



**2022-2023 PARENT/STUDENT HANDBOOK**

The Parent/Student Handbook is posted on our website. After reviewing the handbook with your child please sign and return. If you need a printed version, please notify the school office and one will be sent home.

I/we have read and discussed with my/our child the St. Michael's Academy **Parent/Student Handbook**. I/We are aware of the school policies and those of the Diocesan Schools Office, Diocese of Springfield, detailed in the handbook. I/We agree to comply with these policies and regulations and to assist my/our child to do likewise in support of St. Michael's Academy.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Child's Signature:** \_\_\_\_\_

«HR»

**2022-2023 PHOTOGRAPHY / MEDIA RELEASE**

During the school year, St. Michael's Academy students may participate in news stories with various media representatives (television, radio and print) during school events or special activities. This participation may include still photography, videotape, or audio recording, and may involve the use of students' names, likenesses or voices. Still photography may also be used in the school newsletter with only a first name reference. Such productions may be used for educational or marketing purposes by the school or the Diocese of Springfield.

As part of the Diocese of Springfield's Safe Environment policies, we do not publish children's likenesses or information about children without the permission of the child's legal guardian.

Failure to return this form signifies permission for your child's likeness to be included in such media. If you have questions, please contact the Admissions Office at St. Michael's Academy at (413) 782-5246, ext. 1208.

***Please note: This form must be completed for each child enrolled at St. Michael's Academy.***

\_\_\_\_\_ I, the undersigned, **DO** grant full permission for St. Michael's Academy and/or the Diocese of Springfield to use the **full name**, likeness or voice of my child for news releases, media and promotional activities. This request is valid for the current academic year, **2022-2023**.

\_\_\_\_\_ I, the undersigned, **DO** grant permission for St. Michael's Academy and/or the Diocese of Springfield to use the likeness or voice of my child and **first name only** for news releases, media and promotional activities. This request is valid for the current academic year, **2022-2023**.

\_\_\_\_\_ I, the undersigned **DO NOT** consent or grant full permission for St. Michael's Academy and/or the Diocese of Springfield to use the name, likeness or voice of my child for news releases, media and promotional activities. This request is valid for the current academic year, **2022-2023**.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

**FACTS Parent Alert Notification System**

SMA uses the *Parent Alert Notification System* to facilitate communication with our families. Parent Alert allows us to send out communications via Text, Email, and Voice Messages for all type of events. These alerts can be used for many reasons but also it will provide us a fast, efficient way to communicate with our families in case of an emergency. To ensure you are able to receive our alerts please text the keyword "START" to 22-383 from your mobile device. Any text alerts from our school will begin with "SMA" and calls will show from "413-782-5246".

Note: Per Telephone Consumer Protection Act we have to provide all recipients the option to Opt Out of receiving our alerts. Anytime we send out a text alert you will see "Stop to End". If you reply "Stop" you will no longer receive our text alerts regardless if we select you as a recipient."

	Phone Number	Name	Relationship	Land	Cell
1.				<input type="radio"/>	<input type="radio"/>
2.				<input type="radio"/>	<input type="radio"/>

