

THE SCHOOL COMMITTEE

The St. Michael School Committee is a representative body, the purpose of which is to advise and to make recommendations to the School Administration and to the Pastor in accord with Diocesan guidelines.

School Committee meetings are scheduled as needed throughout the year. Anyone willing to be heard by the School Committee should make a request to the Pastor, School Administration or a School Committee member no later than 2 days preceding the meeting. The School Committee also sponsors the school's fundraisers and special events throughout the school year.

MISSION STATEMENT

Our mission is to educate through Catholic values the mind, body, and spirit of our students, guiding them to achieve their full potential.

BELIEF STATEMENTS

St. Michael School...

- ✓ Creates an active community of believers through the power of prayer, worship, and Christian modeling.
- ✓ Promotes education of the whole person while maintaining a strong Catholic identity.
- ✓ Thrives because of the loyal, dedicated support of St. Michael's Parish.
- ✓ Nurtures a R.I.C.H. environment – Respect, Integrity, Compassion, and Honor.
- ✓ Achieves academic excellence through a positive learning environment, highly-qualified, motivated teachers, and continual updates in curriculum and technology.
- ✓ Strives to maintain a loving, inviting family atmosphere.

Visit our school website for important information, news, and extras at www.stmichaelschoolpinconningmi.com

GENERAL ADMINISTRATION PROCEDURES

Admission Policy:

1. Age requirements are determined by the State of Michigan. A child will be accepted into Kindergarten if they reach the age of five prior to September 1st of the new school year or have a signed waiver on file at the school. A child will be accepted into Kindergarten if they reach the age of five prior to December 31st of the new school year
2. Registration for St. Michael School begins in March, and is announced in school newsletters, newspaper, Facebook, school website, and the church bulletin.
3. St. Michael School admits students of any race, gender, Religion, national or ethnic origin. It does not discriminate in the administration of its educational policies, admissions or any other programs offered at St. Michael School.
4. Students who transfer from St. Michael to another school system can be readmitted to St. Michael School with approval of the School Staff and Administrative Team.
5. The office is to be notified immediately if there is a change of address, telephone number, or medical problem.
6. School records are available for review by the custodial parent(s). The school office should be contacted to set up an appointment for viewing records.
7. If you have any outstanding bills (lunch money, textbook replacements, library book replacement fees, etc.) your child's final report card and records will not be released until bills are paid in full.

TUITION POLICY

The tuition paid by parents pays a PORTION of each child's educational costs. The cost to educate ONE child is over \$6,500.00; therefore, the remaining cost of tuition

is provided by the parishioners of Holy Trinity Parish through weekly tithing, fundraising activities and events.

Involvement in fundraising events with St. Michael's School and Holy Trinity Parish is a TOP PRIORITY for the financial direction of our school as well as the benefit towards your child's tuition. ALL school families are expected to participate in at least 75% of school fundraisers.

Requirements Concerning Tuition Payments:

1. All families must register in our tuition payment program, FACTS, before school begins.
2. Monthly payments must be made on tuition accounts until the balance is paid off. ACH payments are required on all accounts unless special arrangements have been arranged and approved by school administration.
3. Tuition must be paid in full by the end of the current school year or registration for the new school year will not be accepted until tuition is paid in full.

Please note: If there is any reason that you cannot commit to the above requirements, please contact the school office as soon as possible. We will discuss the concerns and see what we can do to help with special circumstances.

ACADEMIC INFORMATION

1. Curriculum: All subjects taught at St. Michael School are taught using the guidelines of the State of Michigan and the benchmarks of the Diocese of Saginaw. Textbooks are updated as needed.
2. Technology: All students must sign a contract for student's electronic information access and use. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the Diocesan and school regulations for the use of the internet and other technologies in the school or parish office. Inappropriate use of the technology will result in disciplinary action.
3. St. Michael's has a Wellness Plan which is on file in the office for parents/guardians viewing. The Plan is a commitment to create an

environment that promotes healthy eating and physical activities that support student achievement.

4. Every year the Lures Program is implemented at every grade level. The Program gives children the tools that enable them to recognize and avoid potentially dangerous situations and people – it gives them a better chance to lead happy, healthy and productive lives. This program is implemented every year between the months of January and March. If you wish to opt your child out of the Lures Program, you must sign the Opt Out form in the school office.

5. Religious Training:

- Mass attendance on specified mass days and on Holy Days is mandatory, unless prior arrangements have been made. Every Mass/Prayer Service is Dress Up Day for students.
- The second graders are taught about the sacraments of Reconciliation, Confirmation and Eucharist. A copy of the Baptismal record must be on file for each child receiving the Sacraments.
- If you wish to have your child, in any grade, receive sacraments, please contact the parish office.
- Prayer is an integral part of each day and students are expected to learn and participate in them.
- Religious instruction is a daily part of the school program.

6. Grading Scale and Point Value:

A.....94-100% - 11 points
A-....90-93% - 10 points
B+...87-89% - 9 points
B.....84-86% - 8 points
B-....80-83% - 7 points
C+...77-79% - 6 points
C.....74-76% - 5 points
C-....70-73% - 4 points
D+...67-69% - 3 points
D.....64-66% - 2 points
D-....60-63% - 1 point
F.....59%

Report Cards

The teacher's best professional judgment of your child's achievement in school is set forth in the progress card issued at the end of each marking period. Parents will be notified midway through each marking period when a child is at the "D" or "F" level or falling behind in a subject(s). Grades 3rd through 8th will receive Midterm Reports every marking period. **If you would like more frequent reports on your child's progress you can visit Jupiter Ed or make arrangements with your child's teacher.**

Honor Roll

The Honor Roll is calculated every marking period for students in grades 3-8. A student is eliminated from the Honor Roll if there is a D or lower in any academic subject, or has lower than a B- in Conduct or Study Habits on his/her Report Card that marking period. Every marking period begins a new average of grades.

Each letter grade is equivalent to a number and we average the numbers for all subjects. Subjects included in honor roll calculation are ELA, Math, Science, Social Studies, Religion, and Middle School electives. A student must have an average of 10 to 11 to be on the A Honor Roll. A student must have an average of 8 to 9.99 to be on the B Honor Roll. We do not raise the grade from one Honor Roll to the next. For example, a 7.99 average does not put a student on the B Honor Roll.

Parent-Teacher Conferences

Parent-Teacher conferences are held twice per year. An announcement of the dates and times will be sent to parents/guardians in advance. At this time, the teacher and parent/guardians have the opportunity to discuss an individual student's progress, conduct, study habits, interests and achievements. Parents may call at any time for an appointment to discuss their child's progress or make arrangements for more frequent progress reports.

Grade Placement

Michigan School Law provides schools with the responsibility of appropriate grade placement for all students. Promotion or retention is considered at the end of each

school year depending on the growth and achievement of a student's present grade placement.

Homework

Homework is an extension of the classroom lesson. It is used as a means to check if certain concepts have been learned. It is also a way to encourage exploration of certain topics, to go further than the classroom lesson. The amount of homework given is determined by each individual teacher and is not mandatory.

***** Homework given out prior or during absence(s) due to illness, family trips, medical appointments, etc IS AT THE DISCRETION OF THE TEACHER AND IS NOT REQUIRED. Please see Attendance 7.*

***** Textbooks and Chromebooks are costly and must be covered and transported to and from school in book bags or back packs.*

8th Grade Graduation Requirements

8th graders must have a "passing" average final grade for all subjects based on the school's grading policy in order to take part in the 8th grade graduation ceremony and dance.

ATTENDANCE

Students are to be in attendance every day of the school year. Frequent absenteeism hinders the educational process and is not in the best interest of the student. All parents/guardians are requested to follow the procedures below:

1. The parent or guardian must call the school is to be made between 7:30 and 8:30 a.m. notifying the school of the absence. Please state the child's name, grade and reason for the absence. If an absence lasting more than two days occurs, such as an illness or family vacation, please notify the school in writing regarding the details of the absence.
2. A written excuse or phone call from the parent/guardian must always accompany a child returning to school after an absence. If your child has been under the care of a physician, a medical release slip must be given to

- the school upon their return. Any child absent three days or more due to illness must have a written doctor's excuse.
3. Absence for any reason other than sickness or family emergency must be cleared in advance by parents through a note listing the child's name, grade, and dates of absence.
 4. Excessive absence of more than 10 days within a marking period without a physician's excuse will result in further action and/or notification to the proper authorities.
 5. Students who become ill at school must check out at the office after parents/guardians/emergency contacts have been notified.
 6. Students must be in attendance the full day of/or the full Friday before any athletic event, practice, or other extra curricular activity. There are some exceptions that must be cleared through the office before the athletic event. Practices and extra-curricular activities will not be held if there has been no school that day due to weather, or other circumstances.
 7. It is the responsibility of the student to inquire as to the work missed when absent. Students will have the number of days they were absent to make up their work i.e. two days absent, two days to make up the work.
 8. A written request or phone call to the office notifying the school of an appointment or engagement during school hours should be submitted to the office in advance. Permission will then be given for the parent/guardian to pick up the child in the school office. The child will be marked in attendance as leaving early, which is counted as a tardy.
 9. School begins at 7:50 a.m. Any child arriving at school after 7:50 must report to the office upon entering the building. A child arriving to school between 7:51 AM and 8:30 AM will be marked tardy. A student arriving after 8:30 is considered a half day absence. A student who leaves school early between 11:00 and 2:00 is considered a half day absence. A student who leaves school after 2:00 will be marked "left early" and is counted as a tardy. A student who leaves school for the remainder of the school day before 11:00 is considered a full day absence.

*Every third tardy will be considered an **unexcused** absence; **therefore, excessive tardies will result in more days absent on student records.** School buses arriving late are exceptions to the tardy rule.*

10. Continued negligence of the tardy rule stated in number 10 will result in further action taken by the administration, such as reporting to Bay County Truancy Office.
11. Students in grades 3-8 **will not** receive credit for work missed for an **unexcused** absence. Three (3) **unexcused** absences will result in a meeting with administration to discuss a plan of action.
12. Teachers begin teaching at 7:50 a.m. To avoid disrupting quality teaching time, we ask that you stop in the office during school hours to give messages, drop off forgotten items, etc. Visitors entering the building between 7:50 and 2:50, must check in at the school office.
13. Students who arrive to school after 8:15, must bring a cold lunch or must call the school before 8:15 to be marked as hot lunch.

TESTING

1. NWEA testing is administered in the fall, winter, and spring to all grades. For more information regarding this testing, please visit our school website, www.stmichaelschoolpinconningmi.com.
2. Title 1 Services, Teacher Consultants, Speech Therapists and a School Psychologist are available on site in accordance with Public School Policy.

GUIDELINES FOR PARENTS TO DEAL WITH CLASSROOM CONCERNS

From time to time it may be necessary for a parent to contact the school to discuss a concern they may have in the classroom. Please follow this procedure:

1. Contact and meet with the teacher first.
2. Bring the concern to the attention of the administrative team if the first procedure does not bring about a mutual understanding for the good of the child.
3. If the first or second procedure does not solve the problem, meet with the parish administrator and bring the concern to his/her attention.

CORRESPONDENCE

Parent letters, calendars, and important messages are generally sent home each week. Teachers and administration will communicate through our online grading system, JupiterEd. Each child in the family is given the responsibility of being a dependable messenger. Please impress upon your children the importance of communications between school and home. Student folders/binders are also used in some classrooms. Please check your child's folder/binder on a daily basis. Our school Facebook page, <https://www.facebook.com/stmikespinconning/>, and our school website, www.stmichaelschoolpinconning.com, offer lots of information and updates!

DRUG AND ALCOHOL FREE POLICY

St. Michael School is committed to providing a safe, healthy environment for its community. Student involvement with alcohol, tobacco, or other illegal substances poses serious safety and health risks to the student involved, as well as others in the school community, and adversely affects educational and extracurricular programs. St. Michael School also has the obligation to abide by society's laws and require its students to do the same.

The possession, purchase, acceptance, consumption (use), whether actual or attempted, OR being in the presence of alcohol, or any illegal drug, drug paraphernalia or other substance by the students on St. Michael School campus or at any other school-sponsored activity/event at any time or place is prohibited.

A student who violates the alcohol, tobacco and other drug rules outlined above will be subject to disciplinary action, which may include expulsion, regardless of the student's previous disciplinary record. In addition, a student who violates the above

policy may be required to undergo drug/alcohol counseling. Any student who chooses to remain in the presence of someone engaging in any prohibited activities may also be subject to disciplinary action.

SMOKE FREE ENVIRONMENT

To protect and enhance indoor air quality and contribute to the health and wellbeing of all students, employees, and visitors St. Michael School shall be entirely tobacco-free at all times. Use of tobacco products and non-tobacco nicotine products* is strictly prohibited 24 hours a day, 7 days a week, within any building or vehicle that is owned, leased, or operated by the school district. Use of tobacco products is also prohibited at all school-sponsored events and on any real property owned, leased, or operated by the school district. This policy applies to all employees, contractors, students, and visitors on the premises of the school district.

*Except nicotine replacement therapy by staff to help them quit tobacco and for students, only if it has been approved and prescribed by a health care provider.

Copies of this policy shall be distributed to all employees and communicated to other affected parties on a periodic basis. Prominent signs communicating this policy will be posted at all entrances and throughout the school district buildings and grounds.

WEAPON-FREE SCHOOL ZONE POLICY

The School Committee and St. Michael Parish is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The School recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence to threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. A dangerous weapon is any instrument, which is used in a manner likely to produce a serious physical injury or death. The manner in which an instrument is used determines whether or not it is a dangerous weapon.

Accordingly, the Administrative Team or Pastoral Administration of St. Michael School shall permanently, unless granted reinstatement by the Deacon or Priest, expel a pupil from attending school if the pupil possesses a weapon. Such expulsion is mandatory, unless the pupil established in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The pupil not knowingly was in possession of a weapon.
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

ACCEPTABLE USE TECHNOLOGY POLICY

St. Michael School provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. Every student enrolled in St. Michael School must sign a St. Michael School Acceptable Use Technology form in order to use any electronic device, personal or school-owned. These will be given in Technology class and sent home for Parent Signature.

DISCIPLINE

1. The basic philosophy behind our discipline code states that in order for learning to take place, each teacher has a right to teach and each student has a right to learn. Any behavior that interferes with either of these rights is considered disruptive and unacceptable. Our educational process takes into account the spiritual, mental, emotional and physical aspects of the total person. With this in mind the Diocese of Saginaw has adopted the K-12 Behavior Expectations and Progressive Consequences Guides.
2. St. Michael's has adopted and made modifications to the K-12 Behavior Expectation Guide which applies to all students while they are under the supervision of St. Michael's Staff at school or away from school. The

Progressive Consequences Guide has also been modified and adopted and is used for the violation of Behavior Expectations and classroom rules.

St. Michael School K-8 Behavior Expectations

Be prompt and prepared.

1. Come on time.
2. Come with needed materials
3. Come with assignments complete

Respect authority.

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for your behavior.

Respect the rights of others.

1. Use appropriate voice and language.
2. Listen to speaker.
3. Respect opinion of others.
4. Refrain from harassment or bullying.
5. Refrain from interrupting classroom and school routines and procedures.

Respect property.

1. Respect property of others.
2. Respect own property.
3. Use materials and equipment appropriately.

Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.

Display appropriate social skills.

1. Cope (disagreement, teasing, failure).
2. Display courtesy and tact.
3. Interact with others appropriately, refrain from physical contact, which does or could result in bodily harm.
4. Refrain from the use or possession of any drugs, alcohol or tobacco.
5. Refrain from dangerous weapons.
6. Refrain from candy or gum on the school premises (unless permitted by classroom teacher on special occasions).

Display appropriate character.

1. Display positive character.
2. Display productive character.

Progressive Consequences

Classroom Procedures

1. **Warning with an interaction.**
 - What student did wrong?
 - What is expected?
 - What is next consequence?
 - Student commitment to improve behavior.
2. **Elementary: Time out.**
Secondary: Appropriate Consequence determined by the teacher.
3. **Behavior improvement plan.**
 - Student describes inappropriate behavior.
 - Student makes commitment to improve.
 - Behavior Plan remains in student's file.

Administrative Team Procedures (after the above three classroom warnings, the student is sent to the office).

4. **Phone call to parents.**

- Student must follow Parent Calling Form.
- Witness signs form.

5. Meeting with principal.

- The students will meet with the administrative team to discuss behavior and consequences.

6. Meeting with parents/Guardian.

- Parents, student, teacher, administrative team meet.
- Group behavior plan is developed.

7. In-school suspension.

- A. Parents will be contacted concerning the suspension. There will be no contact with the student body during suspension. The student will do all schoolwork and eat lunch in the office, with no recess, for a specified number of days.

8. Expulsion

****Severe Clause, move to steps 4, 5, or 6. Severe misbehavior may result in immediate parent contact, or removal from school.

Expulsion is defined as the permanent dismissal of a student from the school. The expulsion of a student from a Catholic School is such a serious penalty that it hopefully will be invoked rarely. In most cases, the Principal should attempt to utilize remedies such as suggesting that parents refer the student to a guidance clinic, physician or priest, if in the Principal's discretion, such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations may include, but are not limited, to the following:

1. When the moral or physical well-being of the student body, school or staff is endangered.
2. When there is prolonged and open disregard for school policies, authority, or habitual truancy.
3. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.

4. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers or students.
5. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
6. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
7. Vandalism of school/church property.
8. Possession or control of any weapon or other dangerous instrument on or about school/church premises.
9. Any criminal behavior.
10. Repeated bullying toward other students.

Recordation and Referral:

All expulsions shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private school where the expelled students seek to enroll and where this School is requested, or otherwise required to forward or release records to the institution. The School shall immediately report any incident involving the possession of a weapon, in writing, to the pupil's parent/guardian and to the local law enforcement agency. The School shall, within three days of expulsion, refer the expelled student to the appropriate Family Independent Agency or County Community Mental Health Agency. The School shall also notify the individual's parent/guardian of the referral.

Petitions for Reinstatement after Expulsion:

Pupils expelled, may petition the School Committee for reinstatement to the school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the

date of expulsion. The School will make available the proper forms and information to those who wish to petition for reinstatement.

The petitioner shall provide an authorization and release for the School Committee to request, receive and review all student records and student information maintained by any public or private school, which the petitioning pupil has attended. If such records are already in the possession of the School, the parent/guardian shall furnish written authorization for review by the committee members.

Upon receipt of a petition for reinstatement, the School shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the School Committee shall appoint a sub committee to review the petition and any supporting information submitted by the parent/guardian.
2. The sub committee shall consist of two School Committee members, one teacher, and one parent of a pupil attending this School.
3. The Principal of the School may prepare and submit for consideration by the sub committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. Not later than 10 school days after all members are appointed, the sub committee shall review the petition and any supporting information, including information provided by the School and shall submit a recommendation to the School Committee on the issue of reinstatement.
5. The recommendation of the sub committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
6. The Pastor shall be allowed to attend meetings of the sub committee appointed by this School Committee when considering petitions for reinstatement.

Criteria for Reinstatement:

The designated sub committee and the School Committee shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other pupils or school personnel.
2. Whether reinstatement would create a risk of individual liability for the School Committee or Parish.
3. The age and maturity of the individual.
4. The individual's school record before the incident that caused the expulsion.
5. The individual's attitude concerning the incident that caused the expulsion.
6. The individual's behavior since expulsion and the prospects for remediation of the individual.
7. The degree of cooperation and support from the individual's parent or guardian as well as any support which may be expected for a parent/guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another school shall not be processed if that student has not first submitted a petition for reinstatement to the expelling school.

This School will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling school.

Conditions of Reinstatement:

The School Committee may require an expelled student and the parent/guardian to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract.
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense).
3. Periodic progress reviews.

4. Specific immediate consequences for the failure to abide by any conditions of reinstatement.

Reinstatement:

If the School Committee recommends to reinstate the expelled pupil, those who were in grade 5 or below at the time of the expulsion shall be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free School Act and who are accordingly subject to mandatory one-year expulsion.

The Principal may submit his or her own recommendation to the School Committee in conjunction with the designed sub committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than the 90 school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days (or one legal school year) after the date of expulsion. The final decision to reinstate the student will be made by the Pastor and Principal.

Application to Handicapped Pupil

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

Child Abuse/Neglect Reporting

1. The State of Michigan requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. School administrators, counselors, teachers, and social workers, having reason to believe that a child under the age of 18 has been abused or neglected must report the matter promptly to the Family Independence Agency of the county where the suspected abuse or neglect has occurred.

2. Child abuse is defined as harm or threatened harm to a child's health or welfare through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. Child neglect is defined as failure to provide adequate food, clothing, shelter or medical care.
3. The report, to the extent known, should include the following information:
 - Name, address, age, and sex of child
 - Name and address of parent or guardian
 - Nature and extent of child's injuries or neglect
 - Name and address of person(s) suspected of abuse or neglect
 - Family composition
 - Source of information
 - Person making the report
 - Any action taken by the reporting source
 - Any other helpful information
 - Name of agency and official to whom the report was made
4. The procedure for reporting is as follows:
 - Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately make an oral report of this to the appropriate county department or local law enforcement agency.
 - The person making the report should immediately inform the principal or his/her designee.
 - If the reporting party is the principal, she/he shall notify immediately the pastor/administrator in a diocesan school. If someone other than the principal makes the report, the employee shall notify the principal prior to the report, and then notify the pastor/administrator of diocesan school that the report has been made. All information pertaining to the matter should be treated as confidential. Notification of the principal or pastor/administrator does not relieve the school staff member of obligation to report to the proper agency.
 - The individual making the oral report indicated in paragraph "a" shall report in writing to the agency to which the oral report was made and to the principal typically within 24 hours and no later than 72 hours, of the oral report being made.
 - The school principal shall keep on file a copy of the written report and forward a copy marked "Confidential" to the pastor/administrator and one to the Superintendent.

- School personnel shall carefully consider all recommendations of the county department or law enforcement agency in handling the situation at school and with the parents.
- The school shall keep this report on file indefinitely. This report is a confidential one and is not to be made part of the student's permanent cumulative record. Copies of this report may not be transferred to another school.
- The parents should be contacted only at the direction of the agency, police or the Superintendent.

HOT LUNCH PROGRAM AND LUNCH PERIOD

A hot lunch, which meets the standards required by law, is served daily.

- Menus are sent home at the beginning of the month.
- Hot lunch can be purchased by the day or by the week at prices set by the hot lunch program.
- Student lunches are to be paid daily, weekly or monthly. **No charges for hot lunches are allowed.** You will be contacted to bring in cold lunch for your child(ren) if this should occur.
- **If your child arrives to school after 8:15 a.m., they must bring cold lunch for that day.**
- No food or drink purchased through the hot lunch program can leave the cafeteria.
- All cold lunches must be brought to school in a lunch box/bag.
- **Fast food lunches and/or pop are not permitted during school lunch periods. If you must send Subway or something similar, it needs to be packed in a lunch bag or brown bag.**

A Wellness Policy, in accordance with the State of Michigan, is on file in the school office. This policy is available for parent viewing.

Lunch Period:

Students are expected to follow the Behavior Expectation while in the lunchroom and on the playground. All food is to be eaten in the cafeteria/gym. The eating area must be left clean upon the student's departure. Play is fundamental in the physical development of children, but play must be safe and orderly.

Outside Recess:

1. Children are to be properly dressed for the weather. During winter months, this includes a winter coat, hat, gloves, boots, etc.
2. Any game or activity the playground aides determine might endanger another student will not be permitted.
3. Students are not to throw snowballs and hardballs or any object that can cause harm. Students are only allowed on snow hills if dressed in snow pants and winter coat.
4. Students are to play on the playground equipment in a safe and appropriate manner.
5. Food, gum or candy are not allowed on the playground.

Inside Recess:

1. No running in halls or classrooms.
2. Indoor voices—no screaming/shouting.
3. Indoor games—drawing, board games, etc.

Consequences:

The Progressive Consequence guide will be followed as stated in the school handbook.

DISMISSAL PROCEDURES

We are concerned about the safety of our children and would like to review our dismissal procedures with you:

1. All parents should park in the parking lot while waiting to pick up their children. There should be no parking on the school side of Jennings, this area is for buses only and must not be obstructed.
2. All bus riders are sent home on the bus unless we receive a note or telephone call from the parent/guardian. The note must have the date; child's name and name of the person who will be picking the child up.

3. No bus children are to be picked up without a note or telephone call. If you are in town and wish to pick up your child, come into the building and let us know you are here. Please do not attempt to pull your child from the bus line. Our staff is responsible to make sure your child gets on the bus.
4. All bus riders are dismissed first.
5. Car riders and walkers will be dismissed after the buses leave the parking lot. Please do not come into the building to pull your child from line or from the classroom before the buses leave, unless you have special permission.
6. Parking spots on the East side area of school are reserved for staff members only.

TRANSPORTATION

St. Michael's students ride the Pinconning school buses and are subject to the rules and regulations of Pinconning Area Schools.

1. St. Michael's students will ride the Pinconning Area Schools shuttle bus to St. Michael School.
2. After school, shuttle busses will pick up St. Michael students and shuttle them to Pinconning Area School's campus. Students are to leave the shuttles and go directly to their regular route bus. Students **are not** to go into the public school buildings or walk to St. Michael's from the Pinconning Area School campus.
3. A signed, dated note must be sent with your child in the **morning** if you plan to change his/her manner of transportation.
4. Parents who drive their children to school should park in the south parking lot or drive south on Jennings Street to drop off their children no earlier than 7:30 a.m. Do not park your car on Jennings Street. Keep moving so that buses can drop students off.
5. Parents who are picking their children up after school should park in the parking lot or park on the east side of Jennings St. Please do not park on the school side of Jennings St., this area is for buses only.

6. Parents/guardians who pick up their children after school must wait outside of school or by doors near the school office. **Parents/guardians are not to walk down to the classrooms before or during school dismissal times to pick up their children, unless prior arrangements have been made through the school office.

VISITORS

1. All visitors (parents/guardians included) must check in at the office when entering the building and sign in. Visitors must also sign out in the school office before leaving the building. This is a courtesy and a security requirement. We need to be aware of who is in the building at all times.
2. Visitors are not allowed to go to a classroom during school hours unannounced. For the safety of our students and staff, our school doors are locked during school hours.

VOLUNTEERS

We welcome all of our parents/guardians, grandparents, friends and relatives who share their time and talent with us. Please contact the school at 879-3063 or your child's teacher if you would like to help. Regular volunteers must attend a VIRTUS class through the Diocese of Saginaw.

SCHOOL COMMITTEE (former HOME AND SCHOOL ASSOCIATION)

1. The Home and School Association was formed to help parents and teachers work together in providing a Christian education for our children, and has now merged with our school's School Committee. We achieve this goal through supplying equipment and encouraging parents to provide ideas and opinions concerning school matters. All our parents are expected to support and participate in the projects sponsored by the School Committee and Parish. Our parishioners provide the additional cost of tuition and the overall expenses of the school.

2. The School Committee sponsors a fall and spring fundraiser and other annual fundraisers. All our parents are expected and encouraged to help out at these events.
3. The money raised from these projects provides for the needs of our children and school. Meetings are announced throughout the school year. The meetings are in the meeting room. All parents are encouraged to attend open meetings.

FUNDRAISERS

1. All fundraisers must be cleared through the office.
2. 8th grade raises money for their class trip. (Rock-A-Thon, Can Drive, Bake Sales, Concession Work, etc.) Class trip fundraisers are school sponsored events, therefore, any money not used for the class trip will be held in the school's bank account for future class trips.
3. Student Council holds various fundraisers throughout the year.
4. Information regarding fundraisers will be sent home in weekly parent letters.

TREATS/INVITATIONS

1. The teacher arranges classroom activities and celebrations. Birthday and holiday treats may be brought to school for the entire class if prior arrangements have been made with the teacher. Please provide treats that DO NOT require refrigeration or freezer.
2. Birthday or party invitations are not to be sent to school for distribution unless all students are invited in the class.

SCHOOL CLOSINGS, EARLY DISMISSALS

School closings will be announced over the radio, television stations, and via telephone through the Pinconning Area Schools automated system. In inclement weather it is up to the discretion of the Superintendent of Pinconning Area Schools and his staff to postpone the starting time of classes, close school or dismiss school early for the day. The announcement on the air will be made in conjunction with Pinconning School System. If necessary, St. Michael School Administration will make the decision to close school. In this case, please watch our Facebook page and the television stations listed below. *St. Michael School is always closed if Pinconning Area Schools is closed.*

Watch television or listen to the radio for school updates.
WNEM—TV 5, WJRT—TV 12, WSGW 790, WHNN 96.1.

IF SCHOOL IS CLOSED DUE TO INCLEMENT WEATHER, ALL SCHOOL RELATED ACTIVITIES FOR THAT DAY ARE CANCELED, i.e. practices, games, etc. PLEASE DO NOT CALL THE SCHOOL.

FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom—they are a privilege. Students may be restricted from participation due to academic or behavior reasons. Permission slips must be signed by parents/guardians for children to go on field trips with their class. We must have on file a medical release form that has been signed by a parent/guardian. Parents driving on trips are expected to keep the speed limit and abide by the plan provided by the teacher. Chaperones agree to enforce the Behavior Expectations. Volunteer drivers must file a Volunteer Driver Information Sheet in the office verifying:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The minimal acceptable insurance limit for privately owned vehicles is \$500,000 combined single limit.

Field Trip Policies

1. Class field trips are designed for St. Michael's students **only**. Due to safety and security measures we must follow, siblings and/or other students, friends, etc. are not permitted on school field trips.
2. Volunteer drivers are allowed to transport students to/from field trip locations only. No other stops should be made unless there is an emergency.
3. Electronics of any kind are not permitted on field trips. The 8th grade class trip is the only exception to this rule.
4. All students expected to attend the field trip must be present (unless the student is ill), or the student will receive an ***unexcused*** absence for that day.

CLASSROOM MOVIES

All movies shown in school grades Young 5's through 8th grade must be rated G or PG, unless prior arrangements have been made with the parents/guardians and Principal.

DRILLS

Fire drills, security drills, and tornado drills are held throughout the year. At the sound of a fire drill, all students and staff vacate the building and proceed to the classes designated area outside. In case of a tornado drill, the children go immediately to the K-4 wing and assume the protective position. Children in the library or computer room proceed to the hallway between the library and computer room and assume the protective position. Teachers talk to students regarding security drills and they are practiced several times throughout the school year.

HEALTH / MEDICAL

If your child is ill, he/she **must** be kept home for at least 24 hours after illness has begun. Call the school office by 8:00 a.m. when your child is absent. We are required by the Health Department to submit a weekly report on illness.

If your child is well enough to be in school, he/she is well enough to participate in all school activities including recess, physical education or during class time. A note from a doctor is required if student cannot participate.

Medication:

1. All medication, including cough drops, sunscreen, and inhalers, **cannot** be dispensed through the office. We must have a doctor's note giving the school permission to dispense the medication, the dosage and the time medicine is to be given. Drugs must be in original, labeled container.

Head Lice:

1. All cases of head lice must be reported to the school.
2. Children with head lice/nits will be sent home immediately to seek treatment. The child must be treated before the child can return to school.
3. All nits must be removed before the child may return to school.
4. Periodic head checking in school for nits is at the discretion of the principal.

Accidents:

Any type of accident that occurs on the school premises or on field trips will be reported to the office as soon as possible. If the accident is of a minor nature, slight cut or bruise, it will be treated in school or at the location of the field trip. If the accident is of a more serious nature, we will contact the emergency number you have provided us.

Health Department Services:

1. Hearing screening is done for grades 2, 4, 6, 8, and referrals.
2. Vision screening is done for grades K, 1, 3, 5, 7, and referrals.

SUPERVISION

St. Michael School employees are responsible for the supervision of students at all times during the school day. There is no supervision on the playground area before or after school hours. Parents of non-bus students should not bring their children to school before 7:30 a.m. School doors open at 7:30 a.m. Noon- time, indoor/outdoor recesses are supervised by St. Michael School Staff. Students are expected to ride a bus, walk home or be picked up promptly after school.

SUPPLIES

All students K-8th grades should have a pair of tennis shoes for gym class and a pair of shoes/boots for outside, a book bag/backpack. The classroom teacher will give students and parents/guardians a list of supplies needed for the school year at the Open House in August. Supply lists will also be uploaded to Facebook and the school website.

TELEPHONE

The telephone is for emergency use only. Messages will be taken to the student on incoming calls that are of importance. Phone calls by students may be made at the discretion of the principal or the teacher. If a student needs to contact their parent, they must do so through the school phone system, NOT their personal cell phones or iPods.

ELECTRONICS, INCLUDING CELL PHONES, iPods, iPads, etc, TOYS, GAMES, COLLECTIBLES

1. Students may bring in toys, pictures, souvenirs, collectibles, etc., for Show and Tell as specified by the classroom teacher.

2. Electronics **of any kind**, games, toys, etc., are not permitted at school without prior consent of the teacher or principal.
3. If it is necessary that your child bring an electronic device to school, it is to be **turned off** and kept in their backpack at all times. For **NO REASON** should it ever be removed from their backpack during school hours. If a student's electronic device is found outside of their backpack at **ANY** time during the school day, the electronic device will be confiscated and must be picked up by a parent from the school office. If the problem persists, further action will be taken by the administration.
4. Electronics are permitted during the car rides for field trips if approved by the field trip volunteer driver. No electronics are to be used during the field trip activity itself. St. Michael School is not responsible for loss or damage to any electronics students bring on field trip rides.

ATHLETICS

St. Michael's is proud of its long heritage and tradition in sports. It should be understood, however that sports at St. Michael's exists primarily to foster good sportsmanship and fair play. It is not Christian-like to berate officials, coaches or players of any team for the sake of winning or for any other reason. Children imitate adults at sporting events. Players take on the attitude of the coach. It is for these reasons that all spectators, participants, and coaches must not lose sight of the goals of sports and act accordingly. Parents are expected to help out at sporting events when needed. Sign-up sheets will be sent home for home games.

** A physician's permit is required to participate in practices and games.

**Parent(s) and players must sign expectation forms in order for the student to participate in a sport.

**Academic requirements to participate in sports are outlined in the eligibility code.

**Only students who are on a team may practice with that team. Students from other teams, schools, or who are not part of the team are not permitted to join practices.

Eligibility Code For All School Sponsored Extra Curricular Activities: Code Applies To Grades 3-8

To be eligible to have the privilege to participate in school sponsored extra curricular activities, a student must have at least a 70% average in all academic subjects, and at least a B- in conduct and study habits.

Grades in all academic subjects will be averaged the Thursday before the first league game. After that, eligibility will be on a weekly basis, with grades in academic subjects averaged every Thursday of the sports season. The coaches will be notified on Friday of students who are ineligible. If a student is ineligible he/she may not become eligible to play in games until grades are averaged again the following Thursday. If a student is ineligible, he/she is not to attend games or practices.

***Student athletes must be in attendance the full day of or the full Friday before to be eligible to participate in athletic events including practice. All students must be in attendance the full day or the full Friday before a school sponsored extra-curricular activity.

BOYS DRESS CODE

Classic Polo Shirt: Short or long sleeve...any **solid** color

Dress Pants/Shorts: black, navy blue, brown, khaki, gray

Classic Button Cardigan Sweaters: any solid color

Classic T-Shirts or Turtlenecks: any **solid** color worn **under** classic polo

Socks: must match in any color

Shoes: solid brown, black, or navy. **NO TENNIS SHOES OF ANY KIND ARE ACCEPTABLE FOR DRESS CODE OR DRESS UP DAYS.**

Please Note:

- **NO jean material**, cargo pants, spandex, fleece, velour, wool, or nylon

- Dress shorts may be worn from the first day of school through September 30th and May 1st through the last day of school.
- Shorts **CANNOT** be worn on Prayer Service or Mass Days.
- Prayer Service or Mass Days are Dress Up days. Dress pants, dress shirts or polos, ties, and dress shoes are expected. All shirts must be tucked in.
- Dress shoes must be brown, navy or black and must be worn in school at all times, except during gym class. Tennis shoes must be worn for gym class **ONLY**.
- Dress sandals must be brown or black and may be worn from the first day of school through September 30th and May 1st through the last day of school.
- **NO** rubber flip flops or plastic sandals, except on Dress Your Way Day.
- Boots of any style are to be worn to and from school and for outside recess only.

Girls Dress Code

Classic Polo shirt: Short or long sleeve...any **solid** color

Dress Pants/Capri's/Shorts: in the following **solid** colors...black, navy blue, brown, khaki, gray

Skirts/Jumpers: in the following **solid** colors...black, navy blue, brown, khaki, gray

Classic Button Cardigan Sweaters: any solid color

Classic T-Shirts/Camisoles/Turtlenecks: any **solid** color worn **under** classic polo

Tights/Socks: May be worn in any color, but socks must be a matching pair.

Shoes: Solid brown, black, or navy. **NO TENNIS SHOES OF ANY KIND ARE ACCEPTABLE FOR DRESS CODE OR DRESS UP DAYS.**

Please Note:

- **NO jean material**, cargo pants, spandex, fleece, velour, wool, or nylon
- Dress Shorts/Capri's may be worn from the first day of school through September 30th and May 1st through the last day of school.
- Shorts and Capri's **CANNOT** be worn on Prayer Service or Mass Days.
- Prayer Service and Mass Days are Dress Up Days. Dresses, skirts, dress pants, dress shirts or polos, and dress shoes are appropriate. Polos must be tucked in. ***Leggings may be worn under a skirt or dress ONLY. Skirts and dresses must fall below fingertips when standing with arms at side.***
- Skirts, shorts and dress inseams must fall *below* fingertips when standing with arms at side.
- Dress shoes must be worn in school at all times, except during gym class.
- Tennis shoes must be worn for gym class **ONLY**.
- Dress sandals may be worn from the first day of school through September 30th and May 1st through the last day of school.
- Girls shoes with heels, **MUST** be a 2 inch heel or under.
- **NO** rubber flip flops or plastic sandals, except for on Dress Your Way Day.
- Boots of any style are to be worn to and from school, for outside recess, or Dress Your Way Day. *Dress boots are acceptable for Dress Up Day.*

DRESS CODE VIOLATION

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|---------------------------------|---|
| 1st violation | A reminder note will be sent home describing the violation. |
| 2nd violation | The student will receive a Dress Code Violation form, and will not be allowed to participate in Dress Your Way Day on the Friday following the violation. If your child chooses to participate in Dress Your Way Day, it will be considered a dress code violation. |
| 3rd violation | The student will have 2 days of recess detention. |
| 4th violation | The student will be suspended from school for 3 days. The absences will be <i>unexcused</i> . |

If dress code violations continue after 4, the parents will be required to have a meeting with administration to discuss further action.

PERSONAL APPEARANCE POLICY

Personal hygiene and appearance are very important, it shows that you care about yourself and others. It is your responsibility to take care of your body God has created for you on earth. All students should eat healthy, exercise, get a proper amount of sleep, wear clean clothes, bath daily, and apply deodorant when necessary.

1. Hair must be neat and clean. Male students should wear hair no longer than normal collar length in back and no excessive hair on top. Male students must be clean-shaven with sideburns no longer than the bottom of the ear lobe. Bizarre haircuts, such as mohawks, or coloring are not acceptable for school.
2. Hats are not to be worn inside school or church.
3. Coats, jackets, outerwear, and sweatshirts are not acceptable attire for classroom wear or class functions.
4. Sweatshirts (unless St. Michael sponsored) are not acceptable "coats" and will not be allowed as class or church wear.
5. Body jewelry, such as nose rings or other pierced or attached items are not permitted at any time in school, church or any St. Michael's School function. Pierced ears are allowed.
6. Dress type shoes must be worn at all times in school and church. Students should have an extra pair of shoes/boots for outside recess. Tennis Shoes must be worn in gym class.
7. Shorts and capris cannot be worn on prayer service or mass days.
8. Every Friday is dress your way day. Students may wear jeans, athletic pants, jerseys, dresses, skirts etc., of any color (no torn pants or torn jeans). All

clothing and items worn on dress your way day should be worn in good taste, befitting a student of St. Michael's School.

9. Church days are dress up days. Students are expected to wear dress pants, dress shirts, dresses, skirts, dress shoes, ties, etc. Keep in mind students should be in their "Sunday Best," as they are in the House of the Lord.
10. Shorts and skirt inseams must fall below fingertips when standing with arms at side.
11. Spaghetti straps are not acceptable for tanks or dresses. If worn, a sweater or jacket must be worn over top.

Tuition Policy

Every family must register with our tuition management program, FACTS, and pay all tuition through this system. Tuition is paid year-round, with the first payment due in July prior to the new school year starting. New families that register after July 15th, will be required to make two August payments. Any family with an outstanding tuition bill June 30 will not be able to register until the tuition has been paid in full. Split families must show each party's tuition responsibility on the Tuition Agreement Form filled out during registration. All families must fill out a Tuition Agreement Form at registration.

Support-A-Child

Families having trouble with tuition payments, may apply for assistance through our Support-A-Child program. Forms can be found on our school webpage or can be requested in the school office. The Pastoral Administrator and School Administration will use a formula to determine whether a family is eligible for funds. If a family is awarded support, the money will be directly applied to their tuition account.

Title IX Coordinator

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools for concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, 5800 Weiss Street, Saginaw, MI, 48603. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.