

# ST. MICHAEL PARISH SCHOOL FAMILY HANDBOOK

2023-2024



St. Michael School  
1136 Oak Street  
Sharonville, Ohio 45241

[www.stmichaelsharonville.org](http://www.stmichaelsharonville.org)

(513) 554-3555 office

(513) 554-3543 fax



August 1, 2023

Dear Parents and Students,

**"Nevertheless, the one who receives instruction in the word  
should share all good things with their instructor."**

**Galatians 6:6**

This handbook is not a binding contract on St. Michael Parish School. Rather, it is a unilateral set of policies which the students and families are expected to, and must, follow. The principal, or her appointee with the support of the Pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and the students will be given notification if changes are made. Read this document carefully and sign the form in Option C upon completion. This agreement states your family and child intend to abide by the policies of St. Michael Parish School during the 2023-2024 school year.

The faculty and staff of St. Michael Parish School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic School. It is so important to keep the communication open between home and school, as we are working as a team for the benefit of your children. If you ever have any questions or concerns, feel free to contact the office staff or me directly.

Thank you again for choosing St. Michael Parish School, a National Blue Ribbon School of Excellence for your child's education. Together let us pray to God, who has begun this good work in us. May he carry it through to completion.

Yours in Christ,

Carolyn Murphy, M. Ed, Principal  
cmurphy@stmichaelsharonville.org

## HELPFUL PHONE NUMBERS AND INFORMATION

### St. Michael Parish School

11136 Oak Street, Sharonville, Ohio 45241

[www.stmichaelsharonville.org](http://www.stmichaelsharonville.org)

(513) 554-3555 office | (513) 554-3543 fax

Office Hours: Monday-Friday, 7:30 a.m. – 3:30 p.m.

### St. Michael Parish School Extended Day Program (EDP)

Hours: 3:00 p.m. – 6:00 p.m., School Days Only

St. Michael Parish School operates under the authority of Pastor Ed Burns under the direction of the school principal, Mrs. Carolyn Murphy. St. Michael Parish School is a private Catholic school governed by a Board of Limited Jurisdiction under the direction of principal, Mrs. Carolyn Murphy.

#### Administrators:

Rev. Ed Burns, Pastor

Mrs. Carolyn Murphy, Principal

Mr. Scott Hungler, Business Manager

#### Support Staff:

Mrs. Kelly Brokamp, Administrative Specialist

Ms. Stephanie Buganski, Registered Nurse

Mrs. Gail Florea, Administrative Assistant

Mrs. Kelsey Barrow, EDP Administrator

Mr. Joey Gifford, Maintenance

Mrs. Sarah Peterson, Cafeteria Manager

### St. Michael Parish

11144 Spinner Avenue, Sharonville, Ohio 45241

[www.saintmichaelchurch.net](http://www.saintmichaelchurch.net)

(513) 563-6377 office

Office Hours: Monday-Thursday, 8:30 a.m. – 4:30 p.m., Friday, 8:30 a.m.-12:00 p.m.

### Archdiocese of Cincinnati Catholic Schools Office

100 East Eighth Street, Cincinnati, OH 45202

Archbishop Rev. Dennis Schnurr

Interim Superintendent Kathy Kane

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## ADMISSION AND REGISTRATION POLICY

St. Michael Parish School is established to primarily serve the families of the Tri-County Catholics Family of Parishes, especially the children of parishioners, who, through their active participation in their parish community, indicate that they desire to have their children trained in the Catholic faith as an extension of their home environment. This could also be applicable in instances of recent conversion or renewal of faith.

### General Admission Policies

A. St. Michael Parish School admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, national, and ethnic origin but follows the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

B. It is understood that St. Michael Parish School must be beneficial to the child seeking admission. Families seeking admission for students in grades K-8 are to complete the following procedures:

1. Families must agree to a probationary period of one semester which is contingent upon the student's academic progress, discipline, attendance, and meeting all financial obligations. At this time, the admissions review committee (consisting of but not limited to the principal, classroom teachers, intervention specialist and psychologist) will determine if the student should be placed in a different grade in order for him/her to succeed or if the student's needs require a school other than St. Michael Parish School. The admissions review committee's determination will be final: if the parent does not support the decision, the parent will be asked to withdraw the student.
2. Submit a copy of a current report card and records from the previous school prior to admission.
3. Prospective new students will be given a reading and math assessment. The admissions review committee will review the results as well as the student's academic, behavioral, and other records to determine admissions and grade placement.
4. Prospective new students must not have been dismissed or suspended from other schools for serious disciplinary infractions.

5. Report cards, school records, and screening are necessary to assure that the child is placed in the best grade level considering his/her abilities. It is also to ascertain whether this is the proper setting for your child.
6. Prospective new students, in grades 5 through 8 must have an interview scheduled with the principal prior to acceptance.

C. It is understood that parents seeking the admission of their child(ren) to St. Michael Parish School are agreeable to following the regulations and policies of the school.

D. Classroom limitations: All available classroom space will be utilized. The maximum number of classes that can be accommodated will be determined by the pastor and administration.

E. Admission and readmission are on an annual basis.

### **Admission Requirements and Priorities**

#### **A. Age Requirements**

1. No child may be admitted to kindergarten at St. Michael Parish School unless s/he is five years of age on or before September 30 of the year of admittance.
2. No child may be admitted to first grade at St. Michael Parish School unless s/he is six years of age on or before September 30 of the year of admittance.

#### **B. Priorities for Admission of Students (Grades K-8)**

1. If there are more students than spaces in any grade level, the following priority system will determine admission:
  - a. All students in good standing who were enrolled in the school during the previous school year.
  - b. Children of full-time certified or non-certified staff employed by the school.
  - c. New students whose parents are parishioners in good standing of one of the Tri-County Catholics Family of Parishes and who have a sibling presently enrolled at St. Michael Parish School
  - d. New students whose parents are parishioners in good standing of one of the Tri-County Catholics Family of Parishes and who have had a sibling attend St. Michael Parish School in the past.
  - e. New students who have not previously attended the school but are parishioners in good standing of one Tri-County Catholics Family of Parishes.
  - f. Transferees from another parish who have become parishioners during the year in which registration is being conducted and were not previously enrolled in a Catholic School and are now parishioners in a good standing of one of the Tri-County Catholics Family of Parishes.
  - g. New students or transferees who are not parishioners of any of the member parishes and who have/had a sibling enrolled at St. Michael Parish School

- h. New students or transferees who are not parishioners of any of the member parishes. New non-parishioner students are contingent on a space so as not to take a place from a parishioner student.

### C. Notice of Acceptance or Non-Acceptance

1. Parents or guardians registering new student(s) for St. Michael Parish School, regardless of grade level, will be notified by the school of the acceptance or non-acceptance of their child(ren).
2. There will be a waiting list of students not admitted because of previously stated over enrollment maintained during the year. Registrants on this priority list may be admitted during the school year if a vacancy occurs. Vacancies will be filled by an applicant at the highest priority level.

### Kindergarten Admittance Policy

No child may be admitted to the Kindergarten at St. Michael Parish School unless s/he is 5 years of age on or before September 30 of the year of admittance. Children who become 5 between October 1 and January 1 inclusive, are considered underage.

1. Admittance to the kindergarten program at St. Michael Parish School is on a first come, first served basis as outlined in Priorities for Admission of Students (Grades K-8)

### Students with Learning Differences

St. Michael Parish School is a provider of the Jon Peterson Special Needs Scholarship through the state of Ohio. With the Jon Peterson Special Needs Scholarship Program, our students are afforded a well-rounded, inclusive, and supportive program implemented through a support team. Students receive needed accommodations, modifications, and interventions within the classroom environment, as well as individual or small group sessions with licensed specialists on their individual goals as outlined on their IEPs.

The support team, which includes the principal, psychologist, teachers, special education providers, parents and when needed, the public school district personnel, review the IEP or the ISP and any other supporting documentation to determine if the school is able to provide the services needed.

The school must be provided with all of the records requested before a decision is made.

### Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### Registration

All registrations are provisional, that is, subject to the approval of the respective Pastor and the Principal.



### **Registration throughout the School Year**

Registrants seeking admission into St. Michael Parish School after the start of a new school year for reasons other than relocating must have a letter of recommendation from the principal of the student's former school indicating that the student is in good standing. Acceptance will also be at the discretion of the St. Michael Parish School administration and pastor. This is normally handled on a first come, first serve basis.

### **Fees**

At the time of registration, a non-refundable registration fee is required to secure a child's space. Registration fee must be paid prior to acceptance. The fee is \$150 per child.

### **Acceptance of Registration**

Acceptance of registration at St. Michael Parish School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

### **Voluntary Withdrawal of Students**

Withdrawing of a student on a permanent basis is a formal procedure and should be completed by means of a letter to the principal indicating the official date of withdrawal. The new school office should send a written request to St. Michael Parish School for your child's records, or an official withdrawal form may be signed in the office, at which time the records will be automatically sent. All fees must be paid before records will be sent to another school district. It is the responsibility of the parents/guardian to obtain the student's report card and personal possessions on his/her last day of attendance.

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## **ACADEMIC PROGRAM**

### **Academic Expectations**

Students at St. Michael Parish School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

### **Homework**

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our

purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

### Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

### Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

#### Grade Codes for K-3 Progress

4	Consistently Demonstrates/Exceeds Proficiency
3	Frequently Demonstrates Proficiency
2	Progressing Toward Proficiency
1	Demonstrates Limited Progress Toward Proficiency

#### Grade Codes for 4-8

93-100	A Superior
85-92	B Very Good
77-84	C Average
70-76	D Below Average
0-69	F Failing

### Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No

student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

### **Promotion and Retention**

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support. Parents/guardians' input will be considered.

### **Promotion Policy**

Promotion through the primary grades is determined by the child's proficiency in reading and math. Placement or retention occurs when a primary student scores 1 in both subjects. Summer work is required when a final average of 1 is earned in either subject or if a student is achieving below grade level.

In Grades 4-8, promotion occurs when a student passes the five major academic subjects: Reading/English, Math, Religion, Science/Health, and Social Studies. Retention or placement occurs when 2 major subjects are failed. Summer work is mandatory when any major subject is failed or if the student is achieving below grade level. Students may be required to pass a performance evaluation/test to determine readiness for the next grade. Only students who are promoted to 9th grade will participate in 8th grade graduation activities.

### **Retention and Summer School**

Students at St. Michael School are challenged to reach their maximum potential mentally, physically, emotionally, socially, and spiritually to become productive members of society. Each child is treated as an individual and is considered separately. At all levels, academic progress, physical growth, and social and emotional maturity are factors considered for optimal placement. The principal makes final decisions about each student after researching the situation and consulting with the parent and teacher.

### **Definitions:**

- Promotion: A student is listed for the next highest grade for the following school year.
- Placement: After specific requirements are met and documented the student is listed for the next highest grade for the following school year.
- Retention: A student is listed at the same grade level for a second year.
- Summer Work: A recognized formal program of group or individual instruction that is taught by a certified teacher. Documentation is the responsibility of the parent and the tutor or administrator of the summer program. Students may be required to pass a performance evaluation/test to determine readiness for the next grade. Summer work requirements may also be met through completion of alternative programs with prior approval by school Administration.

- **Passing:** To pass a subject, students in grades 4-8 must maintain an average of 70% or higher for the year and earn a D- or higher in the 3rd or 4th Quarter. They must also not receive an incomplete. For Final Grade calculations, science and health will be computed as one course.

### **Honor Roll (Grades 5-8)**

**First Honors:** A student must earn a minimum grade point average of 3.8 in the subjects of religion, math, reading, English (ELA), social studies, and science/health.

**Second Honors:** A student must earn a minimum grade point average of 3.0 8 in the subjects of religion, math, reading, English (ELA), social studies, and science/health.

To be eligible for the honor roll, students cannot have earned a B- or lower in any subject area, including special classes. Students who receive a detention or a suspension during a trimester lose the privilege to be on the honor roll, regardless of earned grades.

### **Records Review**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Withdrawal/Disenrollment for Academic Reasons**

A student may be asked to withdraw for academic reasons from St. Michael Parish School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Michael Parish School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons. All tuition and fees owed must be paid.

### **Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

St. Michael Parish School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.

- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Curriculum**

St. Michael Parish School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

### **Standardized Testing**

St. Michael Parish School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

Students in grades 2-8 will take the ARK (Assessment of Religious Knowledge) Test. All students, regardless of religious affiliation, take the test.

### **Reporting Student Progress**

St. Michael Parish School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via OptionC.

### **Student Support Programs**

St. Michael Parish School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS):

- Title 1 Reading and Math Grades K-5
- Special Education Intervention
- Speech Language Intervention
- Support: Reading and Math, all grades
- School psychologist

Support services are available at the request of parents/guardians and offered at the discretion of school administration.

### Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

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## FAITH FORMATION

### Religious Education

St. Michael Parish School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

### Sacramental Preparation

St. Michael Parish School follows the protocols of the Tri-County Catholics Family of Parishes for sacramental preparation. First Reconciliation and First Communion preparation take place in 2nd grade. Confirmation preparation takes place in 8th grade. Visit [saintmichaelparish.net](http://saintmichaelparish.net) for more information on Parish requirements for sacramental preparations.

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## ATTENDANCE

### The School Day

Once students arrive on school property, they may not leave the school premises at lunch, or any time, without a written note from their parents and approval from the principal. Field trips require a signed permission slip prior to participation. Students must always be under the supervision of teachers or school personnel.

If a child becomes ill during the day (running a fever or vomiting), we will notify a parent. If we cannot reach a parent, we will call the next person listed on your emergency form. For this reason, it is imperative that this information be kept current. If you change phone numbers or jobs during the school year, please notify the school office. When coming to pick up your sick child, please park on the street.

### Early Dismissal

School is normally dismissed for the day at 2:50 p.m. In the event your child requires an early dismissal, parents are asked to write a note to the teacher stating the reason. Ohio state law

prohibits teachers from dismissing a child from school unless a note bears the signature of the parent(s) and approval from the principal.

A parent/guardian must come to the school office to sign out the child. The adult responsible for picking up the student may be asked to show proper identification. No child is permitted to leave the school grounds unless he/she has been signed out. If a child subsequently returns before the end of the day, he/she must be signed back into school by the parent/guardian.

A student leaving prior to 1:45 p.m. will be marked as one-half day absent.

State of Ohio guidelines require that early dismissal be used only for emergencies, and on rare occasions, difficult to schedule doctor appointments. Students are responsible for reporting to the office on time for their early dismissal.

### **End of Day Dismissal**

Partial Day Kindergarten Release: 12:05 p.m.

Full Day Student Release: 2:50 p.m.

**Bus Riders:** Students riding the bus are to walk in an orderly manner when dismissal is called. During inclement weather, students remain in their classroom until their bus number or district is called.

**Walkers:** Students will be dismissed to the corner of Oak and Creek, where an adult will cross them. If your child is not usually a walker, he/she must have written permission to walk on any given day. If they do not have this permission, they will be sent home their usual way.

**Bike Riders:** Students will be dismissed with walkers. They should always walk their bike in the parking lot.

**Car riders:** Students will be dismissed, and they will stand in their designated line in the parking lot. After ALL buses have left the grounds; cars should enter the parking lot on Oak Street and stay in a straight line as directed until they reach the library/science building, following the guidance of the teachers on duty. Once stopped, children will be sent to their cars. No car should move until a signal is received from the teacher on duty. Cars exit on Walnut Street only turning left. Parents should not park in the staff parking lot at dismissal.

Parents may not park in a separate lot or on a side street and have their children walk to their cars. Parents may not take children from the porch of the library and science building without first signing them out in the office. If you have an appointment at 3:00, we suggest you sign your child out at 2:30 in the office.

### **Early Drop-Off/Late Pick-Up**

Students may not be dropped off prior to 7:40 a.m., as there is no playground supervision prior to that time. When students are not picked up by 3:10 p.m. they will be taken to EDP and you will be charged for the day.

### **Emergency Closing of School**

The premise for all of us is that St. Michael Parish School will be open for every school day. However, in case of inclement weather, parents will be notified by Penn Alert. It is imperative that the office has your current phone numbers.

It is possible that after transporting students to school, weather development could make it necessary to transport students back to their homes prior to the end of the regular school day. While we will make every effort to contact parents or guardians, parents should have a plan for the supervision of their children in their home or in the homes of neighbors or relatives if we are unable to reach you by phone.

If the school is closed for any reason other than weather, the Penn Alert will be activated.

There are procedures in place in the event of: fire, tornado, intruder, chemical spill. A composite drill will be held in early fall with the assistance of the Sharonville Police and Fire Department.

In all these cases, the safety of the students is our first concern. We work closely with emergency personnel and the Sharonville Health Department.

Students will not be released from school until it is deemed safe by the authorities to do so. At that time there will be sign out procedures to follow. If parents arrive during those times, they will be expected to shelter with the children.

### **Extended Day Program**

The Extended Day Program at St. Michael Parish School operates from 2:50 p.m. – 5:30 p.m. on the school campus. Students are dismissed to the program site or caretakers will pick up students from other after-school activities. Registration forms and additional information is available in the school office and on [stmichaelsharonville.org/edp](http://stmichaelsharonville.org/edp).

### **Daily Attendance**

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction.

Reasonable causes for children to miss school include:

- Personal illness (a written physician statement verifying the illness will be required)
- Recovering from an accident
- Illness in the family necessitating the presence of the child
- Death in the family
- High School Shadow Days (Maximum 3)



### **Appointments, Scheduled Events, Vacations**

When possible, medical and dental appointments, and vacations should be scheduled outside of school hours. Family vacations during the school year are not considered excused absences.

### **Make Up Work**

Students are responsible for school content matters covered during absence. They should see the teacher about this makeup work when they return to school. Students in grades 4-8 are encouraged to use a buddy system. When a student is absent, his/her buddy will be asked to take assignments and books to a designated place or person.

### **Excessive Absence and/or Tardy**

Students must be in their homeroom and ready for school to begin at 8:00 a.m.

Students who arrive after 8:00 must report to the school office and will be marked tardy whether the tardy is explained or unexplained. If a child is late three times in one trimester, a note will be sent home to the parents/guardians from the principal.

Students absent for more than 1 hour of the school day will be marked absent for a half-day. Students absent for 1 hour or less, during any part of the day, will be marked tardy. Students who are at school, leave for an appointment, and return will receive a tardy for attendance purposes. Students who are tardy for class will receive a responsibility mark (6-8) and the school office will be notified. Excessive tardiness may result in expulsion. Habitually tardy students will use their recess time to make up for time missed due to their tardiness.

Twenty or more absences may result in a student being retained or placed in the next grade level as opposed to being promoted. Cases will be reviewed individually by the principal, teachers, and school psychologist.

### **Reporting An Absence**

Parents should call the St. Michael School Office at (513) 554-3555 prior to 8:15 a.m. each day your child will be absent. Please state your child's name, reason for absence, and homeroom. A note explaining the child's absence must also be given to the student's homeroom teacher upon his/her return to school.

An unexcused absence from school will warrant proper corrective action.

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## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St. Michael Parish School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that

is inconsistent with the Catholic faith may be considered by St. Michael Parish School when determining whether to admit or retain a student.

### Gender Identity

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## HEALTH AND SAFETY

St. Michael Parish School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

### Administering Medications to Students (R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have

completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2. The school receives a statement, signed by the prescriber, that includes the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin and end;
  - f. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - g. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4. The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5. The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such

as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine auto injector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

1. The student's name and address;
2. The names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
5. Circumstances in which the autoinjector should be used;
6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
7. Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
8. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent/guardian; and
11. Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

### **Medical Information**

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

### **Medication Administered at School**

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's

parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

#### **Policy on Student Use of Marijuana**

St. Michael Parish School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Michael Parish School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

#### **Child Protection**

St. Michael Parish School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect.

#### **Immunizations**

St. Michael Parish School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Michael Parish School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

#### **Health Screenings**

Vision and hearing screenings shall be provided regularly.

#### **Safety Plan**

St. Michael Parish School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Michael Parish School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

### Wellness Plan

Children need to be in good health, well-rested and well-nourished to devote their energies to learning. Please safeguard your child's health and the health of other children at St. Michael by keeping your child home if he/she has symptoms of infectious illness such as temperature above 100 degrees, a rash, and diarrhea, or has been vomiting.

The Emergency Medical Form is to be completed through OptionC. It is imperative that this form be completed online prior to the first day of school. In the event of illness or accident, the information on this form will be used. Any changes in this information must be online and given to the school nurse. In case the emergency numbers on the form cannot be reached, the school personnel will use their best judgment in the interest of the child.

The school nurse and classroom teacher should be informed about special health conditions such as allergies, reaction to insect bites or stings, asthma, diabetes, epilepsy, hemophilia, heart disease, etc., so that the school can be prepared in case of emergency.

Food allergies can be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, wheat, and shellfish. Food allergies are becoming more common and severe. We ask that parents not send in any products containing peanuts or nuts for snacks, celebrations, or projects. Peanut butter will still be served in the cafeteria, but a designated Peanut-Free Zone will be established. To help reduce the risk of accidental exposure to these foods, we ask you and your child to follow these guidelines:

- Complete a Food Allergy Action Plan for the nurse and homeroom teacher. Copies will be made for the cafeteria staff. We encourage you to call the school office prior to the first day of school to discuss specific food allergies.
- If an Epi-Pen is prescribed for your child, please make sure one is available at school along with the proper forms to authorize the school to store and administer this medication.
- Educate your child about managing his/her allergy at school.
- Instruct your child to only eat snacks that he/she brings from home.

## STUDENT CODE OF CONDUCT

St. Michael Parish School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Michael Parish School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Michael Parish School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Michael Parish School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

#### **Conduct In or Out of School**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Michael Parish School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

#### **Illegal Substances**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

#### **Harassment, Intimidation, and Bullying Policy**

It is the policy of St. Michael Parish School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### Definition of Terms

“Electronic act” means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;



- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **Complaints Regarding Harassment**

**Formal Complaints:** Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

**Informal Complaints:** Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

**Anonymous Complaints:** Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **Criminal Misconduct**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **Conduct Disclaimer**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)

perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

#### Code Of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.

St. Michael Parish School participates in various system-wide behavior programs and expectations.

### Cellular Telephones

Students are not permitted to use cell phones on school premises. Exception: Emergency or immediate danger to self or class. If a parent wants the student to bring a cell phone to school, the cell phone must be turned off in a backpack or turned into the school office during school hours. Cell phones must be labeled with the student's name. Unauthorized possession or use of a cell phone will result in being placed on the Step Program. The school is not responsible for the loss, theft, or damage of a student's cellular phone.

### Bus Transportation

St. Michael Parish School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

### Detentions, Suspensions, Expulsions

Student Behavior Violations and Point Values:

#### One-Demerit Violations

- Lack of materials/homework
- Uniform violation
- Gum/food
- Failure to return signed paper
- Not on task/not following directions
- Misplaced behavior card

#### Four-Demerit Violations

- Excessive talking
- Profanity/inappropriate language/behavior
- Bus misconduct
- Using cell phone or electronic device during school hours without permission
- Failure to have behavior card signed
- Disruptive behavior

#### Automatic Detention

(Conference required with teacher/principal)

- Inappropriate use of technology
- Failure to serve detention
- Disrespect
- Blatant refusal to follow directions/defiance
- Verbal or physical attack
- Dishonesty, academic or otherwise
- Damage to property

#### Suspension/Expulsion

(Conference required with teacher/principal, actions may result in legal action)

Harassment  
 Bullying  
 Theft  
 Fighting/Instigating  
 Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Finality of Decisions**

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion.

### **Search And Seizure**

St. Michael Parish School reserves the right to search and inspect school property used by students at any time. St. Michael Parish School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

### Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

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## GENERAL INFORMATION

### Extra-Curricular Activities and Sports

A student who is suspended from school will not be allowed to participate in athletics at St. Michael Parish School during such suspension. The suspended student will not be allowed to begin participating in St. Michael Parish School sports until the date that he/she is eligible to start school after the suspension. Check local Athletic Association Bylaws.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behave the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

### Gifts

We require treats to be nut-free. Non-food items are also a great way to celebrate. Invitations to private parties are not to be issued or distributed at school and private or select celebrations at lunch or recess may not be held at school. Birthdays are recognized each morning over the announcements and students may visit the office for a birthday treat from the office.

St. Michael Parish School will not encourage, sponsor, or be responsible in any way for parties, dances, or social gatherings held for students after school hours on or off parish premises. Neither the school administration nor teachers will become involved in disciplinary actions or financial obligations of such gatherings.

### Lost and Found

Bring valuable articles (like glasses, jewelry, and watches) to the Main Office as soon as you find them. Take clothing and other articles to the hall behind the Assembly Hall. You may claim a lost article by identifying it. Articles not claimed at the end of each trimester will be given to an appropriate charity.

### Lunch Program

St. Michael Parish School's hot lunch is administered by St. Albert Nutrition Services. Menu, payment, and general information about this lunch program can be found at [stalbertnutritionservice.com](http://stalbertnutritionservice.com).

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## PARENT/GUARDIAN INFORMATION

### Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians.

Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Time is set aside in the fall for brief, formal Parent/Guardian-Teacher Conferences.

Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

St. Michael Parish School stresses the importance of communication between parents and school and offers numerous opportunities to obtain information from school or send messages 24 hours a day Monday-Friday. It is our hope all parents will find a way to communicate easily with us.

1. **Teacher Websites:** Teachers maintain a website that can be accessed from the school website, [stmichaelsharonville.org](http://stmichaelsharonville.org). Curriculum overviews, homework, special projects, helpful links, and assignments are available on teacher websites.
2. **Option C:** Grades 4-8 teachers will regularly post student grades at [www.optionc.com](http://www.optionc.com). Parents will be provided login information at the beginning of the school year to access their student's personal grades. Parents are responsible to use Option C to keep current with their child's progress.
3. **School Office Notification:** You may leave a message for the school office 24 hours a day by calling the office voicemail at (513) 554-3555. We ask you to notify us as soon as possible if your child will be absent. Parents who are traveling out of town are asked to notify the school of dates and the name of the person(s) who will be responsible for the child(ren) in your absence.
4. **Messages for Students:** Students may not be called out of the classroom for telephone calls or other messages. All messages or articles should be left with the school secretary in the main office. Students will be called to the office at the end of the day to retrieve messages.

5. **Daily Announcements:** Morning announcements include Morning Prayer, the Pledge of Allegiance, and birthdays. End of the day announcements will take place each afternoon prior to dismissal.
6. **Mustang Messenger:** The Director of Communications publishes a newsletter weekly on Saturday evenings when school is in session.
7. **Penn Alert:** St. Michael Parish School will utilize a Penn Alert notification system in the event of school closings, delays, or emergency information that needs to be quickly received. Please be sure our school office receives any changes in phone numbers (cell, work, and home) and email addresses.

### **Confidentiality Regarding Students**

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

### **Cooperation as Condition of Enrollment**

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Michael Parish School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

### **Custody Policy**

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St. Michael Parish School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

### **Parent/Guardian Service Requirements**

St. Michael Parish School uses volunteers throughout the school. All volunteers must have completed all phases of SafeParish, the Child Protection Decree training, and must complete a background check via selection.com before they can serve as a volunteer. Please visit [catholicaoc.org/offices/safe-environment](http://catholicaoc.org/offices/safe-environment). It is Archdiocesan policy that no employee or volunteer may have contact with children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that volunteers may not begin their service until this process has been completed. If you have any questions about this policy, please contact the Archdiocesan Office at (513) 421-3131.

### **Social Media**

St. Michael Parish School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

### **Student Directory**

St. Michael Parish School provides directory information to the Archdiocese of Cincinnati for inclusion in a student database. The database will be made available to Catholic high schools in the Archdiocese. The high schools will provide information regarding their academic and co-curricular programs as well as dates and times for Open Houses, testing, etc. If you do not wish to have your child's information released to the Archdiocese, please send a written statement indicating such to the school office.

### **Technology**

Use of the internet at St. Michael Parish School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for the parent's/guardian's signature before a student can use the internet at school.

While St. Michael Parish School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with ABC School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

### **Tuition**

St. Michael Parish School tuition funds high-level educational opportunities, the hiring and retention of talented faculty and staff, and maintenance of our campus. When a student experiences St. Michael Parish School's curriculum, faith-filled community, programs and resources, they leave prepared for high school and life beyond. Our strategically small class sizes encourage relationships with peers and adult leaders.

All students who attend St. Michael Parish School receive one or more levels of financial assistance from:

- The Ohio Department of Education and Workforce
- Catholic Education Foundation
- St. Michael Parish

Tuition for St. Michael Parish School is set every year after deliberations by the Finance Committee of St. Michael Parish with recommendations submitted to the Parish Council and final approval by the Pastor of Tri-County Catholics Family of Parishes. The most current tuition, financial assistance, and payment information can be found at [stmichaelsharonville.org/tuition](http://stmichaelsharonville.org/tuition).

### **Use of Student Pictures**

During the school year, we take photographs of school activities involving students to share the school's positive vibe and updates. Incidentally, some photographs may capture your child's participation, directly or indirectly. These photos may be published through our website, social media pages, news bulletins, billboards, and ads.



### Visitors

The school building will be locked during school hours. All parents and guests are to enter through the front doors facing Oak Street. Please ring the bell and you will be granted permission into the building. All visitors must sign in and out at the front office. A visitor's tag should be worn.

Volunteers must comply with the Archdiocesan Decree on Childhood Protection, including having completed the initial training and online background check, and are current on quarterly training videos.

### Volunteer Organizations

Parent involvement at St. Michael is crucial for the success of our school. As the primary educators of your children, parents are encouraged to work within the classrooms, library, cafeteria, and playground. You are asked to be resource people, to attend conferences, and to give input into programs.

PTO: St. Michael Parish School has an active Parent Teacher Organization whose primary purpose is to foster a partnership between parents and teachers, and for the overall welfare of the school. Each year, PTO members assist the school by serving as volunteers, cafeteria monitors, and playground assistants. The PTO generates a wide variety of enrichment programs for St. Michael children and provides funds for teachers' in-service opportunities and hospitality for parents and staff.

School Advisory Commission: Working in close collaboration with the school administrator, faculty, and hearing its many constituents, this Commission shall assist in enabling the St. Michael School community to reach its educational goals.

Parish Athletic Program: The St. Michael Program Athletic Booster Club directs St. Michael Parish sport teams. They are responsible for sending out information about their programs. The following sports are part of their program: football, basketball, cheerleading, volleyball, and golf. Students should have passing grades to play sports.

### Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection.

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## SCHOOL UNIFORM CODE

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits. It is expected that all students, kindergarten through eighth grade, will be in compliance with the St. Michael Parish School uniform policy.

The guidelines are intended to foster a positive learning environment. Any facets of dress not covered by these guidelines that disrupt the learning atmosphere (directly or indirectly) will be dealt with on an individual basis. If any item is not included below, it is not permitted.

### Name tags

Name tags will be provided by St. Michael Parish School and need to be worn at school. They are to remain at school. A fee of \$10 will be charged for lost or defaced name tags.

### Uniform

Students in Grades K-8 wear uniforms during school hours; exceptions being made by the administration from time to time for special occasions. Clothes must be kept clean and in good repair; replaced when they are outgrown or become faded.

## GIRLS' UNIFORMS

### Tops

- Short or Long Sleeve, cannot be sleeveless
- White, light blue in color
- Knit shirt or blouse
- Pointed or round collar
- Any garment, usually at t-shirt, that is worn under the uniform shirt may only be plain white
- All tops must be tucked into waistbands at all times.

### Pants/Shorts

- Navy blue (Grades K-8) or Khaki/Tan (Grades 6-8) uniform dress pants
- Navy blue (Grades K-8) or Khaki/Tan (Grades 6-8) walking shorts (no more than 3" inch above the knee) may be until October 31 and after April 1
- Appropriate shorts may be worn under skirts or jumpers but may not exceed the length of the skirt
- Worn at the waistline, not below it
- Worn with a solid color belt (Grades 3 & up)
- No metal decorations such as exterior zippers, studs, or buttons are permitted
- No knits, denims, or sweatpants type fabric
- No cargo pants

### Jumper

- Grades K – 4 uniform jumper, no more than 3" above the knee

### Skirt

- Grades 5-8, uniform skirt, no more than 3" above the knee
- May not roll up skirts at the waistband

### Sweaters/Jackets

- Official uniform sweatshirts that are purchased from St. Michael PTO, Shaheen's, or Schoolbelles may be worn
- Uniform polo must be worn underneath
- Solid navy-blue or white cardigan or pullover is also an option

### Socks/Leggings

- Navy blue, white, gray, or black crew, or mid-crew socks or knee socks
- Solid color; must be visible
- May have a small logo on the side
- Navy blue, white, gray, or black footed tights or ankle-length leggings must be worn under the uniform jumper or skirt November 1-March 31

### Shoes

- Dress shoes or gym shoes that fasten or tie at all times
- No slip-on shoes, CROCS, slippers, or sandals
- Boots may be worn November 1-March 31

### Jewelry

- One pair of earrings may be worn
- Earrings should be stud-style and not dangle from the earlobe
- One necklace or chain with a religious medallion may be worn
- Watches are permitted (Must abide by technology guidelines and rules)
- One understated bracelet may be worn

### Hair

- Clean/kept hair that is out of the face with no colors or distracting styles
- No hats, kerchiefs, or bandana head scarves may be worn without permission
- Headbands and hairbows that are distracting are prohibited
- May not obstruct the view of others

## Cosmetics

- Makeup is not permitted
- False eyelashes and mascara are not permitted
- Writing on skin and tattoos are not permitted
- Fingernails shall have a rounded or straight shaped nail
  - Length shall be kept short
  - One color may be worn and all fingernails shall match
  - Ornate decoration (such as gems) are not permitted
  - Acrylic and fake nails are not permitted

## BOYS' UNIFORMS

### Tops

- Short or Long Sleeve, cannot be sleeveless
- White, light blue in color
- Knit polo shirt or oxford shirt
- Pointed collar
- Any garment, usually at t-shirt, that is worn under the uniform shirt may only be plain white
- All tops must be tucked into waistbands at all times.

### Pants/Shorts

- Navy blue (Grades K-8) or Khaki/Tan (Grades 6-8) uniform dress pants
- Navy blue (Grades K-8) or Khaki/Tan (Grades 6-8) walking shorts (no more than 3" inch above the knee) may be until October 31 and after April 1
- Worn at the waistline, not below it
- Worn with a solid color belt (Grades 3 & up)
- No metal decorations such as exterior zippers, studs, or buttons are permitted
- No knits, denims, or sweatpants type fabric
- No cargo pants

### Sweaters/Jackets

- Official uniform sweatshirts that are purchased from St. Michael PTO, Shaheen's, or Schoolbelles may be worn
- Uniform polo must be worn underneath
- Solid navy-blue or white pullover is also an option

### Socks

- Navy blue, white, gray, or black crew, or mid-crew socks
- Solid color; must be visible
- May have a small logo on the side

### Shoes

- Dress shoes or gym shoes that fasten or tie at all times
- No slip-on shoes, CROCS, slippers, or sandals
- Boots may be worn November 1-March 31

### Jewelry

- One necklace or chain with a religious medallion may be worn
- Watches are permitted (Must abide by technology guidelines and rules)
- One understated bracelet may be worn

### Hair

- Clean/kept hair that is out of the face with no colors or distracting styles
- Must be cut above the collar
- May not obstruct the view of others
- No hats, kerchiefs, or bandana head scarves may be worn without permission
- Facial hair is prohibited

### SPIRITWEAR

St. Michael Parish School offers spiritwear from several retailers. Penny Power Days are the first Wednesday of each month. Student's may bring in loose change as a donation to their homeroom classroom in exchange for being out-of-uniform.

- Spiritwear or Mustang tops may be worn
- Appropriate out of uniform bottoms must be worn
- Pajama, yoga, and legging style pants are prohibited

### OUT OF UNIFORM GUIDELINES

- Modest dress is required
- Skirts, skorts, and shorts must be between fingertip and knee length, and appropriate in style and fit
- Spaghetti straps, halter tops, tank tops or sleeveless shirts are never permitted
- Mid-riffs, shoulders and back must be covered
- Pajama pants, yoga pants, and leggings worn as pants, are not permitted
- Torn clothing or clothing with holes is not permitted

- Inappropriate wording or graphics are never permitted
- All uniform shoe requirements apply with the exception of boots
- Socks must be worn
- Name tags will be worn

#### STAYING WITHIN THE GUIDELINES OF THE DRESS CODE

If a student does not adhere to the code, or the spirit implied by the code though not specifically mentioned, the parent or guardian will be notified. The students are very aware of the dress code guidelines; parents have reviewed them, and teachers frequently mention them in class. Stronger reminders may come in the form of points. This could lead to detention. Should this be ineffective, the child will be required to call his/her parent or guardian and ask that proper clothing/items be brought to the school. It is important that students accept responsibility for their actions and that parents support the guidelines.

For special occasions, such as a school program, students may need specific attire. The principal will make the final judgment as to whether or not clothing meets dress code standards. If there are any questions about specific items, parents/guardians are invited to bring the item(s) to the school office before the tags are removed to have them approved.

All clothing must be of the appropriate size. Oversized clothing or clothing that is too small, faded, or torn will be considered in violation. Students are expected to be neat and clean in appearance at all times. Decisions regarding clothing styles, hairstyles, and jewelry, etc. that are radical or extreme are subject to the discretion of the administration.

PLEASE MARK ALL ITEMS OF CLOTHING WITH THE STUDENT'S NAME.

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#### APPENDICES

- Appendix A      [Accident Injury Form](#)
- Appendix B      [Archdiocesan Policy for Youth Activities/Permission Form](#)
- Appendix C      [Asthma Inhaler Form for Self-administration](#)
- Appendix D      [Decree on Child Protection](#)
- Appendix E      [Emergency Medical Authorization Form](#)

Appendix F	<a href="#"><u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix G	<a href="#"><u>Parent/Guardian Request for Administration of Medication</u></a>
Appendix H	<a href="#"><u>Physician Request for Administration of Medication</u></a>
Appendix I	<a href="#"><u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix J	<a href="#"><u>Responsible Use of Technology</u></a>
Appendix K	<a href="#"><u>School Calendar</u></a>
Appendix L	<a href="#"><u>Social Media Policy and Media Release Form</u></a>
Appendix M	<a href="#"><u>Tuition Information and Form</u></a>
Appendix N	<a href="#"><u>Volunteer Confidentiality Form</u></a>