

St. Michael Catholic School
Handbook
2019-2020



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Administrative Staff:

Pastor:	Fr. John Korcsmar, C.S.C.
Asst. Pastor	Fr. Craig Borchard
Principal:	Mrs. Amy Weidner
Asst. Principal:	Mrs. Mary Spoor

Faculty:

Kindergarten:	Mrs. Laura Popielski
1 st Grade:	Mrs. Mary Spoor
2 nd Grade:	Miss Marti Merrick
3 rd Grade, Library:	Mrs. Barbara Blad
4 th Grade:	Mrs. Marlene Dolan
5 th Grade:	Mrs. Mary Beth Kolter
6 th Grade HR, Middle School Math:	Mrs. Jennifer Grindle
7 th Grade HR, Middle School LA	Mrs. Karmen Chaney
8 th Grade Middle School Social Studies,	
K-8 PE, Tech. Coordinator:	Mr. Bailey Combs
8 th Grade HR, Middle School Science,	
Gr. 6 & 8 Religion, Spanish:	Mrs. Lily Pimentel
Music/Band/Choir/Art:	Mrs. Kirsten Miller
ENL, Intervention Specialist, Comp.	Mrs. Heather Newcomb

Staff:

PCSC Special Education/Title I:	Mrs. Angie Bisnauth
Speech Pathologist:	Miss Molly Henderson
School Secretary	Mrs. Molly Kuykendall
Teacher Assistant	Mrs. Orlanda Garza
Teacher Assistant	Mrs. Marcela Mendez
Diocesan Nurse:	Mrs. Beth Clemans
Cook:	Mrs. Lisa Bernero
Cook:	Mrs. Mindy Daugherty
Cook:	Mrs. Chris Chamberlin Biggs
Custodian:	Mrs. Julia Morales

DARE Officer & Plymouth Police Dept. Main Contact: Asst. Police Chief Mark Owen
Indiana State Police Main Contact: Detective Jason Faulstich, Trooper Andrew Barker



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Introduction:

Welcome to St. Michael Catholic School!

The Student Handbook serves to inform students and parents of the procedures and policies developed for St. Michael Catholic School. The intent is to provide information that will help establish a working relationship between school and home: the school's Catholic traditions, academic requirements, and the rules and regulations, which govern its operation. It is a concerted effort of school board members, administration, teachers and staff.

We believe that by providing you with the following information, you become an integral part of the dedicated effort to make St. Michael's an exemplary Catholic school.

Mission Statement:

St. Michael Catholic School extends the knowledge and practice of the Catholic Faith, promotes academic success, and nurtures lifelong learning and productive citizens.

Vision Statement:

“Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.” *Author Unknown*

Saint Michael Catholic School is dedicated to providing a vibrant Catholic Faith community where the beliefs and truths of the Catholic faith permeate the school with the ultimate goal to live Catholic lives and be in heaven with our Lord, Jesus Christ.

Saint Michael Catholic School is dedicated to providing the highest quality educational standards with Christ-centered beliefs as the cornerstone of valued learning where all students are challenged to achieve their full potential. We are a caring, social community where children's gifts are valued and interactions are positive, respectful, and Christ-like to one another so they may become responsible and productive members of society.

Belief Statement:

At Saint Michael Catholic Elementary School, we believe that:

1. Christ-centered values inform and permeate every action and decision;
2. Parents are the first and primary teacher of their children;
3. Every student has personal worth and value;
4. High standards and expectations are essential for all members of the school community;
5. Adults in the school community serve as important, positive, role models for faith-infused values.

Philosophy of Education:

The primary obligation for a child's education rests with the family. Church, state and school also possess rights, each in its proper sphere, to aid the family in the discharge of this obligation. Recognizing the uniqueness, dignity and worth of each student as a child of God, St. Michael Catholic School is dedicated to providing an education which promotes the spiritual, intellectual, moral, physical and social development of all students.

As a Catholic school, St. Michael's teaches the message revealed by God, promotes the development of community through participation in liturgical, sacramental and other religious experiences and offers opportunities for students to realize the inner joy that comes from giving service to God and others. It is the integration of religious truth and values with life, which distinguishes the Catholic school from other schools.

Grievance Procedure:

According to Diocesan Guidelines, there is a Grievance procedure to follow when parents have concerns about their child/children.

1. Talk with the child's teacher
2. Talk with the principal
3. Talk with the Pastor

The parents should treat the faculty and staff with the same respect which the faculty and staff treat the students. The school is a partnership with the administrators, faculty, staff, and parents all working together to make the Catholic learning experience for students the best it can be. **When and if this partnership breaks down, and issues cannot be resolved through the above process because of student discipline issues, communication problems, or parental harassment, as a last resort, students and/or parents may be asked to withdraw from the school.**

Educational Responsibilities:

In order for the school to create an environment conducive to learning and to help ensure a quality education for each student, it is important that all concerned accept and meet their responsibilities.

Parental Responsibilities:

Parents will...

- Establish and maintain a positive attitude toward education, the school, the teachers and the administration;
- Show an interest in their child's work and progress through regular contact and communication with the school, and monitoring Power School for grades & missing assignments.
- Monitor their child's homework to assure its completion;
- Contact their child's teachers if they have any questions regarding class related issues; **(it is important that parents follow the procedure of first contacting and**

working with teachers and then, if not satisfied, contacting and working with the principal);

- **Attend the Parent/Teacher Conference; and participate in the following major Fundraisers and all other fundraisers throughout the year.**

HASA dues: \$25.00 (included in tuition)

Race for Education: Provide names for mailers

Burger King Coupon Books: Sell all ten or pay the value of the books

- Insure their child's daily attendance;
- Notify the school office when child is absent or tardy;
- Keep their child home when ill;
- Inform the school of physical, psychological or any circumstances, which may affect their child's ability to learn, attend school regularly, or to participate in school activities;
- Assist their child in adhering to the school uniform guidelines & following the proper dress code on dress down days;
- Pay all fees as they come due.

Teachers Responsibilities:

Teachers will...

- Serve as Christian role models;
- Keep abreast of current educational methods and teachings of the Church;
- Provide a well-rounded education to prepare students for the future;
- Prepare lesson plans that meet the needs of students;
- Maintain orderly classrooms and create classroom conditions conducive to learning;
- Maintain adequate supervision at all times;
- Resolve discipline problems with the student involved, primarily through discussion, sanctions, and/or parent contact;
- Refer severe or continuous misbehaviors to the principal;
- Help students become self-disciplined and responsible individuals;
- Help students develop a positive self-image;
- Maintain needed contact with parents to keep them apprised of their children's progress.

Student Responsibilities:

Students will...

- Obey the rules of the classroom and school at all times;
- Show respect for all individuals, including both peers and adults;
- Be thoughtful and kind in actions and words;
- Be reverent in prayer, and participate at Mass and devotions;
- Be on time for school and classes;
- Come to school prepared with proper assignments, books and supplies;
- Work to the best of their ability;
- Communicate with teachers any difficulty with class work;
- Dress in a manner consistent with the school uniform policy; Keep desks, lockers and all school property in good condition;

School Goals:

1. To develop a caring, Christian community, where each child's teacher, staff, and principal's interactions are positive, respectful, and Christ-like to each other.
2. All students will demonstrate improved skills in writing communications across the curriculum.
3. All students will demonstrate an improved application of problem solving skills across the curriculum.

St. Michael Catholic School...

Catholic Schools:

Learn. Serve. Lead. Succeed.



Academics

Accreditation:

St. Michael Catholic School is accredited by the North Central Association Commission on Accreditation and School Improvement a division of AdvanceED. The administrator and teachers are licensed by the state of Indiana.

Curriculum:

St. Michael Catholic School provides for a well-rounded curriculum in accordance with the guideline set forth by the State of Indiana and the Diocese of Fort Wayne-South Bend. The following subjects are required of all students attending St. Michael School:

Religion	Language Arts	Mathematics
Music/Band/Choir	Social Studies	Science/Health
Art	Physical Education	Computer

Homework:

Homework is a necessary part of the curriculum. With the vast amount of material students are expected to master, homework is an integral part of the learning process. It is meant to augment classroom instruction. Assignment notebooks are required for students in grades three through eight. Parents can assist their children in learning good study habits by checking the assignment notebook, looking over completed work, supervising study at home, and providing a study area conducive to learning. Parents can check on student's homework by going to the teacher's page on the web-site. **Students are expected to turn in homework on the assigned date. If a student is absent, homework will be sent home with a brother or sister, or may be picked up in the secretary's office no earlier than 3:00 P.M.**

Following are the average guidelines for the amount of time students may be expected to do homework per evening:

Grades 1-2	15 - 20 minutes
Grades 3-4	30 - 45 minutes
Grade 5	45 - 60 minutes
Grade 6	60 - 75 minutes
Grade 7	75 - 90 minutes
Grade 8	90 - 105 minutes

Religious Functions:

Students in grades one through eight attend the 8:30 A.M. Mass with their class: Tuesday, grades 1-3; Wednesday, grades 4-5; Thursday, grades 6-8; and Friday, grades 1-8. Kindergarten joins the all school Mass on Fridays beginning second semester. Students in kindergarten through eight attend Mass on all Holydays. When special seasonal devotions are celebrated, all students in grades one through eight attend.

Students in the second grade receive the Sacrament of First Holy Communion in April or May. The First Communicants receive the Sacrament of Reconciliation prior to this date. Students in the eighth grade receive the Sacrament of Confirmation on a date designated by the diocese. Non-Catholic students are required to attend all religious services and functions.

Special Services:

St. Michael Catholic School in cooperation with the Diocese of Fort Wayne-South Bend and the Plymouth Community School Corporation provides testing for learning disabilities, speech/language issues, and psychological concerns. Working together with the Plymouth Community School Corporation, special accommodations and/or help may be provided for those students requiring these services.

Library:

The library is an integral part of the school curriculum. It provides an environment where students can pursue independently, individually prescribed learning activities. Library time is provided for grades 1-6 once a week. The older students are encouraged to visit the library throughout the school day when additional information is needed to complete assignments and projects.

Computer Lab:

The computer lab is available to all students in kindergarten through grade eight. The students in grades K-8 attend computer class once a week. **The parent/guardian and student, for the student to access the Internet, must sign an Internet policy and Internet users' agreement.** The Internet agreement will be kept in the student's file. The students in grades 4-8 can use the computer lab during the day to complete assignments and projects.

Field Trips:

Field trips, which coincide with the curriculum being taught, play a valuable role in enriching the curriculum and reinforcing educational goals. Field trips are a privilege not a right. All classes do not have to have the same amount of field trips. Students who are behind on their school work, or have discipline problems, may not be allowed to go on field trips. **Cell phones, I-pods or other electronic devices are not permitted.** If a parent refuses to send their child on a field trip, the child is the parent's responsibility. Your child's teacher will inform students/parents of attire for field trips.

Parents will be notified in writing of all scheduled trips and will be required to give written consent. Field trips during the school day are part of the school curriculum and students are expected to attend with their class. **The official permission forms must be signed by parents or guardians and returned to school prior to the trip, or the student will not be able to participate. A fax of the official permission form will be accepted. A written note, e-mail or telephone call will not be accepted.**

Transportation is provided by the Plymouth School Corporation however, there will be times when private transportation will be necessary. If this is necessary, parents will be notified ahead of time and students will be required to wear seat belts in the vehicle. **A non-refundable field trip fee may be collected.**

All volunteers including parents, who chaperone a field trip, must have a criminal background screening. As a chaperone the parent or volunteer is responsible for the safety of the children entrusted to them, therefore, **SIBLINGS ARE NOT PERMITTED TO PARTICIPATE.**

Student Assessment

Grading Scale: Primary Grades 1-2

O = 95 – 100% **S-** = 70-79%
S+ = 87 – 94% **N** = 60-69%
S = 80 – 86% **U** = 59%-Below

Grading Scale: Grades 3-8

A+ = 97-100% **B+** = 87-89% **C+** = 77-79% **D+** = 67-69%
A = 93-96% **B** = 83-86% **C** = 73-76% **D** = 63-66% **F** = 59%-Below
A- = 90-92% **B-** = 80-82% **C-** = 70-72% **D-** = 60-62%

Students earn grades teachers do not give grades. Whenever you have questions regarding your child’s progress, you are encouraged to make an appointment with your child’s teacher.

Honor Roll:

High Honor Roll consists of students who have straight A’s. Honor Roll consists of students who have A’s and B’s. Students in grades 5-8 are eligible to be on the Honor Roll.

Progress Reports:

Parent-teacher communication is essential in order for children to do well in school. Parents are encouraged to meet with teachers and discuss their children’s progress. It is important that parents contact the teacher and schedule an appointment to meet after school so that the teachers can be adequately prepared for the conference.

Daily work assignments and tests for grades one through three will be sent home in folders each week. Folders must be returned with the parent’s signature the very next school day.

The teachers will communicate the student’s progress, in the fourth through eighth grade, in a timely manner, appropriate to the age and needs of the students. All students’ progress can be viewed by parent or guardian through Power School.

Report Cards:

Report Cards are issued four times a year for all students in kindergarten through eighth grade. An explanation, of the marking system is found on the report card. Parents should be mindful that an equally important portion of the report card is the section indicating the student's work habits and school behavior. Parents are welcome to log in to Power School (ps1.fwsbpowerschool.org/public) to monitor their child(ren) progress. Parent codes will be sent home the first few weeks of the school year.

If parents have any questions regarding their children's report cards, they should schedule a conference with the teacher within two weeks of the issuance of the card.

Promotion and Retention:

A child is promoted to the next grade when the work of the present grade has been successfully completed. Parents are made aware of a student's progress through parent/teacher communication, daily work assignments, progress reports and report cards.

Whenever a child is having difficulty, every effort will be made to determine the causes affecting the child's learning. Adjustments will be made to help the child achieve success. **If a child is not progressing satisfactorily and retention is apparent, parents will be notified.**

Standardized Testing:

The **ILEARN** testing is administered to students in third through eighth grade **April 20 – May 15, 2020** as mandated by the State of Indiana. Students in grade three will take the **IREAD-3 Test March 16 – April 3, 2020**. **The Kindergarten School Readiness Test** is given to all Kindergarten students following the Labor Day Holiday. **The Star Reading Test** is given to all students in grades one through eight to determine grade reading equivalent and instructional reading level. These tests are also given to all incoming students for grade placement. NWEA (Northwest Evaluation Association) Testing will take place in August, December, and May for students in grades Kindergarten thru 8. This assessment is designed to measure each student's academic growth throughout the school year in reading, language arts, and math. The student data from the NWEA assessments supplies teachers with the reliable information they need to make a positive difference in every student's learning and growth.

Parent/Teacher Conferences:

Parent/Teacher conferences are scheduled throughout the year. Parents will be notified by the teacher of the date and time of the conference. If parents, at any time, wish to meet or speak with a teacher regarding a school issue concerning their child, please call the teacher/school office for an appointment. **A SCHEDULED CONFERENCE PROVIDES THE TEACHER TIME TO ORGANIZE GRADES AND MATERIALS TO INSURE A SUCCESSFUL CONFERENCE.**

Parental Access Rights to Student's Records:

In accordance with the Family Educational Rights and Privacy Act of 1975, parents/guardians have the right of access to official student records. Requests for access must be made in writing through the principal's office and files must remain within the school offices. St. Michael Catholic School will follow the diocesan procedures as itemized in Policy 4170 in regard to access to student files.

School Partnership:

Enrollment in St. Michael School is subject to the approval of the Diocese and the St. Michael School administration. In order to foster an environment, which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules, which are established, by the Diocese or School. **The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.**

Admissions

Non-discrimination Policy:

The Diocese of Fort Wayne-South Bend admits to the schools over which it retains supervisory authority; students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the schools.

The Diocese and St. Michael Catholic School do not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship and student aid programs, and athletic and other school-administered programs.

Admissions Policy:

St. Michael Catholic School accepts students for admission in the following order:

1. Admission is given to St. Michael School children who are currently enrolled and their brothers and sisters.
2. Admission is given to St. Michael/St. Mary Parish children.
3. Admission is given to the greater community population.

Registration Information:

Registration: Registration begins in February (subject to change). At this time parents are asked to fill out a return registration form. The \$40.00 Registration Fee per child will be applied to the first month tuition statement in August. This secures classroom space for the following school year and gives us a count of the number of students enrolled for the next school year which allows us to begin accepting new students, preparing classroom space, placing book orders and ordering supplies.

Kindergarten Students: A child who is five years old on or before August 1 may be enrolled in kindergarten. Birth and baptismal certificates are required when registering a kindergarten student. **All incoming kindergartners must have a physical and be current on their immunizations by the first day of school.**

Diocese of Fort Wayne-South Bend Policy 4010

Students

Enrollment

I. School Admissions Policy.

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student birth's certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

IV. Kindergarten Age Requirement

Schools shall follow state law in enrolling Kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs could be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special need of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination the review team, will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgements given the state of medical knowledge about:

- A. The nature of the risk – how the disease is transmitted;
- B. The duration of the risk – how long the carrier is infectious;
- C. The severity of the risk – the potential harm to third parties;
- D. The probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. Whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Recommended: February 19, 2003
Ratified: June 10, 2003

Diocesan School Board
Diocesan Bishop

Tuition Information:

All tuition arrangements are made with Fr. John Korcsmar and handled directly through the rectory. It is important that parents contact the rectory regarding payment and/or financial assistance. Tuition payments are due the first of the month. The cost of educating each student, based on the 2017-2018 Budget, is \$7,000. Additional discounts may be applied to families who are registered active, supporting members of a Fort Wayne South Bend Diocesan Church.

Tuition Fees for the 2019-2020 School Year are as follows:

Active Catholic:

Kindergarten	\$5,600 (all day)
Grades 1-8:	
1 child	\$5,600
2 children	\$10,304
3 children	\$14,112
4 children	\$17,696

Non-Active Catholic or Non-Catholic:

Per Child	\$5,600
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Payment Options:

Payments may be made over ten months, August-May. For your convenience we offer electronic transfer at no additional cost. Please contact Mrs. Katie Baca at the parish office for a form. Payments may be mailed in, sent to the school, or put in the collection basket at Mass. We do not accept credit card payments. **Book fees, HASA dues, technology fees and gym uniform (grades 5 and new students) are included in the tuition.** Registration Fee of \$40.00 per student will be added to the August tuition statement.

Indiana Choice Scholarship: Families who would like to apply for a Choice Scholarship/Tuition voucher from the Indiana Department of Education will need to provide copies of their 2018 tax return to the school. Office personnel will complete the online application and notify you of your scholarship amount. Deadline for the Choice Scholarship/Tuition voucher application is early September 2019. Please contact the principal, Mrs. Amy Weidner, 574-936-4329. **The balance of the tuition after the Choice Scholarship has been applied, is the responsibility of the Parent/Guardian.**

Active Catholic and Non-Parishioner Tuition Discount: The cost of education is \$7000 per year per student. A discount of \$1,400 is given to every student of active Catholic and Non-Parishioners.

Financial Assistance: An online application must be completed for tuition assistance through FACTS Grant and Aid Assessment. You will receive notification of the approved assistance. If additional assistance is needed, please contact the parish office,

936-4935 to set up an appointment with Fr. John. Additional tuition assistance is only available to members of St. Michael Catholic Church. **If you are not a St. Michael Parishioner, Financial Assistance must be applied for through your own Parish.**

Overdue Accounts Policy: Due to St. Michael Catholic School's moral responsibility to fulfill its monetary obligations, final payment of tuition must be made by May 31st of each school year. **Admission for the next school year is contingent upon the previous year tuition being paid in full.**

Returned Checks: There will be a \$20.00 fee required for all returned checks. Upon receipt of a 2nd returned check, cash, money order, or cashier check will be required for the remainder of the school year.

Gym Uniform: A **\$12.00 gym uniform fee for grades 5 through 8 if an additional one is needed.**

Insurance: Diocesan policy requires that all students be covered by accident insurance. The cost is included in the book fees for students in kindergarten through eighth grade. Students have coverage for injuries and accidents that happen during the school day at St. Michael School or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectable insurance. Claims should be submitted to the parents insurance first. **Completed claim forms must be submitted within 90 days of the injury.**

Attendance:

Attendance is a very important part of every child's educational process and school accreditation. Poor attendance makes it difficult for a child to remain on grade level. Recently, state guidelines have become stricter which forces schools to monitor attendance closely. We are required by law to report excessive absences and times tardy to the Department of Children's Services.

Irregular attendance is one of the chief causes of poor work, and often contributes to a loss of interest in school. Because absence deters progress, a pupil should be absent from school only because of his/her own illness, serious illness or death in the immediate family, or some other equally serious or unavoidable cause. **The school assumes that a student who is absent because of illness will also be unable to work or attend social/school functions (Spelling Bee, Speech Contest, Programs, and Athletic Events.)**

**Diocese of Fort Wayne-South Bend
Policy 4040**

Students

Attendance

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent(s)/Legal Guardian Responsibility

Parent(s)/Legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. The student and the student's parent or guardian and the principal agree to the withdrawal;
 2. At the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 3. The withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction of the student, or
- C. Reaches the age of eighteen (18) years, which ever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short term inpatient treatment program which provides an instructional program;
6. Homebound instruction;

7. Religious observances;

B. Excused Absences

1. Illness of the student (WITH WRITTEN STATEMENT by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments-Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – parents/guardians need to check with the individual school’s policy when arranging such visits;

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged illness below).
3. Family Vacations
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant, shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may evidence habitual Truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A WRITTEN EXPLANATION FOR ANY ABSENCE AND SIGNED BY A PARENT/GUARDIAN IS REQUIRED UPON THE RETURN OF THE STUDENT TO SCHOOL.

The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to parent/guardian to verify absence and to determine reason.
- B. After a student is **absent six (6) days per school year**, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is **absent over twelve (12) days per school year**, a conference or letter shall be held/sent to the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is **absent over fifteen (15) days per school year**, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the Bureau of Motor Vehicles as provided by State Law.

Recommended: April 29, 2008

Ratified: November 28, 2009

Diocesan School Board

Diocesan Bishop

County Truancy Policy:

St. Michael Catholic School follows the County Truancy Policy. This is available in the school office. Please ask the school secretary if you would like to read a copy.

Absences:

If your child is ill or unable to attend school, please call the school office by 8:30 A.M. If the office is not made aware of the absence, a call is made to the home by 10:00 A.M. Upon returning to school after any absence, a written explanation

signed by custodial parent/guardian is required. Students are required to make up any missed work and all work must be completed and turned in to the teacher no later than two days following the absence. If an absence should continue into the following week, please call the office at the beginning of the week to make a progress report. **Students in grades 1-6 must meet the minimum time requirements of five hours of instructional time and students in grades 7 and 8 the minimum of six hours of instructional time. (511 IAC 6.1-3-1)**

The parent of a child who is frequently absent or absent for long periods of time will be required to provide a doctor's excuse to verify the absences. **Excessive absences may result in notification to the Child Protective Services as stated by law.**

Prearranged Absences:

By law, the school is not authorized to approve absences such as travel and vacation trips. It does recognize that parents and guardians are responsible for their children and must assume the responsibility for such absences.

Parents taking children out of school for extended periods of time and/or non-scheduled vacation must submit a letter to the **attention of the principal two weeks** prior to the absence and inform the **classroom teacher** of the planned absence. **Assigned schoolwork will be given to a student at the discretion of the teacher.**

Students are required to make up any missed work and all work must be completed and turned in to the teacher no later than one week following the absence.

Voluntary Withdrawal from School:

If a student in grades 1-8 leaves St. Michael voluntarily (not due to a move or relocation) reacceptance into St. Michael will be on a case-by-case basis and will be reviewed by the principal and the pastor.

Appointments during School Time:

If your child has a doctor/dentist appointment, **this will be an excused tardy and will be marked tardy, if a doctor's note is presented in the office upon return. Please notify the office in advance of your child's appointments via phone call 574-936-4329 or e-mail mkuykendall@saintmichaelschool.org** If your child is not in school due to a doctor's appointment, **this will be an excused absence and your child will be marked absent. Students in grades 1-6 must meet the minimum time requirements of five hours of instructional time and students in grades 7 and 8 the minimum of six hours of instructional time. (511 IAC 6.1-3-1)** Students in grades 1-6, arriving after **10:00 A.M.** or leaving before **1:00 P.M.** are considered excused ½ day absent, because they have not completed the required **5 hours of a school day.** Students in grades 7 and 8 arriving after **9:00 A.M.** or leaving before **2:00 P.M.** are considered ½ day absent, because they have not completed the required **6 hours of a school day.**

Tardiness:

It is important for our students to be punctual for school. The school acknowledges that a variety of circumstances exist that may prevent a student's punctuality. Due to the variety of circumstances, **students are allotted two tardies to school before a notice is issued.** Students are considered tardy if they are not in their classroom when the 8:05 A.M. bell is rung. Please call the school office if you know your child is going to be tardy. A written statement indicating the student's name and cause of tardiness and signature of the parent/guardian should be given to the teacher. **After a student is tardy three times, the parents or guardians will be notified by the school office by letter or phone call. After the fourth tardy, an additional letter will be sent to the parent/guardian. Additional tardies after the fourth will require a conference with the teacher/principal. No distinctions will exist between an excused and an unexcused tardy. This will be followed each semester.** Regardless of the means of transportation or traffic delays, this policy will be enforced (exceptions – Plymouth, Rochester and Culver School bus.) All children residing outside the Plymouth bussing boundaries will not be considered tardy as long as they arrive before or at the same time the Plymouth bus arrives. Since it is the parent's responsibility to see that their children arrive to school on time, failure to do so may be constituted as neglect. Excessive tardiness may result in notification to the Child Protective Services.

Early Dismissal from School:

Students will be released from school only into the custody of their parents, legal guardian, or authorized person as listed in the school's records or secretary notification. In case of illness or emergency, which necessitates sending a child home, the parent or legal guardian will be notified by telephone.

If there is a change in pick-up for your child(ren), **please notify the office via phone call 574-936-4329 or e-mail mkuykendall@saintmichaelschool.org.** Whenever children leave the school before dismissal time, the parent, legal guardian, or authorized person (as specified above) must come to the school office to sign the child out. If children are returned to school, they must be signed in. **Children will not be allowed to wait by the door to be picked up. They will remain in the classroom until notified by the office. Although at times it may be inconvenient, these procedures are implemented for the child's safety.**

Arrival:

School supervision begins at 7:50 A.M. Children should be dropped off at Door #9 and proceed to the school cafeteria. Students arriving **after the 8:00 A.M. bell** should enter through Door #1 near the school office. No student is allowed to go to their classroom/locker without permission. All other doors will be locked at 8:00 A.M.

Dismissal:

All bus students are dismissed from Door #3. **For safety reasons all other students K-8 are dismissed from Door #9 not from Door #1.** All parents must meet their children outside of the school. Parents are not permitted in the school hallways or by the classroom doors during dismissal. Please park your car in the parking lot or on the street and come to pick up your child/ren. **Parents should follow the parent parking procedure.** No child in kindergarten through fifth grade will be permitted to go to a car unattended. **Walkers only are dismissed from Door #1. All walkers must have a note from their parent/guardian, letting the school know what destination they are going to. No student will be permitted to walk without a written note. Students not picked up by 3:15 P.M. will be sent immediately to the After School Program. Parents are charged the first hour's rate for using this Program.**

Parent Parking Procedure:

All cars are to enter the alley from one direction using the Madison Street entrance to the black top area; every car must pull onto the black top area and park against the fence (Back into the parking space). No car may stop along the way and wait for children to get into the car. Once parked along the fence, parents must get out of the car and pick up their child/children, who will be waiting with their teachers. Children are to stay with their parents and walk back to their car. All cars are to exit in one direction using the Monroe Street exit. Parents, who park outside the gate on Monroe Street, or on one of the other side streets, must get out of their car and pick up their child/children who will be waiting with their teacher. **This arrival and dismissal plan is for the safety of the children attending St. Michael School.**

Bus Transportation:

Bus service provided to St. Michael's students is a courtesy that is extended by the Plymouth Community School Corporation, Rochester Council on Aging and St. Mary Parish in Culver. All students who are transported by the school bus are required to follow the rules and regulations established by these Corporations. **Students are expected to sit in their seats, speak quietly, behave at all times and be respectful toward the bus driver. Students who choose to misbehave on the bus may lose bus privileges.**

Visitors:

Anyone not employed by St. Michael Catholic School is a guest (**this includes parents**) and as such are not allowed to be on any of the school's premises (**including classrooms, playground, gym, library, or other school areas**) unless scheduled with school or classroom teacher.

All guests must enter through the front door, **report to the secretary office** to sign in and be given a visitor's badge. This procedure will be followed from 8:00 A.M. to 3:00 P.M. daily. **This regulation is imposed for the safety of all students.**

Parents are requested **not** to speak with a teacher during the school day, stop a teacher when leaving Church with her class, or at dismissal time. **If you wish to speak with a teacher regarding your child's progress, please call the teacher/school office for an appointment.**

If a child has forgotten a school item and a parent chooses to bring it to school please leave the item on the counter in the school office with the child's name and we will see to it that your child receives the item.

School Closing (Weather):

If severe weather should necessitate the closing of school, an announcement will be made on **WTCA (10.50 AM Radio)**, and **WSBT** and **WNDU** television South Bend and *School Messenger* via Voice Mail and/or text. Please do not call the rectory, teachers, or principal in such cases. **Whenever the Plymouth Community Schools are closed due to severe weather, St. Michael's is automatically closed as well. A message regarding school closings or delays will be on the school telephone (936-4329).** If for some reason school must be closed during the day (after school is already in session), then parents of all students will be notified by the WTCA (10.50 Radio) and *School Messenger* via Voice Mail and/or Text. The school will make every effort to contact all parents by telephone so that arrangements may be made to pick up children. It is imperative that students not be left at school. For those students who ride the bus, the Plymouth Community School Corporation still provides bus service on these occasions.

School Day Schedule:

7:50 A.M.	-	School supervision begins
8:00 A.M.	-	Morning bell rings; students proceed to the classroom
8:05 A.M.	-	Morning bell rings; classes begin
10:05-10:20 A.M.		Morning recess – K, 1 & 2
11:10 A.M.		Lunch for kindergarteners
11:20-12:00 P.M.	-	Lunch & noon recess (grades K-2)
11:45-12:25 P.M.	-	Lunch & noon recess (grades 3-5)
12:15-12:55 P.M.	-	Lunch & noon recess (grades 6-8)
1:30 - 1:45 P.M.	-	Afternoon recess (grades 2 & 3)
1:50 - 2:05 P.M.	-	Afternoon recess (grades K & 1)
2:55 P.M.	-	Bus students dismissed
3:00 P.M.	-	Kindergarten through 8th grade dismissed

Discipline:

Student discipline is based on the requirements that all students must understand and maintain a reasonable code of acceptable behavior and conform to the school rules and regulations.

Students are expected to comply with all orders pertaining to school routine for the safety and order of all students and adults as well as to foster Christian values. The policy is also in effect when students attend school activities off school premises and are under the supervision of teachers, staff and/or parents.

Christian discipline places responsibility for behavior on the student. Students are taught which behaviors are acceptable and which are not, as well as the reason for both. In addition, students are made aware of the consequences for both acceptable and unacceptable behavior.

Discipline Policy:

The principles underlying the Discipline Policy of St. Michael Catholic School are founded upon the Ten Commandments of the Old Testament and the two-fold Commandment of love taught directly by Jesus. Accordingly, the goal of disciplinary measures and procedures at St. Michael is the development and realization of the following behaviors:

1. *Love for God* – expressed through words and actions show respect for His Name, as well as for all persons and things He has created.
2. *Love for self and neighbor* – expressed through words and actions which show respect for the human body, the intellect, the emotions and the spirituality of each person; expressed through respect for private and public property and for the wise use of that property.

Detention:

Students do not have the right to prevent teachers from teaching and other students from learning. **Therefore in grades 4-8 detentions will be given for inappropriate conduct (conduct which breaks classroom or school rules) and for incomplete homework. Detentions will be served for one hour the week the infraction takes place.** Parents will be notified when their child has acquired a detention and they need to make arrangements for transportation home. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Teacher's Discipline Procedures:

Teachers handle routine discipline within their classrooms under the following guidelines:

1. The teacher confers with the student involved and determines and administers the appropriate disciplinary measure.
2. The teacher notifies the parent and when necessary seeks the parent's involvement in solving the problem.
3. The teacher notifies the principal of the incident and the action taken.
4. The teacher may give an after school detention.

Principal's Discipline Procedure:

The principal is involved in disciplinary action as the result of either of the following:

1. The teacher has dealt with the problem over a period of time but with unsatisfactory results.

2. The infraction is of a serious nature and demands the immediate attention of the principal, including but not limited to the following:
Defiant acts, offensive language, continual fighting, damaging property, indecency, stealing and truancy

Principal's Guidelines: The following guidelines will be followed when a serious disciplinary problem occurs:

First Offense

1. The teacher will inform the principal of the incident and then send the student to the principal's office.
2. The principal will first talk with the student about the incident and may follow with a consequence as deemed appropriate.
3. The teacher and principal will meet to discuss the problem.

Second Offense

1. Steps 1-3 of the First Offense will be followed.
2. The principal will fill out a discipline report with the student, focusing on the action of the student.
3. The principal and teacher will sign the form and it will be sent home to the parent.
4. The parent will sign the form and return it to the principal for filing in the school office.

Third Offense

1. Steps 1-4 of the Second Offense will be followed.
2. When the student is sent to the principal's office, the parent will be called immediately and informed of the incident by phone.
3. The principal will make a written report of the incident, which will be kept, on file in the school office.
4. Each teacher involved will be informed of the steps taken.

Fourth Offense

1. The student may serve an in-school suspension from class and an attempt to contact the parent will be made. Teachers will provide school work to be completed.
2. The principal, assistant principal, teacher, involved school staff, parents and student will meet to form a plan for good behavior. The meeting will include a discussion of the inappropriate behavior, recognition by the student that the behavior must change, and possibly a written contract of what is expected in the future.
3. This contract will be signed and kept on file in the school office.

Fifth Offense

1. The student may be given an in-school suspension and parents will be notified. Teachers will provide the schoolwork to be completed.

2. A record of the suspension will be kept on file in the school office.

Sixth Offense

1. If an additional offense occurs, parents will be informed of the opportunity to withdraw the student from school.
2. If not withdrawn, the student may be expelled.

Suspension:

Suspension is an exclusion from school and all its activities. It will be served in school. In-school suspension is when a student is set apart from peers for a predetermined amount of time. All classroom work must be completed at this time.

The principal may suspend students for major or repeated offenses or for gross misconduct even if it is the student's first offense. The following procedures are followed:

1. Oral or written notice of the charge will be given.
2. The student will be afforded a hearing by the principal and given a chance to respond to the charges.
3. Evidence will be provided if the charge is denied.

Expulsion:

Expulsion from school is a serious step and is taken only when all efforts to correct the inappropriate behavior have failed. Reasons for expulsion are as follows:

1. When all the steps in the five offenses of the Principal's Guidelines have been attempted and inappropriate behavior continues;
2. Deliberate and repeated breaking of the rules;
3. Incurable behavior which hinders the progress of other students;
4. Other reasons at the discretion of the pastor and principal.

Parents have the right to appeal to the Discipline Appeals Committee (Pastor, Principal, Assistant Principal, and three members of the School Advisory Board) when the school is considering the expulsion of a student.

Diocese of Fort Wayne-South Bend Policy 4530

Students

Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong and

2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The Principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Recommended: April 29, 2008
Ratified: December 1, 2009

Diocesan School Board
Diocesan Bishop

Seclusion and Restraint Statement

St. Michael Catholic School/Fort Wayne South Bend Diocese believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website www.saintmichaelschool.org.

Sexual Harassment:

It is the policy of the diocese and St. Michael Catholic School to maintain a learning environment that is free from sexual harassment. Sexual harassment is inconsistent with God's law of love of neighbor and is against the law of the country.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the effect of substantially interfering with an individual's academic performance or when it creates an intimidating, or offensive educational environment.

In cases of sexual harassment St. Michael Catholic School will follow the diocesan procedure and guidelines as stated in Policy 4580. Serious and/or repeated acts of sexual harassment may result in expulsion.

Illegal Substances:

Possession and/or use of tobacco, alcohol, or any other illegal substance on school property will be considered a serious offense. Appropriate consequences, which may include expulsion and notification to police authorities, will be taken.

Environmental Tobacco Smoke:

Effective January 1, 1995, and in accordance with diocesan policy 5430, all school buildings servicing students are to be smoke free. No one, an administrator, an employee, a student, or a visitor is allowed to smoke in a school building or on the school grounds where services are being provided to children.

Weapons:

State Law (1.C 20-8.1-5-4(b)(1) and Diocesan Policy P4560 prohibits students from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school of not less than one calendar year. For purposes of this policy, the term “firearms” means:

- a. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. The frame or receiver of any such weapon;
- c. Any firearm muffler or firearm silencer; or
- d. Any destructive device, e.g. pocketknife, or any knife.

God’s Gift of Human Sexuality:

Following is a statement from Bishop Kevin Rhoades that is to be included in all elementary and high school handbooks: “The Catholic school upholds and supports God’s plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school’s curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the

parishes and schools, will assist parents of elementary students in carrying out his responsibility of family life education.

On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore years”.

Uniform: Kindergarten through Grade Eight

School uniforms will be worn from the beginning to the end of the school year. The primary purpose for the school uniform and grooming standards is to insure that each and every student at St. Michael School present a **picture of neatness and cleanliness** consistent with our belief that our bodies are a gift from God to be cherished and respected. Parents are expected to cooperate with the school by having their children adhere to the uniform guidelines. **A written excuse, signed by a parent, is required if a situation arises that causes the student to be out of uniform. Students are allowed to have three excuses per year.** Skirts, jumpers and shorts should be fingertip length or longer and no shorter than 2 inches above the knee. (These lengths also hold true for dress down days.) **Shirts must be tucked in at all times. St. Michael’s navy blue sweatshirts can be worn with the school uniform shirt underneath. Authorized Spirit Wear may be worn in school. The hooded gray sweatshirts are for outdoor use only.** School Uniforms are available at Target, Kohl’s, Walmart, J.C. Penny catalog, Lands’ End, French Toast (blue/red plaid from French Toast) or any other store that carries the appropriate uniform style. Specific items from Lands’ End with the approved St. Michael Crusader can be purchased from Lands’ End for an added fee.

Girls and Boys

1. Twill dress pants & dress shorts only. **Corduroy pants, jean pants/shorts with rivets, and cargo pants may not be worn.**
 - a. Dark Khaki (*not light khaki, stone or putty*)
 - b. Navy
2. Knit short sleeve/long sleeve shirt must be long enough to be tucked in – **solid color collar – no color trim, no logos with the exception of the St. Michael School logo.**
 - a. White
 - b. Light Blue (*no variation*)
 - c. Navy
3. Mock or Regular Turtleneck pullover – **solid color**
 - a. White
 - b. Light Blue (*no variation*)
 - c. Navy
4. Sweater – cardigan, vest, pull-over, (**no hooded sweaters**) **A uniform shirt must be worn underneath. Navy crew St. Michael school sweatshirt is the only sweatshirt allowed to be worn in class.**
 - a. Navy
 - b. Red
 - c. Yellow
 - d. White

5. Belts

Solid dark color belts for girls and boys in grades 4 – 8 must be worn with pants and shorts with belt loops. (Belts are optional for other grades.) Dark color braided belts are permitted. (color preference: black, brown, navy) Scarf belts are not permitted.

Girls

1. Oxford or Peter Pan Blouse - Short or long sleeves long enough to be tucked in (no $\frac{3}{4}$ length sleeve and no logo with the exception of the St. Michael School logo).
 - a. White
 - b. Light Blue (*no variation*)
2. Pleated Skirt and/or A-line skirts
 - a. Navy
 - b. Dark khaki
3. Navy blue or dark khaki skort fingertip length or longer
4. **Blue/Red Plaid** Jumper only (not navy or khaki jumpers), **Blue/Red Plaid Skirt & Blue/Red Plaid** Skort fingertip length or longer (**available at Frenchtoast.com on their web site.**)

Boys

1. Dress Shirt or polo shirt long enough to be tucked in – collared. No logos with the exception of the St. Michael school logo. Any shirt worn under the uniform shirt must be white in color and sleeves no longer than the uniform shirt worn on the outside.
 - a. White
 - b. Light Blue (*no variation*)

Shoes and Socks:

All students must wear socks with their shoes. **Ankle socks must be visible. Socks should be primarily solid color and match as a pair.** Tights or knee-high socks may be worn. Non-marking tennis shoes or dress shoes should be comfortable, clean and in good repair, and they must have a **closed toe and closed heel**. Shoes requiring shoelaces must be laced and tied. Students should remember they will be running and playing on the playground and appropriate shoes are a must for safety reasons. **Croc style shoes, sandals, flip-flops, clog style shoes, platform tennis shoes, shoes with heels 2 inches or higher, no fad shoes, and tennis shoes with lights, noise and rollers are not appropriate and cannot be worn for safety reasons. No boots or fashion boots may be worn in class on school uniform days.**

Dress Down Days:

On “Dress Down” Days students are allowed to wear St. Michael Spirit Wear tee shirt, tee shirts, jeans, cargo pants, jean shorts, cargo shorts or nylon athletic shorts or pants. **Cotton sweat suits, cotton sweat pants, mesh shirts and shorts, bandanas, caps and offensive language or disrespectful images on clothing are not allowed.**

Shorts, dresses and skirts should be fingertip length or longer. Dress Down Days are optional. School uniforms are allowed on Dress Down Days. The school calendar may specify a specific Dress Down Day criteria and students will be expected to adhere to the specific Dress Down Day criteria. (For example, Halloween Dress Down may require students to wear black or orange top and jean or cargo bottom, or students may choose to wear their school uniform.) **Sun dresses and spaghetti strap tops and dresses should not be worn unless a sweater is worn. Shoulders should be covered during school time, recess times and school sponsored activities. No jeans with rips, frays or holes may be worn. DRESS DOWN PASSES MAY ONLY BE USED ON MONDAYS.**

Sunday “Best”:

On days requiring Sunday “Best” Dress, students should wear dresses, skirts, dress pants and dress shirts.

Gym Days:

All students must participate in the physical education classes. If a serious reason necessitates an excuse from P.E. class, a written note must be sent to the P.E. teacher. Continuous absence from P.E. class warrants a doctor’s excuse.

Uniform slacks or shorts must be worn on gym days for students in kindergarten through 4th grade. A school gym uniform is required for students in grades 5-8 and will be given to students at their first gym class. A pair of non-marking tennis shoes must be kept in the student’s locker for Physical Education purposes and assemblies.

Other Guidelines:

Safety, consideration of distracting elements, and a realization that fads are temporary are the basis for the following guidelines:

1. Boys and girls must wear their hair out of their eyes. Hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and also trimmed around the ears. Girl’s long hair should be pulled back. Scrunchies, rubber bands and pony tail holders, etc. must be in the hair, **not worn on wrists. No fad hairstyles, hairpieces, or unnatural highlighted, streaked, or dyed hair is permitted.**
2. Girls may wear post earrings only. Hoops or dangling earrings are not permitted.
3. Boys may not wear earrings.
4. Jewelry should be limited to one watch, one ring and simple necklaces. Watches with beeping devices should be disconnected during the school day.
5. Girls may not wear cosmetics on school grounds during school hours.
6. Finger nail polish worn by girls should be pink, white, or light red. Other colors are distracting and interfere with the educational process. False nails are not permitted.
7. Jr. High boys must be clean shaven.

Backpacks

Backpacks with wheels are only allowed for students in grades 4-8.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the secretary's office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) only.**

Internet Use Outside of School

According to Diocesan Policy 3645, the school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. All e-mail communication between teachers and students must be strictly limited to e-mail accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other e-mail accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction and all text communication with students is required to be copied to parents and the principal.

Ratified: April 4, 2012

Diocesan Bishop

Lunch Program:

Students have the option of either bringing a "cold" lunch to school or purchasing a "hot" lunch. The hot lunch program is provided by the Plymouth Community School Corporation and is always a well-balanced and nutritious meal. **Students in kindergarten through grade five may purchase a hot lunch for \$2.05 per day; students in grades six through eight may purchase a hot lunch for \$2.15 per day. Milk may be purchased for .35 per day. Money may be put in your child's Power School lunch account at any time during the school year by cash or check. All checks should be made payable to the Plymouth School Corporation. When your child's lunch account balance reaches 2.00 and under, a note will be sent home with your child until money has been sent for their account. Please pay negative lunch accounts promptly.**

Plymouth Community School Corporation and St. Michael School, in accordance with the Indiana State Board of Accounts, require that students do not get below a zero balance on their meal counts. Students will be allowed to charge 5 meals at the elementary level, 0 meals at the intermediate/secondary levels. The school will make every effort via e-mail, letters, and or phone calls to contact parents before a student's account reaches a zero or negative balance. If a student's account should continue in a

negative balance for a prolonged period of time, arrangements with the school will need to be made or further action may be required by the school.

The menu is sent home at the beginning of each month, and appropriate decisions regarding their children's lunch should be made. In lieu of the entrée, students may order a peanut butter & jelly uncrustable and string cheese. All students must have a fruit or vegetable on their tray. Students may select both if they choose. **Parents should not send pop or fast food lunches with their children.**

Free or reduced lunch rates are available for those who qualify. If you would like more information about this program, please contact the school office. Forms are available at the beginning of the school year to be filled out and returned to school. Reduced lunch price is .40 per day.

Milk is included in the hot lunch program and may be purchased by students who bring a cold lunch. There is a choice of white, chocolate or strawberry milk.

Students are not allowed to leave the school property during the noon hour without parental permission. If parents plan to take their children out to lunch, they must notify the school and come inside to sign them out.

Students are to behave in the lunchroom in a manner consistent with good manners and Christian behavior. They are to eat and act in a courteous, polite and responsible manner.

Parents and or parental approved visitors may eat lunch with a student. It is important to call or send a note to the office in advance or no later than 8:30 A.M. the day of the lunch visit. Prior notification is needed for the safety of our students. **Parents and or visitors may bring a cold lunch or purchase a hot lunch for \$2.85. The hot lunch must be ordered by 8:30 A.M. the day of the lunch visit. Payment for the adult lunch is to be made separately and cannot be deducted from your child's lunch account.**

Lunchroom Rules:

1. Listen and follow the directions of the supervisors on duty.
2. Walk in the lunchroom.
3. Remember to say "please" and "thank you" to those serving you.
4. Once seated, remain seated until dismissed by the lunchroom monitors or given permission to get out of your seat.
5. Eat politely using proper table manners.
6. Speak quietly with others at the same table.
7. When finished, clean the eating area of all paper and trash and place this in the garbage containers provided. Properly clean lunch trays and take the trays to the tray station.
8. Students may never throw food.
9. Remember that all food and drink should be consumed within the lunchroom and may not be taken outside to the playground.

Lunchroom Consequences:

Students who violate the lunchroom rules may receive consequences appropriate to their actions. The supervisors on duty and the principal determine these consequences. Serious or repeated offenses may result in suspension from eating in the lunchroom with the other students.

Student of the Week Lunch:

Students who are being honored as Student of the Week are invited to sit at a special decorated table in their honor and are given a special treat. Students may either buy a hot lunch or bring their own cold lunch.

Crusader of the Month Lunch:

Students who are being honored as Crusader of the Month are invited to sit at a special decorated table in their honor. An invitation is sent home with the students during the week they are being recognized. The students will be treated to a pizza lunch with their choice of pop or water and a special treat.

Playground:

The playground supervisors are in charge of the playground. Students are to follow the directions of the supervisor and to speak and act in a respectful manner toward the supervisors at all times.

Playground Rules:

The following guidelines encourage students to engage in wholesome play activities, to respect each other, and to interact in such a manner as to not cause harm or injury to themselves or others.

1. Use approved playground equipment and materials only. All school equipment must be returned at the end of the play period.
2. Students are to play all games fairly following and adhering to the rules determined for the game.
3. Act in an appropriate manner. Refrain from using vulgar or obscene language. Fighting or contributing to fighting is not acceptable.
4. Items from home such as CD players, ipods, game boys, dolls, cars, trading cards etc. are not allowed in school. If found these items will be taken by the teacher and returned to the parent/guardian.
5. During the winter months, students are not allowed to throw snow balls or play on the snow mounds.
6. Running up the slides, excessive spinning on the spinners, jumping off the rock wall are not allowed. Playground equipment should be shared and used properly.

Playground Consequences:

Students who violate playground rules may receive consequences appropriate to their actions. The playground supervisor and the principal determine these consequences. Serious or repeated offenses may result in suspension from playground use.

Recess:

Students need fresh air, sunshine, and exercise in order to stay both mentally and physically fit. Therefore, all students are expected to go outside for recess when the weather is clement. If a serious reason necessitates an excuse from outside recess, a written note must be sent to the teacher. Daily absence from outdoor recess warrants a doctor's excuse. It is our belief that if a child is well enough to be in school around other students, then he/she is well enough to go outside. At times, not consistently, a child may be in for recess to finish a test or to receive further instruction from the teacher.

When the temperature is 10 degrees Fahrenheit or below (including wind chill) or it is raining, the students will have indoor recess.

Parents are asked to please make sure their children are dressed accordingly to weather conditions. Boots are required and snow pants are encouraged in winter months to play in snow covered areas.

Health:

The State of Indiana requires that all student health records be up to date. Services such as eye, dental and hearing checks are provided in accordance with state guidelines during the school year. Mrs. Beth Clemans examines all health records to make sure they are current and updated on a regular basis. Should a health question arise, the Marshall County Health nurse is also available for consultation. St. Michael School does not provide a nurse during the school day.

For the health of all students, we ask parents to please refrain from sending children to school when they have a fever, vomiting or are too sick to function in the classroom. Children must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Medication Policy:

State law requires written instructions from a physician and written permission from parents before school personnel may dispense any medication, including non-prescription medication. (House Enrolled Act 1566; Section 1.IC)

Parents who wish school employees to administer medication to their children must provide written instructions from a physician and must complete a Student Medication Permit Form available in the school office.

All medication over the counter and physician prescribed must be labeled and have the student's name on the front. All medication must be kept in the school office and be administered by designated office personnel. **It is the parent/guardian's**

responsibility (not the student's) to bring the medication to school with the proper forms and signatures.

The school office personnel and teachers do not have any medication, including but not limited to aspirin or Tylenol, available to students.

Safety

Patrols:

St. Michael School safety patrol is comprised of fifth through eighth graders and is under the direction of the fifth grade teacher. The requirements for eligibility are good conduct, knowledge of safety rules and respect for authority. They are responsible for getting the students across the streets safely. All students at St. Michael are expected to follow the safety rules and listen to the safety patrol. Students choosing not to follow the rules will be reported to the principal.

Fire, Storm and Crisis Drills:

The Crisis Team consists of teachers and staff members who are designated to follow the procedures necessary at a crisis. Since we are concerned with the safety and well being of our students, our school and the diocese have prepared a safe and secure school plan, which addresses events, which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills.

In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Communication Folders:

Realizing that the information flow between school and home is very important and in order to expedite this as two-way process, a communication folder is utilized. **This two-pocket folder is sent home each Thursday and includes information from the office including The "Good News" newsletter. If you do not receive this folder on Thursday, please contact your child's teacher.** It is important that the information is removed, read and the signature sheet inside of the folder signed each week.

The folder should be returned the very next school day. The cost for a new communication folder will be \$1.00. School information will only be sent home in the communication folder.

Lost and Found:

Hopefully, parents inculcate a sense of responsibility in their children for their personal belongings. Since the school has adopted a school uniform it is strongly encouraged that parents **label their child's clothing and personal belongings.** In the event of a loss, an effort will be made to find the lost article.

A Lost and Found basket is located outside the school office. Periodically, and after advance notification, unclaimed items will be sent to the needy or set aside for the HASA Rummage Sale or taken to the Salvation Army.

Party Invitations:

Please consider children's feelings when sending party invitations. Party invitations may be distributed in the classroom only, under one of the following conditions:

1. All classroom members are invited, or
2. A girl invites all girls in her classroom, or
3. A boy invites all boys in his classroom.

otherwise, invitations for birthday/slumber parties should be sent to the homes of students via the U.S. mail or personal e-mail.

Birthday Celebrations:

Each teacher establishes her own rules for celebrating birthdays and/or special occasions in the classroom. We expect students and parents to comply with each individual teacher's guidelines. **Please contact the teacher in advance to make arrangements. Nutritious "better choice" snacks or non-food items are encouraged. Please refrain from sending baked or non-baked peanut items to school.**

Balloon and Floral Arrangements:

Sending of balloon or floral arrangements, to the school, is discouraged. All balloon and floral arrangements will remain in the school office until the end of the day.

Funding Authorization Policy:

No individual or group may solicit funds or services in the name of St. Michael Catholic School without prior authorization from the school administration/rectory office.

Extra-Curricular Activities

Sports:

The Athletic Association of St. Michael School coordinates the sports program and relies on the cooperation of parents for its effective operation. Each school year, a Physical Form needs to be completed and on file in the school for all students participating on St. Michael School Athletic Teams.

ICCL Athletic Programs:

The Inter-City Catholic League, devoted to the recreational interests of the Catholic grade school youth, has invited St. Michael's to participate in the sports

program. These programs are offered to students in grades 5-8. **Sports programs are available only if there are enough interested participants at grade level.**

Girls:

Soccer is offered during the Fall Season, volleyball during the Winter Season, and basketball during the Spring Season.

Boys:

Soccer is offered during the Fall Season, Basketball is offered during the Winter, and baseball during the Spring.

Sports Eligibility:

If the classroom teacher feels the extra curricular activity is interfering with classroom work, homework, or grade average, the teacher will call a conference with the student and parent/guardian. **If the classroom work/homework does not improve the student will not participate in either a practice or a game until improvement is shown.**

The students participating in the sports must abide by the coach's rules or will be dismissed. Any Non-Christian actions or words before, during, or after a game will warrant dismissal from the team.

School Clubs/Extra Curricular Activities:

School Clubs and/or student organizations may be formed only with permission and approval from the principal. **No clubs, as simple as they may seem to be, may be formed in individual classrooms or on the playground.** All student clubs and/or organizations must be academic or of a spiritual nature and must have a teacher advisor and principal. All meetings are to be held on school or parish grounds. **Students are required to be under the supervision of the adult advisor continuously and are not allowed to roam the school building or grounds. This also applies to sporting events and practices.** Respectful and Christian behavior must be adhered to. In order to prevent damage to school property, all sports related games should be played only in the gym, when the gym is available.

Extra-curricular activities include, Angels Club, Videography Club, Orchestra and Choir. All students participate in service projects, which include Thanksgiving food baskets, cards and letters to the area nursing homes, school Mission projects and other community projects. **When school is closed due to inclement weather, no after school programs or sports practices are held.**

Student Council:

The Student Council is an organization of the students under the supervision of a Teacher Advisor. The Student Council promotes citizenship, scholarship, and school spirit and provides a place for student expression. The Student Council consists of two students from grades fifth through eight elected by their classmates.

After School Program:

The After School Program is held daily from 3:00 to 6:00 P.M. under the direction of Mrs. Liz Richie, Director of Learning Tree Child Care. This program is held in the school under the supervision of an adult advisor. **Students are required to be under the supervision of the adult advisor continuously and are not allowed to roam the school building or grounds. Respectful and Christian behavior will be adhered to.**

Parent Volunteers:

Parents who show and express an interest in the well being of the school and become involved in school affairs show children how much they care. Parental volunteering contributes greatly to the success of St. Michael School. We strongly encourage all parents to become involved and volunteer when possible! Parental volunteer is not limited to parents, but may include grandparents, aunts and uncles. **All parents/volunteers must complete a criminal history background check. All volunteers are required to watch the Safe Environment Video located on the Diocesan web-site: www.diocesefwsb.org and complete all necessary paperwork to be kept on file in the Rectory office.**

Room Parents:

Room Parents help the teachers with parties and class projects and in any other way when needed by the teachers. They also assist in the planning of several school activities. Meetings are held approximately four times a year in the school. **Attendance at these meetings is required.** Room Parents will be notified of the date and time of meetings.

Classroom Teacher Assistants:

Classroom teacher assistants work along with the students and teachers in the classroom with small group instruction, special projects, etc. These jobs differ with each teacher. **All teacher assistants must complete a criminal history background check every five years. All teacher assistants are required to watch the Safe Environment Video. Teacher assistants should not be approached regarding student's progress.**

School Advisory Board:

The School Advisory Board is a regulatory body of St. Michael School, subject to such regulations and guidelines that proceed from the Diocesan Bishop, pastor or the Diocesan School Board.

Responsibility and Authority:

Actions of the School Advisory Board need to be in accordance with Diocesan policies. When new policies are adopted, they are communicated to the faculty, students,

parents, guardians of students, by means of a newsletter and the church bulletin. New policies are entered in the Board minutes and Policy handbook and, if appropriate, in the School handbook.

The Board is open to recommendations and suggestions from the faculty, Parish Council, Home and School Association, parents or legal guardians of students and from members of St. Michael Church.

Board members are responsible for maintaining sound public relations with the parish and civic community.

Meetings:

The School Advisory Board meets at least ten months of the year. Special meetings may be called by the president, as needed, upon agreement from the Pastor. All meetings of the Board are open to members of the parish and to parents or guardians of children receiving their education through St. Michael School. Elections are held in the Spring.

What Does the School Advisory Board Do?

1. With the principal and pastor, the board models faith community in a spirit of cooperation and interdependence.
2. The board provides a structured open forum for dialogue.
3. The board advises the pastor and principal and exercises a shared responsibility with both principal and pastor.
4. The board provides support to the principal, pastor, and staff.
5. The board members support decisions of the board as a whole.
6. The board recognizes that teacher evaluation is one of the principal's most serious responsibilities and does not interfere in the exercise of this responsibility.

What Does the School Advisory Board Not Do?

1. The board does not attempt to administer the school. Many problems come from crossing that thin line between policy and administration.
2. The board does not abuse its authority nor shirk its responsibilities.
3. The board does not represent his/her own special interests or that of a special group (parent, teacher, parishioners, etc)
4. The board does not act as a grievance committee or solve problems for individuals.

Home and School Association:

St. Michael Home and School Association encourages the Christian education and development of the students by enhancing mutual understanding and positive working relationships among the faculty, administration, and parents of all students.

Responsibilities:

The objectives of the Home and School Association are:

1. To promote, encourage, and fund educational programs and extracurricular activities for students;
2. To develop and support annual fund-raising activities to provide funds for our current needs;
3. To encourage involvement of our community in educational and social programs;
4. To support and fund extracurricular activities beneficial to the well-rounded physical, spiritual, and social development of our students;
5. To provide funds for growth and continuing educational development of faculty, staff, and administration.

Membership:

Membership consists of fathers, mothers, and guardians of the students of St. Michael School in. HASA has many fundraising activities to help purchase needed items for the students, provide educational programs and assemblies, and supply refreshments for school events. **ALL PARENTS ARE REQUIRED TO PARTICIPATE IN THE FOLLOWING ACTIVITIES:**

<i>HASA dues:</i>	\$25.00 (included in tuition)
<i>Race for Education:</i>	Provide names for mailers
<i>Burger King Coupon Books:</i>	Sell all ten or pay the value of the books

It is with the consensus of the Faculty, Principal, Pastor, and School Board that such policy has to be enforced because of the need of support from *all of the parents*.

Meetings:

HASA meeting dates include the following:

1. The Executive Board of the Association meets the following months: August through November and February through June. These meetings are open to the parents and guardians of children of St. Michael School.
2. Open Forums for adult members will be held upon request.

School Office Hours:

Office hours are 7:30 A.M. to 3:30 P.M. during the school year and 9:00 A.M. to Noon during the month of June (closed on Fridays in June). The school office will reopen two weeks prior to the first day of school (closed on Fridays in July).

Appointments:

Parents wishing to meet with a teacher or the principal may call the school office and schedule an appointment with the school secretary. Conferences must be made in advance so that the teacher or principal may organize grades and materials to insure a successful conference.

Telephone:

Students are permitted to use the telephone only in cases of extreme emergency and with permission from the teacher. All calls are to be made from the school office and not from the classroom. Students are not allowed to call home for forgotten items such as books, homework, lunch money, etc.

**** Right to Amend:** St. Michael School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Communication Folder or through e-mail communication.



St. Michael School Events 2019-2020
Catholic Schools...
Learn. Live. Lead. Succeed.

Teacher's Staff Development		8-6-19
Back to School Night 5:00 to 6:00 P.M.		8-6-19
First Student Day St. Michael School		8-7-19
First Student Day PCSC		8-7-19
No School for PCSC & St. Michael		8-30-19
E-Learning Practice Day		8-30-19
Blueberry Festival		8-30 to 9-2-19
NWEA Testing K-8		8-14 to 8-29-19
Labor Day No School		9-2-19
Meeting for Confirmation Parents	10:30 Eng. 12:30 Span.	9-8-19
Meeting for 1st Communion Parents	10:30 Eng. 12:30 Span.	9-15-19
Fall Book Fair		9-16 to 9-19-19
Catholic School Mission Day, No School for St. Michael students		9-20-19
Confirmation Retreat @ St. Joseph High School, S. Bend, Gr. 7 & 8		9-21-19
School Pictures		9-25-19
Grandparents' Day 12:45 P.M.		9-27-19
St. Michael Feast Day & Parish Picnic		9-29-19
Fall Break No School		10-14 to 10-18-19
All Schools Mass @ Notre Dame 10:00 A.M.		10-23-19
Thanksgiving Basket Collection		11-4 to 11-15-19
Gr. 5, 6, 7 & 8 Spelling Bee 1:00 P.M.		11-8-19
Picture Re-take Day		TBA
All School Thanksgiving Lunch		11-15-19
Thanksgiving Break		11-27 to 11-29-19
NWEA Testing K-8		11-18 to 12-13-19
Christmas Program Gr. K-5		12-12-19
Christmas Vacation		12-23 to 1-3-20
No School Martin Luther King Day Possible Snow Make-up Day		1-20-20
Catholic Schools Week		1-26 to 2-1-20
Diocesan YCLAH Luncheon		1-30-20
Burger King Coupon Book Sales		1-31 to 2-20-20
No School President's Day Possible Snow Make-up day St. Michael		2-17-20
Ash Wednesday		2-26-20

Speech Contest Finals 1:00 P.M.	3-16-20
IREAD-3 Testing – Grade 3	3-16 to 4-3-20
Spring Break	3-20 to 3-30-20
Good Friday	4-10-20
ILEARN Assessment Grades 3-8	4-20 to 5-15-20
Confirmation Rehearsal	4-29-20
Confirmation	4-30-20
First Communion English Rehearsal	5-1-20
First Communion English Mass	5-2-20
First Communion Spanish Rehearsal	5-6-20
First Communion Spanish Mass	5-9-20
Spring Book Fair	4-20 to 4-24-20
NWEA Testing K-8	4-13 to 5-22-20
May Procession	5-1-20
Nelson’s Golden Glow Chicken Sale (Music) Tentative	TBA
Teacher Appreciation Week	5-4 to 5-8-20
8th Gr. Ribbon Mass (date subject to change)	5-8-20
Graduates Liturgy-St. Matthew Cathedral	5-14-20
Spring Band & Choir Program	5-14-20
Race for Education/Olympic Day Kindergarten-Grade 8	5-20-20
	(Rain date 5-21-20)
8th Grade Graduation All School Mass (date subject to change)	5-22-20
Memorial Day No School	5-25-20
8th Grade Graduation Evening Mass	5-26-20
Talent Show 1:30 P.M.	5-28-20
Last Day of School for Students	5-28-20
Last Teacher Day – Meeting	5-29-20
Snow Make-up Days	Added to the end of the school year

Home and School Association Fundraiser dates to be announced

First Communion date & practice to be announced

Confirmation date & practice to be announced

SOME DATES ARE SUBJECT TO CHANGE DUE TO SCHOOL CANCELLATIONS.