

# *Saint Michael School*

*"Faith in every Student" since 1855*

275 High Street  
Brookville, IN 47012  
Phone: 765-647-4961 Fax: 765-647-6802  
Web: <http://sms.smsbrookville.org>

## **St. Michael School Staff**

Principal	Mrs. Cindy Johnson
Administrative Assistant	Mrs. Michelle Gramman
Maintenance	Mr. Don Vonder Meulen
Cafeteria Manager	Mrs. Cindi Kettler and Tammy Ward (aide)

## **St. Michael School Teachers**

Mrs. Misty Thompson	Pre-School
Miss. Olivia Prickel	Kindergarten
Mrs. Melanie Back	Grade 1
Mrs. Amy Kersey	Grade 2
Mrs. Pamela Holman	Grade 3
Mrs. Rae Ann Crain	Grade 4
Mrs. Emily Schneider	Grade 5
Mrs. Krista McKinney	Grade 6
Mrs. Pamela Kolb	Grade 7
Mrs. Victoria Hoff	Grade 8
Sr. Mary Ellen Gillman	Music
Mr. Dave Amrhein	Computers
Mrs. Connie Stirn	P.E./ Math
Mr. Richard Huff	Art
Mrs. Paula Reeder	Kindergarten Aide
Mrs. Dina Marshall	Pre-School Aide

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### **Catholic Mission and Primary Goal**

The mission of Catholic education is to assist parents in fostering, promoting, and forming children in the teachings and Tradition of the Catholic Church and to pass on the Faith so the entire person is nurtured in his or her physical, moral, and intellectual talents. This education is centered on the life, death, and Resurrection of Jesus Christ. Thus, the primary goal of St. Michael School is to provide a truly Catholic education to all students in accordance with the teachings and Tradition of the Roman Catholic Church as passed down to us from Christ as aligns with our Archdiocesan mission, policies, curriculum, and guidelines.

Students are expected to participate in all programming, including religious instruction, Catholic formation, and Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments). In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

### **Academic Expectations and Keys to Success**

Making schoolwork a priority is important to the success of every student. Students are expected to listen and participate actively in class, as well as complete classroom projects and homework assignments on time. Parents need to be actively involved in the education of their child(ren). Students benefit when parents show interest in their school activities and progress. Parents should see that there is a regular time set aside for completing homework in a quiet place. Students often have the opportunity to work on homework assignments during the regular school day.

### **Admission Requirements and Procedures**

Children ages three and four may attend Pre-School and children five years old on or before August 1<sup>st</sup> may begin school in Kindergarten at St. Michael School. Registration for incoming students is held each spring. A baptismal certificate is required if the child was baptized in a church other than St. Michael Church. Birth certificates, health, and shot records are required for any new student. Because space and resources are limited, priority for **admission to any class at St. Michael School is given in this order**: Returning students, family members of current students, children of St. Michael parishioners, children of St. Peter's parishioners, children of other Catholic parishioners, and non-Catholics. Depending on the class size, a waiting list system is used when needed. In all cases, admission discretion rests with the Principal. Each year, parents of current students are asked to submit a form indicating their intention for their child(ren) to return to St. Michael School for the following school year. It is important that parents complete this intention form so that their child's place in the class can be reserved for the next school year. If a family/student leaves St. Michael School, they will not be permitted to return to St. Michael School for 3 years, except at the discretion of the principal. At the completion of 3 years, their return will be at the discretion of the principal.

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

\*If a family decides to apply for a Voucher, the final decision for admission will not be made until after the Lottery. The Lottery will be after the letters of intent go out, or April 15. (whichever is earlier)

### **Tuition, Fees and Financial Responsibilities**

**Tuition** – Tuition for the 2018/2019 school year is \$2,950 per student.

**Registration Fee** – Each student is charged a registration fee. Registration fees are \$300 per student with a multiple student discount as follows: one student - \$300, two students - \$500, three or four students - \$600, five students - \$500, six or seven students - \$400, eight or more students – the fee is waived.

**Book Fee** - Each student is charged a book fee. Book fees are \$300 per student.

**Tech Fee**—Each student is charged a technology fee. Tech fees are \$50 per student.

Participating parishioners of St. Michael Church must fulfill the following requirements to receive the “tithing parishioner credit” for school tuition:

- 1) Be a registered member of St. Michael Church in the parish office.
- 2) Pray regularly and often for the success of St. Michael School and its students.
- 3) Attend mass at St. Michael Church on a regular basis (every Sunday and Holy Days of Obligation).
- 4) Tithe regularly to St. Michael Church, with a target of giving 5% of gross income.
- 5) Commit to completing at least 40 hours of service that directly benefits St. Michael School students.

Students from St. Peter's Catholic Church may attend St. Michael School. These students are charged tuition plus registration, book and technology fees. St. Michael School receives a subsidy from St. Peter's Catholic Church to help offset the cost of tuition for these students. All Non-Catholic and non-participating parishioner students pay tuition plus registration, technology and book fees.

St. Michael School has engaged FACTS Management Company (FACTS) to provide billing and payment plans to each family. In April of each school year, every family will receive either via email or regular mail an invitation and instructions on how to sign up and create a FACTS account. Every family must create a FACTS account in order to manage their tuition and fee payments.

#### **Tuition and Fees Payment Options**

All families shall be expected to make tuition and fee payments according to one of the following payment plans, unless the student's tuition and fees are paid in full by a state funded voucher. **Every family** is required to go online to <https://online.factsmgt.com/Signin> and enroll in one of the payment plans offered. All school payments (tuition, registration, technology and book fees) must be made using the FACTS online system. There is a \$45 annual FACTS enrollment fee applied to accounts that choose payment plan options 2, 3, or 4. The \$45 enrollment fee is deducted from the bank account or charged to the credit card within 10 days of enrolling. Each family may choose either the 5<sup>th</sup> or the 20<sup>th</sup> of the month to have the payment withdrawn from the bank account or charged to the credit card.

**Option 1 – Payment in Full: ALL Families** – Payment due by August 5<sup>th</sup> or 20<sup>th</sup>. Invoice reminders are sent out as a reminder from FACTS either via email or regular mail, depending on how you have your FACTS account setup. Payments must be made online. There is no enrollment charge for this payment option. Payments are made via ACH from a bank account or charged to a credit card.

**Option 2 – 4 Month Plan: K-8 Families ONLY** – First payment due by August 5<sup>th</sup> or 20<sup>th</sup>, second payment due by September 5<sup>th</sup> or 20<sup>th</sup>, third payment due by October 5<sup>th</sup> or 20<sup>th</sup> and fourth payment due by November 5<sup>th</sup> or 20<sup>th</sup>. There is a \$45 enrollment fee by FACTS for this payment option. Payments are made via ACH from a bank account or charged to a credit card.

**Option 3 – 7 Month Plan: K-8 Families ONLY** – First payment due by August 5<sup>th</sup> or 20<sup>th</sup>, second payment due by September 5<sup>th</sup> or 20<sup>th</sup>, third payment due by October 5<sup>th</sup> or 20<sup>th</sup>, fourth payment due by November 5<sup>th</sup> or 20<sup>th</sup>, fifth payment due by December 5<sup>th</sup> or 20<sup>th</sup>, sixth payment due by January 5<sup>th</sup> or 20<sup>th</sup> and seventh payment due by February 5<sup>th</sup> or 20<sup>th</sup>. There is a \$45 enrollment fee by FACTS for this payment option. Payments are made via ACH from a bank account or charged to a credit card.

**Option 4 – 10 Month Plan: PRESCHOOL Families ONLY** – Payments will be withdrawn from the bank account or charged to the credit card on the 5<sup>th</sup> or 20<sup>th</sup> of each month starting in August through May. There is a \$45 enrollment fee by FACTS for this payment option. This payment plan is only available for a child in Preschool. All K – 8 students must choose options 1, 2 or 3.

**Insufficient Funds** – A returned payment fee is incurred when a payment fails due to insufficient funds in the bank account or when a credit card is used for a scheduled payment and the credit card is either invalid or the credit limit is exceeded. Should a payment fail to process on the scheduled withdrawal date due to insufficient funds in the bank account or not able to charge to the credit card, you will be notified from FACTS of the failure (either email or regular mail). The notice will tell you the date on which a \$30 returned payment fee will be processed by FACTS and the date on which the failed payment will be rescheduled (unless you take action in the meantime to make the payment). If the \$30 returned payment fee fails, it will be rescheduled. In addition to the \$30 FACTS returned payment fee, a \$20 late payment fee will also be accessed to the account for a late payment.

**Late Payments** - All payments will be withdrawn from the bank account or charged to the credit card on the date the family selects (either the 5<sup>th</sup> or the 20<sup>th</sup> of the month). There will be a \$20 late payment fee accessed to the account if the payment is not made on the scheduled date. This late fee is in addition to any other fees that may be imposed by FACTS (i.e. returned payment fee, etc.)

The School shall be entitled to recover all costs of collection for tuition, registration and book fees, including all court costs, reasonable attorney fees and administrative costs. Legal action to recover such costs may be initiated if tuition or fees remain unpaid as of the end of the school year. The School reserves the right without prejudice to recover tuition and fees owed by Parent(s) and to deny all privileges of enrollment to the Student in the event tuition and fees are not timely paid, including the withholding of education and progress reports/report cards/transcripts.

**Non-Admission of Students Due to Tuition Delinquency** - School families failing to pay tuition and related fees according to the agreement which they have made with the parish or who have been unwilling to make suitable alternative arrangements with the parish will be informed that their child/children will not be re/admitted to our school.

All families must be current in their payment of tuition fees by the last day of school. If not, students will not receive report cards and permanent records will not be released by the school administration. In addition, the student will not be allowed to register for the next school year. If payment is not possible, suitable arrangements must be made with the Pastor.

### **Lunch, Morning Milk and Fees**

Students who eat lunch in the school cafeteria have the option of packing a lunch or eating the hot lunch prepared by school personnel. The menu for the school cafeteria is printed in advance on the back of the monthly school calendar. Students in grades Pre-K-8 may choose to purchase morning milk in addition to lunch.

Lunch price is \$2.50 a day or \$12.50 per week, and milk is 50 cents a day or \$2.50 per week. Lunch/milk money is due in advance. Lunch money can be sent in at any time. Lunch accounts need to be kept current. In the event of unpaid negative balances, alternative lunches (cheese sandwich and milk) will be served. When families with multiple children accounts reach \$20/single family accounts reach \$10/multiple children families on reduced lunch reach \$4/single family reduced lunch reaches \$2, then alternative lunches will be served.

St. Michael School is pleased to be able to participate in the National School Lunch Program. Parents may apply confidentially for free or reduced price lunches any time during the school year by contacting the Principal.

\*A child must order a lunch by 10am, otherwise he must pack a lunch.

The cost of tuition and other school associated fees are subject to change on an annual basis.

### **Medication and Medical Information**

Parents are required to submit emergency contact information in writing to school office personnel prior to the beginning of each school year. Parents should be sure to update this information if it changes during the school year. Information required includes:

- Emergency contact phone numbers where parents can be reached during school hours.
- At least one secondary (backup) phone number of a relative, babysitter, or friend in case the parent cannot be reached in an emergency.
- The name of the child's physician
- Hospital preferences
- Any medication the child takes on a regular basis
- Allergies the child has – especially those to food and medications
- Special medical conditions and instructions important for medical and school personnel to know in case of an emergency

All medications including cough medicines, cough drops, inhalers, and other over the counter medications are to be stored in the school office and dispensed by school personnel. All medications shall be clearly labeled with the child's full name and dosage instructions. School personnel will not administer medications in any dosage other than that indicated on the label. Parents are to send authorization and instructions for the dispensing of any medicine to students. Students are not to keep medications with them in the classrooms.

### **Health and Wellness Policy**

The following health screenings are conducted by the Franklin County Health Department personnel at the school during school hours:

Vision screening	Grades K, 1, 3, 5, 8, and new students
Hearing screenings	Grades 1, 4, 7, and new students
Head Lice screenings	Will be performed when deemed necessary by the school. Any child identified with head lice must be checked by the county health department before returning to school. They must have a signed note from the county nurse.

State law mandates that every student entering the 6<sup>th</sup> grade shall be immunized with 1 dose of Tdap (Tetanus and Pertussis) and 1 dose of MCV4 (Meningococcal) prior to the beginning of the school year. Verification of the immunizations is required.

Kindergarten students who do not present proof of immunization by the first day of school will not be able to attend school.

Students with a fever of 100° or higher will be sent home and cannot return to school until they are fever free for 24 hours.

\*There is a wellness policy filed in the school office.

### **Safety**

Every effort is made to keep St. Michael School students safe and secure. St. Michael School cares deeply about the safety of our children. Doors are kept locked during the school day. Classroom doors are kept in the locked position, in order to lock down quickly if needed. All staff participate in safety training, and regular safety drills are done with students and staff. All visitors MUST report to the school office immediately upon entering the school building to sign in and get a visitor's badge. Parents and others who come to school to pick up a student, to give an item or message to a student, or to speak with a classroom teacher MUST first report to the school office. They are NOT to go directly to the classroom.

### **Child Abuse**

In accordance with Safe and Sacred and Indiana Law, any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

### **Seclusion and Restraint**

St. Michael School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. A copy of the Seclusion and Restraint Plan is in the school office.

### **Pesticide Registry**

A letter goes home so that parents may choose to be notified ahead of time when pesticides are applied on the school property.

### **Telephone Access and Messages**

Students are not permitted to use the telephone including the phones in the classrooms except when they have permission from a school official and only to make emergency calls. School personnel will place emergency calls for the student. Office personnel will not call teachers or students out of the classroom for telephone messages except for emergencies. Office personnel shall receive non-emergency telephone messages before 2:30 P.M. to allow ample time for the messages to be delivered before the dismissal bell. Please do not call the school office between 2:30 P.M. and 3:05P.M. unless it is an emergency.

### **Delivery of Items to School**

Because delivery of items such as flowers and other gifts causes practical problems and raises security issues, we request that you do not have such items delivered to students at school.

### **Attendance and Tardiness Policies**

School begins at 8:15 A.M. and dismisses at 3:05 P.M. for K-8 grade.

Those students who do not ride a school bus are not to arrive at school before 7:45 A.M. Students not being supervised by an adult are to leave the school grounds immediately after dismissal.

When a student must leave school early for an appointment or other legitimate reason, a written note stating the reason and the time the student plans to leave shall be presented to the teacher in the morning. Parents shall report to the school office to sign the student out and to pick up the student.

Students are not to leave the school grounds during the school day without permission from the principal.

### **Tardy Policy**

Students arriving after 8:15 A.M. (except in cases of late school buses or medical excuses) are considered tardy and shall report to the school office to sign in before going to class. Upon the 3<sup>rd</sup> unexcused tardy to school per quarter, the student will be assigned lunch detention. A two hour after school detention will be assigned on the 6<sup>th</sup> unexcused tardy and continue to be assigned for each unexcused tardy thereafter. If excessive tardies to school occur, the student may be expelled.

### **Attendance Policy**

If a student misses school due to an illness, parents must call, email, or send a written note to report the absence to the school. If the school is not notified of the absence, it will be recorded as unexcused. All missed class work is to be made up within a reasonable time (generally, one day for every day missed). Students are allowed five days of excused absences with a parental note per semester. Any absences beyond five days require a medical excuse, unless there are extenuating circumstances as determined by the

principal. Excessive absences may be reported to appropriate authorities and result in a suspension or expulsion.

#### **Absences**

- Arriving after 10:30 A.M. is half day absent
- Leaving prior to 1:30 P.M. is half day absent

#### **Discipline Policy**

The philosophy at St. Michael School is to help children reach their full religious and academic potential. Not only does this philosophy require giving each child a solid foundation of religious and academic experiences, but it encourages each child to achieve these ideals by being able to develop responsible behavior in a structured, yet caring atmosphere. The St. Michael discipline policy promotes responsible behavior in each person's daily life.

Responsible behavior includes respect for self and others, trust, justice, service to others and following school, classroom, and bus rules and policies. Cell phones, pagers, radios, CD players, laser lights, iPods, any gaming devices, or other such equipment are to remain turned off and in pockets provided by teachers during school hours. If found outside of the pocket, during the school day all electronic devices will be confiscated, taken to the office and available for pick-up by the student's parent/guardian. Students who choose responsible behavior will be acknowledged in various ways.

Students who do not choose responsible behavior will face the following consequences:

Level 1	Faculty, staff, or principal will be responsible to verbally remind, warn and/or reprimand the student for the misconduct.
Level 2	In cases when the student's misconduct is repeated, the student will be assigned to a lunchtime detention. The parents and the principal will be notified verbally or in writing of the misconduct, the consequences, and possible future consequences.
Level 3	If student's misconduct persists the student will be referred to the principal. Students will receive lunchtime and/or an after-school detention(s).
Level 4	For persistent/on-going or severe misconduct, the student may be referred to the principal and may be subject to the following progressively more severe consequences: After-school detention In-school suspension Out-of-school suspension Expulsion from school

On days of in-school or out-of-school suspensions, the student will not be permitted to participate in any extra curricular activities.

Any schoolwork completed on days of in-school or out-of-school suspension may receive reduced credit on schoolwork.

#### **Archdiocese of Indianapolis /Office of Catholic Schools/Anti Bullying Policy**

The Archdiocese of Indianapolis and the Office of Catholic Schools believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, and where no student shall be subjected to bullying, intimidation or harassment. Such an environment is expected in all aspects of school life, including extra-curricular and co-curricular activities and programs.

\*For a more detailed policy and plan, see the school office.

#### **Severe Clause**

In case of a severe disregard for a school rule or policy, the principal may use any of the below consequences.

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

- Extreme vandalism or destroying of school and/or church property or property belonging to others.
- Bringing to school any implement with the intent to frighten or cause danger to the students or others.
- Leaving school grounds without permission from school officials.
- Behaving in such a manner as to cause serious injury to another person.
- Deliberate and intentional profanity or criticism and disrespect of school personnel or students whether it is verbal, written or sent to the principal.
- Threats, harassment, or bullying whether they are physical, verbal, written, or sent.
- Sexual misconduct, including harassment whether it is verbal, physical, written, or sent. This includes the deliberate shunning of students, which may be a form of harassment.
- Stealing of school property or property of others.
- Possession, use, passing, or sale of controlled substances or drugs including alcohol and tobacco.
- Possession of any weapon on school or church property.
- Any other incident deemed to be serious by the school administration.

\*Students who feel harassed, threatened, bullied, shunned, or sexually harassed in any way shall report the incident(s) to their homeroom teacher, the principal or other school personnel.

Students involved in any of the above activities may also be recommended for counseling in order to help them overcome any problems that may have been a contributing factor to the activity. In some cases, counseling may be a requirement for continued enrollment at St. Michael School. Some student misconduct may be cause for involvement of legal authorities.

#### **Alcohol, Tobacco and other Illegal Substances**

The use or possession of tobacco, alcohol or any other illegal substances is strictly forbidden on school property and while participating in school sponsored activities away from school property. Violation of this policy will result in immediate and automatic suspension and possible expulsion of the student from school. Law enforcement agencies shall be contacted. Adults should also take note that St. Michael School property is considered "smoke free" and they are asked not to smoke on school grounds or in any part of the school building during the school day.

#### **Uniform Dress Code**

The dress code for St. Michael School students is intended to encourage a neat appearance consistent with our values and appropriate to a learning environment. Parents are expected to assume responsibility for making sure their students are dressed appropriately for school. The Principal shall make final decisions regarding appropriateness of dress and grooming issues.

#### **Shirts**

Solid St. Michael Red (not burgundy, maroon, or other shades) or Solid White polo with or without Trojan Logo

You may wear:

White Tailored (oxford cloth or pinpoint oxford) shirt or blouses with collar and buttons in long or short sleeve  
Undershirts must be plain white- no writing or colors.

Plain navy blue crew or v-neck sweater (no cable stitch, designs, buttons, etc.)

Plain navy blue button up cardigan sweaters over their uniform shirts. No hoods, no zippers.

Navy quarter zip fleece from School Belles with St. Michael logo.

Shirts must be tucked in at all times

You may NOT wear:

A shirt or blouse with no collar Turtleneck sweaters

A shirt or blouse with no buttons Severely faded or worn garments

Sleeveless shirt or blouses

Denim or chambray



Sheer material  
Shimmery or Shiny material  
Long-sleeved T-shirt under a short-sleeved blouse or shirt  
Ribbed or textured materials

Notes about tops:

All shirts and blouses are to remain tucked into pants, skirts, and shorts at all times. Coats, sweatshirts, etc. are not to be worn in the classroom; students are to wear an acceptable sweater, or the quarter zip fleece that is part of the uniform if the classroom is cool.

**Pants, Shorts, Skirts, and Jumpers**

Tailored khaki dress or uniform slacks, Capri Pants, or Shorts. No outside pockets are allowed.

\*Shorts and Capri pants may be worn only on specifically designated days\*\*

Plaid –Schoolbelles #523 jumpers or skirts

You may NOT wear: Denim or blue jeans

Stretch material or stretch polyester

Royal Blue

No “cargo” or “carpenter” styles

Khaki skirts

Notes about pants:

Pants, shorts, and skirts must be worn at the waistline – hip huggers and low-riders are not permitted.

Skirts, shorts, and jumpers are to be no shorter than 1 inch from the floor, measured while the student is kneeling.

**Belts**

Solid black or brown belt must be worn by grades 3-8 with all pants and shorts with belt loops

Must buckle – no ties

No scarves

**Socks, Hose, Tights, and Leggings**

Solid St. Michael Red (not burgundy, maroon, or other shades)

Solid Navy blue (not royal blue)

Solid White, Light Blue, Khaki, and Black

You may wear: Plain knee socks, Plain anklets or tights, Plain crew socks

You may not wear: Prints

Socks are mandatory with all shoes.

**Shoes and Sandals**

- Shoes must cover the heel of the foot.
- Shoe heel height can be no higher than 2 inches measured from the floor to the top of the heelpiece at the back of the shoe.
- Shoes with lights, wheels, etc. shall not be worn.
- Sandals may NOT be worn.

**Miscellaneous**

- Watches and jewelry that make disruptive noise are not acceptable.
- Boys are not permitted to wear earrings.
- Boys’ hair shall be above the eyebrows and off the collar.
- Boys’ hair shall not cover more than the upper ½ of the ear.
- Boys are to have no facial hair, and if needed, shave daily.
- 7<sup>th</sup> and 8<sup>th</sup> grade girls may wear modest makeup.
- Tattoos and writing of any kind on the skin are not acceptable.
- Any fads that the Principal and/or staff deem inappropriate for school will not be permitted (for example: extreme hairstyling or jewelry, etc.)
- All official Scouting Uniforms are acceptable on official meeting days.

- Schoolbelles Plaid #523 is the only acceptable plaid.
- All tops and pants shall be free from holes.
- Violations of the School Uniform Dress Code will be handled as outlined in inappropriate school policies.

### **Out-of-Uniform Days**

For out-of-uniform days, the school dress code policy will be followed. In addition, the following exceptions are permitted:

- T-shirts or other shirts that do not have offensive messages.
- Shirts may be un-tucked.
- Denim, blue jeans, or sweat pants may be worn as long as they are not ripped, torn, or holey.
- Lettering on the backside of sweat pants is unacceptable.

### **Guidelines for Modest Dress**

These guidelines must be followed on all school days/ school functions including dances and should be followed in and out of school. Guidelines for the Spring Dance are in the office.

#### Coverage

- Pants should be worn around the waist and not expose the behind or be excessively tight.
- Skirts should extend to the top of the knee (no more than 1 inch above the knee when kneeling)
  - Front necklines should not show your bra or cleavage.
  - Back necklines should not go below the back strap of an ordinary bra.
- Strapless and spaghetti strap gowns are usually not appropriate and never appropriate for any school or church function.
  - No portion of the stomach, lower back, or buttocks should be visible.

#### Tightness

- Check both your front and your back.
- Clothes should not cling so tightly that the underwear or bra lines can be seen.

#### Transparency

- Pants and skirts should not allow undergarments to show through.
- Pants and skirts should not allow the outline of legs to show through in front of light (they must be opaque).

### **Consequences for Violation of the Uniform Dress Code:**

Dress code violations will follow the school discipline policy with the following addition.

Students in violation of the dress code may be required to change into appropriate clothing.

### **Playground and Recess**

All students will participate in recess and should be dressed appropriately for all weather conditions.

Students may be excused from going outside to recess for a specific day if the parent sends the request in writing to the teacher. No child is excused from recess for an extended time-period without a written physician's statement specifically prohibiting recess activities or following a principal-parent conference. At the principal's discretion during inclement weather or if the temperature is below 32° F, all students will be kept inside during recess and will take part in indoor activities under adult supervision in classrooms/gym.

### **Playground Rules**

1. Students are allowed to use the parking lot and the backfield. Students are not permitted to be in front of church, on the north or south side of church, in the street, or between the church and garage.
2. Some acceptable activities include wiffle ball, foursquare, rope jumping, tag, basketball; kick ball, and hackey sack.
3. Touch football is permitted and may only be played on the backfield. Anyone who tackles another student will be subject to appropriate discipline consequences, which may include removal from the game for that day or longer.
4. Dodge ball and wall ball are not permitted.
5. Balls must be kept on the back parking lot or field. No balls are permitted in front of the rectory.

6. During recess, students are to stay outside and may not re-enter the building unless given permission by playground staff.
7. Students should play fairly without fighting or using foul language.
8. **Students should show respect for and obedience to adult supervisors.**

### **Transportation**

St. Michael students may ride to and from school on Franklin County Community School Corporation school buses. The FCCSC determines the school bus schedules and routes. Rules for bus riders are set by the FCCSC and students are subject to those disciplinary actions in addition to those imposed at St. Michael for misbehavior on the bus. Parents who have questions or concerns regarding student transportation should contact the FCCSC administration at 647-4128. Once assigned to a school bus route, students are not permitted to ride a different school bus without permission from the Principal. This includes students who seek transportation from St. Michael School to sports practices, etc. after school. In cases when students will be going with another student after school, the parents of both students shall send notes to the Principal indicating their permission for such activity. The student who will be riding a different bus will need a bus ticket. The permission bus ticket shall be presented to and signed by the Principal before being forwarded to the school bus driver.

School buses drop off and pick up students on the west side of the school (near the new playground). Car riders shall be dropped off and picked up ONLY on the south side of the building (the side facing the St. Francis Center.) This will help eliminate conflicts with the school buses.

### **Cancellations and Early Dismissal**

Severe weather or other unusual circumstances may make it necessary to delay school's opening in the morning, to send students home early, or to cancel school and/or extra curricular activities. St. Michael School follows the decisions made by the administration of the Franklin County Community School Corporation. Announcements of school related delays, early dismissals, and closings are broadcast on Cincinnati and local radio and television stations. They are announced as "Franklin County, Indiana." St. Michael School is not announced separately.

### **Extra Credit Policy**

No outside projects may be given as extra credit, such as research reports or displays. No more than fifteen points may be awarded each quarter per subject. Extra credit may be given to the whole class at the teacher's discretion.

### **Grading Scale**

A	95-100 percent		
B	86-94.99 percent	C	76-85.99 percent
D			70-75.99 percent
F	69.99 percent and below		

### **Homework Policy**

Homework is an out-of-school assignment that contributes to the educational process of the student and is expected to be completed at home. Failure to complete homework will result in the following actions:

- Noon detention. (Missing assignment)
- 1 hour after school detention (After two consecutive detentions for the same incomplete assignment or three noon detentions for missing assignments in a quarter)
- 2 hour after school detention (After the fifth incomplete assignment in the quarter) and parent(s) and student will conference with teacher and/or principal.

\*\*Noon and after school detention that will be served at the discretion of the teacher.

### **Moving Up a Grade Level in Math**

Students who meet the following criteria will be recommended to move up one grade level in math. Students must meet at least one of the two criteria #1 or #2 and have a Teacher Recommendation.

1. Above Grade Level in Math on NWEA
2. Score Pass + on ISTEP
3. Teacher Recommendation

### **Parent Organization**

Every parent of a St. Michael School student is a member of the Parent Organization. Parental involvement in the Parent Organization is a major factor in the success of St. Michael students. The Parent Organization plays a vital role in the ongoing success of the school through generous financial and volunteer support. It is important that all parents participate in the P.O. The meetings are held the second Monday of every month at 6:00 P.M. Parents are encouraged to attend meetings, to be aware of P.O. activities, and to participate in

fundraisers.

### **Responsible Use of Technology**

St. Michael School, the School Commission, and network administrators are released from all claims that may arise because of inappropriate use of the technology or the failure to use the technology within the guidelines set forth in the Network and Internet Access Agreement.

The purpose of this policy is to protect the users and St. Michael School from inappropriate use of all computing resources. Due to the cost and sensitivity of technology and because of the unregulated nature of the Internet, the rules of usage shall be understood and complied with.

The parents and students who utilize St. Michael School technology (i.e. all computers and computer related resources) shall sign a Network and Internet Access Agreement. This agreement only has to be signed one time unless changes are required and will be binding for the duration of the student's career at St. Michael School. Failure to submit a signed copy of the agreement will result in the inability of the student(s) to use the computing resources until a signed copy is made available to St. Michael School personnel. As stated in the agreement, improper use of the technology will result in computing privileges being revoked for the user as well as other disciplinary actions as determined by the principal.

The agreement includes the following information:

- Technology is defined as all computing hardware (networked or stand-alone), software, user data, and peripherals. Such hardware and software include but are not limited to scanners, printers, the Internet, projectors, PCs, monitors, keyboards, mice, mice pads, and data stored either on the local machines or on the network.
- The use of technology at St. Michael School is a privilege. Therefore, irresponsible use of the technology is cause for privileges being revoked.
- Students shall not be permitted to install unauthorized software or download unauthorized information on school computers. Authorized materials shall be determined on a case-by-case basis by the principal.
- The technology shall be used only for schoolwork as directed by St. Michael School faculty and staff members.
- The same rules that apply with regard to courtesy and respect for people and property also apply with regard to the use of technology.
- The students shall only use the Internet under the supervision of a teacher or staff member.
- The network administrator, teachers, and principal have the right to monitor all technology activities including, but not limited to, e-mail correspondence, Internet searches and all material created using school technology and/or stored on school equipment.

### **Library Resources**

Students have adequate access to the library. Rules have been developed for the use of the library, and these are shared with students and classroom teachers in advance of library visits. Students are responsible for treating library books with care and are expected to return borrowed items on time and in good condition. Lost or damaged books will result in the student being assessed a fine and/or replacement of the book.

### **Physical Education**

Due to the activities involved in physical education, students should wear gym shoes for class.

### **School Sponsored Special Programs**

St. Michael School offers students a wide variety of activities and special programs. Many are funded through the Parent Organization and rely on parent volunteers for success. Following are brief descriptions of some major school sponsored activities that may be offered:

#### **Academic Team/Speech Team**

Grades 5 & 6 will form a team and participate in the Deanery Academic and Speech Meets

**Book-It** – Grades K-6. Sponsored by Pizza Hut. Motivates students to read and encourages a lifetime love of reading by rewarding reading accomplishments.

**Book Fair** – Grades PK-8. Sponsored by the school. Book Fairs are held in the fall, winter, and spring.

Books are on display for purchase by students, teachers, parents and anyone else interested. Proceeds go directly to the school.

**Buddies** – Students in grades 6, 7, and 8 share their time and talents with PreSchool, Kindergarten and 1<sup>st</sup> grade students to engage in fun, social, and learning activities.

**Catholic Schools Week** – Grades PK-8. This national event held each January is a weeklong celebration of the contributions and excellence of Catholic Schools across the country. Many different activities are planned for students and teachers including Parents' Day when parents visit classrooms, have lunch with their children, and attend a special Mass.

**Class Parties** – Grades PK-8. Sponsored by the Parent Organization. Class parties are held for All Saints' Day, Christmas, and Valentine's Day. Parent volunteers come to the classroom for these parties.

**Class Dances** – Grades 7-8. Sponsored by the school. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade who wish to organize a dance shall request permission from the Principal in writing. The Principal shall decide whether to have the dance based on a number of factors including other school related activities and the number of dances scheduled. The Principal may require that school personnel screen music for appropriateness for the dance. Dances shall be held on Friday nights and will generally be limited to two hours. The students and chaperones planning the dance shall be responsible for clean up of the gym after the dance.

**Class Trips** – Various classrooms take educational trips throughout the school year as arranged by the classroom teacher. Parent volunteers are needed for each trip to serve as chaperones and/or drivers. Students shall have a signed parental permission form for each specific outing before being allowed to go with the class.

**Community Mental Health Programs** -- Grade 2: Kids on the Block, Grade 4: Think Smart, Grade 8: Sexual Abuse Presentation

**Everybody Counts** – Grades K-8. Sponsored by the Parent Organization. This school wide program enables children to see, feel, and experience disabilities in a comfortable environment. The experience builds empathy and helps students understand the value of all people.

**Families** – Grades K-8. Sponsored by the school. Each student is a member of a St. Michael School "family." Each family is composed of a mix of students in grades K-8 with the 8<sup>th</sup> graders serving as family leaders. Families meet together about once each month and for special occasions and participate in a variety of activities.

**Honors and Awards** – The honor roll is determined by calculating Grade Point Average, GPA, in all subjects for grades 4-8. The special classes (art, computer, music/Spanish, and physical education) are averaged together for one grade to be calculated into the honor roll. First honors ranges from a 95% to a 100% GPA and second honors will range from 88% to 94%. Percentages are not rounded. Additionally, all subject grades must be 76% or above, and students may not have more than 3 behavior or homework marks in a quarter to be on honor roll. After each quarterly report card, students whose grades have earned them a spot on the honor roll will be notified of this achievement and their names will be published in the local newspapers.

**Field Day** – Grades PK-8. Sponsored by the school. In late spring, students participate in Olympic-style field games such as sack races, tug-o-war, basketball shoot, relay races, etc. The school families compete in these games as teams.

**Geography Bee** – Grades 4-8. Sponsored by the National Geographic Society. Each winter, students progress through various levels of competition in knowledge of geography, with a final level of competition at the National Geography Bee.

**Grandparents' Day** – Grades PK-8. Sponsored by the school. Each fall, students' grandparents are invited to join us to visit their grandchild(ren)'s classrooms, attend a special Mass and eat lunch with the students in the cafeteria.

**Math-A-Thon** – Grades K-8. Sponsored by St. Jude's Hospital. This is a program in which participating students help raise money for children with cancer by completing math problems.

**Mission Day** – Grades PK-8. Sponsored by the school. Students have fun in the spring participating in an afternoon of carnival-type games and activities planned by the 8<sup>th</sup> graders. Money collected from the games is donated to the Missions.

**Red Ribbon Week** – Grades PK-8. Sponsored by the Governor’s Commission for a Drug Free Indiana. Students participate in activities promoting substance abuse awareness and a drug free school community.

**Science/Art Fair** – Grades 1-8. This fair is held during second semester. Students have the opportunity to explore a science topic or problem of their choice.

**School Pictures** – Student pictures are taken professionally in the fall and spring of the school year.

**SMS Charity Walk** – Students and their families walk to raise money for a local charity.

**Spelling Bee** – Grades 4-8. Sponsored by the Cincinnati Post and Enquirer. The annual Spelling Bee begins in the winter and students progress through various levels of competition with the final level being the National Spelling Bee.

**Spring Dance** – The 7<sup>th</sup> and 8<sup>th</sup> grade Spring Dance at St. Michael School is a special social event, and it is not intended to be a formal dance or a prom. As a special dance, there are several expectations for student attire: Boys are expected to wear dress pants, dress shirts with a collar and ties. Since this is not a formal occasion, tuxedos are not appropriate. Girls are expected to dress for a special occasion but not for a formal occasion. Strapless gowns and high-heeled shoes are not appropriate. Dresses with spaghetti straps may be worn as long as they are covered with a shawl or similar garment. (A dress with at least a 1.5” strap needs no shawl.) Dresses/Skirts shall be at least as long as the ends of the fingertips of the wearer when the arms are extended downward. Flowers and limousines are not allowed at the dance.

#### **After School Programs**

Teachers, parents, and parish members sponsor activities such as drama club, scouts, and cheerleading squads as after school programs for students.

#### **Sports Participation**

St. Michael School students fifth through eighth grades are eligible to participate in a variety of sports including boys and girls’ basketball, girls’ volleyball and cheerleading. Fourth graders are permitted to participate in cases when the number of fifth graders is insufficient to field an adequate team. In addition, the Franklin County Community School Corporation sponsors wrestling, football, and track. Oldenburg Academy offers football. All students participating in an organized athletic/cheerleading activity must have a physical examination completed before participating in any practice or game. The appropriate physical examination form is to be signed by a physician and submitted to the principal’s office no later than one week prior to the beginning of the program. No student will be allowed to participate until the signed physical examination form is completed, fees are paid, and submitted to the principal’s office.

St. Michael School does not carry insurance on players or cheerleaders and is not responsible for injuries. Each student shall have a signed waiver/consent form on file in the principal’s office before being allowed to participate in any game or practice. Students who are absent from school for more than one-half of the school day for illness or reasons other than to attend a funeral or a doctor’s appointment are not eligible to participate in any game that same day. The Athletic Director, under the direction of the principal, is responsible for obtaining, organizing, and supervising coaches and clean-up committees, scheduling games and general oversight of athletic events. Policies regarding eligibility and sportsmanlike play are distributed in writing to all coaches and players.

Students attend school primarily for an education, and athletic activities are secondary to academic goals. A student’s participation in sports is an extracurricular activity, which is a privilege, earned through good behavior and academic work. Players are ineligible to participate in games or practice for a period of two weeks any time a grade of “F” or “U” is received on a progress report or report card. If progress is unsatisfactory, the student will complete a second probationary period. If there is still unsatisfactory progress or classroom work is still unacceptable, the student will be removed from the athletic squad or team. Students become ineligible to participate in the next practice or game anytime a student’s behavior is

inappropriate at school or on the team. A student who receives an in-school suspension will not be permitted to participate in the next scheduled game for the season, i.e. the game immediately following the suspension. Violation of this rule will result in an additional one-week suspension and ineligibility to participate in practices or games during that time. The principal will notify the parents and the athletic director of a student's ineligibility to participate in athletics.

\*\*\*This handbook was reviewed and approved by the St. Michael School Commission\*\*\*