

St. Michael the Archangel Catholic School



PARENT-STUDENT HANDBOOK Anno Domini 2025-2026

St. Michael the Archangel Catholic School
723 Sutton Place, Findlay, OH
419-423-2738
www.findlaystmichael.org



Dear Parents and Students,

Welcome to St. Michael The Archangel School, an apostolate of Saint Michael The Archangel Catholic Parish. In choosing St. Michael The Archangel School you have demonstrated a commitment to the values and philosophy of a Christ-centered Catholic education. We are pleased to have you as part of our school family.

The Parent/Student Handbook reflects the policies of St. Michael The Archangel School. Please read this document carefully and sign the Parent-Student Handbook Acknowledgment of Receipt. This agreement states that you intend to abide by the policies of St. Michael The Archangel School.

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

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

The faculty and staff of St. Michael The Archangel School look forward to working with you. Together we pray that God who has begun His good work in us may carry it through to completion.

Blessings,

Mr. Matthew Eckel
Intirem Principal

Mrs. Heather Nusbaum
Dean of Students

Mr. David Henley
Headmaster
Chesterton Academy

Reverend Adam Hertzfeld
Pastor



MISSION STATEMENT

St. Michael School is a Catholic community where we shape saints and scholars.

BELIEF STATEMENTS

- ❖ We are created in God's image and called to be saints.
- ❖ We are lifelong learners.
- ❖ Jesus is the center of our lives.
- ❖ We work better together.
- ❖ Love fosters growth.

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Academic Information

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

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

Grades K-8: The elementary school serves students in grades K-8. Courses of Study have been developed by the Diocese of Toledo Catholic School Office in the coordination of Ohio Standards to aid in the establishment of a school's developmental continuum of goals and objectives for each of the following subject areas: religion, language arts, mathematics, science, social studies, health, art, music, technology, and physical education.

Religion

Our Catholic Faith is infused throughout all levels of our school and in every subject. Students receive instruction in Catholic doctrine and tradition, Bible study, Catholic Social Teaching, and Sacramental preparation. Courses of Study have been developed by the Diocese of Toledo. Students in grades K-8 attend Mass each week and participate in other liturgical services throughout the year. Preschool and KR students occasionally join us for Mass or other liturgical services. The ARK Religion Test is administered to grades 2-8 yearly.

Admissions and Continued Enrollment

Procedures: Complete and return enrollment/re-enrollment forms, pay deposit fee, agree to our Statement of Philosophy, agree to abide by the policies and procedures in this Student-Parent Handbook and complete tuition agreement form. The School Administration will review the application/re-application and notify you of acceptance or non-acceptance for the academic year. An in-person interview may be necessary for a final decision of acceptance.

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

AIDS Admission Policy:

In the event that a student or a prospective student has been diagnosed as having AIDS, a panel consisting of the infected person (parental/guardian option), the parents or guardians, the family physician, a representative of the City Health Department, a member of the School Advisory Council, a Teacher, the Pastor, and the School Principal will review the specific facts and make an admissions recommendation.

The recommendation of the panel will be discussed at a School Advisory Council session, respecting the privacy of the family involved, and the council shall vote on whether or not to endorse the recommendation of the panel. The Pastor and the Principal shall make the final decision on admission.

Based on current evidence, casual person-to-person contact as would occur among children and staff poses little risk of the transmission of AIDS. Children with Aids should be allowed to attend school in a regular classroom setting provided

- A. The health status of the child, as determined by his/her physician, allows participation in regular school activities.

- B. The child behaves acceptably; i.e. does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream.
- C. The child has normal control of his/her bodily functions and does not have any open sores or skin eruptions that cannot be covered.

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

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student at any time during a student's enrollment in our school if the administration determines that the partnership is irretrievably broken. In such a case tuition paid for the remainder of the year will be refunded on a semester basis.

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

Required Records: When registering a child for the first time, the person responsible for the child must present the school with the required registration items:

- A. Birth Certificate
- B. Immunization Records
- C. Social Security Number
- D. Baptismal Records (if applicable and baptized in another parish than St. Michael Parish-Findlay)
- E. If there is a child/children custody document in effect, a copy must be presented to and kept on file at the school office. This document must be a written order from a court or state agency (e.g., Children's Services Board). The custodial parent is presumed to have full authority with regard to tuition, record release, and enrollment.

If proper records are not provided, the school principal shall notify the proper law enforcement agency (Section 3313-672, Ohio Revised Code).

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

Arrival/Dismissal

Start Times:

- KR-8th Grade students should be IN THEIR HOMEROOM by 8:00 am.
- Preschool students begin class at 8:30 am.

*****If tardy, students must be brought into the school and signed in by a parent or guardian before reporting to their classroom. Be sure not to drop and leave your tardy child at a locked door.*****

Arrival Procedures:

- All bus students will be dropped off at the main entrance on Sutton Place.
- Students being transported by car will be dropped off on the south side (Bell Tower side) of the school and enter the Activity Center. Parents will drop off at the curb. Parents may not get out of the car or enter the school with their child. No parent may park in the lot and walk their child across.
- The Activity Center door will be opened at 7:30 a.m. and locked at 8:00 a.m.
- Staff will supervise both arrival locations from 7:30 - 8:00 am.
- Students may not be dropped off by a vehicle at the front school entrance from 7:30 am - 8:00 am.

Dismissal Times: All students will board buses and load cars at the designated areas and times. Staff will be assigned to supervise both pick-up and bus-loading areas.

2:25 PM	KR
2:30 PM	K-2
2:35 PM	3-5
2:37 PM	6-8

Car Rider Procedures:

- Preschool pick up locations will be assigned by teacher
- KR-2 families will receive a placard with their family name to display on their visor
- Cars will use the south parking lot off of Bright Road to drop/pick up their child(ren) in KR-8 grade
- Parent/guardian must stay in car and not walk across the pick up line
- KR-2nd graders will be loaded in cars by a staff member or volunteer
- 3rd-8th graders will be dismissed by staff to cross the parking lot and walk to your car
- A detailed parking lot map/instructions will be provided in first day packets each year

Bus Riders:

- KR-5th grade students will be loaded on a bus by a teacher or staff member
- 6th-8th grade students will be dismissed to load buses on their own
- You may only request a temporary bus stop permit if your child will get off at a different stop on the bus route they are already assigned to.

Walkers/Bikers:

Students walking or riding bikes home will be dismissed once the buses and cars are safely out of the way about 2:40 pm. Walkers should wait in the school lobby to be dismissed out Sutton Place doors. Bikers will report to the bike rack to wait.

Students must have a written note signed by the parent or guardian to go home a different way than normal or stay after school for an event. An email from the parent to the teacher is also acceptable. Please make these arrangements before school begins. We cannot guarantee notes or phone messages get passed along in time during the school day.

Attendance

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

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

School Phone: 419-423-2738

Attendance Email: attendance@findlaystmichael.org

The student must be **symptom-free for 24 hours** before returning to school. A written excuse stating the reason for the absence and signed by the parent or guardian is required when the student returns, even if the school has been notified of the absence

Excused Absences/Tardies include:

- Personal illness and/or medical appointments
- Illness in the immediate family
- Death in the family
- Religious observances
- Quarantine of the home

Unexcused Absences/ Tardies include:

- Oversleeping
- Car trouble
- Missing the bus
- Shopping
- Haircuts/beauty shop appointments

-Pre-approved family trips
-Other reasons approved by the principal

-Truancy
-Family errands
-Hunting or fishing
-Other reasons not considered excused

Excessive Absences

Parents will be notified by email, phone call, or letter when absences (including excused absences) reach 31.5 hours (5 days) or more in one school quarter or 65 hours (10 days) in a school year. Students will then be placed in Attendance Watch which may include:

1. Counseling
2. Meeting with parents
3. Making community referrals for intervention
4. Scheduling a pre-court truancy conference with the truancy officer
5. Taking legal action through Juvenile Court
6. Retention in current grade

If placed on Attendance Watch, the parent will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent notes) that specifies the student's name, the reason for absence, and date and time to be excused within 2 days of the absence. Failure to do so may result in referral to Juvenile Court.

Tardiness: Prompt arrival at school is necessary so that class instruction can begin with minimal disruptions. A child is counted tardy if he/she is not present when classes begin. Tardiness due to late buses or approved appointments (less than 80 minutes) is excused. Tardy students are to report to the office for class admission. A student must be present for more than two periods (80 minutes) to be credited with 1/2 day of attendance

Excessive Tardies

For every 5 unexcused tardies that a student accumulates, parents will be notified and an administrative consequence may be issued.

Appointments: Please avoid medical appointments during school hours when possible. Parents who need to take children out of school during the day must first report to the office to sign their children out. A student who is absent for two or more class periods will be counted as 1/2 day absent. Doctor appointments should be reflected with a Doctor's excuse. Parents must sign in a student in the office upon return from an appointment.

Leaving School:

Once a child is on school property, he/she may not leave school grounds without written permission from the parents and approval from the school principal, secretary, or teacher. No child will be released without proper approval. School officials may ask for identification for "proper approval." If students must be picked up early, parents are required to sign their children out. Parents are not permitted to go to classrooms or wait in the hall by classroom doors. Students will be called to meet their parents in the office.

Family Vacations: Family vacations taken during the school days of attendance are discouraged. It is impossible for a student to make up all the instruction given by teachers during the missed class time. If a vacation must be taken during attendance days, parents are required to complete a Personal Convenience Absence form one week prior to the absence (not involving illness or funerals). This form can be obtained in the school office or SMS website. Teachers will not give work in advance for vacations. Teachers will issue a record of assignments missed upon return from vacation. Students will have as many days as they were absent to turn in work unless other arrangements are made with the teacher.

Bicycles

Students who ride bicycles to school are to park them in the racks provided. No student is to ride a bicycle on the school grounds during school hours or bus loading time. All students are to stay away from parked

bicycles during school hours. Students should provide their own bicycle locks. Students will be dismissed from the bike rack by a staff member once the parking lot is safe to do so.

Birthdays and Parties

Teachers may have parties for their classes on special occasions, such as Halloween, Christmas, Valentine's Day, etc. Teachers may ask parents to assist in planning and coordinating the parties. Parents are encouraged to provide nutritious treats. Class parties are for all students and they should be treated equally. All parents must be aware of any food allergies that could be in their child's classroom.

Birthday treats may only be shared with students in their homeroom. Interruption of other classrooms is not permitted. There will be no small group pizza or similar parties during lunch. Home birthday party invitations, if passed out at school, must include the entire class. If a select private party is planned, please make other arrangements for the invitations.

Calendar

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

Cell Phones, Smart Watches, Electronic Games, and Devices

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

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

- It must be turned off and kept in a backpack or locker during regular school hours.
- It may not be used without permission from a staff member at any time during the school day, including dismissal times. Devices may not be used until the student is out of the building.

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

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

Certification of Faculty

All staff members in an educative capacity are licensed according to State standards. In the State of Ohio such licensing can be for a tax-supported or a non-tax-supported school. Many St. Michael faculty members have earned advanced degrees. In addition to state certification, teachers of religion are required to take specific courses and be certified by the Diocese of Toledo.

Cheating Policy

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

Child Abuse Laws

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

Class Size

Recommended administrative maximums are: Kindergarten, 25 students per class; Grades 1-3, 26; Grades 4-5, 27; Grades 6-8, 29. Students enrolled the previous year will not be denied placement unless their application for re-enrollment is not turned in by the deadline, or if it is recommended by school administration.

Communication with Staff

The administrators, teachers, and other staff members are happy to meet with parents to discuss any matter pertaining to the welfare and progress of your child. Please call or email in advance so conferences can be scheduled. Teachers are generally not available during the school day to receive phone calls. Ideas and concerns may be communicated to school staff using the following guidelines:

- Parents are asked to discuss their ideas or concerns with the teacher first to seek mutual understanding and resolution of any differences.
- If the teacher and parents are not able to reach an agreement, the parents may request a consultation with the administration.
- If these first two steps do not achieve a mutual agreement, the parents may then request a meeting with the pastor of the parish.

Conferences:

Parent-Teacher conferences are scheduled two evenings after the 1st quarter. Parents are strongly encouraged to come during this time. If a parent(s) cannot come in person for some serious reason, the teacher may conference with the parent by telephone. This should be done only in extreme circumstances and mention should be made to the principal that this has occurred.

Counselor

A certified school counselor serves the needs of students and parents through class, small group, and individual consultation. Parent communication will take place for any ongoing, regular counseling groups/sessions your child may be recommended for.

Discipline and Student Code of Conduct

All discipline is to be seen in the light of virtue formation. Discipline is part and parcel of making disciples of Christ who are strong in the virtues of faith and morals. Virtue is a strength of character used to shape saints and scholars.

Teachers

- The Teachers are responsible for the primary and timely discipline of students.
- The Teachers will use prudential judgment in determining whether to communicate a minor incident to the caregivers of the parties involved.
- The Teachers may consult the Dean of Students regarding minor incidents.
- The Teachers will notify the Dean of Students with regard to all serious incidents and severe infractions.

The Dean of Students

- The Dean of Students will use prudential judgment to assist, as needed, with disciplinary measures.
- The Dean of Students receives notifications from teachers regarding Serious Incidents and Severe Infractions.
- The Dean of Students facilitates communication with all parties involved regarding Severe Infractions.
- The Dean of Students is the first point of contact, if caregivers disagree with a disciplinary course of action enacted by the Teacher.

The Principal

- The Principal may consult and/or adjudicate in more difficult cases brought forward by the Dean of Students.

- The Principal serves as the court of appeal with regard to decisions made by the Dean of Students, should the decisions be contested.

The Pastor

- The Pastor serves as the final court of appeal.
- Incidents brought to the attention of the Pastor involve matters where unenrollment or expulsion from the school is a potential recourse.
- The Pastor will review all documentation and, if necessary, meet with the parties involved. This meeting will include the Dean of Students, Principal, and other staff members deemed appropriate by the Pastor to be present.
- The judgment of the Pastor is final.

SERIOUS INCIDENTS:

- When Serious Incidents occur, the teacher will notify the caregivers of all parties involved as soon as possible. The caregivers may be required to meet with the teacher to discuss the situation.
- For these incidents, the Dean of Students will be notified as soon as possible.
- Everything will be documented accurately.
- Timely communication with caregivers and the Dean is required.

SEVERE INFRACTIONS:

- When Severe Infractions occur, the Dean of Students will be notified and will facilitate communication with all parties involved: caregivers, Teacher, Principal, and Pastor.
- Severe Infractions may include but is not limited to issues related to drugs and alcohol, inducing panic, vandalism, physical aggression, etc.

Level 1: MINOR INCIDENTS. These are common infractions that a typical student might make. No outside-the-classroom notification is required.

Level 2: SERIOUS INCIDENTS. These are less common, more serious infractions. Timely notification of the parents and the Dean of Students is required

Level 3: Severe Infractions. These are uncommon, very severe infractions that are serious enough as to result in unenrollment. Caregivers, the Dean of Students, the Principal, and the Pastor must be notified immediately. Major intervention is required.

Using the State of Ohio endorsed **Positive Behavior Intervention & Support (PBIS)** we have developed the following expectations for our building:

Expected Behavior:

	<u>HALLWAY</u>	<u>CAFETERIA</u>	<u>RECESS</u>	<u>RESTROOM</u>	<u>CHURCH</u>	<u>ASSEMBLY</u>
<u>BE RESPECTFUL</u>	*Voice = 0-1 *Hands and Feet to yourself.	*Voice = 0-2 *Listen to all adults *Good manners *Stand reverently for prayer	*Voice=0-4 *Share and play fair	*Voice = 0-1 *Give privacy	*Voice = 0, when participating 1-2 *Listen attentively	*Voice = 0 during presentation *Applaud politely *Listen attentively
<u>BE RESPONSIBLE</u>	*Stay in line *Face forward *Follow adult directions	*Clean up table and floor *Follow adult directions	*Put equipment away *Line up quickly *Follow adult directions	*Flush *Use 2 rule *Feet on floor at all times *Use and return quickly to class	*Be REVERENT *Follow adult directions	*Stay seated *Follow adult directions
<u>BE SAFE</u>	*Walk on right *Use personal space	*Stay in seat until dismissed *Walk at all times	*Report problems to an adult	*Keep floor clean	*Use personal space *Walk at all times	*Use personal space *Walk at all times

Detentions: A detention will be served during lunch and recess or after school from 2:45 – 3:30 pm. Detentions will be supervised by a teacher or administrator. Students in detention will be permitted to do school work but must maintain silence throughout the detention period. Parents must make arrangements for students serving after-school detentions to be picked up at the front door of the school at 3:30.

Emergency Removal:

Removal of a student from the classroom and/or the school building can take place for cases in which all other reasonable attempts to keep the child in school safely have been utilized by the school staff. In cases where both parents/guardians are employed and not at home, they are still responsible for obtaining this adult supervision.

Suspension:

Suspension is used only in extreme cases. For an in-school suspension, a student will be supervised within the school building by a staff member. For an out-of-school suspension, the student will not be permitted on the school property before, during, or after school. All work missed during a suspension must be turned in on the day the student returns to school or no credit will be given. A record of the suspension and the solution to the problem will be filed in the pupil's cumulative folder.

Expulsion:

The expulsion of a child from our school for disciplinary purposes is generally invoked only as a last resort. A pupil will be expelled for offenses that seriously undermine the morale and safety of the school. This expulsion will be for the remainder of the school year. Re-admittance of the student to school will be based on the recommendation of the Administration and Pastor. A precise written statement of the case is to be immediately submitted to the Catholic School Services Office and to the Pastor of the school and a copy will be filed in the pupil's cumulative folder

Bullying:

Harassment, intimidation, or bullying behavior by any student at St. Michael School is strictly prohibited and such conduct may result in disciplinary action. "Harassment, intimidation or bullying" in accordance with R.C. 3313.666 means the intentional written, verbal, physical, or any graphic cyber contact with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation.

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

Enrollment

Enrollment takes place annually. New students may enroll throughout the school year as long as spots remain in the grade level (see ADMISSIONS AND CONTINUED ENROLLMENT).

Students (Grades KR-7) enrolled in the current school year are automatically re-enrolled for the following year beginning in February. After the re-enrollment period, new family registrations will be accepted. Families not returning must notify the school by the given date during the re-enrollment period.

Preschool students will not automatically be re-enrolled due to the varying class options for their ages. Current Preschool families will be able to register during the February re-enrollment period. After the re-enrollment period, new family registrations will be accepted.

Kindergarten Registration: A child must be five on or before August 1 of the year he/she begins kindergarten. This is Ohio State Law. Any student who is to be retained in kindergarten will be given a place in the kindergarten class for the next year.

Family Education Rights and Privacy Act (FERPA)

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

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

Field Trips

Field trips are first-hand educational experiences that bring additional meaning to the lessons in the classroom. Parents are notified in advance of the time, place, means of transportation, and cost. The Diocesan School permission slip provided by the teacher must be completed and turned in to the teacher in order for a student

to participate in a field trip. Teachers comply with established guidelines and rules to ensure the safety and welfare of all students during field trips.

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

Gender-Related Matters

In Catholic parishes, schools, and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school, and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. Require that names and pronouns be in accordance with the person's biological sex.
3. Maintain names in records according to the person's biological sex.
4. Confirm that uniforms and gender-specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
5. Require that participation on athletic teams and extra-curricular activities be according to biological sex.

Parents/guardians and students must cooperate respectfully with the above policies regarding gender-related matters or the Administration may require the withdrawal of the student.

Grading System

Grading Scales:

Kindergarten students are assessed quarterly over the concepts covered in each academic area. Using a checklist, the concepts are reported by using a scale to indicate progress and/or achievement.

O - Outstanding	+ mastered concept
S - Satisfactory	- not mastered concept
N- Needs Improvement	

First through Eighth Grades will use the following percentage equivalents or numbers, plus letters to indicate progress:

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

Special classes such as art, gym, music, and technology will assign students grades based on participation, skill, and effort. Students in grades K-6 will receive O, S, or N while students in grades 7 and 8 will receive a percentage grade.

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

Honor Roll: Students are recognized as *Honor Roll Students* each quarter in grades 6, 7, and 8. To receive this recognition, a student must have all A's/B's during that grading period. An "All-A Honor Roll" is also published. All graded courses will be used in determining Honor Roll status. For Grade 6, O = A and S = B when figuring music, art, and physical education for Honor Roll.

Health Services

Nurse: A qualified nurse is available on a part-time basis at St. Michael School. The nurse will conduct yearly health screenings as assigned by the state, help with staff training, administer student medications, manage student health files, and provide daily care for minor injuries or illnesses. The school nurse can be contacted at 419-423-2738 EXT. 299.

Allergies: St. Michael The Archangel School recognizes that allergy conditions affect many students. Parents must complete an Allergy Form for any child with a food allergy and/or on an epi-pen. A classroom will be deemed NUT-FREE if a child with a nut allergy is assigned to that classroom. Although our cafeteria is not nut-free, a nut-free zone can be established for a child with an allergy. Staff members are provided with information about student allergies and given periodic training on first aid procedures and the use of various types of epi-pens.

Illness: Children who become ill during school hours will be sent home only after contact has been made with the parent(s) or the person(s) named to be contacted. Students who experience a fever, vomiting, diarrhea, or other communicable symptoms need to remain home for 24 hours after their last symptom.

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

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

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

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

Immunizations: Per the Ohio Department of Health: "Students are attending school in violation of Ohio law if after 15 days of school an immunization record is not on file for the following immunizations: Varicella (chicken pox), DTaP, Polio, MMR, Meningococcal, and Hepatitis. All students new to the school must show proof of immunizations by the first day of school. If on day 15 of school, the student is not up to date on the immunizations, he/she will not be permitted at school. The immunization record needs to be from the health department or physician's office.

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

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

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

Homework/Absent Work

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

Kindergarten and Grade 1	= up to 30 minutes
Grades 2 and 3	= up to 45 minutes
Grades 4 through 6	= up to 60 minutes
Grades 7 and 8	= up to 90 minutes

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

Absent Work: When students leave school before the end of the day, assignments for classes missed will be given upon each student's return to school. When a student is absent due to illness for one day, absent work will be assigned the day the student returns. If a student is out for 2 or more days, parent/guardians should call the school office before 9 a.m. and request that absent work be assembled in order for it to be picked up. Please allow until the end of the school day for pick up. It is the parent's responsibility to pick up the work from the drop-off table in the main school entrance vestibule. Students will have as many days as they were absent to turn in absent work unless other arrangements are made with the teacher. Long-term assignments which already have designated due dates are exempt from this rule.

Late Work: Each teacher or grade level will establish policies for accepting late work. Reduced credit and specific deadlines may be implemented for late work.

Intervention

Our Intervention process is structured to assist educators in finding solutions, techniques, and/or strategies for possible at-risk students. As partners in the learning process, parents will be notified when their child will be involved in this process and will receive written results of the recommended team solutions. At times the Team will hold meetings with parents and Educational Professionals. These meetings are private and confidential so no audio or videotaping will be permitted without prior consultation and approval. The principal should be consulted about any questions or concerns regarding the intervention process.

Library

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

Lockers / Cubbies

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

Lost and Found

Any items left in the school building or on the school grounds should be taken to the school office for placement on the lost and found table. The lost and found table will be cleared off at the end of each quarter. Items not claimed will be donated or discarded.

Lunch

Parents are responsible for sending their child to school with either a packed lunch or the money to purchase lunch at school. **Parents may not bring lunch from a restaurant to the school for their child.** Parents and staff should encourage students to bring balanced lunches and to limit the consumption of sweets and sodas.

Findlay City Schools serves a hot meal to students. Students may also purchase milk and bring a cold lunch. The price for meals and milk is published at the beginning of the school year.

If a child forgets his/her lunch money, arrangements are to be made with the FCS cashier for a lunch charge. Only one lunch may be charged and must be repaid the next day. If a student has a charge or his/her lunch account gets low, parents will be notified to place additional funds on their lunch account.

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

Music and Drama

St. Michael The Archangel School offers a variety of opportunities in music. These include optional band for grades 5-8, and chorus for grades 4-8. Additional opportunities such as pep band, jazz band, bell choir, or solo and ensemble groups may be offered. Several musical performances at school, church, in the community, and at special events are scheduled each year.

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

Physical Education

A certified physical education teacher is employed for all grade levels. Children in kindergarten through Grade 8 have one physical education class per week.

All students must have a pair of clean gym shoes that are to be left at school.

Students will be provided with an SMS spirit shirt at the start of the school year that may be worn on gym days with uniform bottoms.

Promotion, Retention, or Placement

The Intervention Process must be in place prior to the decision to retain or place a child.

Retention: Promotion of a student to the next grade level is prohibited if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

The right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parent's permission is NOT required; however, a meeting between the administrator, school counselor, teacher, and parent will take place before retaining a student.

Placement: Students who are doing failing work and would not benefit by retention in the grade for another year, may be placed. Being "placed" means a student will start the next school year as if he/she had been promoted. At mid-term of the 1st quarter, the teacher(s), parent(s), counselor, and principal will meet to evaluate the student's progress and determine permanent grade level placement for the school year.

School Events:

Procedures for Staying:

1. Students staying for athletic practices/events, cheerleading, student organizational meetings, etc., that begin immediately after dismissal will remain in their homerooms with their teachers until the coach/adult in charge arrives and the students are called via the PA.

2. If a child is to stay after school for an activity, a written parent note must be given to the homeroom teacher prior to the activity. The homeroom teacher MUST be notified in writing if a student decides to drop out of an activity.
3. Students in any athletic programs and other school activities that do not begin immediately after dismissal must go home and not return for these activities until the proper time. Students may NOT be in the school building after school hours without direct adult supervision (i.e., by coach or parent)
4. Parents must make arrangements for transportation immediately following the end of the activity. Teachers, coaches, advisors, secretaries, and administrators are not responsible for supervision after the conclusion of an after-school activity.

Student Expectations:

- Students must follow the directions and rules of the advisors and chaperones.
- Students must remain in designated areas (gym, cafeteria, activity center.)
- Students may use the locker room/restrooms with adult permission.
- At no time may a student leave the building until the activity/event/meeting is completely over and an adult has come to pick up the student.
- Refreshments must stay in the designated area.
- Students are to be courteous to all fellow classmates and adults.
- Regular code of conduct for students is followed

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

School Office Hours

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

School Organizations

Parent-Teacher Council:

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

PTC will schedule all PTC meetings early in the school year and communicate these dates to all staff. Staff serving on the PTC committee should be present at each scheduled PTC meeting. Staff will commit to working 1-2 PTC events throughout the year.

Athletic Boosters Club:

St. Michael Athletic Boosters Club has the purpose of organizing and promoting community support for the sports program. Membership is open to all members of the parish and school families. Open meetings are held regularly (4-6/year) during the school year.

School Advisory Council:

The School Advisory Council of St. Michael School is a body having the purpose of offering counsel to the pastor/principal on all matters pertaining to the school. Members of the Advisory Council shall be the pastor (ex-officio), principal (ex-officio), dean of students (ex-officio) and seven - nine appointed members. No members of the school staff may be members of the School Advisory Council.

Members of the Council shall generally hold closed sessions. However, the Council may open a session to guests when it is deemed helpful. The Council usually meets on the first Wednesday of each month.

School Pictures

School pictures are taken early in the school year with students in uniform. A prepaid package may be purchased, but there is no obligation. Picture retakes will be made if parents are not satisfied. This picture will be used for the class composite and class yearbook page.

School Reputation

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

School Safety and Emergency Plans

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

Our school building uses one monitored entrance to the building during the school day. We have limited access key-card readers on our entrance doors and several security cameras throughout the building and playgrounds. An armed school-resource officer will be present on school grounds throughout the school day.

Search and Seizure

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

Snacks and Water Bottles

Students are permitted to bring a **healthy** snack and water bottle daily. Snacks will be eaten at the designated time within the classroom routine. **Healthy** snack choices can include fruit, granola bars, yogurt, vegetables, crackers, cereal, cheese, etc. Candy and desserts (cookies, brownies, etc) are not healthy choices and will not be permitted to be eaten during snack time. Students are responsible for bringing needed utensils and cleaning up their area. Teachers may address any snack choice concerns with the parent. Snacks will not be withheld from any student as a disciplinary measure.

Any room that has a child with a nut allergy, may need to become a nut-free classroom. The teacher is responsible for letting homeroom parents know if this policy is in place.

Water bottles should only contain water and may be refilled as necessary throughout the day at drinking fountains.

Social Media

Engagement in social media platforms such as, but not limited to Facebook, Twitter, Instagram, etc. may result in disciplinary actions, including expulsion if the content of the posting includes defamatory comments regarding the school, the faculty, students, parents, the parish, the parish staff, or the Catholic Faith.

Sports

St. Michael Parish participates in a combination of the CYO program offered by the Toledo Diocese, local programs, and other non-league opportunities. All players on SMS teams must be members of the parish and/or enrolled in the school in order to play on the parish team. All students participating in the CYO program must abide by the School Code of Conduct. The following sports programs are offered: volleyball for girls (Grades 3 - 8); basketball for boys and girls (Grades 3 - 8); track for boys and girls (Grades 3 - 8); cross

country for boys and girls (Grades K - 8); cheerleading for students (Grades 4 - 8). All students are given an opportunity to participate. No one is cut from the team. Students are expected to be present at practices and attend games unless excused for a legitimate reason (e.g., illness, family emergency). St. Michael Parish members are asked to help in a variety of ways: coaching, transportation for away events; set-up, clean-up, admissions, and concessions for home events.

Administration may deem a student participating in sports ineligible to play based on their academic progress in the classroom. Reasons to be determined ineligible may include accumulated missing or late work, grade point average, or cheating. The administration will notify students, parents, and coaches when a student has become ineligible, establish an improvement plan, and make a notification when a student has regained eligibility. Any student suspended from School will also be suspended from the athletic program.

Teacher Request

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

Technology

Students in Kindergarten will have access to IPADS during teacher-designated times/activities. Students in grades 1-8 will be assigned a chromebook. Students in grades 1-6 will only bring a chromebook home if needed for a special project. Students in grades 7-8 will be chromebooks home nightly for homework and projects. Students in grades 7-8 are expected to fully charge their chromebook nightly. All students in grades KR-8 will have access to computers in the technology lab during their assigned technology class. Parents and students must yearly sign the Technology Acceptable Use Policy stating they have read, understood, and are willing to abide by all of the rules for using the technology labs and equipment. Students will bring this home at the start of each school year.

Infractions to the technology acceptable use policy will be addressed in a 3-strike manner:

Strike 1- Meet with administration. We will check the student's Chromebook and filter history.

Strike 2- The student's Chromebook/account will be moved into restricted mode. They will also have limited access granted only through the teacher. Teachers will be made aware of the situation.

Strike 3- A meeting will be called with the administration and parents to discuss the infractions and create a plan moving forward.

Telephone usage

Parents/guardians and students should make arrangements concerning the day's activities before the child leaves home in the morning. Students may not receive or place texts or calls using electronic devices such as tablets, phones, or watches during normal school hours. Students must have permission from a teacher or staff member to use a phone at school. No students will be called from class to the phone except for an emergency.

Testing Programs

During the fall, winter, and spring, the MAP test is administered to grades K through 8. The ARK Religion Test will be administered to grades 2-8 yearly. The CogAT Test is administered to students in grades 5 and 7. Students in grades 3-8 who receive State of Ohio Scholarships are required to complete State of Ohio tests or alternate assessments (MAP) for their grade level. Test scores are shared with parents throughout the year. Results are placed in the student's permanent record folder.

Textbooks

The school provides textbooks and workbooks. Books or workbooks that are lost or destroyed must be paid for. Fines are issued at the end of the school year for any student damage.

Transfers

When a student is transferring to another school, parents must complete a request form that allows academic and health records to be released from St. Michael School to the receiving school. No permanent files will be given to the family; we may only release files directly to a new school.

Transportation

Findlay City Schools, Hancock County, and Area Schools transport St. Michael students. The bus coordinators for the school systems make the best possible arrangements that will benefit the greatest number of students.

All Findlay City School residents requesting bus transportation must fill out a request form prior to the start of the year. The schedule for Findlay City buses is published on the Findlay City Schools website before the beginning of each school year at www.findlaycityschools.org.

All other school districts are provided a list of students enrolled at St. Michael School by the school office. Those districts will contact families for bussing information. If you have questions, please contact your local school district transportation office.

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

Tuition

St. Michael Parish is deeply committed to providing a quality Catholic school in Hancock County. Tuition is based on the cost to educate the child.

State, local, and generous parish financial aid are available. Please contact the administrators or visit the school website for more information on available aid. Parents are asked to notify the principal as soon as possible should a financial difficulty occur during the school year.

Refund of tuition is only accommodated in certain limited circumstances and will be done only on a semester basis. If a student has begun a semester, that semester will not be refunded. Requests for refunds must be submitted in writing to the school administration for approval.

Visitors

All visitors must sign in/out and receive a badge to wear during their time in the building.

Parents: Parent visitation to classrooms is not permitted under normal circumstances. All parent classroom visitations must be cleared with the school administration. Parents are asked not to accompany students to

the classroom when dropping them off. Students being picked up during school hours will meet their parents in the school office.

Guest Visitors: to the building to provide educational experiences for the students are allowed. Visitors should never be left in charge of the classroom or take children away from the direct supervision of the teacher. Please notify the office when a visitor is scheduled so they allow entry and can direct them to you.

Volunteers

All volunteers serve with the approval of the pastor/principal and must complete the online VIRTUS Training provided by the Diocese. For security purposes, all volunteers are asked to sign in and out of the school and wear a Visitor's Badge while serving in the school.

Parent volunteers supervise the cafeteria and playground at lunch. Volunteers are also needed to assist with library, office jobs, and school liturgies. Volunteers may work in classrooms if initiated by the classroom teacher and approved by the principal.

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

Weather and Closings

If school must be closed because of inclement weather or other emergency situation, a text alert will be sent by the principal to those registered in our school database. School delays and cancellations will also be reported on local TV or radio stations. It is safe to assume that if Findlay City Schools are closed due to bad weather then St. Michael will also be closed since we use the same transportation.

If school is closed for inclement weather or other emergencies all after-school activities will be canceled that day. The school's Extended Day Program will be OPEN for delays and cancellations unless there is a level 3 emergency declared.

Uniform Policy for K-8 students

Students in grades K-8 are expected to wear school uniforms as described below and to follow the Out of Uniform policies for those occasions when uniforms are not worn to school. Parents are asked to monitor the dress of their child(ren) before they come to school. Faculty and staff members are expected to enforce the student dress code at all times through reasonable observation of the students.

VENDOR

You may only purchase approved uniform pieces from Educational Apparel. We also have a Used Uniform Sale twice a year at school. Used items may include previously approved items from French Toast or Land's End. Used items should match approved Educational Apparel items in pattern, color, and style.

- Educational Apparel options for purchasing:
 - Shop online www.educationalapparel.com - **Saint Michael School-Findlay #88**
 - Shop the store: Hilliard Store, 3906 Brown Park Dr., Hilliard, Ohio 43026
 - At-school sales: Held 3 times/year (summer, late fall, spring) in our building

TOPS

Tops are expected to be tucked in at all times. Only short-sleeved, plain white undershirts may be worn under uniform tops. No colored undergarments should be visible through school uniforms or gym clothes. School crest embroidery is optional.

	Grade/Gender	Color Choices
• Long and short-sleeved polo shirts (plain or embroidered)	K-8 boys/girls	green, white, and navy
• Long and short-sleeved button-down oxford shirts	K-8 boys/girls	white and blue
• Long and short-sleeved rounded collar blouse	K-8 girls	white

LAYERING ITEMS

Must wear a regular school top with the following items. No other items (including coats or hoodies) are to be worn during the school day to keep warm.

	Grade/Gender	Color Choices
• St. Michael fleece w/embroidered crest	K-8 boys/girls	green/navy

• Sweatshirt w/embroidered crest	K-8 boys/girls	ash gray
• V-neck sweater vest (plain or embroidered)	K-8 boys/girls	navy
• Sweatshirt w/ plaid embroidered M	K-8 girls	ash gray
• Cardigan with rounded collar	K-8 girls	navy

BOTTOMS

Be sure bottoms are fitted properly (correct length and not sagging). Skirts, jumpers, and skorts should be no more than 2" above the knee when measured from a kneeling position.

	Grade/Gender	Color Choices
• Shorts in flat or pleated styles	K-8 boys/girls	khaki/navy
• Pants in flat or pleated styles	K-8 boys/girls	khaki/navy
• Skort	K-8 girls	khaki/navy/plaid
• Jumper	K-6 girls	navy/plaid
• Skirt	6-8 girls	khaki/navy/plaid

BELTS

Belts are optional. If worn, belts must be plain.

Color Choices: black, brown, khaki, navy

SOCKS/LEGGINGS/HOSIERY

Socks, tights, or hose must be worn at all times. They must be plain in color with no visible logos showing. Leggings must be ankle length with no cutouts, embellishments, or special designs.

	Color Choices
• Socks	white, khaki, gray, black, navy
• Leggings (girls)	white, gray, black, navy
• Tights (girls)	white, gray, black, navy
• Hose (girls)	nude/neutral

SHOES

- Shoes must be in good condition and be fastened or tied at all times.
- All shoes must have an enclosed toe and heel or ankle strap.
- Tennis shoes are permitted.
- CROCS like shoes, fashion boots, sandals, and shoes that light up, roll, or are platform style are not permitted.
- Shoes must have no higher than a 1 ½" heel.
- Students are expected to have a clean pair of shoes that remain at school for gym.
- Boots may only be worn to/from school or during recess (regular shoes will be worn during the school day).

HAIR

Hair must be neat and clean. Hairstyle must not prohibit the ability to see or be seen. No fad-type haircuts, colored tinsel extensions, or unnatural coloring are permitted. Boys' hair must not reach the top of the collar and boys must be clean-shaven.

HAIR FASTENERS

Hair fasteners are for girls only and should be plain in style.

		Color Choices
• Headbands	2 inches or less wide	white, khaki, gray, black, navy, uniform plaid
• Bows	no large/distracting styles	white, khaki, gray, black, navy, uniform plaid

NAILS AND MAKE-UP

Nail length must not inhibit a student from properly participating in any school classes or extracurricular activities.

Nail polish should be one, solid color (no glitter or black). Girls in grades 7-8 may wear modest make-up (no glitter).

ACCESSORIES:

- EARRINGS: Posts or small hoops are permitted for girls in ears only (no dangling earrings).
- JEWELRY: Jewelry is permitted as long as it does not distract from education or pose a safety threat.
- WATCHES: Students may wear regular watches. Watches that call, text, game, etc are not permitted and must be kept in book bag or locker.

TATTOOS

Tattoos, including temporary or self-drawn tattoos, may not be visible during school or school activities.

EXEMPTIONS

The principal may determine necessary exemptions for medical needs. Uniforms for scouting are permitted on appropriate meeting days.

OUT-OF-UNIFORM DAYS

The principal may schedule Out-of-Uniform Days. Dress must be modest and appropriate for our Christian environment.

No offensive, political, or vulgar attire may be worn. Students may choose to "dress up" on Out-of-Uniform Days.

- Tops:
 - Proper length to cover midribs and shoulders (no spaghetti straps or tank tops)
 - Modest necklines
 - Hoodies are permitted, but hoods may not be worn on the head during the school day
 - Clean hemlines (no rips, tears, or cut-offs)
- Bottoms:
 - Proper dress code length (no shorter than 3" above the knee for skirts/dresses)
 - Clean hemlines (no rips, tears, or cut-offs)
 - Leggings are only permitted with a top long enough to cover the hips and butt or a skirt worn over the leggings
- Shoes:
 - Regular shoe policy with the exception of boots are allowed (no snow boots)
 - Croc like shoes and fashion boots are not allowed
- Socks/leggings:
 - Must be worn
 - Can be any color or pattern and may contain logos

GYM UNIFORM

Grades K- 5:

- Clean pair of shoes to be kept at school and worn for gym only
- May wear the current year SMS spirit shirt on gym day (given to each student at the start of the year)
- Regular uniform bottoms

Grades 6-8:

- Clean pair of shoes to be kept at school and worn for gym only
- Any SMS spirit/club/team shirt or plain colored t-shirts with no writing/logos.
- Solid color shorts or athletic pants. Leggings and spandex type shorts not permitted.

DRESS CODE VIOLATIONS

The administrators have the final say on any questionable items of clothing. If in doubt, please do not wear it.

1. Verbal warning with notice home (email, note, or phone call)
2. Parent called to bring a change of clothes. Student will remain in office until change of clothing arrives.
3. Loss of Out of Uniform privileges
4. Student serves after-school detention (parent must pick up at 3:30 pm)

ACKNOWLEDGEMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK:

My child(ren) and I have read the St. Michael School Parent-Student Handbook. We understand and accept the rules, educational codes, and policies therein. As parents/guardians and students, we promise to meet the rules, codes, and policies delineated in this handbook, including the following expectations:

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

K-8 Student(s) Name(s) :

Student Signature(s) (Grades 2-8)

Parent(s) Name(s):

Parent(s) Signature(s)

Date: _____