



Dear Parents and Students,

Welcome to St. Michael The Archangel School. In choosing St. Michael The Archangel School you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Michael The Archangel School for the 2018-2019 school year. Please read this document carefully and sign the Parent-Student Handbook Verification. This agreement states that you intend to abide by the policies of St. Michael The Archangel School.

We want to point out some topics to particularly focus on since there are some notable changes:

Attendance: review policies about excessive absences and tardies

Discipline: review policies about rules for certain common areas and after school detentions

Lunch: review policies for bringing food to school and for parents in the cafeteria

Parents as Partners: review ideas for how you can help ensure success for our students

Testing Program: review information about testing at various grade levels

The faculty and staff of St. Michael The Archangel School look forward to working with you to promote **Academic excellence, Prayerful leaders, Personal responsibility, Life-long learning, Effective Christian witness, and Service to God and neighbor.**

Together we pray that God who has begun His good work in us may carry it through to completion.

Blessings,

Mrs. Amy Holzwart
Principal

Deacon Mike Eier
Assistant Principal

We, the people of St. Michael the Archangel Parish, are called to be a Spirit-filled pilgrim people who build and proclaim God's kingdom.

St. Michael The Archangel Parish Offices

750 Bright Road
Findlay, Ohio 45840
419-422-2646
419-422-2602 (fax)

St. Michael The Archangel School/Formation Center

723 Sutton Place
Findlay, Ohio 45840
419-423-2738
419-423-2720 (fax)

Parish Web Site: www.findlaystmichael.org
www.findlaystmichaelschool.org



School Web Site:

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subjects. The entire curriculum for the Diocese of Toledo is posted on the website toledodiocese.org.

Religion

Our Catholic Faith is infused throughout our school. Students receive instruction in Catholic doctrine and tradition, Bible study, Catholic Social Teaching, and Sacramental preparation.

Students attend Mass each week and participate in other liturgical services throughout the year.

Students in Grade 5 and 8 take the Assessment of Catechesis of Religious Education (ACRE) Test.

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 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.

Kindergarten Readiness: The Kindergarten Readiness program serves students who are 4- 5 years old. This is an all-day program designed with a focus in the morning on academics to prepare them for kindergarten, and allowing students to stay all day with lunch, recess, snack time, and enrichment activities provided in the afternoon.

Academy of Angels Pre-School: Our Pre-School Program serves students who are 3, 4, and 5 years old. Classes meet two, three, or five days per week from 8:30-11:00 am. Along with learning, the pre-school classes help to provide students with socialization and play time in order to prepare them for kindergarten.

Grades K-7: Parents of students presently enrolled (Grades KR-7) have the first opportunity to register students for the coming year in March. After this registration period, 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.

Arrival/Dismissal

Arrival: Our school day begins at 8:00 am. 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 7:30 a.m. and locked at 8:00 a.m. Tardy students are to come in the Main entrance and check into the office. A tardy slip will be issued if applicable.

Dismissal:

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.

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, have their colored "FAMILY NAME" placard displayed clearly on their visor, and take their place in the pick-up line.

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. Parents are not permitted to go to classrooms or wait in the hall by classroom doors. Students will be called to meet parents in the office.

If special transportation arrangements need to be made for a student, these arrangements must be given in writing to the student's homeroom teacher in the morning. To avoid confusion please do not make phone call arrangements with the secretaries.

Attendance

Students have both the right and the responsibility to attend school. It is the parents' responsibility to make sure students are at school on time each day.

Absences: If a student is absent a parent or guardian must call the **school before 8:00 a.m.** (please advise school of symptoms and expected length of absence). If you do not call us, we are required by law to contact you and notify you of your child's absence.

The student must be **symptom-free for 24 hours** before returning to school. 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

Tardiness: Prompt arrival at school is necessary so that class instruction can begin with minimal disruptions. 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 excused. Tardy students are to report to the office for class admission. A student must be present for more than two periods to be credited with 1/2 day of attendance

Excused Absences/Tardies include:

- Personal illness and/or medical appointments
- Illness in the immediate family
- Death in the family
- Religious observances
- Quarantine of the home
- Pre-approved family trips
- Other reasons approved by the principal

Unexcused Absences/ Tardies include:

- Oversleeping
- Car trouble
- Missing the bus
- Shopping
- Haircuts/beauty shop appointments
- Truancy
- Family errands
- Hunting or fishing
- Other reasons not considered excused

Excessive Absences/Tardiness

Parents will be notified when absences/ tardies reach 6 in a quarter, 12 in a semester, or 18 in a school year. A doctor's excuse may be requested for additional absences to be considered excused.

Six (6) unexcused tardies will be counted as a 1/2 day of unexcused absence.

When a student has 2 unexcused absences, or accumulates 24 tardies (2 days of unexcused absences), a Pre-Court Truancy conference will be scheduled through Juvenile Court of Hancock County.

Any student having more than 20 days of absences for a school year may automatically be retained, unless determined otherwise through the administrative review process. An administrator will notify parents when absences/tardiness reaches the level whereby the student may be retained. Such notification will include an invitation to the parent to apply for an administrative review. The process of administrative review is that the parent/guardian contacts the principal for a conference regarding the loss of credit or promotion. Such a 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. Parents or students

wishing an administrative review due to excessive absences must make an appointment within two weeks of the notification.

Appointments: 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 to sign their children out. A student who is absent for two or more class periods will be counted as 1/2 day absent. Doctor appointments should be reflected with a Doctor's excuse. Parents must sign in a student in the office upon return from an appointment.

Leaving School:

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. No child will be released without proper approval. School officials may ask for identification for "proper approval."

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, 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. Teachers will not give work in advance for vacations. Teachers will issue a record of assignments missed upon return from vacation. Students will have as many days as they were absent to turn in work unless other arrangements are made with the teacher.

Bicycles

Students who ride bicycles to school are to park them in the racks provided by the south entrance of the Activity Center 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. Students must walk their bicycles when on school property.

Birthdays and Parties

Teachers may have parties for their classes on special occasions, such as Halloween, Christmas, Valentine's Day, etc. Teachers may ask parents to assist in planning and coordinating the parties. Parents are encouraged to provide nutritious treats. Class parties are for all students and they should be treated equally. 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. There will be no small group pizza or similar parties during lunch. 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.

Buckley Amendment

St. Michael The Archangel School recognizes to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Calendar

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

Cell Phones, Electronic Games and Devices

St. Michael School is not responsible for any devices in the building and we advise against bringing them.

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

- It must be turned off and kept in a book bag or locker during regular school hours.
- It may not be used without permission from a staff member at any time during the school day, including dismissal times.

First violation: The device will be placed in office and sent home with student at end of day. Parents will be notified.

Second violation: The device will be placed in office. Parents will be notified and required to pick up.

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 members 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

Cheating is not tolerated on homework, projects, tests, or other graded work. If there is evidence of cheating, parents will be contacted and the student may receive a 0 (zero), at the discretion of the teacher.

Child Abuse Laws

St. Michael The Archangel School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Class Size

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. Please call or email in advance so conferences can be scheduled. 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 or 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.

Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

Discipline and Student Code of Conduct

All staff members will work together to ensure that St. Michael The Archangel School is a safe and positive place where Catholic Virtues are taught, modeled, and expected of all persons. All staff members have the right and responsibility to take action when the conduct of any person in the school is not appropriate.

Staff members will establish expectations for their classrooms and areas and share those expectations with students and parents.

School wide expectations include the following:

Students must refrain from the following:

- Assault
- Bullying
- Fighting
- Gang membership
- Immoral behavior
- Insubordination
- Inducing Panic
- Possession, use of, or being under the influence of drugs, alcohol, or tobacco products
- Possession of lighters, matches, explosives, firearms, or any other dangerous weapons or products
- Stealing
- Vandalism of any property (i.e., graffiti, carving on furniture, etc.).

HALLWAY

- 1) Use 0-1 voices
- 2) Walk on the right
- 3) Keep hands, feet, and objects to yourself
- 4) Follow adult directions

CAFETERIA

- 1) Use 0-2 voices
- 2) Stay in your seat until dismissed
- 3) Clean up the table and floor
- 4) Stand reverently for prayer
- 5) Follow adult directions

RECESS

- 1) Use 0-4 voices
- 2) Share and play fair
- 3) Put equipment away
- 4) Line up quickly at signal
- 5) Follow adult directions

RESTROOM

- 1) Use 0-1 voices
- 2) Use and return quickly to class
- 3) Flush when finished
- 4) Wash your hands with soap
- 5) Keep floor clean
- 6) Throw towels in trash

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.

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.

Faculty and Staff 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.
- To assign consequences such as time-outs, demerits, and detentions for violations of class or school rules.

Detentions: A detention will be served after school from 2:45 – 3:15 pm. Detentions will be supervised by a teacher or administrator. Students in detention will be permitted to do school work, but must maintain silence throughout the detention period. Parents must make arrangements for students serving after school detentions to be picked up at 3:15.

Emergency Removal:

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.

Suspension:

Suspension must be used only in extreme cases and only after consultation with the principal, parents/guardians, teacher, and counselor when deemed necessary. For an in-school suspension a student will be supervised by their parent or their parent will pay the cost of a substitute teacher to supervise the student. For an out of school suspension the student will not be permitted on the school property before, during, or after school. All work missed during a suspension must be turned on the day the student returns to school or no credit will be given. A record of the suspension and the solution of the problem will be filed in the pupil's cumulative folder. Administrators and Parents will meet before the student is permitted to return to school.

Expulsion:

The expulsion of a child from a Catholic school should be invoked only as a last resort. A pupil will 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 Administration and Pastor. A precise written statement of the case is to be immediately submitted to the Catholic School Services Office and to the pastor of the school.

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. 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, the School Counselor or Administrator will conduct an initial interview. The student being bullied will be interviewed to talk about what happened. The School Counselor or Administrator then speaks with the child accused of being the bully. Parents of both students will be contacted.

First Offense –Discipline assigned by School Counselor or Administrator.

Second Offense- Parents of the accused will be called in for a conference with the administrative team.

Third Offense- Class removal and/ or suspension from school

Sexual Harassment: There is no place in school where sexual harassment is accepted or tolerated. If a student is involved verbally, physically, or electronically in sexual harassment, that student will be dealt with immediately by the Administration and School Counselor. Incidents will result in the appropriate disciplinary actions, which could include class removal and suspension from school.

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.

Students may not be permitted to attend field trips if they have unpaid field trip fees, behavior issues that detract from the education experience of others, or lack parental consent.

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. 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."

Interim Reports: Grades for all students in grades 1 - 8 can be accessed online. 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. The screening programs scheduled by the school nurse are: vision, hearing and scoliosis. The school nurse can be contacted at 419-423-2738 EXT. 299.

Allergies: St. Michael The Archangel School recognizes that allergy conditions affect many students. Staff members are provided with information about student allergies and given periodic training on first aid procedures.

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. The student must be symptom-free for 24 hours before returning to school.

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/or emergency medical services to ensure the proper course of treatment is followed.

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.

Immunizations (Refer to list in admissions section): 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, Meningococcal, and Hepatitis. 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.

If the student has a medical problem prohibiting vaccination, 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.

Epinephrine pens and Inhalers Protocol: These medications are for life threatening events and in order for the nurse to dispense the medication, an updated order must be on file in the clinic to administer. Epinephrine pens and inhalers must be replaced when expired. If on day 15 of school an updated form is not in the clinic, the student(s) will not be permitted at school.

Students who have medical clearance to carry an inhaler are permitted only ONE inhaler while on school grounds. Inhalers contain medication that can result in a deadly consequence if not administered correctly.

Homework/Absent Work

Homework: 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.

Absent Work: When students leave school before the end of the day, assignments for classes missed will be given upon each student's return to school. When a student is absent due to illness for one day, absent 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 absent 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 were absent to turn in absent work unless other arrangements are made with the teacher. Long-term assignments which already have designated due dates are exempt from this rule.

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 library houses a wide selection of books that are available for student use. Parents and students are responsible to return books on time. If a library book is lost, damaged or stolen, the replacement cost fine will be assigned to the student responsible.

Lockers / Cubbies

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class students are only allowed to go to their lockers or cubbies at times specified by the teacher. The school reserves the right to inspect and search all lockers and cubbies.

Lost and Found

Any items left in the school building or on the school grounds should be taken to the school office for placement on the lost and found table. Items not claimed by the end of the school year will be donated or discarded.

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 any time 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.

Occasionally parents may wish to drop lunches off at the Main Office for their students. The students will receive their lunches and then eat at their regular assigned tables.

Parents are allowed in the lunch room ONLY if they are volunteering as a lunch room aide or playground monitor. In compliance with Diocesan regulations all such volunteers must complete the on-line VIRTUS training and background check.

Music and Drama

St. Michael The Archangel School offers a variety of opportunities in music. These include optional instrumental lesson for 5th graders, band for grades 5-8, chorus for grades 4-8, pep band for grades 6-8, and bell choir for grades 7-8. Several musical performances at school, church, in the community, and at special events are scheduled each year.

Drama Club is offered to students in grades 2-8. Typically students in grades 6-8 have a Fall Production and students in grades 2-5 have a Spring Production.

Organizations

School Advisory Council (SAC): The St. Michael School Advisory Council serves as an advisory body to the pastor and the principal in matters of policy, procedures, and programs. 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 from August through May. The date/time for each meeting are published on the school website calendar. 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 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 plans and organizes various school community events throughout the year including hayrides, movie nights, skating parties, and moms and dads breakfasts to name a few. These events rely on many volunteers to help out. PTC normally meets on the second Monday of September, October and April. All parents are invited and encouraged to attend. A teacher representative from each grade level attends the monthly meetings.

Athletic Boosters: 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. Meetings of the Athletic Booster Club are scheduled throughout the year and are open to any interested persons.

Parents as Partners

At St. Michael The Archangel School we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Michael The Archangel School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. As partners in the educational process we ask parents and students to meet these expectations:

- *Arrive at school on time each day and be picked up on time at the end of the day
- *Be dressed in accordance with the school dress code
- *Have all books, supplies, and completed assignments each day
- *Actively participate in school activities such as Parent-Teacher Conferences
- *Meet all financial obligations to the school
- *Inform the school and any special situation regarding the student's well-being, safety, and health
- *Read school newsletters, notes, and emails to stay informed
- *Support the religious and educational goals of the school
- *Attend Mass each Sunday and teach the Catholic faith by word and example
- *Support and cooperate with the discipline policy of the school
- *Treat school staff members and volunteers with respect and courtesy in discussing student problems
- *Refrain from posting negative comments about students, teachers, or administrators on social media

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 or SMS shirts, and school-approved 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

At the end of the school year the teacher, in consultation with the principal and school counselor recommends promotion, retention, or placement for each student.

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 nine 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.

School Safety and Emergency Plans

St. Michael The Archangel School considers the safety of all of our students, staff, parents, and visitors to be a top priority. We have a comprehensive School Emergency Operations Plan that is approved by the State of Ohio and local emergency management agencies. We conduct regular practice drills throughout the year to prepare for school intruders, fires and evacuations, and severe weather. Staff members receive annual training and updates on safety issues.

Our school building uses one monitored entrance to the building during the school day. We have limited access key-card readers on our entrance doors, and several security cameras throughout the building and playgrounds.

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 display of inappropriate affections.
- 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.

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 Office Hours

The school office is open on all regular school days from 7:30 AM – 3:30 PM. Students and Parents are only allowed in the building after that time if they are accompanied by a staff member.

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.

School Reputation

At St. Michael The Archangel School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

Search and Seizure

For the safety and protection of all persons in our building, the school reserves the right to search personal property brought on the school grounds or to school functions. This includes cell phones and other electronic devices. Any items considered dangerous or inappropriate will be turned over to school administrators or local authorities.

Social Media

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or other parents, or the parish. No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. Michael The Archangel Facebook® page is the one created and monitored by the St. Michael The Archangel Media Personnel. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her students to separation from the school.

Sports

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. All students participating in the CYO program must abide by the School Code of Conduct. 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. The following sports programs are offered: volleyball for girls (Grades 4 through 8); basketball for boys and girls (Grades 4 through 8); track for boys and girls (Grades 4 through 8); cross country for boys and girls (Grades K through 8); cheerleading for students (Grades 4-8). 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). 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.

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/administrators will notify students, parents, and coaches when a student/athlete has become ineligible. Any student suspended from St. Michael School will also be suspended from the athletic program.

Teacher Request

It is preferred that parents do not request specific teachers for their students. This allows the administration and faculty to make the best placements for students using their professional knowledge of academic, behavior, and social needs of each student. If you have a specific concern for your child's placement, these must be addressed in writing to the school administrators by the end of the school year.

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 labs and equipment. This contract must be signed and returned before the student is permitted to participate in classes in the computer lab or use electronic devices such as tablets or laptops in classrooms.

Consequences:

First violation: Student will meet with Technology Coordinator. Parents will be notified.

Second violation: Parents and students are called in for a meeting before technology privileges are reinstated.

Third violation: Students will be issued a detention and possibly lose technology privileges. Parents are notified of infraction.

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 not receive or place text or calls using electronic devices such as tablets, phones, or watches during normal school hours. Students may use the school phone only in cases of emergency. 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

During the fall, winter, and spring, the MAP test is administered to grades K through 8. The ACRE Religion Test is administered to grades 5 and 8. The Cog AT Test and Iowa Test are administered to students in grades 5,7 and 8. Students who receive State of Ohio Scholarships are required to complete State of Ohio tests for their grade level. Test scores are shared with parents throughout the year. Results are placed in student's permanent record folder.

Textbooks

The school provides textbooks and workbooks. 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.

Transfers

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 Schools, Hancock County, and Area Schools transport St. Michael students. The bus coordinators for the school systems make the best possible arrangements that will benefit the greatest number of students. All Findlay City School residents requesting bus transportation must fill out a request form prior to the start of the year. The schedule for Findlay City buses is published on the Findlay City Schools website before the beginning of each school year at 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/Registration

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. Parents are asked to notify the principal as soon as possible should a financial difficulty occur during the school year.

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.

Volunteers

All volunteers serve with the approval of the pastor/principal and must complete the on-line VIRTUS Training provided by the Diocese. 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 copy room jobs. 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

If school must be closed because of inclement weather or other emergency situations, the announcement will be made on local radio (WFIN-AM and WKXA-FM). 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. Do not call the school or parish for information about school closing or delays!

If school is to be closed early because of weather conditions, announcements will be made on the radio and an 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.

If school is closed for inclement weather or other emergencies all after school activities will be cancelled that day.

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