St. Michael
Catholic School

2019-2020
HANDBOOK

St. Michael School Handbook

A U.S. Department of Education
Nationally Recognized Blue Ribbon School of Excellence

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INTRODUCTION

The administration, faculty, and staff of St. Michael School would like to welcome you to the new school year and thank you for choosing a Catholic education for your child. We look forward to a very successful year and your continued cooperation and support on behalf of our students.

This school handbook contains the policies and procedures that have been put in place to help create an atmosphere of success at St. Michael School. Parents and students are responsible for reading, understanding, and complying with the information contained in this handbook. Updates to the handbook will be sent home and posted on Gradelock. If you have any questions or concerns, please call the school office and we will be happy to help you.

PHILOSOPHY

The goal of St. Michael School is to create a community that promotes the spiritual, intellectual, and emotional growth of our students. With Christ as its center, St. Michael provides a high quality education that builds on each student's talents and strengths, while fostering Christian values. Our mission statement,

Faith

Followers of Christ - ***A***cademic Excellence - ***I***nnovative Thinkers
Trustworthy Leaders - ***H***onest Citizens

helps encourage the school community to strive for the very best Catholic education for our students spiritually, academically, emotionally, and socially.

St. Michael School creates an atmosphere that becomes the framework for the instructional program, which continues to integrate Catholic truths and values. The curriculum is designed to meet the needs of the whole student and help each one discover his/her unique potentials as a Catholic person, while attaining the skills and knowledge needed to be a responsible, productive citizen in society.

SCHOOL GOALS AND OBJECTIVES OF A CATHOLIC EDUCATION

To strengthen and develop a personal love for Christ through the example and influence of parents and teachers who are dedicated to living out the Gospel message.
By providing opportunities for community worship, personal prayer, and religious instruction through day-to-day living in a God-centered atmosphere.

To provide opportunities to serve:

- By encouraging leadership on all grade levels
- By providing time for children to interact with peers and other grade levels
- By promoting awareness of needs in the Church and society

To create a school atmosphere fostering a good self-image:

- By promoting positive attitudes of helpfulness and concern for others
- By evolving an instructional program that is flexible and adaptable to the needs of individual students
- By encouraging self-direction and personal accountability for choices
- By motivating the children to utilize individual talents

To stimulate a desire for knowledge:

- By offering a variety of learning activities and teaching styles
- By continuing exposure to the fine arts and sciences
- By encouraging initiative in assuming personal responsibility for the learning process

PARENT/STUDENT RESPONSIBILITIES

PARENT/GUARDIAN RESPONSIBILITIES

Parents are the primary educators of their children. Schools share in this ministry, but the involvement of parents is paramount and fundamental. During the years of formal education, parents support the school in the following ways:

- Attending Sunday Mass each week, which is the source of our Catholic Faith, and supporting the parish financially and spiritually
- Promoting religious development in their children's lives
- Ensure your child attends school every day and is on time daily
- Showing cooperation by knowing, understanding, and supporting the rules your child is expected to observe at school and be aware of the consequences for violations
- Paying tuition
- Teaching your child to respect the law, school rules and regulations, and the rights and property of others by word and example
  Setting an atmosphere that promotes a desire to learn, good study habits, and respect for self and others
- Encouraging the children's development of interests and individual talents
- Communicating with your child's teacher; keeping the lines of communication open between parent/teacher/child to enhance the educational process; checking Gradelock weekly
- Conveying special/unique circumstances to your child's teacher which may impact learning experiences/performance

STUDENT RESPONSIBILITIES

Students come to school to develop their potential to the fullest and become, for their benefit and that of others, the best person that is possible for them to be. To achieve this, the student must:

- Respect every person as one created in the image of God
- Grow in commitment to serve God, one another, the Church, and the general community
- Communicate the Catholic message effectively
- Attend Sunday Mass weekly
- Read the school handbook, discuss it with your parents, and follow the rules and regulations
- Attend school daily, on time, and dressed in the proper school uniform for that day
- Respect the rights and property of self and others
- Care for school property appropriately
- Be respectful of teachers, staff, and students
- Practice self-control; do not disrupt school activities or other students
- Share your daily school experiences with your parents

ADMINISTRATIVE PROCEDURES

ADMISSION POLICIES

ENROLLMENT REQUIREMENTS:

- Admission and re-admission are on an annual school year basis.
- A child turning five on or before September 30 may be enrolled in kindergarten. The following enrollment guidelines will be followed:
  1. Current students
  2. Siblings of students already enrolled in St. Michael School and Preschool
  3. Children of registered and active parishioners of St. Michael Church and St. Basil Church (An active parishioner is one who

participates in weekly Sunday liturgy, contributes to the weekly collection, and participates in church as well as school functions.)

4. Children of registered and active parishioners of other parishes (Full per pupil cost is paid either by the respective parish and/or by the parents of these children.)
5. Non-parishioners interested in a Catholic education and willing to participate in the full curriculum of the school and will pay non-parishioner per pupil cost

- St. Michael School admits students of any race, color, creed, nationality, and/or ethnic origin, to all the rights, privileges, programs, and activities made available to all students.
  1. Parents agree to pay tuition and all fees.
  2. Students attend all religion classes and exercises.
  3. All kindergarten students participate in a readiness assessment process. (An assessment fee is due at the time of registration.)
  4. The principal will obtain and review a child's records prior to a conference with parents for any new admissions to the school.
- Admission is made through formal registration. The following is required:
  1. Child's birth certificate
  2. Child's baptismal certificate (if applicable)
  3. Child's immunization records
  4. Copy of child's latest report cards if registering in Grades 1-8
  5. A non-refundable registration fee is needed for formal acceptance (checks only)
  6. Tuition payment plan form with a VOID check
  7. Custodial papers: in cases of divorces or separations, a certified copy of the court order which states who has custody of the child(ren) and any other pages related to the involvement of the school.

RE-REGISTRATION

Enrollment in the school is renewed each year. Acceptance is contingent upon all financial requirements having been met, and evidence of the child fulfilling acceptable effort and conduct in accordance with school policies.

REGISTRATION OF NEW STUDENTS

This takes place after the re-registration of the current student body has been completed. New students and their parents are required to meet with the principal and present the most recent report card from their previous school. Before acceptance is finalized, all test scores, grades, and discipline records must be provided to the principal.

Registration is confirmed when all the required forms, payments, and records (legal, academic, and health, etc.) have been received by the school office. All new students are on academic and behavioral probation for the first two quarters following their acceptance to St. Michael School.

PRESCHOOL

The admission policy/registration policy for the St. Michael Preschool may be found in the preschool handbook. This includes the three year old, four year old, and junior kindergarten programs.

KINDERGARTEN

Children must be five (5) years of age on or before September 30 of the year entering school. All incoming students entering the kindergarten program will go through a readiness assessment process. An assessment fee is due at the time of registration.

TRANSFERS/WITHDRAWAL OF STUDENTS

Parents wishing to transfer their child from the school should notify the principal, in writing, at least one week prior to the withdrawal date. You are required by State Law to sign a release form requesting St. Michael School to send your child's permanent record file to the school where he/she is being transferred. Student records sent to the new school will include academic performance, test results, psychological

evaluations, and disciplinary actions. All records are sent directly to the school. All tuition and fees must be paid before the school will forward the student's academic records.

DISMISSAL

A student may be asked not to enroll for the next school year for reasons which include, but are not limited to, academic performance, failure to consistently complete assigned school work, disciplinary infractions, and violations of school rules/policies.

CLASSROOM ASSIGNMENTS

The teachers, in consultation with the school principal, assign students to homerooms. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, over-all social mix, academic needs, and other areas of significant. The administration and faculty are professionals who consider the needs of **all** students during this process. Therefore, **requests for specific teachers or to be with specific students will not be honored.**

EMERGENCY CONTACT POLICY

No student will be released to an adult that is not on the family emergency form. All changes to the emergency contact form, such as a change in address or home phone number, must be made in writing and sent to the school office immediately. It is the parent's responsibility to make sure the school is notified. This is for the protection of your child in case of an emergency.

UPDATING STUDENT/PARENT INFORMATION

If parents/guardians change their place of residence, telephone numbers at work, home, cell phone, or change their place of employment, this new information is to be sent in writing to the homeroom teacher and school office immediately.

FAMILY ORIENTATION

An orientation date is scheduled prior to the opening of the school year. Students and their families visit their classrooms, meet their teachers, and pick up their books and forms that need to be filled out and returned on the first day of school. The format for this orientation may vary from year to year. During these meetings, teachers explain the curriculum, class procedures and policies, expectations, and other items particular to the grade level. Attendance at this meeting is a priority.

FAMILY CUSTODIAL POLICY

All court documents pertaining to custody must be on file in the school office. If one parent is restricted from records or contact, we must have a copy of the decree, including the judge's signature and court seal on file in the school office. Custodial parents should understand that unless the decree specifically states otherwise, the non-residential parent has the right to educational information and records. If a non-residential parent wants access to calendars and or report cards, he/she must send stamped, self-addressed envelopes to school to receive the documents. We ask that parent-teacher conferences be scheduled together regardless of the custody arrangements. Please try to keep communication open with the school.

ADDRESSING SCHOOL CONCERNS

If a concern arises with a teacher and/or a staff member and your child, the procedures for addressing the concern is:

- Contact the teacher or staff member to discuss the concern. *If the concern is NOT resolved…*
- Contact the principal to discuss the concern. *If the concern is NOT resolved…*
- Bring the concern to the pastor.

All concerns are looked into and addressed according to proper procedures and kept confidential.

ATTENDANCE/ABSENCE POLICY

School attendance and punctuality are important elements in the formation of good lifelong habits. It is the legal responsibility of parents to assure elementary-age children are in school and on time each day.

If your child is absent from school, parents must call the main school office before 8:30 a.m. to report the absence. If the school office does not receive a call, you will be contacted at home or at work. The school has voicemail; messages regarding absences may be left for the school secretary. When calling, please leave the following information:

- Student Name

- Grade/Homeroom Number
- Reason for Absence
- Your Name (person reporting the absence)
- Phone Number Where You Can Be Reached

Following a student's absence, a written note **MUST** be sent to the homeroom teacher explaining the reason for the absence, signed by the parent/guardian, with the dates the student was absent.

If a student is absent for more than 5 days, he/she **MUST** come back to school with a doctor's note stating they were under doctor's care.

When students are absent from school, they should not attend extracurricular activities. This does not help the student recover from their illness.

Once a student has arrived on school grounds, he/she may not leave the school premises until dismissal. Exceptions will require written permission from parents and approval of the principal or school office.

HABITUAL/CHRONIC TRUANCY

Absence is excused in case of illness, death in the family and other reasonable causes. Absence is unexcused for vacationing, parental neglect, or truancy.

Habitual Truancy is absent without a legitimate excuse for five days or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a year.

Chronic Truancy is absence without legitimate excuse for 7 or more consecutive school days, 10 or more school days in a school month, or 15 or more school days in a school year.

Excessive absences will be referred to the principal. The school administrator, prior to filing a complaint in the Juvenile Court or Child Services Systems, will issue written or verbal notice to the parent/guardian.

HOMEWORK

When a student is absent, parents may call in the morning (when giving the absentee report) and request work to be picked up after school (2:30-3:00 p.m.). If a sibling is taking another's homework, proper notification must be given before the start of the school day. If work is not picked up during the absence, the student must see the teacher(s) upon returning to school to make up missed assignments, tests, and homework. If a student is absent one day, they will have one day to make up the work, two days absent, two days to make up the work, etc.

ILLNESS/PROLONGED ILLNESS

If a student needs to be sent home because of illness or an accident, the parents/guardians will be notified and must come to the clinic/school office to pick up and sign out the student. If the parents cannot be contacted, the person listed as the authorized designee on the emergency form will be contacted to pick up and sign out the student. No student will be sent home unless it is certain that there is a responsible person at home to take care of him/her. Parents/Guardians/Authorized persons may be asked to present formal identification when picking up the student. This is for your child's protection.

The school shall be notified immediately in case of prolonged illness.
Parents are to provide to the school/teacher a note from the doctor advising the amount of time the student will be absent and what type of activity the student is allowed to do upon returning to school.

TARDINESS

Punctuality is essential for school progress and achievement. A student is tardy if he/she is not present in the classroom in their seat by the 8:00 a.m. bell at the main campus and the 8:05 a.m. bell at the St. Basil Campus. A student arriving after the opening school day bell must report to the school office to receive an admittance slip to enter the classroom. Tardiness is recorded on report cards. Late arrival of Independence, Brecksville, Bedford, or Parma bus transportations are the exception. For every three tardies that a student receives, the student will serve an after school detention.

Classroom Tardiness: Students who are late when switching classes in grades 5-8 will also serve a detention after three tardies. Tardiness is disruptive to the classroom and to each student's education.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible, appointments should be made after school or on weekends. When a medical appointment is necessary, the student is to present an appointment notice or written notice from the parents. Students are to be picked up and signed out at the school office for all appointments by the parent/guardian. Parents are not permitted to go to the classroom to take their child. If the student is returning to school after their appointment, they must report to the office and be signed in by the parent/guardian. Parents/guardians may be asked to present formal identification when picking up the student. This is for the safety and protection of your child.

VACATIONS

Vacations during the school year are strongly discouraged. Students will **NOT** be given work prior to family vacations. Class work and homework will be given after the student returns to school. It is the student's responsibility to request the assignments missed during vacation and they are responsible for all material presented during their absence. The homework policy for students needing to make up work because of vacation is the same as being absent. Please avoid scheduling family trips during the MAP testing weeks and the last week of each grading period. Students will not have the opportunity to make up the MAP tests they missed.

PERFECT ATTENDENCE

"Perfect attendance" means that a student is present in school every day for the entire day. If they leave for any reason, then they are not considered as having "perfect attendance" for the school year.

EMERGENCY SCHOOL CLOSINGS

Both campuses will be closed when you see or hear:

- Independence Local School District **OR**
- Brecksville-Broadview Heights Local School District **OR**
- St. Michael School – Independence

The announcement will be made through the local television stations and by our automated phone system, *One Call Now*. DO NOT call the rectory or the school on these matters.

Other emergencies, which are specific to St. Michael School, will be handled through *One Call Now.*

HOME-SCHOOL COMMUNICATIONS

Communication between school and parents is vital to a successful school year and for the success of our students. School communication will be received by parents through the forms of e-newsletters, Gradelock, and electronically weekly family "folders" via the website.

SCHOOL HOURS

St. Basil Campus (kindergarten and first grade) doors open for car riders at 7:50 a.m., and students enter their classrooms. Classes begin at 8:05 a.m. and end at 2:25 p.m.

Main Campus (grades 2-8) doors open for car riders and walkers at 7:40 a.m. Upon arrival, students are to enter their classrooms. Classes begin at 8:00 a.m. and end at 2:25 p.m. Students who have early appointments with a teacher **MUST** sign in at the office.

OFFICE HOURS

The Main Campus school office is open from 7:15 a.m. until 3:00 p.m. on regular school days. The office (216-524-6405) may be contacted at any time by leaving a message on voicemail.

The St. Basil Campus school office is open from 7:30 a.m. until 3:00 p.m. on regular school days. The office (440-717-0398) may be contacted at any time by leaving a message on voicemail.

Main Campus teachers may be contacted from 2:30 p.m.-3:00 p.m. St. Basil Campus teachers may be contacted from 2:30 p.m.-3:00 p.m. Teachers may not leave the classroom during the school day to receive phone calls. The office will not give out home/cell phone numbers of teachers or other personnel.

Students are not permitted to return back into the school after 3:00 p.m.

EMERGENCY MESSAGES

Only emergency messages will be delivered during the school day. Please make plans for dismissal and after school activities before coming to school. It is difficult for the office to get messages to students, and it is disruptive to the school day. Students' use of the phone will be limited to emergency calls only.

Please do not email/text teachers with messages during the school day. All messages need to go through the school office. Teachers are teaching during the day and will check their messages at the end of the day after dismissal. The school office will put messages in the teacher's mailboxes and teachers are required to check their mailboxes regularly throughout the day.

FINANCES

FINANCIAL RESPONSIBILITIES/POLICIES

In choosing to send your child(ren) to St. Michael School, you are also accepting responsibility to abide by all financial policies.

TUITION/FEES

The Parish and School Finance Committees determine the tuition/fees yearly. Parents will be notified of the tuition for the coming school year at the time of registration. The *St. Michael School Tuition Payment Information* form must be signed and returned to the school at the time of registration. Parents have two options for payment:

- Prepay by check, all or part of the tuition, by July 1
- Direct Debt Balance, a net of prepayment, due in 10 months beginning August 15 and ending on May 15

NOTE: If you do not prepay by July 15, you will automatically go on the monthly direct debit plan. Everyone, including prepaid families, must attach a void check on their Tuition Payment Information form. If you do not submit a void check, the direct debit will be charged against the checking account used to pay registration and other fees. If you pay registration and/or other fees other than by check, then a void check must be attached to the Tuition Payment form. NSF checks returned by the bank shall result in a fee of $30.00 per check. St. Michael School will not resubmit NSF/Returned checks for deposit. All NSF returned checks are to be replaced with cash, a money order, or a cashier's check that includes the $30.00 fee. Exceptions to this policy must be arranged with the pastor before the start of school. No child may start school without a payment plan approved by the pastor.

Parents are responsible to pay a registration fee that is non-refundable and non-applicable toward any tuition payments or charges. This fee is due at the time of registration. Preschool has a supply fee that is due the first week of school.

Tuition for the school year is due as outlined in your *Tuition Payment Information Form*. Failure to make tuition payments on time as defined may result in immediate dismissal from St. Michael School. Report cards and records will not be released to any family or institution that is in arrears for tuition payments, library fines, or lost book fees. Family situations that require both parents to pay their own portion of tuition MUST pay their tuition within the agreement of the *Tuition Payment Information Form*. It is up to the parents to settle between themselves how this will be handled. However, if payments are not made within the agreement of the Tuition Payment Information Form, NO REPORT CARD/RECORDS will be given to families, sent to other institutions, or guarantee that the student will be admitted to the following school year. It is up to the parents to make arrangements between themselves, but the school tuition and fines must be paid as agreed upon at registration.

REFUND POLICY

In the event of a child's withdrawal from St. Michael School, pro-rated tuition is subject to a refund. The registration fee/supply fee is non-refundable.

FUNDRAISERS

Fundraisers assist St. Michael School by helping to cover operating costs and special needs for the school (such as new computers, ACTIVboards, projectors, printers, etc.). During the school year, a variety of fundraisers take place and parent/guardian involvement is the key to their success. We encourage and appreciate all the help, support, and participation that we receive from our families.

PARISHIONER FINANCIAL ASSISTANCE

When a family is struggling with tuition, they are advised to discuss their situation with the pastor of St. Michael Parish or St. Basil the Great Parish.

EXTRACURRICULAR PROGRAMS

ATHLETIC PROGRAM

St. Michael students in grades 4-8 may participate in CYO Sports that include basketball, volleyball, softball, baseball, football, and cheerleading. Interest and the number of parent volunteers determine the number of teams sponsored each year. Notices for sports teams are sent out from the school office. Parents may contact the Athletic Director for additional information. Participants are expected to adhere to all CYO rules, the spirit of St. Michael School, and good sportsmanship. A participation fee is required. Parents must sign a consent form before a child is permitted to participate in these sports. Physicals are required for all athletes.

CLUBS

St. Michael School is proud of the following extracurricular activities that are available to our students:

- Altar Servers (grades 5-8)
- Band (grades 4-8)
- Bowling (grades 5-8)
- Cheerleading
- Choir (grades 2-8)
- Computer/Video Announcements
- Drama Club (grades 6-8)
- Jump Rope Club
- Kiwanis Builders Club (grades 5-8)
- Kiwanis K-Kids (Main Campus-grades 2-4)
- Liturgical Council
- Mind Stretchers (grades 5-8)
- Power of the Pen (grades 7-8)
- Science Club (grades 3-5)
- Scouts (Brownies, Girl Scouts, Cub Scouts, Boy Scouts)
- Spanish Tutoring
- Student Council: Senior Council
- Yearbook (grades 6-8)

St. Michael School sponsors clubs and activities based upon student interest and availability of moderators.

Students whose behavior is inappropriate during after school activities or clubs will be asked to leave the activity or club permanently. It is a privilege to be able to participate.

Students that are not picked up on time will be sent to Aftercare. It is the parents' responsibility to pay all fees for aftercare.

BEFORE/AFTER CARE PROGRAMS

St. Michael Parish Morning Care will be open to all St. Michael students. The hours will be from 7:00 a.m. until 7:40 a.m. and held in the Rappe Hall/Cafeteria. Students will be dismissed to their classrooms at 7:40 a.m. There is a fee to participate in the program. This is open to students from both campuses, and the Independence Transportation Dept. will take students to the St. Basil Campus.

St. Michael Parish After Care Program will be available to St. Michael students. The hours will be from 2:30 p.m. until 6:00 p.m. There is a fee to participate and families must register their child(ren). This is open to students from both campuses and the Independence Transportation Department will transport students to the Main Campus from the St. Basil Campus at the end of the school day.

CURRICULUM

Through our curriculum, we meet the challenge to build and maintain quality education. The State of Ohio has academic content standards, which define what your child should know and be able to do at every grade level. There are standards in Language Arts, Mathematics, Science, and Social Studies. These standards help educators identify and measure what students know and can do.

INSTRUCTIONAL PROGRAM (BASIC CURRICULUM)

St. Michael School follows the Diocesan Graded Courses of Study. Courses of study have the approval of the Ohio State Department of Education. The State of Ohio and the Cleveland Catholic Diocese approve all textbooks. All textbooks, with the exception of our religion books, are property of the Independence School District. The following is a partial list of our basic curriculum:

*Religion
*Reading
*Math
*Physical Education
*Art
*Library
*English/Language Arts
*Social Studies
*Science/Health
*Music/Band
*Foreign Language
*Computer Learning Center

RELIGIOUS EDUCATIONAL PROGRAM

Students participate in daily prayer, school liturgies, religious devotions, and the Sacrament of Reconciliation. St. Michael School requires all students to participate in daily religion instruction by certified religion teachers on staff.

LITURGICAL PARTICIPATION

The student body participates weekly in the celebration of Liturgy. Students also observe and celebrate the liturgical seasons throughout the year. These celebrations provide additional opportunities for deepening the prayer life of the student and increasing the understanding of our wealth of religious traditions. The students in grades 2 through 8 have the opportunity to celebrate the Sacrament of Reconciliation during the seasons of Advent and Lent. Parents are invited to all liturgical celebrations.

SACRAMENTAL PROGRAMS

Parents are required to participate in parent meetings prior to their child receiving the sacraments of Reconciliation (grade 2), Eucharist (grade 2), and Confirmation (grade 8). Parents are encouraged to attend these liturgical celebrations. It is the parent's privilege and responsibility to assist their child in his/her preparation to receive these sacraments.

ALTAR SERVERS

Altar Serving is open to both boys and girls in grades 4-8. They are invited to be trained and become altar servers for St. Michael Parish. Servers assist in the celebration at Sunday and weekday liturgies, holy days, weddings, and other liturgical services.

HOMEWORK POLICY

Homework is an extension of learning. Homework is designed to supplement and support classroom experiences and reinforces learning through practice, integration, and application. A reasonable amount of homework will be given daily. Research assignments may extend over a period of days or weeks. Homework also helps students to study independently. Study, reading, research, practice, or a completion of class work may be examples of homework.

Individual teachers set the homework policy for their class. Late or incomplete homework acceptance is at the teacher's discretion.

Students are not permitted to return back into school for forgotten homework after 3:00 p.m.

STUDENT PROGRESS/EVALUATION

STUDENT ACHIEVEMENT

Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Areas considered in the evaluation of student's progress may include:

- Teacher observation of student responses
- Directed activities
- Quizzes and tests
- Student participation in discussions
- Experiments
- Projects
- Oral and written reports
- Home and class assignments and written work
- Other appropriate means of measuring achievement

Cooperation in class impacts the ability of the student to achieve maximum progress.

REPORT CARDS

Report cards are distributed to inform parents of their child's progress. Grades 1-8 are issued quarterly. The report cards are computer generated and sent home in an envelope that is to be signed and returned to the teacher within three school days. Kindergarten reports are issued in quarters two and four.

PROGRESS REPORTS

Parents may monitor their child's progress on a regular basis using Gradelock. Parents are issued a password to access this on-line program. Progress reports are available on Gradelock for students in Grades 1-8 midway through each quarter. Parents may request a "hard copy" of the Progress Report via the classroom teacher.

GRADING SYSTEM

A = Superior (100-93%) Consistently does superior work in accomplishing goals, objectives, and requirements; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; consistently high test grades

A+ 100-98
A 97-95
A- 94-93

B = Above Average (92-85%) Usually does above average work in accomplishing goals, objectives, and requirements; good knowledge and use of skills in subject matter; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; above average test grades

B+ 92-90
B 89-87
B- 86-85

C = Average (84-77%) Usually does average work in accomplishing goals, objectives, and requirements; adequate knowledge and use of skills in subject matter; completes daily work and related assignments; demonstrates ability to work independently and cooperatively; average test grades

C+ 84-82
C 81-79
C- 78-77

D = Below Average (76-70%) Usually does below average work in accomplishing goals, objectives, and requirements; insufficient knowledge and use of skills in subject matter; limited effort in daily work and related assignments; demonstrates limited ability to work independently and cooperatively; low average test grades

D+ 76-75
D 74-72
D- 71-70

F = Failing (69-0%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements; daily and related work below standard; limited ability to work independently and cooperatively; unsatisfactory test grades

O, S, N, U is used for effort and conduct. This scale may also be used for Music, Art, Physical Education, Foreign Languages, Penmanship, and Computers.

O = Outstanding N = Needs Improvement
S = Satisfactory U = Unsatisfactory

STANDARDIZED TESTING PROGRAM -- MAP TEST

The standardized testing program (grades K-8) is designed to provide a systematic way of assessing student mastery of basic skills and evaluating the academic program of the school. The MAP test is given 3 times a year (Fall, Winter, Spring):

MAP stands for "Measures of Academic Progress." These computerized tests are adaptive and offered in Reading, Language Usage, and Mathematics. When taking a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

This testing program is very important and provides vital information. Vacations, medical, and dental appointments should not be scheduled during these times.

Kindergarten Entrance Assessment (Kindergarten Screening): Kindergarten Entrance Assessment provides information on a student's readiness to enter Kindergarten. Results are sent to parents in a timely fashion.

ACADEMIC HONORS

Each quarter students in grades 5-8 will be recognized for academic achievements. The honor roll names will be displayed in the school.

- Principal Roll – 4.0
- First Roll – 3.75 – 3.99
- Merit Roll – 3.5 – 3.74

The point system used is as follows: A=4 points; B=3 points; C=2 points. D's and F's are not given point value. If you have a D or F on your report card you are not eligible for the Principal, Honor Roll, or Merit Roll.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for Grades Kindergarten through 8 are scheduled after the 1st quarter. It is very important to attend the conferences as it gives the teacher the opportunity to learn more about your child and keep the lines of communication open. The teacher or the parent may request optional conferences for the second semester. If a conference is desired at any other time, parents are encouraged to contact the teacher through a written note/email or a phone call to the school office during school hours only. Teachers will schedule a mutually agreeable meeting time with the parents. Unscheduled appointments are discouraged, as they are difficult to accommodate by teachers or staff.

PROMOTION/RETENTION

Promotion is based on the satisfactory completion and mastering the skills and work for each grade level. Promotion also considers the development progress of each student. Retention is a very serious matter and must be considered for the following reasons:

- Failure in three or more major subjects for more than two quarters
- Failure to master fundamental skills of reading in the primary grades
- Retention may also be considered for excessive absence, poor grades, and general immaturity.

GRADELOCK

St. Michael School offers an on-line communication system through Gradelock. The St. Michael School site communicates newsletters, attachments, flyers, lunch menus, library information, PTU news, and other important information, as well as access to private/password secured reports on your child's grades and progress, and information on assignments and long range projects for specific classes. At the beginning of the year parents are given a password/code. Parents should view grades and communicate with teachers using this resource.

Gradelock is helping the school save money and go "paperless". Parents should check Gradelock each week. There are also many helpful links on the site.

Grades are updated every week. It is the parents' responsibility to communicate with the teachers using any and all means appropriate and available.

E-NEWSLETTER

E-newsletter is another form of communication used to keep communication open between the school and parents. At the time of registration, families are asked for their current and most checked e-mail address so this process may be successful. Please check your e-mails regularly. This is our main form of communication.

FAMILY FOLDERS

Information is found electronically on our web site.

EDUCATIONAL RESOURCES

AUXILIARY SERVICES

St. Michael School receives federal and state funding that provides for auxiliary personnel and services for our students. These staff members provide services at both campuses. Both teachers and parents may request auxiliary services for children. Auxiliary services include: speech therapist, school nurse, health aide, intervention specialist, psychologist, and remedial teacher.

LIBRARY

Students may sign out library books for one week. Fines are charged for overdue books and lost books. Times are available for Accelerated Reader testing for Grades 3 through 8 Tuesday through Friday. Library policy will be reviewed with all students at the beginning of the school year. The librarian will be at the St. Basil Campus on Mondays and at the Main Campus Tuesday through Fridays.

ACCELERATED READING

The Accelerated Reading Program is an on-line program, which gives students an unlimited selection of book titles to choose from for reading. Since this is an on-line program, parents must take an active part and take responsibility for the books that their children choose to read. It is up to parents to supervise books that are chosen since there is a wide selection and many books will be taken out from the public library.

FIELD TRIPS

Field trips are organized by the individual teachers to enhance and enrich subject matter areas. All students are required to attend the field trip. Parent permission slips must be signed and returned to school before a student will be permitted to participate in a field trip. Students must remain with their adult supervisors throughout the field trip and follow the directions they are given. All school rules apply. Students who lack self-control in regular classroom situations are not permitted to accompany the class on field trips. They will be given an assignment related to the field trip that must be completed while the class is on the field trip. Buses are chartered for these trips. Parents may be asked to help fund the field trip by paying fees for the admission ticket and bus transportation fee. Occasionally, parents are requested to act as drivers. Parent drivers assume all responsibility and liability for the welfare of the group in his/her car.

GENERAL SCHOOL POLICIES

AFTER SCHOOL ACTIVITIES

All after school activities, including play dates and bowling arrangements, are not to be scheduled through the school office. This should be organized and arranged prior to the student coming to school.

BICYCLES

Students in grades 2 through 8 who ride bicycles to school must stop and walk the bicycle through school property. Bicycles are to be parked only in the bike racks on school property. All bicycles must be chained

and locked to the racks. The school assumes no responsibility for damaged or stolen bicycles. Bike riders are encouraged to wear helmets.

BIRTHDAY CELEBRATIONS/PARTIES/PARTY INVITATIONS/SNACKS

Students in grades K-8 may dress up/down on their birthday. Please remember that they are attending school and should dress accordingly. Due to the passing of Ohio Senate Bill 210 and the Diocesan Wellness Policy, birthday treats and food snacks for parties are no longer permitted. If you would like your child to bring in something to share with their classmates, it must be a non-food item. Your child's teacher will go into more details. **Any food treat sent to school will be sent back home.** Please help us abide by the law. Room parents may be asked to prepare or have volunteers help prepare for holiday party activities (please coordinate with the classroom teacher). Personal party invitations are not to be sent through school. Please call, mail, or e-mail invitations to your guests.

*Parents may come and have lunch with their child with 24 hours notification to the school office. Parent **ARE NOT** to bring additional food to share with other students in the class, at the table, or in the lunch room. Many students have allergies, which is not information that is shared with all due to privacy. Are you aware of all of the allergies in your child's class? Nuts? Red dye? Dairy? Purple dye? Eggs? Corn? Fructose? And many other hidden ingredients... Something to think about!*

CHAPERONES/VOLUNTEERS

The requirements for **ALL** chaperones/volunteers are as follows:

- Attend the *"Protecting God's Children"* Awareness Program (approximately three hours). After completion of the program, there is an on-line bulletin that needs to be completed monthly. If you do not have a computer, the diocese will send them to you.
- BCI Fingerprint check
- Read the 2007 *"Policy for the Safety of Children in Matters of Sexual Abuse",* sign, and return acknowledgement form to the school office. This can all be obtained through the school office.
- Read *"Standards of Conduct for Ministry",* sign, and return Acknowledgement form. This can be obtained through the school office.

Do not wait until you are ready to volunteer or chaperone before you decide to get your requirements filled. **EXCEPTIONS** will not be made to accommodate last minute decisions.

ELECTRONIC DEVICE POLICY

Electronic devices are not to be used on school property or brought to school unless approved by a faculty member or administrator. Such devices include, but are not limited to, cell phones, iPods, cameras, TV, pagers, hand-held video games, and laser pointers. Such devices, if used on school property, will be confiscated. If a student has one of these items in school, a parent must come to the office to pick up the item. **If this happens more than once, the item will be taken and returned at the end of the year. Keep this in mind especially if you are paying a monthly fee to keep the device activated. The school is not responsible to pay any fees.** There will be no exceptions. Parents and students assume all responsibility for any loss or damages to electronic devices brought to school. Cameras and or any other imaging devices will not be permitted. Parents will be permitted to photograph their child(ren) who might be involved in special school activities (i.e. school play, school concerts, contests, ceremonies, etc.). The administration has the right to adjust this policy accordingly.

Parents are not to contact students on cell phones through texting or calling during the school day. Students are not to contact parents on cell phones through texting or calling during the school day.

E-MAILS/FAXES

E-mails or faxes should not be sent to the teachers/office staff because they are not checked regularly throughout the day. Teachers are teaching and only check e-mails on breaks if they have time. Otherwise, they check their e-mails at the end of the day. Office staff checks periodically, depending on the status of the day. If you are sending an important message needing immediate attention, a phone call to the office is best.

LUNCH PROGRAM

The hot lunch begins the first full week of school and will continue through the last week of school. During the school year, students may bring their lunch or buy a hot lunch. Each month, the menu for the following month is posted on Gradelock. Advance payments (checks only – no credit cards) are to be made on a monthly basis. If students bring their lunch, milk may be ordered and paid for on a monthly basis. Payment for lunches or milk must be sent in with the order cards by the designated deadline. If your child misses a school day, the paid lunch may be credited when ordering lunches for the following month. If your child forgets to bring his/her lunch, a designated snack will be given to him/her.

Families in need are encouraged to apply for financial assistance. If financial situations change throughout the school year, know that the process to apply for help is always an option. Please see the principal. All information is confidential.

Students are not to share their lunches with others. This policy is in order to help minimize exposure of children to possible allergens. Any allergies to food items must be reported to the cafeteria manager. In extreme cases, alternate seating may be arranged for students whose medical conditions (allergies) warrant extra protection.

Students may not purchase milk or snacks for other students or adults. They may not remove food or drink from the cafeteria without permission from the teachers.

Main campus students who forget their lunch will be provided a snack.
Parents help supervise the lunch periods. Students are to remain seated, be courteous, and display proper table manners during the lunch period. After meals, they are to dispose of their own leftovers and clean up their eating area. Those who consistently violate these rules may be separated.

Senate Bill 210/Diocesan Wellness Policy
Due to the passing of Senate Bill 210 and the new Diocesan Wellness Policy, it is **strongly discouraged** that fast food is brought into school. The House Bill promotes "healthy" lunches. Please support our lunch program and help promote "healthy" eating habits.

PARKING LOT ACCESS

Main Campus: In both the morning and afternoon, drivers with children must enter from Chestnut Road. Students must be dropped off and picked up in the car line when coming to school in the morning and at dismissal. Cars are not to use the bus entrance on Second Street. Children are to be dropped off only at the main school entrance nearest the Rectory. Cars must avoid the playground parking lot area at all times during school hours. Parking is only permitted in the lot between the convent and the rectory. For your child's safety, please observe the Entrance, Exit, and No Parking Regulations. We suggest when leaving the school parking lot to exit out to Chestnut Road if you are going north on Brecksville Road. If you are going south on Brecksville Road, exit out of Blue Ribbon Parkway Drive. For safety reasons, cars should not enter the playground area through Second Street either at drop-off in the a.m. or pick-up in the p.m.

For the safety of all students and drivers, parents are not to park their cars and walk their children in for school in the morning or pick them up after school. **ALL FAMILIES MUST USE THE CAR LINE.**

St. Basil Campus: Parents are to follow the arrows at all times. Please put down your cell phones, drive slowly (5 mph), and be patient. It is strongly suggested that you use the car line for drop off and pick up. When in the car line, please do not pull out of the line to go around other cars. Parents are asked to keep the line moving. If you need to speak to someone, park your car in a designated parking spot. Remember that handicapped spots are for people with a handicapped car tag. Also, remember to be respectful of the security guard. He is there to help protect and keep your child safe.

PHONE CALLS

Phone calls for forgotten items, to change the way students are going home, etc., will not be permitted. Students should have all of their items needed for school and know their way home before they leave the house. If there is a change in the school schedule, students will be called down to call home to notify parents.

SCHOOL PROPERTY

Students are encouraged to take pride in their school building, classroom, equipment, and materials supplied by the school. They are taught to handle equipment and materials with care. Students will be required to make financial restitution for damage caused to school property. They will also be asked to

repair or restore to good order what has been carelessly used or deliberately defaced. It will be the parent/guardian's responsibility to repair, replace, or make financial restitution.

CARE OF BOOKS AND PROPERTY

Books are expensive to purchase and maintain from year to year. Parents are urged to help their children be responsible for books used. Books are required to be covered and clearly identified. Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or other students. St. Michael School does not assume responsibility for toys, tape recorders, cameras, cell phones, palm pilots, radios, and similar items brought to school by a student. Parents are asked to see that these items are kept home. These items are not to be brought to school. If a student has one of these items in school, a parent must come to the office to pick up the item.

TRANSPORTATION CHANGES

Parents are asked to keep to a daily routine on how students are going home. However, if you plan a change in transportation at dismissal time, the school must be notified in writing. Phone calls making transportation changes WILL NOT be accepted after 2:00 p.m. This is disruptive to the classrooms and VERY CONFUSING to the students. Children should be told their transportation plans before they come to school each day.

VISITORS

Visitors, including parents, are required to call the office 24 hours in advance, report to the school office upon arrival, sign in, and obtain a visitor's badge.

GRADUATION

Graduation is a very important and special time for our 8th graders and their families. Many special events are planned for graduation including Breakfast, the Clap Out and the Graduation Ceremony. Attending these events is a privilege. Depending on the behavior of a student and any restitutions that needs to be made as part of the consequences, these events maybe taken away and the student will not be allow to participate.

SCHOOL POLICIES AND PROCEDURES

PARENT CODE OF CONDUCT

At St. Michael School, administration, faculty, staff, students, and parents, strife to live each day as a model of Gospel values.

"As my child's most important educator, I understand that I teach my child best by my own examples of reverence, responsibility, and respect. I ask St. Michael School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness…

1. I will have my child in school on time everyday with the necessary school supplies.
2. I will make sure my child comes to school following the dress code.
3. I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior.
4. I will set a good example for my child in my own speech and behavior whether in school, at school functions, in the parking lot, or any other places and events that children are present.
5. I will show respect for the teacher and any other adult in authority in front of my child at all times.
6. I will always be truthful to the pastor, principal, and teachers in regards to my child's behavior and will support them in the consequences given to my child for their behavior.
7. I will support all school rules and not look for ways to break them.
8. I will stop rumors and not participate in spreading them.
9. I will always go through proper channels to find solutions to situations that pertain to my child.
10. I will speak respectfully, with kindness, and courtesy to other parents especially when children are present.
11. I will speak to the teacher or adult in charge with an open mind before I accept my child's version of an incident.
12. I will follow the school's rules, calendar, deadlines, and expect my child to do the same.

13. I will show respect in communicating with the pastors, administration, teachers, and staff whether it is verbal or in written form.

With the example of the Holy Family and the help of God, I will abide by this Code of Conduct while my child is enrolled at St. Michael School."

STUDENT CODE OF CONDUCT

Catholic values, along with discipline, are the recognition of human dignity and the rights of others. Self-motivation, along with self-discipline, is needed in order for learning to take place. School rules and procedures aim at safeguarding respect for self, others, and the right to learn.

Students come to school to develop their talents, maximize achievement, and become a person that lives and promotes the Catholic faith by example. To achieve this, the student MUST:

1. Follow the teaching of Christ through participation in liturgies, church services, sacraments, religion classes, and develop a basic attitude of thoughtfulness and consideration toward everyone.
2. Demonstrate respect for all by using proper manners, courtesy, and appropriate language at all times and in all situations.
3. Show appreciation for all property by taking good care of books, lockers, desks, classrooms, and all school property.
4. Learn by having a positive attitude, follow class rules, and come to class with all necessary supplies and assignments.
5. Accept responsibility for his/her actions.
6. Follow the dress code policy.
7. Be on time for school and classes each day.
8. Understand and know the rules and procedures of the school and classroom and willingly comply with them each day.
9. Show respect for all people in authority, volunteers, and students.
10. Complete all schoolwork and homework on time.

CLASSROOM

Each teacher sets the policy and procedures for his/her classroom. Students are to learn, understand, and comply with them. Parents need to help their child understand the importance of these policies and procedures. As teachers and parents work together, they will create a learning environment for students that will be productive and safe.

PLAYGROUND REGULATIONS

It is our goal that all students at St. Michael School understand the importance of correct behavior and proper courtesy on the playground. Play is restricted to designated areas of the schoolyard. Classes may play on the playground or use the playground equipment. Students must follow all directions given by the monitor/parent helpers when playing on the school grounds. Playground recess will be denied to students who consistently violate safety and courtesy rules.

Portable radios, iPods, walkmans, etc. with earphones, electronic games and other devices brought from home are not permitted during the school day, including lunch. During the recess, children MAY NOT leave the playground without the permission of the principal. Failure to comply with the regulation is considered a serious violation.

When the bell to end recess rings, students are to stop talking and moving. When the second bell rings, students are to walk to their assigned lines, meet the teacher/recess monitor and enter the building quietly.

DISCIPLINARY ACTIONS

Disciplinary measures serve as a means to and method of maintaining a Christian atmosphere and a positive learning environment. These actions may include, but are not limited to, written or verbal warning(s), personal interview/intervention, loss of privilege (lunch recess, participation in field trips, special school events, and extracurricular activities), restitution, parent conference, detention, probation, suspension, and or expulsion.

DETENTIONS

Detentions are issued for a more serious infraction of the rules and procedures. Detention period will be conducted on a designated day of the week. The period begins promptly at 2:35 p.m. and ends at 3:15 p.m. A student who has received a detention is to serve it at the scheduled detention period. No one is to presume a postponement. Failure to report for a detention automatically receives an additional detention. Reasons for receiving a detention are but not limited to:

1. Missing homework assignments (per classroom policy)
2. Disobeying playground/cafeteria rules
3. Failure to follow classroom rules and/or disruptive classroom behavior
4. Repeated failure to come prepared to class
5. Fighting
6. Cheating on any written or oral work (See Academic Dishonesty)
7. Stealing
8. Rude, discourteous behavior to students and adults
9. Defiant behavior – insubordination to teachers, any personnel, or parent
10. Use of profane, vulgar, obscene language (verbal or written)
11. Forging signatures
12. Failure to return a signed detention form
13. Defacing school property
14. Chewing gum
15. Leaving a classroom without permission
16. Lying to school personnel or other adults in authority
17. Continual disregard for any school policies, lunchroom, or safety procedures
18. Three dress code violations in one quarter
19. Three written bus violations
20. Use of electronic devices during school (MP3, CD, iPods, cell phones, etc.)
21. Throwing items in the classroom
22. Three tardies equal an after school detention
23. Late to switching of classes – three tardies equal an after school detention

The detention process is as follows:

- The first detention is served after school, and a parent must sign the detention form.
- The second detention is served after school, a parent must sign the detention form, and a parent-teacher conference will occur.
- The third detention is served after school, a parent must sign the detention form, and a parent-student-teacher conference with principal will occur. The consequences of accumulating three detentions may equal a one-day suspension. However, the final decision will be left to the discretion of the teacher. It will be discussed at the parent-student-teacher conference with the principal.

PLAGERISM/ACADEMIC DISHONESTY

Academic dishonesty in any form will not be tolerated. Cheating or copying includes homework, special projects, tests, and quizzes. A student who cheats or willingly gives answers to another student will receive an "F" grade as well as a detention. Subsequent incidents may result in more serious sanctions including suspension.

GRADES 5-8: TEACHERS AT THE BEGINNING OF THE SCHOOL YEAR WILL SEND SPECIFIC DETAILS OF POLICY HOME.

SUSPENSION

Suspensions are very serious and generally follow repeated infractions of the rules. Suspension is the exclusion of a student from classes or school at the discretion of the principal/pastor. A parent conference is needed for suspensions. Suspensions will be served out of school and may last l day to 2 weeks depending on the individual case and severity of the infraction. The student on suspension is responsible for completing all missed work. However, no credit will be given. No credit is given for any missed tests or quizzes given during time of suspension.

Students may be suspended for the following:

1. Leaving school grounds before school or during school hours without

permission
2. Tampering with fire alarms/AED/fire extinguishers
3. Malicious vandalism of school property, teacher property, or student's property (including laptops and computers)
4. Accumulation of 3 detentions – consequences will be left to the discretion of the teacher and administration
5. Possession of and/or distribution of weapons, drugs, smoking materials, and pornographic materials
6. Verbal, written, or text, physical threats to injure or harm anyone
7. Any action, which reflects unfavorably on the reputation of the school
8. Inappropriate conduct at extracurricular and/or school sponsored functions such as field trips and sports events
9. Inappropriate use of computers or any other electronic devices
10. Not following the "Computer and Internet Acceptable Use Policy"
11. Stealing or theft of any kind
12. Physical fighting – pushing, kicking, hitting, or contact with the intent to harm
13. Bullying
14. Any action that may be considered dangerous

Note: Some of the above mentioned offenses might also warrant contacting the police, referral to Children's Services and/or the Juvenile Courts. Intervention by trained professionals may also be required for the student to remain at St. Michael School. Lack of cooperation on the part of either the student or parents may result in the student's removal from St. Michael School.

EMERGENCY REMOVAL

A student may be sent home immediately if the situation warrants danger to him/herself, others, teachers, or adults in the building. Parents will be called to pick up the student. A mandatory conference with the principal is needed for the student to be re-admitted.

EXPULSION

Expulsion is a very severe measure and usually the last resort in the discipline process. The principal and/or pastor may deem the action by a student so severe that it would result in immediate withdrawal from school. Expulsions become part of a student's permanent record. A parent conference will be held with the student and administration. The following are some, but not all, reasons for possible expulsion:

1. Possession, distribution, or use of illegal drugs or alcohol in the school or on the grounds
2. Possession and/or distribution of pornographic materials
3. Involvement in gangs or gang activity
4. Threatening to inflict serious harm
5. Possession of knives, inhalants, explosive devices, fireworks, or any other dangerous materials
6. Extensive vandalism to Church or School property
7. Not following the school's "Computer and Internet Acceptable Use Policy"
8. Intentionally assaulting another
9. Any other serious action deemed so by the school administration

Our Code of Conduct is a general standard of regulations and procedures to be followed by all students, parents, teachers, and adults. Not all acts of misconduct can be listed in these procedures. The administration reserves the right to interpret and act upon all situations based on individual circumstances.

BUS TRANSPORTATION POLICY

Students may only ride the school bus from the public school district in which they live in. No permission may be given to ride a bus to a friend's house outside of his or her own school district. Students must follow all rules of proper bus conduct. The administration strongly supports the policies and safety measures recommended by all school districts. The bus driver is responsible for the management and safety of pupils and for enforcing bus rules. Violations are written by the bus drivers and sent to the school office. The principal or grade level coordinators determine follow-up consequences.

The Transportation Department of the local public school districts that serve our school community maintains the buses and establishes the code of conduct for the riders. Each bus violation issued is an automatic conference with the principal. Parent notification is the "Written Warning" that parents are to sign and return to the school office the next day. The following procedures will be used for disruptive behavior while riding the bus:

- A written warning is issued. Consequences will follow.
- A second written bus violation will result in a phone call from the principal.
- A third written bus violation is an after school detention. The student will also be suspended of riding privileges for five school days.
- Consequences for further disruption will be the loss of bus privileges for an indefinite period of time.

Diocese of Cleveland
DIOCESAN POLICIES FOR STUDENTS

- HARASSMENT POLICY
- ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY
- STUDENT THREAT/BULLYING POLICY AND PROCEDURES
- POLICY ON YOUTH GANGS
- SEARCH POLICY
- WEAPONS POLICY
- SUBSTANCE ABUSE POLICY
- AIDS POLICY
- PREGNANCY POLICY
- WELLNESS POLICY

All policies listed above are available by request in the school office or on our web site.

HEALTH – MEDICAL POLICIES AND CLINIC PERSONNEL

St. Michael School (Main Campus) is staffed daily by a registered nurse or health aide. Their hours are 8:00 a.m.-2:30 p.m. each day. The school furnishes and parents must complete an emergency authorization form that directs the school's course of action in each individual case. It is essential that the parent/guardian notify the school of change of address, phone, or employment throughout the school year so this data is always up-to-date.

The School Nurse and Health Aide:

- Conduct examinations in the areas of vision, hearing and scoliosis.
- Provide immediate care for those who become ill or are injured during school hours. Parents will be notified if the accident or illness is serious enough to warrant such notification.
- Administer medication when the proper forms have been completed.
- Act as a liaison between educational and medical personnel. It is essential that parents keep the nurse informed of their children's medical conditions.
- Send notices when students have been exposed to a communicable disease.
- Determine and record immunizations for each student.

To ensure the health of all students please:

- Keep children home if they appear to be ill. Symptoms such as a persistent couch, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever and unexplained rashes are some good reasons for keeping children home and taking them to a physician for a medical diagnosis.
- Send children back to school when they are symptom free for twenty-four hours. If a child is not well enough to participate fully in activities he/she should be kept at home. Reasonable exceptions to this would include children with severe asthma or broken bones.

INJURIES/ACCIDENTS

If a student is injured at home and needs to wear a splint, cast, ace bandage, use crutches, or any other supportive device, a note from the physician MUST be brought to the clinic. His note will inform the school of the reasons for the device, restrictions, and the duration of time that it will be needed.

CONTAGIOUS DISEASES

Parents are asked to contact the school office when their child has been diagnosed as having a contagious condition. (THIS INCLUDES STREP THROAT, HEAD LICE, PINK EYE, ETC.). When your child has been sent home with an illness/fever, it is recommended that he/she does not return to school until the temperature has been normal for 24 hours. In case of contagious diseases, consult with your doctor as to when it is permissible for the child to return to school. If a contagious outbreak occurs in the classroom, you will be notified by a letter.

MEDICATIONS

Any student who is required to take any prescription or nonprescription medication during school hours must comply with the following:

- Provide written note from the prescribing physician detailing the name of the drug, dosage, route and time of administration, possible side effects, reason for use and expiration date of order.
- Provide written permission from the parent or guardian requesting the school to comply with the doctor's order.
- Bring the medication in the original container, appropriately labeled by the pharmacy.
- THE PARENT will present the medication in the morning to the Clinic personnel where it will be kept in a locked cabinet. Students are not permitted to carry medication to and from school.
- Parents of students who self-carry an inhaler or an epi-pen must submit separate forms.
- The school nurse or health aide will administer the medication at the given time only if the above criteria are met.

*For the purpose of this policy, "medication" shall include all prescription and nonprescription (over-the-counter) medicines.
*A parent or guardian must pick up unused medication or school personnel will dispose of it thirty days (30) after the prescribed use.

ALLERGY POLICY

Parent responsibilities:

- Provide the school with up-to-date information regarding child's allergy as soon as possible.
- Participate in developing an Allergy Action Plan with child's doctor to be sent to the school nurse/health aide.
- Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- Communicate concerns to the school as those concerns arise.
- Provide the teacher with an alternative snack for the child with food allergies when a special treat cannot be eaten.

Student responsibilities:

- Take as much responsibility as possible for avoiding allergens.
- Avoid trading or sharing foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

Administrator responsibilities:

- Include in the school's Crisis Plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- Provide training, education, and practice for faculty and staff in:

* the signs of anaphylaxis.
* the correct use of an epinephrine auto-injector (EpiPen).
* activation of emergency Medical Response (911).
* policy and procedure review at the beginning of each school year.

- Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- Inform parent/guardian if any student experiences an allergic reaction for the first time in school. Subsequent reactions will also be reported to parents.
- Make sure a written contingency and back-up plan is in place in case of a substitute teacher or substitute nurse/health aide.
- Ensure that a student is placed in a classroom where the teacher is trained to administer an EpiPen.
- Communicate school policy to organizations using the school facility.
- Place visual reminders of life-threatening allergies throughout the school building.
- Provide an allergy "safe" table within the cafeteria.

Nurse/health aide responsibilities:

- Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies has been received.
- Compile a Medical Concerns List and disseminate to administration and staff.
- Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- Follow and carry out the Allergy Action Plan.
- Educate appropriate staff, paraprofessionals and volunteers on student's Allergy Action Plan.
- Have available all Allergy Action Plans in the clinic.
- Make modifications, as needed, in Allergy Actions Plans of specific students.

Teacher responsibilities:

- Receive, read and carry out the Allergy Action Plan for students under teachers' care.
- Receive training and education in:
  * the signs of anaphylaxis.
  * the correct use of the epinephrine auto-injector (EpiPen).
  * activation of the Emergency Medical response (911).
  * policy and procedure review at the beginning of each school year.
- Do not question or hesitate to act if student reports signs of allergic reaction.
- Leave information, including a copy of the Allergy Action Plan, about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher.
- Inform classroom students about safe eating procedures within the classroom.
- Follow written field trip policy concerning life-threatening allergies.

Others responsibilities:

Cafeteria:

- Communicate monthly menu.
- Provide ingredient listing and number for information on ingredients.

Playground volunteer:

- Receive training in the signs of anaphylaxis, the correct use of EpiPen, and policy and procedures, and activation of 911.
- Alert the school nurse/health aide when students show signs of allergic reaction.
- Act immediately if student reactions are life threatening.

BASIC SAFETY RULES

FIRE, TORNADO, EVACUATION, AND LOCK-DOWN DRILLS

The school conducts fire and tornado drills monthly. Students are to remain silent during the drill so that teachers may give any necessary directions. We also practice "Lock-down" and "Evacuation" drills during the school year.

TRAFFIC PATTERN

WALKERS

Students must always use the crosswalk when crossing the street. When using the crosswalks, students are to obey all traffic rules.

BIKE RIDERS

Students in grades 2-8 may ride their bikes to school, but they must walk their bikes on parish property and keep them locked in bike stands when they are not using them.

CAR RIDERS

Families need to drive with caution at all times. Please be cautious of students walking between cars. We want everyone to be safe and we need your cooperation. See "Parking Lot Access" on pages 16.

BUS RIDERS

Main campus bus riders are dropped off and picked up at the middle doors. St. Basil Campus bus riders are dropped off and picked up at the main entrance to the gathering area. Students must walk when entering or leaving the buses. They are to remain seated when they are on the bus. They are to get on and off all buses only at their scheduled stop. Any change in bus assignments during the school year must be cleared in writing through transportation and the school office. At this time, we use transportation systems from Independence, Brecksville-Broadview Heights, and Bedford.

PARENT GROUPS/INVOLVEMENT

PTU

St. Michael Parent-Teacher Unit is in need of many volunteers throughout the year to assist in their fund-raising efforts and social activities.

Room Parents: This is a yearlong commitment. Room parents are selected from each classroom. Their responsibilities vary depending on the grade level. In general, grade level parents assist classroom teachers, as needed for special projects, celebrations, and field trips. Contact the PTU President for more information.

ATHLETIC ASSOCIATION

This group directs and supports all athletic activities of St. Michael Parish and School (primarily grades 4-8). These activities include volleyball, football, basketball, baseball, softball and cheerleading. The Athletic Association will sponsor any sport in which a representative number of children are interested—providing they can get proper coaching and practice facilities. Students pay minimal fees per sport and fund-raisers are held throughout the year to help defray costs. Volunteers are needed in many areas.

SCOUTING PROGRAM

Scouting activities may be provided if there is enough interest and parent volunteers available.
Cub Scout Pack 378: Boys in grades 1-5 work on character and spiritual development. Activities include camping, hayrides and service projects. Dens and packs meet regularly.
Daisy Troop: Coordinated for Kindergarten if enough girls are interested.
Brownie Troop: Girls in grades 1 and 2 develop skills according to the Girl Scout Promise. The troop meets every other week.
Junior Girl Scout Troop: Girls in grades 3-5 develop skills and projects geared toward their age group following the Girl Scout Promise.

Students in scouting meetings, along with siblings, **MUST** remain with the Pack or Troop at all times. No one should be wandering, running, etc. throughout the building. Students **MUST** be under the supervision of the Scout Leader.
Scout and Troop Leaders are responsible to bring all of their own materials needed to run their meetings and do their projects. It is not the responsibility of the office/teachers to provide materials or run off papers, certificates, etc., for the meetings.

'SMILES' PROGRAM

First grade students meet bi-monthly with Senior Citizen volunteers for reading practice. Volunteers are needed for these sessions held each Thursday afternoon.

VOLUNTEER OPPORTUNITIES

As part of the Cleveland Catholic Diocesan response for a solution to the problem of child sexual abuse, a program has been instituted. The program is referred to as *Virtus.* The Virtus Program is designed to help prevent wrongdoing and promote "right doing" within religious organizations. To be a volunteer either at a field trip or in other areas of the school, parent(s) or guardians **MUST** have the following:

- Attend the *"Protecting God's Children"* Awareness Program (approx. 3 hours)
- BCI Fingerprint check
- Read the 2007 *"Policy for the Safety of Children in Matters of Sexual Abuse",* sign, and return acknowledgement form. This can be obtained in the school office.
- Read *"Standards of Conduct for Ministry",* sign, and return Acknowledgement form. This can be obtained in the school office.

Do not wait until you are ready to volunteer or chaperone before you decide to get our requirements filled. **EXCEPTIONS will not be made to accommodate last minute decisions.**

In-School Volunteer Opportunities: Volunteers are needed during school hours to provide important assistance as: grade level parents, substitute lunchroom aides, substitute kitchen aides, substitute playground aides, and assistance in the classroom for special projects.

Classroom Aide: Depending on the teacher and grade level, teachers may choose to enlist volunteer assistance with a particular area of the curriculum or classroom. Contact the Individual teacher will contact parents if needed.

Substitute Kitchen Servers:
Main Campus: Between 10:50 a.m. and 12:45 p.m. volunteer substitutes help serve food to students in the cafeteria. Contact the school office if interested.

St. Basil Campus: Between 11:40 a.m. and 1:15 p.m. volunteer substitutes help serve food to students in the cafeteria. Contact the school office if interested.

Substitute Cafeteria and Playground Monitors: Volunteer substitutes are needed for the lunchtime supervision of students both in the cafeteria and playground during lunch hours from 10:50 a.m. to 12:45 p.m. at the Main Campus. The St. Basil Campus needs volunteer substitutes from 11:40 a.m. to 1:15 p.m. Contact the school office if interested.

DRESS CODES

Grades K-8
Effective August 2017
Mass Day: Students **MUST** be in school uniform for school Masses
Picture day: Follows the "dress up" dress code
Birthday: Students may "dress up" or "dress down**"**

Girls grs. K-3	Schoolbelles Tunic blue plaid *jumper*; length must touch the knee.
Girls grs. 4-8	Schoolbelles *skirt*, kilt or kick pleat style; must touch the knee. **All jumpers and skirts are found at Schoolbelles ONLY.**
Girls grs. K-8	Solid white or light blue banded polo *shirts*-long or short sleeve. 7th & 8th gr. may wear red banded polo *shirts*-long or short sleeve.
Girls grs. K-6	Schoolbelles style navy or black *dress slacks***.**
Girls grs. 7-8	Schoolbelles style navy, black, or khaki *dress slacks***.**
	No Purses are permitted
Boys grs. K-6	Schoolbelles style navy, or black *dress slacks*. Solid white or light blue polo *shirt*-long or short sleeve. Shirts must be tucked in at all times.
Boys grs. 7-8	Schoolbelles style navy, black, or khaki *dress slacks*. Solid white or light blue *dress shirt*–long or short sleeve; Shirts must be tucked in at all times. Neck/bow tie must be solid (no patterns) blue, black, red, or yellow only.
Shoes	Sturdy, leather black, navy or brown loafer/dress shoes with backs, Sperry style (no sparkles, beads or decoration on the shoe). Heels on shoes must not exceed 1 inch. No boots of any kind or athletic looking shoes.
Socks	White, navy, or black socks**……socks must be worn and visible at all times.** Girls may also wear knee high socks or tights in the above colors.
Sweaters/Sweatshirts	White or navy cardigan, hoodless sweater/sweater vests with zippers or buttons, crew or v-neck, or ¼ zipper SMS navy sweatshirt, ¼ zipper SMS navy performance pull over worn over polo or dress shirt; the ¼ zipper items must have the SMS logo and are purchased on line. No hoodies.
T- Shirts	Only solid white t-shirts may be worn under shirts and must be tucked in at all times.
Belts (Girls & Boys)	Solid navy, black, or brown belts only. Belts must be worn with pants/shorts in grades 2-8.
Jewelry	One non-beeping watch; one religious cross or medal may be worn. Girls may wear one pair of post earrings in ear lobes only.
Hair	**Boys**: Hair is to be above the collar, the eyebrows, and the ears. Hair and color is to be your God given hair and color. **Facial hair is not permitted.** **Girls:** Hair and color is to be your God given hair and color.
Hair Accessories	Only plain solid headbands, clips or pony tail holders unless in uniform plaid.
Cosmetics	**Make up, nail polish, body piercing, tattoos, perfumes** and **fragrant hand lotions** are not permitted. Girls in grades 7& 8 are permitted to wear a light base natural color foundation. No other make-up or nail polish.

Summer Uniform-May 1st-September 30 (Optional)

Boys & Girls Grs. K-6	Schoolbelles type navy or black walking *shorts.*
Boys & Girls Grs. 7-8	Schoolbelles type navy, black, or khaki walking *shorts.*
	Shoes: predominantly white tennis shoes non-marring soles
	Socks: White….Socks must be warn and visible at all times.
Gr. 2-8	Boys and Girls are required to wear belts
Girls K-8	Solid white or light blue banded polo shirt – long or short sleeves. 7 & 8 may also wear red banded polo shirt.
Boys K-8	Solid white or light blue polo shirt-long or short sleeves; MUST be tucked in at all times. 7 & 8 grs. May also wear regular uniform pants with polo shirt option.

Walking shorts purchased elsewhere MUST match those sold at Schoolbelles

Physical Education Uniform for grades K-8
must be bought from ESP through St. Michael School.
Order forms in the school offices
Students must wear the gym uniform all day on scheduled gym day.

Shorts/Sweatpants	Navy with St. Michael School name.
T-Shirt/Sweatshirt	Dark gray with St. Michael School name.
Socks	White or navy cotton ankle socks…..socks must be worn and visable at all times.
Shoe	Predominantly white tennis shoe, non-marring soles.

Dress Down

Boys	Basketball shorts; summer Bermuda length shorts.
Girls	Bermuda length skort*s*, Bermuda length shorts, or capris. Dresses and skirts: length must touch the top of the knee; sleeves may be short or long.. Not permitted: midriff, low cut front or back, or back cut outs. Jeans or athletic pants are acceptable. No tear aways, yoga pants, tights, leggings. Shirts may be long or short sleeves. No inappropriate pictures or writing, midriff, low cut front or back, or back cut outs. No hoodies. Socks must be worn and visable at all times; leggings may be under a skirt/dress. Shoes are to be dress or athletic ONLY; heel and toes must be covered.

Dress up

Boys	Dress pants*,* dress shirt or polo**.** Dress shoes. Socks must be visible at all times.
Girls	Dress pants Skirts/Dresses**:** Length must touch the top of the knee. Sleeves may be short or long. No midriff or low cut front or back; no back cut outs. Shirts dress, long or short sleeves**; -**not permitted inappropriate pictures or writing, midriff, low cut front or back, or back cut outs, no hoodies. Dress shoes or athletic ONLY**;** heel and toes must be covered.

If your child comes to school inappropriately dressed, he/she will be removed from class until appropriate clothing is provided.

The Administration and Dress Code Coordinators will be the final interpreter of the dress code.

ACCEPTABLE USER POLICY FOR COMPUTERS

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Michael School (hereinafter from time to time called "School").

We are pleased to offer students of St. Michael School access our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the office. Students 18 and over may sign their own forms. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Michael School supports and respects each family's right to decide whether or not to apply for access.

INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of St. Michael's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy rights to any data received or disseminated on the network. By utilizing these St. Michael School systems, they consent to St. Michael School's right to audit all communications, files, and documents. If a user acts inappropriately through the communications systems, St. Michael School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
  ***Posting personal contact information about you or other people
  ***Using another's password
  ***Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

- Accessing personal e-mail accounts during school hours
- Using e-mail inappropriately to pass along chain e-mails or other communications not related to classroom activities

*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

In the case where there is a sufficient connection with the school (*examples include but are not limited to:* the electronic communication:
1) Threatens, harasses, defames, demeans or bullies one or more students or staff at the school;
2) Identifies the student as a student at the school, presents the school in a false light, or the student in the electronic communication espouses or promotes a lifestyle or morality inconsistent with the stated mission or philosophy of the school;
3) Consists of similar content that in some way harms the school, one or more of its students, one or more staff or indicates that the student is a danger to self or others), then the student may be disciplined in accord with the discipline policy of the school or with restrictions of the student's use of the *school computer network*, whether or not the electronic communication was sent by means of the *school computer network* or the sending was done off campus.

The school reserves the right to seek financial restitution for any damage caused by a student.

The school reserves the right from time to time to issue additional or more detailed rules for the use of school computers and the school computer network, and violation of such rules may be a cause for imposition of any of the penalties delineated above.

USER AGREEMENT AND PARENT PERMISSION FORM

St. Michael School follows the Diocese of Cleveland Office of Catholic Education Policy. Each student and parent will need to sign the form before students are allowed to access technology available at St. Michael School. This technology includes, but is not limited to, computers, ActivBoards, iPads, iPods, ActivExpressions, the server, flash drives, televisions, CD's, DVD's, and any other technology the school has to offer.

The permission form will be distributed at the beginning of each school year. It must be signed and returned on the first day of school for each student.

PHOTO RELEASE AND AUTHORIZATION

Throughout the year, pictures are taken of various functions and activities at St. Michael School. These pictures may also be used in brochures for marketing as well as press releases, articles, e-newsletters, etc. A permission form is distributed at the beginning of each school year for this purpose. Those families who choose not to give permission to have their children appear in photographs for marketing and publicity purposes are asked to indicate that on the form and return it to school by the beginning of the year. All families must return a Photo Release and Authorization Form.

HANDBOOK AMENDMENT POLICY

A policy may be amended, revised, added to or deleted at any point during the school year. If such a need arises, St. Michael School will give written notice to school families.