

# PARENT-STUDENT HANDBOOK

2022-2023



**St. Michael School**

11136 Oak Street, Sharonville, Ohio 45241

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

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



August 1, 2022

**Dear Parents and Students,**

**“Not all of us can do great things.  
But we can do small things with great love.”**

*St. Mother Teresa*

The Parent-Student Handbook reflects the policies of St. Michael Parish School for the 2022-2023 school year. Please 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 2022-2023 school year.

The St. 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 our students. If you ever have any questions or concerns, feel free to contact the office staff or me directly, and we will direct you in the appropriate direction.

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  
(513) 554-3555 office

**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)**

(513) 687-6377 mobile

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

**Administrators:**

Rev. Ed Burns, Pastor

Mrs. Carolyn Murphy, Principal

Mr. Scott Hungler, Business Manager

**Support Staff:**

Mrs. Kelly Brokamp, Administrative Specialist

Mrs. Dannie Campbell, School Nurse

Mrs. Gail Florea, Administrative Assistant

Mrs. Sarah Francis, EDP Coordinator

Mr. Joey Gifford, Maintenance

Mrs. Janet Holley, Cafeteria Manager

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**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.

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**Archdiocese of Cincinnati Catholic Schools Office**

100 East Eighth Street, Cincinnati, OH 45202

Archbishop Rev. Dennis Schnurr

Superintendent Susan Gibbons (513) 421-3131

## TABLE OF CONTENTS

<b>Introduction</b>	<b>6</b>
School Philosophy and Objectives	6
Accreditation	6
<b>Admission and Tuition</b>	<b>7</b>
Enrollment	7
Enrollment Priorities	7
School Age Policy (Kindergarten and First Grade)	8
Accurate Information Statement	8
Parents' Responsibilities	8
Tuition and Assistance	8
Withdrawals or Change of Address	9
Religious Education	9
Release of Records to High Schools	10
Release of Information to the Archdiocese	10
<b>Attendance</b>	<b>11</b>
Absences	11
Tardiness	11
Arrival/Dismissal	11
Early Dismissal	12
Dismissal Procedures	12
Transportation	14
Visiting Other Schools	14
<b>Academic Information</b>	<b>15</b>
Academic Instruction and Policies	15
Report Cards	16
Student Records	18
Support Services	19
<b>Student Health Policies</b>	<b>20</b>
Illness or Injury at School	20
Immunizations	20
Specific Health Conditions	20
Food Allergies	20
Medication at School	20
Illness	21
Injuries	22
Gender Dysphoria	22
Covid-19 Acknowledgement of Risks	22
<b>Communication</b>	<b>24</b>
Teacher Websites	24
Option C	24
School Office Notification	24
Messages for Students	24
Daily Announcements	24
Mustang Messenger	24
Parish App	24
Penn Alert	24

Conferences	25
Addressing Student-Related Problems	25
<b>Parent Involvement</b>	<b>26</b>
PTO	26
School Advisory Commission	26
Parish Athletic Program	26
Volunteers	26
Cafeteria and Lunch Program	26
Birthday Celebrations	27
Student Parties	27
Building Security	27
<b>Safety Plan</b>	<b>28</b>
Fire and Tornado Drills	28
Crisis Plan	28
Respect and Behavior - Student Expectations	29
Expectation: To Respect the Dignity of Others	29
Expectation: To Contribute to a Positive Environment for Learning	30
Expectation: To Respect the Property and Rights of Others	31
Expectation: Attendance at School	31
Expectation: Dress Code	32
Expectation: Be Safe, Responsible, and Courteous in Special Areas	34
Expectation: No Smoking, Drugs, Weapons, or Bullying	35
Expectation: Discipline	39
<b>Conclusion</b>	<b>43</b>
<b>Teaching Staff Directory</b>	<b>44</b>

## INTRODUCTION

***The mission of St. Michael Parish School is to inspire, empower, and educate with an emphasis on Catholic Faith, academic excellence, and devotion to serve others.***

### **School Philosophy and Objectives**

The task of education belongs primarily to the family and the school acts only as their colleague, entrusted to assist them in the spiritual, academic, social, and physical development of their children. St. Michael Parish School accepts that trust and acts on the following principles:

- Spiritually, assist in preparing children to take their places in the Catholic community and, by their lives, to proclaim their witness to the truth of Christ's teaching. During the school day we strive to create an environment that fosters children's appreciation of Catholic Traditions and values.
- Academically, we present fundamental concepts in the subject areas so that students may develop and realize their full potential. We recognize the individual differences in each student and adapt the basic program through various groupings, supplementary materials, and use of support personnel. We enable our students to acquire critical thinking and problem-solving skills which will enable them to meet the challenges of the future.
- Socially, we seek to help all children realize their full potential as constructive citizens in a continually changing society. We endeavor to assist students to build a strong foundation of values upon which they can make effective decisions for themselves and society. We respect the dignity of all children and, by our love and understanding, we contribute to their growth and development.
- Physically, we strive to maintain a program that will ensure the proper growth and development of each child.

### **Accreditation**

St. Michael Parish School is accredited through the Ohio Catholic School accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

In 2009, St. Michael Parish School was recognized as a National Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

## ADMISSION AND TUITION

St. Michael Parish School exists to support the responsibility of Catholic parents as the primary religious educators of their children. Registered parishioners of St. Michael Parish are eligible to receive a tuition grant from the parish for their children. Eligibility requirements for parishioner assistance include:

### Enrollment

1. By enrolling at St. Michael Parish School, parents and students are agreeing to be governed by the policies, procedures, and decisions of St. Michael Parish School.
2. All new students to St. Michael Parish School are admitted on probation for one academic trimester.
3. At the discretion of the administration, initial and/or continued enrollment may be dependent on the family securing and providing outside support for the student (e.g., professional tutoring, counseling, Jon Peterson Special Needs scholarship program, etc.). The cost of that support is the responsibility of the family.
4. Nondiscriminatory Policy - St. Michael admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.
5. Initial and continued enrollment is dependent on the school's ability to meet the needs of the student and the final decision is at the discretion of the principal.

Requirements for enrollment include:

- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP

### Enrollment Priorities

**Priority:** All children of families who are participating members the Archdiocese of Cincinnati South 1 Family of Parishes who are currently enrolled at St. Michael Parish School and have completed all registration requirements and are currently on tuition payments.

**Second Priority:** Brothers and sisters of the children presently enrolled in St. Michael Parish School, who have completed all the registration requirements.

**Third Priority:** Children and families who have been active and contributing members of the Archdiocese of Cincinnati South 1 Family of Parishes for three or more years. This priority is also

extended to families who have relocated from another Catholic parish and have been active parishioners in that parish as evidenced by a letter from their pastor or his representative.

**Fourth Priority:** Children who are members of the Archdiocese of Cincinnati South 1 Family of Parishes and not previously included will be taken on a first come, first served basis.

**Fifth Priority:** Children who are not members of this parish or whose parents are not active in the parish.

### **School Aged Policy (Kindergarten and First Grade)**

The Ohio Revised Code (3321.01) provides that no child may be admitted to kindergarten or the first grade unless he/she is five years of age or before September 30 of the year of admittance.

### **First Grade Entry without Kindergarten**

All children admitted to first grade must have completed kindergarten in an accredited kindergarten program. Completion of an accredited kindergarten program is mandatory in the State of Ohio.

### **Accurate Information Statement**

It is the right of St. Michael Parish School to refuse admission or terminate enrollment if false, inaccurate, or incomplete information is provided to the school.

### **Parent(s) Responsibilities**

In enrolling your child at St. Michael Parish School, you agree to certain important responsibilities. These include:

- To be a partner with the school in the education of your child
- To understand and support the religious nature of the school
- To read all communications from the school and request clarification when necessary
- To know who your child's teachers are and to observe parent teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To appreciate that Catholic education is a privilege many persons do not have

### **Tuition and Assistance**

All students who attend St. Michael Parish School receive one of three levels of financial assistance from the parish. The cost to educate a child exceeds all tuition rates, regardless of level. Thus, currently, no family pays the full cost of educating a child at St. Michael Parish School. The three levels of parish assistance to school families are:

1. Assistance to all school families (parishioner and non-parishioner)
2. Assistance to parishioner families (which also includes the assistance described in #1)



above, as well as additional assistance for families with more than one child). This information is available in our "St. Michael Parish School Tuition Rates" schedule available on our website at: <https://www.stmichaelsharonville.org/tuition--financial-aid.html>

*Eligibility requirements for parishioner assistance include:*

- attending Mass weekly on the Lord's Day at St. Michael Church
  - including the weekly parish stewardship envelope (with or without a contribution), or a printed receipt from our online donation system in the collection basket
  - volunteering in parish/school activities.
3. Additional, needs-based assistance to parishioner families.

*Completion and submission of financial aid application form in specified time is necessary for consideration for this level of assistance. Decisions by parish administration for such additional assistance are determined based upon but not limited to the following stipulations:*

- reported recommendations from FACTS
- level of parish involvement, including Mass attendance, as demonstrated by the donation of the weekly parish stewardship envelope (with or without a contribution)
- special, extenuating circumstances causing family hardship
- amount of parish resources available

The tuition of participating members of the parish is adjusted for the number of children in the family. All students in grades K-8 pay a non-refundable registration fee of \$150 per child in addition to the tuition. Any returned checks will be charged a \$30 NSF Fee. Current tuition rates are available at [www.stmichaelsharonville.org](http://www.stmichaelsharonville.org).

Tuition may be paid in one, four, eight, or ten payments. It is collected by EFT on either the 5th or the 20th of each month. It MUST be paid by April 10, 2022. Other arrangements may be made through the school office. **Registration for the following year will not be accepted until arrangements have been made for full payment of current tuition.**

### **Withdrawals or Change of Address**

Should you change your place of residence, send your new address and telephone number to the office. If your childcare provider's address changes, inform the school office, as well as your local school district's transportation office of this change.

Withdrawal 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 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 or district. It is the responsibility of the parent/guardian to obtain the student's report card and personal possessions on his/her last day of attendance.

### **Religious Education**

Because one's relationship with God is regarded as an integral part of all instruction and activities at St. Michael Parish School, our students receive daily instruction in the doctrine and

attitudes of the Catholic faith. The students participate in Mass once a week and in daily prayer. Non-Catholic students will participate in all aspects of the curriculum but will not participate in the sacraments.

St. Michael parishioners receive the sacraments of Reconciliation and Eucharist in the second grade and Confirmation in the eighth grade. Special preparatory programs are held for parents and students. Parental participation is essential for the fullest development of your child's spiritual life.

### **Release of Records to High Schools**

Upon request the office will forward records to two high schools once records are complete. Any additional requests will require an addressed, postage-paid envelope.

### **Release of Information to the Archdiocese**

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.**

## ATTENDANCE

**Regular attendance is not only essential for academic achievement and a successful school experience, but it is also required by law. The only legally recognized excuses are absence for personal illness or serious illness or death of a family member.**

### Absences

- Parents should call the St. Michael School Office at 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.
- Ohio State Law prohibits missing school for any reason other than illness or death in the family. Parents must notify the school in advance of an intended absence.
- Prolonged absence of five or more consecutive days due to illness requires a note from the child's attending pediatrician/physician. The note should indicate the dates of absence and reason due to illness/medical need. When the child is expected to return should also be noted.
- 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.

### Tardiness

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.

***Unexcused absence and truancy from school will warrant proper corrective action in accordance with Ohio law.***

### Arrival/Dismissal

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 be always under the supervision of teacher 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.
- 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 reprint to the office on time for their early dismissal.**

### **Dismissal Procedures**

Students released during the school day must leave from the school office. A written note signed by the student's parent/guardian is required for the student to be released during the day. The parent/guardian must sign the child out in the Early Release Log in the school office. If a child subsequently returns before the end of the day, he/she must be signed back into school by the parent/guardian.

### **12:05 Dismissal for Partial Day Kindergarten**

- Students are walked to Oak Street
- Cars should line up on Oak Street

### **End of Day Dismissal**

- **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 walk to the Main building and wait for their rides on the porch. 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. **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, "St. Michael School, Sharonville" will be listed on Local 12 (WKRC) and Channel 5 (WLWT). Parents will also 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 as well as announcements on the above stations. While Penn Alert gives us quick notification, please have emergency plans in place.

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 our website.

### **Non-Custodial Parents**

The responsibility for each child rests with the court designated custodial parent. This school will make every effort to support the parent in carrying out his/her responsibility. At the time of registration or at the time of divorce, court papers showing proof of custody must be presented.

The non-custodial parent also has some inherent rights regarding the child unless there is a specific court order limiting those rights. Upon written request from the non-custodial parent for access to records, we will check with the custodial parent to determine that there are no court limitations to the request. Any court orders limiting the rights of the non-custodial parent must be part of their school life.

*Conferences: It is the responsibility of the custodial parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore, to schedule conferences at the convenience of the custodial parent. It is not the responsibility of the school to schedule dual conferences. Wherever possible in the case of joint custody, both parents should attend the same conference.*

### **Transportation**

**ALL TRANSPORTATION CHANGES MUST BE REPORTED TO THE MAIN OFFICE.** St. Michael Parish School will comply with Federal and State laws. Students from one school district may not ride the bus home with a student from another school district (e.g., someone from Princeton may not use a Lakota bus).

Our primary concern with the buses is the safety of each student and the bus driver. It is very important that our students always behave on the bus. When students choose otherwise, everyone's life is endangered.

Bus stops are established at various locations throughout the district. Parents are responsible to see that their children arrive at the bus stop no more than five minutes before the scheduled pick-up time.

Bus code of conduct:

1. Student will be orderly during the loading and unloading of the bus.
2. Student will ride regularly assigned bus or have permission to ride another bus.
3. Student will not litter or eat on the bus.
4. Student will be seated promptly and remain in seat while the bus is in motion.
5. Student will keep all belongings and body parts inside the bus.
6. Student will cross the street ten or more feet from the bus.
7. Student will behave in a respectful manner and keep hands and feet to themselves.
8. Student will use appropriate language and avoid fighting or use of drugs on the bus.
9. Student will always talk in a conversational tone and be silent at railroad crossings and other dangerous areas.
10. Student will not deface (write on, scratch into with sharp object) bus property.
11. Student will obey all rules posted by the bus district and the bus driver has full authority to enforce the above regulations.
12. Procedures and consequences for violations 'as established by the Princeton, Lakota, and Sycamore public school districts' will be followed in handling student misconduct on the school bus.
  - First violation: warning letter
  - Second violation: three-day suspension of bus privileges
  - Third violation: five-day suspension of bus riding privileges
  - Fourth violation: bus-riding privilege may be suspended for ten days or for the remainder of the semester.

Students who receive a bus misconduct slip will also receive 5 points according to the School Code of Conduct.

### **Visiting Other Schools**

St. Michael Parish School students may not miss classes to shadow in other schools. Eighth Grade students are strongly encouraged to attend high school recruitment evening/weekends, Open Houses, and shadow high schools on days St. Michael Parish School is not in session.

## ACADEMIC INFORMATION

### **Academic Instructions and Policies**

Each student has a permanent record card with end of the year grades and attendance notated. In addition, standardized test scores are also kept on this record card. These records permanently stay at Saint Michael Parish School. This record card will be copied and sent to a child's next school when they graduate or leave Saint Michael Parish School after the parent signs a release of records forms and all fees are paid in full.

### **Curriculum**

The Curriculum followed at St. Michael is based on recommendation by the Archdiocese of Cincinnati as well as state and National Standards. Each year an area of the curriculum is reviewed by the faculty. In most areas the curriculum offered at St. Michael is differentiated to meet the needs of the students.

- Religion: Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and First Eucharist in Grade 2 and Confirmation in Grade 8. Students attend Mass weekly, usually on Friday. Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) test in January. St. John Paul II's Theology of the Body is embedded in the curriculum in K-8.
- Language Arts: Reading, English, Spelling, Vocabulary, Writing, and Appreciation of Literature.
- Math: Mathematics skills, Pre-Algebra, Algebra I. Students in Algebra and/or geometry take the State End of Course Test in May. To allow teachers to meet students' individual needs in mathematics instruction, students in Grades 7-8 are placed in math sections as determined by testing, grades, and teacher input.
- Science: General Sciences and laboratory experiences.
- Social Studies: History, Geography, Economics, State History, and Current Events.
- Spanish: Grades K-8 Vocabulary, common expressions, grammar, conversation, and culture.
- Physical Education, Art, Music, and Technology: Students take part in these special classes on a regular basis throughout the year.

### **Home Instruction**

St. Michael Parish School does not provide for homeschooling. If this service is needed or requested the student may have to enroll at their school district of residence. Final decision rests with the principal.

### **Homework**

Homework is required of all students, but because of the wide variation in student self-discipline, organization, and ability, it is not possible to lay down many general directions. The amount of time spent on homework may vary depending on assignments, grade level, and the student. Our general guideline is for the average student to spend 10 to 15 minutes times their grade level on homework each night, give or take 50%. If you feel like your child is spending too much or not enough time on homework, please talk to the teacher. Many times, what looks like unreasonable homework demands is a symptom of other issues such as use of class time, or executive functioning deficits.

How you as a parent can help with homework:

- Arrange a regular time to study and a place free of interruptions. Make sure that your child understands that non-written assignments (reading and studying) are an essential part of homework
- Check to see that all work is completed on time, and that all the work, books and materials are brought to school each day. Check for neatness and following of directions. Check the planner and teacher webpage on a regular basis.
- Guide, but do not do assignments for the child. We are looking for grade appropriate work. Don't turn a grade school project into a high school project.
- Do not deliver "forgotten" homework to school; the office will not accept it. When you interfere with the planned consequences, you are also interfering with progress to our common goal of building responsibility and independence.

Students in Grades K-3 and their parents are encouraged to communicate with the teacher regarding missed work when the student returns after an absence.

Parents requesting to pick up assignments for the students who are absent should make the request with the homeroom teacher prior to 9:00 a.m. and work should be picked up in the school office between 3:00-3:30 p.m. Other arrangements can be made by contacting the school office.

If a student is absent for a week or more, the completed homework should be sent back to school on a regular basis. The general policy for make-up work is for every day absent, a student is allowed two days to complete the assignments. Upon returning to school the student should confirm with the teachers the due date for missed assignments. If more time is needed, the parent should contact the teacher. Deadlines for long-term assignments are not extended due to absences.

### **Policies Concerning Homework**

Students are responsible for school content matters covered during absence. They should see the teacher about this make-up work as soon as they return to school. Students in grades 4 through 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.

### **Report Cards**

St. Michael Parish School uses trimester report cards as the official reporting to parents. Option C, an online grade reporting system in Grades 4-8, is used to keep parents updated during the grading period.

### **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 Below Average

### 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 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, the 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

**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.

### **Standardized Testing**

Students in grades 2-7 will take the Iowa Tests in the spring. Students in grades 2 and 5 will also take the Cognitive Abilities test at that time. Parents receive the results of their child's performance on these tests through a secure email document.

### **Field Trips and Policies**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Note: a fax or email does not take the place of an original signature. If the cost of a field trip is a burden for your family, please contact the principal for special arrangements. Teachers will give out the permission form.
9. Parents who chaperone a field trip may not bring preschool or school age siblings on the field trip.
10. Cell phones or any electronic devices are not allowed to be brought on the field trip by students unless authorized by the teacher and/or administration.
11. At least one certified educator is required to attend any field trip. All other chaperones must follow the Archdiocese of Cincinnati Decree on Child Protection.
12. The field trip sponsor shall bring all student emergency medical cards and any needed student medicines or medications on the field trip.
13. During the field trip, the students are the responsibility of the school. Students shall not be left unsupervised for any reason.
14. It is strongly recommended that schools use buses for transportation to and from field trip sites. In cases where student or parent vehicles are used, parents shall be made known that they are assuming the liability for any children in their vehicle. In parent vehicles, at least one other chaperone who follows the Archdiocese of Cincinnati Decree on Child Protection (in addition to the parent) shall be present in the vehicle unless they are traveling in a caravan. Students and parents shall be encouraged to follow all traffic safety laws. Each student must be buckled into a seatbelt and/or approved child safety seat as required by law.

### **Student Records**

Access to student records is limited to authorized persons. Unless a court order provides otherwise, parents/legal guardians and students over 18 years of age have the right of access to

the student's records. Before releasing these records, a form must be signed by the parents, legal guardians, or students over 18. Records must be released within a reasonable time. A fee may be charged for reproduction costs incurred by the school. The student's social security number may not be requested or recorded.

### **Support Services**

**Psychologist:** Three days a week, a school psychologist is on staff at St. Michael Parish School to evaluate and work with students who need assistance or social adjustments. Referrals are made through teachers and the principal. Parental permission is required before a psychologist may test or work with any student.

**Intervention Specialist:** A licensed intervention specialist is available to support students with specific learning disabilities. Referrals can be made through the teacher or the principal. Services may include proctoring tests, as well as working on a specific skill.

**Reading/Math Specialist:** Fully certified teachers assisting in the remedial/enrichment areas of math and reading. Referrals are made through the classroom teacher and are based on data.

**Speech/Language:** A full-certified speech and hearing specialist is available to the students. Referrals can be made through the teacher or the psychologist. The speech pathologist helps students with both oral and written language.

These educators work closely with the principal and classroom teachers in identifying, supporting, and evaluating the needs of St. Michael students. Parents are notified and/or called if it appears their child may qualify for these services.

## STUDENT HEALTH POLICIES

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.

### **Illness or Injury at School**

The Emergency Medical Form is to be completed through our Final Forms Website (<https://stmichaelsharonville-oh.finalforms.com>). 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.

### **Immunizations**

All schools in Ohio are mandated not to permit any child to attend school who does not show evidence of proper immunization. Parents are notified if a child is not in compliance. Students will be excluded from school until all immunizations are current and on file.

### **Specific Health Conditions**

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**

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.

### **Medication at School**

The school nurse will be available to administer medications from the hours of 9:00 a.m.-1:30 p.m. If a medication (including topical medications) is required to be given during these hours, it is MANDATORY that the appropriate Authorization Form be completed prior to the nurse administering the medication. The form must include instructions as to the name of the medication, dosage, route, and time/duration of medication. A faxed copy may be accepted

with a request for a hard copy to follow. This is in accordance with the Ohio Revised Code 3313.713 and the Ohio Nurse's Practice Act, and Archdiocesan Policy and Guidelines. These forms include:

- The Authorization for Dispensing of Prescription Medication Form: requires parent and licensed physician signature, as well as possible side effects/adverse reactions of medication
- The Authorization for Non-Prescription Medication at School Form: requires parent signature and reason for medication administration.

These forms need to be completed for each academic year and/or whenever a medication change is made. Other guidelines:

- All medication, both prescription and/or over the counter, must be in the original container.
- Prescription bottles must include student's name, name of medication, dosage, time, and route of administration.
- All medication will be stored in a locked cabinet.
- The medication and the signed permission forms must be brought to the school office or school nurse by the parent/guardian. Students are NOT permitted to bring medications into school.
- Accurate records of the medications given will be kept in the nurse's office.
- Students who need to carry/use any prescribed emergency medication, such as asthma inhalers, EpiPens, or diabetic medications require written approval for self-carry from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency medications at school or at any school or at any school sponsored activity, event, or program. State approved forms to allow students to carry these medications are available through the school nurse or school office or can be printed from the FORMS section on the school website.

### **Illness**

When should you keep your child home from school? St. Michael follows the guidelines recommended by the Ohio Department of Health:

- Fever: If your child has a fever (a temperature of 100.0 F or greater) they should remain at home until they have been fever free for a full 24 hours (without giving Tylenol or Ibuprofen) and they have returned to their normal level of activity. It is important for you to take your child's temperature before giving the fever-reducing medication.
- Vomiting and/or diarrhea: Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours. and have resumed a typical diet. If your child has had any of these symptoms during the night, she/he should not be sent to school the following day.
- Cold symptoms: Runny noses are a fact of life with children. However, if the drainage is thick and green or if your child has persistent or productive cough, please have your child stay home and consider consulting your child's doctor. A constant dry cough can be a sign of more serious respiratory problems and the doctor should be notified.
- Redness or discharge in the eyes: Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes can indicate pinkeye or conjunctivitis. Your child should remain at home until she/he has seen the doctor and if prescribed, antibiotic eye drops for 24 hours.
- Sore Throat: If your child has a persistent or severe sore throat they should remain at home. You should consider contacting your child's doctor if there is a fever, white

patches on the tonsils, swollen tender glands, headache, or stomachache. These could indicate a possible strep infection. If that is the case, your child should remain at home until they have had 24 hours of antibiotics and have resumed normal activity.

- **Communicable Diseases:** The school may send a student home if it appears that they may have a contagious illness. The parent may be asked to provide a doctor's note indicating the symptoms have been evaluated before the student is allowed to return to school. The Ohio Department of Health Communicable Disease Chart serves as the guidelines for determining the recommendations for the student.

If a student becomes ill at school, that student will remain with the school nurse, or school secretary-if after nurse's hours, until student's parents/guardians are contacted and arrangements for student's pickup are made. If parents/guardians cannot be reached, emergency contacts will be called. Students with fevers should remain at home until they are free of the fever for a full 24 hours (without fever reducing medication). If a child is experiencing diarrhea, vomiting, or fever during the night, that child should not be sent to school the following day.

### **Injuries**

Students in a cast or brace can participate in non-contact activities during gym and recess with a physician's approval note. However, if the parents/guardians of the child decide they would like their child to not participate at all during gym and recess, and instead read a book, or work quietly, a form will be provided to allow parents to communicate which activities are allowed/not allowed.

### **Gender Dysphoria**

In being consistent with Catholic doctrine and following Archdiocesan policy, St. Michael Parish School supports students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion. Policy requires that these students' biological sex will determine names and/or pronouns used, uniforms and gender appropriate dress, bathrooms, and participation on any St. Michael sports teams. St. Michael Parish School would provide reasonable accommodation to a private bathroom for use of any student who desires increased privacy.

### **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Michael Parish School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Michael Parish School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the proximity of students, teachers, and staff at St. Michael Parish School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Michael Parish School function. The same is true for parent(s) of a student at St. Michael Parish School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Michael Parish School functions is the choice of each family, including ours. If student or parent(s) who visit St. Michael School have

underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Michael Parish School, attend any St. Michael Parish School function, or visit St. Michael Parish School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Michael School or any St. Michael Parish School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

**For your reference, this acknowledgement is being included in the handbook this year. You will sign this form when you are completing your Final Forms online.**

## COMMUNICATION

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. It is our hope all parents will find a way to communicate easily with us.

### **Teacher Websites**

Teachers maintain a website that can be accessed from the school website, [www.stmichaelsharonville.org](http://www.stmichaelsharonville.org). Curriculum overviews, homework, special projects, helpful links, and assignments are available on teacher websites.

### **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.

### **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.

### **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.

### **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.

### **Mustang Messenger**

The Director of Communications publishes a newsletter bi-weekly on Sunday evening. These are also available on the school website.

### **Parish App**

St. Michael Parish uses the WeConnect Parish App, which connects parishioners and parents to the body of Christ every day of the week. Parents are encouraged to download the App in Google Play or the Apple App Store.

### **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.



### **Conferences**

Parent-teacher conferences will be scheduled in October. St. Michael Parish School utilizes Option C for scheduling. At other times of the year, parents and teachers are encouraged to contact one another whenever a conference is needed.

### **Addressing Student-Related Problems**

The following guidelines should be followed when seeking to resolve problems regarding students, teachers or any situation which may involve school personnel:

- If a problem occurs in a classroom, parents should contact the teacher in charge of the class and arrange a parent-teacher meeting to discuss the situation of concern and when appropriate students may be included in the conference.
- If a problem is not resolved with a classroom teacher, parents may contact the principal.
- If the problem is not resolved with the principal, parents may appeal to the Pastor. At the time, the St. Michael Parish School Grievance Policy guidelines will be followed.

## **PARENT INVOLVEMENT**

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**

The School Advisory Commission of St. Michael Parish School has the responsibility to the school community of serving in an advisory capacity with relation to the initiation and evaluation of policies and programs concerning Catholic education for the children of St. Michael Parish School. The committee will consider the human and spiritual needs of each student and support their development of talents, opportunities, and personal growth.

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. Students are not eligible to attend practice or a game if they do not attend school. Students who are suspended from school will also be suspended from athletics in congruence with the Athletic Booster Association By-Laws (Article X Section F).

### **Volunteers**

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 <https://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.

### **Cafeteria and Lunch Program**

St. Michael Parish School is pleased to offer students the option of a healthy, hot lunch. The price of lunch is

\$3.50, which includes milk. We also offer milk and water to be purchased a la carte for \$0.50. Payments can be made to the cafeteria by check (payable to St. Michael Cafeteria), cash, or online at [www.myschoolbucks.com](http://www.myschoolbucks.com) (there is a \$2.75 transaction fee for the online transfer). You are encouraged to set up an account online, so you can view your child's balance. There is no charge to set up this account; you can also set up a low-balance email reminder.

***Negative balance notes will be sent home weekly.  
At the end of each trimester, lunch accounts must be balanced.  
If your negative balance exceeds \$25.00, we reserve the right to withdraw  
the amount from your 21-22 tuition account. There is a \$25 penalty.***

If you believe you qualify for free or reduced lunches, please complete the confidential application.

In accordance with the Wellness Policy, no soda pop may be brought into the cafeteria for the students during lunchtime.

### **Birthday Celebrations**

We require treats to be prepackaged and must 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.

### **Student Parties**

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.

### **Building Security**

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 "buzzed" in. 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. Certification will be issued by the Archdiocese.

## **SAFETY PLAN**

St. Michael Parish School has in place a School Safety and Crisis Plan. These are reviewed annually and updated as needed. School staff receives in-service and training in safety protocol and procedures. Training in CPR and First Aid is available to teachers and staff.

### **Fire and Tornado Drills**

State Law requires safety drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when alarm sounds
- Close windows and doors
- Walk to the assigned place briskly, in line always, and in silence
- Return to the building when a signal is given

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds
- Walk briskly to the assigned place in single file
- Sit, face wall, and put hands over head
- Return to the classroom when a signal is given

### **Crisis Plan**

St. Michael Parish School has implemented a "Crisis Plan" in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to secure designated locations.

No one is permitted to enter the building during lockdown procedures. Parents should check our website and local media for updates.

## RESPECT AND BEHAVIOR – STUDENT EXPECTATIONS

### **Expectation: To Respect the Dignity of Others**

Students are expected, as members of this school community, to live up to the school's Code of Courtesy to show pride in self, to be aware of other's feelings, and to respect the property of the school and classmates. Students will follow St. Michael discipline policy during school hours, going to and from school, and at all school/parish events. The staff and the principal have the responsibility for maintaining proper order and have the authority to correct students who do not abide by the school regulations or who do not act in conformity with the generally accepted rules of personal conduct. Please note, video recordings may be used to achieve the school objectives, including helping a student demonstrate personal responsibility and self-discipline.

### **St. Michael Parish School Code of Courtesy**

- I will be sensitive to other's feelings. I will not exclude other kids from playing games on the playground or sitting next to me in the cafeteria, at assemblies, or in class.
- I will walk in a quiet, orderly manner in line, in hallways and between buildings.
- I will show respect for other people, especially adults, by the way I speak and respond to them.
- I will show respect for other people by waiting quietly until their conversations have been completed before I speak. I will also be careful not to walk between two people who are talking.
- I will show respect for all school property by conserving supplies and taking care that our school's facilities are kept orderly and without harm. I will also respect the personal property of others, just as I expect others to respect my personal property.
- I will make an extra effort to hold doors for others and to knock before interrupting a class.
- I will make an extra effort to be attentive in the cafeteria lunch line. I will keep my hands to myself and my feet on the floor while standing in line.
- I will always protect my health and the health of others by remembering to wash my hands and properly dispose of tissue. I will properly use the bathroom facilities and refrain from spitting at all times.
- I will always show respect especially at all religious services and at all assemblies.
- I understand that major infractions of discourtesy will not be accepted, and I will receive appropriate consequences.

**Acceptable Language** is always required. It reflects you, your family, and your school. No verbal threats of any kind will be tolerated.

**Name-Calling or bullying** related to one's physical appearance, mental ability, religion, nationality, sexuality, or for any other reason, is a very serious offense because it violates a student's right to dignity and respect.

**Spitting**, which is defined as releasing water and/or saliva from the mouth, is totally unacceptable in our school community. Spitting will be disciplined when it occurs on field trips or at any school-related event.

**Physical Confrontation** will not be tolerated and will result in 2 detentions or suspension. Hitting may result in a suspension.

**Academic Dishonesty** will result in no credit being given for the assignment, test, or project if cheating or plagiarism has taken place. Parents will be notified, and student will be given a minimum of one detention.

**Expectation: To Contribute to a Positive Environment for Learning**

- To provide an environment for learning at St. Michael Parish School, you are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing, or shouting.
- You are expected to remain out of parts of the building that are not ordinarily open for pupil activity.
- At all times you are expected to cooperate with the school rules in and out of the classroom and to be respectful to fellow classmates and ALL teachers, even those who do not teach you. You are also expected to show courtesy to people and property on your way to and from school.
- Everyone must work to reduce interruptions and distractions to the learning process.
- Truth – tell the truth. This is a common courtesy. Honesty allows us to trust one another.
- Trust – we must trust one another so we can engage in cooperation without fear.
- Respect – praise people instead of putting them down. Always show concern about each other's feelings and needs. We must encourage one another.
- Active Listening – show consideration for others by listening. Our ear listens, our eyes focus, our mouth is closed, and our bodies are still.
- Personal Best – make a commitment to lifelong learning. Knowledge and wisdom are gifts from God.

**Messages**

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.

**Telephone Use**

With permission, students are permitted to use a phone within the school office area. This is the only phone available to students.

**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.

**Electronic Devices**

Smart technology devices allow for access to media and are prohibited during the school day. Students must have a teacher permission in advance to bring these items to school. If the equipment is used inappropriately, disciplinary action will be taken. Radios, iPods, Smart Technology Devices (including smart watches), beeping watches, phones, and any other electronic device that may disturb classes are NOT permitted. The school is not responsible for the loss, theft, or damage of a student's electronic devices.

## Gum Chewing

To achieve good manners, chewing gum on school premises is prohibited.

### **Expectation: To Respect the Property and Rights of Others**

**Personal Property:** The school cannot be responsible for personal property. Do not bring expensive items (like jewelry or toys) to school. Valuables may be left in the office or with a teacher until the end of the school day.

**Destruction and Theft:** Any person who willfully steals, damages, defaces, vandalizes, or destroys any part of St. Michael Parish School or the property or work of other students will be required to make complete restitution and will receive serious consequences: detentions, suspension, or expulsion.

**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.

**Care of Books:** All textbooks that go home must be covered and in a book bag. You must pay for any damages or loss of books. If you find a lost book after you have paid for it, all but \$5 will be returned to you.

### **Expectation: Attendance at School**

**Regular attendance is not only essential for academic achievement and successful school experience, but it is also required by law. The only legally recognized excuse are absences for personal illness or serious illness, and death of a member of your family.**

**Tardiness:** You must be in your homeroom at 8:00 a.m. prepared to begin your morning class. Students who arrive after 8:00 a.m. must report to the school office before going to their classroom and will be marked tardy. If you are tardy THREE times in one trimester, the principal will send a letter to your parents reporting these occurrences and requests parents ensure your prompt arrival at school in the future. Excessive tardiness may result in expulsion.

**Arrival at School:** School begins at 8:00 a.m. daily. Students must be in the classroom and be prepared to begin class at 8:00 a.m. Students may not be dropped off before 7:40 a.m. and they must go directly to their homeroom.

**Early Dismissal:** In the case of an early dismissal, parents must write a note to the homeroom teacher stating the reason for the early dismissal. Students must meet your parents in the school office. The adult or appropriate driver must sign you out and back in upon your return. Early dismissal is generally permitted for doctor appointments or family emergencies. Parents will be responsible for the instruction of any material missed.

**Staying After School:** If you must stay after school for a school activity, a sport practice, detention, or to make up work, let your parents know in ADVANCE. Your parents are responsible for establishing a safe, supervised place for you to wait. If a student is not picked up by 3:00 p.m., they must wait in the school office.

### **Expectation: Dress Code**

**All students are expected to always dress neatly and appropriately, even on out-of-uniform days. Neat and appropriate appearance includes, but is not limited to cleanliness, good repair, free from holes, size of clothes and modesty, as well as logos, graphics or messages printed on clothes.**

Uniform shorts/skirts must be modest in length, no higher than 4 inches above the knee. Out-of-uniform shorts and skirts must reach further on the student's leg than the fingertips of his/her extended arm. Uniform and out-of-uniform slacks, shorts and skirts may not hang below the waist or be rolled at the waist. Undergarments and midriffs may not show at any time.

For health and safety, socks or tights are to be worn. Girls may wear white, navy, gray, or black ankle/athletic socks, white, gray, black, or navy opaque tights, or white knee socks. Footless tights may be worn. Boys may wear white, navy, or black ankle/athletic socks or dress socks. Shoes with low heels and closed toes must be always worn. Sandals, crocs, and clogs are not allowed. Boots may be worn beginning on November 1st but not after April 1st of a school year.

For purposes of hygiene, students in the upper grades should use deodorant and bring stick or roll-on deodorant to use.

Parent cooperation to enforce the dress code is essential. Parents should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

These guidelines are intended to foster a positive learning atmosphere. Any facet of dress not covered by these guidelines that disrupt the learning environment, directly or indirectly will be dealt with on an individual basis. If you cannot send your child in full compliance with the Dress Code, please send an explanatory note. The Dress Code has become part of the Code of Discipline. If students are not in proper uniform, parents will be called to bring the correct uniform to school. Students will receive a "point" if they are habitually not following the dress code. The decision of the administrator concerning the dress of students is final.

St. Michael uniforms can be purchased at Shaheen's ([www.shaheens.org](http://www.shaheens.org)) and Schoolbelles ([www.schoolbelles.com](http://www.schoolbelles.com)).

### **Boys' and Girls' Uniforms**

**Slacks/shorts:** Solid navy blue or khaki (6-8), easy-care chino pants and dress shorts may be worn instead of slacks from April 1 to November 1. Shorts may be no shorter than three inches above the knee.

**Belts:** Belts must be worn with all pants/shorts that have belt loops. Belts must be solid black, brown, or navy.

**Polo knit shirts:** Solid white or light blue Polo shirts, short or long sleeves. Shirts must be kept tucked into the pants, skirts, and shorts. Plain white t-shirts, without any writing on them, may be worn under uniform polo shirts.

**Socks:** White, navy, black, or gray socks that can be seen must be always worn. Socks with the stripe on the back are allowed if that stripe is also white, navy, gray, or black. Girls may wear solid white, navy, gray or black footed tights (or ankle-length leggings) or knee-high socks under the uniform jumper, or skirt. Knit pants or sweatpants are not to be worn under the girls' uniforms.



Tights or ankle-length leggings with socks must be worn in November, December, January, February, and March.

**Shoes:** Dress shoes or gym shoes with closed toes and closed heels must be worn. Shoes with laces must be tied securely and shoes must be flat due to safety concerns. Boots may ONLY be worn in November, December, January, February, and March.

**Sweatshirts/Sweaters:** Official uniform sweatshirts that are purchased from St. Michael PTO, Shaheen's, or Schoolbelles may be worn. The uniform polo shirt must be worn under the sweatshirts. A solid navy or white pullover or cardigan sweater is also an option.

**Hair:** Should be clean and worn in a simple style. It should not hang below the eyebrows or in the face. Hair may not be extreme, distracting, (e.g., no mohawks, no hair coloring), or obstruct the vision of others. Boys' hair must be above the collar. Facial hair is prohibited.

**Head coverings:** No hats, kerchiefs, or bandana headscarves may be worn without individual permission from the principal. Headbands that are distracting (e.g., bunny ears, cat ears, large flowers, etc.) are prohibited.

**Jewelry:** Must be simple. If girls have pierced ears, they may wear only one pair of earrings, in the ear lobe. Dangle and hoop earrings are not permitted. Boys are not permitted to wear earrings.

**Makeup:** Makeup of any kind is not permitted. This includes fake nails, gel polish, etc. Regular nail polish is allowed. Writing on skin and tattoos are not permitted.

#### **Girls' Additional Uniform Options:**

**Grades K-4:** Uniform plaid drop waist jumpers, knee length, purchased from Schoolbelles or Sheehan's.

**Grades 5-8:** Uniform plaid skirt, may not be shorter than 3 inches above the knee, purchased from Schoolbelles or Sheehan's. We ask parents to make sure the length of the skirt is at least midway between "fingertip" length and knee length. Skirts may not be rolled at the waist. Girls should wear shorts under their skirts/jumpers.

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

The above constitutes the school uniform policy regarding clothing students may wear and items relating to personal grooming and appearance. If an item is not included in the above, it is not permitted. The school administration reserves the right to determine compliance and noncompliance with the above this policy. The school principal and/or his/her designee will make final determination of the appropriateness of any student's apparel or appearance.

#### **Spirit Wear/Penny Power Days**

The first Wednesday of each month is Spirit Wear/Penny Power Day. Spirit Wear and Mustang Wear may be worn. Pajama and yoga pants may not be worn. Students can bring in loose change to their homeroom teacher. This helps the teacher to fund special projects throughout the year.

#### **Out-of-Uniform Days**

Students must observe school guidelines for clean, neat, and modest attire when they are "out of uniform." Some examples of current fashion trends which are NOT acceptable include, but

are not limited to, waistbands hanging low on the hips, writing on the rear, hats, clothing with cuts or holes, tank tops or camisoles with spaghetti straps, any clothing that reveals undergarments or midriffs, basketball shirts without a shirt underneath, yoga pants, and leggings. Shorts may not be worn from November 1st to April 1st. If shorts are worn, they must reach further on the student's leg than the fingertips of his/her extended arm. Parents will be called to bring appropriate clothing to students who fail to follow this policy.

Teachers may ask students to remove or change anything that they find distracting or disturbing to others. Parents are notified if students repeatedly disregard the school's dress code. Students will receive appropriate conduct points and be restricted from attending classes until they change into proper dress.

### **Expectation: Be Safe, Responsible, and Courteous In Special Areas**

#### **Cafeteria**

For lunch to be a happy time for all students as well as the school staff, it is necessary for good order and courtesy to be maintained in the cafeteria:

1. Each grade level will sit together at assigned tables - no "saving" seats.
2. Please WALK at all times in the cafeteria.
3. No moving from place to place or visiting other tables.
4. Loud noises and throwing objects of any kind are not permitted.
5. Each table and surrounding floor area must be clean before dismissal.
6. Please walk directly to the playground or classroom.
7. If you fail to do your part in keeping the cafeteria a clean and a courteous place, you will not be allowed to use the cafeteria. Your parents will be notified.
8. Speak with respect to all cafeteria staff and volunteers.
9. Do not eat food containing tree nuts or peanuts in the designated "Peanut-Free Zone."

#### **Restrooms**

You must have your teacher's permission to be in the restrooms, or any other part of the building, during school hours, including lunchtime. Be quick, be clean, and be courteous.

#### **Playground**

Proper and fair play is always essential. Remain in your assigned area until the end of the play period, and then assemble as a group with your homeroom teacher.

Because St. Michael Parish School's playground is small and completely covered with blacktop, certain rules are necessary for the safety of all. No football may be played during school recess. No hard balls may be used. Because recess is also a social time, no electronic devices/games will be allowed.

Failure to follow these playground rules will result in appropriate action.

1. Students will play in designated areas.
2. Students may not leave playground or enter a building without permission.
3. Students may not eat food on playground except during morning recess.
4. Students must tell the teacher when the ball goes into the street.
5. Students must follow the school code of conduct.

### **Expectation: No Smoking, Drugs, Weapons, or Bullying**

St. Michael Parish School is a smoke-free, drug-free and child-safe facility. Any violation of school rules regarding smoking, drug use or weapons will result in extremely serious consequences including possible suspension or expulsion from school.

#### Using, Selling, Possessing or Passing of Drugs

Suspension/Expulsion will result if any student is involved in drugs, including tobacco and vaping products, during school hours or at any school or parish-sponsored function, regardless of location. A drug is any controlled substance, or any substance made to look like a controlled substance. The eligibility of that student to return to school will be determined by the principal after considering the following:

1. Disposition of proper authorities (police, court, etc.)
2. Results of complete physical and/or psychological examinations. These must be put in writing and forwarded to the principal.
3. Written statements from student and parents outlining a plan for rehabilitation
4. Past record of student.
5. Conference with parents, student, Pastor, and Principal to outline the conditions that must be adhered to with the student.

### **Off-Campus Conduct**

The administration of St. Michael Parish School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying. It is also not limited to school days.

### **No Weapons**

You may NEVER use or have in your possession any weapon, including, but not limited to, a gun, knife, or any object that could be used as a weapon or is a weapon look-alike. Possessing or using firecrackers, stink bombs, or any other disruptive or explosive device is prohibited.

### **No Threats / Bullying**

#### Harassment, Intimidation, and Bullying Policy

It is our expectation that students and adults treat each other in a kind and Christ-like manner. To that end, we are committed to fostering a safe environment for all students free of bullying.

### **General**

It is the policy of St. Michael Parish School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden. The school's internet, materials and computer system 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:**

1. "Electronic act" means an act committed using a cellular telephone, computer,

- pager, personal communication device, or other electronic communication device.
2. Harass
    - a. to disturb or bother persistently; torment, as with troubles or cares; pester
    - b. to intimidate or coerce, as with persistent demands or threats
    - c. to subject to unwelcome sexual advances
  3. Intimidation
    - a. the act of inducing fear or awe
    - b. the act or process of attempting to force or deter an action by inducing fear
  4. Bullying
    - a. to habitually treat (someone) in a cruel, insulting, threatening, or aggressive fashion
    - b. to habitually cause (someone) to do something by means of force or coercion
  5. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both
  6. Causes mental or physical harm to the other student; and
  7. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  8. Violence within a dating relationship.
  9. "Harassment, intimidation, or bullying" also means electronically transmitted acts, e.g., 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 student more than once and the behavior both:
    - a. Causes mental or physical harm to the other student; and
    - b. 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. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, St. Michael Parish School will make this determination utilizing its sole and absolute 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:

- a. Engaging in unsolicited and offensive or insulting behavior.
- b. Physical violence and/or attacks.
- c. Threats, taunts, and intimidation through words and/or gestures.
- d. Extortion, damage, or stealing of money and/or possessions.
- e. Exclusion from the peer group or spreading rumors; and
- f. Repetitive and hostile behavior with the intent to harm others using 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:
  - a. Posting slurs on the Internet, websites, blogs, or social media/networks.
  - b. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks.

- c. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- d. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **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 St. Michael Parish 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 St. Michael Parish School teacher, administrator, or other SMS 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 St. Michael Parish 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 St. Michael Parish 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 St. Michael Parish 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

- does not disclose the source of the complaint, and
- is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **School Personnel Responsibilities**

- 1) Document all information from the individual filing the report and the accused. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee
- 2) Investigate- Once notified of a formal or informal complaint, the principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

## Response

- Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
- When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

## Reporting

- Report to the Parent or Guardian of the Offender: If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- Report to the Parent or Guardian of the Victim - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

## Miscellaneous

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 present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## Reporting

- 1) Report to the Parent or Guardian of the Offender
  - a) If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of

that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

- 2) Report to the Parent or Guardian of the Victim
  - a) If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
- 3) Police and Child Protective Services
  - a) Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **Miscellaneous**

No discipline issued pursuant to any Handbook shall bind the St. Michael Parish 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, SMS 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 SMS deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains St. Michael Parish School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **School-Based Sexual Harassment**

School-based sexual harassment is unwanted sexual attention that someone experiences on school grounds or at school-sponsored functions, or through Internet use. Examples of sexual harassment include, but are not limited to the following behaviors, when they are unwanted:

- Sexual touching or pinching or sexually brushing against someone
- Snapping bras
- Name calling
- Giving or showing sexual pictures or notes to someone
- Rating someone (such as on a scale of 1-10)
- Pulling clothes off, down, or up
- Writing sexual graffiti about someone or spreading sexual rumors
- Writing sexual comments or jokes
- Making sexual gestures or giving sexual looks or leers
- Making sexual remarks on the Internet

Sexual harassment is serious, illegal, and degrading. No one should have to tolerate abuse. Our belief that we are created in the image of God makes this especially demeaning.

### **Expectation: Discipline**

Student conduct is governed by the following procedures:

- Primary Grade Behavior Policy (K-3)
  - Classroom teachers will create their own classroom management plan. Teachers will concentrate on teaching the students how to STOP and THINK before ACTING. Currently, when students are learning school procedures, they are also

- learning the process of becoming self-disciplined.
- Behavior Policy (4-8)
  - Every student will be issued a behavior card to keep inside his/her homework notebook. To protect the privacy of all students, behavior cards will be kept inside the assignment notebook. When an inappropriate behavior occurs, the supervising teacher or adult will issue points and mark the child's behavior card accordingly. Students will receive warning before receiving 1 Point Violations at the teacher's discretion. Parents are encouraged to check this behavior card regularly. Students will receive a new behavior card each trimester. At that time, all students will start back at zero points. Any students who have not received any behavior points during the trimester will receive an out-of-uniform pass or another type of incentive.

**Students will lose the right to be on the honor roll if they have had a detention during the trimester.**

### **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



## Detention

Students whose behavior is not appropriate to the school environment will receive a detention slip that is to be signed by their parent and returned to the teacher who issued the detention. Students who continually or severely disregard the Courtesy Code or the regulations in this Student Handbook will receive a detention. If a student receives three detentions in a trimester or five per year, he/she will be considered a candidate for the Step Program.

*Detention for students takes place on Wednesdays either in the morning from 7:15–7:55 a.m. or in the afternoon from 3:15–3:55 p.m. This is dependent upon the faculty member who has detention duty for the week. Parents will be notified (in writing) at least one day in advance and it is the student's responsibility to inform their parents. Failure to serve a detention without other arrangements will result in a second detention.*

## Alternate Forms of Discipline

Alternative disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance. For example, vandalism to school property may result in cleaning the school property; littering or making a mess in the cafeteria may result in clean up duty. Parents will be notified when alternative measures are utilized.

- **At-Home Suspension:** The student must be kept home under parental or adult supervision during the time of suspension. Work will be emailed to the parent or found on the class website. Textbooks can be picked up before school from 7:30-8:00 a.m. or after school from 3:00-3:30 p.m. in the school office. Completed work should be handed in upon a student's return to school. The student will then be on probation for the remainder of the school year and subject to automatic dismissal from the school upon repetition of unacceptable conduct or refusal to do required assignments.
- **In-School Suspension:** The student will attend school under special supervision. The student will not be in their usual classrooms or the cafeteria. The student will be responsible for all assignments.

If a student or his/her parent/guardian behaves in ways that hinder 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.

***In consultation with the pastor, the principal will make the final decision on all cases. The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents of the disciplined student.***

## Athletic Participation Policy Regarding Suspensions

In congruence with the Athletic Booster Association By-Laws (Article X Section F), a student that 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 sports until the date that he/she is eligible to start school after the suspension. For example, if the principal notifies the President of the Athletic Association that a student has been suspended for five (5) school days from a Monday to a Friday and will be allowed back to school on the following Monday, that student will not be allowed to participate in athletics until the Monday that he or she starts school after the suspension. The principal and parents will notify the President of the Athletic Association of any suspensions.

### **Behavior at Extracurricular Activities**

When a student is participating in an extracurricular activity such as Art Spark, Band, etc., during after school hours, he or she is expected to be respectful and behave as a St. Michael student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

### **Off-Campus Misconduct**

The student disciplinary code and all penalties will apply to conduct off school grounds that may endanger the health or safety of students or faculty of St. Michael Parish School or adversely affect the educational process.

Examples of such conduct include but are not limited to illegal activity, threats of violence, use of alcohol, or drugs and harassment.

### **Responsible Use of the Internet Policy**

Use of the Internet at St. Michael Parish School is guided by the principles stated in the Archdiocesan Responsible Use of the Internet Policy. A copy of this document will be sent home for parental signature before a student can use the Internet at St. Michael School. Please take special note of the following excerpt from the policy:

*“Disciplinary action may also be taken against those who use telecommunications devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.”*

## CONCLUSION

Children are our special gift from God. They are our greatest responsibility and our greatest contribution to the future of the world. Parents, faculty, and staff have the immense responsibility to these children and to God. At St. Michael Parish School, it is believed that this responsibility can best be fulfilled by working closely together as a team to achieve our goal of establishing a Catholic community of believers.

Most parents find a level of involvement with the school which makes them comfortable. Very few parents are comfortable if they are not involved at all. It is the hope of the faculty and staff of St. Michael Parish School that the years spent associated with St. Michael Parish School will enrich your lives and result in growth in faith for all of us.

## TEACHING STAFF DIRECTORY

NAME	GRADE/SUBJECT
Ms. Catie Wagner	Kindergarten
Ms. Maria Leibel	Kindergarten
Mrs. Cheryl Braam	Grade 1
Mrs. Diane Giglio	Grade 1
Mrs. Amy Kramer	Grade 2
Mrs. Andrea Pellegrino	Grade 2
Mrs. Jody Pelzel	Grade 3
Mrs. Debbie Stroh	Grade 3
Mrs. Lisa Brands	Primary Assistant
Mrs. Mary Beth Schwartz	Primary Assistant
Mrs. Christina Kraus	Grade 4
Mrs. Ann Longaberger	Grade 4
Mrs. Linda Holthaus	Grade 5
Mrs. Kristy Staarman	Grade 5
Mrs. Ashley Smith	Grade 6-7 ELA
Mrs. Julie Beck	Grade 6-8 Religion
Mrs. Erin Delaney	Grade 6-8 Math
Mrs. Sarah Driscoll	Grade 6-8 Science
Mrs. Annie Freese	Grade 7-8 ELA
Mr. Jonathan Barrow	Grade 6-8 Social Studies
Mr. Jon Hardy	Music
Mrs. Kelly Somers	Librarian
Mr. Nathan Doppes	Physical Education
Mr. Keagan Malott	Technology
Mrs. Elizabeth Ehrler	Art
Ms. Iveth Wildner	Spanish
Mrs. Becky Hardy	Speech
Mrs. Christine Williams	Intervention Specialist
Mrs. Christine Scheadler	Intervention Specialist
Mrs. Melissa Stoekel	Reading Specialist
Mrs. Diane Lynd	Math Specialist
Mrs. Kelly Olson	Psychologist

The standard established to email any staff member at Saint Michael Parish School is:

**First Initial + Last Name @stmichaelsharonville.org**

*Example: Carolyn Murphy = cmurphy@stmichaelsharonville.org*