 5 or 6 |
| 9. | Sarah Kenzakowski | 4 or 5 |
| 10. | Wythe Michael | 3 or 4 |
| 11. | Julie Ann Wash | 5 |
| 12. | megan pollard | 6 |

24th (Wednesday)

- HONORS ASSEMBLY: Bon Air Campus, 8:30 a.m. FOLLOWED BY 6th & 7th GRADE CLOSING PRACTICE Volunteers are needed to transport students from Bon Air to Singleton after the Honors Assembly and closing practice.

| Number Needed | Volunteer | # of students per vehicle |
|----------------------|----------------------|----------------------------------|
| 1. | Tracy Martin | 6 |
| 2. | Henry Burt | 6 |
| 3. | Jennifer Jung | 5 or 6 |
| 4. | Amy McCann | 6 |
| 5. | Jennifer Goff | 6 |
| 6. | Ward Good | 6 |
| 7. | Doug Collins | 6 |
| 8. | megan pollard | 6 |
| 9. | Karen Michael | |
| 10. | | |
| 11. | | |
| 12. | | |

25th (Thursday)

- SMPA Spring Meeting

29th (Monday)

- MEMORIAL DAY: NO CLASSES

JUNE**5th (Monday)**

- EARLY DISMISSAL (LS: Noon / MS: 11:45)

6th (Tuesday)

- EARLY DISMISSAL (LS: Noon / MS: 11:45)

7th (Wednesday)

- CLOSING CEREMONIES: St. Michael's Church, Parents and siblings invited. Please dress your child in Sunday clothes.
- 6th and 7th GRADES: 8:30 a.m.

9th (Friday)

- 8th GRADE GRADUATION: 9:00 a.m.

GRADUATION RECEPTION: The 7th grade, in coordination with the SMPA Hospitality Committee, hosts a reception for the 8th grade graduates, their families, faculty, and guests following graduation in the Library and patio at the Singleton campus. Coordinators organize volunteers and plan and oversee the reception.

Coordinators:

1. Tracy Martin
2. Megan Pollard

Volunteers provide food, and setup and host the reception.

- | | |
|--------------------|------------------|
| 1. Kelley Hettrick | 4. Karen Michael |
| 2. Sandy Collins | 5. |
| 3. Bonnie Ashley | 6. |

(Room Parents: Please e-mail the volunteers to Alison Reining of the Hospitality Committee at alison@thereinings.com)

CONTINUE BELOW FOR ADDITIONAL VOLUNTEER NEEDS. THANK YOU.

ADDITIONAL VOLUNTEER NEEDS SPECIAL PROJECTS AND ACTIVITIES

YEARBOOK Editors: Jennifer Jung and Sandy Brooks

Please share your photographs during the year! Photos may be uploaded to the yearbook website: www.hjeshare.com. Enter school code 3042755 and follow the instructions. Photos may also be placed on a CD and turned in to either school office. Please mark the CD with “yearbook” and note the grade, the name and date of the event, and your name. Blank CDs are available in the SMPA room at the Lower School.

Class Editor(s):

1. Jennifer Jung
2. Page Hayes

3.
4.

Class editors assist the Yearbook Chairs with the following:

- Taking (or obtaining) class photos and uploading them to the yearbook library
- Preparing photo layout on class pages
- Making sure every child in the grade is represented on the pages;
- Proofreading class pages

PARENT SOCIALS

It’s fun for parents to get together outside of school and away from the children, be it for coffee, or out to dinner. It’s tradition to have a class cocktail party in the Fall, and other casual socials through the year. Socials are optional.

October: Rob and Tracy Martin

January: Joshua & Puneet Jeyasingh - February/March TBD

February:

March:

April:

ANNUAL AUCTION is jointly hosted by the SMPA and the Development Office. The Auction is **February 11, 2017**, at **The John Marshall Hotel**. Projects may be submitted per grade level or by individual classes. Each grade is encouraged to submit either one grade level project or two class projects. Each class receives \$100 reimbursement for materials, or \$150 for a grade level project. Please refrain from creating projects using students “faces” unless otherwise approved. Contact Class Projects’ Chair, Calais Fitzmaurice (Benson) by email, calais.fitzmaurice@rich.frb.org, to receive project approval, to provide project descriptions or with any questions. (Room Parents: Please email Calais your class project coordinator’s name)

Deadline for Auction Solicitations: October 14th

Deadline for Project Idea: October 21st

Deadline for Project Description: January 31st

Deadline for Class Project Completion: February 11th

Indicate if the project is for the grade or the class (if the project is for the class, then each class will need to have a coordinator and volunteers).

Class Project: Teacher Name _____ OR ___ Grade Level Project

Auction Project Coordinator(s): Meredith Turner

Auction Project Volunteers

1. Kate Showalter
2. Holly Kidwell
3. Tracy Martin
- 4.

(Room Parents: Please email Calais your class project coordinator's name - email above)

MONTHLY TEACHER/ADMIN TREATS – Parents provide treats for the teachers and administration at the Bon Air and Singleton Campuses. At the Bon Air Campus, food is set up in the LEGO Room. At the Singleton Campus, food is set up in the teachers' lounge. Please ask your volunteers to prepare for *24 teachers and staff at Bon Air and 15 at Singleton*. Finger foods are best. Please remember to bring napkins and/or plates. To let the teachers and faculty know the "treat day" and location, leave a note in advance by the teachers' mailboxes (Bon Air Campus) or the teachers' lounge (Singleton Campus).

Assign two parents from each class (4 per grade) to provide treats. **Please note: There are no teacher treats provided in September, April, or May.** Monthly teacher treat responsibilities are as follows:

Bon Air Campus

October – Kindergarten
 November – First Grade
 December – Second Grade
 January – Third Grade
 February – Fourth Grade
 March – Fifth Grade

Singleton Campus

October - Sixth Grade
 November - Seventh Grade
 December - Eighth Grade
 January - Sixth Grade
 February - Seventh Grade
 March - Eighth Grade

Special Library Information

VOLUNTEER REQUEST AT SINGLETON CAMPUS:

Please consider assisting Mrs. Carpenter. She has requested volunteers to help shelve books. She will contact you to work out a schedule:

1. Caley Cantrell
2. Page Hayes

CELEBRATE BOOKS @ SINGLETON - CELEBRATE BOOKS @ SINGLETON - A decision has been made not to have book assemblies in middle school. Instead, Mrs. Carpenter is working on holding a separate middle school book fair. Details to come!

School-Wide Information and Policies

The purpose of these guidelines and policies is to foster a safe, inclusive, and supportive environment for St. Michael's students to learn and grow.

Alcohol

Alcoholic beverages are not served at school events where students are present.

Christmas Gifts

St. Michael's stresses Christmas as a religious holiday. The School discourages gift giving at school among students outside of specific programs (e.g., chapel pals). If Christmas gifts are given, please consider homemade items such as baked goods, cards, small mementos, etc. Children and parents are not expected to give teacher gifts.

Contributions to Class Activities

Party treats, special goodies, etc. are handled equally between the two classes of the same grade. Make volunteers aware of the volunteers for the other class so efforts are coordinated. The costs of the parties, play costumes, etc. are volunteer expenses. By equally assigning activities in your class, expenses are shared evenly. It is the parents' choice as to how much they choose to spend. *Parents should not solicit additional funds from parents or students without approval from Mary King Coleman.* Eighth grade graduation expenses should be kept to a minimum and cannot be billed or paid through the school's business office. (See "Fundraising and Solicitation" below.)

Dress Code

Please refer to the School Directory for information on the dress code. Note that for field trips and other St. Michael's activities, specific attire on occasion may be required (e.g., blazer/tie/dress shirt, skirts/dresses, etc.).

Email

Use of individual and group email addresses – including "reply all" emails – is restricted to communications about St. Michael's activities.

Fundraising and Solicitation

Each year St. Michael's receives a broad base of support from parents, alumni, past parents, grandparents and friends for the Annual Fund and capital campaign initiatives. Like most independent schools, tuition alone does not cover the total costs involved with educating our students. Philanthropic gifts provide the additional resources needed to meet ongoing expenses. Parent participation is a strong indicator of overall support for the School and is often a crucial factor in securing funding from foundations. All fundraising and community service projects

either by parents, students or teachers, must have prior approval by the Development Office. Solicitation of money *or items* from students or parents *without prior approval of the Development Office* is against school policy, *regardless of the purpose of the solicitation*.

Personal Parties

Please encourage your child to be thoughtful and sensitive, and as inclusive as possible in social activities. With that in mind, invitations to personal parties are not to be distributed at school unless the entire class is invited. Additionally, students attending school events or activities immediately preceding or following school events as “couples” can make such events socially challenging.