



ST. MICHAEL PARISH SCHOOL
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<http://stmikesolympia.org>

Dear St. Michael Families,

Welcome to St. Michael Parish School; we are glad to have you within our “Family of Families.” In choosing St. Michael School, you demonstrate a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies and procedures of St. Michael Parish School. These policies and procedures enable us to fulfill our mission of providing a high quality, faith-based education for your children. Please read this document carefully. As a member of the school community, you affirm that you intend to abide by the policies our school.

Periodically, a handbook section may undergo an update. If updates or revisions are made to this document, you will receive email notice.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Our prayer is that through the working of the Holy Spirit, we continue to fulfill God’s plan for St. Michael Parish School.

Many Blessings,

Connor Geraghty
Principal

ST. MICHAEL PARISH MISSION STATEMENT

The mission of St. Michael Catholic Community is to
Place God first in all things
Proclaim the Gospel of Jesus Christ
Grow in holiness through prayer, sacraments, and service.

At Saint Michael Catholic Community, the values important to us as we live out our mission are:

FAITH - We are a community that is committed to Christ and our love for God and others.

WITNESSING AND EVANGELIZING - We are a community that lives by the Gospel values of sharing faith, teaching, learning, conversion, and transformation.

COMMUNITY - We are a Eucharistic community that is welcoming, accepting, and rooted in the sacraments.

LOVE - We are a community that is respectful, caring, forgiving, and reconciling.

STEWARDSHIP - We are a community that gives of our time, talent, and treasure as a way of life, especially serving those in need.

ST. MICHAEL SCHOOL MISSION STATEMENT

St. Michael Catholic School exists to provide a Catholic education committed to St. Michael Parish's mission, excellence in teaching and learning, and the continual spiritual, intellectual, physical, social, emotional, and aesthetic growth of all.

ST. MICHAEL SCHOOL PHILOSOPHY

St. Michael Catholic School is a ministry of St. Michael Parish. We strive to live the gospel message, fulfill our mission, and:

- create a Catholic community which values knowledge, service and worship.
- provide excellence in a student-centered academic program that supports parents as primary educators and teachers as facilitators of learning.
- offer service to the school, parish and community, and instill a sense of responsibility leading to Catholic leadership and respect for all.

ST. MICHAEL SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS

Lives the Catholic Faith
Demonstrates knowledge of Catholic history, Scripture, and Tradition
Practices Catholic values in daily life
Models a life of Stewardship

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Participates in Mass, Sacraments, and Prayer

Achieves Grade Level Proficiency Across The Curriculum

Reads with comprehension for a variety of purposes
Writes with purpose and clarity
Speaks clearly and effectively
Listens actively
Analyzes and applies learned concepts and principles
Reasons mathematically and scientifically

Is an Active Learner

Questions to gain insight and understanding
Forms opinions using sound evidence
Sets goals to improve academic learning
Exhibits academic skills and strategies
Demonstrates the ability to work independently and collaboratively

STATE APPROVAL/ACCREDITATION

In compliance with the Administrative Code for Schools in the State of Washington, St. Michael School meets approval standards regarding calendar days, program hours, health and safety codes, and administrative practices.

In the spring of 2012, the Western Catholic Educational Association accredited St. Michael School for a six-year term.

RIGHTS AND RESPONSIBILITIES

As a Catholic educational community, we are challenged to treat others with respect and love as modeled by Jesus in the Gospels. In that vein, we outline rights and responsibilities for students, parents, and school staff so that together we may strive to meet that Gospel challenge in our daily lives.

Students have the right

- to be treated with respect by everyone.
- to learn in class.
- to be safe.
- to be heard when there are needs, concerns, or sides to be presented.

Students have the responsibility

- to treat others with respect.
- to allow others to learn.
- to follow the rules to ensure the safety for all.
- to listen to others and respect their position.

School staff and parents have the right

- to be respected in the way they are treated, spoken to, and referred to by all.
- to be heard.
- to be contacted about the students when there are issues which impact their interaction with children.
- to rules, policies, and procedures that enhance their work with children.

School staff and parents have the responsibility

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- to speak, act, and refer to one another with respect, especially in front of the children.
- to listen to each other and attempt to understand each other's viewpoint.
- to keep open and active lines of communication regarding the students.
- to support, abide by, and enforce rules, policies, and procedures of the school.

ORGANIZATIONAL MANAGEMENT

The oversight and responsibility for a parish school flow from the archbishop to the pastor. The pastor makes his decisions in close collaboration with the principal and school commission in accordance with the Revised Code of Canon Law (1981).

A more complete description of parish governance can be found in the document *Many Gifts; One Spirit*, which is available online at www.Seattlearchdiocese.org and the *St. Michael Parish Stewardship Handbook for Pastoral Leaders* which is available through the school or parish office.

RELIGIOUS EDUCATION

Faith is a life-long journey. The Apostolate of the Laity reminds us that parents are the primary educators, "the first to communicate the faith to their children and to educate them." Working with you, we will guide your children at St. Michael School toward:

- developing a lifelong commitment to spiritual growth.
- deepening an awareness and understanding of the traditions and teachings of the Catholic Church.
- developing a firm, personal Catholic belief.
- being receptive to healthy change in the Catholic Church.
- developing skills and attitudes needed for Catholic leadership.
- developing an understanding of discipleship as one who serves others (ministry).
- responding to their faith to share their faith with others (evangelization).

Students receive daily religious instruction. Archdiocesan approved texts and curriculum are supplemented by a wide variety of materials. St. Michael School also provides many other faith formation activities. Among them are:

- | | |
|--------------------------------|---|
| + Prayer services | + Reconciliation |
| + Classroom prayer time | + Memorization of prayers |
| + Visits to nursing homes | + Advent wreaths |
| + Stations of the Cross | + Crowning of Mary |
| + Service projects | + Altar server training |
| + Class retreats | + Christmas and spring programs |
| + Rice Bowl | + Senior citizen luncheons |
| + Stewardship education | + Classroom visits by priests |
| + Mission education | + Monday Morning Opening: We Begin In Faith |
| + Parish Office support | + Funeral servers ministry |
| + All-school Masses on Fridays | |

While instruction is provided about each of the sacraments as part of the religion curriculum, direct sacramental preparation (First Reconciliation and First Eucharist) is provided by the parish and is not a formal part of the regular school religion curriculum. Dates, times, and locations of sacramental preparation classes are noted in *St. Mike's Matters: Thursday Notes* and the parish bulletin. Contact the parish's Faith Formation Office at 754-4667 for further information.

COMMUNICATIONS

Parental Concerns

The staff of St. Michael School recognizes that parents have both a right and a responsibility to be aware at all times of the ongoing status of their children. If, at any time, a concern regarding an aspect of the school program arises, parents should use the following procedure:

Step 1: Talk directly with the staff person involved. Often, a simple misunderstanding can be resolved through open dialogue.

Step 2: Should the problem not be resolved satisfactorily, a meeting may be scheduled with the principal.

Step 3: Following this, a meeting may be scheduled with the pastor and all parties involved.

Confidentiality

At no time should situations involving students or personnel be discussed publicly or with anyone other than the individuals directly involved. Those working with children, both paid and volunteer, must respect the confidentiality of school situations and the privacy of children.

Home/School Communication

We are committed to keeping our parents informed about school events and issues, both current and upcoming. To help with this, we have implemented a weekly communication envelope and regular emails. Examples of these communications are the following items:

Thursday Notes: St. Mikes' Matters - This weekly electronic school newsletter includes a list of upcoming school events along with other important information. Reading this is your best way of knowing what is or will be happening at St. Michael School.

Bulletins - Periodically through the year, events occur which may need additional explanation or a reminder. In these cases, a special bulletin will be sent to you.

Letters from the principal - These address a variety of topics, including education in general, the Catholic faith, or St. Michael School. Often these are included in *Thursday Notes: St. Mikes' Matters*.

Classroom newsletters and field trip permission slips

Teacher notes/student work - Sometimes having you sign a paper is helpful. At others, the teacher may send a special award or note. Many teachers send home a packet of completed work on Thursdays. In these cases, you become more aware of the quality of your child's work. This, in turn, encourages your child to continue doing good work or to find ways to improve. During the year, many such informal means of noting progress are sent home. Please take time to discuss them with your child.

Tuition statements/stewardship forms/other school related billings (such as overdue library books, lunch money owed, etc.) - These are sent home monthly or when generated, to keep you apprised of your current status.

Scrip certificates, Scrip information, and order forms - The sale of Scrip (gift certificates) funds a wide variety of activities and events at Saint Michael School.

PowerSchool parent portal – Through your parent access, you can view your child's current graded assignments and assessments.

PTSA Communication Policy

In order to promote consistent and respectful communication between the PTSA and school families, the following guidelines have been developed regarding written communications to families (including but not limited, to emails and *St. Mikes' Matters: Thursday Notes* notices):

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1. PTSA Communications Policy

(A) Any written communications generated by the class representatives to the families regarding PTSA sponsored activities, needs to be reviewed and approved by the PTSA Chairperson and the School Principal before dissemination. All emails to families must use the BCC (blind copy) field for family email addresses.

(B) PTSA will continue to ask class representatives to forward specific PTSA, School, and Parish information to class families as needed.

2. Classroom Communications Policy

Any communications to the class families by the class reps at the teacher's request need to be reviewed and approved by the specific teacher before distribution. This applies to such things as requests for funds for class parties, and requests for volunteers for class activities and field trips.

3. Other School Related Communications

The person or organization within the school requesting or distributing information to families, such as SMART, SCRIP, etc., needs to have the communication reviewed and approved by the school principal before distribution.

Invitations to parties may be sent home in the weekly communications envelope **ONLY** when the entire class or all the boys or all the girls are invited. The school office or classroom teacher is not responsible for inserting invitations. Parents (not students) must do this after having made prior arrangements with the teacher.

Each Thursday (or at other times as needed), the youngest child in each family brings home a school envelope. We ask you to:

- Remove the contents of the envelope
- Review the contents with your family
- Insert any written communications you'd like to return to school
- Return it to school with the same child the next school day or by Monday of the following week

If you would like an announcement to be included in the ***St. Mikes' Matters: Thursday Notes***, please submit it to the school office no later than 3:15 on Tuesday of the week you would like it to be published. You may also e-mail the announcement to the school office. All announcements and flyers must be approved by the principal prior to being published or sent home.

Staff at St. Michael School can also be contacted via e-mail.
Each staff member has an e-mail address made up of their first initial and last name
For example: ssmith@stmikesolympia.org

PARENT/VOLUNTEER INVOLVEMENT

Stewardship Program

St. Michael Parish is a stewardship parish. The parish promotes stewardship as a way of life through the cultivation and sharing of gifts of time, talent, and treasure. As a ministry of St. Michael Parish, St. Michael School is a stewardship school.

Our school stewardship program calls families to share their time, talent, and treasure with the school and church. As part of their commitment to school and church, St. Michael School families are required to provide at least 30 hours of service to St. Michael School and Church, **with at least 15 of those hours given in direct support of St. Michael Church.**

Examples of Stewardship Activities

Valid	Invalid
Supporting classroom teachers	Helping with a child's homework
Serving as a library assistant or hot lunch helper	Attending parent teacher conference
Serving on a SMART committee	Attending Open House
Chaperoning field trips/ driving on field trips	Coaching YMCA teams
Attending PTSA Meetings	Attending Mass on Sunday
Providing cookies for meetings	Attending sacramental preparation meetings
Serving as a Lector or Eucharistic Minister	Attending the SMART auction
Teaching religious education classes	

The person(s) providing the stewardship hours must be the parent(s)/guardians(s) of the student. Occasionally, and with the permission of the principal, grandparents or others may serve in ways that earn stewardship hours. Those who are unable to meet this 30-hour commitment will be assessed a fee of \$15.00 per hour up to \$450. Upon enrollment, a family may select either option or a combination of both. A form is provided at that time detailing the stewardship commitment and means of fulfilling the obligation.

Along with the possibilities already mentioned above, two additional and important ways in which parents can serve are:

1. School Commission

The school commission is a consultative body. It meets monthly to provide guidance and support to the principal and pastor. School commission members work on long and short range planning, update the school's strategic plan, and serve on committees designed to support, further, or fund the mission of St. Michael School.

The commission consists of nine members. The pastor, principal, and PTSA chair and co-chair are ex-officio members, as are the parish council liaison and the parish finance council liaison. Membership on the school commission is by application, recommendation, and final approval of the pastor.

Visitors are welcome to attend school commission meetings as observers and may, when asked, provide input. Suggested agenda items must be submitted two weeks prior to the scheduled meeting.

2. Parent Teacher Service Association

The Parent Teacher Service Organization is responsible for maintaining good communications between home and school, for providing ways with which parents can provide service to St. Michael School, for offering parent education opportunities, for organizing community building opportunities, and for serving as a bridge between school and the parish at large. Each class has representatives who aid in spearheading activities for which that class is responsible that year. However, parents may volunteer for any activity in which they are interested, not just the activities their class is responsible for organizing.

Parent/Volunteer Eligibility Requirements

All those planning to volunteer/earn stewardship hours by working with children at St. Michael School must fulfill the following archdiocesan requirements and have them on record with both the school and church.

- attend the Safe Environment Ministry Training
- complete the Safe Environment Ministry Training annual update

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- complete the in-depth background check process (valid for two years)
- if driving on field trips, have current, complete car insurance information on file (completed upon expiration) with a minimum of \$100,000/\$300,000 liability coverage per occurrence
- respect confidentiality

ADMISSION POLICIES

Non-Discrimination Policy

It is the policy of St. Michael School to provide all students of any race, color, sex, handicap, national, or ethnic origin with all the rights, privileges, programs, and activities made available to students at the school. The school does not discriminate on the basis of race, color, sex, handicap, national, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, any program or activity funded by the U.S. Department of Agriculture, or any athletic or other administered program.

Admission Policy

St. Michael School endeavors to provide a quality Catholic education to all those who desire it.

1. Within the guidelines of class size policy, the order by which acceptance is determined is:
2. Children of *Partners in the Mission* of St. Michael Parish (active St. Michael parishioners) with siblings already enrolled in the school.
3. Children of other *Partners in the Mission* of St. Michael Parish, who are new to the school.
4. Catholic children with siblings already enrolled in the school who are members of another parish community.
5. Catholic children who are members of another parish community and are new to the school.
6. Non-Catholic children with siblings already enrolled in the school.
7. Non-Catholic children who are new to the school.

ANNUAL TUITION

Pre-K

\$3771

K-8

<u>Number of Children</u>	<u>Partner in the Mission Rate</u>	<u>Standard Rate</u>
1	\$5,629	\$8,775
2	\$10,133	\$17,500
3	\$13,230	\$26,325
4	\$16,044	
5	\$18,859	

Registration Fee

There is a \$175.00 non-refundable registration fee per child.

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DEFINITION OF “PARTNER IN THE MISSION” (ACTIVE PARISHIONER) TUITION RATE

In order to qualify for *Partner in the Mission* tuition rate, school families must be active members fulfilling all of the following criteria for the last 10 months. The pastor of St. Michael Parish is the final decision maker in determining who is/is not a member of St. Michael Parish.

- regularly participate in the life of the church by attending Sunday Mass, and
- have both a current Sacrificial Giving pledge card on file and maintain a ten month history of contributing through the Sunday offertory, and
- have a Time & Talent commitment form on file and are active in some ministry.

Band Fee

St. Michael School offers beginning, intermediate, and advanced band. There is an additional annual fee for band. Once a family has signed a band contract, they are responsible for paying the entire year's band fee, whether or not their child(ren) continue playing in the band.

Parenting Plan

According to archdiocesan policy, in the case of legally separated or divorced parents, a copy of a current parenting plan must be submitted to St. Michael School to be included in their child(ren)'s files. Parents are responsible for informing St. Michael School of any changes in the parenting plan and the issuance of court orders restricting parental or third party access to their child/ren.

Age at Entry

To be eligible for enrollment in the St. Michael Pre-K, a child must have reached the age of four on or before August 31st. To be eligible for enrollment in the St. Michael Kindergarten, a child must have reached the age of five on or before August 31st. Entry to the other grades, one through eight, will be based on successful completion of the preceding grade(s).

Transfer Students

Children transferring into St. Michael School after kindergarten will be assigned grade placement according to the recommendation of St. Michael School principal. Placement testing and consultation with the parents may be used to assist the school principal in making a grade placement decision. The principal of St. Michael School makes the final decision in the placement of students entering St. Michael School for the first time. Continued enrollment will be based on compatibility with the student's needs and the school's program.

Class Size

Normally, class size is 14 students in the morning pre-kindergarten, 10 students in the afternoon pre-kindergarten, 24 students in kindergarten and 30 students in grades 1-8. Exceptions may be made to allow up to 32 students in grades 1-8.

ACADEMIC POLICIES

Grading

St. Michael teachers use a variety of methods for presenting and evaluating information in the classroom. The following symbols are those used in the classrooms and on the St. Michael report cards to indicate the variety of levels of achievement

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Grades K-3 Academic Standards Scoring Guide

4 = Exceeding Grade Level Expectations at Trimester	3=Meeting Grade Level Expectations at Trimester	2= Working Toward Grade Level Expectations at Trimester	1= Below Grade Level Expectations at Trimester
Exceeds expectations for grade level	Meets expectations for grade level	Meets some expectations for grade level	Not yet meeting expectations for grade level
Exhibits exceptional quality work consistently	Meets requirements for quality work	Meets some requirements for quality work	Seldom meets requirements for quality work
Shows high level of knowledge & understanding	Shows knowledge & understanding	Demonstrates some knowledge & understanding	Needs more exposure & modeling to develop knowledge & understanding
Show creative and new ways of thinking	Demonstrates sound thinking	Requires extra time, instruction, assistance & practice	Requires an extended amount of time, instruction, assistance & practice
Applies learning to other subjects areas and life situations	Applies learning to other subject areas		

Grades 4-8

- A** Satisfies all requirements for a **B** and, in addition, exhibits independent scholarship with work of a superior nature.
- B** Completes work with above average success, on time, and has met the requirements of the grade level.
- C** Completes work with average success and meets the requirements of the grade level.
- D** Is inconsistent in completing assignments and shows inadequate understanding of subject matter.
- F** Shows unsatisfactory work progress and less than adequate knowledge.

Grading Scale

Percentage	Letter Grade	Grade Point
100-96	A	4
95-93	A-	3.7
92-90	B+	3.3
89-85	B	3
84-82	B-	2.7
81-79	C+	2.3
78-73	C	2
72-70	C-	1.7
69-66	D	1
65-63	D-	0.7
62-0	F	0

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Homework

Homework may be given for one or more of the following reasons:

- to stimulate initiative, independence, and self direction
- to develop an interest in reading and learning as worthwhile leisure time activities
- to broaden the background of experience provided by the school
- to give further practice and application to strengthen learning

The amount of time any individual child spends on completing assigned work will vary according to the ability and study habits of the child.

Assignments are considered part of regular schoolwork, to be completed and turned in at the appointed time. Accordingly, students are expected to fulfill the homework requirements.

Homework will normally be given within these time guidelines:

Kindergarten	weekly home project
Grades 1-2	15-30 minutes daily
Grades 3-5	30-60 minutes daily
Grades 6-8	60-90 minutes daily

School Homework Policy for Grades 6-8

To allow some flexibility in the homework policy for those extraordinary times when homework is not completed by the due date, students in grades 6-8 receive four “grace slips” per trimester. An assignment completed within 24 hours and accompanied by a “grace slip” receives full credit. These coupons are the student’s responsibility and will not be replaced if lost or misplaced. Grace period coupons are *not* valid for use on in-class assignments or long-term assignments. (A definition of a long-term assignment is at the teacher’s discretion.) Assignments turned in late without a grace coupon receive half credit.

Homework Policy During an Absence for All Grades

If a student has an excused absence due to illness or family emergency, he/she receives the number of days absent for make-up. If absence due to illness or family emergency exceeds 5 days, a student/parent should contact the teacher for a timeline for submitting missed work.

Promotion/Retention

Students are promoted once each year at the end of the school year. Promotion to the next grade level is based on the student fulfilling the requirements of the current grade.

A student may be retained in his/her current grade placement for the succeeding school year if, in the judgment of the student’s teacher(s) and the principal, it would be the student’s educational advantage to remain at the current grade level. When there is a likelihood that a student may be retained, his/her parents will be advised of the situation in a timely manner. Once the parents are notified, the student is considered to be on academic probation. Whether the student will be promoted or retained at the end of the year will then be determined by his/her academic progress for the balance of the year.

Students who fail two or more courses may be retained. If a student is retained, he/she may not be able to continue at St. Michael School due to factors such as lack of space in the upcoming class.

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Student Records

Student records are maintained in the school office for school use only. The records contain information that is pertinent to school personnel, including the registration form, the cumulative record card, copies of past report cards, testing data, and other such documents.

Parents have the right to view their child's school file. Parents wishing to do so should contact the principal at least 24 hours in advance to set up an appointment. If a parent questions or disagrees with any item in the file, he/she is entitled to include a signed, written statement indicating the concern and the reason for including the concern.

**A student's records and report card may be held by
St. Michael School until all financial commitments incurred by, or on behalf
of the student are satisfied.**

Rights of Non-Custodial Parent

St. Michael School recognizes that students do not always live with both parents. Therefore, it is our position that the non-custodial parent has identical rights and access to his/her child's school progress as the custodial parent. The only exception would be if a court order has been served upon the non-custodial parent prohibiting him/her from access to the child. In this case, a copy of the court order must be provided to the school, where it will be included in the child's file.

ATTENDANCE POLICIES

Absences: Excused/Unexcused

All children between the ages of eight and sixteen are required by law to attend school. The only absences or tardies recognized as excused are for illness, family emergency, or those others deemed as valid by the school principal.

In order for any absence to be excused, within two days of the student's return to school, St. Michael School must receive a written letter or explanation for his/her absence. **Without this note, even though a phone or e-mail contact has already been made, the absence will be considered unexcused.** This note should state the child's name, the date(s) of absence and the reason for the absence. It must be signed by the parent/guardian. This note is to be given to the student's homeroom teacher, who will then forward it to the school office.

Daily Attendance/Procedure

If your child will be tardy/absent on any given school day, call the school office prior to 8:00 A.M. or email the office at attendance@stmikesolympia.org. In the case of students who have not arrived at school by 9:00 A.M., we will make a reasonable effort to contact the parents. In an effort to keep such calls at a minimum, we ask parents to take the responsibility to notify school.

Daily School Routine

Grades K-5

7:45-8:10 Students arrive and are supervised on playground

8:10 First bell

8:15 School begins for all grades

8:30-9:00 Monday Morning Opening: We Begin In Faith

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10:00-10:15 Recess, grades K - 5
11:30-12:20 Lunch and recess, grades K-2
11:55-12:40 Lunch and recess, grades 3-5
2:15 Early dismissal on Mondays
3:00 Normal dismissal

Middle School

7:45-8:10 Students arrive and are supervised on playground
8:10 First bell
8:15-8:55 First period
8:30-8:55 Monday Morning Opening: We Begin In Faith
8:58-9:48 Second period
9:51-10:43 Third period
10:46-11:36 Fourth period
11:39-12:19 Fifth period
12:25-1:00 Lunch and recess
1:05-1:57 Sixth period
2:15 Early dismissal on Mondays
2:00-2:50 Seventh Period
3:00 Normal dismissal

Arrival Tardiness

When a student arrives in the classroom after the morning bell has rung, he/she must check in the office to obtain an “entry to class” slip. Morning tardies, with the exception of doctor/dental appointments or severe family emergencies, may result in a referral to the principal and/or designees. Students arriving after 8:15 are considered tardy.

Attendance and Grade Promotion

Attendance in class is an integral part of academic progress. Student interaction and participation give depth to written material and constitute the social character of their school experience. Also, to advance to the next grade level, students must show satisfactory classroom progress and must be in attendance to show this successful progress. Allowing for health emergencies and individual situations, unsatisfactory attendance may be interpreted to mean excessive tardies, or absences.

**Any student having excessive absences and/or tardies
during a particular trimester
or year may be subject to any or all of the following:**

- being assigned a failing grade,
- being retained at the present grade level (placement contingent on availability),
- or being required to sign an attendance contract.

Withdrawal

Notice of transfer to another school should be made to the St. Michael School office two weeks in advance of moving to allow for transition of the student, the class, and the teacher. The students are expected to receive clearance (books and sports uniforms returned, tuition brought up to date, etc.) by all teachers, specialists, and coaches before the student's records are eligible for transfer.

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Excusing Students During the School Day

Students are not allowed to leave the school grounds (except on scheduled field trips) before regular dismissal time without checking out first in the school office. If your child must leave school early, please come into the school office personally to sign out your child unless prior arrangements have been made with, and approved by, the school office. Students will not be released from the classroom without notification from the office.

STUDENT PROGRESS REPORTING POLICIES

PowerSchool

St. Michael Parish School's grading program, called PowerSchool, has a parent portal. Parents are expected to monitor their child(ren)'s progress at school by checking PowerSchool weekly. Each family receives log in information and passwords in September.

Report Cards

Report cards are sent home with each child each trimester. Sign and return the report card envelope as soon as possible in order to facilitate home/school communication. The dates on which you can expect the report cards are noted on the school calendar and published in *St. Mikes' Matters: Thursday Notes*. (Lost report cards, comment cards, and/or envelopes can be replaced for \$2.00 each.)

Conferences

Formal conferences are scheduled in the fall and again in the spring. School is not in session during fall and spring conference days.

In grades Kindergarten through Grade 5, slips with the assigned conference day and time are sent home at least one week prior to conferences. At that time, parents may call the school office to reschedule if there is a conflict.

Middle School conferences are held in the gym during conference times. Each of your child's teachers is available for an individual conference.

We encourage you to conference with your child's teacher(s) at other times during the school year aside from the formal conference time. The principal is also available for conferences when appropriate. To ensure availability and the attention you deserve please schedule all conferences ahead of time. (See also *Communication: Parental Concerns*.)

DISCIPLINE POLICY

Philosophy

Central to the mission and goals of St. Michael School is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice, and love.

Our goal is to develop and maintain a positive school climate that encourages students to develop Christ-like behaviors, to respect the dignity and freedom of all individuals, and to become successful self-managers. **To achieve this goal, the staff strives to infuse three basic principles into our daily routine:** the practice of respect, the cultivation of a positive school climate, and the use of practical and effective rules.

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The Practice of Respect

We live our faith by:

- respecting others' right to learn
- respecting each others' right to teach
- respecting the safety of each person and property
- respecting and valuing the uniqueness of each person
- becoming effective self-managers
- becoming independent learners

Cultivating a Positive School Climate

Positive behavior and performance of students are recognized and reinforced both formally and informally throughout the school year. Recognition may include but is not limited to:

- having a special note sent home or phone call made
- receiving special recognition at a school assembly
- receiving award coupons/certificates
- receiving an award at eighth grade graduation

Use of Practical and Effective Rules

Teachers post and teach appropriate behavior within the classroom and within the school and church community.

Students are taught **Kelso's Choices** as a means to maintain appropriate behavior. Kelso's Choices are strategies students may use when dealing with "little" problems. These strategies are:

- go to another game,
- share and take turns,
- talk it out,
- walk away,
- ignore it,
- tell them to stop,
- apologize,
- make a deal,
- wait and cool off.

We expect students to be aware of the expectations of the various learning environments and their corresponding consequences. Since you, the parent, are the most important support system, you will normally be consulted should your child be involved in a serious or severe act or should your child's behavior change significantly.

St. Michael School cannot guarantee that all students will observe all rules and act in a Christian manner at all times. However, our goal is to make all students accountable for their actions and to guide them always toward making the best possible choices.

Conflict Resolution Procedures

The pastor of St. Michael Parish, in consultation with the principal of St. Michael School, has the final recourse in all disciplinary measures and has the right to take into account an individual student's particular circumstances or needs when making a decision.

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The principal, is available to assist students with conflict resolution.

When a child has a conflict, the resolution process is as follows:

1. Each child is allowed to relate his/her side without interruption.
2. The adult moderator paraphrases each side in order to clarify positions and checks for understanding and level of agreement.
3. The students and moderator together decide on a solution.
4. The students and moderator evaluate the behavior so that the students can prevent the situation from taking place in the future.
5. The students express reconciliation through an apology or a positive action.

Occasionally, there are times when a student's behavior choices may be inappropriate in relation to the school environment. When a student's behavior harms the St. Michael community or reputation and cannot be successfully corrected at the classroom level, the student becomes subject to any or all disciplinary steps as determined at the discretion of the principal or disciplinary designee.

Discipline steps may include:

1. The staff member will refer the student to the principal (or designee) along with a Disciplinary Referral Form. This form will indicate the student's name, date, and time of referral, the reason for the referral, and what action(s) the staff member has already taken.
2. The principal (or designee) will then gather as much information about the situation as possible before determining the appropriate placement of disciplinary and consequence levels (see Disciplinary Chart on next page.)
3. The parent will receive a copy of the Disciplinary Referral Form.
4. The parent will sign and return the form to the school by the date indicated on the form. There is also a space on the form for parent response.

The following are examples of inappropriate choices a student may make in his/her behavior and lists of possible consequences of those choices:

Level 1 Actions	Level 2 Actions	Level 3 Actions
Unexcused tardiness	Repeated Level 1 action	Repeated Level 2 action
Littering	Cheating	Theft
Eating outside authorized areas	Conduct injurious to the school's image	Lying when dealing with staff during disciplinary matters
Running, roughhousing, yelling, or otherwise disturbing school atmosphere	Running, roughhousing, yelling, or otherwise disturbing school atmosphere*	Serious physical violence
Being in an unauthorized area	Vandalism/graffiti	Major vandalism/graffiti or destruction of property (school, personal, etc.)
Chewing gum	Inappropriate or disrespectful language/materials, gestures*	Inappropriate or disrespectful language/materials, gestures*
Traffic/safety violations	Plagiarism or dishonesty	Possession of weapons**

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Inappropriate attire and/or appearance	Off grounds without school permission	Possession of drugs, alcohol, tobacco or related paraphernalia, whether for own use or with intent to sell**
Writing or marking on hands, arms, etc. (including fake tattoos)	Destruction of another person's reputation*	Destruction of another person's reputation*
Disobeying playground rules	Attitudes/actions of disrespect toward others including bullying and/or harassment*	Attitudes/actions of disrespect toward others including bullying and/or harassment*
	Inappropriate use of school computers*	Inappropriate use of school computers*
	Skipping class	Arson or false alarm

*Severity of action determines level

** Materials in these categories will be confiscated.

Inappropriate use of computers may also cause student to lose computer privileges for the remainder of the school year or more.

Step*	Level 1 Consequence	Level 2 Consequence	Level 3 Consequence
1	Written warning and student/parent/administrator conference	After school detention + work duty	In-school suspension
2	Recess detention + discipline packet to complete within 24 hours	In-school suspension	Parent supervised Saturday work duty
3	After school detention + work duty	Parent supervised Saturday work duty	Out of school suspension
4	In-school suspension	Out of school suspension**	Expulsion
5	Parent supervised Saturday work duty		
6	Out of school suspension**		
7	Expulsion		

*The principal (designee) will not necessarily start at Step 1 and/or may skip steps if student action is dangerous to the welfare of others and/or another staff member has already processed the student through one or more disciplinary actions before referral to the office.

**The number of days out of school suspension shall be assigned at the discretion of the principal (designee) and depend on factors such as student's prior offenses, severity of current offenses, etc. Suspended students are not allowed to attend afternoon or evening school events.

Useful Definitions

Plagiarism: Using another person's words, sentences, writing, and/or ideas without a citation acknowledging the source. This includes presenting any work as your own that is used from books, text, Internet, or other sources without supplying a bibliography.

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Collusion: Allowing another student to submit your work whether in whole or in part as their own. This includes letting another student copy any of your assignments.

Cheating on exams: Looking at another student's paper, using cheat sheet or any item that is not permitted during an examination. Also, providing another student with questions or answers from an exam that you have taken that the other student has not yet taken. Any sharing of examination notes must be approved by the teacher.

Harassment: Offending and demeaning others through sexual, racial, verbal, or physical actions. It is illegal and unchristian and has no place in a Catholic school.

Theft: Taking notes, notebooks, reports, homework assignments, or other works from fellow students to use as your own or to give to another person.

Weapons Policy

The policy of the Archdiocese of Seattle and of St. Michael School is that it is unlawful for persons, with the exception of law enforcement officers, to carry any firearm or dangerous weapon, as defined by RCW 9.41.250 and RCW 9.41.280 onto school premises, school provided transportation, or other facilities being used exclusively by the school.

Any violation of this policy by a students shall result in expulsion for at least one year if a firearm is involved and may result in expulsion if another type of dangerous weapon is involved. The principal (or designee) may modify the expulsion on a case-by-case basis.

For further information, the complete Archdiocesan policy regarding weapons on school grounds or during school sponsored activities is available for reference in the school office.

Search and Seizure

St. Michael School reserves the right, with reasonable suspicion, to examine any student's personal possessions and will seize items not permitted on school grounds. This includes, but is not limited to, book bags, knapsacks, and desks.

Anti Bullying Policy

Belief in the inherent dignity of the human person is the foundation of all Catholic Social Teaching. Based on our philosophy that St. Michael Catholic School has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy as set forth. All members of our community are committed to ensuring a safe and supportive environment which promotes personal growth and fosters positive self-esteem for all. We aim to maintain a setting in which everyone feels valued and respected and where individual differences are appreciated, understood and accepted. St. Michael Catholic School, views bullying, as unacceptable behavior, and it will not be tolerated.

We define bullying as an act that repeatedly hurts another individual. Is deliberate and sustained, is intended to isolate, hurt, or humiliate another individual and is unprovoked.

	Direct	Indirect
Physical	<ul style="list-style-type: none">▪ Hitting, slapping, punching▪ Kicking▪ Pushing, strangling	<ul style="list-style-type: none">▪ Getting another person to harm someone.

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	<ul style="list-style-type: none">▪ Spitting, biting▪ Pinching, scratching▪ Throwing objects▪ Taking items from a student	
Non-Physical	<ul style="list-style-type: none">▪ Mean and hurtful name-calling▪ Hurtful teasing▪ Sarcasm▪ Demanding money or possessions▪ Threats▪ Threatening and/or obscene gestures	<ul style="list-style-type: none">▪ Spreading rumors▪ Excluding students from games, groups etc.▪ Making hurtful written comments▪ Removing and hiding and/or damaging property.
Cyber/Electronic	<ul style="list-style-type: none">▪ Using the internet, email, cell phones, cameras, chat rooms, text messages etc. to be mean, rude, or unkind to other people.	

The goals of the St. Michael School anti-bullying policy are:

- Ensure that all students, staff and parents experience a safe Christian environment that is conducive to learning
- Teach and encourage all children to love Christ and one another focusing on virtuous behavior such as kindness and mercy
- To reinforce the principle of human dignity, remembering that we are all made in the image of God
- To raise awareness among students, staff and parents about bullying
- To actively counter bullying at St. Michael School
- To provide strategies to resolve conflict and respect differences
- To create a climate where it is ok to talk about bullying and ask for help
- To develop social skills with an expectation of good behavior

The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported **immediately** to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as an instructional aide, a secretary or the principal. If so students are encouraged to report as soon as possible following the incident(s). The adult should report the incident to the child's classroom teacher or the principal.
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.

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5. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy.
6. All reported incidents of bullying will be investigated by the classroom teacher or principal.

In addition to the above outlined steps, anti-bullying policy requires the following:

Staff members of St. Michael Catholic School will:

- Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.
- Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Parents of St. Michael Catholic School students will:

- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge.
- Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Students of St. Michael Catholic School will:

- Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of any Catholic school student.

OUTDOOR RECESS

All students are expected to be courteous, cooperative, and respectful at all times. Christian behavior and prompt, courteous cooperation must guide how we treat each other - adults, classmates, teachers, supervisors – are to respect one another and be responsible for each other's safety. The following are very important to remember:

Play in approved areas:

- paved & wood-chipped playground areas.
- fenced in area of the field.
- the sidewalk near the parish ministries building.
- lower parking lot area.

Stay away from unapproved areas:

- the field in wet weather or when being mowed.
- the bike racks.
- the outdoor ledge of the gym door.
- the front door area of the school.
- the classroom windows and garden areas around the playground.

Safe and cooperative behavior prohibits students to:

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- throw sand, wood chips, rocks, snowballs, etc.
- play rough games with younger or smaller students.
- interfere with a game in progress.
- wrestle, push, tackle, kick, hit, swear, spit, or use any other rough or inappropriate behaviors.

Use playground equipment safely and appropriately:

- one person on the swing or going down the slide at a time; no climbing or jumping off the swing or slide.
- take three-minute turns on the swings and bars.
- no climbing or hanging from the swing crossbars, the tether poles, or the basketball hoops
- jump ropes are for jump-rope games; never tie jump ropes around people or objects
- play tag or chase games in designated areas only; play organized games with grade level groups.
- share the playground equipment; play games by the rules.
- use the basketball hoop appropriate to one's size. (lowest hoop is for K-1 only).

It is unacceptable for any student to:

- argue with the supervisors or ignore their instructions.
- enter the building without a hall pass.
- bring toys, ball games, electronics, or playground equipment from home.
- bring umbrellas on the playground.

At the end of recess:

- put balls, ropes, etc. away when finished playing;
- if you brought equipment out, then you are to take it back n.
- stop playing and line up when you hear the bell ring – without any rough-house, pushing, shoving, or taking cuts in the line.
- walk quietly back to class.

Students will play outside most school days. Please make sure they arrive at school with the proper attire: coats, raincoats, boots, mittens or gloves, and the like. Students are inside from recess on only the most inclement days.

Indoor Recess

When indoor recess is in the gym, students are expected to:

- Sit and talk with friends in the bleachers or on the gym floor; no running or tag anywhere in the gym.
- Stay completely away from the stage area, the volleyball standards, the locker rooms, and out from under the bleachers.
- Ask the adult supervisor for a hall pass in order to leave the play area.

Students are not allowed to:

- enter classrooms before school without permission.
- play in the drinking fountain, hallway or bathroom.

Suspension and Expulsion

In the event the student reaches **Out of School Suspension** or **Expulsion** steps of the disciplinary consequences, these procedures will be followed:

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Out of School Suspension (temporary removal from school):

1. A student-staff-principal (and/or designee) conference will be held. At this time, each party will have the opportunity to describe what occurred and what actions were taken.
2. The parent of the student will be notified of the situation in a timely manner. At that time, the parent may request a meeting with the principal (and/or designee). Written notice stating the reason(s) for the suspension of the student will be given to the student to take home. In some cases, the student may be removed from his/her regular classroom for the remainder of the day.

Expulsion (permanent removal from school):

1. A student-staff-principal (and/or designee) meeting will be held. At this time, each party will have the opportunity to describe what occurred and what actions were taken.
2. The parent of the student will be notified of the situation in a timely manner. At this time, the parent may request a meeting with the principal and/or designee. Written notice stating the reason(s) for the expulsion of the student will be given to the student.
3. If it appears from the circumstances that an expulsion may be in order, the student will be suspended from school for a minimum of two days while the situation is investigated further. Timeliness and speed will be a priority.
4. The principal and pastor (and/or designee) shall meet to reach a final decision as soon as possible after the meeting noted in (2).
5. The principal will notify the parents of the decision reached.
6. A letter will be sent to the parents to indicate in writing the circumstance(s) leading to the problem and the decision reached regarding the expulsion. One copy of this letter shall be presented to the pastor. A second copy will be kept on file in the school office.

Parental Support of School Policies

Unfortunately, there are occasions when the behavior of parents renders any meaningful home/school relationship impossible. An example might be a parent who consistently refuses to cooperate with school policies. Parental cooperation is necessary for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, St. Michael School may require parents to withdraw their children and sever relationships with the school. This type of action would be very drastic and undertaken only after other attempts at conflict resolution.

Right of Appeal

Parents may appeal a suspension or expulsion of their son or daughter. A written appeal should be made first to the principal in the case of the suspension or expulsion. In the case of the suspension or expulsion being assigned by the principal, the appeal should be made directly to the pastor.

ST. MICHAEL SCHOOL DRESS CODE

Students are expected to dress in a neat, clean, and modest manner. **Any attire or appearance that is disruptive to the learning environment, contrary to basic Christian values, outside of age-appropriate modesty standards, or a safety (or potential safety) hazard is not appropriate.**

St. Michael School upholds the Catholic values of personal respect and dignity, care for others, and the pursuit of academic excellence. Student dress, including dress for physical education, must be consistent with these values and the stated goals of St. Michael School. Uniforms are required for all students in grades PK-8. Uniforms must conform to the general guidelines stated below. Any attire worn by students on any “non-uniform” or “dress up” days must conform to

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the general guidelines. Students not conforming to the guidelines will be asked to find the appropriate uniform in the uniform exchange closet and/or call home.

Dress Code Guidelines

1. Clothing must be in good repair and appropriately sized-- no holes, tears, or other excessive signs of wear. Boys and girls slacks and shorts should be loose fitting; tight form fitting pants are not allowed.
2. Shirts must be tucked in by both boys and girls.
3. Girls' shorts, skorts, skirts, or dresses will be worn no more than three inches above mid-knee in length.
4. For health and safety reasons
 - Shoes and socks/hose must be worn and visible at all times by both boys and girls.
 - Laced shoes must be thoroughly tied.
 - Only close-toed shoes are allowed.
5. Sport or street shoes must be comfortable, practical and neat in appearance. They will be in plain colors. Sports logo's Nike, Adidas, etc. are acceptable. No open toe or open heel. Heels should not exceed 1" in height. No platforms.
6. Writing on clothing must be appropriate to St. Michael School. (If in doubt, consult your homeroom teacher before wearing.)
7. Jewelry is limited to one set of stud earrings for girls and a small cross or religious medal may be worn on a chain inside the polo shirt. For safety reasons, neither dangling nor loop earrings of any kind are to be worn.
8. Appropriate use of facial make-up by middle school students is permitted. Real or removable tattoos are not permitted; writing on oneself or others is also not allowed.
9. Hats and sunglasses are not to be worn in the school building. Baseball hats are not to be worn anywhere at school unless special permission is given.
10. Coats should not be worn in the classroom unless special permission has been given. They should be hung in classroom closets except during recess.
11. Hair styles are to be neat, clean, and conducive to a quality-learning environment. Hair must be the child's natural color, without dyes, bleaches, highlights, etc. Length of hair on boys is to be above the shirt collar. Boys and girls are to keep their hair out of their eyes. Hair ornaments will be kept to a minimum and complement the colors of the uniform.
12. Sweatshirts, fleece vests, and sweaters are to be worn as an extra layer over collared shirts. Remember to write your child's name on the inside collar off sweatshirts, vests, and sweaters.

Uniform options are listed below. Students may choose from them and combine various tops and bottoms. Scouts may wear their Scouting attire on meeting days. On game days, St. Michael sports jerseys may be worn over polo shirts.

Uniform Options

Clothing Item	Grade	Colors	Other Detail
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Pants	K-8	Navy, khaki	Any plain “docker” style Twill or cotton blends No cords No cargo, stretch, or low-rider, No hip hugger May be purchased outside the uniform store but similar in style.
Shirts	K-8	White, Navy Blue, Evergreen	Polo knit shirts with collar, no logos, may be short sleeve or long sleeve.
Jumper	K-8	Belair plaid,	Available only at the uniform store and Lands End.
Skirts	K-8	Belair plaid	Available only at the uniform store and Lands End.
	6-8 only	Navy blue polyester gabardine 10 pleat skirt	
Skorts	K-8	Belair plaid, Navy, Khaki	“Walking short” length; No shorter than 3” above mid-knee. Available at Uniform Store and Lands End
Shorts	K-8	Navy, Khaki	“Walking short” length No shorter than 3” above mid-knee.
Socks	K-8	Navy, White, Khaki	Crew or knee socks; tights. Must be visible above shoes
Sweatshirts	K-8	Gray; green	Only items ordered through and sold by St. Michael School
	6-8 only	Navy ¼ zip	
Fleece vests	K-8	Navy	Only items ordered through and sold by St. Michael School

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Sweaters	K-8	Navy	Solid color knits Regular knit pullover, cardigans, “V” necks. Available only at the uniform store and Lands End.
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Non Uniform Guidelines

Pants – No oversized pants, or worn below the waist (sagging), must be clean and non-tattered. Sweatpants and warm-up pants are OK. No flannel pants or pajama bottoms.

Shirts – Writing on clothing must be appropriate to St. Michael School. See-through clothing, halter-tops, tank tops, blouses or dresses with “spaghetti straps” or any clothing that exposes the torso is unacceptable. The torso must remain covered when arms are raised above your head.

Socks – must match and be visible at all times.

Shoes – No open toed shoes or sandals, flip-flops are not allowed. Laced shoes must be thoroughly tied.

Shorts – Athletic shorts are OK (No shorter than 3” above the knee.) No boxer shorts are allowed.

Dresses/Skirts – must be no shorter than 3” above the knee.

Hairstyle – Follows uniform code.

Jewelry – follows uniform code.

Make-up – follows uniform code.

Hats – not to be worn.

All modesty and safety rules must be followed on “non-uniform” days.

Physical Education Class

Grades K-4: For a student to participate fully and safely in physical education classes, they must wear fully laced and tied tennis shoes. The student may need to change clothes for full participation, depending on the age level and the policy as outlined at the beginning of class.

Grades 5-8: Due to the maturity of these students, they must change clothes in order to participate fully and safely in physical education classes. Students must wear fully laced and tied tennis shoes, shorts or sweats, and a T-shirt depending on the policy as outlined by the teacher.

EXTRA-CURRICULAR ACTIVITIES

After-School Programs

St. Michael School provides an **after-school sports program** for middle school students. Fifth grade students may be invited to participate if there is room on the team. Fall sports are flag football and girls' volleyball. Winter sports are boys' and girls' basketball, each with their own separate schedule. A track program is offered in the spring for both boys and girls.

Practices normally occur at the close of school each day during the scheduled season. Parents of students participating in the program will receive a copy of dates and times for scheduled games, both home and away. Parents are also asked to serve as drivers to and from away games. (See requirements for parent drivers in this handbook.)

We request that parents pick up their students promptly after all extra-curricular activities.

Athletic Physicals/Health Insurance

Every two years, students are required to have an athletic physical. Proof of this physical must be presented to the coach at the first practice. In addition, all student athletes must be covered by a health insurance plan. Individual, reasonably priced, student health insurance must be purchased through the school office for those students not already covered by a health insurance plan. Application forms are sent home each fall to all students, whether or not they are involved in school athletics, and may be purchased for any student, K-8

Academic Policy Regarding Participation

St. Michael School encourages students to be responsible for their assignments and activities. We realize that making the choice to be involved in extra-curricular activities is a large commitment. At the same time, we realize that students must be accountable for their schoolwork.

As a result, we have developed the following plan to help students meet their academic responsibilities while still being able to participate in chosen extra-curricular activities.

- Each week, teachers will notify coaches of students whose work is not current enough to participate in extra-curricular activities or who have a **C- or below** in any subject.
- After all assignments have been handed in and all grades are a **C or above**, students may resume participation in St. Michael extra-curricular activities.
- The principal has final discretion in these matters. Factors he/she may consider are effort and improvement.

Extra Curricular Commitment

Students who receive a Disciplinary Referral Form while a member of an extra-curricular team, will automatically be benched for the next game, match, meet, etc. Should the student earn repeated disciplinary referrals, or a **Level 3 offense** during the same sports season, she/he may be declared ineligible to remain a member of the team

GENERAL INFORMATION

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Care of School Property

The care we give to our school and school property is a reflection of our school's reputation and school spirit. For this reason, all students should use carefully whatever school property is assigned to them. Fines equal to the repair or replacement costs are imposed for the loss or damage to school property from carelessness, negligence, or disregard for school regulations. Accidental damage to school property should be reimbursed as part of a student's social responsibility.

Books (library or text) must be taken home in a waterproof backpack or book bag. Plastic or paper bags are permissible if a book bag is not available. Hardbound books that are taken home are to be covered at all times.

Child Abuse/Neglect Reporting

Reporting of suspected child abuse or neglect is mandatory within 48 hours. School personnel, by law, are required to report suspected child abuse either to Child Protective Services or the Olympia Police Department.

This means that if any adult volunteer responsible for children at St. Michael School **hears** or **observes** or **suspects** that a child is a victim of child abuse, that adult is required by law to report the suspected abuse to the local law enforcement agency. School personnel have no choice whether or not to report a suspected case of child abuse.

Child Protective Services or the police may visit the school, take information, and then determine what action to take. This could mean that the children would be taken into custody for their own protection. School personnel will make every effort to protect the confidentiality of this information.

Early Dismissal Days Study Hall

Study hall for our students is provided free of charge on the Mondays with 2:15 dismissal. This study hall is from 2:15-3:00 P.M. as a convenience for parents because of our early dismissal program. Parents simply need to notify the school if their child will participate. **All students (irregardless of age) still on the school grounds after 2:30 P.M. will be directed to the program.**

Rules for study hall are as follows:

1. Parent must fill out a registration form. (This may be obtained in the school office.)
2. Children must meet in the designated classroom and check in with the supervisor by 2:30.
3. Children are to remain in the designated classroom until they are dismissed at 3:00 to the church parking lot. (On some days, students may be supervised on the playground).
4. No food, drink, candy, or gum are allowed during after-school study hall. All school rules and regulations apply during this time.
5. Parents will be asked to find an alternative location for their child(ren) after school if their child abuses this privilege.

There will be no study hall provided on the 1/2 day early dismissal Fridays. All children should be picked up within 15 minutes of the 12:00 dismissal time.

Emergency Closure

If the Olympia School District announces an emergency closure or late start due to weather, St. Michael School will also close or start late. In case of any other emergency closure, we will call you. Remember that our website is always a good source of information.

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When a late start or closure of school is necessary due to inclement weather, radio stations **MIXX** (FM 96.1), **KGY** (AM 1240) and **KPLZ** (FM 101.5) and television stations **KING** 5 and **KOMO** 4 will broadcast information. Please don't call the radio or television stations for information. Just wait until they broadcast that the Olympia School District is closed or starting late.

- **In the case of school closure:** All activities for the day will be canceled, including afternoon and evening programs (including programs for adults) and/or sporting events.
- **In the event of a late start:** All before-school activities are canceled. Students are not to be dropped off before the announced starting time.

Field Trip Policy

Archdiocesan approved field trip permission forms are sent home for your signature when an activity (such as a field trip or athletic event) is planned that may take your child off school grounds. The form must be completed, signed, and returned to school prior to the scheduled departure for the activity. A note from home, even though signed by the parent, does not constitute permission for your child to participate in the activity. Additionally, permission may never be granted over the phone or by someone who does not have legal custodial care of the student. This is archdiocesan policy.

Students should understand that field trips are a privilege, not a right, and are to act accordingly. Only those students who will benefit from a given off-campus activity and whose behavior reflects the spirit of St. Michael Catholic School will be invited to participate. **Since chaperones must focus their attention on the school children they are supervising, they cannot bring siblings or guests.**

Each student riding in a vehicle on a school-sponsored trip must be in compliance with all Washington State traffic laws regarding personal restraint devices (seat belts and/or car seats.) When volunteering for an outing, all drivers must provide information verifying that they have \$100,00/\$300,000 liability insurance coverage per occurrence. This information need be given only one time per school year unless you change insurance companies, vehicles, or coverage.

Hot Lunch Program

St. Michael School participates in the USDA School Lunch Program. A school prepared lunch is available daily except on 12:00 early dismissal days and during special school activities such as the senior luncheons. Milk is served with the school lunch or may be purchased separately for 60 cents. Lunches are \$3.75 for students and \$4.25 adult/guest. A menu is sent home monthly and can also be viewed on our website.

Free and reduced cost lunches are available provided that the proper income information is submitted. Application forms for free or reduced are sent home to all families at the beginning of each school year and are **always** available in the school office and kitchen.

Library Use

St. Michael School has a comprehensive and growing collection of age-appropriate fiction and nonfiction books, videos, magazines, and other related resources. We have a very large collection of Accelerated Reader books and full access to all Accelerated Reader tests as they are created.

Reading is a priority at St. Michael School, and we encourage students in all grades to make full use of the school library. Students should be aware that there are times during the day that the library is also used as a formal classroom; thus, use may have to be restricted. They should check with both their classroom teacher and the librarian when wishing to use the library. Courteous, responsible behavior is expected at all times.

Birthday books: Families who make a \$5.00 donation to the library may choose a book to be donated to the library in

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their child's name. (Checks are to be made out to "St. Michael School.") Birthday books are new books that receive a special bookplate with the birthday person's name. Birthday books are normally announced at *Monday Morning Opening: We Begin In Faith*.

Circulation: The St. Michael School library has over 21,000 books and other items available for student use. Any exceptions to the rules below will be made by the librarian on a case-by-case basis.

- All circulating books have a loan period of two weeks and may be renewed unless another student or teacher is waiting for the item(s).
- **Kindergartners** may borrow one book at a time.
- **Students in grades 1-4** may borrow two books at a time. They may borrow additional books as needed for reports, research, or other projects at the librarian's discretion
- **Students in grades 5-8** may borrow as many books as they wish
- **Parents** may borrow on the same basis as students in grades 5-8.

Lost & Damaged books: Students will be held financially responsible for books damaged while checked out to them. Families will be billed up to the cost of the book. Report cards are retained until damage fees are paid.

Overdues: Students are expected to return library materials on a timely basis so others will have the opportunity to use them. However, should a book fall into the overdue category, the following steps will be taken:

1. Overdue notices are sent home weekly.
2. If a student has an overdue book that has already been renewed, he/she will not be allowed to check out additional books until the overdue book is returned. Once a month, we will send home a written notice and bill to let families know which books are overdue. When the overdue books are either returned or paid for, the student may check out additional books.
3. The bill for lost books will include the cost of the book, which is refundable. The money will be returned if the book is later found. Report cards will be retained and school records will not be cleared for students who have received bills and neither returned the materials nor paid the bills.
4. Please see the librarian with any questions about overdues.

Do you love books? Volunteer assistance is always welcome in the school library. Tasks include working with students, shelving books, preparing books for circulation, assisting with the fall and spring books fairs -- and more! Contact our librarian if you'd like to help!

Safety Patrol

As part of their service to St. Michael School, our fifth graders serve as the safety patrol. They are trained so as to assure the safety of our student as they arrive at, and depart from, school. All children and adults are expected to obey reasonable safety patrol directions.

School Telephone/Electronic Devices

School telephones are generally not available for student use. Permission may be given in an emergency or extraordinary situation (for example, the cancellation of a sports practice) at the discretion of the office staff or teacher. Student cell phones may only be used under the direct supervision of an adult staff member of St. Michael School. Additional policies are explained in the following section. Digital cameras, and other personal electronic devices are not allowed on the school campus during school hours or during school sponsored activities.

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Cell Phone Use by Students

The following guidelines explain cell phone usage at St. Michael Parish School.

- Cell phones will **not** be allowed to be used during school hours; from arrival time (8:00am), to the end of the regular school day (2:15pm on Monday, 3:00pm on Tuesday-Thursday)
- Cell phones will be required to be confined to the students' backpack during the school day.
- Cell phones must be shut off during school hours; a cell phone causing a classroom distraction (ringing, alarms, etc.) will result in the cell phone being taken away from the student and other possible disciplinary consequences.
- Phones taken away from students during the regular school day will be taken to the school office where they can be picked up after school hours; **cell phones will be returned to the parent/guardian only.**
- Any student text-messaging or using the phone during a test will receive 0% on that test

If students consistently disregard school guidelines they will be subject to additional disciplinary consequences, including suspension or expulsion.

MEDICAL POLICIES

Health Plan

According to state law and archdiocesan policy, in the case of a student with a life-threatening (or potentially life-threatening) illness or condition, St. Michael School must have a health plan on file and appropriate medications at the school prior to the student's first day of attendance.

Illness at School

Students who become ill or injured at school are cared for temporarily in the school office by office staff or by the school nurse, if she is present. If it is determined that the student should go home, parents or emergency contacts will be notified. It is very important for each family to complete the school's blue emergency/earthquake/field trip card(s) with current numbers to call (including cell phone numbers) and their desired procedures for emergency care.

Please update emergency card information whenever changes occur.

Immunization

Washington immunization law requires that all students attending schools must provide proof of immunization or present a medical exemption or a personal/religious exemption signed by a physician **on or before entering school**. Failure to comply with the immunization requirements will result in exclusion from school by order of the State Board of Health. Immunization records are updated at the beginning of every school year. For current requirements, check with the St. Michael School office or the WA State Department of Health.

Lice Policy

St. Michael School policy regarding head lice will follow current practices as outlined by health and nursing professionals, including the advice of St. Michael's school nurse.

Medications

Oral medicine (both prescription and non-prescription) may be administered to students by designated school personnel only from the original, labeled container. The medication law addresses only oral medications. Therefore, eye drops, ear

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drops, and creams may not be administered at school by unlicensed personnel.

Parents are required to complete a form that indicates the time(s) and dates(s) during which the medication is to be dispensed. Current, written, and unexpired instructions must be included on the form, along with the licensed physician's (MD or DO), nurse practitioner's, or dentist's signature. (Washington State School law does not permit office nurses' signatures.) A copy of the form can be found in the appendix of this handbook, on the St. Michael School website (<http://stmikesolympia.org>), or from your medical physician.

Any dosage change must be accompanied by a new medication form, again signed by the physician, nurse practitioner, or dentist.

All medication must be brought to the school office by an adult. No medication is allowed to be carried to school by a student, **except by students authorized to carry inhalers and/or Epi-pens.**

Return to School After an Illness

A child should **NOT** return to school after an illness unless he/she is well enough to go outside at recess time. Only on rare occasions, an exception to this policy may be granted. In these cases, **a note must be sent by the physician** and permission must be received from the office because the student will come to the office during the recess periods. In no case will the child be unsupervised. Also, if your child has been running a fever, please keep the child home until the temperature has been normal for 24 hours.

School Nurse

The St. Michael School nurse is available one-half day weekly. During the year, she conducts vision, hearing, and weight and height screenings. She keeps each student's cumulative health record up-to-date and documents compliance with immunization laws. She is available for health conferences and health education for staff and students. She provides skilled, short-term emergency care, safe administration of medication, and case management planning with parents for short-term and/or complex health problems.

In addition to having a part-time school nurse, all St. Michael School personnel have current First Aid/CPR certification.

FINANCIAL POLICIES

Active Parishioner of St. Michael Parish & Parish Grant to St. Michael School

Our parish grant to the school represents the largest income source to the school, other than tuition. The commitment of school parents to Sacrificial Giving determines the amount of the annual parish grant as explained in the matching formula below.

Matching formula: For every \$1.00 given during the calendar year by a St. Michael School family to the regular Sunday offertory collection at St. Michael Parish (Sacrificial Giving), the parish will give its school \$1.90. There is no limit to the amount of gifts the parish will match until the grant reaches \$302,648. At that point, all further donations are matched at the rate of 50%

St. Michael Parish uses four factors to determine whether or not a parish family is a partner in the mission and therefore eligible to receive a reduced tuition rate. **These criteria are defined in detail in this handbook.**

Financial Assistance

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St. Michael financial aid is funded by interest and dividends from the school endowment. The amount of money available for financial assistance each year varies. Therefore, St. Michael tuition assistance grants vary from year to year in value and number.

In order to be considered for St. Michael School financial aid, a family must first apply for an Archdiocesan tuition assistance grant. These grants are based on family size and income. This application requires tax information from the previous year. Forms without income tax information are not considered by the Archdiocese. Archdiocesan tuition assistance grants are announced in early May. Families who apply are notified directly by the Archdiocese of Seattle as to whether or not they have received a tuition assistance grant.

St. Michael financial aid is granted by late spring. Among factors considered are family size and income (as verified by tax information for the previous year) and level of participation in the life of St. Michael Parish.

Tuition Notices

Tuition notices are sent to parents at the end of each month (September to June) via the Weekly Communication Envelope. If you have a question about your tuition statement, contact the school office.

Tuition Payments

Recognizing that payment of school tuition is a serious responsibility of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the school commission has recommended, and the pastor has approved, the following policy regarding tuition payment:

Tuition is due by the tenth (10th or 15th) day of each month. Should a situation arise that a payment will be late or cannot be made, it is the parent's responsibility to notify the principal as soon as possible. If no contact is made by the parent, the following procedure will be initiated:

1. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.

2. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current or that a satisfactory payment arrangement must be made with the principal.

3. If at the end of **ninety (90) days** the account has not been brought current or if satisfactory arrangements have not been made with the principal, school services to the family will be immediately discontinued.

4. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full.

All tuition will be paid online through the FACTS tuition management system.

WHEN SENDING MONEY TO SCHOOL

- ✓ Seal it in an envelope;
- ✓ On the front of the envelope, write your child's name, grade, and teacher, the amount of money enclosed, and the purpose of the money.

USE OF SCHOOL GROUNDS

Drop Off and Pick Up

When dropping off and/or picking up your children, please observe the following safety rules:

1. Students are to be dropped off and picked up in the church parking lot at regular school arrival and dismissal times. Cars must be **PARKED** in the indicated slots when dropping off or picking up students. Students are not to enter or leave cars at the church's sidewalk curb.
2. The "SAFE" zone is on the sidewalk next to the curbside pick-up lane, where children may cross from the sidewalk to the parking lot. We encourage you to get out of your **PARKED** car and escort your child to and from the "SAFE" zone.
3. Students not picked up by 3:15 will be taken back to the school office.

Visitors to the School

Students are permitted, at times, to have guests under the following conditions:

- A formal, written parental request must be presented to the office no less than two days in advance.
- Teachers must be willing to accept a guest and signify their cooperation by signing the request after it's presented to the office.
- There is a limit of two guests in the building on any given day, with the exception of a pre-determined visitors' day.
- The reason for the visit must seem reasonable in the judgment of the principal.

RIGHT OF SCHOOL AND PRINCIPAL TO AMEND THE HANDBOOK

The principal reserves the right to amend this handbook for just cause. Should such an occasion arise, parents will be notified of the changes and reasons for the changes. Note: **Not all policies of St. Michael Catholic School are found in this handbook.**

DEFINITIONS

- **Parent:** Any person legally responsible for the care, welfare, and education of a child. This may be the birth parent, foster parent, stepparent, adoptive parent, or any other person designated for the care of the child on a full-time basis. It does **NOT** include neighbors, babysitters, childcare providers, or any other individual who functions in a temporary or part-time capacity.
- **Staff:** Any person employed by St. Michael School or volunteering as part of the regular educational program. This includes teachers, aides, specialists, secretaries, administrators, custodians, coaches, and other such school personnel.
- **Volunteer:** Any person who actively participates in an educational program/activity at St. Michael School on a part-time basis.
- **Student:** Any child enrolled in St. Michael School during the current school year.
- **Visitor:** Any other person on St. Michael School grounds. All visitors, including parents, must stop in at the school office, sign the Visitors' Log, and pick up a stick-on identification tag, and wear it throughout their visit to our school.

ST. MICHAEL SCHOOL STAFF

2016-2017

Very Rev. James E. Lee, M. Div., M.S.	Pastor	office@saintmichaelparish.org
Mr. Connor Geraghty, M. Ed.	Principal	cgeraghty@stmikesolympia.org
Mrs. Deedee Scott	Pre-Kindergarten	dscott@stmikesolympia.org
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Mrs. Sandra Needham	Grade 3	sneedham@stmikesolympia.org
Mrs. Mrs. Deborah Graver	Grade 4	dgraver@stmikesolympia.org
Mrs. Marilyn Getchman	Grade 5	mgetchman@stmikesolympia.org
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Mrs. Mary Lynn Fellows	Grade 7/History	mfellows@stmikesolympia.org
Mrs. Yabut	Grade 7/History	ryabut@stmikesolympia.org
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Mrs. Denise Demers	School nurse	ddemers@stmikesolympia.org
Ms. Lynn Lockard	Secretary	llockard@stmikesolympia.org
Mrs. Barbara Kirchmeier	Office assistant	bkirchmeier@stmikesolympia.org
Roberta McGill	Stewardship Development Director	rmcgill@stmikesolympia.org

School Lunch Program

Mrs. Yongae Hokanson	Lunchroom	
Mrs. Denise Smith	Lunchroom	dsmith@stmikesolympia.org

Parent Teacher Service Association (PTSA)

2016-2017 Class Projects

PTSA assigns each class specific projects that support St. Michael School and the parish and promote community spirit and cooperation. PTSA Class Representatives are responsible for organizing the projects assigned to their class. In addition to organizing class projects, PTSA Class Reps coordinate classroom parties and other class activities, including the SMART parent package for the following year.

Remember: While each class heads up specific projects, anyone from any grade can participate or help. Watch for “calls

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for volunteers” in St. Mikes’ Matters: Thursday Notes or contact the appropriate Class Reps. Working together makes these events happen at St. Mike’s.

Class	Activity	Activity Date
K	Teacher Appreciation Lunch May Crowning Reception	April May
1	Host Family Orientation Snacks for first day of Kindergarten May Crowning Reception	Aug Sep May
2	Teacher Appreciation Week Staff Monthly Snacks	May Sep-Jun
3	Christmas Senior Luncheon Shakespeare Performance Refreshments	Dec May
4	Spring Senior Luncheon New Family Orientation Ice Cream Social	May Aug 27
5	Shakespeare Fundraisers: (Donut Sales/Wreath Sales)	Jun -May
6	Doughnut Sales (Camp Hamilton) Graduation Desserts & Clean-Up	Jul-Jun Jun
7	Spring & Fall PTSA Meeting Childcare Graduation Set up & Decorating	TBD Jun
8	Child Care for Fall PTSA activities Catholic Schools Week Parish Appreciation/Open House	TBD Jan