



2022-2023 Parent and Student Handbook

(Updated 3/31/2022)

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.

Primary Goal of 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 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, scholarship and loan programs, athletic and other school administration programs.

Admission Policy

St. Michael admission policy can be found as an addendum to this handbook or on our website <https://www.school-stmichaelsgrfld.org/admissions>.

Arrival/Dismissal

Arrival – Mornings

- Nolan Hall – PreK – 1 and siblings

Arrival for students, PreK – 1 and their older siblings will take place by dropping children off at the connector entrance nearest to Nolan Hall. You may reach the entrance by entering the front arched driveway, pull forward and dismiss your child at the curb. Morning arrival begins at 7:30 AM. Students arriving prior to 7:30 AM must be registered in before care.

Main School Building Grades 2 – 8 with no younger siblings enrolled will be dropped off at the Fr. Severin Life Center/Gym doors. You may reach this entrance by entering the parking lot from Madison St, (near Fr. Jenkin's house) and stopping at the gym entrance doors. For safety, you will exit the parking lot by exiting behind the parish office. Morning arrival begins at 7:30 AM. Students arriving prior to 7:30 AM must be registered in before care.

Dismissal

- Prekindergarten - half-day dismissal

Dismissal for students who attend half day in one of our prekindergarten classes will be at 11:10 AM. Parents will enter the arched driveway and pull forward to the end of the sidewalk. Please turn off your vehicle when you wait for your child.

- Nolan Hall – PreK – 1

Dismissal for students, PreK – 1, will be from the front of the school building. You may reach this entrance by entering the arched driveway, the first car should pull forward and stop by the end of the drive. Dismissal will begin at 2:50 PM.

- Main School Building Grades 2 – 8 and siblings

Dismissal for students in the main school building and their younger sibling will be from the parking lot near the playground. Please note on days when Physical Education is outside, the gates will not be opened until 2:45 PM. Dismissal will begin at 3:00 PM.

Attendance/Tardy Arrival/Absences

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 8:30 AM. It is not appropriate to send a text message to a staff member to report an absence. **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; attending other extra-curricular activities not related to school (i.e., sports competitions); or activities not approved by the principal.
- Vacations are not considered a replacement for academic time required by the state. Vacations are considered unexcused absences. We understand that there are times when a vacation during regular school days may be unavoidable because of scheduling. Students will have one week to make up assignments missed during a vacation. Teachers are not responsible for having assignments ready in

advance of a vacation that is taken during a school week. Students may receive these assignments upon their return. At the end of the one week if the assignment has not been turned in the student will receive a 0. eLearning is not an option to replace a regular school day missed due to a vacation.

- If a student is ill for four or more days, a physician's written statement (note, fax, email) will be required to be considered an excused absence. Once a physician's written statement is received, the excused absence will be retroactive to the first day of absence.
- A half-day absence will be warranted for 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.) on the day of the unexcused absence.**
- Extended absences for bereavement for family members and family medical emergencies are considered excused absences when substantiated with the appropriate documentation.
- **eLearning** – as a sick day replacement, refer to eLearning section for more information.

Unexcused Absence –Make-up Work Policy

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

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 student's future 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 they 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.

Tardiness

- A tardy is defined as a student arriving in the school after 8:00AM, when the morning bell rings.
- **Parents must drop off their child/children to the main 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. Additionally, our sports teams are determined by the number of students who sign up and the availability of coaches. 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 students can participate with other Greenfield Elementary Schools in football and 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 arrange for any public-school sports. Wearing of sweatshirts, tee shirts, or 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 they 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 ADs 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 them 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. ***The before and after care program is for registered students only.***

Before Care

St. Michael School offers supervision for students who must arrive at school between 6:30 AM - 7:30 AM. Parents who wish to use this service must register with the school and may drop their children off at Before Care located in the connector between the main school building and Nolan Hall. Enter the brown doors in the connector located nearest Nolan Hall.

Any student arriving at school before the 7:30 bell will be sent 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.

***** If there is a two-hour delay before care will not begin until 7:00 AM. This will allow the school staff to arrive safely. Before care during a two-hour delay will be held in the gym/Fr. Severin Life Center. To access the gym please ring the doorbell next to the blue cafeteria door. Before care will last until 9:30 AM. Students arriving during this time, 7:00 – 9:30 AM, will be charged for before care.***

After School Care Program

On a normal school day, this program is offered from dismissal 3:00 PM until 5:30 PM. The program will usually start in the Fr. Severin Life Center until 3:45 PM 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 PM 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.

Before and After Care Nuisance Items (Toys, Electronic Devices/Computers/Cell Phone)

No personal toys or electronic devices are permitted during before or after care. St. Michael Catholic School supplies the toys and other items for student entertainment during these extended care times. Any items that are brought to school and taken out and/or used during extended care will be taken from the student and given to the parent at the end of the day. If a student repeatedly brings these items to extended care, the item will be removed and given to the principal. The parent must set up an appointment to retrieve the item.

Cell phones must remain in the student's backpack in the off position. Texting, surfing the web, etc. is not acceptable during extended care times.

Catholic Faith

All students at St. Michael Catholic School are expected to participate in the Catholic religious activities that are part of our school day. Every school day begins with scripture and prayer. Dismissal begins after afternoon prayer.

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 third grade.

Liturgical Celebrations

Students in grades PreK - 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 their 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.

Eucharistic Adoration/Benediction

On Friday, immediately following Mass students participate in the Exposition of the Blessed Sacrament. Each class will return to the church for 30 – 45 minutes of silent prayer and adoration. At 2:30 PM on Friday the students return to church for Benediction. Upon completion of Benediction, students will be dismissed from school.

****The first Friday of each month we will have adoration but not Benediction.**

Daily Prayer

As a Catholic school, St. Michael students and faculty have several opportunities to participate in daily prayer. All students are expected to actively participate in prayer. Some of the prayers that students will learn are:

- Sign of the Cross
- Lord's Prayer/Our Father
- Hail Mary
- St. Michael Prayer
- Act of Contrition
- Prayer before and after meals
- Glory Be
- O My Jesus
- Hail Holy Queen
- The Angelus

Rosary

St. Michael students have the honor of praying the Rosary periodically during the school year. All school Rosary is scheduled once a quarter. Individual classes and students are encouraged to pray the Rosary as time permits.

Faith Formation

St. Michael Catholic Church and School offer several opportunities for children to grow in the Catholic faith.

1. First Reconciliation – Grade 2
2. First Communion – Grade 2
3. Confirmation – Grade 8
4. For students who are not Catholic and wish to become Catholic, please contact the parish office for more information 317-462-4240.

Religion Class

Students at St. Michael receive a daily religion class or religious activity. Our current textbook series is *Faith and Life* published by Ignatius Press.

ACRE

The ACRE test is a test of Catholic faith knowledge and understanding. This test is administered once a year, in January, to grades five and eight.

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 a student's backpack from 7:30AM to 3:00PM or while on school property. St Michael Catholic School is not responsible for the loss, damage and/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 their earliest convenience during school hours.
- **Second offense:** Student will serve a detention
- **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 their 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 the student's future 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. 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.

The most current information concerning schedules, activities, policies, and events can be found in the weekly Crusader. It is important that you read through this communication to ensure you have current information.

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 website: www.archindy.org. Information on the Indiana State standards/objectives may be obtained through the Indiana Department of Education website. 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 AM	Students who are registered for Before Care may enter the building
7:30 AM	Students may enter the building and report to the classroom
8:00 AM	Opening Prayers, Pledge, and announcements
8:00 AM	Students are tardy
11:00 AM	Lunch begins – classes are assigned lunch times
2:50 PM	Afternoon announcements and prayer
2:55 PM	Nolan Hall student dismissed
3:00 PM	Students who are registered for After Care may be in aftercare
3:00 PM	Main school building car riders are dismissed. Walkers and bike riders will be dismissed when safe to do so
3:15 PM	Students not picked up report to After School Care (at an additional charge)
5:30 PM	After Care ends

Discipline

General Guidelines:

1. School rules are established to create a safe Christian environment that is conducive to learning.
2. 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.
3. Some general rules that are usually included in classroom discipline:
 - Students are expected to follow the rules of the adult volunteers, staff members and faculty.
 - Come to class prepared and on time with all the necessary materials. This includes pencils, books, papers, homework, etc.
 - 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.
 - Obtain permission from the teacher/adult in charge before leaving the classroom. Students must follow specific direction from the teacher/adult in charge as to where they are going, how to behave and when to return.
 - Take good care of school property. No writing on or damage to school property.
 - 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.”
 - 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.
 - Possession or use of prescription medication that is not written for the individual or taken in excess of the prescribed use is strictly forbidden.

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

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, 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, and/or 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.
8. 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.
9. In case of an **out-of-school suspension**, before readmission of the student:
 - a. The parents will call and schedule a re-admission conference with the principal.
 - b. The parents will accompany the child to the school office for re-admission.
 - c. Work done at home during the suspension is to be presented to the teacher(s) before re-admission.
 - d. Incomplete work will result in continuation of the suspension.

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 - 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.

Students are expected to follow all classroom and school rules every day. Students will be given discipline points for rule infractions. Discipline forms will be sent home for parents to sign and return. If a student feels that a discipline point was not warranted, he or she may email the teacher and explain why they feel the point is not deserved. The email should not be composed or sent during class time. If the teacher decides not to take away the point, and the parent feels such a stance is not appropriate, the parent will contact the teacher. If, after contacting the teacher, the parent still has concerns, he or she may contact the principal.

Consequences for points are as follows:

- 1-4 points: Nobody is perfect. Learn and grow.
- 5 points: After school detention on a Friday. The teacher will work with the student to develop a plan for meeting expectations.
- 10 points: After school detention on a Friday. A parent/teacher conference will be scheduled.
- 15 points: In-school suspension. A parent/teacher/principal meeting will be scheduled.

- 20 points: A meeting will be held to discuss the student's future at St. Michael Catholic School. Points will reset every 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 always be observed. 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. **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. (Grades 5 – 8 only)

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

Students 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. The 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
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.

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, Gray, White Polo (Lt. Blue & Yellow shirts are no longer part of the uniform)	Navy, Gray, White Polo (Lt. Blue & Yellow shirts are no longer part of the uniform)
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 (Lt. Blue, Yellow will be retired beginning 2022 – 2023 school year)	Navy, Lt. Blue, Yellow, Gray, White Polo (Lt. Blue, Yellow will be retired beginning 2022 – 2023 school year)
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.** 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 not 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.

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

Occasionally, students will be allowed to wear jeans. Jeans that are tattered, faded, or have holes in them are not allowed. Jeans should have two pockets in the front and two pockets in the back. Belts are required (4th – 8th grades 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

Occasionally, shirts other than a uniform shirt is allowed, but 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

Occasionally, students will be allowed to have dress up day. On these days', students may wear their 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 kneecap. 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 kneecap) 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 tuxedos.

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

eLearning

eLearning has become part of education. The following are the circumstances when eLearning may be utilized.

1. Weather emergency
2. Health crisis – CDC, State, Local Health, Archdiocese of Indianapolis, School Related
 - Closure due to health-related concerns by one of the entities listed above
 - School is open during health emergency, **but** the student or a family member is quarantined or in isolation due to health-related issues. Under these circumstances the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning.
 - School is open during a health emergency, **but** the student or a family member is immuno-compromised. Under these circumstances the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning. Please contact the principal for approval.
3. Student prolonged illness/surgery – If a student will be out more than five days, the student may begin eLearning on the sixth day of absence if he/she is able to attend the eLearning session but unable to return to school. Please allow your child the opportunity to get feeling better prior to joining eLearning. A student is not at his/her learning best when not feeling well. Students are not permitted to participate in extracurricular activities if they are eLearning.
4. School is open during inclement weather, **but** the family feels it is not safe to travel or is unable to travel to school safely. Under these circumstances, the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning.
5. Elearning may be utilized for professional development. Families will receive advance notice. Students may participate in extracurricular activities.
6. Elearning may be utilized if there are mechanical issues within the school building or surrounding campus if the situation is unsafe, unhealthy or not conducive to learning. Students may participate in extracurricular activities once the situation has been resolved and is deemed safe.
7. Elearning may be utilized in the event of national, state, county or local emergency that deems travel unsafe. Students may participate in extracurricular activities once the situation has been resolved and it is deemed safe.
8. Elearning may be utilized at the discretion of Archdiocese, parish, or school administration.
9. Elearning is not to be used for personal days, vacations days etc. Students learn best when they are in school working with the teacher.

Emergency Procedures

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.

Delay Opening Due to Weather

In the event a delayed opening due to a weather emergency is necessary we will generally follow the Greenfield Central School Corporation. Please do not call the school, parish office or rectory. You will receive information about the delay by:

1. You will receive a phone call. This will be a recorded message informing you of the closure.
2. The following radio stations will broadcast the school delay: WIBC 1070 AM Radio
3. The following television stations will broadcast the school delay: WTHR Channel 13 Television, WISH Channel 8 Television, FOX 59/WB 4 Channel 59 or 4 Television.

****Generally, if school is delayed it will be a 2-hour delay. School will begin at 10AM unless otherwise noted.** An alternate class schedule will be used to ensure students are not missing any core classes.

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 receive information about the closure by:

1. You will receive a phone call. This will be a recorded message informing you of the closure.
2. The following radio stations will broadcast the school closings: WIBC 1070 AM Radio
3. The following television stations will broadcast the school closings: WTHR Channel 13 Television, WISH Channel 8 Television, FOX 59/WB 4 Channel 59 or 4 Television.

***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:

1. Incomplete medical records
2. 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. Their 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. They are 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 their 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 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 their appropriate conduct, behavior, and attitude. **No siblings are permitted on field trips. Chaperones cannot bring younger siblings.** Field trips are solely for students. All parent chaperones/attendees for field trips must have completed the Archdiocese Safe parish program (<https://www.archindysafeparish.org/>). Students with excessive absences, behavior concerns, failing grades, and/or missing assignments may not be allowed to attend field trips.

Financial Responsibility/Fees

St. Michael Catholic School's tuition policy can be found as an addendum to the handbook, school office or on our website, <https://www.school-stmichaelsgrfld.org/>.

Athletic Fees

Students in grade 4 through 8 can participate in CYO athletics. Each sport has fees that are required. The fees pay for officials and gym usage. Fees are required prior to beginning practice.

Book Fees

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.

Technology Fees

Students in Kindergarten through 8th grades will receive a one-to-one device for school use. It is the responsibility of each student to properly care for the device. If a device is damaged from improper use or loss, a \$300 replacement charge will be accrued. Students who lose or damage their chargers will be charged a \$20 replacement fee.

Grading

Achievement Explanation of Grade:	Explanations of Marking System
A = 93 – 100	1. Test/Quiz Score
B = 85 - 92	2. Daily Work
C = 76 - 84	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 their ability
	9. Satisfactory effort and performance
Standards Based Reporting (Grades KN-4) – Levels of achievement are provided to help you better understand how your child is performing on specific standards	

E = Exemplary (Demonstrates a deep understanding of key concepts and consistently applies them at grade level)
M = Mastery (Demonstrates an understanding of key concepts and consistently applies them at grade level)
P = Partial Mastery (Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level)
N = Non-Mastery (Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support)
X = Standard not assessed

St. Michael School publishes report cards every 9 weeks. Parents may check their child's progress 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.

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 they 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 they 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) will be taken into consideration based on academic effort, participation, attendance, and behavior.

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 parents 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 comply 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 an accurate grade. If the teacher and parents feel the student can successfully achieve at the next grade level, they may be assigned (see attendance policy above) to the next grade.
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 they are able to handle the work at the next grade level. If at the end of six weeks the student has not demonstrated this, they may be moved back to the previous grade level.

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: All A

To achieve High Honors: A and B

To achieve Honor Roll: B

To achieve Honorable Mention: B and C (No D or F)

Students will not be on the honor roll:

- If they have a 75% or lower in any subject (75 is a D)
- If they have received Unsatisfactory in Art, Music, PE or Computer Science

Homework

For a child to academically succeed they 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 will be ready by 3:30 PM. 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. Please note that family vacations/trips during school days will be deemed an "unexcused" absence (see attendance policy in this handbook).

Graduation

The eighth-grade graduation Mass is a celebration of student achievements as it marks the end of their educational journey at St. Michael Catholic School. 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.

Health

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.

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 staff. 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).

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 them 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.

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.

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.

Wellness Policy

It is the policy of the Archdiocese of Indianapolis that: Whenever available, schools will participate in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All students in grades Kindergarten through Grade 8 will have increased opportunities and encouragement to be physically active on a regular basis. Each of the schools within the Archdiocese of Indianapolis will actively engage their school community in following steps that will enable school wide wellness.

- Fast food meals may not be brought into the school.
- Considering the information available regarding childhood nutrition, the school will limit the practice of using candy or food snacks as rewards for academic performance or good behavior.
- It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations must be approved in advance by the teacher.
- Students are encouraged to stay well hydrated while at school. Water bottles may be brought to school to encourage students to stay hydrated. Water only is permitted in these containers.

Kindergarten/Prekindergarten

St. Michael Catholic School offers Prekindergarten and Kindergarten programs. Students entering Pre-Kindergarten/Kindergarten must be completely toilet trained prior to starting school. Complete toilet training includes being able to clean oneself up after urinating or voiding. Students may not wear pull-ups or similar item.

Prekindergarten Ages 3-5

To join this program students must be three (3) by September 1. Students must be completely toilet trained. The following are the program choices:

1. Full day - five days a week. The day is from 8:00 AM to 3:00 PM. Students have the option of enrolling in before or after care programming.
2. Half day – five half days a week. The day is from 8:00AM until 11:10 AM. Students have the option of enrolling in before care.
3. Three Day – Monday, Wednesday, Friday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before and/or after care.
4. Two Day – Tuesday, Thursday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before and/or after care.

Prekindergarten Ages 4-5

To join this program students must be four (4) by September 1. Students must be completely toilet trained. The following are the program choices:

1. Full day - five days a week. The day is from 8:00 AM to 3:00 PM. Students have the option of enrolling in before or after care programming.
2. Half day – five half days a week. The day is from 8:00AM until 11:10 AM. Students have the option of enrolling in before care.

Kindergarten 5+

To join this program students must be five (5) by September 1. Students must be completely toilet trained. St Michael Catholic School offers a five (5) day a week all day program for students in kindergarten. Before and after care is available. Please refer to the section for Before/After Care programming.

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.

Lunch

Hot Lunch is served each day in the cafeteria. 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.

Nuisance Items (Toys, Electronic Devices, Etc.)

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.

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.
- Ask for adult permission before chasing a ball down the driveway. Balls are to always be directed away from the buildings.

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 their designee.

Probationary Status for New/Transfer Students

If the principal determines the school, family, and student's philosophies are commensurate with St. Michael Catholic Church and School's educational program, the student will be admitted, either:

- On a probationary status. If admitted on probationary status, a meeting including the principal, teachers, parents, and the student will be held nine weeks after he/she begins at St. Michael to discuss the student's progress.
- Probationary status will be waived when a student gives evidence of satisfactory progress, or as a full-fledged student.
- If a student admitted on probationary status is determined to not meet the philosophies and educational requirements of St. Michael Catholic Church and School, a meeting will be held to discuss the concerns for the student. If a satisfactory resolution is not reached the student will be removed as a student from St. Michael.

If the school becomes aware of additional information after the student has been admitted that impacts the school's ability to service the student, the school can change its admission decision.

Safe Parish

All employees have successfully completed Safe Parish 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 Parish and a current background check must be on file. Safe Parish can be accessed at <https://www.archindysafeparish.org/>. Please note it takes a minimum of 48 – 72 hours for a background check to be completed. Pending Safe Parish completion and pending background checks will not be enough to allow an adult to work with children.

Testing

All students at St. Michael participate in the following standardized tests:

1. Grades 3 – 8 Indiana State ILearn is mandated by the state legislature. The results of these tests are on file in the school office. The individual student reports are sent home to the parents. Testing currently takes place in the Spring.
2. Grade 3 participates in the Indiana State IRead test. This test traditionally take place in March. Students who do not pass the IRead are required to retake the test in the summer. If the student does not pass the test a discussion with the principal and teacher will be scheduled to determine next steps.
3. Grades K – 8 - NWEA standardized. St. Michael students are tested quarterly using the NWEA test. Skills are tested regularly, and scores are compared to determine student growth.
4. Grades 5 – 8 - ACRE test is a test of Catholic faith, knowledge and understanding. This test is administered once a year, in January.

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. All Volunteers must submit to a complete Safe Parish training and have a background check as directed by the Archdiocese of Indianapolis. **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.

**Safe Parish <https://www.archindysafeparish.org/>

St. Michael Catholic School administration reserves the right to update this handbook at any time as needed to keep the information current and up to date. Notification through email or the weekly newsletter will be utilized to notify families of the change.

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Lord's Prayer/Our Father

Our Father in heaven, hallowed be your name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Angel of God

Angel of God, my guardian dear to whom God's love commits me here. Ever this day be at my side, to light, to guard, to rule, to guide. Amen.

Fatima Prayer/O My Jesus

O my Jesus, forgive us our sins, save us from the fires of hell, and lead all souls to Heaven, especially those in most need of Thy mercy.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end.

St Michael Prayer

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil; May God rebuke him, we humbly pray; And do thou, O Prince of the Heavenly Host, by the power of God, cast into hell Satan and all evil spirits who wander through the world for the ruin of souls. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen

The Apostle's Creed

I believe in God, the Father Almighty, Creator of Heaven, and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified; died, and was buried. He descended into Hell; the third day He arose again from the dead; He ascended into Heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen

Grace – Before and After Meals

Before: Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

After: We give you thanks, almighty God, for these and all your gifts which we have received through Christ, our Lord. Amen

<p>The Angelus Prayer</p> <p>V. The Angel of the Lord declared unto Mary. R. And she conceived of the Holy Spirit. Hail Mary, full of grace, The Lord is with Thee; Blessed art thou among women, And blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, Pray for us sinners, Now and at the hour of our death. Amen V. Behold the handmaid of the Lord. R. Be it done to me according to thy word. Hail Mary. . . V. And the Word was made flesh.</p>	<p>R. And dwelt among us. Hail Mary. . . V. Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ. Let us pray: Pour forth, we beseech Thee, O Lord, thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.</p>
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Rosary



1. Make the Sign of the Cross.
 2. Holding the Crucifix, say the Apostles' Creed.
 3. On the first bead, say an Our Father.
 4. Say one Hail Mary on each of the next three beads.
 5. Say the Glory Be
 6. For each of the five decades, announce the Mystery then say the Our Father.
 7. While fingering each of the ten beads of the decade, next say ten Hail Mary's while meditating on the Mystery. Then say a Glory Be.
 8. Fatima prayer
 9. After saying the five decades, say the Hail, Holy Queen, followed by this dialogue and prayer:
- V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.

Let us pray: O God, whose Only Begotten Son, by his life, Death, and Resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that while meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

<p>Joyful Mysteries – Monday/Saturday</p> <ol style="list-style-type: none"> 1. The Annunciation of the Angel Gabriel to Mary 2. The Visitation of Mary to Elizabeth 3. The Birth of Jesus in Bethlehem of Judea 4. The Presentation of Jesus in the Temple 5. The Finding of Jesus in the Temple <p>The Luminous Mysteries - Thursday</p> <ol style="list-style-type: none"> 1. Jesus' Baptism in the Jordan 2. The Wedding at Cana 3. The Proclamation of the Kingdom 4. The Transfiguration 5. The Institution of the Eucharist 	<p>The Sorrowful Mysteries – Tuesday/Friday</p> <ol style="list-style-type: none"> 1. The Agony of Jesus in the Garden of Gethsemane 2. The Scourging of Jesus at the Pillar 3. The Crowning of Jesus with Thorns 4. The Carrying of the Cross 5. The Crucifixion and Death of Jesus <p>The Glorious Mysteries – Sunday/Wednesday</p> <ol style="list-style-type: none"> 1. The Resurrection of Jesus 2. The Ascension of Jesus into Heaven 3. The Descent of the Holy Spirit at Pentecost 4. The Assumption of Mary into Heaven 5. The Coronation of Our Lady in Heaven
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St Michael Catholic School

2022-2023 SCHOOL CALENDAR

July 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 27 – 29 Teacher Work/Professional Days # 1-3
 Aug 1 - Teacher Work Day #4
 Aug 2 – First Student Day
 Sept 5 – Labor Day – No School
 Sept 30 – Last Day of Quarter 1
 Oct 3 – 14 – Fall Break
 Oct 17 – First Day of Quarter 2
 Nov 23 – Teacher Work Day #5
 Nov 24-25 - Thanksgiving Break
 Dec 23 – Last Day of Quarter 2
 Dec 26-Jan 6 Winter Break
 Jan 9 – First Day of Quarter 3
 Jan 16 – Martin Luther King Day – No School
 Feb 20 – President’s Day – No School
 Mar 10 – Last Day of Quarter 3
 Mar 13-24- Spring Break
 Mar 27 – First Day of Quarter 4
 May 29 – Memorial Day – No School
 May 31 – Last Day of Quarter 4
 Jun 1 - Teacher Work Day #6

Quarter 1 - Aug 2 – Sept 30 43 days
 Quarter 2 - Oct 17 – Dec 23 47 days
 Quarter 3 – Jan 9 – Mar 10 43 days
 Quarter 4 – Mar 27 – May 31 47 days

eLearning

eLearning Days for 2022-2023 will be for professional development, weather, health, or emergency related situations.

1. Professional development eLearning days are: 1/13/2023 & 2/17/2023.
2. In the event of weather or emergency eLearning day families will be notified through email, television, or voicemail. as soon as the information is available.

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	