

# St. Michael School

Parent/Student Handbook

2016 - 2017



Where we walk with God, learn, grow and serve!

8944 50<sup>th</sup> Avenue

Remus, Michigan 49340

(989) 967-3681

[www.stmikes.us](http://www.stmikes.us)

Dear Students and Parents:

Welcome to the 2016-2017 school year at St. Michael School. We strive to provide our students with a strong Catholic foundation and a curriculum of high academic standards. St. Michael School has a long history of quality education and Catholic tradition. The present administration, faculty and staff have committed themselves to continuing this tradition of excellence. With your support and commitment to academic excellence, we will go forward together.

Principal

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## **MISSION STATEMENT**

St. Michael School is committed to providing students with a Catholic foundation where we walk with God, learn, grow and serve; while establishing and maintaining a safe environment with high academic standards that develop students to their highest potential.

## **FACULTY/STAFF/PASTOR/SCHOOL BOARD**

### **PASTORAL ASSOCIATE**

Father Tom Boufford

### **PRINCIPAL**

### **FACULTY**

Preschool Director  
DK/Kindergarten

Mrs. Jessica PeLong  
Mrs. Kerri Mickey

1<sup>st</sup>/2<sup>nd</sup>

Ms. Margaret Snyder

3<sup>rd</sup>/4<sup>th</sup>

Mr. David Lobert

5/6<sup>th</sup>

Ms. Elizabeth West

Art

Mrs. Lisa Barnum

Librarian

Mrs. Holly Miller

Physical Education

Classroom Teachers

Spanish

Ms. Natalie Wernette

Music

Mrs. Erika Hoogerhyde

Computers

Classroom Teachers

### **SUPPORT STAFF**

Secretary

Mrs. Maureen McCall

Head of Facilities

Mr. Robert Beers

Custodian

Ms. Jean Mullard

Classroom Aides

Ms. Kristina Wernette

Mrs. Erika Hoogerhyde

Preschool Aides

Mrs. Cynthia Mackenzie

Mrs. Valerie Rohloff

Title I

Mrs. Jackie Bolen

### **SCHOOL BOARD**

President

Mrs. Lynn Tracy

Vice President

Mrs. Claudia Perry

Secretary

Mrs. Dawn Gravelyn

Members

Mrs. Juliane Schafer

Mr. Ron Ray

Mrs. Diane Taylor

## **ADMISSIONS POLICY**

St. Michael School exists to serve all young people of our community. St. Michael School does not discriminate on the basis of race, sex, or national origin. The school does give preference to Catholic students belonging to the parish of St. Michael. Non-Catholic students are expected to participate in religious programs and activities.

In order to enroll as a student at St. Michael School, your student must have:

- w student information record
- w a student placement contract
- w enrollment form
- w media relations release form
- w a health appraisal form completed and signed by a physician or health care provider
- w an immunization record
- w baptismal certificate (if student has been baptized)
- w tuition commitment form
- w concussion awareness acknowledgement
- w parent/student handbook signed (last page)
- w enrollment fee
- w medical treatment release form
- w copy of birth certificate (for preschool: student must be 33 months old by the first day of school)

## **ACADEMIC POLICY**

### **Homework**

"Homework" refers to an assignment to be prepared or completed other than during regular class time.

- Homework is generally given by the teacher to reinforce concepts that have been learned or to extend or deepen knowledge and is also a valuable practice in the development of responsibility and the exercise of initiative.
- The Parent's role is primarily:
  - Insuring a suitable PLACE to study.
  - Deciding the best TIME to study.
  - DIRECTION to help maintain a study plan.
  - SUPERVISE the homework but not actually do the work.
  - CONTACT the teacher if student encounters difficulty in doing the assigned work.
- The following serves as an appropriate guideline for the average student.
  - Kindergarten      10 minutes
  - Grades 1 & 2      10 to 20 minutes
  - Grades 3 & 4      30 to 40 minutes
  - Grades 5 & 6      50 to 60 minutes
- If your student consistently says he/she has NO HOMEWORK, please check with the teacher as homework **is usually given each school night Mon.-Thurs.**

### **Evaluation**

#### *Student Progress Reports – Conferences*

Student Progress Reports are given to parents four times a year for students in 1<sup>st</sup> – 6<sup>th</sup> grade. Parents may retain this progress sheet. Please sign and return the envelope to the respective teacher within three days. A conference period is scheduled at the end of the second and fourth quarters. Other conferences are scheduled during the year when parents or teachers feel they will be most beneficial.

### **Promotion/Retention**



Promotion or retention is generally the decision of the professional staff of St. Michael School. Retention will only be recommended if there is reason to believe it will have a positive effect on the student's academic progress. Problem areas such as excessive absence, emotional maturity, social maturity and development of learning skills are possible reasons for retention. Parents who do not accept the professional recommendations of the St. Michael School staff regarding promotion or retention must sign a statement that they realize that transfer to another grade level is against the professional advice of the school.

### **Preschool & Kindergarten**

Preschool is a half day program for young fives and fours. Student must be four by November 1st. PS meets four days per week and is an optimal preparation for all day kindergarten. A student who is five years of age by September 1st may enter Kindergarten in August. Kindergarten is a full day program and meets five days a week. A developmental test is administered to each student prior to his/her acceptance for kindergarten.

Verification of birth for incoming Kindergartners and Preschoolers is necessary. Acceptable sources for this are: Birth Certificate, Hospital Record, Adoption Papers and Baptismal Certificate.

### **Records**

If a parent wishes to see a student's record, they must make a written request to the principal, twenty-four hours in advance.

Non-Custodial Parent:

St. Michael's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Discipline**

Progressive discipline is St. Michael School's process for dealing with inappropriate behavior displayed by students. The primary purpose for progressive discipline is to assist students in understanding our school rules and procedures, as well as, improve his or her behavior. The process features increasing levels of discipline and feedback in order for the student to correct the inappropriate actions. The goal of progressive discipline is to improve student conduct.

## **TUITION POLICY**

### **Tuition Commitment**

The cost of educating a student at St. Michael School is approximately \$6,850 per student which is only partially paid through tuition. The balance or the cost of educating students is paid by the St. Michael Parish. Parishioners with students enrolled at St. Michael School continue to have a financial responsibility to support the parish to the best of their ability.

### **For Tuition Rates: See Fee Schedule**

### **SMART Tuition**

Tuition is collected through SMART Tuition Management

[www.smarttuition.com](http://www.smarttuition.com)

(888) 868-8828

### **Active Parishioner**

An active St. Michael Parishioner in good standing is defined as a family who attends weekly Sunday Mass as well as Holy Days of Obligations, is active in parish activities, and contributes financially to parish needs. An active St. Michael Parishioner in good standing will pay parishioner tuition rates at St. Michael School.

### **Tuition Scholarships**

- The Bishop's Scholarship Tuition Assistance program may be available for parishioners by completing the PSAS. Forms are available in the school office and must be submitted to PSAS by November 15, 2016.
- The Welcome Scholarship is available to all parishioners with new students, preschool through sixth grade. Visit the website for more information: CatholicSchool4U.org
- Saint Michael School Tuition Scholarship: Every effort will be made to work with St. Michael parish families in good standing needing additional tuition support.

### **Tuition Commitment Form**

The Tuition Commitment Form indicates the parent/legal guardian's responsibility for payment of tuition.

### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance. **Registration fee is non-refundable.**

### **Tuition Payment**

All families shall be expected to make tuition payments according to one of the following payment plans. Family's preferred manner of payment must be submitted each year at the time of student's registration. Options for payment shall include:

- **Full Payment Option:** Under this plan the entire amount of tuition is paid in July on the 5<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup>. If not paid by July 25, this amount will then be referred to the SMART tuition management program.
- **Semester Payment Option:** Under this plan, the entire amount of tuition is paid in two (2) equal installments. Through the SMART Tuition management program, the first portion is due on the July billing and second portion is due on the January billing.
- **Quarterly Payment Option:** Under this plan the entire amount of tuition is paid in four (4) equal installments. Through the SMART TUITION management program, the first portion is due on the July billing and the second, third, and fourth portion is due on the October, January, and April billings.
- **Monthly Payment Option:** Under this plan the entire amount of tuition is paid monthly over a ten (10) month period, beginning in July to April through SMART TUITION.
- **Other Fees:** Payments not received by your due date are considered late and may be assessed a follow-up fee of \$35.00. A dishonored payment fee of \$30.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **School Policy**

Students are expected to arrive promptly at school prepared for a day of learning. Therefore the student will:

- Accept responsibility for preparation, input and follow-up for every learning activity.
- Bring all necessary learning materials.
- Be well rested, nourished and alert.

- Students who fail in these responsibilities will be subject to the following process:
  - Teacher warning signed by parent with possible reduction of grade.
  - Parent, student, principal, and teacher conference will be held to discuss student's lack of response to the first step of this process and establish a planned course of action for the future. Consequences for a continued lack of response will also be established.

### **Code of Conduct**

The code of conduct for students at St. Michael School reflects respect and consideration for the personal and property rights of others as well as understanding the need for cooperation with all members of the school community.

Each student has rights to:

- Safety from: physical and emotional harm
- Freedom from: being laughed at, being sworn at, hearing foul language, being gossiped about
- Respect for personal property
- Learn in class, which implies freedom from disruptive student behaviors including but not limited to:
  - Talking out of turn / disturbing others
  - Talking back to teachers/other adults
- Freedom to be his or her best self and to achieve fullness of life.
- Each student at St. Michael School is expected to:
  - **Respect** authority
  - Obey teachers, staff, volunteers and the principal.
  - Be responsible for protecting the rights of others.
  - Accept responsibility for his/her actions.
  - Dress appropriately and practice habits of good personal health and hygiene and follow the dress code.
- Each student has the right to not be "bullied" at St. Michael School. Bullying is defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expression, and being intentionally excluded. Bullying implies an imbalance in power of strength in which others victimize one student. Bullying will not be tolerated and will result in disciplinary actions.

### **Safety**

- Students must be under adult supervision at all times. They may not be anywhere in the building unless under direct supervision.
- Throwing of ice and/or snowballs or other harmful materials while at school is not permitted.
- For the protection and safety of each person, the following are strictly prohibited:
  - FIGHTING
  - RUNNING IN THE BUILDING, IN HALLS, OR CLASSROOMS
  - USE OR POSSESSION OF KNIVES, MATCHES, TOBACCO, OR OTHER SIMILAR ARTICLES.
- All bussing policies of the Chippewa Hills Public Schools will be enforced.
- St. Michael School students attending activities at Chippewa Hills Schools or using Chippewa Hills School facilities are to follow the Chippewa Hills School policies.
  - See Chippewa Hills website for further information on their policies:  
<http://www.chsd.us/is/docs/IS%20Student%20handbook%202013.pdf>

### **Playground Safety**

- Students cannot stand on any equipment that is not designed specifically for standing.

- Students shall swing back and forth, not sideways, when using the swings.
- When on the climbing equipment, students cannot walk on the top and cannot grab the legs of others playing on the equipment.
- Students cannot play “ball tag” near or on the equipment. Tackle football, pushing or shoving of any kind is not allowed.
- Students cannot pretend to fight.
- Students cannot climb on the “chute” or climb on the swing poles.
- Students cannot hang on the basketball hoops. This causes damage to the equipment.
- If students from various grade levels want to participate in a game or sport together, they may do so, but teams must represent all groups involved. Young children should not compete against the older children.
- In Case of injury: If there is an accident or injury observed of any kind, the student(s) involved should contact a playground supervisor immediately. An assessment of the injury is to be made by the supervisor and injury guidelines followed.
- Keep the injured person calm.
- An assessment of the injury should be made before moving the person.
- If the injury appears to be serious, do not move the person, especially if the injury appears to be in the area of the head, neck or back. Remain with the injured and send someone to the office for help.
- If there is an open wound, try to obtain a pair of latex gloves before applying treatment. Apply steady pressure to the wound to control bleeding.
- If injury appears minor, the injured person is brought to the office for first aid.

### **Classroom Management:**

Classroom Rule: Use your body and words without hurting other people.

When possible, disciplinary situations will be used as a learning situation to develop:

- appropriate ways to communicate personal needs
- self-control
- problem-solving skills

The teacher may use several strategies to teach students to resolve conflict including redirection, logical consequences, conflict resolution, teaching correct behaviors and time out. Parents are contacted if the student exhibits a behavior or pattern that is of concern. St. Michael School reserves the right to remove a student from the school:

- for the physical or emotional safety of other students
- when a behavior pattern is highly disruptive to others and improvement is not shown for patterns of severely disrespectful behavior

### **CONSEQUENCES**

As a Catholic school, we respond to a unique call for passing on the Catholic faith and leading our students to Jesus. As Christian disciples, we the members of the St. Michael School community strive in our “discipline” to open ourselves and allow God to transform us ever more fully into the image and likeness of Christ Jesus throughout the many activities of our daily lives. Our aim, therefore, is to help students grow in self-discipline as they choose to follow Christ Jesus more closely in their own life journeys. Respect for others and the promotion of behaviors that support the inherent dignity of all people remains a core value in our discipline policy. In order to ensure that all students are able to grow in their faith journeys as they respond to Christ Jesus’ call to this type of self-discipline, the staff and faculty of St. Michael School are committed to creating a Christian environment where peace, charity, justice and mercy may flourish.

## **Suspension**

Suspension is defined as the temporary removal of a student from the classroom. There are two types of suspension, "In-School" and "Home" suspension. In case of suspension:

- Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference among the student, parents, school administration and involved faculty members.
- In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- The duration of the suspension and determination of the type of suspension—In-School or Home—shall be determined by the principal in consultation with the student's parents.
- For the duration of the In-School or Home Suspension, students may not participate in or attend any school functions including but not limited to sports events, regardless of where the event is held.

## **In-School Suspension**

During an In-School Suspension, a student spends the school day in the school office (including lunch hour), under the supervision of teacher(s) and/or administration. It is a time for the student to reflect on the infringement that caused the suspension, make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time. In the case of a first time In-School Suspension, the student is allowed to complete the work he/she is missing in the classroom, for full credit. For subsequent In-School Suspensions, the student will be required to complete classroom work, but will not receive academic credit for the work missed.

## **Home Suspensions**

In more serious situations, a home suspension is warranted. In this case, the student will not be allowed to attend school for a specified number of school days, as determined by the school administration in consultation with the parent. For a first Home Suspension, a student is allowed to complete school work missed for full credit. Assignments may be picked up by the parent(s) and returned. It is expected that home-suspended students are completing the assignments at home on a daily basis and no extension for completing work will be granted. For subsequent home suspensions, missed work must be completed before the student is permitted back in school, however no academic credit will be given for this work. Consideration will always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body. In the case of suspension:

- Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference between the student, parents, school administration and involved faculty members.
- In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- The duration of the suspension and determination of the type of suspension—In-School or Home—shall be determined by the Principal in consultation with the student's parents.
- For the duration of the In-School or Home School suspension, students may not participate or attend any school functions including but not limited to sports events, regardless of where the event is held.

## **Expulsion**

Expulsion is defined as a permanent dismissal of a student from the school. The principal will use every means available to discover the cause of the problems and will exhaust all appropriate remedies, such as referral to a guidance counselor, physician or priest. There may be situations which demand removal of a student from the school. The following though not an exhaustive list, are offenses which may incur expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of other pupils
- Assault, battery or any threat of force or violence
- Being in possession of weapons on school property or at a school sponsored event
- Open, persistent defiance of authority
- Continued willful disobedience
- Use, sale or possession of narcotics or alcoholic beverages on school premises
- Willful defacement or otherwise harming school property in any way
- Habitual truancy
- Habitual suspension

The school principal has the discretion to deviate from this guideline and assess an appropriate consequence at his or her sole discretion.

See Consequences Matrix for Further Information

## **WEAPON POLICY**

St. Michael School is a gun (weapon) free school. If a dangerous weapon is found in the possession of a student while the student is in attendance at school, a school related activity, while the student is enroute to or from school on a school bus; the principal shall report that finding to the student's parent or legal guardian and the local law enforcement agency.

The student will be given an immediate suspension pending a complete investigation and School Board hearing. If the investigation confirms the student has violated the St. Michael School weapon policy the student will be expelled.

A student seeking admission to St. Michael School who has been expelled from another school for confirmed violation of a weapon policy will be refused admission to St. Michael.

## **LOCKER POLICY**

### **Lockers are School Property:**

All lockers assigned to students are the property of the school. At no times does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

### **Legitimate use of School Lockers:**

The school assigns lockers for its students' convenience and temporary use. Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designees, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge lockers combinations to other students, unless authorized by the principal or his/her designee.

### **Search of Locker:**

Random searches of school lockers have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorized the principal or his/her designee to search lockers at any time, without notice, and without parental/guardianship or student consent.

### **Seizure:**

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substance or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by the school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

The school grounds, facilities and furnishings provided for your use must be respected by each person. Any defacement, breakage or damage done through carelessness, foolishness, and/or not complying with school rules or directives must be paid for by the student, or his/her parent/guardian.

## **UNIFORM POLICY**

### **Preschool-Sixth Grade**

School uniforms promote respect for individuals, develop good personal habits, and enhance self-esteem while providing an environment that reflects our Catholic tradition, our mission statement and our school pride.

All clothing must fit properly: neither too tight nor too loose. Uniforms must provide enough coverage so that students may sit, stand, bend-over, play, etc. without skin showing at the waist. Clothing is not to be torn, frayed, or stained.

### **Boys/Girls**

- Pants
  - Navy or khaki uniform pants (flat front or pleated)
  - No cargo pants, top stitching, exterior pockets, rivets, decorations, etc.
  - Belt recommended
- Shorts
  - From the first day of school until September 30 and after Spring Break until the last day of school, subject to weather
  - Navy or khaki Bermuda style uniform shorts (flat front or pleated)
  - No shorter than 2" above the knee
  - Belt recommended
- Shirts
  - Solid color: red, navy or white
  - Standard dress shirt or polo shirt, long or short sleeve
  - No layering of shirts (i.e. long sleeves under a short sleeve shirt)
  - White t-shirt under uniform shirt allowed
  - Solid color red, navy, or white
  - Ties are allowed
- Sweaters/Sweatshirts (to wear during classroom time, Mass, etc.)
  - Solid color: red, navy, white
  - V-neck, crew neck, cardigan, and vest allowed
  - No designs or logos except for school logo
  - Collared shirt is to be worn under the sweater/sweatshirt

- o No fleece or hoodies
- Shoes
  - o Tennis shoes, sneakers, dress shoes: no sandals, flip-flops, crocs, Heelys, clogs, or shoes with heels over one inch (1")
  - o No flashing lights on inside shoes
  - o Separate indoor and outdoor shoes
  - o No boots in class
- Socks
  - o Solid color: navy, black, red, or white
- Miscellaneous
  - o No tattoos (including temporary), body piercings, makeup
  - o No jewelry except for watches and religious articles worn under the clothing (scapular, cross, etc.)
  - o No unnatural hair coloring (pink, red, blue, etc.); no hair extensions
  - o Hair must be clean and neatly groomed: washed regularly and combed/brushed before school

### **Girls**

- Scooter/Skort/Jumper/Skirt
  - o Navy or khaki uniform style jumper. No polo dresses, etc.
  - o Jumper and skirt must reach to the knees
  - o Navy or khaki scooter/skort
- Socks/Tights/Leggings
  - o Solid color, navy, red, or white. No designs or patterns in color or material
  - o Leggings are to be a cotton blend. Must wear socks with leggings
- Accessories
  - o Stud earrings only
  - o Hair bands must be small with no extra ornamentation

### **Off-Code Days**

- Shirts/tops must have sleeves. No tank tops or spaghetti straps. No midriffs showing.
- Printed Tee: positive or neutral messages only; nor reference to alcohol, drugs, etc.
- Pants: No holes, pajama bottoms, or jeggings. No baggy style pants

### **Additional Uniform Information**

- Local retailers that offer official school uniforms include:
  - o Target, Wal-Mart, Old Navy, J.C. Penney, and Meijer
- Local retailers that offer our school logo:
  - o A Design in Time: Jill Sharp (989) 330-8393
  - o Hangin' By a Thread: Deana (989) 644-5738
- Online retailers that offer our school logo:
  - o [www.landsend.com](http://www.landsend.com)
  - o [www.frenchtoast.com](http://www.frenchtoast.com)

### **Students who arrive at school not in the official uniform will receive the following disciplinary actions.**

- First Offense: Written notice will be sent home to be sign by parent/guardian.
- Second Offense: Parent/Guardian will be called to bring uniform from home.
- Third Offense: Parent/Guardian will be called to bring uniform from home and have a conference with the principal.

Please do not subject your student to unnecessary delays in his/her classroom instruction due to time spent resolving uniform issues.



**St. Michael School staff and administration reserves the right to make additional individual judgment regarding personal attire that creates safety issues or distraction within the educational environment.**

## **LUNCH HOUR RULES**

- Students remain at the lunch table until they are finished with their meal. (Exception - cleaning up spilled food.)
- To avoid choking, students must remain seated until all food in the mouth is swallowed.
- Students should move from the cafeteria to the playground. Permission to remain in the school during LUNCH hour must come from a written note from the parent or at the teacher's request.
- If a student is hurt, a playground supervisor is to be contacted immediately.
- Students remain on the grounds (designated play area), and do not re-enter the building until the bell has rung.
- Students are not to bring personal toys or sports equipment from home without permission.

## **CALENDAR**

Changes to the calendar are communicated in newsletters that are sent home with the oldest student. Kindly consult the calendar for daily events ([www.stmikesschool.us](http://www.stmikesschool.us)). All monthly calendars and minutes from School Board and Home & School meetings will be posted on the bulletin board in the office.

## **SCHOOL CLOSINGS & DELAYS**

A specific calendar will be published each year with days of operation. In the event that school is delayed, morning preschool is canceled. This occasionally occurs on foggy or snowy mornings. Please watch your local TV station or listen to your local radio station. St. Michael School follows Chippewa Hills for closings and delays.

## **ARRIVAL**

Doors open at 7:30 am. Students should be dropped off at front door of school.

## **TARDINESS**

A student is considered tardy if he/she is not in the classroom by 8:10 am. Late bus students will not be marked tardy for the day.

## **ABSENCES**

As a safety measure and as a courtesy to the school staff, parents are requested to call the school office on the first day of a particular illness. **All absences must be reported to the school office at (989) 967-3681, by 8:30 am** or the office will call your home to inquire about the student absence.

Class assignments will not be sent home until a student is absent for three consecutive days. The Health Department requests a weekly report on all illnesses such as: Chicken pox, Flu, Strep throat, Scarlet Fever/Scarletina, Scabies, Head Lice, etc. Your cooperation in notifying us of your student's illness is greatly appreciated.

## **PERSONAL TRIPS/UNEXCUSED ABSENCES**

If a student is going to be absent from school for a trip, it is the responsibility of the parents to inform the Principal and Teacher. The teachers are not required to give school work to the student to take on the trip.

## **SIGNING STUDENTS IN AND OUT**

For safety purposes students arriving or departing school during non-regular times need to be signed in or out in the school office.

## **PARENT/VISITOR GUIDELINES**

When coming into the school, stop in the office first. Do not go to the students' classroom without **prior approval from the secretary or principal**. Please leave lunches, snacks, books, homework, and instruments in the office rather than interrupt the classroom.

## **TELEPHONE USE**

Only in an emergency may a student use the school phone. The school phone is not available for students who forget their lunch, books, or homework. Teachers and students are not called to the telephone from classes except in emergencies. Students may not use cell phones during school hours.

## **TRANSPORTATION**

### **Bus**

Bus transportation is provided by Chippewa Hills School to students living within the school district. **Students are to abide by the rules set by the school district.** Any information needed regarding the bus may be obtained on the Chippewa Hills Transportation website <http://www.chsd.us/transport/rules.htm> or by calling (989) 967-3435.

### **Bus Passes/Car Dismissal**

A student, who is to be taken to a place other than his/her usual point of destination, must have a note from his/her parent/guardian.

A student who is to be picked up by a parent or someone designated by the parent must have a note stating this. Without a note or phone call, he/she will be sent home on the bus, unless the parent arrives before the bus leaves.

### **Picking up students at dismissal**

For the safety of our students, you must park your vehicle facing the church when picking up your student at the end of the day. If you will be in the building during the day and leaving at dismissal we would also like you to abide by this safety rule. This will make for an easier exiting route. Please drive SLOWLY when leaving the parking lot at all times

### **Field Trips**

During the course of the school year, students may have the opportunity to go on field trips of an educational nature. Parent permission forms are required. During a field trip situation the teacher supervising the students will give the parents instructions. The parents will meet in the student's classroom to receive the instructions. The drivers will all use the same route to and from the destination. The parents will immediately check in with the teacher when the group gets to the destination. At that point, more instructions may be in order. Specific times will be given to parent supervisors for lunch or any other meeting place. The entire group will depart the field trip destination at the same time. Upon

arrival to the school the parents and students will immediately go the classroom to check in with the teacher. During school hours all volunteers must use the parish center restrooms. Only students from the class are permitted on the field trips. This includes younger siblings. All drivers/chaperones must be Virtus Certified. (See Service & Volunteering Section)

## **SERVICE & VOLUNTEERING**

A characteristic of Catholic education is service. Administrators provide service to teachers, teachers serve the students through instruction and discipline, and students are encouraged to serve one another. As Catholics we are called to give of our time, talent and treasure. As a parent/legal guardian of a St. Michael School student, it is required that you volunteer your time, talent, and treasure to school related activities. Volunteer signup sheets are sent home with your student in September.

There are two different types of volunteers: Volunteering with Children (in school, on field trips, etc.) and "After Hours."

You must have completed the following in order to become a volunteer with children/chaperone field trips:

- Virtus training – visit <http://www.virtus.org/virtus/> to register for a training session
- Background check – available in the front office
- Standards of Ministerial Behavior - available in the front office

### **St. Michael School Parent Plan of Supervision**

No parent shall be left alone with a student(s) at any time with the exception of classroom field trips when a parent is driving a vehicle. The teaching staff in charge of the classroom shall suggest activities for the parent to accomplish. During a field trip situation the teacher regarding the students will give the parents instructions. The parents will meet in the student's classroom to receive the instructions. The drivers will all use the same route to/ from the destination. The parents will immediately check in with the teacher when the group gets to the destination. At that point more instructions may be in order. Specific times will be given to parent supervisors for lunch or any other meeting place. The entire group will depart the field trip destination at the same time. Upon arrival to the school the parents and students will immediately go to the classroom to check in with the teacher. During school hours all volunteers must use the parish center restrooms.

### **Home & School Association**

Home and School aids in communication between the school and parents and enables parents to volunteer in an organized manner to support the administration, faculty, and staff of St. Michael's School. Home and School also sponsors fundraising events in support of the operating budget and student activities. Every parent is automatically a member of Home and School and encouraged to attend the meetings. Check our school calendar or St. Michael's web site ([www.stmikes.us](http://www.stmikes.us)) for dates and times.  
**Contact: Marie Chapman 989-621-5819/[chapmanmariec@hotmail.com](mailto:chapmanmariec@hotmail.com)**

## **LIBRARY**

Each student has the opportunity to visit the library one day each week. In order to teach a sense of responsibility, a fine of \$.10 a day will be charged for delinquent books. Library books must be returned or renewed on the due date. No book is issued to a student who has an overdue book or unpaid fine. Lost books are taken care of in the following manner: Replacement cost of book or magazine. Lost or damaged AR books will be fined the cost of replacement.

## **ADDRESS/PHONE NUMBER CHANGES**

Parents should notify the school office of any changes of address or phone number or any other essential information needed for school records.

## **COMMUNICATIONS**

Parents are asked to contact a teacher when a situation arises that is impeding learning for their student(s). If after consulting the teacher(s), there is still concern, kindly bring the concern to the principal. Many situations can be resolved through open communication. Parents are asked to arrange for such conferences. No conferences will be held at the doorway of the classroom when the teacher's primary responsibility at the time is the students.

## **FAITH DEVELOPMENT**

### **Prayer**

Along with daily religion classes, students will be encouraged to develop an active prayer life. We begin each day at 7:45am with hall prayer for all students, staff and visitors. Community prayer helps students to recognize the importance of prayer in their lives. Private prayer options will also be explored. Special efforts will be made to bring the students to recognition of the liturgical seasons.

### **Worship**

Class liturgical celebrations are planned by students, teachers, and the priest. Student liturgies are celebrated at 9:00 a.m., Fridays. Parents are invited and encouraged to attend these liturgies.

### **Sacraments**

Second graders will make their First Reconciliation during Advent and their First Eucharist in the spring.

## **STUDENT SERVICES**

### **Hot Lunch Program**

Chippewa Hills School will be providing hot lunches. Students carrying their lunch may buy a carton of milk. Families qualifying for free or reduced meals must complete the application form and return it to the school. A confirmation letter will then be sent home.

When paying for lunches, the following should be on the outside of the envelope: students first and last name, I.D. number, grade and amount enclosed. You may send in the money once a week, every other week, or once a month. Adult lunches may be ordered by 8:30 a.m. in the office on the day you would like to eat. If your student will arrive to school after 8:30, please call the office to order their lunch. All lunches must be called into Chippewa Hills Food Service by 8:30 A.M.

### **Hot Lunch Prices: Refer to Fee Schedule**

### **Health Services**

The Mecosta County Health Department offers the following services:

<u>Service Offered</u>	<u>Grades</u>
Vision Screening	PS, K, 1, 3, 5
Hearing Screening	PS, K, 1, 2, 4, 6

### **Auxiliary Services**

Auxiliary services are provided by the Mecosta County Health Department, Intermediate School District and the Chippewa Hills Public School System.

	<u>Service Offered</u>	
Social Worker	Teacher Consultant	Psychologist
Speech Therapist	Physical Therapy	

**One day a week: One –on- one counseling available through Title I. Please contact the school office for more information about these services.**

## **SCHOOL SUPPLIES**

Some supplies necessary for classes can be purchased at the school at a low cost in our school supply room. (Notebook paper, crayons, pencils, pens, rulers, erasers) In addition to properly covering textbooks, a school bag must be used when carrying books to and from school. Books are not to be taken home unless the student has a plastic bag or book bag. For individual class supplies, lists will be provided by teachers at the beginning of the school year.

## **DAILY SCHEDULE**

8:05 am	First Bell
8:10 am	School Begins
8:30 am	Lunch Count due in office
11:00 am	A.M. Preschool Pickup
2:55 pm	First Dismissal Bell
3:00 pm	Bus Pickup
3:00 pm	Aftercare Dismissal
3:05 pm	Parent Pickup

## **HEALTH CARE POLICY**

### **New Entrants**

Michigan Law requires that "All students enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized to protect against diphtheria, tetanus, pertussis, measles, rubella, poliomyelitis, and mumps; a statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objections to immunization; or a request signed by a parent/guardian that the local health department gives the needed protective injections."

**\*\*In addition to the health information we also require a copy of your student's baptismal certificate\*\***

### **Illness**

- A student is potentially contagious and should be KEPT HOME when any of these symptoms are present:
  - Fever over 101 degrees orally
  - Eyes that are red, runny or with pus
  - Vomiting
  - A rash
  - A runny nose with a green discharge
  - Diarrhea
  - A persistent cough, especially if it produces phlegm that is yellow or green

A student exhibiting any of these symptoms during the previous night and or/in the morning should not be brought to school, even if medication is given.

- If a well student exhibits any of the above symptoms during the day:

- o A call will be given to parents describing the symptoms(s) and the student will be watched closely or they may be sent home if determined potentially contagious or too uncomfortable to stay at school
- o If the student needs to go home, they must be picked up within one-half hour of call.
- Antibiotics
  - o When your student is prescribed an antibiotic:
    - They may not attend school the day they start the antibiotic, plus the entire next day.
    - The student's temperature must be back to 98.6 without the aid of a fever reducer before she/he can return.
    - If a fever breaks through while on an antibiotic, the student must go home.
- Chicken pox and other rashes
  - o Student may return to school the day after all of the pox have scabbed over and dried for 24 hours.
  - o Scabbed over pox, are no longer contagious although they may last another week.
  - o OTHER skin rashes must be completely gone before attending school unless a physician's note of explanation is presented stating non-contagiousness.

### **Medication**

The school should assist the parent/guardian in the maintenance of a student's health. A school principal, teacher, or other school employee designated by the principal may administer medication to students under the following conditions:

**"A School administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a student in the presence of another adult pursuant to written permission of the student's parent/guardian and in compliance with the instruction of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct."**

### **Michigan Complied Laws, 1196 (380.1178)**

- The prescribed medication cannot be adjusted so that it can be administered by the parent/guardian in the home.
- The parent/guardian has requested the school in writing to administer prescription medication. This request must be renewed annually.
- The student's physician has prescribed the medication and has submitted written instruction for its administration.
- The parent/guardian has brought properly labeled prescribed medication directly to the school office, or the pharmacy of the parent/guardian's choice has delivered the prescribed medication directly to the school office.
- The prescribed medication is administered by the principal, teacher, or other school employee designated by the principal outside of the student's classroom and in the presence of another adult.
- Written record is kept of all medication administered to students.

### **Health Care Policy**

The policy was developed to demonstrate compliance with R 400.5111b (a) (i-iv) (b). of the Licensing Rules for Student Care Centers (12/07/2006).

In order to prevent the spread of infectious disease and maintain a healthy environment, St. Michael Staff is required to follow these policies and procedures:

### **Hand washing**

Everyone in the classroom will wash hands with soap and warm running water at the following times:

- w **upon arrival** for the day
- w **before and after** eating, handling food, or feeding a student
- w **before and after** giving medication
- w **before and after** playing in water that is used by more than one person
- w **before and after** administering first aid
- w **after** using the toilet or helping a student use the toilet
- w **after** handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
- w **after** removing latex/vinyl gloves
- w **after** handling uncooked food
- w **after** pets and other animals
- w **after** playing in sandboxes
- w **after** cleaning equipment, sinks, toilets, etc.
- w **after** handling the garbage

### **Cleaning**

Clean and sanitize the room environment on a regularly scheduled basis. Particular areas of concern are areas used for toileting, eating and food preparation. Toys and furniture must also be cleaned regularly. Cleaning should be done with detergent and water and then sanitizing with a bleach solution or an approved sanitizer/disinfectant.

### **Universal Precautions**

Blood and other body fluids (urine, feces, and vomit) will be treated as being potentially infectious and proper precautions taken in dealing with them. Latex/vinyl gloves must be used when providing first aid to bloody injuries, or cleaning surfaces that may be soiled with blood or other bodily fluids. Contaminated surfaces must be cleaned and disinfected with a bleach solution or approved disinfectant. Hands must be washed after gloves are removed.

### **Immunizations**

All students in the program must be immunized as required by the Michigan Department of Public Health.

### **Exclusion**

A student may be temporarily excluded from classroom activities due to illness if one or more of the following conditions exist:

- w The illness prevents the student from participating comfortably in center activities.
- w The illness results in greater need for care than what the child care staff can provide without compromising the health and safety of the other students.
- w The student has a specific condition that is likely to expose others to a communicable disease.

Health resource information is posted outside the classroom

Big Rapids Spectrum Health Hospital @231-796-8691

Mecosta County Health Department @231-592-0130

Mecosta -Osceola Intermediate School District - Early Childhood @231-796-2624

Local Pediatricians offices

Local libraries

## **ACCIDENTS & EMERGENCIES**

### **Student Insurance**

The Bishops of Michigan have approved the placement of a statewide student accident insurance policy effective July 1, 1993.

This policy will be provided at no cost to the students' families and will extend to all students enrolled in a diocesan school and will cover school related activities including interscholastic sports. Claim payments for student accident medical expenses will be made after any personal insurance the student or parents may have paid.

### **Accidents**

In case of an accident at school, emergency first aid is administered. Every effort is made to contact the parent(s). In case of failure to contact the home or parent's employment, the authorized person on your EMERGENCY FORM WILL BE CONTACTED. It is essential that we have an emergency contact person and phone number.

### **Fire/Tornado/Crisis Drills**

According to state regulations, the school has six fire drills each year. A record is kept of the dates and the time it takes for the students to exit the building. Students are trained how to respond at the sound of the fire bell, and where to go. Should parents be any place in the building at the time the fire bell sounds, they are to leave as quickly as possible through the nearest exit. It is extremely important that no one remains in the building during a fire drill. Two tornado drills and crisis drills are also required. You may view a copy of our crisis manual in the school office. If you would like further information regarding the crisis response plan, please contact the principal, Mr. Domenic Franconi, (989-967-3681 ext. 11).

### **Emergencies**

School closing for unforeseen events, such as heavy snowfall, will be announced on radio stations, WYBR Big Rapids, WBRN Big Rapids, WDEE 97.3, WWTV Ch. 9, and Fox Ch. 33. St. Michael School follows Chippewa Hills closings. St. Michael School will also follow the policy of Mecosta County concerning severe weather and tornado. The policy is that students remain in school during both a tornado watch and tornado warning.

### **Parent Emergency Procedures**

We ask you to follow this procedure if you hear of any school emergency.

- Turn on your radio or television (stations 9, 7, or 13). We will keep the media informed of any and all emergency information.
- Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
- Please do not come to school unless requested to pick up your student at school.
- In the event of an emergency, your son/daughter may be seen by a crisis team member.

## **NOTICE OF PESTICIDE USE**

Pesticides are periodically applied to school property as part of the school's pest management program. Parents and legal guardians of students enrolled in the school have the right to request prior notification of pesticide applications to the buildings or grounds. In order to be notified prior to the application of pesticides, the parent or legal guardian must request and return a "Pesticide Prior Notification Request Form." The form may be obtained in the school's office.

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.



Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide is applied to school grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area. This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

## **ASBESTOS IN SCHOOL BUILDINGS**

St. Michael School has inspected and tested its facility for the presence of Asbestos Containing Materials (SCM) in the building. Materials used in construction, remodeling or renovation that contain asbestos are known as Asbestos Containing Building Materials (ACBM). Federal Law requires the school to inspect, test, and identify known or suspected ACBM. Additionally, the law requires that the School prepare Management Plans for the school. These Management Plans contain information regarding

- a) the location, quantity, and type of ACM or suspected ACM;
- b) the school's plan for assuring that these materials do not pose a health threat to those persons utilizing the school building;
- c) A record of any subsequent abatement work, complete with names of those who did the work, who inspected the work, and air monitoring test results.

Also, records of subsequent inspections and periodic surveillance inspections can be found in the Management Plan.

Each school facility is surveyed every six months to inspect the conditions of ACBM to insure that it has not been disturbed. Every three years the school is thoroughly inspected by EPA accredited inspectors who not only inspect the condition of ACBM but also reassess the operation and maintenance procedures and amends the action plan to reflect any change in condition of ACBM.

The Management Plan for a particular school facility is available for inspection by any interested party during normal school hours, Monday through Friday. You have the right under Federal Law, to review the Management Plan. Those wanting to review Management Plans should make the request at the school office.

## **CONSUMER CONFIDENCE REPORTS**

The Consumer Confidence Reports for Drinking Water and the Copper/Lead Notifications are available upon requesting the school office at 989-967-3681

## **PRESCHOOL**

### **St. Michael School Pre School Vision and Philosophy:**

This program offers the opportunity for 3-5 year olds to lay the educational foundations for a lifetime of learning within a Catholic environment. Students are given opportunities for social development and explore such academic areas as math, science, language arts, social sciences, art, physical education and religion.

St. Michael School offers enrichment experiences through the library media center, gym class, and music and art activities. Field trips also offer learning experiences for our students.

### **Other responsibilities**

Parents are responsible for providing a healthy daily snack for the students. The teacher will explain what to do in a letter when school begins. Parents/guardians are responsible for the punctual arrival and exit of their student. When possible, the students play outdoors daily. Please send your student with weather appropriate outdoor clothing. Home/School envelopes are sent home weekly with notes and some of your student's projects. Please read all enclosed material, sign and return the envelope to school the next day.

### **Daily Activities:**

- w free choice activities
- w learning centers with theme-related activities
- w group time, which includes calendar, math activities, prayer and pledge, story, songs, finger plays and movement, and whole group learning activities
- w math experiences
- w fine and gross motor development
- w exploration and science discovery activities
- w language development, pre-writing development and early
- w letter of the week
- w reading skills
- w religion
- w snack
- w outdoor play - weather permitting
- w creative experiences
- w weekly attendance to library, music class, Spanish and art
- w introduction to computers

### **Personal Care**

- w The expectation is that a student is ready for preschool when independent in toileting skills. There are however we understand that there will be occasional incidents and accidents. If your student is one that may still be having toileting accidents from time to time, please let the teacher know. A spare set of clothes and some advance notice is usually all that is needed. In the case of an accidental bowel movement, parents may be called in to assist with changing. Having daily toileting accidents may be a reason for dismissal.

### **Preschool General Schedule**

### Morning Session

8:10 am Arrival  
8:15am Hall Pray  
8:15-8:30am Circle Time  
8:30-8:40am Bathroom Break  
8:40-9:00am Special  
9:00-9:45am Learning Activity  
9:45-10:15 am Centers  
10:15-10:30am Snack  
10:30-10:55am Recess  
11:00am Dismissal

### Afternoon Session

12:00pm Arrival  
12:00-12:15pm Free Play  
12:15-12:45pm Circle Time  
12:45-1:30pm Learning Activity  
1:30-1:40pm Bathroom Break  
1:40-2:00pm Special  
2:00-2:15pm Centers  
2:15-2:30pm Snack  
2:30-2:55pm Recess  
3:00pm Dismissal

Consequences Matrix

Consequences Matrix

MINOR INFRACTION	STEP 1 FIRST OFFENSE		STEP 2 SECOND OFFENSE		STEP 3 THIRD OFFENSE		STEP 4 FOURTH OFFENSE	
	DISRUPTIVE BEHAVIOR IN CLASSROOM	Grades K-4 Lunch /Recess Detention 2-Days	Grades 5-8 After School Detention 2-Days	Lunch/Recess Detention 5-Days After School Detention 5-Days	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 5-Days Suspension 1-Day
Insubordination: Refusal behavior directed toward supervisory staff	Grades K-4 Lunch /Recess Detention 2-Days	Grades 5-8 After School Detention 2-Days	Lunch/Recess Detention 5-Days After School Detention 5-Days	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 5-Days Suspension 1-Day	After School Detention 5-Days Suspension 1-Day
Hitting, Pushing, and Shoving	Grades K-4 Lunch /Recess Detention 2-Days	Grades 5-8 After School Detention 2-Days	Lunch/Recess Detention 5-Days After School Detention 5-Days	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 2-Days In House Suspension 1-Day	After School Detention 5-Days Suspension 1-Day	After School Detention 5-Days Suspension 1-Day
Teasing: Name calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves	Grades K-4 Letter to Victim	Grades 5-8 Lunch/Recess Detention 1-Day	Letter to Victim	Letter to Victim	Letter to Victim	Letter to Victim	Letter to Victim	Letter to Victim
Gum Chewing	Grades K-4 Lunch/Recess Detention 1 Day	Grades 5-8 Lunch/Recess 2-Days	Lunch/Recess Detention 2-Days After School Detention 2-Days	After School Detention 1-Day	After School Detention 1-Day	After School Detention 1-Day	After School Detention 5-Days	After School Detention 5-Days
Illegal Devices: Cell phones, CD Players, laser pointers, etc.	Object Taken Away Given back at the end of the day	Object Taken Away Parent must pick up object	Object Taken Away Parent must pick up object	Object Taken Away Parent must pick up object	Object Taken Away Parent must pick up object	Object Taken Away Parent must pick up object	Object Taken Away Object Given back at end of the year	Object Taken Away Object Given back at end of the year
Bus Infraction	After School Detention 1-Day	After School Detention 2-Days	After School Detention 2-Days	After School Detention 2-Days	After School Detention 2-Days	After School Detention 2-Days	Loss of Bus Privilege for 2 weeks	Loss of Bus Privilege for 2 weeks
Dress Code Violation	Lunch/Recess Detention 1-Day After School Detention 1-Day	Lunch/Recess Detention 2-Days After School Detention 2-Days	Lunch/Recess Detention 2-Days After School Detention 2-Days	After School Detention 1-Day After School Detention 5-Day	After School Detention 1-Day After School Detention 5-Day	After School Detention 1-Day After School Detention 5-Day	After School Detention 2-Days Meeting with Parent	After School Detention 2-Days Meeting with Parent
Plagiarism: Copying/Stealing and passing off as one's own ideas or works of another	Zero on Assignment After School Detention 2-Days	Zero on Assignment After School Detention 5-Days	Zero on Assignment After School Detention 5-Days	Drop in One Letter Grade for Quarter In House Suspension 1 Day	Drop in One Letter Grade for Quarter In House Suspension 1 Day	Drop in One Letter Grade for Quarter In House Suspension 1 Day	Drop in One Letter Grade for Quarter Suspension 1-Day	Drop in One Letter Grade for Quarter Suspension 1-Day
Skipping Class	Zero on Assignment After School Detention 2-Days	Zero on Assignment After School Detention 5-Days	Zero on Assignment After School Detention 5-Days	Zero on Assignment After School Detention 5-Days	Zero on Assignment After School Detention 5-Days	Zero on Assignment After School Detention 5-Days	Drop in One Letter Grade for Quarter Suspension 1-Day	Drop in One Letter Grade for Quarter Suspension 1-Day
Cursing	Lunch/Recess Detention 1-Day	Lunch/Recess Detention 2-Days	Lunch/Recess Detention 2-Days	After School Detention 1-Day	After School Detention 1-Day	After School Detention 1-Day	After School Detention 2-Days	After School Detention 2-Days
*Every teacher has his/her classroom discipline plan that every child is expected to follow. **The Administrator has the discretion to change any step consequence according to the infraction and circumstance. ***Students with special needs will receive consequences outlined in personal behavior plan.								

CONSEQUENCES MATRIX

## Consequences Matrix

## Consequences Matrix

MAJOR INFRACTION	STEP 1 FIRST OFFENSE	STEP 2 SECOND OFFENSE	STEP 3 THIRD OFFENSE	STEP 4 FOURTH OFFENSE
	Removal from All School Activities 2-Weeks Suspension 2-Day	Removal from All School Activities 3-Weeks Suspension 5-Day	Removal from All School Activities 4-Weeks Permanent Suspension	Removal from All School Activities 5-Weeks
<b>Fighting, Physical Assault</b>	In-House Suspension 2-Days	Suspension 2-Days	Suspension 5-Days	Permanent Suspension
<b>Provoking a Fight: Action or Words</b> which contribute to creating a violent atmosphere	Suspension 5-Days	Permanent Suspension		
<b>Smoking or Drinking</b>		Permanent Suspension		
<b>Possession or Consumption</b>				
<b>Cheating</b>	Zero on Assignment After School Detention 2-Days	Zero on Assignment After School Detention 5-Days	Drop in One Letter Grade for Quarter In-House Suspension 1-Day	Drop in One Letter Grade for Quarter Suspension 1-Day
<b>Weapons/Drugs</b>	Permanent Suspension	Permanent Suspension		
<b>Any Object used as a Weapon to Inflict Harm</b>	Suspension 5-Day Letter to Victim	Letter to Victim	Letter to Victim	Letter to Victim
<b>Sexual, Racial, Ethnic or Religious Harassment</b>	Lunch/Recess Detention 1-Day	Lunch/Recess Detention 2-Days	After School Detention 1-Day	After School Detention 2-Days
Grades K-4	Lunch/Recess Detention 2-Days	Lunch/Recess Detention 2-Days	After School Detention 5-Days	Suspension 1-Day
Grades 5-8				
<b>Vandalism: Destruction of School or Personal Property</b>	Retribution of Damages After School Detention 2-Days	Retribution of Damages After School Detention 5-Days	Retribution of Damages In-House Suspension 1-Day	Retribution of Damages Suspension 1-Day
<b>Verbal Assault: Toward a teacher, staff member, student, volunteer, or coach</b>	Letter to Victim After School Detention 5-Days	Letter to Victim Suspension 2-Day	Letter to Victim Suspension 3-Day	Letter to Victim Suspension 5-Day
<b>Theft: Taking property from a student or teacher without permission</b>	Replace Item	Replace Item	Replace Item	Replace Item
Grade K-4	Lunch/Recess Detention 2-Days	After School Detention 1-Day	After School Detention 2-Days	After School Detention 5-Days
Grade 5-8	After School Detention 2-Days	After School Detention 2-Days	After School Detention 5-Days	Suspension 1-Day
<b>Lying to a Teacher or Adult Supervisor</b>				
Grade K-4	Lunch/Recess Detention 2-Days	After School Detention 1-Day	After School Detention 2-Days	After School Detention 5-Days
Grade 5-8	After School Detention 2-Days	After School Detention 3-Days	After School Detention 5-Days	Suspension 1-Day
<b>Forgery or Alteration on School Form, Parent Note, Doctor's Note</b>	After School Detention 3-Days	After School Detention 5-Days	Suspension 1-Day	Suspension 2-Days
<b>Improper Use of Technology/Internet</b>	Suspension 1-Day	Suspension 2-Days	Suspension 5-Days	Permanent Suspension
<b>Intimidation/Bullying of Another Student</b>	Letter to Victim	Letter to Victim	Letter to Victim	Letter to Victim
Planned exclusion, harmful gossip, spreading of rumors, and any other unacceptable behavior	Lunch Detention 5-Day	Suspension 2-Day	Suspension 5-Day	Permanent Suspension
<b>Threats of Emotional or Physical Violence</b>	Depending on Severity of Threat, each Case	will be evaluated individually.		

## **FEE SCHEDULE - 2016-2017 SCHOOL YEAR**

### **Tuition**

<b>Grade</b>	<b>Parishioner Tuition</b>	<b>Non Parishioner Tuition</b>
Preschool – 3 year old (2 half days)	\$750.00	
Preschool – 3 year old (4 half days)	\$1,350.00	
Preschool – 4 year old (4 half days)	\$1,650.00	
Preschool – 4 year old (4 full days)	\$2,650.00	
Kindergarten – Sixth Grade (1 Student)	\$2,900.00	\$3,700.00
Kindergarten – Sixth Grade (2 Students)	\$4,700.00	\$5,200.00
Kindergarten – Sixth Grade (3 or more Students)	\$6,200.00	\$6,700.00

### **Registration Fee**

- Registration Fee-Preschool: \$50.00 per student non-refundable
- K-6 \$100.00 per student non-refundable
- If the registration fee is not paid by July 25, it will be rolled into SMART TUITION.

### **Hot Lunch Prices**

- Hot Lunch: \$2.40
- Milk: \$.35
- Adult Lunch: \$3.00



**St. Michael School Handbook  
2016-2017  
RECEIPT OF HANDBOOK**

**I HAVE READ THE ST. MICHAEL SCHOOL HANDBOOK WITH MY STUDENT(S) AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OF THIS SCHOOL.**

**\*\*Please hand this in during the first week of school.**

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**Parent Signature**

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**Print Signature**

