



St. Michael
Catholic School

STUDENT - PARENT HANDBOOK

2018 - 2019

St. Michael Catholic School
16280 Duluth Ave. SE Prior
Lake, MN 55372

www.saintmpl.org

Phone: 952-447-2124

Homework: www.educate.tads.com

Absence Hotline: 952-447-2230

Welcome to St. Michael Catholic School

Your presence at St. Michael Catholic School is a sign of your commitment to Catholic Schools; where living the Catholic Faith and experiencing a quality education is a time-honored tradition.

This handbook is designed to assist you. It contains important information to help the school maintain a safe and productive learning environment. Please review this handbook and use it as a reference tool. We are pleased to serve you and look forward to working with you at St. Michael Catholic School.

St. Michael Catholic School Mission

Shaping disciples of Jesus by igniting the spiritual, academic and social growth within each child.

Philosophy

St. Michael Catholic School is dedicated to:

- Helping students learn and live the Catholic faith in an environment where Christian values are modeled.
- Preparing students to actively participate in the social mission of the Church.
- Respecting the dignity of individuals regardless of race, sex, economic, or religious background.
- Creating an atmosphere in which students, parents, and staff worship, learn, and work together.
- Designing curriculum to include mastery of basic skills, development of critical thinking skills and encourage children to reach their potential to function as contributing members of society.
- Developing an attitude of support among students, parents, administrators and teachers according to the rules and policies of St. Michael Catholic School.

PARENT INVOLVMENT PROGRAMS

St. Michael Catholic School Advisory Council (SAC)

The School Advisory Council provides leadership and service in all matters pertaining to St. Michael Catholic School. Its purpose is to minister to, and develop, the educational faith community of students, staff, and families centered on the teachings of Christ and the Catholic Church. We are a policy-making and support committee that works with this end in mind.

The School Advisory Council provides the pastor and principal with insight of the laity for the good of the school. Combining their knowledge and competencies, the members of the Advisory Council are called to share their thoughts honestly and openly with courage and prudence. The school is strengthened by the unity of effort and stewardship in reverence and charity.

Council members are selected through the Discernment Process or by appointment. Members serve three-year terms and act as representatives of the school community and as liaisons to various sub committees that directly interact with St. Michael Catholic School. The School Advisory Council typically meets the second Thursday of each month August through June.

School Advisory Council Members 2018-2019

Pastor:	Father Tom Walker
Principal:	Mary Yamoah
Board Chair:	Dave Loberg
Vice Chair:	Molli O'Halloran
Parish Council Liaison:	Jim Ludowese
Board Members:	Dave Hoen
	Christina Sevcik
	Anita Drentlaw
	Steph Miller
	Amy Bradfield
	John Weaver
	Matt Duchnowski

Parent Connections (PC)

An organization of all St. Michael Catholic School parents, Parent Connections will coordinate the time, talent, and treasure of the school community for the advancement of all students in cooperation with the School Advisory Board and School Administration.

The following are policies of PC:

- A Parent Connections fee will be collected upon family registration. Funds will be used according to criteria established by the Parent Connections Board and Committee.
- A budget established from the collection of fees will be monitored by PC Board members and disbursed primarily:
 - For teacher and staff appreciation
 - To support Catholic Schools Week activities
 - To welcome new families to St. Michael

- For student recognition
- To fund special requests.
- Disbursement of Parent Connection Funds:
 - Event coordinators will be reimbursed via the “Parent Connections Reimbursement Form” signed by two Parent Connection board members and submitted to the school administrative secretary.
 - Reimbursement will be based on amounts budgeted by Parent Connections.
- Special requests for “PC” funds submitted by staff will be considered based on:
 - Number of students impacted.
 - Alignment with Parent Connections Mission Statement

FACULTY AND STAFF

ADMINISTRATION:

Pastor: Father Tom Walker
Principal: Mary Yamoah

FACULTY:

Preschool Director & 4-Year Old Teacher: Ashley Lind
Preschool 3-Year Old Teacher: Melanie Brower
Preschool 4-Year Old Teacher: Mary Kay Yaklin
Preschool 5-Year Old Teacher: Kelly Rohlfson

Kindergarten: Marissa Wineman

Grade 1: Amy Peterson

Grade 2: Beth Gillham

Grade 3: Kelley DeGross

Grade 4: Deanna Vochoska

Grade 5: Jill Kaczmarek
Grade 5: Rachel Eicher

Science (6 - 8)/Strategies: Kelley Roseen
Math (6 – 8)/Religion: Sr. Melissa Schreifels
Social Studies (6 – 8)/Religion: Bill Olson
Language Arts 6 Homeroom (PM): Kirsten Morgan
Language Arts/Strategies: Brittany Power
Spanish/6 Homeroom (AM): Tay Bray
Religion: Lori Hinker
Visual Arts (K-8) / Religion: Rachel Olmanson
Physical Education/Health & Athletic Director: Melissa Shimek
Music and Bands (4-8)/Strategies: Andrew Case
Data Systems & Technology Coordinator: Darlene Casey

SUPPORT STAFF:

Financial Office Assistant/HR: Sue Kittams
Administrative Assistant: Althea Lien
Health Aide: Hayley Kulstad
Maintenance: Lane Farnquist
Facilities Manager: Judy Menden
Support Personnel: Kim Hobart
Support Personnel: Nancy Rausch
Support Personnel: Shannon McEachran
Volunteers: Many wonderful people!

PSYCHOLOGIST/COUNSELOR

Licensed Psychologist:
Counselor:

Dr. Steven Kahn, Ph. D
Keri Brenden

ADVENTURES PLUS CHILD CARE

Program Coordinator:

Julie Herbst

St. Michael Catholic School Program

Curricula Overview

For information regarding curriculum by grade level and subject area, please refer to the school website link “Academics” at: <http://www.saintmpl.org/about-us/academics-activities/>

Extra-Curricular Programs and Activities

Spanish Club
Respect Life Book Club
Student Council Chess Club
Mad Science Robotics Club
Spring Musical Ski Club
Art Masterpiece
Junior Naturalist

St. Michael Catholic School believes in the positive values and developmental opportunities provided by extra-curricular activities. Students must meet academic and behavioral standards in order to participate in extra-curricular activities.

BAND

Students in grades four through eight may participate in Beginning Band or Advanced Band. Students receive weekly group lessons during the school day in addition to a weekly full band after-school rehearsal. Bands perform Christmas and Spring Concerts. Participation fees apply.

FIELD TRIPS

Field trips expand learning experiences beyond the classroom. Fees may be charged for transportation or admission. Fee scholarships are available by contacting the teacher or principal. Signed “Field Trip Permission” forms are required.

Students participate in approximately two field trips per year. Sixth grade students attend a three-day experience at Eagle Bluff ELC. Eighth grade students have the opportunity to travel to Washington D.C. over MEA weekend. Chaperones are always needed; please see the Volunteer Handbook for Chaperone Guidelines.

FINE ARTS PROGRAM

Students are given opportunities to participate in Fine Arts activities. These include special performing arts and visual arts on occasions throughout the school year. Administration and teaching staff determine program and event selection, grade level involvement, and guidelines for selection of performers.

SACRAMENTAL PROGRAMS

Parents model a living Catholic faith and share in preparing their children for the reception of the sacraments in the Catholic Church.

Second grade students baptized in the Catholic Church may receive the Sacrament of Reconciliation and Eucharist if they fully participate in the preparation programs with their parent/guardian.

SPORTS PROGRAMS

Sport programs available to students include:

- Volleyball - Grades 5, 6, 7, & 8 (Fall Sport/Girls only) - September – October
- Intramural Volleyball – Grades 3 & 4 - September – October
- Basketball - Grades 4, 5, 6, 7 & 8 (Winter Sport/Boys and Girls)
- Intramural Basketball - Grades KP - 3 (January - March on Saturdays Boys and Girls)
- Baseball - Grades 7 & 8 (Spring Sport/Boys only)
- Softball - Grades 7 & 8 (Spring Sport/Girls only)
- Golf – Grades 5, 6, 7 & 8 (Fall Sport Boys/Spring Sport Girls)

The St. Michael Catholic School Athletic Handbook provides further information.

STUDENT COUNCIL (Grades 6 - 8)

Student Council participation is open to all 6th, 7th and 8th grade students and meets Wednesdays at 7:00 A.M. to assist teachers with miscellaneous tasks.

Participants must:

1. Demonstrate respect for self, others and property of others.
2. Follow school rules.
3. Encourage others to conduct themselves in a manner that makes St. Michael Catholic School a wonderful place for all students, staff, and visitors.
4. Maintain a "C" or higher grade point average.
5. Attend and actively participate in student council meetings and activities.

Progress Reports & Parent-Teacher Conferences

Students receive progress reports at the end of each quarter. Parent conferences are scheduled during the school year.

Grading Standards

Kindergarten – Grade 5

Standards-based grading:

- 1 – Below Standard
- 2 – Approaching Standard
- 3 – Meets Standard (*Three is where you want to be!*)
- 4 – Exceeds Standard

GRADES 6 – 8

Grading Scale

A	-	95 – 100	C+	-	84-85
A-	-	93 – 94	C	-	81 - 83
B+	-	91 – 92	C-	-	78 - 80
B	-	89 – 90	D+	-	76 - 77
B-	-	86 – 88	D	-	74 - 75
			D-	-	70 – 73
			F	-	Below 70

Zeros Aren't Productive (ZAP) Procedures (6th-8th Grades)

Our goal for each student is to provide the opportunity for success. We believe that Zeros Aren't Productive. The following steps will be taken to make sure we have a seamless system between school and families.

Thursday:

1. Teachers will have their grades up-to-date no later than 4:00 p.m.
2. The subject teacher will generate A Missing Assignment Report (MAR) through Educate/Cornerstone. Teacher will print one copy as documentation.
 - a. An email will be sent to the parent notifying him/her of missing work, asking parents to check Cornerstone.

Friday:

1. On Friday during class, students will be given the MAR if they have missing assignments.

Monday:

1. If the missing assignment(s) is/are not turned in on Monday morning to the teacher by 7:30 a.m., the student will stay after school from 2:15 – 3:00 p.m. to complete the work.
2. Parents MUST pick up their child promptly at 3:00 p.m. at the doors by the flagpole.

When a student accrues his third ZAP PCS form, he moves to Tier III, which is a referral to the Student Assistance Team (SAT.) At Tier III, the SAT team will make further recommendations for student success.

Reminders:

*If there is no school on Monday, the next day school is in session, staff shall follow the above procedures.

*If there is a short week, staff will run reports on the 2nd last day of the school week and issue missing assignment reports on the last day of school, to be returned on the next school day.

*No reports are run the last week of the quarter.

Student Assistance Team (SAT)

The purpose of the Student Assistance Team is to identify gaps in current service provision, and create a plan to provide additional support in any and all areas that will increase the student's overall well-being, and assist the student in achieving identified goals. SAT is not a treatment program; rather, it is a systematic process using effective, research-based, professional, and measurable techniques to mobilize school resources on behalf of the student. Further, the members of SAT in cooperation with teachers, students, and parents will assist individuals in gaining access to services within the school community. The SAT members do not diagnose, treat, or refer for treatment, but they may refer individuals for an assessment to gather more information. Data-driven decisions are the key factor in determining the need for evaluation under IEP (ISP) and 504 eligibility requirements.

The mission of the Student Assistance Team is to create a bridge from less than enough service and support to more than enough service and support; to ensure every student has an equal opportunity to experience success as it is defined for them as an individual and a unique learner. SAT will do

this by examining the current level of support a student is receiving from the school community and create strategies to increase support in identified areas of need while considering the student as a whole person.

SAT is comprised of the following members:

- **SAT Coordinator** directs the activities of the team.
- **Principal** administrative representative for the SAT.
- **School Counselor**
- **Case Manager** receives the referral forms from the coordinator, gathers further data as needed, and presents the case at the meeting.
- **Facilitator** guides the team through the meeting beginning with introductions, identifying strengths and challenge areas, and making sure an intervention plan is developed.
- **Record Keeper** documents the discussion at the meeting.
- **Core Team Members** are staff members who have additional training in the SAT process, RTI and behavioral, social and academic interventions.
- **Team Members** are staff members committed to a 3-year term.
- **Teacher** of the student being discussed at SAT becomes a member of that SAT.

School Expectations for Written Work – Grades 6 – 8

The following points apply to ALL assignments, including short, informal assignments during class to major projects and essays.

- Capitalize the first letter of all sentences.
- Capitalize “I.”
- Capitalize all names and other proper nouns.
- Run “Spell Check” on ALL assignments. Homework assignments and/or projects and essays should be thoroughly proofread.
- When responding to a question or writing prompt, answer ALL parts of the question.
- Write in complete sentences unless you are specifically told that it is not necessary.
- Use a period, question mark, or other end mark at the end of each sentence.
- Write out words. For instance, do not use “u” for “you” or “b/c” for “because.”
- Paragraphs will be indented.

Assignments that fall short of these **MINIMUM** expectations may be returned to you before they are graded. If an assignment is returned, you must fix the errors so that it meets minimum requirements and turn it in by the next class period, or it will be counted late.

Criteria for Acceptance into Honors Algebra I-Grade 7

Purpose: Provide middle school students with the opportunity for advancement in Honors Algebra I.

Qualifications:

- Score above 95% student percentile range in grade 6 in mathematics on the NWEA standardized test scores.
- Score above 85% student percentile range in grade 6 in Language Usage and Reading on the NWEA standardized test scores.
- Maintain an average overall math grade above 97% in grade 6.

- Exhibit a strong work ethic during class.
- Willingness to accept and welcome challenges.
- Approval of teacher/administrator.
- Family approval and support.
- Completion of required summer work.

Retention

Grades K-4

Should retention become a consideration for a student, information regarding the student's academic status, attendance, age, and other factors will be carefully considered. General process:

1. Teacher will contact the student's parents regarding areas of concern.
2. Parents, teachers, and administrators will mutually agree upon decisions regarding retention.

Middle School

A student failing in final grades in one or more core academic subjects will not be passed to the next grade until the following criteria are met:

1. Attend twenty (20) hours of summer school, or tutoring for each failing subject area and demonstrate proficiency in that subject area.
2. Provide adequate documentation to the administration upon completion, i.e. record of attendance and earned.

Assignments & Homework

Homework provides the opportunity to practice and strengthen skills. Time and space should be created at home for children to complete schoolwork. Parents are encouraged to inform teachers if their child is spending an inordinate amount of time on homework.

Check assignments and homework status at: www.educate.tads.com

Cheating & Plagiarism

Students who are caught cheating receive a zero for the assignment with no opportunity to redo it.

Late Assignments & Late Homework

Work turned in late, with the exception of work missing due to absence, will earn a maximum score of 90% if one school calendar day late and 80% if 2 – 7 school calendar days late. Because of differences in subject matter and schedule timelines, teachers may use discretion for individual assignments.

When absent because of illness or vacation:

- **Primary** school students ask their teacher for homework assignments or use Cornerstone to check for missing work.
- **Middle school students:** Check Cornerstone for homework, upcoming assignments, tests, information, etc. If students have questions, they should contact their teacher.

Extended due dates for absence are as follows:

- Vacation = 1 additional day for each day missed.

- Illness & Bereavement = 2 additional days for each day missed.

School Supplies

Supply lists may be found at: www.saintmpl.org or in the school office.

Books and Equipment

Students are responsible for the care of books and equipment provided. Materials returned in poor condition will result in damage fees. Grades 6, 7, and 8 students receive a Chromebook for school/home use for an additional fee.

Technology Information

Students in grades K-5 are assessed a Technology fee of \$60.00 and students in grades 6–8 are assessed a Technology/Chromebook fee of \$170.00. These fees will be billed through TADS.

Student Rights and Responsibilities

Rights

Rights of the individuals are preserved only by the protection and preservation of the rights of others. Students and/or parents are responsible for the manner in which the student's rights are exercised and must accept the consequences for actions that violate the rights of others. St. Michael students have the right to:

- Participate in a learning environment that nurtures the Christian spirit
- Attend school and receive an education as provided by law
- Express opinions without infringing on the rights of others
- Be informed of the standards of conduct for St. Michael Catholic School
- Privacy regarding school records as outlined by legal requirements
- Reasonable protection of personal property

Responsibilities

Students are responsible for their behavior and for understanding and obeying all school rules and regulations. St. Michael Catholic School students have a responsibility to:

- Complete academic work to the best of their ability
- Attend classes on time and for the entire school day unless excused
- Comply with the St. Michael Catholic School dress code
- Refrain from all types of bullying
- Respect their property, the property of others, and the property of St. Michael Catholic School.

Discipline

A positive discipline plan utilizing the Positivity Project (P2) approach is practiced at St. Michael Catholic School. Students are encouraged to meet behavior standards and goals through a variety of positive reinforcement methods, programs and practices. The program is dedicated to help youth build stronger relationships by recognizing the character strengths in themselves and others.

Student Conduct

Each classroom teacher establishes guidelines for classroom behavior. The classroom teachers manage consequences for minor misconduct or infractions. Elementary teachers integrate positive psychology to strengthen the learning environment at St. Michael School.

St. Michael's Student Expectations

Setting	Expectations
Church	Have a prayerful and respectful attitude Listen carefully to the readings and homily Participate fully
All Classrooms	Be on time Be ready to learn Respect everyone and everything Listen and follow directions Look at the person who is speaking Help others succeed
Hallway	Use line basics- walk in a straight line, keep voices silent, Greet others appropriately Be respectful to other classrooms and their learning
Lunchroom	Use an inside voice Keep hands and feet to yourself Eat appropriately- no throwing food and no sharing food Clean up after yourself
Playground	Be responsible for yourself and your behavior Solve problems together Include others in play Play fairly Use equipment properly Line up when the whistle blows Stay off the rocks and walls
Bathroom	Be quiet Respect others' privacy Flush Wash your hands Put towels in trash

Bus	Enter and exit safely Stay in your seat and face forward Keep hands and feet to yourself Use kind words and quiet voices Greet and thank the driver
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When a student is not responding to and living out expectations we have identified, the following consequences will occur.

Discipline - Preschool – 5th

1. Take a break – you choose
2. Take a break – I choose
3. Take a break – another room
4. Trip to principal (Student will fill out a TAP form and a phone call will be made to parent)
5. Meet with parents/principal/teacher (Teacher discretion)

Discipline - 6-8

When learning is interrupted,

1. Teacher gives a verbal warning
2. If behavior continues, student is removed from the classroom or learning environment.
3. Student is sent to principal and student fills out TAP form.

Serious offenses require immediate and direct administration involvement.

Turn Around Program (TAP)

A student sent to the principal’s office for disciplinary reasons will fill out a TAP form and be referred to SAT. Middle School students will be required to stay after school that day to fill out the TAP form. The principal, teacher and SAT will determine next steps in a student behavior improvement plan. Students in the **Turn Around Program** may participate in personal and emotional growth activities, and work with teachers and counselors to find a way to change behavior. If the student refuses to do school work and/or behaves inappropriately, he/she will be suspended. The student may not participate in after school extracurricular activities on the day of a TAP.

Middle School Specific Policies

A form will be sent home for each infraction listed below. Forms must be signed by a parent/guardian and returned to school the following day. After 2 warnings, a consequence is given.

- **Tardy**

Students have a three-minute passing time between classes and are expected to be in class/homeroom when the bell rings. After three tardies, your child will serve lunch detention with his/her homeroom teacher.

- **Uniform**

A third disregard of the Uniform Code will result in an hour of school service.

- **Gum/Candy/Food**

There is no gum, candy, or food allowed except for third hour snack time. A third disregard school rule will result in lunch detention with the homeroom teacher.

- **Misuse of School Printers**

Students have been instructed to either print at home or print only with teacher's permission. We, at St. Michael's, want to be conscientious of our resources and only print what is necessary. After three incidents, students will serve a lunch detention with their homeroom teacher.

Cell Phone/Electronic Device Policy

ALL ELECTRONIC DEVICES MUST BE TURNED OFF AND KEPT AT HOME OR IN THE SCHOOL LOCKER DURING SCHOOL HOURS, FIELD TRIPS, AND DANCES.

- First offense— the item is confiscated, a parent is notified and must pick up the item in the school office. (Student sign the cell phone book)
- Second offense— the item is confiscated and a \$25 fine must be paid; a parent must pick up the item in the school office. (Student signs the cell phone book)
- Third offense—item is confiscated for the remainder of the school year. (Student signs the cell phone book. A parent may pick up the cell phone on the final day of school, the student may not have a cell phone at school for the rest of the school year.)

Conduct that violates the philosophy of St. Michael Catholic School is not acceptable.

Suspension Policy

1. Suspension may result if a student chooses not to follow school rules that apply to the treatment of school personnel, other students or school property.
2. A student suspended from school is expected to complete all classroom work assigned in his/her absence.
3. A suspended student will not be allowed to participate in St. Michael Catholic School extracurricular activities during days of suspension.
4. It is at the discretion of administration whether a suspended student will be withheld from extracurricular activities for a period up to twenty (20) days.
5. If a student's behavior is not corrected after a suspension, expulsion may be considered.

Expulsion Policy

Expulsion means action taken by the school to prohibit an enrolled student from further attendance at the school. If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself or other persons or property, the administrator will take the following action:

1. Notify the student of the violation of school rules.
2. Notify the parent/guardians of the student of the violation of school rules.
3. Arrange for a hearing with the teaching staff and administration.
4. Take action as recommended by the teaching staff and administration.

Attendance or Absence

Students are expected to be present and punctual for all classes. A student will be tardy if they do not report to their homeroom by 7:35 am. Students who are tardy for class five (5) times or more per quarter or absent from school seven (7) days or more per quarter will be referred to the Student Assistance Team (SAT) and are expected to attend a SAT meeting. .

A student is marked absent for a half day if not in school by 11:00 A.M. or if he/she leaves school at 11:00 A.M. or earlier and does not return.

When sickness or serious obligation to the family necessitate absence, the following procedure is to be followed:

1. Parents are asked to call the Absentee line (952-447-2230) on the day the child is absent and report the reason for the absence.
2. **Prolonged Absence:** If there is need for a prolonged absence (10 or more consecutive days), please notify the principal.
3. **Prearranged Absence:** Parents who feel that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing.

Unexcused Absence - Absence from school without permission and without legitimate reason is truancy. A student who is truant will be required to have a conference with his/her parents and the administration and will have to make up time and a half for the truancy offense. The student will also be put on an individual behavioral contract created through the SAT.

Early Arrival

For safety purposes, early arrival is permitted only if the student has a prearranged meeting with a teacher. Because no supervision is available before 7:25 AM, students may not be on the playground or waiting at the doors. Students are expected to enter the building promptly and quietly when the first bell rings.

Early Departure

Please schedule your child's appointments for after the school day. When one student is called out of class, it disrupts the entire class.

- **Appointments** - Please send a signed written note with your child/ren. The note needs to be verified by the office staff in the morning.
- **Out of school activities** - If your child/ren will be leaving school every week at the same time and same day, the teacher will be notified. Your child/ren can be picked up in the office. Please do not pick your child/ren up before 2:00 P.M.
- **Sport Groups** - Sport groups not affiliated with the St. Michael Catholic School must have approval of administration. Coaches/leaders need to supply a list of students with the dates and times of the activity. A copy will be kept in the office.

Parents/guardians must sign a release form in the office before taking a student out of school.

St. Michael Catholic School Dress Code and Uniform Policy

Please note: Students will not be admitted to class unless they are in the school uniform.

Uniforms to be purchased from:

Educational Outfitters www.minnesota.educationaloutfitters.com

Donald's Uniform Company www.donaldsuniform.com

Educational Outfitters and Donald's representatives offer a uniform sale at St. Michael Catholic School each summer and in January. A uniform exchange for used uniforms is available to parents at these sales.

Uniform Code - The uniform code is adopted by St. Michael Catholic School Advisory Council and is the policy of this school.

Shirts for boys and girls:

- Short or long sleeve navy blue or white-banded polo shirt only purchased from Educational Outfitters or Donald's.
- Banded polo shirts must have the St. Michael Catholic School insignia
- Shirts should be sized to fit, not oversized.
- White blouse allowed under jumper only (grades K-3)

Pants for boys and girls:

- Grades K-5: Students wear navy blue twill dress pants, Dockers *style*, or any neat navy fabric, excluding denim.
- Grades 6-8: Students wear khaki twill dress pants, Dockers *style*, or any neat khaki fabric, excluding denim.
- Pants must fit properly. Baggy, cargo, carpenter style, pajama, hip hugging, yoga or skinny styles are prohibited.
- Pants may be purchased at Educational Outfitters, Donald's, Lands End, or other retailer of your choice.

Jumpers for girls K-3:

- Plaid jumper purchased from Educational Outfitters or Donald's. All girls must wear navy biker shorts under jumpers (navy leggings are acceptable).
- Jumper length should not be shorter than 2" above the top of the kneecap.
- No skirts or skorts to be worn in grades K-3.
- White blouse, navy blue or white banded polo shirt may be worn under jumper.

Skirts for girls 4-8 (no skorts):

- Grades 4-5 may wear plaid skirts purchased at Educational Outfitters or Donald's.
- Girls in grades 6-8 may wear khaki box pleat skirts from Educational Outfitters or Donald's
- Skirt length should not be shorter than 2" above the top of the knee cap.

Outerwear:

- Navy cardigan with school insignia purchased through Educational Outfitters or Donald's (uniform banded polo must be worn underneath).
- Fleece or sweatshirts with school insignia purchased through Educational Outfitters or Donald's (uniform banded polo must be worn underneath).
- Sport-Tek (1/4 zip) shirts must be worn with white t-shirt underneath (**worn by grades 6-8 only**).

Shorts for boys and girls:

- Grades K-5: Students may wear navy blue twill dress shorts, Dockers *style*, or any neat navy fabric, excluding denim.
- Grades 6-8: Students may wear khaki dress shorts, Dockers *style*, or any neat khaki fabric, excluding denim.
- No short shorts, carpenter or cargo style shorts allowed.
- Short length should not be shorter than 4” above the top of the kneecap.
- **Please note: shorts may be worn during September, October, May and June ONLY.**
- Shorts may be purchased at Educational Outfitters, Donald's, Lands End, or other retailer of your choice.

Socks:

- Solid color navy, black or white socks in crew or ankle height. Girls may wear knee-high socks or tights in navy or white.

Shoes for boys and girls:

Shoes worn with uniforms must be functional and neat. Sandals, clogs, clunky heels and open-toe or open-heel shoes (including Croc-type footwear) are not allowed. This includes out of uniform and spirit wear days. Dress boots or Ugg-style boots may not be worn during the school day.

Additional:

- Plain white t-shirt may be worn under uniform shirt. No lace or embellishments on t-shirt and not visible below the sleeves or hem of the polo shirt.
- No hair extensions, face/body paint or glitter, no body piercings other than ears, or unusual hair dyes.

Mass Attire:

Students are expected to be in uniform during Mass. Coats, out of uniform sweaters, and non-uniform items will be removed during Mass.

Physical Education Clothing:

Students wear shorts (no cutoffs), a T-shirt, white socks, and gym shoes. Appropriate outdoor clothing such as sweats or warm-ups may be needed in fall and spring. Students are required to have proper footwear (sneakers, court shoes or running shoes). Students in grades five through eight are required to have clothes for class. A bag is needed for shoes, shorts (or sweatpants), T-shirt (or sweatshirt), hand towel or washcloth, and deodorant. Tank tops or crop tops and short shorts are **NOT** acceptable. **STUDENTS WITHOUT REQUIRED CLOTHING WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL EDUCATION.**

Spirit Day Attire Guidelines:

Spirit Day will be the First Friday of each month. St. Michael “Blues” gear or team shirts may be worn on Spirit Day from the waist up. All other uniform rules apply. Spirit wear can be ordered year-round at www.minnesota.educationaloutfitters.com.

Out of Uniform Days:

“Out Of Uniform” days are a privilege and will occur occasionally throughout the school year. School dress code and all guidelines with respect to modesty, neatness, and appropriateness apply. See below:

Student attire must be consistent with the following guidelines:

- No sleeveless shirts or low necklines
- No offensive words, phrases, or pictures, or depictions
- No exposed midriffs
- Shorts, skirts, and dresses must be no more than 3 inches above the knee
- Caps and hats are not allowed

Administration reserves the right to ask a student to change to appropriate attire at any time.

Emergency Procedures

Fire Drills and Lock Downs

Fire Drills and Lock Downs are conducted regularly. During Fire Drills, all persons must leave the school via the nearest unobstructed exit in quick, quiet, and orderly fashion. After all have evacuated, teachers call roll to account for each student. A signal will be given to reenter the building. During Lock Downs, students remain in their classrooms and move to a safe place. Doors are locked and shades drawn. Teachers conduct quiet activities until the all-clear signal is given. Fire Drills are held five times each year and Lock Downs four times. Rules for Fire Drills and Lock Downs are found in the Teacher Personnel Handbook.

Severe Weather Drills

Severe weather drills are necessary for the safety of the children. Students participate in the Minnesota State conducted severe weather drill.

School Closings

Should an emergency school closing be necessary, information will be broadcast on local news channels and by email to all families. St. Michael Catholic School will close with the Prior Lake-Savage Public Schools during weather-related emergencies.

School Information

School Pictures

Individual student portraits will be taken at school each fall. Students wear uniforms for these official school pictures. Pictures may be purchased. Optional out of uniform pictures are taken in the spring and may be purchased as well.

News Notes Newsletter

Each Thursday, St. Michael Catholic School publishes *News Notes* sending it out to families through Constant Contact and publishing it on the school website. Periodically, an e-mail containing pertinent information will be distributed to families.

Telephone Calls

Students and teachers will not be called to the telephone during school hours except in cases of emergency. Children are allowed to use the phone only with their teacher's permission. Please feel free to call your child's teacher at school. You may leave a message on the teacher's voice mail (952-447-2124).

Appointments

Parents are asked to make an appointment to talk with teachers or the administration.

Lost and Found

Students should have their clothing well marked. Lost and Found items may be found in the lunch room. Please check the Lost and Found area before reporting an item missing. Unclaimed items are discarded or given to charity.

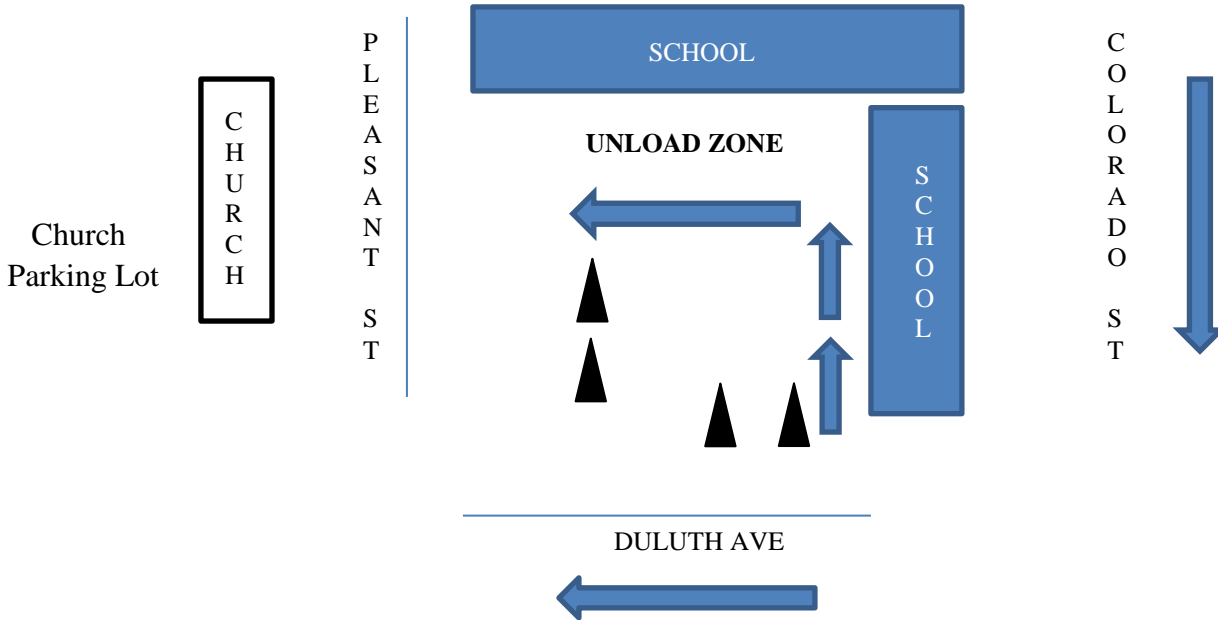
Valuables

St. Michael Catholic School is not the place to bring valuables, collections, or large amounts of money. The school is not responsible for lost or stolen items. Please bring lost items to the main office.

Transportation
Car Line

The map below shows procedures for morning drop-off and afternoon pick-up. Car line must be used by all parents picking up their K-8 children. If you do not use the carline to pick up your child in the afternoon, please send a note to school with your child and check him/her out in the main office and use street parking.

Morning Drop-Off & Afternoon Pick-Up Map



Morning Drop-Off

Car line starts on Colorado Street. Cars enter the parking lot by taking a right hand turn only using Duluth Ave SE. Once all students in the ‘unload’ line have safely exited, drivers continue through the parking lot taking a right turn exit only onto Duluth Avenue. Students must exit from the passenger side/sidewalk side of the car. To keep all of our student’s safe, **WALKING IS NOT PERMITTED IN FRONT OF CARS!**

Afternoon Pick-Up

Students will not be allowed to go to a car not using car line. If you need to pick up your child out of the car line, please send a note to school with your child and check them out in the main office. In this case, you’ll need to use street parking only (car line will be in use). **NO EXCEPTIONS.**

Bus Transportation

Bus transportation is provided by ISD #719 under contract with the Prior Lake Bus Operators' Association. St. Michael Catholic School mails transportation schedules to parents during the summer. New families should contact ISD #719 for inclusion on regular bus routes. Families should provide information to the district regarding childcare arrangements or special pick up points other than the child's home. Any questions regarding transportation may be directed to the Bus Transportation Department, ISD #719, 952-440-1166.

Bus transportation is **NOT** provided to students who live one mile or less from St. Michael Catholic School. If families perceive the walk to be unsafe, they may contact the Prior Lake Transportation Department (952-440-1166).

Students who **ride bikes** to school are required to provide a signed waiver form to the school office. Waiver forms are available in the school office.

Students are required to follow the Prior Lake School Bus guidelines and behavior expectations. Riding the bus is a privilege.

District Bus Rules

St. Michael Catholic School students are expected to adhere to the Transportation Policy #C-180 of ISD #719. A copy of this policy is included, for new families, with the family packet information. If you have questions or concerns, please call the Transportation Department at the District #719 office (952-440-1166).

Minnesota State Law requires students to participate in a Bus Safety Program. Students receive this instruction during the first weeks of school. Individuals not authorized or assigned to privileges of transportation shall not be allowed to board a school bus either on regular routes or activity/field trip excursions, unless prior approval is obtained from the dispatcher representing the bus contractors or the Transportation Department.

Students assigned to a school district bus route will be considered an unauthorized passenger on any bus other than the one to which they are assigned, unless prior approval is obtained from the dispatcher representing the bus contractors or the Transportation Department.

The school reserves the right to enforce discipline on school buses both before and after school and during any period when students are being transported on approved school activities. Headphones and electronic devices are not permitted on the bus.

Change of Address

Please report all changes of address and telephone numbers to the school office.

Family Status

Please inform the teacher if there is a change in family status or structure that may impact your child in school. When legal custody of a child changes, the school must be notified. Additional copies of report cards and *St. Michael News Notes* will be sent to parents/guardians who notify the school office.

Visitors

Parents and guardians are welcome to visit school. However, all visitors must report to the office to sign in and obtain an identification tag. An appointment must be arranged in advance to visit a particular class.

An adult must accompany visitors under the age of 13. Visitors are not permitted during testing periods. Special opportunities for Parent/Guardian visits are planned throughout the year.

Saint Michael Catholic School Communication Policy

Communication

St. Michael Catholic School supports and encourages open communication. As a faith community, we must be able to address differences in a caring, cooperative manner. We will use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication.

Communication–School Policy

Use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication **regarding a particular school policy:**

Concern or idea regarding existing school policy:

Contact principal. Discussion documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.

! Concern or idea regarding school policy deemed appropriate for SAC consideration by principal:

- o Concern or idea regarding school policy brought by principal to School Advisory Council for consideration.
- o School Advisory Council discusses the concern or idea, considers steps to that idea, and follows SAC by-laws related to school policy change:
 - Possible policy change discussed at SAC meeting.
 - Consensus decision reached regarding policy change at following meeting.
 - SAC determines whether to recommend change to principal and pastor.
 - Pastor Approval required prior to policy change.

! Concern or idea regarding school policy deemed inappropriate for SAC consideration by principal:

- o SAC Chair may be contacted. Discussion documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.
- o Concern or idea deemed **appropriate**, steps noted above for SAC policy change process implemented.
- o Concern or idea deemed **inappropriate** for SAC consideration:

! Pastor contact. Pastor will determine whether SAC action needed regarding the school policy concern or idea.

Communication – Interpersonal

Please use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication **regarding a concern or idea to share with a teacher:**

Parent concern or idea to share with teacher:

! Contact teacher. Discussion will be documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.

Issue remains unresolved or idea not agreed upon by parent and teacher:

! Parent may request meeting with school principal. Discussion will be documented, including action steps leading to resolution or implementation of all or parts of concern or idea.

- ! Principal may arrange a meeting to include teacher and parent.
- ! Student/s may be involved in the meeting, at the principal's discretion.

Issue remains unresolved or idea not agreed upon by principal, parent and teacher:

- ! Pastor may be contacted.

Communication

Grievances (problems, concerns, and/or disagreements) may arise between students/parents and school staff. This school fosters open communication to provide for the timely resolution of such grievances. St. Michael Catholic School expects that any grievance will be handled in accordance with established policy and procedure. When problems and/or concerns are handled through rumor, email, and/or gossip, it makes it difficult for the problem to be identified and resolved and may be harmful to the individuals involved.

It is our firm belief that open, face-to-face communication is the best way to resolve problems. Therefore, St. Michael Catholic School encourages the concerned party to speak directly with the teacher or staff member as soon as they encounter a problem. Most often, an informal discussion following a concern or an event will bring resolution to the problem.

Parent Expectations:

- Parents are encouraged to speak directly to the teacher or staff member of concern prior to accepting your child's version of the events as full and complete.
- Parents are expected to conduct themselves appropriately and to speak respectfully and with kindness and courtesy to other adults, especially in the presence of children.
- Parents should demonstrate the behaviors expected of our students. They should stop or avoid rumors/gossip and direct others to use proper procedures to address problems or grievances.

The following language refers to protocol when addressing the School Advisory Council:

Suggestions and ideas may be brought to the School Advisory Council at any time. Interested parties must submit a written/typed request to the SAC Chair. Parties are encouraged to outline their problem/concern or suggestion in writing as well as the action they are requesting from the SAC. The SAC may not have the authority to act on all requests and those requests will be returned with an explanation or rationale.

Please refer to the St. Michael Catholic School Advisory Council Constitution and by-laws for policies and procedures for speaking to the board. Information is available on the school website. Requests will be placed on the next regularly scheduled SAC meeting with available time on the agenda. Every effort will be made to hear petitioners in a timely manner. Requests must be submitted a minimum of two weeks prior to the next regularly scheduled SAC meeting to be considered.

SAC guests will be provided with a brief opportunity to present their concern/idea. The board may briefly discuss with petitioner during the allotted time. The SAC will not act on the request until the following regularly scheduled SAC meeting.

The following language reflects the process for resolving grievances, or sharing ideas/concerns:

1. For purposes of this policy, the parent/student, education staff member, or principal seeking relief is referred to as the grievant. The person with whom the grievant has a complaint, dispute, or disagreement is referred to as the respondent.

2. If at all possible, complaints, disputes, or disagreements should be resolved by the parties involved. The grievant and the respondent shall meet to try to resolve the grievance within ten (10) business days of the grievance awareness. *At this meeting the respondent will inform the grievant who their immediate supervisor is. The respondent will also send a written summary of the meeting, as he/she experienced it, to the grievant within ten (10) business days.*
3. If the grievance is not resolved under #2, *the grievant and the respondent will send a written summary of the concerns (as each understands them) to the respondent's immediate supervisor. The respondent may use a copy of the summary mentioned in #2. The grievant shall meet with the respondent's immediate supervisor within ten (10) business days of the meeting in #2 to attempt resolution. The immediate supervisor will send a summary of this meeting to the grievant and the respondent within ten (10) business days. This will be done regardless of the outcome of the meeting.*
4. If the grievance is not resolved under #3, the grievant shall meet with the next level of administration within ten (10) business days of the meeting in #3 to attempt resolution. *The individual involved in this next administrative level is to obtain copies of the written summaries mentioned in # 2 and #3. This individual will prepare a written summary of this meeting, as he/she experienced it, and send a copy to the grievant and the respondent and the respondent's immediate supervisor, regardless of the outcome of the meeting.*

Please refer to following example:

- Parent/student to teacher -- if no resolution;
- Parent/student to Principal -- if no resolution;
- Parent/student to Pastor – if no resolution;
- Parent/student submits grievance in writing to begin the local conciliation procedure

Any grievance brought to the attention of the School Advisory Council (SAC) shall be referred to the Principal. A Grievance Committee shall not be formed until the above steps have been taken.

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school Principal by the person seeking relief within ten (10) business days after conferring with the Pastor.
2. A local conciliation team will be formed and made up of three persons; one designated by the Pastor; one designated by the grievant and one designated by the respondent.
3. The local conciliation committee will meet in a time period not to exceed fifteen (15) business days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, and prayer), the committee will write a summary of the meeting and make its recommendations in writing to the Principal and Pastor. The Principal and the Pastor in turn, will determine whether parish and/or school policies have been adhered to. The recommendations will then be forwarded to all concerned parties and will be kept confidentially in the school office.
5. The local conciliation procedure should be completed within twenty-five (25) business days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

A copy of the Archdiocesan Due Process policy may be obtained from the Principal.

Revised: November, 2012

Legal Violations

St. Michael Catholic School officials will cooperate with the proper authorities in matters involving legal violations. Officials will contact parents should police involvement be required.

Bullying Policy

The purpose of this policy is to assist St. Michael Catholic School in its goals of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behaviors. The policy also applies to any student whose conduct, at any time or in any place, constitutes bullying that interferes with or obstructs the mission or operations of St. Michael Catholic School or the safety of the student, other students, or employees.

“Bullying,” means any written, verbal or electronic expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to benefits, opportunities or performance.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

Discrimination Guidelines

St. Michael Catholic School admits students of any sex, race, and color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Harassment Policy

St. Michael Catholic School will maintain a learning and working environment free from harassment and violence.

Definition of Harassment

Unwanted/unwelcome behavior of a sexual nature that makes a person feel uncomfortable, intimidated, degraded, or discriminated against, or creates an atmosphere/environment of disrespect, hostility, or intimidation.

It is a violation of the policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature. Behaviors may include but are not limited to:

- name-calling
- aggressiveness
- spreading rumors
- comments
- pressures for sexual activities
- blocking/shoving
- sexual assault
- encouraging sexually inappropriate behavior
- jokes
- cartoons/pictures
- notes
- gestures
- leers
- inappropriate touching

St. Michael Catholic School will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school.

If a student believes he/she has been sexually harassed, or if a student witnesses an incident of sexual harassment, the following steps will be taken.

1. The student must immediately report the incident to the classroom teacher or appropriate staff member.
2. The staff member shall document the incident and the principal shall be notified.
3. If necessary, the principal will conduct a timely and proper investigation.

Consequences for any form of harassment may include, but are not limited to the following:

- Conference with teacher and principal/assistant principal
- Parent/guardian notification
- Conference with principal/assistant principal, parents, and student
- Suspension from extra-curricular activities for a period of time determined by the principal
- In-school suspension
- Expulsion

Child Abuse

Minnesota State Law mandates that educators report cases of abuse or neglect of children. An educator who knows or has reason to believe that a child is being neglected or abused must report this to Child Protection Services.

Chemical Issues

St. Michael Catholic School students are prohibited from using, possessing, or being under the influence of alcohol, tobacco products, illegal drugs, or over the counter drugs at school, on school premises, on school buses, or at school-sponsored activities in accordance with the philosophy of the school and Minnesota Statutes 304.731 and 624.701.

Student violations may result in suspension. Administration or staff will notify parents/guardians and may notify police. Administration may recommend referral to a chemical dependency education program or evaluation and require confirmation of family involvement in such a program. Subsequent violations may result in suspension from school or expulsion pending approval of the School Advisory Board.

Weapons

“Weapon” refers to any firearm, loaded or unloaded, or any device designed as a weapon and capable of causing bodily harm or death, or any device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm or death. Examples of weapons include, but are not limited to: pellet guns, knives (including pocket knives), sewing needles, nails, or other sharp objects, metal knuckles, numchucks, mace, stun guns, or explosives. Students who witness the presence of any weapon should report it to a teacher or the principal immediately. Weapons will be confiscated and the police will be notified. Parents/guardians will be notified. Possession of a weapon will result in suspension and may result in expulsion.

Explosives/Pyrotechnic Devices

Possession of or threatening another with a pyrotechnic device or explosive will result in a mandatory five (5) day suspension, notification of police, and/or expulsion.

Nuisance Items

Laser pointers, electronic pagers or two-way communication devices, cell phones, water guns, aerosol cans, lighters, matches, prank items, inappropriate printed or written materials, etc. are NOT permitted. Other electronic devices must be placed in the student backpack prior to entering school and must not be used until after school is dismissed.

Profane or Abusive Language

Students are expected to use appropriate, polite language toward staff members, fellow students, and visitors at all times while on school premises, at school-sponsored activities, and while being transported to and from activities. Profane, abusive or defamatory language is never acceptable. Students using profanity will be removed from the classroom for the remainder of the class period. Repeat offenders will be sent to in-school suspension for the remainder of the day.

Searches

If the principal or designee (athletic director, nurse, etc.) has reason to believe that a student has on his or her person an item or items prohibited under the standards of conduct (weapon, drugs, explosives, etc.) the student may be detained in the office pending consultation with law enforcement or juvenile authorities. The principal or designee may search a student's belongings including the student's outerwear, bags, desks, lockers, etc. if the principal has reason to believe that the student has in his or her possession an item or items prohibited under conduct standards.

Health Services

Nurse

St. Michael Catholic School receives health services from ISD #719. Office staff may also provide incidental health care as needed.

Health Problems

Keep your child home when ill. Children must be fever-free for 24 hours before returning to school.

If your child has serious health problems or develops a communicable disease, contact the school nurse. In cases of severe asthma, diabetes, severe allergy, heart problems, crippling defects, seizures, etc.:

- Complete an Emergency Action Plan (form obtained from school office)
- Provide medical reports to ensure your child's safety at school

Immunization

Parents of all Kindergarten students and new students are required by state law to provide documentation of completed immunizations for their children. Failure to provide documentation or to complete the necessary immunizations may result in the child's exclusion from school. Additional immunizations will be needed prior to beginning seventh (7th) grade.

School Health Records

Minnesota State Law requires schools to maintain permanent health records for every child including immunizations and health conditions from kindergarten prep through grade twelve (12). Parents should notify the school of health problems, updated booster shots, and other conditions. Records will be shared only with Human Services personnel as needed or required by law.

Illness/Injury/Emergencies

Children who become ill or are injured at school will be provided care by the health office until a parent arrives, depending on the nature of the illness or injury. In the event of an emergency, 911 services will be used. Parents will be notified as soon as possible.

Medication (prescription and nonprescription)

The school nurse, or designee, will administer medication only if the dosage schedule requires that it must be given during school hours. Written authorization from the parent/guardian and a licensed physician is required.

Procedure:

1. Parents must bring medication to the office in person. Medications are not to be carried by the student.
2. Parents must submit a signed request asking the school to administer the prescribed medication.
3. Medication must be in its original container.

Students may not bring unidentified or unauthorized medications to school.

Medical Appointments

Parents are encouraged to make medical and dental appointments before or after school. A note notifying the office of the appointment and absence must be submitted to the office in advance. The student will check out with the secretary before departing and upon their return. The parent/guardian must sign the student release form in the office before departing. Students returning to school must submit a signed note from their doctor's office.

Physicals

The Health Department and school encourage your child to have a complete physical and dental exam prior to beginning Kindergarten. We also recommend a hearing and vision exam.

Students are required to have a "sports" physical on file in the school. Fifth graders who participate in a sport must have a physical. Students need a physical every three years.

Government Programs

Title 1 Service

A reading and math assistance program for students in grades (1-2) is provided through ISD #719 and takes place in our school building.

Special Education Services

Special Education services are offered to qualifying students through ISD #719. Please consult with St. Michael Catholic School Student Assistance Team (SAT) with questions about eligibility for your child.

The school district is responsible for providing special education for physically challenged children. Parents may contact the SAT for more information. School staff will assist in referring students for an assessment conducted by public school personnel. After an assessment, parents and staff will meet to consider results and determine eligibility for special services.

School Lunch Program

Price of:

Hot lunch: Grades PS – 8 - \$3.30, (One (1) milk included)

Extra entrée/Extra slice of pizza: \$2.50

Milk only or extra milk: \$0.50 per 8 oz. carton with lunch purchase

Adult Lunches: \$3.75

A la carte: \$0.75

Students may choose one of two daily entrees and a receive milk and fruit and vegetables. Monthly menus are posted on the school's website.

Families will be automatically billed through TADS for lunch approximately every two weeks. For more information or questions, contact Darlene Casey at 952-447-2124, ext. 135.

Free and reduced lunches are available to eligible families. Please go to St. Michael Catholic School web site to obtain an application or call the school office for a copy.

OUTSTANDING SCHOOL LUNCH ACCOUNTS

The principal will contact the family regarding the outstanding balance.

Entrance Requirements

Students must be 5 years of age by September 1 of the current year to be eligible for kindergarten, and 6 years old by September 1 to be eligible for the first grade. See the Preschool Handbook posted on the web site for information regarding entrance requirements. Students must provide evidence of a physical examination and current immunization records.

The following guidelines are used to request early admission into kindergarten or grade one:

- Parents submit a written request.
- The school psychologist will administer an intelligence test to the student.
- The test will assess the child's social, visual and motor skills. Results will be discussed with parents and school administration prior to a decision regarding early admission.
- The principal shall make the final decision regarding early admission.

Registration

Registration Sunday is normally completed the fourth Sunday following "Catholic Schools Week" in January. Registration fees are non-refundable. Transfer students are accepted throughout the school year on a "space available" basis.

Request for Placement

Requests for placement with a specific teacher will be considered for compelling educational reasons, or for medical, psychological or personality conditions documented by a licensed professional. All requests must be in writing and submitted to the principal by April 30th of the current year.

Tuition

Tuition information is posted on the website under Admissions.

Financial assistance is available through our Tuition Grant Program. To apply, complete a Tuition Grant Form available under Admissions on the school website. Financial difficulties are not to be viewed as an impediment to the enrollment of children in St. Michael Catholic School. Call the office for more information regarding tuition assistance.

When tuition or other charges are delinquent and a satisfactory accommodation cannot be arranged, withdrawal of a student may result at the end of the current quarter. Delinquent tuition may be referred to a collection agency.

Supplement Capital Improvement

All St. Michael families are required to contribute toward capital improvements using the Scrip Program by choosing one of the following:

1. Purchase an average of \$300.00 in Scrip each month (\$3,600.00 per year). Scrip purchase records will be sent every three months. If you have not made an attempt to purchase Scrip by the end of November, a change to the \$200 Plan will result and payment will be required within ten (10) days.
2. Make a single payment of \$200.00 (this can be billed through TADS).

Student Transfers

Inform the school office when transferring a child to another school. All records will be sent directly to the new school upon request from that school and after parents sign a release form for this information. All tuition and outstanding bills must be paid before the release of records.

Official Records

A cumulative record of each pupil is on file at the school. Records are confidential and are released only when lawfully requested. Records include: scholastic ratings, results of diagnostic and standardized tests, attendance records, health records regarding communicable diseases, vision and hearing tests, special help provided to the child by the classroom teacher or tutor, and promotion. Parents may review student records upon written request.



2018-2019 STUDENT - PARENT HANDBOOK

Parent Signature Page

Dear Parents/Guardians and Students,

Please return this form to your homeroom teacher on or before the first day of school. Thank you!

We have read and discussed the material in this handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____