

Parent/Student Handbook 2016-2017 (June 13, 2016)

St. Michael School follows the general policies required by the Ohio Minimum Standards. Our school accepts, approves and adopts the local school policies established in this year's edition of the diocesan Principals' Handbook, except as specifically modified or extended in this School Handbook, based on our local needs and circumstances.

Admissions

Non-Discrimination Policy: In accordance with Christian principles, St. Michael School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, the school is not intended to be an alternative of court administrative agency ordered, or public school district initiated, desegregation.

Probation Statement: Students are admitted on a probationary status for a period of nine weeks. Such a provision allows school officials time to determine whether the school can meet the student needs of whatever kind before making acceptance final.

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such instances tuition paid for the remainder of the year will be refunded.

Registration Fee: The registration fee is \$50.00 per student. This fee is non-refundable, unless a registered family is moving outside of the St. Michael School District. This fee will continue to be applied to each individual student's tuition.

Kindergarten Registration: A child must be five on or before August 1 of the year he/she begins kindergarten. This is Ohio State Law. The law also requires a **copy of the birth certificate (official document issued by the state of birth)** be kept in the student's file as well as the Social Security number. We cannot accept Hospital Birth Records.

Registrations for Kindergarten/Kindergarten Readiness classes for the coming year are accepted beginning on the following dates:

1. Families that already have children attending St. Michael School. **(January 1)**
2. Families of parishioners who have no other children attending St. Michael School. **(January 20)**
3. All other interested families **(February 1)**

Registrations during each time period are on a first come, first serve basis.

Any student who is to be retained in kindergarten will be given a place in the kindergarten class for the next year.

The registration fee is \$50.00 per student. This fee is non-refundable, unless a registered family is moving outside of the St. Michael School District. This fee will continue to be applied to each individual student's tuition.

Kindergarten Readiness: The Kindergarten Readiness program serves students who are 5 years old by August 1, but have been determined not yet ready for Kindergarten. The program is designed for students who have late birthdays and/or developmental needs that need to be addressed. If space is available, we will accept registrations for students who will be 5 by December 31.

Academy of Angels Pre-School: Our Pre-School Program consists of 4 classes:

4 year-olds who are 5 between January 1 and July 31 – meets 5 days per week. All or half day.

4 year-olds who are 5 between January 1 and July 31 – meets 3 days per week.

3 year-olds who are 4 between August 1 and December 31 – meets 3 days per week.

3 year-olds who are 4 between January 1 and July 31 – meets 2 days per week.

Registration fee for Pre-School is \$50.00. This fee is applied towards tuition.

Grades K-7: Parents of students presently enrolled (Grades K-7) have the first opportunity to register students for the coming year in March. After these students are registered, new registrations are accepted.

Required Records: When registering a child for the first time, the person responsible for the child must present the school with a copy of the child's birth certificate, social security number, and copies of records from the previous schools of attendance. If proper records are not provided, the school principal shall notify the proper law enforcement agency (Section 3313-672, Ohio Revised Code).

If there is a child/children custody document in effect, a copy must be kept on file at the school office. This document must be a written order from a court or state agency (e.g., Children's Services Board). The custodial parent is presumed to have full authority with regard to tuition, record-release, and enrollment.

Name Change: In the case of a change in custody (not adoption), unless and until the school receives a probate court order changing a child's name, the legal name to be used by the school is that set forth in the domestic relations orders and decrees.

Required Immunizations: All children attending a day care, pre-school or head start center located in a school are required to have the following:

- Four doses of DtaP, DTP, DT, in any combination
- Three doses of OPV or IPV
- One dose of measles, mumps and rubella (MMR) vaccine after 1st birthday – second dose at least 28 days later
- Three or four doses of haemophilus B vaccine
- Three doses of hepatitis B vaccine
- Two required doses of Varicella
- Also required is a complete physical

The requirements for students in grades Kindergarten through 12th are as follows:

- All KR and kindergarten students must have evidence of having received two doses of MMR vaccine. This requirement will be progressive.
 - All KR and kindergarten (**only**) students are required to have a fifth dose of DtaP/DTP/DT vaccine if the fourth dose was administered prior to the fourth birthday.
 - All KR and kindergarten (**only**) students are required to have a fourth dose of polio vaccine if the third dose was administered prior to the fourth birthday.
 - All KR and kindergarten students are required to have three doses of hepatitis B vaccine. This requirement will be progressive.
- All students in the first grade are required to have two doses of MMR and three doses of hepatitis B vaccine. Students entering the 7th grade will need a booster DTaP.
- All students in grades 7 through 12 are required to have two doses of MMR vaccine unless otherwise exempt.

Immunizations required prior to admission to school in grades K – 12 are:

- 5 doses of DTP and/or TD vaccine
- 4 doses of Trivalent oral vaccine, Live Virus
- 2 doses of MMR administered at 12 months or older. Any pupil vaccinated against measles prior to reaching 12 months must be revaccinated.
- Three doses of hepatitis B vaccine
- Two required doses of Varicella

At the beginning of each school year, or at a pupil's initial entry, a parent has 14 days to present written evidence that the pupil is in compliance with the State School Immunization Law.

After the end of the 14-day grace period, the pupil will be excluded from school until evidence is submitted.

HARD COPY OF IMMUNIZATION RECORD FROM HEALTH DEPT. OR DR. OFFICE IS REQUIRED.

***Epinephrine and Inhaler usage forms must be updated yearly and on file in the nurse's office by the first week of school.**

(AIDS) Acquired Immunodeficiency Syndrome

Admission Policy: In the event that a student or a prospective student has been diagnosed as having AIDS, a panel consisting of the infected person (parents' option), the parents or guardians, the family physician, a representative of the City Health Department, a member of the School Advisory Council, a teacher, the pastor, and the school principal will review the specific facts and make an admissions recommendation.

The recommendation of the panel will be discussed at a public School Advisory Council session respecting the rights to privacy of the family involved, and the Council shall vote on whether or not to endorse the recommendation of the panel.

The pastor and the principal will make the final decision concerning admission.

Based on current evidence, casual person-to-person contact, as would occur among children and staff, poses no risk in the transmission of AIDS. Children with AIDS should be allowed to attend school in a regular classroom setting provided:

- The health status of the child, as determined by his/her physician, allows participation in regular school activities.
- The child behaves acceptably, i.e., does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream.
- The child has normal control of his/her bodily functions and does not have any open sores or skin eruptions that cannot be covered.

Educational Policy: Essential information about AIDS shall be incorporated into the health and science curricula of St. Michael School consistent with the guidelines established by the State of Ohio and the Toledo Diocese.

This information:

- Will be geared towards the understanding level of the students involved. The principal and teaching staff will determine the exact grades at which students receive this information.
- While accurately communicating facts about AIDS, will be designed to allay excessive fears of an epidemic and of becoming infected.
- Will promote positive life-style choices consistent with our Catholic heritage and the teachings of the Church.
- Will promote Christian compassion towards and respect for the rights of the unfortunate victims of this disease.

Attendance

Absences: If a student is absent, the parents/guardians responsible are requested to call the **school before 8:30 a.m.** If you do not call us, we are required by law to contact you and notify you of your child's absence. If we cannot reach you by phone, we will send a written notice by mail. There is also the possibility that the assistant principal or guidance counselor will make a home visit. Parent/guardian cooperation is strongly encouraged.

If you know your child is going to be absent for more than one day due to illness or other circumstances, please advise the school on your initial call. This will save repeated calls during the absence. **When a student has been ill, he/she MUST be kept home at least 24 hours after the body temperature has returned to normal.**

A written excuse stating the reason for the absence and signed by the parent or guardian is required when the student returns, even if the school has been notified by phone of the absence.

Leaving School: Please avoid medical appointments during school hours when possible. Parents who need to take children out of school during the day must first report to the office. Parents must sign their children in and out at the school office during the day. A student who is absent for two or more class periods will be counted as 1/2 day absent.

Once a child is on school property, he/she may not leave school grounds without written permission from the parents and approval from the school principal, secretary, or teacher. A written note is required before a child is excused during the regular school day. No child will be released without proper approval. School officials may ask for identification for "proper approval."

Arrival: All bus students will be dropped off at the Main entrance on Sutton Place. Students being transported by private vehicle will be dropped off on the South side (Bell Tower side) of the school and enter into the Activity Center. The Activity Center door will be opened at 7:25 a.m. and locked at 8:00 a.m. Tardy students are to come in the Main entrance and check into the office before going to the classroom. An unexcused tardy slip will be issued if applicable. Doctor appointments should be reflected with a Doctor's excuse.

Dismissal: All students will board buses at their designated areas. Findlay buses will board students at the Main entrance on Sutton Place. County buses will board students on the North East side of the complex. Parents/guardians picking students up in **GRADES KR - 3 after school** must enter through the Bright Road entrance and take their place in the pick-up line. Parents who are picking up students in **GRADES 4 - 8** should enter through the Bright Road entrance and park in the South parking lot. Grades 4 - 8 will be dismissed several minutes after grades KR - 3 and load into vehicles after the pick up line is dispersed.

Parents are requested not to pick up students prior to dismissal time. If students must be picked up early, parents are required to sign their children out. Please do not go to classrooms or wait in the hall by classroom doors. It is most inconvenient for the school if this policy is not followed.

If special transportation arrangements need to be made for a student, these arrangements must be given in writing to the student's homeroom teacher on the morning of the day the special arrangements are taking place. To avoid confusion please do not make phone call arrangements with the secretaries. We cannot 100% guarantee that a student will get the message.

Tardiness: A child is counted tardy if he/she is not present when classes begin. Tardiness due to late buses or approved appointments (less than two class periods) is always excused. **Tardy students are to report to the office for class admission.** Repeated tardiness will not be permitted. A student must be present for more than two periods to be credited with 1/2 day of attendance.

Family Vacations: Family vacations taken during the school days of attendance are discouraged. It is impossible for a student to make up all the instruction given by teachers during the missed class time. If a vacation must be taken during attendance days, it is the responsibility of the parent and student to make arrangements with the teacher for a record of assignments during the absence. Teachers will not give work in advance for vacations. Parents are required to complete a Personal Convenience Absence form one week prior to absence not involving illness or funerals. This form can be obtained in the school office or SMS website.

Excessive Absences/Tardiness: Students have both the right and the responsibility to attend school. Faculty and staff at St. Michael School believe that it is reasonable to require school and class attendance as a minimal requirement for promotion. (This is in addition to academic performance requirements.) If it is determined that a pupil's absence or tardiness is due to a parent's neglect to make arrangements for a pupil to attend school, this failure to send the student will result in appropriate steps to remedy the situation. The following school attendance requirements are established:

Parents will be notified in writing when absences reach 5 in a quarter, 8 in a semester, or 12 in a school year.

Prompt arrival at school is necessary so that class instruction can begin with minimal disruptions. Notification to student or parent, in writing, occurs when tardiness reaches 5 in a quarter, 8 in a semester, or 12 in a school year.

When a student reaches 12 tardies and/or 12 absences not excused by a Doctor, a Pre-Court Truancy conference will be scheduled through Juvenile Court of Hancock County.

Any student having more than 20 days of absence for a school year may automatically be retained unless determined otherwise through the administrative review process.

The assistant principal will notify parents in writing when absences/tardiness reach the level whereby the student may be retained. Such notification will include an invitation to the parent to apply for an administrative review.

Parents or students wishing an administrative review due to excessive absence must make an appointment within two weeks of the mailing date on the school letter.

The process of administrative review is that the parent/guardian contacts the principal for a conference regarding the loss of credit or promotion. Such conference may include the parent, student, teacher, counselor, and principal. At this conference, reasons for absences, work habits, and class attitudes will be reviewed and a decision made on grading or withholding of credit or promotion. Whenever a student's absences become of concern, the principal may require a written statement from a physician.

Excused Absences include:

Personal illness and/or medical appointments.

Illness in the immediate family.

Death in the family.

Religious observances.

Quarantine of the home; the absence of a child under this condition is limited to the time of the quarantine as fixed by the proper health officials.

Other legitimate reasons where the principal receives prior notification. (This includes necessary trips with parents.)

Unexcused Absences/Tardies include:

Oversleeping

Car trouble

Missed the bus

Shopping

Haircut/beauty shop appointment

Suspension from class or school

Truancy

Family errands

Hunting, fishing, or similar reasons

Family trips not approved by the principal

Other absences not listed as excused

Bicycles

Students who ride bicycles to school are to park them in the racks provided and secure them with a bicycle lock. All students are to stay away from the parked bicycles during school hours. Proper bicycle safety must be practiced at all times. Enter and leave school grounds by the south entrance of the Activity Center. Walk bikes once you reach the sidewalk at south parking lot.

Birthdays And Parties

Teachers may have parties for their classes on special occasions, such as Halloween, Christmas, Valentine's Day, etc. Teachers will ask parents, especially PTC representatives, to assist in planning and coordinating the parties. Parents are encouraged to provide nutritious treats. An option for birthdays is to provide a book, computer program, or game for the classroom. **All class parties are for all students and they should be treated equally. This includes invitations to parties, Valentine exchanges and the like. All parents must be aware of any food allergies that could be in your child's classroom.**

Birthday treats may only be shared with students in their homeroom. Interruption of other classrooms is not permitted.

Birthday parties may be held **only with teacher consent**. **There will be no small group pizza or similar parties during lunch.**

Teachers, however, may plan class pizza or similar parties as part of a positive reinforcement program.

HOME BIRTHDAY PARTY INVITATIONS, IF PASSED OUT AT SCHOOL, MUST INCLUDE THE ENTIRE CLASS. IF A SELECT PRIVATE PARTY IS PLANNED PLEASE MAKE OTHER ARRANGEMENTS FOR THE INVITATIONS.

Calendar

Our yearly calendar can be found on our school website. www.findlaystmichaelschool.org.

Catholic Education

Students at St. Michael School (grades K-8) will receive daily education in our Catholic faith. A daily class period has been set aside for religious instruction, weekly children's masses are celebrated, and other faith activities and experiences are scheduled throughout the school year. Masses for grades 4 - 8 are at 8:15 a.m. on Thursdays; masses for grades KR - 3 are held at 9:00 a.m. on Fridays. One time per month, we will have an All School Mass for grades KR - 8 to celebrate together. Please consult the monthly calendar for dates and times.

St. Wendelin High School provides a continuing high-quality Catholic education for students at the secondary level. St. Michael School and parish work very closely with St. Wendelin in providing this opportunity.

Cell Phones/Electronic Games and Devices

Students may be in possession of a cell phone or other electronic device under the following circumstances:

-It must be **turned off** and **kept in a book bag** during regular school hours.

-It **MAY NOT** be used without permission from a staff member at any time during the school day.

First violation will result in the device being placed in office and sent home with student at end of school day. Parents will be notified.

Second violation will result in the device being placed in office, parent notified and required to pick up.

If a student needs to call home during the school day, all calls must be placed from the school office.

Electronic games can be used on busses to and from school as long as it does not interfere with bus driver's responsibilities .
ALL DEVICES MUST REMAIN IN BOOK BAGS DURING THE SCHOOL DAY. ST. MICHAEL SCHOOL IS NOT RESPONSIBLE FOR ANY DEVICES IN THE BUILDING AND WE STRONGLY ADVISE AGAINST BRINGING THEM.

Certification Of Faculty

All teachers are certified according to the Minimum Standards of the State of Ohio and have received degrees and are qualified in their field of instruction. Many St. Michael faculty have earned advanced degrees. In addition to state certification, teachers of religion are required to take specific courses and be certified by the Diocese of Toledo.

Cheating Policy

No student during a test is permitted to (a) look around, (b) leave seat without permission, (c) talk (even after his/her test is turned in), (d) use unauthorized materials, (e) give or receive aid during administration of test, quiz, or evaluation. If there is a violation of any of the above rules, the student will receive a 0 (zero), at the discretion of the teacher. If a teacher observes cheating, his/her ruling on the issue is generally final. Parents will be contacted by the teacher. Second violation will result in a parent conference with the principal.

Class Size

Whenever possible, Kindergarten classes will be limited to 25 students. Classes for grades 1-8 are determined by the administration, with consideration given to the number registered and the basic guidelines recommended by the School Advisory Council. Recommended administrative maximums are: Kindergarten, 25 students per class; Grades 1-3, 26; Grades 4-5, 27; Grades 6-8, 29.

All students enrolled the previous year will not be denied a class placement, unless their application for enrollment is not turned in by the designated time, or if it is recommended by school administration.

Communication With Staff

The principals, teachers, and other staff members are happy to meet with parents to discuss any matter pertaining to the welfare and progress of your child. Specifically, ideas and concerns may be communicated to school staff using the following guidelines:

Parents are asked to discuss their ideas or concerns with the **teacher first** to seek mutual understanding and resolution of any differences.

If the teacher and parents are not able to reach agreement, the parents may request a consultation with the school principal/ assistant principal.

If these first two steps do not achieve a mutual agreement, the parents may then request a meeting with the pastor of the school.

Please call or email in advance so conferences can be scheduled. **Parents are encouraged to call or email teachers and administrators at school or to leave a message for the staff member to return the call.**

Demerit/Positive Reinforcement System

The following procedure is in effect for Grades 6, 7, and 8.

One demerit will be given out for the following student behaviors:

- Talking out in class
- Tardy to class
- Chewing gum
- Missing materials
- Dress code violation
- Violation of set classroom rules
- Rudeness
- Out of seat
- No hall pass
- Teacher discretion for other infractions.

Five demerits will be given for the following student behaviors:

- Disrespect
- Removed from class for disruptive behavior
- Horseplay
- Inappropriate language
- Teacher discretion for other infractions.

A demerit slip will be issued to the student when the violation occurs. This way the student is aware that a demerit has been assigned. The student is also then aware of how many demerits he/she has accumulated. All classroom teachers, tutors, librarians, cafeteria monitors, office staff, technology coordinators and principals may issue demerit slips.

For every five demerits the student receives, he/she will be assigned to an after-school detention monitored by the Assistant Principal. Notices for this detention will be sent home with the student. The detention notice must be signed by a parent and returned to the

homeroom teacher by the date indicated on the detention form. Students must bring work to the detention or work will be assigned. The Assistant Principal facilitating the detention may also assign school-related chores for students to complete.

When a student receives three detentions a semester, a parent/guardian conference will be set up to discuss the prevailing reasons the demerits have been given. This meeting is necessary to inform parents/guardians of the student's status and to seek their assistance in correcting disruptive behavior.

After five detentions in one semester, a student will have one day of in-school suspension.

The first time a detention is missed by the student, he/she will serve 2 detentions the following two consecutive weeks. If the student misses a detention more than once, an in-school suspension will be served.

The demerit slips are made in triplicate. One copy to parent, one to homeroom teacher and one to teacher issuing the demerit.

Serious violations of the school discipline policies should be reported to the principal immediately. The principal or assistant principal will handle these offenses according to the procedures listed below.

Discipline and Student Code Of Conduct

Discipline: Discipline is based on respect for one's self and others. Respecting the rights of others results in a good classroom atmosphere for educating and learning. Our school goal is to have good discipline at all times. To achieve this goal, parents/guardians and the school must work together in forming proper student attitude. Teachers communicate with parents/guardians when a problem arises with a student who is unable to conform to the rules in the school environment.

Teachers basically possess these rights:

To establish a classroom structure and routine that provides an optimal learning environment.

To determine and require appropriate student behavior which meets these needs and encourages positive social and educational development.

To ask for help in achieving these goals from parents/guardians, the principal, etc., when assistance is needed for improper student behavior or attitude.

Students basically possess these rights:

To have a teacher who is in a position to help a child limit his/her inappropriate self-disruptive behaviors.

To have a teacher who is in a position to provide the child with positive support for proper behavior.

To choose how to behave and be aware of the consequences that follow.

It is impossible to make a complete listing of all school rules and regulations. Generally, teachers will establish basic classroom rules and inform students of rules established for cafeteria, playground, and general school environments.

Cafeteria Rules:

Students must obey monitors at all times.

All classes and students are to sit at assigned tables and stay there until the end of the period.

Students are to stay seated and request help by raising their hands.

Students are to clean their place when they have finished eating. No litter is to be left on the floor.

Parents may bring fast food only for his/her own child, not the entire table.

Playground Rules:

All equipment is to be used properly.

No hardballs, skateboards, or batons are permitted.

Tackle football, keep-away, or other dangerous games are not permitted.

Children may not leave the playground for any reason without permission.

All directions of the playground supervisors are to be obeyed.

No eating on the playground.

Throwing/kicking snowballs, stones, or any other dangerous objects is forbidden at all times.

PTC provides balls, etc.

The persons on duty have delegated authority. They follow school procedures if an infraction of rules occurs. If a problem arises and is not settled to the satisfaction of the playground supervisor, the situation will be reported to the teacher or principal for further action.

Student Code of Conduct: Students are responsible for conducting themselves according to the following behavior code.

Absolute silence during fire drills, tornado drills, and other emergency procedures.

Quiet while entering the school building after recess and noon playground times.

No pushing, shoving, tripping, etc., at anytime while in the school or on school grounds.

Respectful quietness during class changes when other classes are in session. Middle School students must utilize hall passes. Respect at all times for other students, all school staff, and volunteers. This includes not only personal respect (no harassment), but respect for the property of others.

Personal signs of boy/girl friendship and affection such as handholding, hugging, and embracing are not permitted.

No personal property such as iPods, pocket videos, games, toys, and similar items are permitted to be used during the school day.

These items may be used on busses only.

Writing and passing of notes are not permitted.

Compliance with classroom rules as established by the teachers, tutors, librarians, and other school personnel.

Compliance with the adopted school dress code.

Observance of cafeteria and playground rules.

Observance of other rules of conduct established by teachers and the administration that protect the health and safety of all students.

Students must refrain from the following:

Assault

Possession or use of tobacco products.

Fighting

Possession of or being under the influence of drugs or alcohol.

Possession of explosives, firearms, or any other weapons.

Stealing

Vandalism of any property (i.e., graffiti, carving on furniture, etc.).

Classroom disruptions

Immoral behavior

Insubordination

Gang membership is not consistent with the expected behavior of a student who attends a Catholic school. No gang graffiti, dress, hand signs, etc. will be permitted during the school day or at any school function. This behavior could lead to suspension or expulsion.

Bullying –

Harassment, intimidation or bullying behavior by any student at St. Michael School is strictly prohibited and such conduct may result in disciplinary action. "Harassment, intimidation or bullying" in accordance with R.C. 3313.666 means the intentional written, verbal, physical or any graphic cyber contact with the intent to harass, intimidate, injure, threaten, ridicule or humiliate will not be tolerated. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity or on school provided transportation.

When the school discovers any of these violations through:

- the student being bullied
- another student
- a teacher
- staff member
- any other means

the Guidance Counselor will conduct an initial interview. The student being bullied will be interviewed to talk about what happened. The child may even write a letter explaining how much those actions hurt.

The Guidance Counselor then takes the reported facts to the child accused of being the bully and talk about feelings, pain, suffering and all things the other child has gone through. Finally the discipline policy is reviewed.

There are 2 choices: The bullying must stop immediately! We will check up to see if things are OK by talking to those involved.

Parents will be notified of the conference, which will be held by the guidance counselor.

But, if the bullying continues everything changes. Parents will be called in for a conference with the administrative team. A record of events will be placed in the accused's permanent file. **Serious incidents will result in the appropriate disciplinary actions, which include class removal and suspension from school.**

*Parents: please note that students don't always tell adults everything that is happening; therefore, if you think your child is being bullied, please bring it to someone's attention so that we can handle it.

The Diocese of Toledo has developed a Bullying Policy and it can be found at www.findlaystmichaelschool.org.

Sexual Harassment

There is no place in school where sexual harassment is accepted or tolerated. Students are to treat all fellow students and staff members in a respectful manner.

If a student is involved verbally, physically or by gesturing in sexual harassment, that student will be dealt with immediately by the principal or asst. principal. Cyber bullying and texting is an even more serious form of harassment.

The guidance counselor will become involved and discuss the situation with the student. Serious incidents will result in the appropriate disciplinary actions, which could include class removal and suspension from school.

Detentions for 6th, 7th and 8th grades: teachers and the administration as a disciplinary action sometimes use detentions. Detentions will be served after school on Tuesdays or Thursdays. Generally, the assistant principal will be the supervisor of detentions. Students in detention will be permitted to do school work but must maintain silence throughout the detention period.

Detentions for 4th & 5th grades: teachers and the administration as a disciplinary action at these grade levels sometimes use detentions. Detentions will begin with lunch detentions and then could move to after-school detentions. Most 4th & 5th grade discipline issues fall under the classroom plan established by each teacher.

Serious Student Offenses: Serious student offenses are not permitted, and parents will be contacted immediately. Such serious offenses include assault, fighting, bullying, influence and/or possession of drugs, look-alike drugs, alcohol, or tobacco, possession of weapons, stealing, vandalism of school or private property, immoral behavior, insubordination, continual classroom disruptions, etc. A strict suspension and expulsion policy has been prepared by the St. Michael School Advisory Council and accepted by the pastor and principal.

Suspension and Expulsion Policy: Suspension must be used only in extreme cases and only after consultation with the principal, parents/guardians, teacher, and counselor where deemed necessary. In employing suspension, the principal should follow these guidelines:

A pupil should be sent home only after ascertaining that a responsible adult will be there upon arrival. In cases where both parents/guardians are employed and not at home, they are still responsible for obtaining this adult supervision. Within one (1) week, five (5) school days, a meeting should be scheduled at which the principal, teacher, parents/guardians, and pupil will discuss the problem and seek a solution. If no meeting can be set up due to lack of parental/guardian cooperation, the situation will be reviewed by a three (3) member Review Committee consisting of an associate pastor and two (2) teachers. Ordinarily, suspension should not exceed ten (10) school days. A record of the suspension and the solution of the problem should be filed in the pupil's cumulative folder.

The expulsion of a child from a Catholic school should be invoked only as a last resort. It is recommended by the School Advisory Council that a pupil be expelled only for offenses that seriously undermine the morale and safety of the school. This expulsion will be for the remainder of the school year. Re-admittance of the student to school will be based on the recommendation of the Review Committee.

Every effort should be made to counsel the offender before resorting to expulsion. Such measures should include both individual and joint conferences with the principal, school counselor, teacher, parents/guardians, and pupil.

A written statement of the case is to be immediately submitted to the Catholic School Services Office and to the pastor of the school. This statement should be precise and sufficiently detailed so that, if necessary, the pastor may be able to answer questions concerning the case, and possibly hear an appeal.

The following list of transgressions is arranged in approximate order of descending severity:

1. Physical attack on teacher, other staff member, or volunteer in the school.
2. Physical attack on a pupil.
 - To be differentiated from ordinary scuffles.
 - Objective to seriously injure.
3. Bullying.
 - Particularly directed toward smaller and weaker pupils.
 - Results in mental anguish and terror in victim.
4. Under the influence of and/or possession of drugs/alcohol/tobacco at school or while in transit, or during any school-related function.
5. Possession of weapons at school or while in transit, or during any school-related function.
6. Stealing.
 - From other students or staff.
 - School property.
7. Destruction or vandalism of school property.
8. Deliberate destruction or vandalism of private property to or from school or while at a school function.
9. Insubordination - direct, defiant disobedience of well-founded commands.
10. Classroom disruption - individual habitually violates right of other students to education.
11. Immoral behavior.
 - Possession of lewd or lascivious photographs, books, magazines, etc., on school property.
 - Other behavior that endangers the morality of other pupils.
12. Possession or the use of any tobacco on or near school property.
13. Truancy is an absence without parent/guardian permission or proper school permission.

The following guidelines in handling cases are broken down into two basic categories. The most serious category involves attacks on persons (either pupils or school personnel) and possession of drugs, etc. The other general category is considered "Other Infractions." In handling these cases, the seriousness of the action is a criterion.

Attacks on persons, possession of drugs, dangerous weapons, etc. (Items 1 through 5 above)

Major suspension will be issued.

Pupil escorted home.

Complete report of circumstances and observation of incident placed in pupil's cumulative folder.

Statements by witnesses, if available, placed in pupil's cumulative folder.

Review of incident by principal, teacher, parents and pupil.

Satisfactory resolution - return to class after 10-day period.

Unsatisfactory resolution - expulsion.

Second offense - immediate expulsion - same report requirements. Send a thorough report to the pastor and to the Catholic School Office.

Other Infractions - Gravity is a criterion (Items 6 through 13 above).

First offense - written report into pupil's cumulative folder with a copy to parent and an in-school consequence will be issued.

Second offense - written report into file - conference with principal, teacher, parents, and pupil and an out-of-school consequence will be issued.

Third offense - written report to file - conference with teacher, principal, parents, and pupil within five (5) school days.

Satisfactory resolution – major suspension will be issued.

Unsatisfactory resolution - expulsion. Send report to the pastor and the Catholic School Office.

Dress Code

See Appendix A - C

Firearms

The possession of any type of firearms, weapons, dangerous or illegal objects in school, while in transit to school, or at school-related activities, jeopardizes the safety and protection of students and staff. Students possessing a firearm, weapon, dangerous or illegal objects will face serious consequences that may lead to expulsion.

Field Trips

Field trips are first-hand educational experiences that bring additional meaning to the lessons in the classroom. Parents are notified in advance of the time, place, means of transportation, and cost. **The Diocesan School permission slip provided by the teacher must be completed and turned in to the teacher in order for a student to participate in a field trip.** Teachers comply with established guidelines and rules to insure the safety and welfare of all students during field trips.

Parents are usually needed to assist the classroom teacher on field trips and are encouraged to participate whenever possible.

Parent drivers must have the following prior to the date of the field trip:

Have a signed Personal Driver Background Information Release on file in the school office

Have a signed Vehicle Driver Agreement on file in the school office

Present a valid drivers license prior to transporting any students

Have a signed Diocesan Expectations form on file in the school office.

Parent drivers and supervisors may not take siblings along on field trips.

Students should not be transported in the front seat of any vehicle. Booster seats are required for students who are under the age of 8 or not yet 4 ft. 10 in. tall.

Grading System And Progress Reports

Grade Cards: Each quarter grade cards are sent home. The grade card is retained by parents/guardians each quarter. Please refer to the school calendar for dates that grade cards are sent home.

Kindergarten: Students receive a checklist each quarter to indicate the concepts covered in each academic area, as well as the child's achievement.

Grades 1-8: The following grading system of letters or percentage equivalents is used:

| | | |
|-----------|-----|----------------------|
| 94 - 100% | = A | O = Outstanding |
| 84 - 93 | = B | S = Satisfactory |
| 74 - 83 | = C | N = Needs to improve |
| 64 - 73 | = D | |
| Below 64 | = F | |

The grading system for Honors Algebra will be handed out by the teacher.

Honor Roll: Students are recognized as Honor Roll students each quarter in Grades 6, 7, and 8. To receive this recognition a student must have a mixture of all A's and B's during that grading period. An "All-A" Honor Roll is also published. All courses will be used to determine Honor Roll status.

Conferences: Parent/teacher conferences are held two evenings during the school year, which is the amount of time allotted by Ohio State Law. These evenings are important for communication between home and school.

All parents are expected to meet with their children's teachers during these evenings. Parents may sign up for conference times at "Meet the Teacher Night." Please do not expect teachers to schedule parent/teacher conferences at other times due to family vacations, etc.

Interim Reports: Grades for all students in grades 1 - 8 can be accessed online via Engrade at any time. Parents are encouraged to check their student's grades weekly. If a student receives a D or F, or drops 2 letter grades in any subject at midterm, a report will be mailed home.

Health Services

Nurse: A school nurse is available from 9 – 2 daily. The clinic is found in the main office hallway and can be reached at Ext. 299. The screening programs scheduled by the school nurse are: vision, hearing and scoliosis.

Illness: Children who become ill during school hours will be sent home only after contact has been made with the parent(s) or the person(s) named to be contacted.

Injuries at School: Minor recess incidents resulting in bumps/bruises/scratches will be treated by the school nurse and documented. Any significant injury will result in a call to parent and the proper course of treatment followed.

WHEN A FEVER, DIARRHEA OR VOMITING IS INVOLVED IN A STUDENT'S ABSENCE, THE STUDENT MUST BE SYMPTOM-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

Medication: If a student must take medication during school hours, the medication must be delivered to the nurse by the parent/guardian in its original container. Before a student will be allowed to take medication in school, the appropriate physician request and parent release forms must be on file and available to the person designated by the school to administer the medication. Any unused medication not claimed by the last day of school will be destroyed.

Parents are asked to notify the teacher if a student is taking medication (in or out of school) on a regular basis that might affect the child's performance and/or behavior in school, especially psychoactive medications.

Emergencies: Emergency Medical Authorization forms must be filled out **in duplicate** annually by parents/guardians. These forms must be completed and returned during the first week of school.

REQUIRED IMMUNIZATIONS (Refer to list in admissions section)

All students new to the school must show proof of immunizations by the first day of school. If on day 15 of school, the student is not up to date on the immunizations, he/she will not be permitted at school. The immunization record needs to be from the health department or physician's office. NO hand written records will be accepted. Per the Ohio Department of Health: "Students are attending school in violation of Ohio law if after 15 days of school an immunization record is not on file for the following immunizations: Varicella (chicken pox), DTaP, Polio, MMR and Hepatitis.

If you have questions please call the school at 419-423-2738 Ext. 299.

If the student has a medical problem, a signed statement from the physician is needed and will be placed in his/her health record. If the parents have a reason of conscience or religious objection, an immunization exemption form must be signed and returned to the clinic so it can be placed in the student's health record. A record must be on file in the event we are inspected by the State of Ohio. Thank you.

EPINEPHRINE PENS AND INHALERS PROTOCOL

Epinephrine pens and inhalers must be replaced when expired. Students must have updated forms for epinephrine pens and inhalers in the clinic. If on day 15 of school an updated form is not in the clinic, the student(s) will not be permitted at school.

These medications are for life threatening events and in order for the nurse to dispense the medication, an order must be on file to administer. Communication is very important with any medical condition. If you have any questions please call the school at 419-423-2738 and ask for the school nurse X 299.

Students who have medical clearance to carry an inhaler are permitted only ONE inhaler while on school grounds. If a student is found with more than one inhaler, Administration will be notified and a parent meeting will be scheduled. Inhalers contain medication that can result in a deadly consequence if not administered correctly.

Homework/Daily Classwork Make-Up

Schedule: Study at home should be a purposeful continuation of classroom projects to complete the learning situation or to reinforce it. The approximate schedule for home study is as follows:

| | |
|--------------------------|---------------------|
| Kindergarten and Grade 1 | = up to 30 minutes |
| Grades 2 and 3 | = up to 45 minutes |
| Grades 4 through 6 | = up to 90 minutes |
| Grades 7 and 8 | = up to 120 minutes |

Timing is based on the achievement of the average student and this must be taken into consideration. Some students may not complete all of their daily work during school time, which could add to the time spent on homework.

Teachers may use student homework assignments in various ways for the purpose of evaluation.

Many teachers post homework assignments on the St. Michael School web page – www.findlaystmichaelschool.org

Returning from Absence: When a student is absent due to illness for **one day, make up work will be assigned the day the student returns**. If a student is out for **2 or more days, parent/guardians should call the school office before 9 a.m. and request that make up work be assembled** in order for it to be picked up. Please allow until the end of the school day for pick up. It is the parent's responsibility to pick up the work from the drop off table in the hallway across from the art room. Students will have as many days as they are absent to turn in make up work unless other arrangements are made with the teacher. Long-term assignments which already have designated due dates are exempt from this rule.

No schoolwork will be assigned prior to a pre-planned absence. Personal Convenience Forms must be filled out and turned in one week before the planned absence. When students leave school before the end of the day, assignments for classes missed will be given upon each student's return to school.

Junior High Homework Policy

Students will be allowed to make up assignments during excused absences. It is the student's responsibility to obtain the assignment upon return to school. The length of time to make up this work will be determined by the number of days the student has missed.

Students working on other subject material during another class time (i.e. trying to get a math assignment completed during English lesson) will have the assignment confiscated by the teacher. The teacher will in turn give the said assignment to the correct subject teacher in order for him/her to mark a zero for that assignment.

Student will be given one Mercy Slip for each class each quarter. If a student misses an assignment they can use their Mercy Slip to turn the assignment in one day late for full credit. Otherwise the assignment grade will be a zero. Students who use none of their Mercy Slips in a quarter will be entitled to a reward at the end of the quarter.

Students are expected to have a school assignment notebook and fill the book out correctly on a daily basis.
(Written and submitted by the Jr. High Academic Team. 2004)

Missing Homework Assignments

- When 5 - 10 missed homework assignments are accumulated, a lunch academic assist detention will be assigned.
- When 15 missed homework assignments are accumulated, an after school detention will be assigned.
- When 20 missed homework assignments are accumulated, Saturday School will be assigned. Saturday School will run from 8:00 a.m. to 11:00 a.m. and be located in the school office area.

Honeywell Alert System

St. Michael School has contracted with Honeywell for a school alert system that will send important messages to parents and staff via telephone, text message or email. Alerts will be sent for the following situations:

- School delays or closings
- Grade cards sent home
- Special messages in regards to sporting events
- Any other announcement deemed necessary by the principal

Parents are responsible for managing their own Honeywell accounts. Procedure is as follows:

<https://instantalert.honeywell.com>

Create your account

Go to the website listed above.

Click on 'Parent' in the New User box.

Complete the student information form. Click 'Submit.'

Complete the corresponding screen. Click 'Submit.'

After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.

REMEMBER YOUR LOGIN NAME AND PASSWORD SO YOU MAY USE IT TO UPDATE YOUR PROFILE.

View and check details about yourself and your family members

Upon successful login, click on 'My Family.'

Click on a parent name to view and edit parent details.

Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

Click on 'Alert Setup.'

Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.

If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs to and click on 'Add.'

For email, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Adding a 3rd party to your Contact List

- Click on 'Other Contacts.'

- Click on 'Add New Contact' and complete the form.
- Click on 'Save' when complete.
- If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

Intervention Assistance Team (IAT)

Our IAT process is structured to assist educators in finding solutions, techniques, and/or strategies for possible at-risk students.

As partners in the learning process, parents will be notified when their child will be involved in this process and will receive written results of the recommended team solutions. The principal should be consulted about any questions or concerns regarding the intervention assistance process.

Library

St. Michael School has one central library that houses a wide selection of books that are available for student use. Parents must monitor library due dates so all books are returned in a timely manner. If a library book is lost, damaged or stolen, the replacement cost fine will be assigned to the student responsible.

Children are encouraged to borrow books from the library and are reminded of the necessity of properly caring for the books borrowed. Students must also be responsible to return books on time. All lost books must be paid for at replacement cost.

Lunch

Parents are responsible for sending their child to school with either a packed lunch or the money to purchase lunch at school. Parents and staff should encourage students to bring balanced lunches and to limit the consumption of sweets and sodas.

Findlay City Schools serves a hot meal to students. Students may also purchase milk and bring a cold lunch. The price for meals and milk is published at the beginning of the school year. If there is a price increase anytime during the year, parents are notified. Students may buy their meals on a daily basis or may purchase a 20-day meal ticket. Checks for meal tickets must be made payable to FINDLAY CITY SCHOOLS.

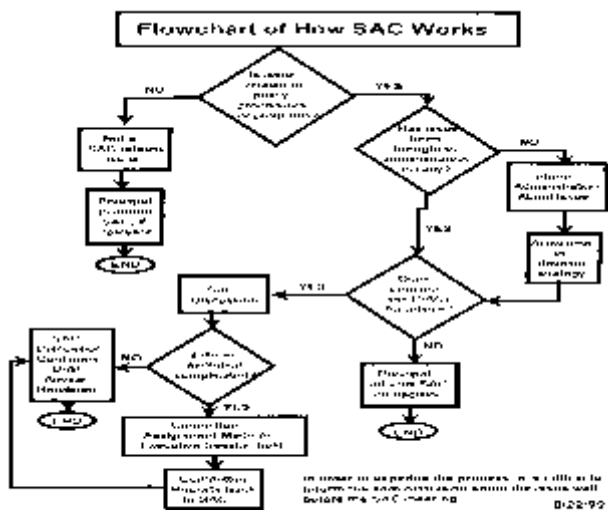
If a child forgets his/her lunch money, arrangements are to be made with the FCS cashier for a lunch charge. Only one lunch may be charged and must be repaid the next day. If a student has a charge or his/her lunch ticket has run out, a note will be sent home or a phone call will be made to remind the parent to purchase a new lunch ticket or to pay for the lunch charged.

Organizations

School Advisory Council (SAC): The St. Michael School Advisory Council serves as an advisory body to the pastor and the principal. Seven members are elected by the parish-at-large to three (3) year terms. The pastor and principals serve as *ex-officio* members.

SAC normally meets on the 1st Wednesday of each month. The date/time for each meeting are published in the monthly newsletter and in the Sunday bulletin. Meetings are open to anyone who wishes to attend and all are welcome. After each month's meeting, a summary of the minutes is available upon request.

Anyone interested in becoming a candidate for SAC or serving on one of the standing committees (Research or Public Relations) is encouraged to contact the principal or one of the SAC members.



Parent/Teacher Council (PTC): The objectives of the St. Michael Parent/Teacher Council are to develop a working relationship between parents and teachers; to encourage and to provide means for greater parental support in the school; to develop a congenial atmosphere where teachers and parents can share ways to raise school spirit and loyalty.

PTC meets on the second Monday of September, October and April at 7:00 p.m. All parents are invited and encouraged to attend. A teacher representative from each grade level attends the monthly meetings. In addition to the regular meetings, guest speakers are invited on occasion.

Athletic Boosters and Sports Programs: St. Michael Athletic Booster Club organizes and promotes community support for the parish's CYO sports programs. Membership is open to all interested persons who are members of St. Michael Parish or who attend St. Michael School. Parents of athletes are especially encouraged to participate. St. Michael Parish members are asked to help in a variety of ways: transportation for away events; set-up, clean-up, admissions, and concessions for home events. Parents are also encouraged to attend as many of the games as possible.

Meetings of the Athletic Booster Club are scheduled throughout the year and are open to any interested persons. Prior to each sport season, parents are asked to attend an organizational meeting. Notification of meeting days, time, and place is printed on the school calendar on the website.

St. Michael Parish participates in the CYO program offered by the Toledo Diocese. All players on CYO teams must be members of the parish and/or educational system in order to play on the parish team.

The following sports programs are offered: volleyball for girls (Grades 5 through 8); basketball for boys and girls (Grades 5 through 8); track for boys and girls (Grades 4 through 8); cross country for boys and girls (Grades primary through 8); football for boys (Grades 6 through 8) with Findlay Flag City Football. Cheerleading is offered for students in grades 7 and 8.

All students are given an opportunity to participate. No one is cut from the team. Students are expected to be present at practices and attend games unless excused for a legitimate reason (e.g., illness, family emergency).

Students are ineligible to play in contests or practices if they receive two F's until grades are brought up. Interims and report cards will be used to evaluate progress. The athletic director/Assistant Principal will notify students, parents, and coaches when a student/athlete has become ineligible.

All students in an athletic program must abide by the School Code of Conduct. **Any student suspended from St. Michael School will also be suspended from the athletic program.** Many coaches will require the signing of a contract prior to the start of a sport.

Awards are given on the following basis:

A small participation medallion is given for participation in any given athletic activity.

A plaque is awarded to 8th grade participants in any given athletic activity as long as participation was documented during the 8th grade.

Awards are granted provided that a student has fulfilled the following requirements:

Students must participate in 95% of games/meets and practices; in order to be excused from either, the student or parent must contact the coach.

Students must display a good Christian attitude toward school and sport.

Students must display good sportsmanship at all times.

Music Boosters and Music Programs: There is no formal booster organization. Budget is set by the school and then funded through Shopping For Dollars. Money from PTC is used to purchase music and other materials needed by the band and choruses. These funds are also used to purchase awards for students.

Individual instrumental lessons are offered to students in Grade 5. An instructor is available to provide these lessons during the school day. Parents may also want to seek private lessons with an instructor outside the school day.

Students who have completed a full year of private lessons during Grade 5 will be eligible for band, which meets twice each week when students enter Grade 6.

Chorus is not required but is encouraged for the 4th and 5th Grade levels and meets one time per week. Chorus for 6th, 7th, and 8th Grades is offered as an elective and meets two periods a week.

A certificate is given for one-year participation in band or chorus. Students will receive medals upon completing second and third years of participation in band or chorus; a trophy is awarded for four and five years of membership.

Students must participate in all scheduled programs. Dates for programs are published early in the school year. A complete music contract with grade requirements will be passed out on the first day of school.

Parent Visits To Classrooms

Parent visits to classrooms can interrupt students' focus and are discouraged. **If necessary, classroom visitations must be cleared at least one day in advance with the school administration. Parents are asked not to stand in hallways waiting for dismissal.**

Physical Education

A certified physical education teacher is employed for all grade levels. Children in kindergarten through Grade 4 have one physical education class per week. Students in Grade 5 have two physical education classes per week, and Grade 6, 7, and 8 students have physical education four times per week for two quarters.

ALL STUDENTS MUST HAVE A PAIR OF CLEAN GYM SHOES THAT ARE TO BE LEFT AT SCHOOL.

Students in Grades 5 through 8 must have a change of clothing for gym class. They are to wear PLAIN, SOLID-COLORED gym shorts, PLAIN/DEFENDER shirts, and white socks. A change of clothing is required for every gym class. A dress record is kept as part of the student's grade for the quarter.

Promotion, Retention, or Placement

The Ohio Code gives to the superintendent the right to assign pupils to levels. Because we are a network and not a system, the principal does this. Therefore, the teacher becomes clearly responsible for promotion, retention, or placement decisions with close interaction with the principal.

Parents will be notified and consulted in reasonable time prior to the decision to retain a child. However, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parent's permission is not required.

Placement means that a student will start the next school year as if promoted to the next higher grade. However, after the first six weeks, the teacher(s), parent(s), counselor, and principal will meet to evaluate the student's progress and to determine the student's permanent grade level assignment for that school year.

Relationship Of Students/Employees

The relationship between employee and student must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio, and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but at any time or any place. Normally, employees relate with children within the school setting.

Relationships of Teacher-Minister/Parents

Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. (cf. Vatican II, Education). Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school administration. When teacher-ministers and parents work together, their united efforts become very effective in educating the child. In these relationships, the teacher-minister:

Encourages parent/teacher conferences and prepares specific points for discussion.

Treats the parents as collaborators in a cooperative effort to help the child.

Keeps the parents informed about the child's progress and solicits their cooperation.

The parents, in turn, have the obligation to support the teacher and to abide by all school policies regarding discipline and academics.

Religion

Parental Responsibility: A primary purpose for the existence of our school is to aid parents in the religious education of their children.

The total living out of faith is experienced in the environment of a Christian community - at home, in the parish, and at school. Our hope is that the primary reason for parents to send their children to a Catholic school is for their children to be taught in a Christian atmosphere.

Children who do not experience a consistency in values of home and school are easily confused and do not benefit as greatly from the example and instruction received at school. Therefore, it is imperative that the children experience these same Christian values in their home.

A MINIMUM REQUIREMENT IS THAT THE CHILDREN, ALONG WITH THEIR PARENT(S), ATTEND MASS EACH SUNDAY.

Instructions: Religion competency tests, as mandated by the Diocese, are given in Grades 5, 8, and 12 and include both a section on Religious Knowledge and a section on Beliefs, Attitudes, and Practices.

At least four formal religion classes are conducted each week. In addition to the religion classes, students have the opportunity to assist at Mass weekly. Each class takes turns in planning and participating in special roles during the liturgies. Parents are encouraged to attend the children's liturgies whenever possible. It is important that the children know they have parent support and interest.

Sacraments: Reconciliation, First Communion, and Confirmation sacramental preparation is provided in cooperation with the parish's Religious Education department. Parents/guardians, teachers, and students work as a team to prepare for these foundational steps in our Catholic formation. Parents should be familiar with parish and diocesan policies, which are explained at parent sessions for each sacrament.

Announcements for parent meetings for each sacrament are sent home through the parish's Religious Education office, school newsletters, and the Sunday bulletin. Parents should attend sessions early enough to allow sufficient time for their preparation of the children at home.

Liturgies: Liturgy is our ritual celebration of God's love for us. Our goal is to educate our students on the purpose and privilege of attending Eucharistic celebrations in order to enhance their appreciation for, and participation in, weekly and Sunday liturgies.

In addition to weekly school Masses, students participate in other worship experiences appropriate to our liturgical seasons, such as May Crowning and Advent/Lent prayer services.

In the preparation and participation of school liturgies, we stress these goals:

The ultimate goal of liturgy is to praise and worship God, with the Eucharist being our primary prayer together as Catholic Christians. Our lives should be an on-going reflection of God's abiding love as it is expressed through the Eucharist.

Through liturgy we celebrate our togetherness as a community of faith-filled people.

By answering the call to prepare, serve, and participate in liturgy, we express the talents God has given us.

By our presence at liturgy, we represent Christ's own presence; therefore, we are called to give our best selves to God and to each other.

Parental Guidelines: As a parent, you are your child's primary teacher of faith. You model for your child the correct attitudes of reverence, respect, and responsibility that are crucial to good liturgy. Our weekly school liturgies are designed to flow from our parish liturgies on the weekends. **THEREFORE, IT IS IMPORTANT THAT YOU AND YOUR CHILD FAITHFULLY ATTEND MASS EVERY WEEKEND.** In this way, you lead your child along the path toward mature, adult participation in the life of Christ.

Teach your children that you, and they, have an important role in bringing Christ to each liturgy. We are meant to be excited, active participants in our liturgies, not passive observers. As a parent, you can model this excitement in your enthusiastic participation in both weekly and Sunday masses. Your children imitate you ... when you sing, they sing; when you respond, they respond; when you place importance in coming, they look forward to coming.

Teach your child that all aspects of liturgy are important, including the planning, preparation, participation, and prayer involved. There are many ways to use our gifts in service to God and our faith community. Some sing or play a musical instrument well, some are naturally friendly and hospitable, some are graceful, some are excellent readers, some are reverent prayers. In all of these ways, we both represent, and experience Christ as we celebrate Mass together.

Teach your children that we offer our gifts of time, talent, and treasure back to God at each liturgy. Help your children discover the good things they have done as they complete their time/talent/treasure slips to be used at Mass each week. Encourage them to be generous as they put a portion of their personal money into their offering envelope. In this way you teach your children to be active, responsible members of God's family at St. Michael Parish.

We ask that parents respect the prayerfulness of school liturgies. School liturgies are planned by specific grade classrooms or activity groups and are to be reverent worship experiences, not performances or productions.

Flash and video cameras are inappropriate in the worship environment because they distract students and adults from the purpose for which we are gathered ... to praise and worship God!

For special purposes such as the yearbook or family albums, teachers may grant permission for adults to take posed photographs of students AFTER Mass is concluded. We ask that you refrain from taking any pictures DURING our weekly school liturgies.

Safety

To build good safety habits, parent cooperation is needed and required. Students are directed to walk on sidewalks, to never run to a bus, to cross streets only at intersections, and to never go with strangers. Students are to obey school crossing guards and practice safe biking procedures at all times.

Furthermore, teachers have rules in place to fit their specific environment. These rules are established out of concern for the children versus simply creating more restrictions.

Running, pushing, shoving, and general "horseplay" will not be permitted while at school. Again, parent support is needed at all times.

Lock Down Policy and Procedure

BE AWARE, this plan does not purport to provide the proper procedures for any and all types of situations. It is up to teachers, administrators and staff to be alert to any situation that could develop into an emergency, and plan action(s) accordingly to safeguard both students and staff.

LOCKDOWN is announced over Intercom.

TEACHER will lock doors and check hallway for students. Students in halls should enter any convenient classroom immediately.

TEACHER will pull blinds, then, along with all others, get away from windows.

TEACHER will strive to maintain communication with the central office (by intercom, computer or telephone).

TEACHER will report the names of students taking sanctuary in their classroom to the office, which will, in turn, notify child's teacher of student's whereabouts.

Any teacher who finds it necessary to use an alternate shelter location should try to select one with a secondary method of egress (window?) and means of communication with the office.

School Activity Policies

Students must remain in designated areas (gym, cafeteria, activity center.)

Students may use the locker room only with adult permission.

At no time may a student leave the building until the dance or activity night is completely over and an adult has come to pick up the student.

There is to be no inappropriate affection on the dance floor or in any other areas.

Students may not congregate in the restrooms.

Refreshments must stay in the designated area.

Students must follow the directions and rules of the advisors and chaperones.

Students are to be courteous to all fellow classmates and adults.

If a discipline concern arises at a dance or activity night, the student's parents will immediately be notified and the student will be asked to leave the event.

Students ... have a good time!

School Dismissal

Parents are reminded that the after-school safety of their children, our students, is of primary importance. It is not safe for a child to be left to wander around the school, the playground, or the city without supervision. Parents are responsible for arranging appropriate supervision for their children after school. Please keep in mind St. Michael School's extended day program.

Our teachers are responsible for monitoring students only until the last bus leaves at approximately 2:50 p.m. We do not assign staff to provide after-school supervision after this time. **Therefore, unless the homeroom teacher is notified otherwise IN WRITING BY A PARENT, students will be expected to follow their routine schedule after school, whether that is to be picked up, to walk home, or to board their appointed bus. If an exception to the routine schedule is to be made, parents must make prior arrangements and notify the homeroom teacher in writing (see "After School Activities" below). No phone calls to the office, please!**

End of the day schedule:

2:25 KR and Kindergarten students are dismissed.

2:28 1 – 3 Pick up students are dismissed.

2:30 KR – 3 Load Findlay and County busses. Extended Day is dismissed.

2:35 Grades 4/5 Load Findlay and County busses.

2:37 Grades 6, 7 & 8 Load Findlay and County busses.

2:40 KR – 8 Walkers are dismissed. 4 – 8 pick ups are dismissed.

After-School Activities: Students may NOT be in the school building after school hours without direct adult supervision (i.e., by coach or parent).

Students staying for athletic practices/events, cheerleading, student organizational meetings, etc., that begin immediately after dismissal will remain in their homerooms with their teachers until the coach/adult in charge arrives and the students are called via the PA. If a child is to stay after school for an activity, a written parent note must be given to the homeroom teacher prior to the activity. Phone calls will be accepted for extreme circumstances. Also the homeroom teacher MUST be notified in writing if a student decides to drop out of an activity.

Students in any athletic programs and other school activities that do not begin immediately after dismissal MUST go home and not return for these activities until the proper time. Alternatively, parents may arrange with coaches/advisors to have PARENT supervision at school for those students who may just get home and need to immediately return to school for practice or games.

Parents MUST make arrangements for transportation immediately following the end of the activity. Teachers, coaches, advisors, secretaries, and administrators are not responsible for supervision after the conclusion of an after-school activity.

School Pictures

School pictures are taken early in the school year with students in uniform. A prepaid package may be purchased, but there is no obligation. Picture retakes will be made if parents are not satisfied.

Search and Seizure

For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects, if they have any reasonable suspicion to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy (e.g., lockers, desks, coats, books, and book bags). Anything brought onto the school premises by a student (in a book bag, on their person) is subject to search. Any search or seizure will be immediately reported to the building administration.

Specialists

Guidance Counselor: St. Michael School employs a full time Guidance Counselor.

Nurse: A registered nurse is on duty from 9:00 a.m. until 2:00 p.m.

Psychologist: All testing programs are coordinated by the school psychologist.

Speech: Speech and language services are provided.

Tutors: Provided throughout the school day.

Technology

Parents and students must sign a written contract stating they have read, understood, and are willing to abide by all of the rules for using the technology centers. This contract must be signed and returned before the student is permitted to participate in classes in the computer lab.

Technology rules are:

A teacher must be present BEFORE students may use a computer station.

Students must remain seated, and handle computer equipment carefully.

NO SOFTWARE IS TO BE BROUGHT INTO OR TO BE REMOVED FROM THE COMPUTER LAB.

Computers, programs, and files may not be tampered with in any way.

No food, drinks, or magnets are permitted in the lab or near classroom computers.

Students must keep their hands off the keyboard and mouse when the teacher is talking.

Students should read the screen for directions.

Students are to sign the computer log when using the computer lab outside of regularly assigned class time.

Consequences for a first violation: Student loses computer privileges for two class periods; a phone call is made to parents.

Consequences for a second violation: Student loses computer privileges for two weeks.

Consequences for a third violation: Student loses computer privileges for the quarter.

Telephone usage

Generally, parents/guardians and students should make arrangements concerning the day's activities BEFORE the child leaves home in the morning. Students may use the phone only in cases of emergency and these calls must be placed from the office. No classroom phones should be used. Emergencies do not include calls for papers, books, etc., that have been left at home. No students will be called from class to the phone except for an emergency.

Testing Programs

The Metropolitan Achievement Test is given in the spring as the students complete kindergarten.

During the months of September and April, the MAP test is administered to grades K through 7. During the same period, the ACRE Religion Test is administered to grades 5 and 8. Terra Nova and In-View are administered to grade 8.

Parents may see results from the above tests at any time. The scores are recorded on the child's permanent record folder, which is kept in the school office.

Textbooks

The school provides textbooks and workbooks. **Books must be covered at all times.** Books or workbooks that are lost or destroyed must be paid for. Fines are issued at the end of the school year for any student damage. Normal wear is expected.

Transfers

When a place of residence is changed, please send the new address and phone number to the teacher and the school secretary. The Parish Office should also be notified. When a student is transferring to another school, parents must complete a request form that allows scholastic and health records to be released from St. Michael School to the receiving school.

Transportation

Findlay City, Vanlue, North Baltimore, Van Buren, Liberty-Benton, Arcadia, Arlington, Cory Rawson, Riverdale and other school system buses transport St. Michael students. The bus coordinators for the school systems make the best possible arrangements that will benefit the greatest number of students. The schedule for Findlay City buses is published on the Findlay City Schools website before the beginning of each school year. www.findlaycityschools.org

Our utmost concern is for the safety of each child. Students must obey at all times the rules and regulations established by the school system and bus drivers. Failure to comply with rules and regulations will result in a written report submitted by the driver to a St. Michael School administrator. Parents will receive a copy of the report and will be advised of the corrective measure being taken. Three written reports will result in a suspension from riding the bus.

Tuition

St. Michael Parish is deeply committed to providing a quality Catholic school in Hancock County. In order to do this, the parish pays 44% of the direct educational costs of the school. The tuition paid by parents/guardians accounts for only about 43% of the school budget costs (teachers' salaries, textbooks, administration, office supplies, workbooks, etc.). Approximately 13% of school income comes from other sources such as our main fundraiser (Shopping for Dollars), State Mandated Funds and the St. Michael School Educational Foundation.

School registration for the following school year is held the second Sunday of March. At this time parents may enroll their children, set up payment plans, sign up for fundraisers, and complete tuition assistance forms. We encourage all school families to participate in Registration Sunday. If parents have any questions about school enrollment, tuition, tuition assistance, and other forms, please contact the principal at 419-423-2738.

Should a financial difficulty occur during the school year, parents are asked to notify the principal as soon as possible.

Volunteers

All volunteers serve with the approval of the pastor/principal and must sign the Expectation Paper provided by the Diocese of Toledo. Please call the school office for more information on this requirement.

Parents are always encouraged to volunteer whenever possible. For security purposes all volunteers are asked to sign in and out of the school as they give assistance in school activities.

Parent volunteers supervise the cafeteria and playground at lunch. Volunteers are also needed to assist with library, office jobs, school liturgies, hall monitors and copyroom jobs.

Volunteers are not permitted to work in the staff lounge during the school day. Volunteers may work in classrooms if initiated by the classroom teacher and approved by the principal.

Volunteers may not bring siblings along on field trips or in other situations when students are in a classroom instructional setting.

Weather And Closings

DO NOT CALL THE SCHOOL FOR INFORMATION ABOUT SCHOOL CLOSINGS OR DELAYS! If school must be closed because of inclement weather or other emergency situation, **the announcement will be made on local radio (WFIN-AM and WHMQ-FM) and a Honeywell Alert will be sent by the principal.** It is safe to assume that if Findlay City Schools are closed due to bad weather, then St. Michael School will also be closed since we use the same bus facilities.

If school is to be closed early because of weather conditions announcements will be made on the radio and a Honeywell Alert will be sent. It is generally advisable to allow the students to follow their usual procedure for going home from school. If parents/guardians are coming in to pick up their children, they must first report to the school office. The secretary will then call for the children.

The school's **Extended Day Program will be OPEN** for delays and cancellations unless there is a level 3 emergency declared.