

2019-2020 St. Michael Catholic School Parent and Student Handbook

Mission Statement

Led by the Holy Spirit, St. Michael Catholic School encourages our students to grow in their Catholic faith, achieve academic excellence and become responsible citizens.

Vision Statement

St. Michael Catholic School realizes the world is ever-changing and that to prepare our students we must provide real world, relative instruction and experiences that are faith centered, globally minded, and technologically enhanced. Our focus will be student centered and family engaging so that all may experience an environment to grow and develop tools to carry into the world to support the mission of the Church and find success in their life journey.

General Objectives

- To provide a balanced program of worthwhile values, remembering that total education is the primary purpose of the school.
- To encourage the student to develop good work and study habits and to capitalize on their special aptitudes and interests.
- To provide a motivational atmosphere that will encourage each student to want to become lifelong learners.
- To instill a sense of creativity and flexibility to meet the changing needs of society and education.
- To awaken the student to their civic and moral responsibilities in their relationship to humankind.
- To help the student to develop an appreciation for art, music, literature and other areas of the fine arts.
- To encourage in the student a sense of self-discipline and self-direction by placing more responsibility on them as they mature.

Admission Policy/Tuition/Financial Assistance

Important Enrollment Dates for 2019-2020

Re-enrollment begins Monday, January 28, 2019 and Open Enrollment begins Monday, February 11, 2019.

Lottery Day (if needed): Monday, March 4 at 4 p.m. in the school office.

<u>Returning student</u>	<u>New student</u>
<ul style="list-style-type: none"> ● Updated vaccination records (if applicable) ● Student Application ● Student Medical Form ● Signed Family Form (per family) ● Signed Photo Form (if form is not on file) ● \$150 Enrollment Fee (per family) or \$125 Early enrollment if paid by February 15, 2019 	<ul style="list-style-type: none"> ● Copy of student(s) birth certificate(s) ● Copy of vaccination records ● Student Application ● Student Medical Form ● Signed Family Application (1 per family) ● Signed Photo Form ● \$150 Enrollment Fee (1 per family) ● Home Language Survey ● Copy of Baptismal Certificate (if applicable)
<p><i>Please contact the office if:</i></p> <ul style="list-style-type: none"> ● Bank account information has changed ● If income has changed 	<ul style="list-style-type: none"> ● Transferring students in 1 – 8 See below under transfers

Admission and Wait List Policy Statement In order to ensure an orderly and equitable admission for children to a St Michael Catholic School, Greenfield, in the Archdiocese of Indianapolis this policy and procedures is adopted and shall be periodically revised. Revisions of this policy shall supersede any prior admission policy in place by the school.

Agree to Abide by the School Rules Upon admission all parents and students agree to abide by the policies and rules of the school as described in the School Handbook and as aligned with the mission of the St Michael Catholic School, Greenfield.

Primary Goal—Catholic Education Catholic education is centered on the life, death, and Resurrection of Jesus Christ, the Son of God and Savior of the world. Catholic schools exist to assist parents in fostering, promoting, and forming children in the teachings and Tradition of the Catholic Church and to pass on the Faith so the entire person is nurtured in his or her physical, moral, and intellectual talents. The primary goal is to provide a truly Catholic education to all students in accordance with the teachings and Tradition of the Roman Catholic Church as passed down to us from Christ. Additionally, St. Michael Catholic School provides a quality Catholic education to all students as it aligns with our mission statement and the archdiocesan policies, curriculum and guidelines. Therefore, all students, once admitted, are required to participate in religion classes and liturgies and

otherwise conform to the religious expectations of St. Michael Catholic School, Greenfield, of the Archdiocese of Indianapolis.

Non-Discrimination Policies for admission of Catholic and non-Catholic students are in alignment with Archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, ethnicity, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic Faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. And, as such, a Catholic school will exercise its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

The school's recruitment efforts will target all segments of the community in a manner that does not discriminate against students of a race, color, national origin, religion, gender or disability.

We strive to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. Support is available for learning differences, though we may recommend educational alternatives that may better serve the needs of some students.

Wait List Eligible students not selected for admission to St. Michael Catholic School in Greenfield will automatically be placed on a wait list. Priority for those openings will be in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and will be established after the selection process for the upcoming school year has ended. Waitlists shall terminate when the registered-for school year ends.

Admission Selection Process Students registering for preschool must be age 3 or 4 (school-specific) and for kindergarten, students must be age 5 by August 1 of the school year in which they are registering. For Grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be placed in the school based on the predetermined maximum capacity of classrooms. After the enrollment lottery date, eligible students will be admitted according to the following categories in order of preference:

1. *Current students of St. Michael until open enrollment period begins*
2. *Siblings of students attending St. Michael*
3. *Active Parishioner Family ***
4. *Catholic Family attending another parish ***
5. *Siblings of alumni of St Michael*
6. *Non-Catholic children*

***Regular attendance, tithing, Baptismal record of either parent, guardian or child*

Each year's incoming student class will be selected soon after the re-registration/registration process is closed. For any student selected for the incoming class, his or her siblings will be placed in category 2.

Transfer Students in good standing from another school will be considered for transfer admission after enrollment and admission forms are completed, a conference with the principal, parents and student has been held to discuss the goals, religious mission, and expectations of the St. Michael Catholic School, and previous educational records and shot records have been supplied. The principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted. *Note:* Applicants for admission to grades 5, 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level hold greater credence. Students in grades 5, 6, 7, and 8 who wish to transfer to St Michael must meet with the principal prior to acceptance. St. Michael Catholic school supports the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the St. Michael Catholic School Principal. Prioritization of placement of applicants for transfer will occur in the same order and criteria as Admission Selection Procedures above.

Enrollment Process and Lottery Procedures The school will hold an open enrollment period for a specific two-week period and will post notice of enrollment as it sees fit. Students excluded from the lottery and given preference for enrollment: 1) have siblings enrolled at the school; or 2) are students who attended the school in the prior year. If fully completed applications exceed the number of spaces available, a random lottery will occur. Complete applications received after the open enrollment period closes, but before the lottery, will not be eligible to participate in the lottery but will be added to the end of the waiting list created at the time of the lottery. A random selection lottery process will be held within four weeks of the close of open enrollment. The schools will notify all applicants of the public drawing's time and place. Names will be drawn until all classroom seats are filled, then a waiting list will be established, in the order in which they were drawn, to fill openings during the school year for which the student applied. After all eligible names are drawn, the names of applicants who filed after the close of open enrollment will be added. Applications received after the deadline will be added in the order in which they were received. Applicants on the waiting list must resubmit an application during the open enrollment window for the next academic year. Once admitted, students will remain eligible to be admitted for successive years.

Tuition and Financial Aid Policy

St. Michael Catholic School in Greenfield works diligently to keep costs as low as possible without compromising the programming, personnel, and other effective instructional components of our schools. It is a goal of St. Michael Catholic School, in the Archdiocese of Indianapolis, to provide financial support to all school families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as outlined by the Office of Catholic Schools. All families are asked to work with the school administration to determine eligibility for tuition assistance. Families may be asked to submit income verification in the form of 1040 tax form. You will be contacted by school administrators if income verification is required. School administrators, in partnership with the Office of Catholic Schools, will review all applications and make tuition determinations by August 1, 2019. Assistance is not to exceed amount of tuition.

How is need-based Financial Aid determined? Need-based financial aid is determined by independent analysis of a household's complete financial picture. Income verification may be required through 1040 tax form. If requested and unavailable, please see school administrators for next steps.

In what order will types of assistance be determined and provided?

1. IN Choice Scholarship, Voucher, (if applicable)
2. IN Tax Credit Scholarship (SGO)
3. St. Michael Catholic Church Scholarships

What type of assistance is available?

• Financial Aid from St. Michael Catholic Parish

- Indiana Choice Scholarship (often referred to as a voucher) Application may be submitted to St. Michael Catholic School or to the IN Dept. of Ed.
- IN Tax Credit Scholarship (SGO): Application submitted in school to Institute for Quality Education, the Scholarship Granting Organization used by St. Michael Catholic School in Greenfield. Requirements include:
 - Your child is entering Kindergarten OR
 - Your child is entering a private school for the first time after attending a public-school OR
 - Your child received a tax credit scholarship the prior year OR
 - Your child is currently receiving a voucher and has previously received a tax credit scholarship

By receiving a tax credit scholarship, one may be eligible for the Indiana Choice Scholarship in the year following. SGOs set their own eligibility requirements, but family income cannot exceed 200% of federal free or reduced lunch levels. To qualify, students must be entering kindergarten or have been enrolled in a public school for two consecutive semesters prior to enrolling in our Catholic schools and be an Indiana resident. Should you apply for a scholarship through the Institute for Quality Education (IQE), each year thereafter, you may reapply for assistance even if you did not receive assistance in the first year. However, if you DO NOT apply during the first year of your child's non-public education, you will not be able to apply in subsequent years.

Who must provide financial information? To qualify for aid, the parent/legal guardian legally responsible for the child to be enrolled in the school must be:

- The person who provides the financial information for financial assistance
- the individual who signs the financial assistance application, and
- The person who establishes the tuition payment plan through FACTS

Is tuition assistance available for Preschool? Tuition assistance for Preschool is available through scholarships made from St. Michael Catholic Church in Greenfield.

Is financial aid available if I enroll or withdraw my child mid-year? If a family begins school after the first month of the school year, the family is expected to pay from the month of entrance rather than the first day of the school year. The tuition amount will be prorated per month for accurate tuition amount. A family that withdraws during the course of a semester is obligated to pay the assigned tuition rate for the full semester. The two semesters (each made up of two grading periods) generally run August – December and January – May.

What if I am unable to make the tuition payment? We recognize families sometimes encounter hardships that limit their ability to pay their portion of school fees. Hardship cases are always taken into consideration, but the request for consideration must be sent IN WRITING to St. Michael Catholic School. Written communication must be sent to the Principal at the onset of the encountered hardship to be considered.

What are the penalties for delinquent payments? If your tuition is delinquent for any reason, you will receive a printed statement in your child's take-home folder and the school will contact you. You will be required to bring the tuition current and/or make satisfactory arrangements with the school to avoid collection proceedings. If delinquency occurs and you have not made satisfactory arrangements for payment prior to Christmas Break, your child(ren) shall not be permitted to return to school for the following semester. If delinquency occurs without satisfactory arrangements for the spring semester, your child(ren) shall not be permitted to return to school for the following semester. If tuition payments are not made and you have received tuition assistance, the amount of assistance granted shall be forfeited and the full undiscounted tuition shall be due and owed. If tuition payments are delinquent and/or consistently made in arrears, a family receiving tuition assistance may lose the opportunity to receive tuition assistance the following school year. If legal proceedings are initiated, you agree to pay all costs of collection, including but not limited to: 100% of tuition, 100% of Archdiocesan financial assistance awarded, reasonable attorney fees, and all court costs.

Any concerns/issues related to tuition billing and collections are to be directed to St. Michael Catholic School's principal, 317-462-6380.

Altar Servers

Altar servers have the privilege of active participation in the liturgical functions of the parish. Along with this privilege is the responsibility of being present when assigned. Students interested in being altar servers will receive instructions and then be put on a rotating schedule with qualified servers.

Information regarding the duties of the servers will be sent home at the time the student is trained by the parish. Training begins at Fifth Grade.

Amendment to the Parent/Student Handbook

The Parent/Student Handbook may be amended at the discretion of the principal. Any changes will be shared with parents and students as needed throughout the school year.

Arrival

Arrival procedures will take place by dropping children off at the entrance to the Fr. Severin Parish Life Center. For safety reasons we will have one drop off area only. It is our goal and commitment to keep every child safe. Staff will be available to assist with arrival procedures.

REGULAR DROP OFF

- ✚ Fr. Severin Life Center/Gym Entrance – Parents should enter the parking lot near the parish office. This will allow students to exit the vehicle on the sidewalk and not in the drive. Parents should pull next to the curb and pull forward to the end of the walk. Additional cars will stop behind the first car. Students are to exit the vehicle and enter through Fr. Severin Life Center entrance. **No one should ever pass another vehicle!** Please be patient for the safety of all children.

****If you need to do more for your child than opening a door, unbuckling, and handing a backpack you should choose the walk your child in option.*

WALK YOUR CHILD IN/EXTRA TIME

- ✚ Fr. Severin Life Center - If you need to spend time with your child/children and walk him/her into the school building please park in the parking lot behind the church. Please enter the school building through the Fr. Severin Life Center.

All children will gather in the gym until 8:00. Morning prayer, pledge, and announcements will take place and then students will be escorted to their classrooms.

Attendance

For your child to be successful as possible they must be at school. Attendance and punctuality are essential for student progress and to build attitudes and responsible behaviors important for life. The law requires students to attend school 180 days. Frequent absences as defined by the Hancock County Prosecutors Office may necessitate repeating the grade (see below).

The school office must be notified when your child is absent. Please call the school, 317-462-6380 on days when your child is not in school or send an email (school@stmichaelsgrfld.org) by noon. **If the school is not given notification of the absence, then the student will be given an unexcused absence.**

Excused and Unexcused Absences

- An excused absence is defined as a student who is ill for up to three days with a parent notification; has a physician's written statement for four or more consecutive days in

case of illness; or is attending a school/educational activity/event approved by the principal.

- An “unexcused” absence is defined as an absence without a physician statement in case of illness for four or more days; no notification given to school of child’s illness; taking vacation during school days; attending other extra-curricular activities not related to school (i.e. sports competitions); or activities not approved by the principal. **Students will receive no academic credit for homework, tests, or special projects due during the period of the unexcused absence(s).**
- If student is ill for four or more days a physician written statement (note, fax, email) will be required to be considered an excused absence. Once a physician written statement is received the excused absence will be retroactive to the first day of absence.
- A half-day absence will be warranted to students who miss over one hour of **instructional time** at any point in the school day. This includes deliberately missing a school Mass. It will be considered an excused absence if the parent provides written statement (note/fax/email) from a physician, or an extra-curricular activity that is approved by the Principal. Otherwise, the absence will be deemed as “unexcused”. Family vacations and sports competitions (unrelated to St. Michael CYO athletics) are unexcused. Students will not be permitted to participate in any school sponsored activities (sports, clubs, plays, student council, etc.) if they have a half-day absence. **Students who leave early from school and do not have a doctor’s statement will not be allowed to participate in any school sponsored activities (sports, clubs, plays, student council, etc.).**
- Vacations are not considered a replacement for academic time required by the state. Vacations are considered unexcused absences.
- Extended absences for bereavement for family members and family medical emergencies are considered excused absences when substantiated with the appropriate documentation.

Sanctions for Absences

- If a student has **five or more days of absences whether excused or unexcused** per year the parent(s) will be contacted by the administrative staff to determine cause. A meeting with the parent(s), teacher(s) and Principal will be required to discuss how absences can be avoided. For absences of five or more days substantiated by a physician’s written statement a phone conference will be utilized to determine the best steps to help the student succeed.
- If a student has **five or more days of unexcused** absences per year the parents will receive a formal letter from the Principal advising parents of the Hancock County Prosecutor’s policy on school attendance.

- If a student accumulates **ten or more absences whether excused or unexcused** per year the Hancock County Prosecutor's Office may be notified in writing by the school. A meeting with the parent(s), teacher(s), Principal, and the Pastor will be required to discuss the future of the student at St. Michael School and you may receive a letter from the Hancock Prosecutor's office.
- If a student accumulates **fifteen or more absences per year, whether excused or unexcused**, then that student may not be promoted into the next grade level as he/she may not be academically prepared to successfully complete the next year's more rigorous academic curriculum (Exception: see below). Additionally, the student will be placed on a probationary status that may result in dismissal from St. Michael Catholic School.
- In extreme/rare cases where a student has a serious illness (substantiated by a physician's written statement) exceeding fifteen or more absent days as specified above, special consideration may be given in developing a separate academic plan. In all cases the student must make up work deemed critical by the subject teacher(s) to the point that the teacher(s) are confident of the student's ability to meet the next year's academic curriculum. If teachers still are not confident of the student's ability to meet the next year's academic curriculum that student may be retained in their current grade for the next school year.

Positive Incentives for Regular Attendance

- Students with perfect attendance for the quarter will become eligible for a reward.
- Students with perfect attendance for the semester will be invited to a luncheon with the Principal.
- All students with perfect attendance for the quarter will be recognized in the school newsletter and on the website.

Tardiness

- A tardy is defined as a student arriving in the school after 8:00AM, when the morning bell rings.
- **Parent(s) must accompany all tardy students and sign them in to the school at the office. Parents must not drop off their children to any other building or classroom prior to signing in to the administrative office.**
- Any student reporting late due to an appointment must bring a note/slip from the doctor upon their return. We strongly encourage parents to schedule medical appointments outside the school day to ensure the student receives maximum educational instruction.

- If a student in grades KN-8 accumulates five tardy arrivals per **grading period**, they will serve a detention. A parent/teacher meeting will be required. Excessive tardiness throughout the school year will result in parent/principal meeting.
- Excessive tardy arrivals may make a student ineligible for perfect attendance incentives.

Parents can also provide required information as stated above related to absences/tardy arrivals directly to the school office via email (school@stmichaelsgrfld.org) or written correspondence as specified above.

If a student must leave school before regular dismissal, then the parent must write a note/email to the school office stating the time the student is needed and the name of the person picking up the student. A record of all early departures is maintained in the school office. When possible, medical and dental appointments should be made after school hours. The staff strongly discourages these appointments being made during the school day. Missed class time negatively affects a student's ability to keep up with the building block approach used in many classes.

Athletics

Students in grades 3-8 may participate in CYO sports. For girls' grades 4-8: kickball, volleyball and basketball in the fall. For boys' grades 3-5 football in the fall and grades 4-8 basketball in the winter. Depending upon interest and coach availability, there may be teams for soccer, track and wrestling. At times, third graders may be recruited to fill out a team. Students at St. Michael School must maintain a passing grade in all subjects to participate in sports. Failing grades or behavior problems will be dealt with in accordance with the St. Michael Parish/School Athletic Handbook.

Students will not be released from class early to change into athletic clothing. Students are expected to be in school uniform every day. Special days may be set aside for the students to wear their sport jerseys if they participate in CYO sports. The jerseys will be worn with school uniform shorts or pants unless otherwise notified.

St. Michael Catholic School can participate with other Greenfield Elementary Schools in football, basketball for grades 4 and 5. Middle school students are eligible to participate in sports programs held in their home district public schools if St. Michael Catholic School does not provide that sport; or provides that sport but in a different time frame/season than the public school. The St. Michael Catholic School athletic program takes precedence over any public-school program that may run concurrently. It is the parents' responsibility to make arrangements for any public-school sports. Wearing of sweatshirts, tee shirts, sports' uniforms for any other elementary or middle school is absolutely prohibited during school hours or on field trips. Students may change into public school sports uniforms after school hours only if awaiting transportation to practice/games/matches.

Coaches, parents and students are expected to display a Christian attitude and good sportsmanship. How you behave reflects St. Michael Catholic School. **Note: If a student is absent at school he/she may not participate in after school extra-curricular events including sports practices, games, matches etc.**

Listed are the expectations of the CYO regarding players, coaches and officials standing during the playing of the National Anthem, if it is played at a site:

1. Players, coaches and officials are expected to stand and maintain a respectful demeanor during the playing of the National Anthem.
2. This is expected at any CYO activity where the Anthem is being played.
3. Additionally, during pre-game prayer, reverent and respectful demeanor is expected by all.
4. It is the responsibility of coaches and AD's at each parish to make sure that all players, coaches and parents/guardians from every sport are aware of these expectations.
5. If a player or coach chooses to take a knee during the Anthem, they are to be suspended from participating in that game. If a player or coach takes a knee, and does participate in the game, the CYO requests that the opposing coach and officiating crew reports this to the CYO after the game, so that the CYO can implement the suspensions of the player and coach in the next game.

Addition If you notice a parent or coach showing poor sportsmanship please do not contact the principal of that school. The appropriate way to handle the situation is to let our Athletic Director know the circumstances of your concern and let him/her resolve the problem.

Before/After School Care Program

St. Michael Catholic School offers a Before and Aftercare Program for students whose parents/guardians need early drop off or late pick up.

Before Care

St. Michael School offers supervision for students who must arrive at school between 6:30 AM -7:30AM. Parents who wish to use this service must register with the school and may drop their children off at the Before Care location of the school between 6:30 AM and 7:30 AM. Parents who will not be using the Before Care program, but arrive before 7:30 AM, should wait in their cars at the drop off assigned drop off location until the signal bell rings. Fees for Before School Care are \$2.00 a day per individual student or \$3.00 per day for family. Billing is done through the school office. Prompt payment is appreciated. Failure to pay on time may result in not being able to use the program.

Any student arriving at school before the 7:30 bell will be escorted to the Before School Care Program and parents will be billed accordingly. Please do not drop students off in the parking lot and leave them unsupervised.

After School Care Program

On a normal school day, this program is offered from dismissal 3:00 PM until 6:00 PM. The program will usually start in the Fr. Severin Life Center until 3:45 and then weather permitting may travel outside. The program will consist of recreational activities, snack time, and study time. When the weather is agreeable, students will play outside.

Any student who is not picked up by 3:15 is automatically sent to aftercare, and parents will be charged accordingly. Students who are involved in a club or who need to work on group projects may stay after school only if staff supervision has been arranged 24 hours in advance.

If parents are not waiting for students after the club meeting or group project time, the students must report to aftercare. Students cannot wait in the lobby for parent pick up. For challenge club meetings, all students must sign in to aftercare and may only be released to an adult for the meetings. We recognize

that a reasonable amount of time, no more than 10 minutes after conclusion of the event, may be needed for parents to arrive. Students will be picked up at the gym entrance.

St. Michael Catholic School will no longer offer an hourly rate. The daily rate per individual is \$8. The daily rate per family \$15. Weekly rates of \$40 per individual or \$70 per family. St. Michael Catholic School offers an annual rate for families. The annual rate is non-refundable and cannot be prorated due to early termination of the program. The annual rate for an individual child is \$1200 a discount of \$240. The annual rate for a family is \$2200 a discount of \$320. The rate will be divided into ten equal monthly payments and added to your FACTS account. There is no pre-payment penalty. Please contact the office if you choose to make a one-time payment. This payment is due by August 16, 2019.

Before and After care is for registered students only. Students who have left the premises are not allowed to return to the aftercare program. Any student who remains in the gym after dismissal must sign in and follow the aftercare rules including but not limited to turning in cell phones, participating in required activities and schedules, signing in and out, receiving permission to leave the aftercare space and following staff directions. It is mandatory that we keep the staff to student ratio at 25:1. Please contact the office, 317-462-6380 or the aftercare phone, 317-649-0015, if you will be delayed in picking up your child.

Late Pick Up Children picked up after 6:00 PM will be billed an additional \$5 per child for every five minutes. Children who are picked up late on two or more occasions will not be allowed to attend after care for two days and will be required to have a conference with the principal prior to returning to after care.

Books and Fees

All textbooks used in St. Michael School are on the approved adoption list from the Office of Catholic Education and the State of Indiana. All textbooks used by students are rented for the school year. **Supply fees include textbook rental, some student supplies and standardized testing.**

It is the sole responsibility of each student to maintain all texts in an acceptable manner during the school year. All students must have a book bag of some kind to carry books to and from school. Parents will be responsible for replacing any text that has been damaged or unduly marked. The classroom teacher will notify the front office for billing.

Calling and Conferencing with Teachers

So that we can provide the best learning experience for your child, all school time should be devoted to instructional purposes. No one may interrupt classes, nor may teachers be called from the classroom, except for urgent reasons and only with the permission of the principal. Parents wishing to discuss school matters with teachers are asked to make an appointment. If you wish to have an appointment, please write or email the teacher requesting one and suggesting a possible date and time, and the teacher will respond. Please do not call the teachers at home unless a previous arrangement has been made or an emergency exists. Except for an emergency, parents should always discuss an issue/problem with the

teacher first before elevating it to the Principal. If you feel the problem cannot be resolved after talking with the teacher, please make an appointment to discuss the problem with the teacher and the Principal.

Cell Phones and Electronic Devices

It is a privilege and not a right for students to bring cell phones/other authorized electronic devices to St. Michael Catholic School. Cell phones must be turned off and in student's backpack from 7:30AM to 3:30PM while on school property. St Michael Catholic School is not responsible for the loss, damage or theft of cell phones/electronic devices. We reserve the right to search student desks, cubbies, lockers, backpacks, etc, if there is a reasonable suspicion that any school rule(s) have been violated or a school emergency is in effect.

Procedures/Sanctions for Unauthorized Use of Cell Phones/Electronic Devices

Unauthorized use is defined as any use of a cell phone/authorized electronic device in violation of our policy above.

- **First Offense:** Cell phone/electronic device will be confiscated and stored in the Principal's office. Parent(s) will be notified by the administrative staff in-accordance-with emergency contact procedures before the end of the day. A message will be left if parent(s) do not answer. A parent will be required to pick up the cell phone/electronic device from school at his/her earliest convenience during school hours.
- **Second offense:** Student will receive five behavior points and serve a detention (not applicable to grades KG-4.)
- **Third Offense:** Student will be required to serve a one day in-school suspension and the device will be confiscated and stored in the Principal's office. Parent(s) will be notified by the administrative staff in-accordance-with emergency contact procedures before the end of the school day. A message will be left if parent(s) do not answer. A parent will be required to pick up the cell phone/electronic device from school at his/her earliest convenience during school hours.
- **Fourth Offense:** Student will be required to serve a one day out-of-school suspension. Student and parent will have a meeting with the Principal to determine his/her continuing as a student at St. Michael School. These offenses are cumulative for the school year and not erased after each quarter.

Communication

A newsletter is sent home via email from the school office weekly to keep parents informed of school activities. A menu from the cafeteria will be sent home monthly. Please make sure you review the newsletter. There is often important information included other attachments. As a rule, all mass communication will be sent home with the students or via email. This is the fastest and best way for the school to communicate with parents. All paper/copied communications will be sent home with the youngest or the only child in the family.

Curriculum

The curriculum at St. Michael Catholic School is based on Archdiocesan guidelines and Indiana State standards/objectives. Information on the Archdiocesan guidelines should be available under the Office of Catholic Education through the Archdiocesan web-site: www.archindy.org. Information on the Indiana

State standards/objectives may be obtained through the Indiana Department of Education website. More information on our specific information may be found at the back of this manual. Textbooks are selected from those approved for use by the Archdiocese of Indianapolis and the State of Indiana. Strong emphasis is placed on the study of Catholicism (Christian doctrine, Para-liturgical services and participation in liturgy.)

Daily Schedule

- 6:30 Students may enter Before Care
- 7:30 Students may enter the building and report to the gym
- 8:00 Opening Prayers, Pledge, and announcements
- 8:00 Students are tardy
- 11:30 All School Lunch
- 2:50 Afternoon announcements & bus riders, walkers and bike riders dismissed
- 3:00 After Care begins & car riders dismissed
- 3:15 Students not picked up report to After School Care
- 6:00 After Care ends

Discipline

General Guidelines:

School rules are established to create a safe Christian environment that is conducive to learning. Misconduct is addressed with appropriate consequences ranging from warnings to expulsion. At the beginning of the school year, teachers will discuss classroom discipline with their students and may publish a discipline plan.

Some general rules that are usually included in classroom discipline:

1. Students are expected to follow the rules of the adult volunteers, staff members and faculty.
2. Come to class prepared and on time with all the necessary materials. This includes pencils, books, papers, homework, etc.
3. Move about the school (and church) in a quiet, orderly manner. Movement that is deemed unsafe or inappropriate will be determined and addressed by the teacher/adult in charge.
4. Obtain permission from the teacher or adult in charge before leaving the classroom. Students must follow specific direction from the teacher or adult in charge as to where they are going, how to behave and when to return.
5. Take good care of school property. No writing on or damage to school property.

6. Respect the rights, feelings and property of others. Keep hands, feet and other objects to yourself. Profane, vulgar, offensive language or malicious gossip (written or spoken) are not acceptable and are not excusable as “just joking.”
7. Possession or use of illegal drugs, alcohol, tobacco, pornographic materials, dangerous items, or sexual misconduct on or off school/parish property during a school day or at a school-affiliated function is not permitted.

Please note: Possession of illegal drugs or weapons is a serious offense and against the law. We are bound by state law to notify the authorities if a student is found to be in possession of an illegal drug or a weapon.

Discipline Consequences-Grades KG-4

Depending on each individual situation, one or more of the following consequences will be carried out:

1. **Loss of some part or all of recess.**
2. **A written assignment.** A student may be asked to write the rule the misconduct violates, or an example of a more cooperative behavioral choice that the child could have made, or an apology to the offended student, adult or staff member.
3. **Telephoning the parent.** Either the child (in an adult’s presence), teacher or principal will phone the parent to relay the incident. Additional consequences will be determined by the adults, teachers, or principal during the conversation. These consequences may be carried out at school, home, or both.
4. **Conference.** A conference including the student, parent, teacher and principal may be scheduled.
5. **Search.** A suspicion is reasonable grounds for search. Student possessions, desks, lockers are subject to search at any time.
6. **Detention.** A task related to the misconduct will be carried out during the detention time. In case of damage to school or personal property, the student will clean, repair, or replace the property. The parents are ultimately responsible. For detention, the parents will be notified, and a day/time will be arranged.
7. **Suspension.** Parents will be notified by phone call or written notice. This suspension may be in or out of school. All assignments required will be turned in to the teachers. These assignments will only be given partial credit. All tests missed will be made up with full credit given to the test.

Depending on the severity of a student’s misbehavior, and at the discretion of the principal, a student may be removed from the class for the remainder of the day with assignments completed under the principal’s supervision. This may be designated an “in-school suspension” and parents will be notified. In

case of an **in-school suspension**, the student will report to the principal's office upon arrival in the building to begin serving the suspension.

In case of an **out-of-school suspension**, before readmission of the student:

- a. The parents will call and schedule a readmission conference with the Principal;
- b. The parents will accompany the child to the school office for readmission;
- c. Work done at home during the suspension is to be presented to the teacher(s) before readmission;
- d. Incomplete work will result in continuation of the suspension.

8. Expulsion. Parents will be notified in writing. Expulsion means that the student will be dismissed from St. Michael Catholic School for the remainder of the year and may be denied re-enrollment for the following year.

Discipline Grades 5-8 (Any teacher may administer discipline and assign discipline behavior points)

Goal: Students in St. Michael Catholic School display outstanding behavior in the classroom, around the school, and at school-related activities, contributing to the learning atmosphere and promoting Christian principles and attitudes.

Strategies: After parents review the Parent/Student Handbook (no-later-than the first week of school) located on Jupiter at jupitergrades.com/login and the school website (www.stmichaelsgrfld.org/schoolhome). Students and parents will be asked to sign a commitment to follow basic expectations of behavior. General guidelines for all students can be found in the general Discipline section.

To facilitate our students in becoming successful members of society we have an important set of rules. The first line of defense against giving discipline points to students is to give the child a "think sheet". This think sheet will give the student the opportunity to think and then write about the behavior prior to receiving further disciplinary actions. Breaking of the rules results in the student receiving think sheets in three possible areas: lack of organization, lack of homework and behavior.

Generally, a warning (in behavior area only) may be given to a student that he/she is going to be assigned a think sheet, if behavior does not improve. Warnings are not always given nor required and are not needed if the student's misbehavior is of a continuous nature. If a student feels the discipline for behavior was unfairly assigned, the student (not the parent) must make a **written** appeal to the teacher who assigned the disciplinary action.

All organization, homework and behavior infractions are documented and tracked on Jupiter. Parents will receive notification via Jupiter for Middle School students.

Your child will be afforded the opportunity to provide a written appeal to any discipline action. Written appeals must be made by the end of the next school day or before. Verbal appeals are insufficient. It is

in the sole discretion of the teacher to rescind or let stand the discipline action for behavior after written appeal.

At the end of each grading quarter, all discipline infractions are removed, and students start anew. While a disciplined structure aids in classroom management and assists in developing an atmosphere conducive to learning, each teacher will also determine ways to positively reinforce both academic and behavioral achievements or individually that enhance personal growth and contribute to a safe, respectful, Christian learning environment.

Discipline Grades 5-8 - St. Michael Middle School Discipline Plan

Behavior Offense:

Students at St. Michael Catholic School are expected to follow and comply with the rules as stated in the student handbook. Failure to do so will result in the following, but not limited to, consequences and discipline plan.

1. **Minor** behavior infractions will result in the student receiving a Think Sheet. This is to be filled out by the student and signed by a parent. It is then returned to the teacher who gave it next day. Think Sheets will be tracked and when three have been accumulated, a conference will take place between the student, parent, and teacher(s).
2. **Repeated** accumulations of three or more Think Sheets is considered a refusal to follow school policy. The student will be referred to the principal for further discussion including a signed agreement detailing a performance improvement plan between the student and the school. Failure to comply with school policies could result in removal of privileges and ultimately removal from St. Michael Catholic School.
3. **Major** behavior infractions (cheating or plagiarizing, lying, bullying, physical assault, etc.) will be immediately dealt with. Students will receive detention after school and will have to meet with parents, teacher(s) and principal.
4. **Positive** incentives are available for students who accumulate two or fewer Think Sheets during a quarter will receive a ticket that will be placed in a drawing. The principal will select names from the drawing at different times throughout the year and the winner will receive a gift card. Random drawing can take place at any time. Drawings will take place a minimum of once a quarter.

Uniform Offense:

All students at St. Michael are expected to follow and comply with the uniform standards as stated in the student handbook. These guidelines should be observed at all times. Please refer to the uniform policy for further explanation of the dress code. Failure to be out of uniform will result in the following, but not limited to, consequences and discipline plan.

1. **Uniform checks** can be done at any time and be administered by any staff member. If a student is not in proper uniform, he or she will receive a Think Sheet. This is to be filled out by the student and signed by a parent. It is then returned to the teacher who gave it the next day. Think Sheets will be tracked and when three have been accumulated, a conference will take place between the student, parent, and teacher(s).

2. **Repeated** accumulations of three or more uniform violations are considered a refusal to follow school policy. The student will be referred to the principal for further discussion including a signed agreement detailing a performance improvement plan between the student and the school. Failure to comply with school policies could result in removal of privileges and ultimately removal from St. Michael Catholic School.
3. **Positive incentive**, random uniform checks will be conducted by individual teachers. If the student is in proper uniform, he or she will receive a ticket that will be placed in a larger drawing. The principal will select names from the drawing at different times throughout the year and the winner will receive a gift card. Random drawings can take place at any time. Drawings will take place a minimum of once a quarter.
4. **Fun Fridays** will return this year on the first Friday of the month. This time to relax with friends is to thank those students who follow the rules. Students with missing assignments or excessive behavior or uniform infractions will not be allowed to attend Fun Friday activities. It is our goal to encourage all students to receive this privilege.

The following offenses are extremely serious in nature and therefore may result in immediate expulsion:

1. Any guns, knives or weapon like instruments on school premises or at school functions.
2. Possession of, passing, or use of drugs, alcohol, or tobacco products on the school premises or at school functions.
3. Being under the influence of alcohol or drugs while on school premises or at school functions.
4. Possession, or distribution of pornography.
5. Any other incident deemed to be extremely serious in nature by the principal. This list is not all inclusive and other offenses may warrant immediate expulsion.

Procedures: Student involved in any of the infractions above will be removed from the classroom or student body immediately. Parents and/or police will be called depending on the nature of the offense. Student will be suspended from the school pending an expulsion hearing with the parents. A Threat Assessment is required by the Archdiocese of Indianapolis and will be conducted by appropriate school staff when determined that it is necessary by the Principal. If it is determined necessary, the principal will alert parents of the incident if it involves the safety of other students and/or staff members. At the expulsion hearing parents will be informed that their child is to be removed from St. Michael Catholic School for the remainder of the year and whether they will be permitted re-enrollment for the next school year. An appeal may be made to the Pastor of St. Michael Parish.

The following offenses are considered serious in nature and therefore may result in suspension or expulsion:

1. Destroying school or church property;
2. Leaving the school grounds without permission from the principal.
3. Bringing to school any implement that could cause danger to the student or other students;

4. Serious and/or multiple infractions of bullying (physical or verbal) of other students (see Bullying section in this handbook).
5. Persistent/multiple infractions of disrespect for authority to include substitute teachers.
6. Any other incident deemed to be serious in nature by the principal. This list is not all inclusive and other offenses may warrant immediate suspension or expulsion.

Dismissal /Early Dismissal

All students will be dismissed from the parking lot for the Fr. Severin Life Center/Gym. Parking in the lot will be available weekdays by 2:30 PM most days. On Monday and Tuesday during warmer weather the Physical Education classes may be outside. On these days the parking lot will open by 2:45 PM.

When leaving school, all students will be in the car and belted in. Most new cars have airbags so small children should not be riding in the front seat area. No cars will move until a signal is given either by the principal or the teacher on duty. Please do not avoid the line by trying to exit the same way you came in. No student pick-up after 2:45PM from the school office will be permitted.

Early dismissal no child will be dismissed early from school without a WRITTEN note, e-mail, or phone call from the parent or guardian. All early dismissals are cleared through the school's office. A note to the teacher is also appropriate. Students will need to be signed out of the office. Reminder: early dismissal before 1:00 will reflect a half day absence on the report card.

St. Michael Bully Prevention Policy

St. Michael, according to our mission, will foster an environment that will keep students emotionally and physically safe. This policy also encompasses CYO and all after-school "school" sponsored activities.

Definition of Bullying: Bullying is when someone **repeatedly, and on purpose**, says or does mean or hurtful things to another person who has a hard time defending him or herself.

****Any bullying behavior, including first time offenses, will be addressed and consequences assigned.**

Bully Prevention Procedures and Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. We will tell an adult at school AND an adult at home if we know that somebody is being bullied.

Reporting Bullying: Students are to report mean actions and bullying as soon as they happen. They may make these reports through the following means:

1. Tell or write to the classroom teacher, administrator or our school social worker. ***Jupiter hotline is an anonymous way to contact about bullying.***
2. Tell a trusted adult at school and at home.
3. Provide the documentation of cyber bullying to the Administrator, and the bullying will be addressed by the Administrator.
4. Tell a trusted adult at school and at home.
5. Provide the documentation of cyber bullying to the Administrator, and the bullying will be addressed by the Administrator.

Parent Involvement and Communication: Homeroom teachers will communicate class meeting topics to parents. Parents are encouraged to report any incidents of bullying to a teacher and administrator through e-mail, face-to-face conversation, or phone call.

Bullying Intervention: Faculty and Staff are to use the following procedure when bullying behavior occurs.

1. Stop the bullying.
2. Support the student who has been bullied.
3. To the student(s) who bullied: Name the bullying behavior and refer to the four anti-bullying rules.
4. Empower the bystanders with appreciation if they were supportive to the student who was bullied or with information about how to act in the future.
5. Impose immediate consequences for the student(s) who bullied. 6. Take steps to make sure the student who was bullied will be protected from future bullying.

The following details specific steps (sanctions/notifications and conditions for reinstatement to attend school) for each bullying occurrence.

Steps/Occurrence(s) Sanctions/Notifications Conditions

Step 1 (1st occurrence)

- Discussion with a teacher regarding inappropriate behavior. Notification to student of this policy and step the student has been placed
- Parents will be notified of conditions for reinstatement to attend school
- Student will write a letter explaining why bullying is unacceptable and will turn this letter in to administration
- The student will write a letter of apology to the victim
- Student will meet with school counselor
- Student and parent will be advised of consequences of the next step

Step 2 (2nd occurrence)

- 1 day out of school suspension (to be held the day after the infraction)
- Student and parents/guardians notified and step the student has been placed on
- The student will write a letter of apology to the victim
- The student will meet with the school counselor
- Parent must sign student back into school and meet with school administration
- Student and parent will be advised of consequences of the next step

Step 3 (3rd occurrence)

- 3 days out of school suspension (to be held the day after the infraction)
- Notification to student and parent/guardians of this policy and step student has been placed
- Student will not make up any missed work due to suspension and will receive zeroes
- The student will write a letter of apology to the victim
- Student will meet weekly with school counselor
- Parent must sign student back into school and meet with school administration
- Student and parent will be advised of consequences of the next step

Step 4 (4th occurrence)

- 5 days out of school suspension (to be held the day after the infraction)
- Notification to the student and parents/guardians of this policy and the step student has been placed
- Student will not make up any missed work due to suspension and will receive zeroes
- The student will write a letter of apology to the victim
- The student must meet weekly with school counselor
- Parent must sign student back into school and meet with school administration
- Student and parent will be advised of the next step

Step 5 (5th occurrence)

- Withdrawal from classes
- Alternate placement
- Expulsion
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Dress Code General Guidelines**PreK – 5 School Dress Code**

Girls	Boys
Navy shorts (Aug. – Oct 1. & Apr 1. -May)	Navy shorts (Aug. – Oct 1. & Apr 1 -May)
Navy pants or skort (Year-round)	Navy pants (Year-round)
Navy Jumper (Year-Round)	
Plaid skirts and Jumpers (Schoolbelles / Land’s End)	
Belts 4 th and 5 th Only	Belts 4 th & 5 th Only
Navy, Lt. Blue, Yellow, Gray, White Polo	Navy, Lt. Blue, Yellow, Gray, White Polo
Navy Blue or Gray Crewneck Sweatshirt	Navy Blue or Gray Crewneck Sweatshirt
Navy Blue or Gray Quarter Zip SMS sweatshirt	Navy Blue or Gray Quarter Zip SMS sweatshirt
Navy Blue, Gray or White Button-up or V-neck Cardigan	Navy Blue or Gray V-neck sweater or vest

Middle School (6-8) Dress Code

Girls	Boys
Khaki shorts (Year-round) Middle School Only	Khaki shorts (Year-round) Middle School Only
Khaki pants or skort (Year round)	Khaki pants (Year-round)
Plaid skirts and Jumpers (Schoolbelles /Land's End)	
Belts	Belts
Navy, Lt. Blue, Yellow, Gray, White Polo	Navy, Lt. Blue, Yellow, Gray, White Polo
Navy Blue or Gray Crewneck Sweatshirt	Navy Blue or Gray Crewneck Sweatshirt
Navy Blue or Gray Quarter Zip SMS sweatshirt	Navy Blue or Gray Quarter Zip SMS sweatshirt
Navy Blue, Gray or White Button-up Cardigan	Navy Blue or Gray V-neck sweater or vest

****St Michael logos or plain shirts only. No other logos are acceptable on shirts, sweatshirts, vests or pants.**

1. Clothing should be clean and free of holes.
2. Shirts must be tucked in always. This applies to all grades PreK-8.
3. Pants should be worn at the waist (not hanging on hips) and should not be dragging below the shoes. Uniform pants should be a boot or straight legged, **not skinny fit or jeggings fit**. Uniform pants should be a cotton blend, not denim. Jeans & shorts when permitted must follow the same guidelines.
4. Dresses, skirts, jumpers, skorts and shorts should be not shorter than 2 inches above the top of the knee cap. (The width of a dollar bill is a good unit of measure.) If worn in the winter, leggings/tights may be worn underneath under dresses, skirts, jumpers, and skorts. The leggings/tights need to be plain and cannot have a pattern.
5. **Cargo pants or shorts with cargo pockets, jean-styled pants that have rivets, stretch pants or sweatpants are not permitted.**
6. No hooded sweatshirts are allowed. After 8:00AM, only school approved sweatshirts or sweaters can be worn in the building and classrooms. Hooded spirit wear is not allowed during the school day. Sweatshirts with sports or company logos (Nike, American Eagle etc) or character designs (dogs, cats, tractor, bikes) are not permitted until needed for recess or when transitioning between buildings.
7. Dress shoes or tennis shoes are permitted. Shoes must all be worn with socks. Socks are one area students can be creative and colorful. Sandals, high heels, flip-flops, clogs, platform heeled shoes, or open toed shoes are not permitted. This includes dress up days.
8. Wearing of make-up is not permitted.
9. Clear fingernail polish is permitted. Artificial/gel/press-on nails are not permitted.
10. Girls may wear earrings, but they may not be the hoop or dangling type. Boys may not wear earrings. No other piercings are allowed.

11. Hair should be neatly combed. Hair of un-natural color is not permitted. Students must present an overall acceptable appearance in dress and grooming.
12. Boys' hair may not touch or extend below the top of the collar of the school uniform shirt. In addition, it shall not extend below the ear, nor may it touch the eyebrows. Girls' hair should be styled/cut to remain out of the eyes to not impede vision.
13. Uniform items (skirts, jumpers, shirts, shorts, slacks, sweaters, sweatshirts) that are used but in good condition, are available at the PSO "Uniform Exchange".

Out of Uniform Days

Occasionally the school will have a "free dress" day that may be granted/awarded by the principal. On these occasions, the following guidelines for dress should be followed.

Jeans/Jean Shorts

On some occasions students will be allowed to wear jeans. Jeans that are tattered, faded or have holes in them are not allowed. Jeans should be the type that has two pockets in the front and two pockets in the back. Belts are required (3rd-8th grade only) and should be plain blue, black or brown. Unless otherwise specified jeans will be worn with a uniform shirt. The wearing of jeans is a privilege and not a right. Multiple infractions by students may result in the discontinuation of this privilege.

T-Shirts

On some occasions shirts other than a uniform shirt is allowed, they may not have any inappropriate advertisements on them. **Absolutely no advertisements for any rock band(s), smoking, alcohol use and drug use, or other elementary/middle schools, etc.** Teachers will have full authority to enforce these standards. This is a privilege and not a right. Multiple infractions may result in the discontinuation of this privilege.

Dress Up Day

On some occasions students will be allowed to have dress up day. On these days' students may wear the uniform or they may dress up. Shorts or jeans are not considered dress up attire. Girls may wear dresses or skirts, but they must be no more than two inches above knee cap. No bare shoulders or midriff type clothing may be worn. These days will usually be on a Friday so dress that is appropriate for church is essential. This day is a privilege and not a right. Multiple discipline infractions by students may result in the discontinuation of dress up day.

Physical Education Uniform

Shirts: St. Michael "yellow" or dry-fit gray PE uniform shirt is required for ALL grades.

Shorts: PE uniform shorts must be worn by all students. Shorts may be worn in the winter since the gym gets very warm. Sweats may be worn over top, but must be loose fitting and navy, black or gray in color.

No leggings or running tights are allowed.

Shoes: Tennis shoes must be worn and must be in decent condition. (laces that can be tied, some degree of tread, and no loose soles.)

Socks: Socks must be worn with tennis shoes.

Hygiene: Middle school students must have appropriate deodorant and have a small towel.

Graduation (Eighth Grade) Attire

Please make sure that their dress is appropriate for graduation. The most important part of the ceremony will take place in church. Dress should be appropriate for church.

Girls: The girls' dresses should be an appropriate length for church (no more than two inches above knee cap) and should not have bare shoulders, be strapless, backless or show any midriff. Formal type dresses are not appropriate. Jewelry should be tasteful and follow the guidelines in the uniform dress code. Students in violation may not be allowed to participate in the graduation ceremony.

Boys: Dress pants (no cargo, jeans, or short pants) with a shirt and a tie. Boys may wear suits if they choose but no tuxes.

Shoes: Should be dress type. No tennis shoes or flip-flop type shoes. Girls may wear shoes with small heels.

Emergency Closing of School

There is always a possibility that school may have an emergency closing. We will generally follow the Greenfield Central School Corporation for most cases. Please do not call the school, parish office or rectory. You will hear only a recording. The following stations will broadcast the school closings: WIBC 1070 AM Radio, WTHR Channel 13 Television, WISH Channel 8 Television, FOX 59/WB 4 Channel 59 or 4 Television

The phone tree will be activated so that parents will be alerted if there is going to be an early dismissal. If there is going to be a delay parents should listen to the television or radio for information. **Please make sure that we have all numbers on file so that we can contact you if there is an emergency early dismissal.** Should the weather ever become severe enough and you would feel more comfortable with your child with you please alert the office.

*NOTE: If conditions are such that there are tornado warnings students will not be released until an all clear has been issued by the Greenfield Police Department. Parents are encouraged to come into the building and wait with your child(ren).

Emergency Forms

The school packets contain emergency cards for each student. It is important that this information be filled out legibly and returned promptly. There is a paragraph at the bottom of the emergency form giving the school permission to authorize emergency treatment for your child in the event someone could not be reached, and the child needed immediate medical attention. We have designated Hancock Memorial Hospital because of its proximity.

Exclusion

Exclusion entails the act of prohibiting a student from school attendance for an indefinite period. Exclusion can be implemented for the following reasons: Incomplete medical records or failure to comply with school rules and/or policies on repeated occasions Exclusion is a prerogative exercised by the principal.

Expectations

The expectations stated below are based upon responsibility and respect.

1. A student at St. Michael School is expected to show good effort academically. His/Her teachers should see evidence of consistent attempts at organization, and work should show good effort and be turned in on time.
2. A student at St. Michael School is expected to abide by all the rules set forth by the teachers and administration. He/She is expected to show respect for any adult in authority (a teacher or anyone else supervising students).
3. A student at St. Michael School is expected to show respect for other students at all grade levels and behave in a Christian manner toward all.
4. A student at St. Michael School is expected to show respect for everyone's right to learn and the teacher's right to teach.
5. A student at St. Michael School is expected to actively participate in the weekly liturgies held at school and to do so in a respectful manner.
6. A student at St. Michael School is expected to show appropriate and respectful behavior outside of school as well. A student's actions outside of school are as important as his/her behavior at school, as they reflect on the student and on St. Michael School.

Each year, as the school year begins, students in grades 3-8 review these expectations with their teachers and the principal. Students and their parents sign a commitment acknowledging their understanding and acceptance of these expectations.

Field Trips

Field trips are a privilege and not a right. Teachers attempt to Each class is encouraged to take field trip(s) during the school year. Teachers are encouraged to coordinate field trips with other grade levels. If a class takes more than two field trips, they may be required to pay for the bus. Teachers arrange field trips which coincide with their class curriculum. Supervision of these trips is also arranged by the teacher with approval of the principal. In accordance with Archdiocesan guidelines parents' written consent must be obtained for every child before going on a field trip. Unfortunately, we cannot take verbal permission over the telephone. It is important to remember that a field trip is a privilege and as such each student must earn the right to go by his/her appropriate conduct, behavior, and attitude. **No siblings are permitted on field trips. Chaperones cannot bring younger siblings.** Field trips are solely for students. If parents are driving students/children, we are required to make a copy of their driver's license and proof of insurance. If parent(s) are going on a field trip and not driving, please park car on the side of the Parish Life Center behind the church. All parent chaperones/attendees for field trips must have completed the Archdiocese Safe and Sacred program (Safeandsacred-archindy.org).

Students with excessive absences, failing grades, missing assignments may not be allowed to attend field trips.

Fire/Tornado/Disaster Drills/Security Lock-Down

In accordance with the state laws fire drills are held monthly. Tornado drills are held twice a semester. Disaster drills will be held to familiarize staff and students with procedures twice a year. All

responses/procedures/drills to include Security Lock-Down are in accordance with the School Crisis Management Plan. Regular inspection of the school is made by the Local and State Fire Marshall's office.

First Aid

The school attempts to provide an environment in which children will be safe from accidents. If an accident does occur, first aid will be administered, if necessary, and the parents notified. If a child becomes ill and it is necessary for him/her to return home, parents will be contacted to pick up the child. The child may be taken to the Hancock County Regional Hospital if parents cannot be contacted and/or the seriousness of the situation warrants it.

Grades

Achievement Explanation of Grade:	Explanations of Marking System
A = 95 – 100	1. Test/Quiz Score
B = 86 - 94	2. Daily Work
C = 76 - 85	3. Not completing work
D = 70 - 75	4. Quality of work
F = 69 or Below	5. Lack of required material, i.e. gym clothes
O = Outstanding	6. Inattentive in class
S= Satisfactory	7. Poor attendance
U = Unsatisfactory	8. Working to the best of his/her ability
Standards Based Reporting (Grades KN – 2)	9. Satisfactory effort and performance
E = Exemplary	
M = Mastery	
P = Partial Mastery	
N = Non-Mastery	

St. Michael School publishes report cards every 9 weeks. Parents may check the progress of their child through Jupiter at any time. Teachers will make every effort to update grades weekly in Jupiter. If you have specific grading concerns, please email the subject teacher. Report cards will be held if there are any fees due to the school.

Graduation

The eighth-grade graduation mass and reception are a celebration of student achievements as it marks the end of their educational journey at St. Michael Catholic School. To make this a very special occasion graduation consists of a special liturgy for graduates and their parents, with a reception following. This graduation celebration is organized and hosted by the 7th grade parents. Dress for the graduation is described under Dress Code. Graduation is a privilege, not a right. Therefore, one should deserve to be among the graduating class. To participate, students must maintain a passing cumulative GPA for the eighth-grade school year. They must also not have exceeded 25 absences in

the school year and turned in their digital device and peripherals. Failure to comply with rules and regulations of the school would be enough to eliminate a student from graduation participation. Failure to maintain a passing grade in each of the core academic subjects could result in retention.

Grievance Procedures (procedure to follow when a family has a grievance)

1.1 Grievance: an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.

1.2 Family: An individual, student, parent who is or has an individual registered as a student at St. Michael School.

1.3 Employee: any full time or part time teacher, administrative assistant, clerk, custodian, administrator, or other person receiving compensation for services rendered by St. Michael School.

1.4 Compliance Coordinator: The school principal or designee

1.5 School Commission: Group responsible for the school education program for St. Michael Parish.

1.6 Pastor: The priest assigned to be pastor of St. Michael Parish by the Archbishop.

1.7 Director of Schools: Director of the Department of Schools of the Office of Catholic Education.

Step 1 If a family has a question, concern, or grievance against a faculty or staff member, the family must meet with that person first to try to resolve the difference. If the grievance is not resolved, we will proceed to Step 2.

Step 2 The family then puts the grievance in writing and submits it to the faculty or staff member asking for a written response, within 7 school days. If the response is not sufficient to solve the grievance, we will proceed to Step 3.

Step 3 The family or the staff member can request a meeting with the Compliance Coordinator. The request is made in writing with copies of all documentation included for the Compliance Coordinator's review. The Compliance Coordinator contacts the other party for their documentation, etc. The Compliance Coordinator will read the submitted material and then set a mutual meeting date with both parties within 7 school days of receipt of all written materials.

Step 4 The Compliance Coordinator listens to both sides, reviews the material, then renders a written judgment to both parties within 10 calendar days.

Step 5 If either party is still dissatisfied, a meeting will be held with the Pastor.

Step 6 A meeting is held with the Pastor, attended by all concerned parties. The Pastor listens to both views, and then renders a decision. If either party is still not satisfied, the following steps are followed.

Step 7 The Compliance Coordinator requests that the Director of Schools review the complaint.

Step 8 The Director of Schools will schedule a meeting within one week of the receipt of the review. The participants shall be the Complainant, the teacher/staff member, the Compliance Coordinator, and the Director of Schools.

Step 9 The Director of Schools will make a decision within one week which shall be final. The Complainant and the Compliance Coordinator will review copies of the decision.

Health Concerns

A thorough physical and dental examination by the family doctor is part of the registration requirements for a child entering Kindergarten (or first grade, if kindergarten has not been attended.)

St. Michael School has the services of Greenfield Central speech and language therapists. Audiometric and vision screening tests are given annually by a technician to specific grades. During the testing period, a form is sent home to the parents of those children who have failed the test, informing them of a notable loss in hearing or vision or an inconsistency in the Scoliosis test.

Please DO NOT send children to school who are sick. We cannot care for them, and many times we are unable to contact the parents to come for them. First aid will be administered by the school's administrative assistant. If we judge the injury to need further medical attention, the parents will be notified immediately. In case of dire emergency, the school reserves the right to send the child to Hancock Memorial Hospital.

All parents are asked to fill out the Permission to Administer Prescription/Nonprescription Medication. Having this on file will save time and a phone call. Medication(s) must be provided by parent(s).

Health Records

The law requires that we have a health and dental record on file for each child. If a child had all the immunizations and screening tests on file at another school, the parent may request that the school send the health form to St. Michael School. By State Law, your child will be excluded from school if a complete health form is NOT on file. Please plan.

Homework

For a child to academically succeed he/she must practice the skills learned in the classroom. Therefore, we consider homework a critical part of the learning process. If a child regularly spends what seems to be an excessive amount of time on homework, please investigate. Consult the child's teacher if long homework sessions frequently result in frustration. *Reminder* Homework is the responsibility of the student to complete. As a parent, we are asking you to glance over the homework to make sure that it is completed. There is a significant increase in the homework workload in Middle School.

For Middle School: All late, missing, or incomplete homework assignments will be given a 0 on the third day after the due date. (The due date counts as day one. Weekends and holidays are excluded.) Note: This policy does not apply to quizzes, tests or long-term assignments.

If a child is ill and a parent wishes to pick up homework, please phone the school office early in the day. As the day progresses, a list of assignments will be kept for your child. Assignments and/or will be ready by 3:15. Whenever possible, send a note for materials to be sent with a sibling or neighbor child. For Middle School: It remains, the sole responsibility of the student to obtain and makeup any homework missed regardless of the list provided at the end of the school day.

When a student has been absent for one day, and has received the homework assignments that afternoon, it is customary for the missing work to be turned in upon the student's return to school the next day. In the case of absences longer than one day, however, the student is allowed one day's grace

period for each day absent. For example: John is absent 3 days, so he has 3 days to turn in his missing assignments. Weekend days count toward the time to turn in homework.

Parents, who know their children will miss school for family trips, etc., should notify the teacher and the principal of this as soon as possible. Teachers will not normally provide homework in advance for students who miss school due to family trips or vacations. If the teacher can work out a homework plan for the days missed, the student will turn in the assignments on the day of his/her return to school. If the parents and the teacher agree to a homework plan for days missed, and the student does not turn in the missing work, then those missed assignments will be given “zero” until if not turned in by three days after returning. Please note that family vacations/trips during school days will be deemed an “unexcused” absence (see attendance policy in this handbook).

Failing Grades

If a student is failing (69 average or below) in a core subject (Math, Science, Language Arts (English/Literature), Social Studies or Religion) at any time during a quarter he/she may be placed by the applicable teacher (s) (through homeroom teacher) on two weeks academic probation and prohibited from participating in extra-curricular activities. (This includes but is not limited to: clubs, student council, sports, plays). After the completion of the initial probation period, if in the estimation of the applicable teacher (s) the student has shown improvement then he/she shall be reinstated in the activity. If no improvement has occurred by the end of the initial probation period, the student will be suspended from the activity until the end of the quarter. Special academic consideration will be given those students with documented individual education plans (IEP) and/or individual service plans (ISP). Students in the MTSS (Multi-tiered systems of support) formerly known as RTI (Response to Intervention) will be taken into consideration based on academic effort, participation, attendance, and behavior.

Homework Help

Homework help is offered three days a week for students in grades 5 – 8. This no charge offering is available to students who need additional time with a teacher to complete assignments. Homework help is offered on Monday, Tuesday and Thursday afternoons until 3:45 PM. A different middle school teacher will supervise homework help each afternoon. Students who attend homework help are expected to come to the classroom and begin working on their assignments by 3:15PM. Homework help is not time to socialize and is not time to “play” on their computers. Students who are disruptive or do not come prepared to work during homework help may be asked to not return.

Honor Roll

Students in grades 3-8 may qualify for the St. Michael School Honor Roll by meeting certain criteria in their academic grades (Grades 3-5 curriculum may differ from below).

Honor Roll will be the average of: Religion, Science, English, Literature, Social Studies, and Math. Special courses such as: Choir, Band, Foreign Language, Technology, Geography, and P.E. are averaged into one grade as these subjects are not taught daily.

- To achieve Principal Honors: 95-100 (All As)

- To achieve High Honors: 90-94 (As with 2 Bs)
- To achieve Honors: 85-89 (All Bs or Better)
- To achieve Honorable Mention: 80 – 85 (Bs with 2 Cs)

Students will not be on the honor roll:

- If they have a 75% or lower in any subject (75 is a D)
- If received Unsatisfactory in Art, Music, PE or Computer Science
- If received 10 discipline points for behavior or more in a quarter (for grades applicable)

Kindergarten/PreKindergarten

St. Michael Catholic School offers Prekindergarten programming children beginning at age three. To be eligible children must be three (3) by September 1. Our two prekindergarten programs are divided into a four (4) to five (5) program and a three (3) to five (5) program. Families may choose a half-day program that is available in the mornings from 8 AM to 11:20 AM or a full-day program from 8:00 AM to 3:00 PM. St. Michael Catholic School's Kindergarten is a full day program. Children are age eligible if they turn five (5) by September 1. In early spring, parishioners and school families with children eligible for Kindergarten will be notified of Kindergarten Registration and given the opportunity to register their children for the next school year.

Library

The school library is open at various times during the school week. Students from kindergarten through eighth grade are encouraged to use the library. Each class has a scheduled library time. Students may check out books for one week. A student is responsible for prompt return of borrowed books and for their condition. Students will be charged for replacement cost of books that are lost or damaged.

Liturgical Celebrations

Students in grades PreK 3/4-8 must attend all-school Masses on Friday. Failure of a student to attend school mass without a medical excuse/activity approved by the principal will be deemed an "unexcused" half day absence (see attendance policy above). We encourage and welcome parents to attend any of our school liturgies. Parish school families are expected to attend weekend Mass at St. Michael Parish. As a Christian school, we encourage all other families to attend weekend worship services. The parents are the child's first teacher in faith. A child looks to his/her parents for a good example. Please don't let them down. All students who attend St. Michael Catholic School are expected and required to fully participate in the Mass.

Lunch

Hot Lunch is served each day in the cafeteria. Lunch money for food and milk needs to be paid in advance. Students can bring a packed lunch from home. Fast food, soft drinks (soda) and glass bottles are not permitted in the cafeteria area. If a parent would like to celebrate a birthday with a snack or treat, please check with the teacher for permission and what would be the most appropriate time for this to happen.

Medication

All medication necessary to be administered at school must be brought to the office by the parent in original packaging, properly labeled with the name of the student, time to be given, and dosage. By State Law, we are not allowed to dispense non-aspirin pain reliever or other medication without specific directions from the parents on the "Permission to Administer Medication Form" located on the school website. Students should NOT keep medicine in a desk, backpack, locker, lunch box or on their person. All medicines will be administered by a paid school staff member.

Exception Inhalers may be kept in the classroom with the classroom teacher. Students may self-carry with written permission from the parent.

Money at School

Any money coming to school needs to be put in an envelope, labeled with child's name and the fee it is meant to pay. Students should not be carrying money to school otherwise. If a child is found to be carrying a large sum of money, it will be put in an envelope with the child's name and put in the school's safe until a parent can pick it up.

Non-Custodial Parent

Unless the school has been notified otherwise, the non-custodial parent is entitled to all school communications, and they will be placed on a mailing list to receive these. A small fee of \$10/annually will be charged to the non-custodial parent for mailings, to assist with postage.

It is the responsibility of the custodial parent to share progress reports and report cards. If special circumstances exist regarding student contact with the non-custodial parent, the school must be notified in writing. If the custodial parent is concerned about the rights of the non-custodial parent, we strongly encourage the custodial parent to contact his/her attorney so that proper paper work is on file in the school office.

Non-Discrimination Statement

The philosophy of St. Michael School in the Archdiocese of Indianapolis is based on the Christian social Principles of the Gospel Message—to love and to respect the rights of all people. It is the policy of the Archdiocesan Board of Education that St. Michael Catholic School in the Archdiocese of Indianapolis shall not discriminate based on race, color, and/or national ethnic origin in the administration of its educational policies, admission policies, admission policies, scholarship and loan programs, athletic and other school administration programs.

Nuisance Items

Any items that are brought to school that are not school-related may be taken away by a teacher or adult in charge if these items distract or disturb others. These items need to remain in backpacks until the student is given permission to take them out.

Parent Involvement

Parents are encouraged to share their time and talents with students. For some, this could involve assisting with small group instruction, tutoring, telephoning, cutting out letters for bulletin boards, etc. For others, this could include sharing special areas of expertise— job experiences, hobbies, special interest. If you are interested in doing this contact your child’s teacher. Without the donated services of the parents and other adults in our parish community, the school would not be able to offer all the services we do. Volunteers are a vital and integral part of the school. Thank you in advance for your gift of time.

Volunteers will need to have a completed Background Check on file with the school. Parents must also have completed the archdiocese Safe and Sacred training.

Parent-School Organization

The Parent-School Organization (PSO) is a vital organization in our parish. We encourage all of you to participate. Dues are \$30.00 per family per year. It is important that we, parents and school staff, work together in preparing the children for the future. At least three meetings are scheduled through the year.

The PSO is comprised of all school parents and teachers. An Executive Committee is nominated at the general meeting during the year and consists of four elected positions: President, Vice-President, Secretary, and Treasurer. Members of the Executive Committee provide assistance for PSO programs and fundraising for the school.

The object of the St. Michael PSO is:

1. To promote and support the activities of the administration, the teachers, and the children of St. Michael School.
2. To benefit St. Michael School by raising funds to assist in the support of activities approved by the Organization.
3. To bring a closer relation between the home and the school, that parents and teachers may secure for every child the highest advantage in spiritual, mental, physical and social education.

Parent-Teacher Conferences

Formal conferences are scheduled for the end of the first grading period for grades PrK 3/4 -8. An appointment will be made for the parents to confer with their children’s teachers concerning the progress being made by each child. Both parents are urged to attend. If a parent wishes a conference at a time other than the time assigned, a note should be written to the teacher requesting a definite day and time. The teacher will contact the parent to confirm the appointment. If parents feel the need for a conference at other times during year, a note or a phone call to the teacher to set a time and day is appropriate. Third quarter conferences are offered at the end of the third quarter. This is not a requirement.

Parking During the School Day

Short-term parking can be found in the front of the school. If you need long-term parking please park along the tree line by the pole barn (not on the playground) or on the side of the Family Life Center in **the back of the Church.**

Playground

Teachers and/or staff members supervise the playground during each recess. Since we have a black top area as well as playground equipment, it is imperative that students comply with regulations for each of the play areas. Children are not permitted to re-enter the building without permission from the teacher on duty.

In case of rain or inclement weather students will have a recess period inside. It is the feeling of the school staff that all children need some fresh air and exercise each day.

Playground Rules

Students should:

- Get permission to leave the playground
- Seek help if you are being treated unfairly by other students
- Ask for assistance in resolving conflicts
- Stay on the playground.
- Be on the blacktop area, the playground equipment, and/or the field. No playing in the front of the school.
- Must ask for adult permission before chasing a ball down the driveway. Balls are to be directed away from the buildings always.

Accidents and injuries (Children with minor injuries will be sent to the school office. In case of a serious injury, the teacher should escort the injured student to the school office. A teacher should remain on the playground to supervise the other students.)

Equipment is to be used safely. No climbing under or up the slide. No standing on top of the jungle bars. Adult supervisors will use good judgment about safe play; what's safe for an older student may not be for a younger student. When the bells ring, all play should stop, and children should walk, not run, to line up areas. Teachers will enforce the playground rules. Most minor offenses require only a warning. Repeated transgressions or serious rule violations will warrant a "time-out" against the building or a meeting with the principal or his/her designee.

Promotion, Retention, Assignment

1. To be promoted, a student must have at least a general average of "D" provided that the student does not fail in a major subject.
2. A student is promoted on mastery of the skills for that grade level and not on the number of days a student has been present in that grade.

3. If a student has a low average, but can produce better work, it may be suggested that the student receive additional help from a tutor for those subjects in which the student has done unsatisfactory work.
4. If a student demonstrates a lack of understanding of the essential skills to be mastered at the student's grade level, the student may be retained in that grade for another year. Usually this situation becomes evident near the end of the first semester. Teachers will alert parent to their concern and work together with them to improve the situation.
5. Attendance: Student must attend a minimum number of school days in accordance with archdiocesan and state guidelines and be in compliance with our school attendance policy (see attendance policy in this handbook).

In primary grades, failure in reading, because of its importance, usually constitutes a legitimate reason for the student repeating the grade.

1. The student has worked to the best of his ability but has not earned promotion grades. Teachers and parents feel the student can succeed at the next grade level.
2. The student has not worked to the best of his ability (lack of effort, incomplete or missing assignments, etc.) and may or may not have earned promotion grades across the board. Standardized tests, state reading levels tests, teacher observation and student performance indicate the student can move on to the next grade level.
3. Due to illness, or other special circumstances, a student has been absent an unusually large number of school days. Even with completion of make-up work, it may be difficult to give such a student accurate grade. If the teacher and parents feel the student can successfully achieve at the next grade level, he/she may be assigned (see attendance policy above).
4. If a teacher recommends retention in the same grade and parent(s) overrule the recommendation and wish the student moved on to the next grade, the report card will reflect that the student will be assigned to the next grade. The teacher has the right to attach to the student's report card and permanent record a written statement documenting the recommendation to retain the student in the same grade.

Whenever a student is assigned to the next grade level, it is a matter of probation for six weeks. The student must demonstrate through effort, assignments, tests, progress reports, and daily participation that he/she is able to handle the work at the next grade level. If at the end of six weeks the student has not demonstrated this, he/she may be moved back to the previous grade level.

Permanent Records

A student's records are private and may be viewed only by authorized personnel with a legitimate reason to do.

Picking up students during school hours

For the safety of the children at St. Michael Catholic School, it is necessary for the parent or guardian to send a written note or email to the teacher and to alert the office if the child is to be picked up during the school day. No child will be released to a stranger without parent permission. No student early pick-up will be permitted after 2:45PM. This rule is strictly enforced. Parents must come into

the office and sign children out of school. While inconvenient at times, this will assist in safeguarding the children during the time they are under supervision of the school.

Registration

The school conducts registration the end of January each year. School families are given the first opportunity to register for the next school year. Then the parish community is notified of open registration.

Registration is completed by submitting a registration/information form for each student along with the family registration fee. This is a non-refundable fee. All other fees are due by May 31st. Your registration fee will be deducted from tuition.

Registrations are dated when received. Classes are filled in this order (depending on date received):

1. Returning students
2. Current school families with new students
3. Parish families with new students
4. Non-parish families with new students

Room Parents

St. Michael PSO coordinates the Room Parent Program. Volunteers for this important job will take place during a “sign up” taking place at the Back to School Night gathering. Each class needs at least two Room Parents and may have as many as volunteer. Room Parents work closely with the PSO in organizing the events PSO sponsors during the year. Depending on each teacher’s needs or preferences, a Room Parent’s responsibility in the classroom might include help with holiday celebrations, phone calls, assistance with field trips, etc.

Sacramental Preparation

St. Michael Parish has a family-based program for sacramental preparation. While the classes in St. Michael School lay the ground work, or foundation, for these Sacraments, the responsibility for the immediate preparation lies in the hands of the parents. As the universal Church has been telling us, and as our American Bishops have been pointing out, parents are the primary educators of their children in matters of faith. Children do learn best by example bringing them to the Sunday Liturgy regularly is extremely important, as is seeing parents, older siblings, grandparents, etc., celebrating the Sacraments. According to Canon Law, a child is to be invited to begin receiving the Eucharist once he/she are able to grasp the basic understanding of what the Eucharist is that it is not just plain bread and wine, and that somehow the sacred host and the precious wine are really the Body and Blood of the Lord. With regard to Reconciliation, Canon Law states that a child is to be prepared to receive the Sacrament of Reconciliation before receiving the Eucharist. You have been preparing your children for both Sacraments through the family meals which you have in your home around the table, and by the rituals of forgiveness and reconciliation which you have within the family

setting. Giving the children the opportunity to experience the Eucharist each Sunday and the Penance Services periodically, early in their lives, will allow them to eventually ask to receive the Sacraments.

Parent sessions are provided in the fall each year to offer parents assistance and guidance in living out your role as the best teachers of your children in matters of faith, and in this situation, preparing them for Reconciliation and Eucharist. At the parent sessions, the Parish Director of Religious Education will outline the Sacramental Preparation program, provide the necessary text books and other materials, offer encouragement, as well as provide parents with an opportunity to share expectations, concerns, and ideas.

Safe and Sacred

All employees have successfully completed Safe and Sacred training and background checks as required by the Archdiocese of Indianapolis and the State of Indiana respectively. To volunteer, coach, work as a classroom aid, attend a field trip or work with children in any capacity at St. Michael Catholic School the successful completion of Safe and Sacred and a current background check must be on file. Safe and Sacred can be accessed at <https://safeandsacred-archindy.org>. Please note it takes a minimum of 48 – 72 hours for a background check to be completed. Pending safe and sacred completion and pending background checks will not be enough to allow an adult to work with children.

School Pictures

The students have their pictures taken each year by a photographer who specializes in school pictures. The date is announced through a note sent home prior to the scheduled date. No student is obligated to buy these school pictures. Please check your school calendar for the date.

In the spring, the school often offers spring pictures, which allow the student to pose with a favorite stuffed animal, trophy, etc. Again, there is no obligation for purchasing these photographs.

Severe Weather Watches/Warnings

Severe weather drills (tornado) are conducted periodically. The weather monitoring radio in the office and the weather bugs on the computers keeps us informed of any severe weather. Should a warning be given, the students are informed via a special bell and/or announcement to go to their designated areas. If a warning should occur at dismissal time, students will be kept in the building until the danger has passed. Students will not be dismissed until an all clear has been given by the Greenfield Police Department. Parents and others waiting for dismissal are encouraged to come into the building for safety.

Special Services

Greenfield Central Community School provides speech and language therapy, testing services, and resource personnel for students who demonstrate this need and live within the required boundaries. If the teacher or parent feels a student is experiencing learning difficulties that need special

attention, they should contact the principal to initiate the testing or review procedure through their Special Education Department.

If it is decided that a student needs academic testing, parents, teacher and principal will be asked to supply background information on the student. GCSC personnel may observe the student in class as well as test the student privately. When testing is completed, a Case Conference will be held with parents, teacher, principal, and GCSC personnel, to review the findings, consider the possible solutions, and to formulate an Individual Educational Plan (IEP) for the student. In most cases, any service required of GCSC personnel can be provided on-site at St. Michael School. However, in some cases, service may only be provided at another site. GCSC will only service those students who live within the boundaries set by them.

Testing

All students at St. Michael from grades 3-8 participate in the Indiana State ILearn as mandated by the state legislature. The results of these tests and the individual student's progress charts are on file in the school office. The individual student reports are sent home to the parents. Testing currently takes place in the Spring. There also is a reading test (IREAD) for third grade students only.

Tuition Assistance

Parish families who need assistance with their school tuition commitment may apply through the FACTS program. Applications may be obtained through the school office or the parish office. To be considered for assistance for a new school year, applications must be submitted by April.

If, during the school year, a hardship occurs, families may make a request for assistance. Requests for assistance should be submitted to the principal.

Unexcused Absence –Make-up Work Policy

Any unexcused absences that results in missing/late homework assignments will receive a 0. Students will not be given homework prior to any absences (see Middle School Handbook for details). It is the responsibility of every student/parent to check Jupiter to see any missed assignments while absent.

Visitors

Parents are always welcome to observe their child's class. If you plan to do so, please check in with the teacher, administrative assistant or principal upon arrival in the building. These visitors also need to check in with the administrative assistant or principal when they arrive in the building.

Volunteers

St. Michael School is blessed with many generous volunteers. Without them we could not provide the quality of education and supervision that we do. Our PSO coordinates many of the volunteer opportunities, while teachers and school staff organize others. A volunteer sign-up sheet is provided in the packet you receive before school starts. It lists varied opportunities to be involved at our school. While many of our needs occur during the school day when most of our parents work, there are several opportunities to help during out of school hours. All Volunteers must submit to a complete Safe and Sacred training and have a background check as directed by the Archdiocese of

Indianapolis. Volunteers will need to submit the application for the check and a fee of \$10.00 to process the background check. Volunteers usually on an accidental basis, may have observed/overheard confidential information/material relating to students/teachers. Be advised that no confidential information accidentally observed or overheard shall be repeated or communicated to anyone outside of the school. **At no time is it appropriate for a volunteer to administer discipline or touch a child.** Volunteers will be asked not to participate if there is reason to believe that they are acting in an inappropriate manner. Please report poor student behavior to the appropriate teacher for possible disciplinary action.

Yearbook

Each year St. Michael School offers a yearbook to students at a modest price. This book contains class photos, as well as candid shots of many activities during the year, and group photos of school organizations, teams, etc. Because we try to include the entire school year, the yearbook is not available until the beginning of the next school year.