



FAMILY HANDBOOK

2025 - 2026

Mission Statement

Led by the Holy Spirit, St. Michael Catholic School encourages our students to grow in their Catholic faith, achieve academic excellence, and become responsible citizens.

Vision Statement

St. Michael Catholic School realizes the world is ever-changing and that to prepare our students, we must provide real-world, relevant instruction and experiences that are faith-centered, globally minded, and technologically enhanced. Our focus will be student-centered and family-engaging so that all may experience an environment to grow and develop tools to carry into the world to support the mission of the Church and find success in their life journey.

General Objectives

- To provide a balanced program of worthwhile values, remembering that total education is the primary purpose of the school.
- To encourage students to develop good work and study habits and capitalize on their special aptitudes and interests.
- To provide a motivational atmosphere to encourage each student to become a lifelong learners.
- To instill a sense of creativity and flexibility to meet the changing needs of society and education.
- To awaken the student to their civic and moral responsibilities in their relationship to humankind.
- To help the student develop an appreciation for art, music, literature, and other areas of the fine arts.
- Encourage the students to develop a sense of self-discipline and self-direction by placing more responsibility on them as they mature.

Primary Goal of Catholic Education

Catholic education is centered on the life, death, and resurrection of Jesus Christ, the Son of God and Savior of the world. Catholic schools exist to assist parents in fostering, promoting, and forming children in the teachings and tradition of the Catholic Church and to pass on the faith so the entire person is nurtured in their physical, moral, and intellectual talents. The primary goal is to provide a truly Catholic education to all students through the teachings and traditions of the Roman Catholic Church, as passed down to us from Christ. St. Michael Catholic School also provides a quality Catholic education to all students as it aligns with our mission statement and the archdiocesan policies, curriculum, and guidelines. Therefore, once admitted, all students must participate in religion classes and liturgies and otherwise conform to the religious expectations of St. Michael Catholic School, Greenfield, of the Archdiocese of Indianapolis.

Non-Discrimination Statement

The philosophy of St. Michael School in the Archdiocese of Indianapolis is based on the Christian social Principles of the Gospel Message—to love and respect all people's rights. It is the policy of the Archdiocesan Board of Education that St. Michael Catholic School in the Archdiocese of Indianapolis shall not discriminate based on race, color, and/or national ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administration programs. St. Michael Catholic School is an equal opportunity organization and will not allow

discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

Admission Policy

The Office of Catholic Education recommends that a child be six (6) years old by August 1 to enter grade one. This means that a child must be five (5) years old by August 1 to enter kindergarten; four (4) years old to enter Pre-Kindergarten by August 1; and three (3) years old to enter the preschool program by August 1. Registration begins the last week of January each year for returning families. New family registration begins on February 18, 2025. (This date is updated annually).

1. Returning students
2. Returning students' siblings
3. Parishioners
4. New Students/Lottery

Families with outstanding fees must have all fees paid prior to acceptance into future school years.

All new students are admitted on a 45-day probationary basis. This period allows both the school and the family to assess whether St. Michael provides the right environment for the child's success. Families of students entering grades five through eight are required to schedule an interview with the principal or assistant principal. Following the interview, students will complete placement testing to determine the appropriate grade level.

For a student to be considered completely enrolled at St. Michael Catholic School the family must submit the following documentation. No enrollment is considered complete until all documents have been completed and submitted to the school office.

1. Family Registration form
2. Tuition Assistance Request Form (copy of 2024 taxes required)
3. Student Application
4. 2025-2026 Student Medical Information
5. Updated Immunization Records
6. Archdiocese Health and Safety Plan

New Student *(In addition to the information requested above)*

7. Home Language Survey
8. Copy of Immunization Records
9. Transcripts from previous school
10. Copy of Individual Education Plan (if applicable)
11. Copy of behavior records from previous school
12. Entrance testing to determine appropriate grade level placement (grades 3 – 8)

Lottery (if needed)

If the number of registrants exceeds the maximum enrollment for a grade level a lottery will be used. The lottery will be held at a public meeting on March 14, 2025. (This date is updated annually).

Arrival/Dismissal

Arrival – Mornings

- Nolan Hall – Preschool– 1 and siblings
 - Drop children off at the connector entrance nearest to Nolan Hall. You may reach the entrance by entering the front arched driveway, pulling forward, and dismissing your child at the curb where the grass begins.
 - Morning arrival begins at 7:30 AM. You cannot let your child out of your vehicle until an adult is at the door.
 - Students arriving before 7:30 AM must be registered before care and dropped off at the main doors.
 - If you arrive past 8 am, you must take your child to the main entrance and sign them in.
- Main School Building Grades 2 – 8
 - Drop children off at the Fr. Severin Life Center/Gym doors. You may reach this entrance by entering the parking lot from the parish office, driving off of Jefferson Blvd., and stopping at the gym entrance doors.
 - You cannot let your child out of your vehicle until an adult is at the door.
 - For safety, you will exit the parking lot behind the rectory.
 - Morning arrival begins at 7:30 AM. Students arriving before 7:30 AM must be enrolled in before care and dropped off at the main doors.
 - If you arrive past 8 am, you must take your child to the main entrance and sign them in.

Dismissal

- Nolan Hall – Preschool – 1
 - Dismissal for students, Preschool – 1 (without older siblings), will be from the front of the school building at the connector between the main building and Nolan Hall. You may reach this entrance by entering the arched driveway, the first car should pull forward and stop by the curve of the driveway. (Outside the connector entrance) **New effective July 30, 2025**
 - Put your car in park and do not enter the front lot until 2:45 pm. Dismissal will begin at 3:00 pm. **New effective July 30, 2025**
 - You must have your child's name card displayed on the front dashboard of your vehicle. Every family will receive three name cards. If you need additional name cards please contact the school office.
 - After the last car has left the area, any students left must be picked up from ASC at the blue door #3.
- Main School Building – Grades 2 – 8 and siblings
 - Dismissal for students in the main school building and their younger siblings will be from the parking lot near the playground. You may reach this area by entering next to the rectory.
 - The gates will not be opened until 2:45 PM. Dismissal will begin at 3:00 PM. Don't line up until 2:45 in the lot.

Attendance/Tardy Arrival/Absences

For your child to be as successful as possible, they must be at school. Attendance and punctuality are essential for student progress and for building attitudes and responsible behaviors that are important for life. The law requires students to attend school for 180 days. Frequent absences, as defined by the Hancock County Prosecutors' office, may necessitate repeating the grade (see below).

The school office must receive notification when your child is absent. Please call the school (317-462-6380) when your child is not in school or send an email (school@stmichaelsgrfld.org) by 8:30 AM. It is not appropriate to send a text message to a staff member to report an absence. **If the school does not receive notification of the absence, the student will be given an unexcused absence.**

Excused Absences

- An excused absence is defined as a student who is ill for up to three days with a parent notification; has a physician's written statement for four or more consecutive days in case of illness; or is attending a school/educational activity/event approved by the principal.
- A half-day absence will be warranted for students who miss over 95 minutes of **instructional time** at any point in the school day. This includes deliberately missing a school Mass. It will be considered an excused absence if the parent provides a written statement (note/fax/email) from a physician, or if it is an extracurricular activity that the principal approves. Otherwise, the absence will be deemed as "unexcused".
- Extended absences for bereavement for family members and family medical emergencies are considered excused absences when substantiated with the appropriate documentation.

Unexcused Absences

- An "unexcused" absence is defined as an absence without a physician statement in case of illness for four or more days; no notification given to the school of the child's illness; attending other extra-curricular activities not related to school (i.e., sports competitions); or activities not approved by the principal.
- Vacations are not considered a replacement for academic time required by the state. Vacations are considered unexcused absences. We understand that there are times when a vacation during regular school days may be unavoidable because of scheduling.
 - Students will have one day per day absent (up to one week) to make up assignments missed during a vacation.
 - Teachers will not provide assignments in advance of a vacation that is being taken during a school week. Students may receive these assignments upon their return.
 - At the end of the time allotted, if the assignment has not been turned in, the student will go to silent lunch or lose recess. eLearning is not an option to replace a regular school day missed due to a vacation.
- A half-day absence will be warranted for students who miss over 95 minutes of instructional time at any point in the school day. This includes deliberately missing a school Mass. The absence will be deemed as "unexcused" if the parent does NOT provide a written statement from a physician or if it is NOT an extra-curricular activity that the principal approves.
- Family vacations and sports competitions (unrelated to St. Michael CYO athletics) are unexcused.

- Students who leave early from school and do not have a doctor's statement will not be allowed to participate in any school-sponsored activities (sports, clubs, plays, etc.) on the day of the unexcused absence.

Sanctions for Absences

- If a student has **five or more days of absences (excused or unexcused)** per year, the administrative staff will contact the parent (s) to determine the cause. A meeting with the parent(s) and principal (and/or assistant principal) will be required to discuss how absences can be avoided. For absences of five or more days substantiated by a physician's written statement, a phone conference will be utilized to determine the best steps to help the student succeed.
 - If a student has **five or more days of unexcused** absences per year, the parents will receive a formal letter from the principal advising parents of the Hancock County Prosecutor's policy on school attendance.
- If a student accumulates **ten or more absences (excused or unexcused)** per year, the school will notify the Hancock County Prosecutor's Office in writing. A meeting with the parent(s) and principal (and/or assistant principal) will be required to discuss the student's future at St. Michael School.
- If a student accumulates **fifteen or more absences per year (whether excused or unexcused)**, then that student **may** not be promoted into the next grade level, as they may not be academically prepared to complete the following year's more rigorous academic curriculum successfully. Additionally, the student will be placed on probationary status, possibly resulting in dismissal from St. Michael Catholic School.
 - In extreme cases where a student has a serious illness (substantiated by a physician's written statement) exceeding fifteen or more absent days as specified above, special consideration may be given in developing a separate academic plan. In all cases, the student must make up work deemed critical by the subject teacher(s) to the point that the teacher(s) are confident of the student's ability to meet the following year's academic curriculum. If teachers are still unsatisfied with the student's ability to meet the following year's academic curriculum, that student may be retained in their current grade for the next school year.

Tardiness

- A student is considered tardy if they arrive at school after 8:00 AM, when the morning bell rings.
- **Parents must drop off their child/children at the main office.**
- Any student reporting late due to an appointment must bring a note from the doctor upon their return. We strongly encourage parents to schedule medical appointments outside the school day to ensure the student receives maximum educational instruction.
- If a student in grades KN-8 accumulates five tardy arrivals per **grading period**, a parent/principal meeting will be required.

Early Dismissal

- If a student must leave school before regular dismissal, the parent must email/call the school office stating the time the student is needed and the name of the person picking up the student. A record of all early departures is maintained in the school office.
- Medical and dental appointments should be made after school hours. The staff strongly discourages these appointments from being made during the school day. Missed class time negatively affects a student's ability to keep up with the building block approach used in many classes.

Athletics

CYO

Students in grades 3-8 may participate in CYO sports. For girls' grades 4-8: kickball, volleyball, and basketball in the fall. For boys' grades 3-5: football in the fall, and grades 4-8 basketball in the winter. Additionally, our sports teams are determined by the number of students who sign up and the availability of coaches. At times, third graders may be recruited to fill out a team. Students at St. Michael School must maintain a passing grade in all subjects to participate in sports. Failing grades or behavior problems will be dealt with in accordance with the St. Michael Parish/School Athletic Handbook. Students will not be released from class early to change into athletic clothing. Students are expected to wear a school uniform every day. Special days may be set aside for the students to wear their sports jerseys if they participate in CYO sports. Unless otherwise notified, the jerseys will be worn with school uniform shorts or pants.

Coaches, parents, and students must display a Christian attitude and good sportsmanship. How you behave reflects St. Michael Catholic School.

If a student is absent from school, they may not participate in after-school extracurricular events, including sports practices, games, matches, etc.

CYO expectations regarding players, coaches, and officials:

1. Players, coaches, and officials are expected to stand and maintain a respectful demeanor during the National Anthem. This is expected at any CYO activity where the Anthem is being played.
2. Additionally, during pre-game prayer, all are expected to be reverent and respectful.
3. If a player or coach chooses to take a knee during the Anthem, they are to be suspended from participating in that game. If a player or coach takes a knee and does participate in the game, the CYO requests that the opposing coach and officiating crew report this to the CYO after the game, so that the CYO can implement the suspensions of the player and coach in the next game.

If you notice a parent or coach showing poor sportsmanship, please do not contact the principal of that school. The appropriate way to handle the situation is to let our Athletic Director know the circumstances of your concern and let them resolve the problem.

Non CYO

St. Michael Catholic School students can participate with other Greenfield elementary schools in football and basketball for grades 4 and 5. Middle school students are eligible to participate in sports programs held in their home district public schools if St. Michael Catholic School does not provide that sport or provides that sport but in a different time frame/season than the public school. The St. Michael Catholic School athletic program takes precedence over any public school program that may run concurrently. It is the parents' responsibility to arrange for any public school sports. Wearing sweatshirts, t-shirts, or sports uniforms for any other elementary or middle school is prohibited during school hours or on field trips. Students may change into public school sports uniforms after school hours only if awaiting transportation to practice/games/matches.

Before/After School Care Program

St. Michael Catholic School offers a before-care and after-care program for students whose parents/guardians need early drop-off or late pick-up. ***The before-and-after care program is for registered students only.*** When you register for these programs, you agree to pay for a week's service, whether the child attends one day or five days. To remove your child from these programs, please email school@stmichaelsgrfld.org. Charges will continue through the end of the week if the family wishes to withdraw their child.

Before Care

St. Michael School offers supervision for students who must arrive at school between 6:30 AM and 7:30 AM. Parents wishing to use this service must register with the school and may drop their children off at before-care in the main school building. Ring the bell to the left of the main entrance to gain admission to the building.

Any student arriving at school before the 7:30 bell will be sent to the before-care program, and parents will be billed accordingly. Please do not drop students off in the parking lot and leave them unsupervised.

** If there is a two-hour delay, before-care will not begin until 7:00 AM. This will allow the school staff to arrive safely. Before care during a two-hour delay will be held in the gym/Fr. Severin Life Center. Please ring the doorbell next to the blue cafeteria door to access the gym. Before care will last until 9:30 AM. Students arriving during this time, 7:00 – 9:30 AM, will be charged for before-care.

After School Care Program

The after-care program is offered from dismissal at 3:00 PM until 5:30 PM, Monday-Friday. The program will usually start in the Fr. Severin Life Center/gym until 3:45 PM, and then, weather permitting, may travel outside. The program includes recreational activities, snack time, and study time. When the weather is agreeable, students will play outside.

Any student not picked up after dismissal is automatically sent to aftercare, and parents will be charged accordingly. Students involved in a club or who need to work on group projects may stay after school only if staff supervision has been arranged 24 hours in advance.

If parents are not waiting for students after the club meeting or group project time, the students must report to aftercare. Students cannot wait in the lobby for parents to pick up.

Before and After Care Nuisance Items (Toys, Electronic Devices/Computers/Cell Phone)

No personal toys or electronic devices are permitted during before-care or after-care. St. Michael Catholic School supplies the toys and other items for student entertainment during these extended care times. The one exception is drawing supplies. Any items brought to school and taken out and/or used during extended care will be taken from the student and given to the parent at the end of the day. If a student repeatedly brings these items to extended care, the items will be removed and given to the principal. The parent must set up an appointment to retrieve the item.

Cell phones must remain in the student's backpack in the off position. Use of devices is not acceptable during extended care times without staff consent.

Catholic Faith

All St. Michael Catholic School students are expected to participate in the Catholic religious activities that are part of our school day. Every school day begins with scripture and prayer. Dismissal begins after afternoon prayer.

Altar Servers

Altar servers have the privilege of active participation in the liturgical functions of the parish. Along with this privilege is the responsibility of being present when assigned. Students interested in being altar servers will receive instructions and be put on a rotating schedule with qualified servers. Information regarding the duties of the servers is sent home when the parish trains the student. Training begins in third grade.

Liturgical Celebrations

Students in grades Preschool - 8 must attend all-school Masses on Friday. Failure of a student to attend school Mass without a medical excuse/activity approved by the principal will be deemed an "unexcused" half-day absence (see attendance policy above). All students who attend St. Michael Catholic School are expected and required to participate fully in the Mass. We encourage and welcome parents to attend any of our school liturgies. Parish school families are expected to attend weekend Mass at St. Michael Parish. As a Christian school, we encourage all other families to attend weekend worship services. The parents are the child's first teachers in faith. A child looks to their parents for a good example. Please don't let them down.

Eucharistic Adoration/Benediction

On Friday, immediately following Mass, students participate in the Exposition of the Blessed Sacrament. Each class will return to the church for 30 – 45 minutes of silent prayer and adoration. At 2:30 PM on Friday, the students return to church for Benediction.

****On the first Friday of each month, we will have Adoration but not Benediction.**

Daily Prayer

As a Catholic school, St. Michael students and faculty have several opportunities to participate in daily prayer. All students are expected to participate in prayer actively. Some of the prayers that students will learn are:

- Sign of the Cross
- Lord's Prayer/Our Father
- Hail Mary
- St. Michael Prayer
- Act of Contrition
- Prayer before and after meals
- Glory Be
- O My Jesus
- Hail Holy Queen
- The Angelus

Rosary

St. Michael students are honored to pray the Rosary periodically during the school year. All-school Rosary is scheduled once a quarter. Individual classes and students are encouraged to pray the Rosary as time permits.

Faith Formation

St. Michael Catholic Church and School offer several opportunities for children to grow in the Catholic faith.

1. First Reconciliation – Grade 2
2. First Communion – Grade 2
3. Confirmation – Grade 8
4. For students who are not Catholic and wish to become Catholic, please contact the parish office for more information at 317-462-4240.

Religion Class

Students at St. Michael receive a daily religion class or religious activity. Our current textbook series is *Faith and Life*, published by Ignatius Press.

ARK

The ARK test tests Catholic faith, knowledge, and understanding. This test is administered yearly, in January, to grades two through eight.

Cell Phones/Smart Watches

At St. Michael Catholic School, we believe in helping students develop healthy, balanced relationships with technology. While our classrooms are phone-free to promote focus and academic engagement, our policy is designed not simply to restrict, but to guide students toward thoughtful, responsible, and empowered tech use.

Phone-Free Classrooms

- Students must keep phones off and stored in lockers or designated classroom phone holders during school hours unless specifically permitted by a teacher for academic purposes.
- Smartwatches must be in "Do Not Disturb" or airplane mode and are not to be used for communication or entertainment during school hours.

Supporting Balanced Tech Habits

- Our phone-free approach creates space for deep learning, face-to-face interaction, and mindful presence.
- Teachers will model healthy boundaries with technology, showing students that adults, too, must be mindful of digital habits.

Navigating Social Media and Technology

- Through advisory programs, guest speakers, and religion, we will guide students in:
 - Recognizing the impact of social media on self-worth and relationships.
 - Understanding digital footprints and the importance of online integrity.
 - Managing cyberbullying, peer pressure, and the emotional toll of being “always connected.”

Fostering Positive Relationships and Culture

- Our policy is built on trust, respect, and community. When students make a mistake (such as using a phone without permission), our first response will focus on education and reflection, not punishment.
- Teachers and staff are committed to maintaining open communication and building strong, caring relationships with students.
- We will celebrate positive digital citizenship, highlight student leaders who model responsible tech use, and provide safe spaces for students to ask questions and share concerns.

Consequences for Misuse

While our goal is growth and understanding, consistent expectations are necessary:

- **1st Offense:** Phone is taken for the day; student conference with principal or assistant principal.
- **2nd Offense:** Phone held in office; parent notified.
- **3rd Offense:** Family meeting with administration and development of a personal tech accountability plan.
- **4th Offense:** Failure to abide by the personal tech accountability plan could result in suspension and/or expulsion.

Partnering with Parents

We encourage families to support these values at home by:

- Creating screen-free times and zones.
- Talking openly about social media use and digital well-being.
- Encouraging their child to reach out to a trusted adult if they feel overwhelmed or unsafe online.

Communication

As a rule, all mass communication will be sent home via email. This is the fastest and best way for the school to communicate with parents. All paper/copied communications will be sent home with the youngest or the only child in the family. A newsletter, the Crusader, is sent home weekly via email from the school office. This newsletter is to keep parents informed of school activities. A menu from the cafeteria is sent home each semester. ***The most current information concerning schedules, activities, policies, and events can be found in the weekly Crusader. It is important that you read through this communication to ensure you have current information.***

Curriculum

The curriculum at St. Michael Catholic School is based on Archdiocesan guidelines and Indiana State standards. Information on the Archdiocesan guidelines should be available under the Office of Catholic Education through the Archdiocesan website: www.archindy.org. Information on the Indiana State standards may be obtained through the Indiana Department of Education website: in.gov/doe. Textbooks are selected from those approved by the Archdiocese of Indianapolis and the State of Indiana.

Daily Schedule

6:30 AM	Students who are registered for before care may enter the building
7:30 AM	Students may enter the building and report to the classroom
8:00 AM	Opening prayers, Pledge of Allegiance, and announcements
8:00 AM	Students are tardy
11:00 AM	Lunch begins – classes are assigned lunch times
2:50 PM	Afternoon announcements and prayer
3:00 PM	Students who are registered for aftercare are sent to aftercare
3:00 PM	Nolan Hall and Main school building car riders are dismissed. Walkers and bike riders will be dismissed when safe to do so <ul style="list-style-type: none">• Students not picked up report to aftercare (at an additional charge)
5:30 PM	Aftercare ends

Discipline

General Guidelines:

1. School rules are established to create a safe Christian environment conducive to learning.
2. Misconduct is addressed with appropriate consequences ranging from warnings to expulsion. Teachers will discuss classroom discipline with their students at the beginning of the school year and may publish a discipline plan.
3. Some general rules that are usually included in classroom discipline:
 - Students are expected to follow the rules of adult volunteers, staff members, and faculty.
 - Come to class prepared and on time with all the necessary materials. This includes pencils, books, paper, homework, etc.
 - Move about the school (and church) quietly and orderly. Movement that is deemed unsafe or inappropriate will be determined and addressed by the teacher/adult in charge.
 - Obtain permission from the teacher/adult in charge before leaving the classroom. Students must follow specific directions from the teacher/adult in charge regarding where they are going, how to behave, and when to return.

- Take good care of the school property. No writing on or damage to school property.
- Respect the rights, feelings, and property of others. Keep your hands, feet, and other objects to yourself. Profane, vulgar, offensive language or malicious gossip (written or spoken) are not acceptable and are not excusable as "just joking."
- Possession or use of illegal drugs, alcohol, tobacco, pornographic materials, dangerous items, or sexual misconduct on or off school/parish property during a school day or at a school-affiliated function is not permitted.
- Possession or use of prescription medication not written for the individual or taken more than the prescribed amount is strictly forbidden.

Please note: Possession of illegal drugs or weapons is a serious offense and against the law. We are bound by state law to notify the authorities if a student is found to be in possession of an illegal drug or a weapon.

Discipline Consequences

Depending on each individual situation, one or more of the following consequences will be carried out:

1. **Loss of some part or all of recess.**
2. **A written assignment.** A student may be asked to write the rule the misconduct violates, an example of a more cooperative behavioral choice that the child could have made, or an apology to the offended student, adult, or staff member.
3. **Telephoning the parent.** Either the child (in an adult's presence), the teacher or the principal will phone the parent to relay the incident. Additional consequences will be determined by the adults, teachers, or principal during the conversation. These consequences may be carried out at school, at home, or both.
4. **Conference.** A conference including the student, parent, teacher, and principal may be scheduled.
5. **Search.** A suspicion is reasonable grounds for a search. Student possessions, desks, and/or lockers are subject to search at any time.
6. **Detention.** A task related to misconduct will be carried out during detention. In case of damage to school or personal property, the student will clean, repair, or replace the property. The parents are ultimately responsible. For detention, the parents will be notified, and a day/time will be arranged.
7. **Suspension.** Parents will be notified by phone call or written notice. This suspension may be in or out of school. All assignments required will be turned in to the teachers. These assignments will only be given partial credit. All tests missed will be made up, with full credit given for the test.
8. Depending on the severity of a student's misbehavior, and at the discretion of the principal, a student may be removed from the class for the remainder of the day with assignments completed under the principal's supervision. This may be designated as an "in-school suspension," and parents will be notified. In case of an **in-school suspension**, the student will report to the principal's office upon arrival in the building to begin serving the suspension.
9. In case of an **out-of-school suspension**, before readmission of the student:
 - a. The parents will call and schedule a re-admission conference with the principal.
 - b. The parents will accompany the child to the school office for re-admission.
 - c. Work done at home during the suspension is to be presented to the teacher(s) before re-admission.
 - d. Incomplete work will result in a continuation of the suspension.

Expulsion

Parents will be notified in writing. Expulsion means that the student will be dismissed from St. Michael Catholic School for the remainder of the year and may be denied re-enrollment for the following year.

Discipline Grades 5-8 - St. Michael Middle School Discipline Plan

Behavior Offense

Students at St. Michael Catholic School are expected to follow and comply with the rules as stated in the student handbook. Failure to do so will result in the following, but not limited to, consequences and a discipline plan.

Students are expected to follow all classroom and school rules every day. Students will be given discipline points for rule infractions. Discipline forms will be sent home for parents to sign and return. If a student feels that a disciplinary point was not warranted, he or she may email the teacher and explain why they feel the point is not deserved. The email should not be composed or sent during class time. If the teacher decides not to take away the point, and the parent feels such a stance is not appropriate, the parent will contact the teacher. If, after contacting the teacher, the parent still has concerns, he or she may contact the principal.

Consequences for points are as follows:

- 1-4 points: Nobody is perfect. Learn and grow.
- 5 points: After-school detention on a Friday. The teacher will work with the student to develop a plan for meeting expectations.
- 10 points: After-school detention on a Friday. A parent/teacher conference will be scheduled.
- 15 points: In-school suspension. A parent/teacher/principal meeting will be scheduled.
- 20 points: A meeting will be held to discuss the student's future at St. Michael Catholic School. Points will reset every quarter.

Uniform Offense

All students at St. Michael are expected to follow and comply with the uniform standards as stated in the student handbook. These guidelines should always be observed. Please refer to the uniform policy for further explanation of the dress code. Failure to be out of uniform will result in the following, but not limited to, consequences and discipline plan.

1. **Uniform checks** can be done at any time and administered by any staff member.
2. **Repeated** accumulations of three or more uniform violations are considered a refusal to follow school policy. The student will be referred to the principal for further discussion, including a signed agreement detailing a performance improvement plan between the student and the school. Failure to comply with school policies could result in the removal of privileges and ultimately removal from St. Michael Catholic School.
3. **Fun Fridays.** Students with missing assignments or excessive behavior or uniform infractions will not be allowed to attend Fun Friday activities. It is our goal to encourage all students to receive this privilege. (Grades 5 – 8 only)

The following offenses are extremely serious in nature and therefore may result in immediate expulsion:

1. Any guns, knives, weapons or similar instruments on school premises or at school functions.
2. Possession of, passing, or use of drugs, alcohol, or tobacco products on the school premises or at school functions.
3. Being under the influence of alcohol or drugs while on school premises or at school functions.
4. Possession or distribution of pornography.

5. Any other incident deemed to be extremely serious in nature by the principal. This list is not all inclusive and other offenses may warrant immediate expulsion.

Procedures

Students involved in any of the infractions above will be removed from the classroom or student body immediately. Parents and/or police will be called depending on the nature of the offense. The student will be suspended from the school pending an expulsion hearing with the parents. A Threat Assessment is required by the Archdiocese of Indianapolis and will be conducted by appropriate school staff when determined that it is necessary by the principal. If it is determined necessary, the principal will alert parents of the incident if it involves the safety of other students and/or staff members. At the expulsion hearing, parents will be informed that their child is to be removed from St. Michael Catholic School for the remainder of the year and whether they will be permitted re-enrollment for the next school year. An appeal may be made to the Pastor of St. Michael Parish.

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

1. Destroying school or church property.
2. Leaving the school grounds without permission from the principal.
3. Bringing to school any implement that could cause danger to the student or other students.
4. Serious and/or multiple infractions of bullying (physical or verbal) of other students
5. Persistent/multiple infractions of disrespect for authority to include substitute teachers.
6. Any other incident deemed to be serious in nature by the principal. This list is not all inclusive and other offenses may warrant immediate suspension or expulsion.

Protectors

The Protectors program is the anti-bully program that St. Michael Catholic School staff, students, and families adopted in the 2024 – 2025 school year. Bullying has become a worldwide epidemic. St. Michael will lead our community in changing the culture that has infected the lives of so many. The three-pronged approach includes all members of our school community. This approach will allow us to empower every student to feel safe and secure in school, allowing the students to achieve their highest potential. Students, families, and staff will receive the tools necessary for reporting, removing, and reducing bullying in the school and the surrounding community. As we join for the success of every student, we will change the climate in our school and community one child at a time.

Dress Code General Guidelines

Preschool– 5 School Dress Code

Girls	Boys
Navy shorts (1st quarter and 4th quarter) (woven not cotton; no elastic waist 4th & 5th)	Navy shorts (1st quarter and 4th quarter) (woven not cotton; no elastic waist 4th & 5th)
Navy pants or skort (Year-round) (woven, not cotton; no elastic waist, 4th & 5th)	Navy pants (Year-round) (woven, not cotton; no elastic waist, 4th & 5th)
Navy Jumper (Year-Round) T-shirt Style Jumpers are not part of the uniform (woven, not cotton)	

Plaid skirts and Jumpers (Schoolbelles #985)	
Belts 4 th and 5 th Only (brown or black; simple buckle, no grommets)	Belts 4 th & 5 th Only (brown or black; simple buckle, no grommets)
Navy, Gray, White Polo (no logo other than SMS)	Navy, Gray, White Polo (no logo other than SMS)
Navy Blue or Gray Crewneck Sweatshirt (no logo other than SMS)	Navy Blue or Gray Crewneck Sweatshirt (no logo other than SMS)
Navy Blue or Gray Quarter Zip SMS sweatshirt	Navy Blue or Gray Quarter Zip SMS sweatshirt
Navy Blue, Gray, or White Cardigan, sweater, or vest	Navy Blue, Gray, or White Cardigan, sweater, or vest

Middle School (6-8) Dress Code

Girls	Boys
Khaki shorts (Year-round) Middle School Only (woven, not cotton; no elastic waist)	Khaki shorts (Year-round) Middle School Only (woven, not cotton; no elastic waist)
Khaki pants (Year-round) (woven not cotton; no elastic waist)	Khaki pants (Year-round) (woven, not cotton; no elastic waist)
Plaid skirts (Schoolbelles #985)	
Belts (brown or black; simple buckle, no grommets)	Belts (brown or black; simple buckle, no grommets)
Navy, Gray, White Polo (no logo other than SMS)	Navy, Gray, White Polo (no logo other than SMS)
Navy Blue or Gray Crewneck Sweatshirt (no logo other than SMS)	Navy Blue or Gray Crewneck Sweatshirt (no logo other than SMS)
Navy Blue or Gray Quarter Zip SMS sweatshirt	Navy Blue or Gray Quarter Zip SMS sweatshirt
Navy Blue, Gray, or White Cardigan, sweater, or vest	Navy Blue, Gray, or White Cardigan, sweater, or vest

*****Note this is a transition year for girls uniforms. Green plaids may be worn during the 25 - 26 school year, but are no longer available for purchase. Khaki skirts that are knee length may continue to be worn during the 25-26 school year.***

Uniform Guidelines

- Clothing should be clean and free of holes.
- Shirts are to be always tucked in. This applies to all grades Preschool-8.
- Pants must be worn at the waist (not hanging on hips) and should not drag below the shoes. Uniform pants should be boot or straight-legged, **not skinny fit or jeggings fit**. Uniform pants should be a woven blend, not denim or cotton. Cargo pants or shorts with cargo pockets, jean-style pants that have rivets, stretch pants, or sweatpants are not permitted. Shorts, when permitted, must follow the same guidelines.

- Skirts, jumpers, skorts, and shorts should not be shorter than the top of the knee cap for students 2-8. PS-1 students need skirts, jumpers, skorts, and shorts no shorter than 2 inches above the knee cap.
 - If wearing a skirt or jumper, shorts must be worn underneath.
 - If worn in the winter, leggings/tights must be worn underneath skirts, jumpers, and skorts for students PS-5. The leggings/tights need to be navy, gray, or white and cannot have a pattern.
- Plaid skirts, skorts, and jumpers must be #985 from Schoolbelles. Any plaids worn in previous years will be permitted for the 2025-2026 school year.
- **No hooded sweatshirts are allowed.**
- Weather-appropriate jackets or coats are needed for recess. No hooded sweatshirts or crewnecks other than those approved for the uniform are permitted. No snow suits or umbrellas are permitted.
- Sweatshirts need to have the current SMS logo. Old SMS logos are no longer permitted.
- Dress shoes or tennis shoes are permitted. Shoes must all be worn with socks. Sandals, high heels, light-up, sound, flip-flops, clogs, Crocs platform heeled shoes, snow boots, tall rainboots, cowboy boots, or open-toed shoes are not permitted. This includes dress-up days.
 - Socks need to be crew height or shorter. Color and pattern do not matter.
- Most makeup is not permitted. Concealer for blemishes is permitted. Tinted chapstick is not permitted. Clear or nude fingernail polish appropriate to skin tone is permitted. Artificial/gel/press-on nails are not permitted.
- Hair should be neatly combed. Hair of unnatural color is not permitted. Hair accessories are permitted, provided that they are not a distraction.
 - Boys' hair may not touch or extend below the top of the collar of the school uniform shirt. In addition, it shall not extend below the top of the ear, nor may it touch the eyebrows.
 - Girls' hair should be styled/cut to remain out of the eyes, not to impede vision.
- Jewelry is permitted, provided that it is not distracting. Earrings must not dangle. Body piercings are not permitted.
- Tattoos (including washable tattoos) are not permitted.
- Backpacks: Backpacks cannot have wheels and must have two shoulder straps. Backpacks must be large enough to fit a folder, lunchbox, water bottle, and a change of clothes.

Physical Education Uniform

- **Shirts:** All grades require a St. Michael gray cotton or dri-fit PE uniform shirt. Yellow and blue St. Michael PE shirts will be allowed for the 2025-2026 school year.
- **Shorts:** PE uniform shorts must be royal blue with the SMS logo. Shorts may be worn in the 2nd and 3rd quarter, but sweatpants must be worn over them. Sweatpants must be loose-fitting and navy. No leggings or running tights are allowed.
- **Shoes:** Tennis shoes must be worn. No slip-on shoes are permitted. Socks must be worn with tennis shoes.
- **Hygiene:** Students 5-8 must have deodorant.
- **Hair:** Girls' hair must be pulled back on PE days.
- **Jewelry:** No jewelry is permitted on PE days.
- **Changing:** Grades 5-8 will change for PE. AM PE classes will come in PE uniform and change after class. Afternoon PE classes will come to school in uniform and change for PE after lunch.

Out of Uniform Days

- **Jeans:** Jeans that are tattered, faded, or have holes in them are not allowed. Jeans need to meet all of the requirements of uniform pants. Jeggings are not allowed.

- **Shirts:** Shirts may not have any inappropriate advertisements on them. No advertisements for any musical groups, smoking, alcohol use, drug use, violence, vloggers, bloggers, or influencers.
- **Dresses:** Dresses, shirts, shorts, and shorts must follow all school uniform guidelines. No bare shoulders or midriff-type clothing may be worn.
- **Shoes:** Shoes need to follow uniform guidelines.
- **Sweatshirts:** Sweaters and sweatshirts need to follow uniform guidelines.

eLearning/Synchronous Learning

eLearning has become part of education. eLearning is defined as a mode of learning that takes place via the Internet. It requires students to use electronic devices such as computers and tablets. Asynchronous learning is a mode of learning where online meetings (we use Google Meets) where learning can take place online. Students meet with their teachers online to receive instruction. The following are the circumstances when eLearning/Asynchronous may be utilized.

1. Weather emergency
2. Health crisis – CDC, State, Local Health, Archdiocese of Indianapolis, School Related
 - Closure due to health-related concerns by one of the entities listed above.
 - School is open during a health emergency, **but** the student or a family member is quarantined or in isolation due to health-related issues. Under these circumstances, the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning.
 - School is open during a health emergency, **but** the student or a family member is immuno-compromised. Under these circumstances, the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning. Please contact the principal for approval.
3. School is open during inclement weather, **but** the family feels it is not safe to travel or is unable to travel to school safely. Under these circumstances, the student may remain in eLearning until it is safe for the student to return to school. Students are not permitted to participate in extracurricular activities if they are eLearning.
4. Synchronous learning may be utilized for professional development. Families will receive advance notice. Students may participate in extracurricular activities.
5. Elearning/Synchronous learning may be utilized if there are mechanical issues within the school building or surrounding campus if the situation is unsafe, unhealthy or not conducive to learning. Students may participate in extracurricular activities once the situation has been resolved and is deemed safe.
6. Elearning/Synchronous learning may be utilized in the event of national, state, county or local emergency that deems travel unsafe. Students may participate in extracurricular activities once the situation has been resolved and it is deemed safe.
7. Elearning/Synchronous learning may be utilized at the discretion of Archdiocese, parish, or school administration.
8. Elearning is not to be used for personal days, vacations days etc. Students learn best when they are in school working with the teacher.

Emergency Procedures

Severe Weather Watches/Warnings

Severe weather drills (tornado) are conducted periodically. The weather monitoring radio in the office and the weather bugs on the computers keep us informed of any severe weather. Should a warning be given, the students are informed via a special bell and/or announcement to go to their designated areas. If a warning should occur at dismissal time, students will be kept in the building until the danger has passed. Students will not be dismissed until the Greenfield Police Department issues an 'all clear.' Parents and others waiting for dismissal are encouraged to enter the building for safety.

Delay Opening Due to Weather

We will follow the Greenfield Central School Corporation policy if a delayed opening due to a weather emergency is necessary. However, the principal has discretion to adjust as needed for St. Michael. Please do not call the school, parish office, or rectory. You will receive information about the delay by:

1. You will receive a phone call. This will be a recorded message informing you of the closure.
2. The following radio stations will broadcast the school delay: WIBC 1070 AM radio.
3. The following television stations will broadcast the school delay: WTHR Channel 13 Television, WISH Channel 8 Television, FOX 59/WB 4 Channel 59 or 4 Television.

****Generally, if school is delayed, it will be a 2-hour delay. School will begin at 10 AM unless otherwise noted.** An alternate class schedule will ensure students are not missing any core classes.

Emergency Closing of School Due to Weather

If an emergency closing due to a weather emergency is necessary, we will follow the Greenfield Central School Corporation policy. However, the principal has discretion to adjust as needed for St. Michael. Please do not call the school, parish office, or rectory. You will receive information about the closure by:

1. You will receive a phone call. This will be a recorded message informing you of the closure.
2. The following radio stations will broadcast the school closings: WIBC 1070 AM radio.
3. The following television stations will broadcast the school closings: WTHR Channel 13 Television, WISH Channel 8 Television, FOX 59/WB 4 Channel 59 or 4 Television.

***NOTE:** If there are tornado warnings, students will not be released until the Greenfield Police Department has issued an all clear. Parents are encouraged to enter the building and wait with their child(ren).

Emergency Forms

The school registration packet contains emergency cards for each student. It is essential that this information be filled out legibly and returned promptly. A paragraph at the bottom of the emergency form gives the school permission to authorize emergency treatment for students if their parents/guardians cannot be contacted, and the child needs immediate medical attention. We have designated Hancock Memorial Hospital because of its proximity.

Exclusion

Exclusion entails prohibiting a student from school attendance for an indefinite period. Exclusion can be implemented for the following reasons:

1. Incomplete medical records
2. Failure to comply with school rules and/or policies on repeated occasions
3. Inappropriate parental/guardian/adult conduct on school premises, defamatory social media posting concerning St. Michael Parish, school, or the Archdiocese of Indianapolis.

Exclusion is a prerogative exercised by the principal in consultation with the pastor.

Expectations

The expectations stated below are based upon responsibility and respect.

1. A student at St. Michael School is expected to show reasonable academic effort. Their teachers should see evidence of consistent attempts at organization, and work should show reasonable effort and be turned in on time.
2. A student at St. Michael School is expected to abide by all the rules the teachers and administration set forth. They are expected to show respect for any adult in authority (a teacher or anyone else supervising students).
3. A student at St. Michael School is expected to show respect for other students at all grade levels and behave in a Christian manner toward all.
4. A student at St. Michael School is expected to respect everyone's right to learn and the teacher's right to teach.
5. A student at St. Michael School is expected to participate actively in the school's weekly liturgies and do so respectfully.
6. A student at St. Michael School is expected to show appropriate and respectful behavior outside of school. A student's actions outside of school are as important as their behavior at school, as they reflect on the student and St. Michael School.

Each year, as the school year begins, students in grades 3-8 review these expectations with their teachers and the principal. Students and their parents sign a commitment acknowledging their understanding and acceptance of these expectations.

Field Trips

Field trips are a privilege and not a right. Teachers arrange field trips that coincide with their class curriculum. Supervision of these trips is also arranged by the teacher with the principal's approval. Per Archdiocesan guidelines, parents' written consent must be obtained for every child before going on a field trip. Verbal permission cannot be given over the telephone. It is important to remember that a field trip is a privilege and, as such, each student must earn the right to go by their appropriate conduct, behavior, and attitude. Field trips are solely for students. **No siblings are permitted on field trips.**

Chaperones cannot bring younger siblings. All chaperones for field trips must have completed the Archdiocese Safe parish program (<https://www.archindysafeparish.org/>). Students with excessive absences, behavior concerns, failing grades, and/or missing assignments may not be allowed to attend field trips.

Financial Responsibility/Fees

St. Michael Catholic School's tuition policy can be found as an addendum to the handbook, in the school office, or on our website, <https://www.school-stmichaelsgrfld.org/>.

Athletic Fees

Students in grades 4 through 8 can participate in CYO athletics. Each sport has fees that are required. The fees pay for officials and gym usage. Fees are required before beginning practice.

Book Fees

It is the sole responsibility of each student to maintain all texts in an acceptable manner during the school year. All students must have a backpack to carry books to and from school. Parents will be responsible for replacing any text that has been damaged or unduly marked. The classroom teacher will notify the front office of billing.

Technology Fees

Kindergarten through 8th grade students will receive a one-to-one device for school use. It is the responsibility of each student to care for the device properly. If a device is damaged from improper use or loss, a \$300 replacement charge will be incurred. Students who lose or damage their chargers will be charged a \$20 replacement fee.

Grading

Achievement Explanation of Grade:
A = 93 – 100
B = 85 - 92
C = 76 - 84
D = 70 - 75
F = 69 or below
O = Outstanding
S= Satisfactory
U = Unsatisfactory
Standards-Based Reporting (Grades KN-4) – Levels of achievement are provided to help you better understand how your child is performing on specific standards
E = Exemplary (Demonstrates a deep understanding of key concepts and consistently applies them at grade level)
M = Mastery (Demonstrates an understanding of key concepts and consistently applies them at grade level)
P = Partial Mastery (Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level)
N = Non-Mastery (Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support)
X = Standard not assessed

St. Michael School publishes report cards every 9 weeks. Parents may check their child's progress through PowerSchool at any time. Teachers will make every effort to update grades weekly in PowerSchool. If you

have specific grading concerns, please email the subject teacher. Report cards will not be issued if any fees are due to the school.

Failing Grades

If a student is failing (69 average or below) in a core subject (math, science, language arts, social studies, or religion) at any time during a quarter they may be placed by the applicable teacher(s) on a two week academic probation and prohibited from participating in extra-curricular activities, including but not limited to clubs, sports, and plays. After completing the initial probation period, if, according to the estimation of the applicable teacher(s), the student has shown improvement, they shall be reinstated in the activity. If no improvement has occurred by the end of the initial probation period, the student will be suspended from the activity until the end of the quarter. Special academic consideration will be given to those students with documented individual education plans (IEP) and/or individual service plans (ISP). Students in the MTSS (Multi-tiered systems of support) will be taken into consideration based on academic effort, participation, attendance, and behavior.

Promotion, Retention, Assignment

- To be promoted, a student must have a general average of "D" or mastery of standards for that grade level, provided that the student does not fail in a major subject.
 - Reading alone can cause retention in the primary grades.
- If a student has a low average, but can produce better work, it may be suggested that the student receive additional help from a tutor for those subjects in which the student has done unsatisfactory work.
- If a student demonstrates a lack of understanding of the essential skills to be mastered at the student's grade level, the student may be retained in that grade for another year. Usually, this situation becomes evident near the end of the first semester. Teachers will alert parents to their concerns and work together to improve the situation.
- Attendance: Students must attend a minimum number of school days per archdiocesan and state guidelines and comply with our school attendance policy (see the attendance policy in this handbook).
 - Due to illness or other exceptional circumstances, a student has been absent a large number of school days. Even with the completion of make-up work, giving the student an accurate grade may be difficult.

If, despite these struggles, the teacher and parents still feel the student can succeed in the next grade, they may be promoted.

If a teacher recommends retention in the same grade and the parent(s) overrule the recommendation and wish the student moved on to the next grade, the report card will reflect that the student will be assigned to the next grade. The teacher has the right to attach a written statement documenting the recommendation to retain the student in the same grade to the student's report card and permanent record.

Whenever a student is assigned to the next grade level, it is a matter of probation for six weeks. The student must demonstrate through effort, assignments, tests, progress reports, and daily participation that

they can handle the work at the next grade level. If the student has not demonstrated this at the end of six weeks, they may be moved back to the previous grade level.

Honor Roll

Students in grades 5-8 may qualify for the St. Michael School Honor Roll by meeting specific criteria in their academic grades. The criteria are listed below:

High Honor Roll 93 – 100% average

Honor Roll 85 – 92 %

**Grades will be weighted by the number of times a week a student receives instruction in a subject.*

Homework

For a child to academically succeed, they must practice the skills learned in the classroom. Therefore, homework is a critical part of the learning process. If a child regularly spends what seems to be an excessive amount of time on homework, please consult the child's teacher.

Reminder Homework is the responsibility of the student to complete. As a parent, glance over the homework to ensure it is complete. There is a significant increase in the homework workload in middle school.

In the case of absences, the student is allowed a one-day grace period for each day absent. For example, John is absent for three days, so he has three days to turn in his missing assignments. Weekend days count toward the time to turn in homework.

Parents who know their children will miss school for family trips, etc., should notify the teacher and the principal as soon as possible. Teachers will not provide homework in advance for students who miss school due to family trips or vacations. Please note that family vacations/trips during school days will be deemed an “unexcused” absence (see the attendance policy in this handbook).

Artificial Intelligence (AI)

Students at St. Michael Catholic School are prohibited from using Artificial Intelligence (AI) tools, software, or platforms in any form as part of their academic work or school-related activities, unless specifically permitted by a teacher for a particular assignment. This includes, but is not limited to, AI-powered writing assistants such as ChatGPT or Grammarly, image and video generators, code generation tools, AI transcription services, and any software that automates or assists in completing assignments, projects, quizzes, exams, or other academic work. This restriction applies to all formats—text, audio, video, and code—and any device used for school purposes, whether personal or school-issued.

This policy is intended to support academic integrity and ensure that all student work is the result of the student's own ideas, effort, and understanding. All submitted content must be entirely the student's own doing. Use of AI tools is not allowed in any academic context unless a teacher has explicitly approved it for a specific assignment or task. Use of AI without permission is considered a violation of school policy.

Violations of this policy may result in academic penalties, including but not limited to a loss of credit for the assignment or other consequences determined by school administration. Students should consult

their teachers if they are unsure whether AI use is allowed in a specific context. This policy will be reviewed and updated as needed to reflect changes in technology and instructional practices.

Graduation

The eighth-grade graduation Mass celebrates student achievements as it marks the end of their educational journey at St. Michael Catholic School. Graduation is a privilege, not a right. Students must maintain a passing cumulative GPA for the eighth-grade school year to participate. They must also not have exceeded 25 absences in the school year and turned in their digital device and all school-owned property. Failure to comply with the rules and regulations of the school would be enough to prevent a student from participating in graduation. Failure to maintain a passing grade in each core academic subject could result in retention.

Health

Examinations

A thorough physical and dental examination by the family physician is part of the registration requirements for a child entering kindergarten (or first grade if kindergarten has not been attended).

St. Michael School has the services of Greenfield Central speech and language therapists. Audiometric and vision screening tests are given annually by a technician to specific grades. During the testing period, a form is sent home to the parents of those children who have failed the test, informing them of a notable loss in hearing or vision.

Illness

Please DO NOT send sick children to school.

- Students may return to school after being fever-free for 24 hours without fever-reducing medication.
- Students may return to school after being symptom-free for 24 hours without medication. (nausea, diarrhea, vomiting, etc).
- If a child is sent home due to sickness, including a fever, they may not return the next school day because they will not meet the 24-hour symptom-free requirement.

Asthma

For students to receive asthma medication during the school day, a current diagnosis by a medical professional must be on file. An asthma action plan must accompany the diagnosis for medication to be given. Students are not permitted to self-carry rescue inhalers without written documentation from a medical professional. This plan should be updated annually to ensure the proper care of the students.

First Aid

The school attempts to provide an environment where children will be safe from accidents. If an accident does occur, first aid will be administered, if necessary, and the parents notified. If a child becomes ill and they must return home, parents will be contacted to pick up the child. The child

may be taken to the Hancock County Regional Hospital if parents cannot be contacted and/or the seriousness of the situation warrants it.

Medication

All medication necessary to be administered at school must be brought to the office by the parent in original packaging, properly labeled with the student's name, time to be given, and dosage. By state law, we are not allowed to dispense medication without specific directions from the parents on the "Permission to Administer Medication Form" located on the school website. Students cannot keep medicine in a desk, backpack, locker, lunch box or on their person. A paid school staff member will administer all medicines.

Emergency Medication

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, anaphylaxis, or respiratory-related illness, to administer "emergency medication," defined as epinephrine, albuterol, or an overdose intervention drug.

Health Records

The law requires that we have each child's health and dental record on file. If a child's immunizations and screening tests are on file at another school, the parent must request that the school send the health form to St. Michael School. By state law, your child will be excluded from school if a complete health form is NOT on file.

Wellness Policy

The policy of the Archdiocese of Indianapolis is:

Schools will participate in the federal meal and milk programs whenever available. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All kindergarten through grade 8 students will have increased opportunities and encouragement to be physically active regularly. Each school within the Archdiocese of Indianapolis will actively engage its community in the following steps to enable school-wide wellness.

- Fast food meals may not be brought into the school.
- Considering the information available regarding childhood nutrition, the school will limit the use of candy or food snacks as rewards for academic performance or good behavior.
- It is recommended that schools limit celebrations that involve unhealthy food choices. Any celebrations must be approved in advance by the teacher.
- Students are encouraged to stay hydrated while at school. Water bottles may be brought to school to encourage students to stay hydrated. Water only is permitted in these containers.

Preschool - Kindergarten

St. Michael Catholic School offers preschool, prekindergarten, and kindergarten programs. Students entering these programs must be toilet-trained entirely before starting school. Complete toilet training includes cleaning oneself up after urinating or defecating. Students may not wear pull-ups or similar items. Students may not bring pacifiers or other similar items to school.

Preschool - 3 by August 1st

To join this program, students must be three (3) years old by August 1. Students must be completely toilet-trained. The following are the program choices:

- Full day - five days a week. The day is from 8:00 AM to 3:00 PM. Students can enroll in before and/or after-care programming.
- Half day – five half days a week. The day is from 8:00 AM until 11:10 AM. Students have the option of enrolling in before-care.
- Three days – Monday, Wednesday, Friday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before-care and/or after-care.
- Two days – Tuesday, Thursday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before and/or after care.

Prekindergarten - 4 by August 1st

To join this program, students must be four (4) years old by August 1. Students must be completely toilet-trained. The following are the program choices:

- Full day - five days a week. The day is from 8:00 AM to 3:00 PM. Students can enroll in before and/or after-care programming.
- Half day – five half days a week. The day is from 8:00 AM until 11:10 AM. Students have the option of enrolling in before-care.
- Three days – Monday, Wednesday, Friday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before-care and/or after-care.
- Two days – Tuesday, Thursday. The day is from 8:00 AM until 3:00 PM. Students have the option of enrolling in before-care and/or after-care.

Kindergarten - 5 by August 1st

To join this program, students must be five (5) by August 1. Students must be completely toilet-trained. St. Michael Catholic School offers a five (5) day a week, full-day program for students in kindergarten. Before and after care is available.

Library

The school library is open at various times during the school week. Students from kindergarten through eighth grade are encouraged to use the library. Each class has a scheduled library time. Students may check out books for one week. A student is responsible for promptly returning borrowed books and their condition. Students will be charged for the replacement cost of lost or damaged books.

Lunch

Hot lunch is served each day in the cafeteria. Students may bring a packed lunch from home. Fast food, soft drinks (soda), and glass bottles are prohibited in the cafeteria.

Home Items (Toys, Electronic Devices, Etc.)

Any items brought to school that are not school-related may be taken away by a teacher or adult in charge if these items distract or disturb others. These items need to remain in backpacks until the student is given permission.

Playground

All children need fresh air and exercise each day. Teachers and/or staff members supervise the playground during each recess. Since we have a black top area and playground equipment, students must comply with regulations for each play area. Children are not permitted to re-enter the building without permission from the teacher on duty. Students will have a recess period inside in case of rain or inclement weather.

Playground Rules

Students should:

- Get permission to leave the playground
- Seek help if you are being treated unfairly by other students
- Ask for assistance in resolving conflicts
- Stay on the playground
- Be on the blacktop area, the playground equipment, and/or the field.
- Ask for adult permission before chasing a ball into the parking lot. Balls are always to be directed away from the buildings.
- Equipment is to be used safely. Adult supervisors will use good judgment about safe play; what's safe for an older student may not be for a younger student.
- When the bells ring, all play should stop, and children go to the line-up areas.
- Teachers will enforce the playground rules. Most minor offenses require only a warning. Repeated transgressions or serious rule violations warrant a meeting with the principal or their designee.

Accidents and injuries

Children with minor injuries will be treated on the playground. In case of a serious injury, the teacher should escort the injured student to the school office. A teacher should remain on the playground to supervise the other students.

Probationary Status for New/Transfer Students

The student will be admitted if the principal determines the school, family, and student's philosophies are commensurate with St. Michael Catholic Church and School's educational program. All new students may enter St. Michael on a probationary status:

- If admitted on probationary status, a meeting will be held with the principal, teachers, parents, and the student nine weeks after they begin at St. Michael to discuss the student's progress.
- Probationary status will be waived when a student gives evidence of satisfactory progress or becomes a full-fledged student.
- If a student admitted on probationary status is determined to not meet the philosophies and educational requirements of St. Michael Catholic Church and School, a meeting will be held to discuss the concerns for the student. If a satisfactory resolution is not reached the student will be removed as a student from St. Michael.

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

Safe Parish

All employees have completed Safe Parish training and background checks as required by the Archdiocese of Indianapolis and the State of Indiana. To volunteer, coach, work as a classroom aid, attend a field trip, or work with children in any capacity at St. Michael Catholic School, the successful completion of Safe Parish and a current background check must be on file. Safe Parish can be accessed at <https://www.archindysafeparish.org/>. Please note that a background check takes at least 48 – 72 hours. Pending Safe Parish completion and pending background checks will not be enough to allow an adult to work with children.

Healthy Classroom Snacks at St. Michael Catholic School

At St. Michael Catholic, we believe that healthy snacks support student learning. Eating smart helps students stay focused, energized, and ready to do their best in school.

Beginning with the 2025–2026 school year, we encourage students to bring a healthy snack each day. Please send a snack your child can easily manage on their own. For safety and simplicity, **do not send snacks that require utensils** (such as straws, knives, forks, or spoons).

Thank you for supporting our efforts to create a healthy and productive learning environment!

Why Healthy Snacks Are Important

- **Brain Power:** Our brains need fuel! Snacks like fruit, cheese, and whole grains help us think clearly.
- **Energy Boost:** A healthy snack gives us energy between meals.
- **Better Focus:** When we're not hungry, we can pay more attention in class.

Examples of Healthy Snacks

- Fruit (example: apples, bananas, grapes)
- Vegetables (example: carrot sticks, cucumbers)
- Cheese sticks or yogurt (Gogurt or squeezable style)
- Whole grain crackers
- Healthy snacks bars (example: Nutrigrain, granola, protein or fiber)
- Dry Cereal

No candy, chips, or soda are not allowed — we want snacks that help, not hurt!

Birthday treats

Only individually packaged store-bought items can be sent in for a birthday snack. Please make arrangements with your child's homeroom teacher.

Standardized Testing/Benchmark Testing

All students at St. Michael participate in the following standardized tests:

1. Grades 3 – 8 Indiana State ILearn is mandated by the state legislature. Students are tested in Language Arts, Math, Science (Grades 4 & 6), Social Studies (Grade 5). Eighth grade students who are enrolled in Biology will take the ILEARN end of course assessment. The results of these tests are on file in the school office. The individual student reports are sent home to the parents. Testing currently takes place in the Spring.
2. Grade 2 and 3 participate in the Indiana State IRead test. This test traditionally takes place in March. (please refer to the section on IREAD below for a detailed explanation)
3. Grades K – 2 - NWEA standardized. St. Michael students are tested quarterly using the NWEA test. Skills are tested regularly, and scores are compared to determine student growth.
4. Grades K - 3 - Acadience Dyslexia screener will be administered annually
5. Grades 3 - 8 - ILEARN Benchmark Testing is completed on a quarterly basis.
6. Grades 3 – 8 - ARC test is a test of Catholic faith, knowledge and understanding. This test is administered once a year, in January.

Additional IREAD Guidelines

Grade 3 Students

All third-grade students take the IREAD-3 in March. Students who do not pass the test are given two additional retake opportunities:

1. May Retake

After completing tutoring and remediation, students may retake the test in May.

- If the student passes, summer school is not required.
- If the student does not pass, the student will be required to attend summer school.

2. June Retake (After Summer School)

A second retake opportunity is offered at the conclusion of summer school.

- If the student passes, they may advance to Grade 4.
- If the student does not pass, a meeting with the principal and teacher will be scheduled to determine appropriate next steps.

- Any student who does not pass the IREAD in third grade will be required to retake the assessment annually in Grade 4, Grade 5, and beyond, until a passing score is achieved.
- Retention:
Students who do not pass the IREAD-3 by the end of Grade 3 may be retained in third grade. A *Good Cause Exemption* may be filed when appropriate.
- All students who do not pass will receive an Individual Reading Plan (IRP), which will be implemented throughout the following school year to support reading development.

Grade 2 Students

- Second-grade students take the IREAD-3 in March.
- Students who pass the test in Grade 2 do not need to take it again in Grade 3.
- Students who are on target will not have to test again until Grade 3.
- Students who are at risk of not passing may retake the test in May after completing tutoring and remediation:
 - If the student passes the May retake, they are exempt from retaking it in Grade 3.
 - If the student is still at risk, they will be required to attend summer school remediation.
 - Students who do not pass in May will not be allowed to retake the test again until March of their third-grade year.
- Second-grade students identified as at risk for not passing the IREAD in Grade 3 will receive an Individual Reading Plan (IRP), which will be implemented during their third-grade year.

Volunteers

St. Michael School has many generous volunteers. Without them, we could not provide the quality of education and supervision we do. All volunteers must submit to a complete Safe Parish training and have a background check as directed by the Archdiocese of Indianapolis. **It is inappropriate for a volunteer to administer discipline or touch a child.** Volunteers will be asked not to participate if there is reason to believe their action to be unacceptable.

**Safe Parish <https://www.archindysafeparish.org/>

St. Michael Catholic School administration reserves the right to update this handbook as needed to keep the information current and up to date. Notification through email or the weekly newsletter will be utilized to notify families of the change.

Each family is expected to sign that they accept the rules and regulations outlined in this handbook. The sign-off page can be found at the end of this handbook after prayers.

Prayers

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Lord's Prayer/Our Father

Our Father in heaven, hallowed be your name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day be at my side, to light, to guard, to rule, to guide. Amen.

Fatima Prayer/O My Jesus

O my Jesus, forgive us our sins, save us from the fires of hell, and lead all souls to Heaven, especially those in most need of Thy mercy.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end.

St Michael Prayer

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil; May God rebuke him, we humbly pray; And do thou, O Prince of the Heavenly Host, by the power of God, cast into hell Satan and all evil spirits who wander through the world for the ruin of souls. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen

The Apostle's Creed

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He arose again from the dead; He ascended into Heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

Grace – Before and After Meals

Before: Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

After: We give you thanks, almighty God, for these and all your gifts which we have received through Christ, our Lord. Amen

The Angelus Prayer V. The Angel of the Lord declared unto Mary. R. And she conceived of the Holy Spirit. Hail Mary, full of grace, The Lord is with Thee; Blessed art thou among women, And blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, Pray for us sinners, Now and at the hour of our death. Amen V. Behold the handmaid of the Lord. R. Be it done to me according to thy word. Hail Mary. . . V. And the Word was made flesh.	R. And dwelt among us. Hail Mary. . . V. Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ. Let us pray: Pour forth, we beseech Thee, O Lord, thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.
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Rosary



1. Make the Sign of the Cross.
2. Holding the Crucifix, say the Apostles' Creed.
3. On the first bead, say an Our Father.
4. Say one Hail Mary on each of the next three beads.
5. Say the Glory Be
6. For each of the five decades, announce the Mystery, then say the Our Father.
7. While fingering each of the ten beads of the decade, next say ten Hail Mary's while meditating on the Mystery. Then say a Glory Be.
8. Fatima prayer
9. After saying the five decades, say the Hail, Holy Queen, followed by this dialogue and prayer:

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray: O God, whose Only Begotten Son, by his life, Death, and Resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that while meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Joyful Mysteries – Monday/Saturday

1. The Annunciation of the Angel Gabriel to Mary
2. The Visitation of Mary to Elizabeth
3. The Birth of Jesus in Bethlehem of Judea
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

The Luminous Mysteries - Thursday

1. Jesus' Baptism in the Jordan
2. The Wedding at Cana
3. The Proclamation of the Kingdom
4. The Transfiguration
5. The Institution of the Eucharist

The Sorrowful Mysteries – Tuesday/Friday

1. The Agony of Jesus in the Garden of Gethsemane
2. The Scourging of Jesus at the Pillar
3. The Crowning of Jesus with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Jesus

The Glorious Mysteries – Sunday/Wednesday

1. The Resurrection of Jesus
2. The Ascension of Jesus into Heaven
3. The Descent of the Holy Spirit at Pentecost
4. The Assumption of Mary into Heaven
5. The Coronation of Our Lady in Heaven

2025-2026 St Michael Catholic School Handbook Acceptance

My family has received a copy of the 2025-2026 handbook. In reading this handbook, we agree to abide by the policies and procedures listed. We understand that failure to do so could be considered a breach of this agreement and result in removal from St. Michael.

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A copy of this signature page will be kept in the file of the oldest enrolled student of the family.