

# Parent/ Student Handbook





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## GENERAL INFORMATION

### PARISH MISSION STATEMENT

We are called by the Lord to be a Spirit-filled, Gospel-directed, and Life-giving community. We gather to proclaim the Gospel value inherent in worship, formation, service and stewardship.

We are a parish community that promotes a liturgical life that is core to our purpose.

We are a parish community that promotes a life-giving liturgy based on the documents of Vatican II.

We are a parish community that promotes progressive development in Christian formation.

We are a parish community that believes that liturgy and formation lead us to answer our baptismal call to service, stewardship and evangelism.

We are a parish community that embraces the diversity of individuals, realizing that all people have worth. We walk together as a community to the Kingdom.

# St. Michael School

## A Family, A Community

*We share in the core values of:*

***Faith Instilled***

***Service Embodied***

***Knowledge Inspired***

***Excellence Achieved***



***... A Life Fulfilled***

## MISSION STATEMENT

In partnership with our spirit-filled, Gospel-directed, life-giving parish family, St. Michael School is dedicated to Christ-centered education. We foster a nurturing environment of mutual respect where children celebrate their God-given talents. Through academic excellence, we inspire lifelong learners who live their Catholic faith.

Amended – approved 11/10

## VISION STATEMENT

St. Michael School is an extension of the mission of our parish. Through dedicated faculty and staff, parental involvement, and the inclusion of the entire community, St. Michael is committed to respecting and nurturing the uniqueness of all individuals.

As a Christ-centered learning environment, St. Michael School strives to promote academic excellence. Each individual is provided the opportunity to acquire the skills and knowledge to be a productive, lifelong learner.

As a community, we are committed to promoting an attitude of stewardship that includes service, justice and celebration.

## PHILOSOPHY

We believe all parishioners are called to participate in the teaching ministry of the Catholic faith and to seek the support, involvement and input of this Parish and School Community.

We recognize and affirm the worth of all people and embrace the diversity individuals bring to our lives. We accept the responsibility to develop the talents and abilities given to us by God.

We envision ourselves as a circle of learners, surrounding Jesus, the greatest teacher, living gospel-directed, Christ-centered lives.

Hence, we seek to . . .

- Learn as a community of faith
- Educate all parishioners in a Catholic Environment
- Value each person's intrinsic worth
- Grow in self-discipline
- Develop our baptismal call of faith and commitment





## SCHOOL ADVISORY BOARD

### 2017-2018 School Advisory Board Members

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Dr. Bettie Carter	Committee Chair/ Parent Representative
Mrs. Michelle Flowers	Parent Representative
Mrs. Cindy Broskey	Parish Representative
Mrs. Stephanie Malone	Parish Representative
Mrs. Genny Wenta	Parent Representative
Mrs. Michelle Johnson	Parent Representative
Mr. Frank Kapfhammer	Parent Representative
Mrs. Jennifer Ruckriegel	Parish Representative
Fr. Dick Sullivan	Pastor
Mrs. Stacy Tackett	Principal
Mrs. Kristyn Bowman	Assistant Principal
Mr. Joe McKay	Faculty Representative
Mrs. Michele Sileo	PTO Chair

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## ATHLETIC PROGRAM

### MISSION STATEMENT

As a parish community that claims that all people have worth; we will develop and support an athletic program that will promote Christian values of friendship, good sportsmanship and team spirit, through prayer, patience, and practice. We will strive to instill discipline and self-esteem among all student athletes.

### PHILOSOPHY

We believe all St. Michael parishioners and school families interested in participating in the athletic program, either by coaching, volunteering, or playing should have the opportunity to do so, by meeting the established criteria.

We recognize and affirm the worth of all people and embrace the diverse God given talents of each athlete. We accept the responsibility to teach sportsman like conduct and introduce the values of maintaining physical fitness.

We promote teams that play, work and pray together under the guidance of coaches and volunteers that lead Christ-centered lives.

Hence we seek to . . .

- Treat each other as partners using teamwork.
- Place emphasis on fun and instruction.
- Always keep winning and losing in perspective.
- Grow in self-discipline.
- Develop mind, body and soul.
- Promote the participation of all student athletes.

### ACADEMIC STANDARDS

Athletics are offered to children in Grades 3 – 8 who attend the School or who are members of St. Michael Church and regularly attend C.C.D. Children participating in athletics will be expected to exhibit the Christian values set forth in the athletic mission statement. Further, it will be the policy that St. Michael students maintain the academic standards established for their grade level by their teachers. **Students who are absent from school, due to illness, will not participate in any practices, scrimmages or scheduled games on these days. Students who are absent due to a funeral, or a non-contagious medical issue (i.e. diabetic, migraine, chemo treatment etc.) will be allowed to participate with proper documentation on file. Additionally, any student who is suspended from school will not be permitted to participate in practices and/or games, during the time of the suspension.**

# Saint Michael Catholic School

3703 Stone Lakes Drive

Louisville, KY 40299

Phone 502.267.6155 | FAX 502.267.1652



June 1, 2017

Dear School Families,

Welcome to a new year at St. Michael School. Our theme this year is based on Philippians 2:3: *Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves.* We are looking forward to a year of growth both academically and spiritually. St. Michael Parish takes pride in all of the ministries offered to its members. The school is one of these ministries. By joining St. Michael you are pledging your family to actively join a community rich in Catholic tradition, strong in Catholic education, and committed to serving one another as living examples of Catholic faith.

The sense of community pervades all that we do here at St. Michael. As parents, you are the first and most important teachers of your children. The faculty and staff are here to assist you in this obligation as we all work together to develop the whole child. A spirit of cooperation and communication must exist if we are to succeed in this endeavor. Only by working together will our children find success. The mission of the School, with the policies in this handbook, is designed to clarify procedures and expectations that we all must uphold.

Following this letter is the Parents Code of Ethics. By living these standards, the partnership you have with the employees of St. Michael will greatly benefit your child's educational journey.

As educators we understand we are called to serve your families, always putting your children and what is in their best interest first. We ask for your prayers and blessing as we serve St. Michael Parish and School Community while we build on the many blessings God has given us.

Rev. J. Richard Sullivan

Mrs. Stacy Tackett

Pastor

Principal

## PARENT CODE OF ETHICS

As the primary educators of their children, parents/guardians understand that the examples they set have the greatest impact on their child's growth and development. At St. Michael School the three R's stand for reverence, respect, and responsibility. Leading children to the full understanding of these words mean that you will be their role models. Because of your commitment to Catholic education, you have an understanding that your children's teachers are dedicated professionals who make tremendous sacrifices to teach in a Catholic school.

Therefore, parents/guardians of students enrolled in St. Michael School will:

- Model the behavior and attitude of Jesus Christ
- Nurture your children's spiritual formation through prayer and attendance at weekend Mass.
- Continue, with your children, to grow spiritually through sacramental preparation programs, parish prayer, and other religious formation opportunities.
- Support the parish through stewardship and contributions of time and talent.
- Treat students, faculty, staff, administrators and other parents with sensitivity and respect.
- Support the teaching authority of the school, its faculty, and staff.
- Dispel rumors and do not participate in gossip.
- Respect confidentiality.
- Inform your child's teacher first if there are problems or questions with academics and/or classroom procedures.
- Set a good example in speech and behavior and refuse to accept anything less from your child.
- Monitor your child's electronic device, as well as television, movies, and magazines your child reads or views.
- Balance after school activities with school commitments.
- Assure that your child is prepared for the school day, physically and mentally.
- Abide by the policies in the school handbook.

## SOCIAL MEDIA POSTS GUIDELINES

Social media can be a powerful tool for strengthening community, although social media interaction should not be viewed as a substitute for face-to-face gatherings. Social media can support communities in a myriad of ways: connecting people with similar interests, sharing information about in-person events, providing ways for people to dialogue, etc. A well-considered use of social media has the ultimate goal of encouraging “true friendship” and of understanding the human longing for meaningful community.

Any social networking site that is created with the intended audience of school members shall be managed in accordance with the campus social media policy.

All Users, as defined in the St. Michael Parish/School, who are St. Michael Parish/School employees or clergy working directly for the St. Michael Parish/School who utilize social media for or on behalf of the St. Michael Parish/School must abide by this Social Media Policy, the St. Michael Parish/School Acceptable Use and Responsibility Policy for Electronic Communications, the Archdiocese of Louisville Code of Pastoral Conduct, the Code of Canon Law and complementary legislation, applicable state and federal law, and the policies of the social media sites they use.

St. Michael Parish/School will engage in social media in a thoughtful way, focusing its efforts in specific, St. Michael Parish/School-approved virtual venues.

Certain St. Michael Parish/School employees and/or volunteers will be identified as site administrators for these St. Michael Parish/School-approved social media venues. This identification will be made by Communications Director.

To view the St. Michael Social Media Policy in its entirety, please visit <http://stmichaelchurch.org/resources>.

Parents/ students with grievances against an individual or group of school representatives/ employees are encouraged to follow the grievance policy as indicated on page 23. Social media posts on school or personal pages that negatively impact St. Michael School or its stakeholders may jeopardize your child’s enrollment.

## FACULTY AND STAFF 2017-2018

The faculty and staff of St. Michael School have chosen teaching as their ministry. Living the Gospel Message is essential to effective teaching. Personnel are dedicated to improving their skills academically and catechistically. As they continue to grow in this professional development plan, the faculty and staff will assist your children in their academic and spiritual development.

### JK/Kindergarten

Mrs. Mary Jane Nelligan  
Mrs. Emily Brown (KBr)  
Mrs. Kristina McKelvey (KMc)  
Mr. Doug Aycocock (KAy)

### Teacher Assistants

Mrs. Ellen Kittle (KBr)  
Mrs. Audrey Music (KMc)  
Mrs. Cindy Gardner (KAy)

### First Grade

Mrs. Erin Duckworth (1D)  
Ms. Ali Cheeseman (1Ch)  
Mrs. Jessica Koller (1K)

Mrs. Robin Tetgmeier (1D)  
Mrs. Maureen Zenger(1Ch)  
Mrs. Lora Gliessner (1K)

### Second Grade

Ms. Nina Cornell (2Co)  
Mrs. Karen Widener (2Wi)  
Mrs. Lindsay Welborn (2We)

Mrs. Amy Holland (Gr. 2)

### Third Grade

Mrs. Connie Wilson (3W)  
Mrs. Emily Higgins (3H)  
Mrs. Rachel Priel (3P)

Mrs. Paula Derringer (Gr. 4)  
Mrs. Natalie Trepanier (Gr. 5-6)  
Mr. Kevin Bolger (Gr. 7-8)  
Mrs. Cindy Francis (Resource/Library)

### Fourth Grade

Mrs. Shirley Day (4D)  
Mrs. Laura Wolz (4W)  
Mr. TJ Lechner(4L)

### Preschool Assistants

Mrs. Vivian Neagli (Pre-K C/S)  
Mrs. Sharon Hanson (Pre-S MWF)  
Mrs. Sharon Clayton (Pre-S TT)

### Fifth Grade

Mrs. Jade Tubb (5T)  
Mrs. Rachael Peters (5P)  
Mrs. Anna Meade (5M)

Principal  
Mrs. Stacy Tackett

Assistant Principal  
Kristyn Bowman

### Sixth Grade

Mrs. Ann Patterson (6P)  
Mrs. Libby Buckley (6Bu)  
Ms. Stacy Hall (6H)

School Counselors  
Dr. Brittany Cox  
Mrs. Karen Duff

### Seventh Grade

Mrs. Lauren Schumann (7Sc)  
Mrs. Megan Watts (7W)  
Mrs. Erica Spohn (7Sp)

School Secretary  
Mrs. Connie Fone

School Receptionist  
Mrs. Jamie Stepp

### Eighth Grade

Mr. Joe McKay (8M)  
Mrs. Heather Varda (8V)  
Mr. Kevin Peak(8P)

School Business Manager  
Dr. Matt Henson

Technology Support  
Mrs. Becca Turner



PreSchool Director  
Mrs. Marcia Carrico

4 Year Olds:  
Mrs. Angie Embry  
Mrs. Kristin Roberts  
3 Year Olds:  
Mrs. Liz Miller

Directors of Student Achievement  
Mrs. Valerie Barr (Gr JK-4)  
Mrs. Anna Maria Goss (Gr 5-8)

Technology – Mrs. Paula Wood  
Library/Media Center --Mrs. Mallory Stewart  
Spanish – Mrs. Rachel Crisologo and Mrs. Vanessa Teixeira  
Physical Education – Mr. Shawn Hoffman  
Art – Mrs. Tiffany Whelan  
Music – Ms. Heather Amos

Pastor – Rev. Dick Sullivan  
Pastoral Associate– Mrs. Brenda Rickert  
Parish Secretary –

Director of Religious Education- Maureen Rogg  
Deacon – Mr. Marty Brown and Mr. Ken Carter  
Music Minister – Mr. Dennis O’Donoghue  
Youth Minister – Mr. Aaron Frazita  
Business Manager – Mr. Phil Green  
Bookkeeper – Mr. Rick Hohmann  
Facilities Manager– Mr. Jim Merriam  
Maintenance – Mr. Mick Mabe

Food Service– Mrs. Melinda Mendoza, Manager  
Mrs. Pat O’Brien  
Mrs. Carla Schroeder

Extended School Care Director – Mrs. Kristina Fehr

## ADMISSIONS POLICY

### 1. NON-DISCRIMINATORY POLICY

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

### 2. EDUCATION REQUIREMENTS

St. Michael Parish is committed to the existence of a school staffed with educators who are committed to living gospel values and dedicated to meeting the diverse educational needs of the parish.

The purpose of Catholic Education is to assure that Catholic truths and values are fully integrated with the student’s life and academic program. All individuals enrolled in St. Michael School are expected to participate in religious programs.

St. Michael School will meet or exceed the education requirements as stated by the Office of Lifelong Formation and Education for the Archdiocese of Louisville and the Kentucky Non-Public School Commission.

### 3. ADMISSION INFORMATION

1. **Registration:** Registration will be held in January. A non-refundable pre-registration deposit of \$150 per child (JK-8), \$100 (Pre-school), will reserve a place for the upcoming school year subject to availability and priority guidelines. In the event we are unable to accept a student, the deposit will be refunded. Families must register on both Sycamore and FACTS to be considered registered for the following school year. All necessary admission papers and required fees are due by May 1, 2017.

2. **Age Requirements:** Children must be three years old by August 1 and toilet trained in order to enter St. Michael Pre-school (3's). Children must be four years old by August 1 to enter St. Michael Pre-Kindergarten (4's). Children must be five years old by October 1 in order to enter Junior Kindergarten, five years old by August 1 to enter Kindergarten and six years old by August 1 to enter first grade.

### 4. ENTRANCE REQUIREMENTS

All students enrolling in school in Kentucky for the first time must furnish the school with the following **ORIGINAL MEDICAL FORMS** authorized by the State of Kentucky:

- Completed medical examination form
- Current, original immunization certificate
- Kentucky Eye Examination Form for School Entry (new students ages 3, 4, 5, & 6 who were not previously in our Pre-school/ Pre-K program)

### 5. PRIORITY OF ACCEPTANCE:

The purpose of a Catholic education is to assure that Catholic truths and values are fully integrated with the student's life and academic program. The St. Michael Community includes both church and school which work together, not separately, in carrying out the mission of St. Michael. Parents should enroll their children in St. Michael School if they desire and intend to support and participate fully in the faith programs of the St. Michael community.

Priority of acceptance into St. Michael School is a privilege granted to children of active and supportive members of St. Michael Parish.

#### Active and supporting members of our St. Michael community:

\_\_\_ Regularly attend Mass;

\_\_\_ Complete a Stewardship form and return by the deadline. This includes:

- ❖ Commitment to prayer for the success of the mission of the St. Michael Community;
- ❖ Volunteering in at least one area of ministry;
- ❖ Commitment and fulfillment of a Stewardship pledge (Tuition is not included as part of your tithe.)

Stewardship forms on file, as well as feedback from ministry chairs, will be used to confirm commitments made. Annual acceptance and discounted tuition are dependent on status as an active and supportive member of our St. Michael community.

We recognize there are times when personal situations arise that may affect your ability to consistently continue your support. If this happens, please contact the Parish Business Manager. We want to make sure these special situations do not cause additional issues with continuing school enrollment. We will work together to make the best of any difficult circumstances that may arise.

Families must be Catholic and **active members of the parish** for one year before eligible for the discounted rate. Discount applies to **tuition only**. Discounts will be applied to multiple children.

Priority for enrollment is based on the following:

1. Children who have attended St. Michael for a year, but are not ready to move on to the next instructional level or students in Junior Kindergarten moving to the traditional Kindergarten program will be given first priority.
2. Siblings of students who are presently enrolled or who have graduated, and whose families have been registered members of St. Michael for more than one year will be accepted, provided their families are active, participating and supportive members of the parish.
3. Children who are currently enrolled (including pre-school)
4. Children of active, participating and supportive members who have been registered at St. Michael for more than one year and are enrolling for the first time
5. Children of families, including siblings of students presently enrolled, who have become registered members within the last twelve months and are active, participating and supportive members
6. Children of non-parish, Catholic families, including siblings of students presently enrolled, may be admitted when openings exist, when the family is in a location where no Catholic school is available, or the children are transferring from another school. In this instance, admission will be considered if the application includes a detailed letter from the family's Pastor outlining their stewardship activities and establishing that they are active, participating and supportive members of their parish.
7. Children of non-Catholic families, with a sibling already in school and the family is supportive and actively participating may be admitted when openings exist.
8. Children, including siblings of students who are presently enrolled, of registered but non-supportive members of St. Michael, may be admitted when openings exist.
9. Children of non-Catholic families may be admitted when openings exist.

**The Admission Policy will be reviewed each year.**

In case of conflict, the date of formal parish registration along with supportive stewardship activities, and the baptismal date of the student, will determine the order of admissions.

Any student admitted to St. Michael School will be on probation to be sure adjustment to St. Michael School proceeds as smoothly as possible. In most cases, the length of probation is the child's first grading period. However, the principal may adjust the length of time to better serve the needs of the child and St. Michael School.

Parents/guardians are required to inform St. Michael officials of their child's special academic, emotional or physical needs. St. Michael officials must also be informed of any testing for learning disabilities by Jefferson County Public Schools or any private agency. Copies of testing reports are needed to be considered for acceptance. St. Michael officials have the right to decide if its program will best meet an individual child's special learning needs.

Please refer to Pre-school Handbook for their admissions policy.

## ATTENDANCE POLICIES

### ARRIVAL/SCHOOL HOURS

**School instructional time** begins promptly at 7:50 a.m. Children must be in their homeroom no later than 7:50 a.m. or they are counted tardy. The school day ends at 2:35 p.m.

The doors to the school will unlock at 7:00 a.m. when all students will go to their assigned area. In the cafeteria or library, students will have the option to work on homework, eat breakfast, or visit with friends. Grades 4-6 will be dismissed from the café at 7:42 and grades K-3 will be dismissed at 7:40. All students will go to their homeroom and get ready for the instructional day to begin at 7:50 a.m. Students who arrive between 7:40 and 7:49 will go directly to their homeroom.

### ABSENCES

The importance of being at school every day cannot be overstated. Absence should be kept to a minimum regardless of the age of the child. Parents of the students who are absent are asked to contact the office by phone or email ([attendance@stmichaellouisville.org](mailto:attendance@stmichaellouisville.org)) before 8:30 a.m. to verify the absence of a student. Students must be present on campus to be counted as present except for the following: school-sponsored field trip, SHINE, or distance learning. High school shadow days are considered excused absences.

To be considered for a half-day you must arrive before 11:00. If leaving early you may be signed out by 11:15 to be counted as half-day.

Early dismissals for appointments should be kept to a minimum. However, we realize that this may not always be possible. Parents are urged to make appointments for their children to see doctors and dentists at times that will not interfere with their attendance at school. However, if this is not possible, **A WRITTEN EXCUSE FROM THE DOCTOR'S OFFICE SHOULD BE SENT TO THE SCHOOL OFFICE ON THE NEXT DAY. IN ORDER TO AVOID**

**CONGESTION IN THE CARPOOL PROCESS AND THE REGULAR DISMISSAL, THE LATEST TIME TO PICK UP FOR EARLY DISMISSAL IS 2:15 p.m. Please notify the office of an early dismissal by 1:30 p.m. Ride changes cannot be guaranteed to be communicated after this time.**

School personnel are to be notified, VIA EMAIL, in the event of a planned absence. The note should include the reason and dates of the planned absence. Teachers will make every effort to send work or prepare for online learning prior to the students planned absence. If at all possible, please try to schedule family trips in conjunction with school holidays, but we understand that this is not always possible nor does every family get to choose their vacation time. We will do everything in our power to set your child up for success and provide the personalized learning experience he/she needs to be successful in or out of school. For students who are absent due to illness, work will be ready to be picked up at the office after 2:00 pm if requested by the parent.

## TARDIES

**Any student arriving to class after 7:50 is considered tardy.** These students are to report to the office for a late slip to be admitted to class. **Tardies are considered unexcused, unless student produces a doctor/dental note upon arrival, or otherwise stipulated by the principal. Consistent tardiness can be considered educational neglect. A parent conference will be required after the third unexcused tardy.** Please make every effort to arrive on time. Students who arrive late not only disrupt the learning of others, but this disrupts their learning as well.

## DISMISSAL

Students are dismissed at 2:35 p.m. Walkers and bus riders are dismissed immediately following announcements. Bus riders and walkers are dismissed with carpool beginning immediately thereafter. Students remaining after carpool is finished (usually by 2:55), will be sent to ESC, and parents are will incur a charge for the daily rate as applicable.

**Do NOT allow your child to hang out of a car window or sunroof. Please make sure children are buckled in and make sure you are NOT on your cell phone so that you can be aware of everything around you. This is for the safety of all. Pets are not allowed outside of vehicles during carpool once the students have exited the building.**

**TRANSPORTATION: PLEASE ARRIVE AND PICK UP YOUR CHILDREN ON TIME.**

Please make every effort to call in any and all changes to the office or send information in via written note or email [attendance@stmichaellouisville.org](mailto:attendance@stmichaellouisville.org).

## RELEASING STUDENTS FROM SCHOOL

A student will not be released from school into the custody of any person other than the student's parent/guardian and those persons listed on the approved pick-up list on Sycamore. If someone not listed on the approved pick-up list comes to sign out your child, the office must have your permission and this adult must show proof of identification. **PARENTS MUST SEND IN A NOTE or email the office, [attendance@stmichaellouisville.org](mailto:attendance@stmichaellouisville.org), IF THEIR CHILD WILL BE LEAVING BEFORE REGULAR DISMISSAL. Remember, ride changes cannot be guaranteed to be communicated after 1:30.**

## AFTER SCHOOL ACTIVITIES

Students participating in after school activities must be supervised at all times by an adult. Students are not allowed in any assigned room (classroom or meeting room), facility (Griner, McCauley or Community Center) or area (ball field or parking lot) without adult supervision. After school activities include but are not limited to: homework club, quick recall, scouts and athletic practices. Facilitators of extracurricular activities must submit their event to the school office to be included on the school calendar as well as to reserve a space on campus.

## CODE OF CONDUCT AND DISCIPLINE

### Discipline Policy

Christian discipline is self-discipline. The student freely chooses one form of behavior over another. He\She must learn to accept the responsibility for that chosen behavior. In guiding the student's growth in habits of virtue and in Christian attitudes, it is good to emphasize positive approaches.

### Expectations/ Guidelines of Discipline

#### I. Act Respectfully

- Show a respectful attitude toward everyone in words and actions
- Quiet in common areas (halls, restrooms, cafeteria...)
- Keep hands, feet, and objects to yourself
- Be honest
- Maintain proper classroom behavior
- Participate in liturgy and daily prayer

#### II. Show Responsibility

- Be on time for school and class
- Follow the school dress code
- Have supplies for class
- Have all assignments completed
- Follow instructions
- Remain properly seated

- Listen and participate
- Keep school areas clean (halls, restroom, fields, play areas, etc.)

### III. Experience Lifelong Rewards

- Self-esteem
- Work ethic
- Self-satisfaction
- Positive learning environment
- Quality education

Each teacher is responsible for the general behavior of all students. Students should know this, too. It is understood that when teachers correct other students they are not undermining the authority of another teacher but simply following school policy.

## CONDUCT

St. Michael administration, faculty and staff strive to teach and model Christian behavior at all times. We understand that children learn and grow from their mistakes and it is our mission to teach self-control, self-reliance, and responsibility for oneself and one's actions that enables each individual to grow into a person of great integrity, who is a responsible, contributing member to society.

Each grade level will have individual discipline policies and procedures that have been approved by the administrative team. The individual policies will be reviewed and given to each family.

Students who may be sent from the classroom for disturbance of class should immediately report to the assistant principal or principal. **Respectful behavior is expected of all students in all situations at all times.**

Grades 3-8 may receive conduct referrals as a consequence for misbehavior. If a student receives three conduct referrals, he/she will be assigned detention. Gross misconduct may result in immediate detention.

Detentions will be assigned only by an administrator for violation of policies as stipulated by each grade level and in the St. Michael Handbook.

Detentions for conduct/behavior will be served from 7:00 a.m. to 7:45 a.m. Detention supersedes all other activities.

It is important that every student be in their complete uniform each day. Upon receiving 4 uniform violations within one trimester, a referral will be given. Three referrals for any reason, in a trimester, will result in detention. Subsequent violations will also result in detention. Violations do not have to be for the same infraction. Each trimester begins a new slate for students.

## DESTRUCTION OF SCHOOL PROPERTY

Any student caught vandalizing school or church property will be responsible for the cleanup as appropriate or the monetary cost of cleanup and/or repair. Repeated serious incidences of vandalism could result in short-term or indefinite suspension from St. Michael School. Property also includes textbooks, CD's, furniture and any other educational materials. Property will be examined at the beginning of the school year for current condition. At the end of the school year property is expected to be returned in the same condition with consideration for normal use. Parents/Guardians will be notified of any and all destruction.

## HARASSMENT/BULLYING POLICY

St. Michael School does not tolerate any form of harassment or bullying, regardless of whether the “bully” considers it to be serious or in jest. All persons are to be treated with dignity and respect. Harassment/bullying is any repeated behavior that makes someone else feel uncomfortable or unsafe. In any form this is unacceptable. It does not matter what was intended. Students who are involved in harassment/bullying will be dealt with on an individual basis. The result of this type of behavior may be detention, probation, temporary suspension, or indefinite suspension.

Harassment/bullying at school can take many forms. The following are only examples. This list is not all-inclusive.

- Sexual: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
- Verbal: Includes derogatory comments, jokes, suggestive comments, insults, threats, sexual jokes, stories or rumors. Can include ethnic slurs, belligerent or threatening words spoken to another student or personnel, name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors.
- Physical: Any intimidating interference with normal work, play or movement, such as unwanted physical touching, standing in someone’s way or too close, purposefully bumping into another, fighting, hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, or any physical threat to another person; defacing property, falsifying schoolwork, stealing, damaging property or threats to do so.
- Visual: Staring at another’s body, making obscene gestures and/or displaying sexually suggestive writings, objects or pictures (i.e., notes, letters, graffiti), undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, insulting looks.
- Internet harassment/bullying: Issues brought from outside into school will be dealt with according to school policy. Parents are expected to be the primary educators in avoiding such behavior. St. Michael’s curriculum will reinforce the necessity of appropriate interaction.

Procedure for dealing with harassment/bullying of and by students:



- A student believing that he/she is being harassed/bullied should express their displeasure to the offender, in a non-confrontational way.
- If the harassment/bullying continues, the student should immediately report the incident(s) to the appropriate school official (teacher, principal, assistant principal or school counselor).
- Upon receipt of the complaint, the teacher, principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the person alleged to have been the offender and the offended student.
- Based on the results of the investigation, the teacher, principal, assistant principal or counselor reports to parents of the students involved, an opinion and conclusion as to whether any offense occurred as well as other relevant information.
- The principal, in consultation with the assistant principal, counselor and teacher, decides, what, if any disciplinary action is warranted.

Depending on the incident, the principal or assistant principal may implement any of the following consequences:

- Conduct Referral – Depending on the offense, the principal may deem a detention as a more appropriate consequence and a parent meeting will be required
- Detention and conference with principal, assistant principal, teacher, parents, and counselor.
- Probation, counseling, psychological assessment, temporary suspension, or indefinite suspension.

## INAPPROPRIATE USE OF SOCIAL MEDIA

St. Michael students are expected to present themselves in accordance with St. Michael values on and off school grounds. This includes a student's social media presence and/or chat and/or texting.

Inappropriate behaviors include, but are not limited to, sending or receiving nude or semi-nude photos, sexual activity, and inappropriate language.

If substantiated, the steps to address concern are:

1. Awareness of or notification about inappropriate social media use to school employee.
2. Report to counselor/ assistant principal/ principal.
3. Retain device/ evidence; do not forward or send electronically.
4. Depending on severity of incident, principal will apprise Superintendent, Director of Counseling and/ or Crimes Against Children/ CPS, etc.
5. In consultation with persons listed above, consequence(s) will be determined including possibility of detention, suspension and/ or expulsion.

If not substantiated, the steps to address the concern are:

1. Awareness of or notification about inappropriate social media use to school employee.
2. Administration will apprise parent/ guardian of report to raise awareness.
3. Increase vigilance of student supervision.
4. Provide education/ prevention opportunities.

5. Provide counseling opportunities.

## SEARCH

**Reasonable Suspicion:** Sufficient probability to believe that the search will turn up evidence that the student has violated, or is violating school policy or rules.

**Grounds For Search:** The school administrator must have reasonable suspicion, based on information made available prior to the search, that the student is in possession of evidence that indicates the student has violated, or is violating a criminal law, or a school policy or rule. The evidence believed to be possessed by the student should be that which may endanger life, safety, and/or property of another, or disrupt the on-going educational process.

**Intent of Search:** The search of a student must be done for the purpose of the maintenance of discipline, or the detection and punishment of school misconduct. If a school administrator believes that a student possesses evidence that may be used in a criminal action prosecuted in a court of law, the student must be escorted to the school administrator. The administrator will contact the appropriate law enforcement officials to conduct such a search. At no time should the student be left alone or out of sight of the school administrator or another school official.

**If the school administrator determines that there is immediate danger to life and/or safety,** (i.e. the school administrator believes a student is in possession of a weapon, drugs, a dangerous instrument, or explosive/fireworks), and if the school administrator has reasonable suspicion that a particular student is in possession of the dangerous object, the student and his property may be searched by school administrators. If a dangerous object is found as the result of such a search, the administrators shall notify law enforcement immediately.

**Searches of Student Lockers and Desks:** Lockers and desks are property of the school. Students have no expectation of privacy in school lockers and desks, and the school reserves the right to search lockers and desks under the following procedures:

- A. The search is based on reasonable suspicion that something in violation of the law, school policies, or the rules of the school may be significantly detrimental to the school and its students will be found in the locker or desk.
- B. The primary purpose of the search is to determine if there is evidence of student misconduct for school disciplinary purposes.

## THREATENING BEHAVIOR

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as intentional statements, gestures or actions intended to cause harm one's self and/or to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised.
3. Student suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. The Principal may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
4. Suspended student may not attend school, ESC, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
5. Mental health assessment results and recommendations are shared with the principal and/or counselor who collaboratively make a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student and other relevant information.
6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

## WEAPONS

In accordance with state law, no weapons are permitted on school grounds. If a student brings a weapon to school the following steps will be taken:

- Parent/guardian will be notified to come to school for a conference immediately.
- Student will be dismissed for the day and possibly suspended or expelled pending an investigation.
- Law Enforcement will be called.
- Superintendent and Pastor will be notified.
- Weapons include, but are not limited to, guns, knives, and any other objects that could be used in a threatening manner.

## COMMUNICATION

### EMERGENCY NOTIFICATION SYSTEM

St. Michael has contracted with School Messenger through Sycamore Education as its emergency notification system. Messages may be received in the form of texts, voicemails or email. You may configure your preferences in your Sycamore Education account or using the School Messenger app.

## GRIEVANCES

Authority as exercised in the Catholic School System depends in large measure upon a spirit of willing cooperation among administrators, staff and students. It is assumed that all parents involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question.

1. Students (Parents)
2. Teacher
3. Counselor
4. Assistant Principal
5. Principal
6. Pastor
7. School Advisory Board
8. Office of Lifelong Formation & Education

## NON-CUSTODIAL PARENTS

According to the Buckley Amendment, non-custodial parents have the right to receive information regarding their children and to see their children's records. This is prohibited ONLY if specified in the divorce/custody decrees.

**In order to protect you and your child(ren), divorced or separated parents are required to furnish the school with a copy of the custody section of the divorce decree. This should be notarized. This will enable the school to act in accordance with this decree.**

**The parent who registers the child in St. Michael is responsible for all fees and tuition.** This parent will be the recipient of all school information, including report cards. It is the responsibility of this parent to share this information with the non-custodial parent. The non-custodial parent may opt to have the school provide copies of this information to him/her.

## PARENT-TEACHER-STUDENT LED CONFERENCES

Parent-teacher-student conferences are scheduled twice a year. In April, conferences are scheduled as needed. Teachers and/or parents may request conferences at other times. **The Office of Lifelong Formation and Education mandates that students attend the formal conferences. Students not attending these conferences will be counted absent for the day.** Any time a parent wishes to schedule a conference, a note or email must be sent to the teacher or a phone call can be made to the office and the request will be passed on to the teacher. It is the policy of the school not to give out employees' phone numbers.

## REPORTING TO PARENTS

Academic grades for grades 3-8 are posted online. All students' progress will be reported at conference time and at the end of each trimester. Student grades on Sycamore should be updated weekly and three times a month at a minimum. Teachers will also send home regular class work, quizzes and assessments during the school year. Parents and students have access to Sycamore and are encouraged to check grades often. If you have a concern or question about your child's progress, please don't hesitate to contact your child's teacher.

Weekly grade-level newsletters are posted in Sycamore and can be found in Sycamore News. Each newsletter will include the skills covered for the upcoming week in each subject area; announce any upcoming tests or projects, upcoming events and pertinent announcements. If you have a question about something in the newsletter please email the teacher.

## SYCAMORE EDUCATION

You will find most information on the school Sycamore Education website.

(<http://app.sycamoreeducation.com/index.php?schoolid=2472>). Every family is given login information to access their account. Multi-parent families will be assigned separate Sycamore accounts upon request. Registration will also be accessed through Sycamore. Please ensure we have your family's updated contact information. We encourage parents to log in regularly to check their child's progress. Information posted will include a weekly newsletter, PTO and Athletics news, special events, individual classroom news, etc. The school newsletter (Knights News) and class newsletter will be emailed to parents each Friday. Hard copies of the newsletter are available by request.

St. Michael Faculty and Staff welcome any questions you may have regarding your child's school life. You may email, send a note to the teacher, or leave a message with the office. The teacher will get back to you within 24 hours. If there is an emergency, the teacher will be notified immediately. **You are asked not to go to your child's classroom before the start of school or after the school day ends unless you have an appointment. Interruptions during the school day are not permitted.**

## CURRICULUM & INSTRUCTION

### CURRICULUM

Curriculum is broadly defined as the totality of student experiences that occur in the educational process. The term often refers specifically to a planned sequence of instruction, or to a view of the student's experiences in terms of the educator's or schools instructional goals.

St. Michael School follows the curriculum framework developed by the Archdiocese of Louisville curriculum office. This framework outlines the national standards being met, the content to be covered and the skills to be taught at each grade level kindergarten through eighth grade.

The curriculum in the Catholic Schools, guided by the light of divine revelation and Church teaching, assists each student in the discovery of and development of his/her own full human potential as a Catholic Christian. In this environment, inter-personal relations, formal and informal instructions, and educational technology should combine to enable the student to manifest attitudes, knowledge, skills and behavior in the service of the Lord, the Church and his/her brothers and sisters in today's world.

The curriculum for St. Michael School follows the curriculum framework developed by the Archdiocese of Louisville and is designed according to directions and programs set up by the Office of Lifelong Formation and Education for the Archdiocese of Louisville. This includes the selection of textbooks, which are approved by the state of Kentucky, attention to the individual needs of students, and the development of a balanced program of

studies including fine arts. You can locate the curriculum at [www.archlou.org](http://www.archlou.org) and if you have any questions, always feel free to make an appointment with an administrator.

## CLASSROOM EXPECTATIONS

Teachers will notify parents, in writing and/or on their webpages, and at the beginning of the year orientation, of the expectations for the year regarding curriculum and conduct. Teachers will discuss these expectations with the students on the first day and review them throughout the first week of school. Reminders and reinforcement will continue throughout the year. If you have a concern, don't hesitate to contact the teacher. Teachers will respond to your call or email as soon as they can within 24 hours.

## COUNSELOR

The school counselor collaborates with the school, family and parish community in the development of the whole child – academically, socially, and spiritually. By supporting children and their families in these areas, the counselor promotes the Catholic vision of the family as a domestic church. The school counselor works with parents, educators, other professionals and community members to provide comprehensive developmental programs in a learning environment so that all students will develop social competence. This can include developing self-esteem, decision-making skills, collaborative problem-solving skills and responsible citizenship. Any student enrolled in St. Michael can visit or be observed once by the School Counselor without prior parent notification.

## CURRICULUM RESOURCE COORDINATOR/DIRECTOR OF STUDENT ACHIEVEMENT

The role of this administrative position is to be an advocate for our students. In this role, the coordinator will, in collaboration with teachers, parents, and administrative team, design appropriate programs/instruction that will enable all students to be included in regular classroom instruction. Any student enrolled in St. Michael can visit or be observed once by the Resource Coordinator without prior parent notification. Two Resource Coordinators are available for consultation: Mrs. Valerie Barr (JK-4<sup>th</sup> grade) and Mrs. Anna Maria Goss (5<sup>th</sup>- 8<sup>th</sup> grade).

## FIELD TRIPS

Field trips are scheduled and designed to supplement the curriculum. These trips provide opportunities for students to be introduced to a variety of aspects in Louisville and the surrounding areas. Therefore, all students are expected to participate. Bus fees will be based on the total number of students per class attending and will not be refunded. Parents/guardians will receive notices of field trips well in advance of the scheduled date. Parents/guardians will be asked to complete a field trip permission slip **digitally through the FACTS management system**. Any student who does not have a signed permission slip on the day of the trip will not be permitted to go on the field trip. Field trips are privileges for students. Therefore, they can be denied participation if they do not meet behavioral standards. Parents will be notified if this is the case.

Refunds will **NOT** be issued for the bus if a student is absent on the day of the field trip. Refunds from the venues vary and will be handled accordingly.

Because of the responsibility and liability of chaperones on field trips, chaperones are not permitted to bring siblings. The number of chaperones assigned to a field trip is often determined by the directors of the event (Stage One, Museums, etc.). Chaperones will be assigned to field trips based on the sign ups. In the event someone cannot attend the trip, a replacement will be selected from the alternative list of chaperones.

**All adults who wish to volunteer to chaperone a class activity/ trip must attend a Safe Environment Training and have a background check completed prior to the activity. Safe Environment Training classes are offered through the Archdiocese ([www.archlou.org](http://www.archlou.org)) and background checks are completed by the Parish Business Office.**

#### 8TH GRADE CLASS TRIP

**Fundraisers must be approved by the principal**, and be organized by the parents of the class. **All deposits and fundraising monies are non-refundable.** Students must maintain a passing grade in every class to be eligible to go on trip. Likewise, students must also exhibit responsible and respectful behavior throughout the entire year toward all students and adults. **If a student is ineligible to attend – no refunds will be made.**

### GRADING SCALE

Grades JK-2 utilizes standards-based grading. Progress is posted on each trimester report card. The following scale is used to record student performance. This scale does not correspond with numerical grades.

- E- Exceeds expectations
- P-Progressing at grade level
- H- Progressing with help
- N- Needs additional practice and support
- X- Skills or concepts have not yet been assessed

Grades 3-8 utilize the Archdiocese of Louisville traditional grading scale to communicate student progress in all subject areas. Numerical averages are rounded up from the tenths. The grading scale is as follows:

- 93-100 A
- 84-92 B
- 75-83 C
- 70-74 D
- 69 and below U

Report cards including teacher comments are posted electronically at the end of each trimester.

### AWARDS

The purpose of Awards Day at St. Michael School is to recognize those students who go above and beyond in their Christian Life, community service, academic studies, work ethic and show compassion and care for all living things. Awards will be given for All As principal's list, Christian Life, and exemplary work ethic at the end of the year. A-B honor roll and Principal's list will also be recognized at the ends of each trimester. Other awards include National Junior Honor's Society, District Governor's Cup, and District Quick Recall. Other awards may be conferred at the school's discretion.

## GRADUATION

Graduation is a privilege bestowed upon students who successfully complete the coursework mandated by St. Michael and the Archdiocese. Students are also expected to abide by the rules and regulations of the school and community. The date of graduation fluctuates so as not to conflict with high school or college commencement ceremonies. Graduation awards may be presented from other Catholic High Schools based on a student's scores on the high school placement test. St. Michael Athletic Committee will award a Top Knight and Top Lady Knight award to one boy and one girl in the graduating class. These awards are given for participation and contribution to insuring the integrity and success of St. Michael athletics. The Spirit of St. Michael award will be presented to one boy and one girl graduate who will be attending Catholic High School the following school year. To be eligible a student must exhibit the characteristics of a diligent work ethic and leadership. The student must also be involved in school and community service. Each award is worth \$1,000.00 to be applied to tuition to the Catholic High School the student will be attending. **This award is made possible through contributions from the Parent Teacher Organization and the St. Michael Women's Club.**

## HOMEWORK

The homework policy follows guidelines as **suggested** by the Archdiocese. These are approximate. Actual times may fluctuate depending on the child, their learning style, and time management while in school. St. Michael School's value for academic excellence is defined by the love of ideas and the achievement and engagement in learning, scholarship, creativity, and service for students, faculty, staff, and administration. This is reflected in its performance, in its curricula and in its recognition, reward, and practices.

Grades 1-2: 30-40 minutes

Grades 3-4: 40-50 minutes

Grades 5-6: 60-75 minutes

Grades 7-8: 75-90 minutes

If you have a question regarding the amount of time your child is spending on homework, please contact the teacher of that content area.

## HOMEWORK CLUB

Offered to students in grades 3 through 8 on Monday through Thursday (**except on early dismissal Wednesdays**) from **3:00 p.m. to 4:00 p.m.** at a rate of \$6.00 per child per session. Homework Club is an opportunity for students to do assigned homework or study with a teachers' assistance. Parents should plan to pick up students promptly at 4:00 p.m.



## HONOR ROLL

(Grades 4 – 8) Principal's List Straight A's in Religion, Language Arts, Reading, Literature, Spelling, Vocabulary, Math, Science, Social Studies and all special area classes; First Honors – All A's and B's in all subjects, including all special area classes.

## PROMOTION/RETENTION

Occasions may arise when a teacher must determine the best course of instruction for a student who may be experiencing academic difficulties. It may be recommended that the child be professionally assessed and/or repeat a grade. If parents choose to send their child on to the next grade, St. Michael will do its best to meet the needs of that child. If the child experiences the same academic/behavioral difficulties the following year, St. Michael teachers and administration reserve the right to require assessment, retention and/or an alternate educational setting. Before having your child assessed by an outside agency, it is recommended that you consult with the teacher, counselor and/or resource teacher. Students may be required to show proof of summer assistance with a professional agency or certified teacher before being promoted to the next grade level.

## RECORDS REQUESTS

Initial requests for records will be honored without any charge. However, all financial accounts must be current (café, tuition, fees, etc.) before records will be released. A charge of \$5.00 will be incurred after the first request.

## ROOM ASSIGNMENTS

Our faculty and administrators work very hard to place children in the setting that will enable them to meet their potential. Many factors are considered when compiling class lists: gender equity, personalities of the students and teachers, learning styles, ages, abilities, relationship of students (time spent outside of the school day), etc. **We ask that parents NOT request a specific teacher for their child for the upcoming school year.**

## TIERED PROGRAMS

St. Michael School may utilize a multi-level math and reading program when necessary. Based on incoming student populations, teachers and administrators may choose to structure the school day schedule to facilitate differentiation. The following criteria is used to place students in the appropriate classroom/level: Percentile score on the most recent Terra Nova test, classroom performance, report card grades earned over the last few years, teacher recommendations, student work ethic, and a teacher/student ratio that is conducive to a successful classroom experience. This type of differentiation provides greater opportunity to meet the specific learning needs of children.

## EMERGENCY PLAN

Please reference our Handbook but note that emergency plans are not made public for safety reasons.

St. Michael School remains committed to both the educational and personal development of its students. To fulfill this commitment we must provide a school environment that is safe for both students and staff.

While the vast majority of schools are safe places, we recognize (that) the possibility exists of a disaster/crisis resulting from fire, other natural causes, or acts of violence. In the event of such a crisis, St. Michael School, following the guidelines of the Archdiocese of Louisville, has developed an Emergency Management Plan. While no plan can anticipate all situations, it will better position us to respond to unforeseen/threatening events with the greatest possible speed and safety.

The Emergency Management Plan is a resource for school administration to ensure the least disruption to the educational process or effect on the school climate. The success of this plan is contingent upon the comprehensive and ongoing training and instruction of all school personnel. The administration and staff awareness of potential dangers and sound judgment ultimately remain an integral part of safety management.

In the event that evacuation of St. Michael is necessary, parents will be called, via the Emergency Notification System, and notified as to where they can pick up their children. In extreme cases, information will also be broadcast over local television and radio stations. With only one entrance into St. Michael it is important that parents/families **DO NOT DRIVE TO THE SCHOOL**. We want the driveway to the school to stay open for emergency vehicles.

In the event of an emergency, written notification will be sent to school families informing them of the situation that occurred and the procedures that were followed using the Emergency Notification System **once we have Archdiocesan approval to communicate the facts.**

## EMERGENCY DRILLS

Fire Drills – Fire drills are conducted once a month

Tornado Drills – Tornado drills are conducted **twice** per year.

Earthquake Drills – Earthquake drills are conducted twice per year.

Lockdown Drills – Lockdowns are conducted **four times** per year.

## INTRUDERS

The faculty and staff are aware of what to do in the event that a situation arises that calls for classrooms to be secured. Doors to the school are locked at all times for the safety of the children and employees.

## LOCKDOWN

A lockdown is an action step taken to ensure that all students and employees are as safe as possible. Specifically, no one is permitted to enter or leave the building. Children may not be dismissed during a lockdown.

## EXTENDED SCHOOL CARE

Before and after-school care are offered on campus by St. Michael School for its students and parish members, from ages 6 weeks to the 8<sup>th</sup> grade. Information regarding the program can be addressed to the Director at 267-9550.

Hours of Operation:

7:00 a.m. – 6:00 p.m., Monday – Friday

Pre-school Sessions:

7:00 a.m. – 11:15 a.m.

11:15 a.m. – 3:00 p.m.

3:00-6:00 p.m.

K – 8 Care:

2:40 p.m. – 6:00 p.m.

Please reference Extended School Care handbook for more information.

## FINANCIAL INFORMATION

### TUITION POLICY

Parents have the option of paying tuition in full on July 1 or making monthly payments, August-May, through FACTS Tuition Management Program. FACTS is an automatic withdrawal system, and is mandatory for all families.

If a valid hardship condition develops, please contact the Parish Business Manager or Principal, so that special arrangements can be made regarding your account.

**Accounts (tuition, lunch, ESC, etc.) that are in arrears at the end of each trimester will result in disabling the family's Sycamore account. At the end of school year, school records will not be released until all accounts are current.**

## REFUND POLICY

Pre-registration fees are non-refundable unless St. Michael is unable to offer your child a place in the school.

In the event that a family decides not to send their child(ren) to St. Michael, the refund policy will be as follows:

- If withdrawal is prior to the beginning of the school year, the family may still be responsible for the August tuition payments.
- If a family has paid tuition in full for the upcoming year, they will receive a prorated refund.
- Once the school year has begun, the family is responsible for the full month's tuition payment for any portion of a month attended.

## TUITION ASSISTANCE

When you choose to enroll your child in the school for a Catholic education, you enter into a contract and obligation to pay the full amount of the established tuition. Your prompt tuition payments through the **FACTS** Tuition Management system are needed to meet our monthly obligations to our teachers and staff.

We also understand that sometimes a situation may arise which may make it difficult for a family to make their tuition payment on time. Such situations may vary – loss of a job, a serious illness, or a natural disaster. St. Michael (as well as the Archdiocese) has always had a policy of providing tuition assistance when a legitimate and valid hardship condition arises.

However, we must be informed if a hardship condition develops. If you are unable to make your tuition payment on time, **please immediately inform us of the condition so that we can determine if assistance may be available.** You may call or email the Principal (267-6155). Please do not simply ignore your contractual obligation.

An Archdiocesan Tuition Assistance program is offered to families of St. Michael students (JK-8) who complete a Tuition Assistance Application, available on-line through FACTS. Applications are available in January and all documentation is to be returned to in March.

## WITHDRAWAL OF STUDENT

At least two weeks before the withdrawal of a student from St. Michael School, the date of the student's last day of attendance will be provided, along with the name of the student's new school and address. If the student is moving, a complete new home address and telephone number shall be provided. All fees and tuition must be current and all library books and textbooks shall be returned. Any and all other obligations must be fulfilled before school records will be forwarded to the new school.

## HEALTH AND SAFETY

### ALLERGIC REACTIONS

The school office is required to have a list of any materials a student is allergic to on file. Allergic is anything that has been diagnosed by a licensed physician/allergist. In the event a student suffers from an allergic reaction, the following steps will be taken:

- Parent will be notified immediately.
- Appropriate first-aid will be administered.
- EMS will be called if warranted.

It is mandatory that all teachers have a list of potential health problems of students and that this list be updated as needed. **Parents are responsible for having an allergy action plan on file in the office as well as updated in Sycamore.**

Students who are required, for medical/health reasons, to have either an Epi-pen or inhaler with them, will have these in a specified bag in a specific location in the classroom. This bag will be taken with the student from the classroom anytime the child changes locations (church, cafeteria, playground, ball field, field trip, etc.) A completed and signed medical release form with medication in its original container should be sent in to the office initially.

### COMMUNICABLE DISEASES

St. Michael School follows the policy of the Office of Lifelong Formation & Education as established by the State and Local Health Departments in dealing with children identified as infected with HIV (Human Immune Deficiency Virus).

### DRUG POLICY

The drug policy refers to any mind-altering drug or substance. The purchase, possession, use, sale or distribution of such drugs is illegal by federal and state statutes. If any student brings to school, or has in his/her possession

on the school grounds, during or after school hours, any illegal substance, alcohol, tobacco, drug-paraphernalia, or look-alike, the following steps will be taken (this includes selling, use, and purchase):

- The person having such information shall notify the principal or the counselor.
- The student's parent/guardian will be notified and a conference will be held.
- The Pastor will be notified.
- Depending upon the results of the investigation a student may face temporary or permanent suspension.
- The Archdiocese will be notified.
- A medical/psychological evaluation may also be required.

## FIRST AID

When a child is injured, he/she will be sent to the office. Care will be given and, if the situation warrants, the parent(s)/guardian(s) will be contacted to discuss appropriate action. When the parent(s)/guardian(s) cannot be reached, the emergency numbers in Sycamore contacts will be contacted. In the event of a serious emergency, EMS will be contacted at once so that immediate medical care can be given.

## GENERAL HEALTH

If a child is deemed too ill to remain in school, the parent will be notified by telephone. Parents are requested to advise the school of any special physical or emotional condition of the student so the proper assistance may be given to him/her as needed. **PLEASE DO NOT SEND ANY CHILD TO SCHOOL WHO IS ILL IN THE MORNING. CHILDREN ARE TO BE FEVER-FREE FOR 24 HOURS and SYMPTOM FREE BEFORE THEY RETURN. See MEDICATIONS AND PRESCRIPTIONS for guidelines/rules.**

## HEAD LICE

Students will not be permitted to attend school if head lice are present in its contagious stage. Early signs of head lice can include itching of the head, matted, foul-smelling hair, swollen lymph nodes and/or rash on the torso. Students may be checked for head lice at various times throughout the year.

## HEALTH SERVICES/PROMOTING GOOD HEALTH

The school will strive to provide and maintain a physical environment that is conducive to the good health and safety of students. St. Michael School has a health program that offers screening services to our children for vision and hearing. You are encouraged to take advantage of our health services. However, you may prefer that your child not participate in any or all of these programs at school. If such is the case, you are required to present a doctor's statement for your child's health file at school.

## MEDICATIONS AND PRESCRIPTIONS

These will be accepted on an individual basis and administered only as prescribed on the physician's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use which includes frequency, duration and route of administration, prescribing physician and pharmacy name and address. **All medications should be sent to school in the original container, with the prescription label attached, including the physician's directions for dispensing the medication.** (See Appendix D: Medication Form)

Non-prescription (over the counter) medications will be accepted on an individual basis when provided by the parent or legal guardian and the appropriate documentation is on file in the office. Physician or health care provider approval is required for use of non-prescription medication. The medication is to be sent in the original container. Examples of such include cough drops, Tylenol/aspirin, lotions, creams, etc.

KRS 218A.210 STATES "A PERSON TO WHOM OR FOR WHOSE USE ANY CONTROLLED SUBSTANCE HAS BEEN PRESENTED, SOLD, OR DISPENSED BY A PRACTITIONER OR OTHER PERSONS AUTHORIZED UNDER THIS CHAPTER, MAY LAWFULLY POSSESS IT ONLY IN THE CONTAINER IN WHICH IT WAS DELIVERED TO HIM BY THE PERSON SELLING OR DISPENSING THE SAME."

## MEDICAL REQUIREMENTS

- A physical examination is required when a student enters school for the first time and prior to entering 6<sup>th</sup> grade.
- St. Michael School requires parents/ guardians to provide proof of a vision examination has been obtained from an optometrist or ophthalmologist by the first day of school in the first year a 3, 4, 5, or 6 year-old child is enrolled. Vision examination must be provided on the Kentucky state form.
- Sixth graders must have a new immunization certificate showing updated booster vaccinations and a 6<sup>th</sup> grade physical exam prior to the first day of school.

## MISCELLANEOUS

- **Edible treats are not to be sent to school for an individual's birthday, nor are invitations of any kind to be distributed at school.** Treats are not to be sent to school for holidays other than those designated as school party days. For the safety of our students on these days, only refreshments specified by the classroom teacher are to be sent in. We ask that you make other arrangements for siblings when volunteering time for class parties.
- Delivery of gifts (flowers, balloons, etc.) to individual students will not be accepted at school.
- Students are not permitted to use vending machines in any buildings during the school day (see Arrival/Dismissal hours).
- Chewing gum, candy, etc. are not permitted during the school day including dismissal, (exception for candy may be during a scheduled class party).

## NON-SMOKING POLICY

Smoking is **NOT** permitted by faculty, staff, parents, visitors, etc., at any time in or outside of any facility on St. Michael Campus.

## SAFETY/ACCIDENTS

Every accident, no matter how minor, will be documented. The office will be notified immediately of any accident that occurs. For serious injuries, the parent will be contacted and emergency medical aid will be arranged, if necessary. Accidents, which require the student to miss a day of school must be reported on the "Student Accident Report" and sent to the Archdiocesan office. Every family must have its own personal insurance coverage. The parish's insurance policy does not cover medical costs for student accidents.

## LUNCH PROGRAM

St. Michael School lunch program operates under the supervision of the school. Our Cafeteria Manager is Melinda Mendoza.

- Students may purchase a la carte items from 7:20-7:40 am.
- **Student lunches may only be purchased through their lunch account.** Checks may be sent with student name at any time. **A student lunch will include a milk or orange juice only.**
- **Students bringing lunch from home may purchase milk for \$0.45. Other juices or water are \$0.75.**
- **A student meal will be \$3.65, which includes an entrée, sides, and milk or orange juice. Students will be allowed to buy items a la carte. Parents: Please discuss, with your children, what purchases they are allowed to make.**
- Lunch payments may be made online or checks can be written directly to the St. Michael Café.
- Parents are allowed to buy lunch with a student lunch account, provided there are adequate funds to cover lunch.
- **If a student's lunch account has insufficient funds to cover lunch, they may charge that lunch, but should plan to bring a payment the next day. Parents will also be emailed when an account balance is negative.**
- A lunch count will be taken daily during homeroom. At that time, orders for the regular lunch and extra entrée orders will be counted. As in a restaurant, once an order is placed, it is expected to be purchased.
- Packed lunches should have packages that are easily opened by the child.
- Students are **NOT PERMITTED** to bring, or have brought to them, any fast food items, including soft drinks. Soft drinks may not be purchased from the vending machine before, during, or after school hours, unless the student has been authorized to do so.



- Parents are invited to have lunch with their child any day. Parent lunches are \$4.50. Parents should call 809-1303 by 9:00am on the day that they plan to join their child for lunch. Parents may bring their own lunch from home.
- The cafeteria needs and welcomes volunteers daily. However due to unforeseen accidents, children are not allowed to come with you on any day when you work. No children are allowed in the kitchen.
- Cafeteria volunteer hours are 10:30-12:30pm.
- All volunteer workers need to enter through the school front doors and sign in at the school office.
- Lunch account credit balances roll over from year to year.
- Please contact Melinda Mendoza, the Food Service Manager, at 809-1303 for any questions or concerns. She can also be reached by email at [mmendoza@stmichaellouisville.org](mailto:mmendoza@stmichaellouisville.org)

Lunch Prices 2017-2018

Student Lunch -\$3.65

Breakfast ala a carte items-\$0.65

Ala a carte entrée-\$1.50

Ala a carte sides-\$0.75 each

Juice/Water/Gatorade -\$0.75

Chips/Ice Cream/Cookies-\$0.75

## Cafeteria Policies/ Expectations

- Students will be accompanied to lunch by a teacher or an instructional assistant.
- Students will pick up their lunches in a double serving line.
- When checking out at the cash register, students should say thank you.
- Students will proceed to their assigned area tables
- Students should sit six per table. Students in grades 4-8 may get out their seats to visit the condiment cart. Otherwise, students should stay seated.
- Students will be dismissed by tables to dispose of their trays.
- Before students leave their areas, they are responsible for cleaning their tables and picking up excess trash on tables, floors, chairs, etc. Please explain to students how to wipe a table.
- When leaving the table, chairs are to be pushed in.
- Students must ask permission to use the restroom. Please use restroom in cafeteria.

## TECHNOLOGY

## INSTRUCTIONAL TECHNOLOGY

Technology is encouraged as a tool for learning. Students may bring their own devices (BYOD) as directed by the teachers for use in learning activities. Laptops and iPads are also available to be reserved by teachers for special projects.

St. Michael School supports reasonable access to various information formats for students, employees, and the community, and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use school technology.

Students may not use technology devices for communication purposes during school hours including voice calls, or transmitting or receiving messages including text messages and picture messages. Parents shall not send messages to students' devices with the expectation that the student will receive the message during school hours.

Please refer to the Acceptable Use Policy of St. Michael School. (Appendix A)

Teachers and students in grades 3-8 utilize Google Apps for Education (GAFE) for document creation, cloud-based storage and sharing. (See Appendix B) Students are expected to use GAFE accounts for instructional purposes only. GAFE emails may not be used to create additional accounts or leave comments on public pages.

## INTERNET SAFETY PROCEDURES AND GUIDELINES

Student education is the most effective way to ensure use of the Internet and other electronic resources. Accordingly, all students will successfully complete an age-appropriate digital citizenship program, such as iSAFE, each year. The digital citizenship program must include Internet safety.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Additional Internet safety measures, which shall apply to all school-owned devices with Internet access or personal devices that are permitted to access the School's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

## PERSONAL ELECTRONIC DEVICES

Saint Michael School supports the safe and responsible use of personal electronic devices in an ethical and legal manner. The use of these twenty-first century learning tools should be focused on academic learning whether as part of classwork or as use by individuals before or after school

The following provisions regarding personal electronic devices (i.e. iPad, tablet, laptop) should be made for the safety and well-being of all students:

- Cell phones must be kept in the student's locker **in the off position** and may not be used during school hours.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom for different projects.
- Apple and Android interactive watches may not be worn during school hours.
- All personal electronic devices should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices to be channeled through the school server and allows filtering of Internet material through the school filtering system.
- No student shall establish a wireless or peer to peer network using his/her electronic device or any other wireless device on school grounds. This includes using this device to set up a wireless hotspot.
- Students may not use devices to record or transmit or post photographic images or video of a person or persons during school hours or school activities unless allowed by the teacher.
- No downloads or purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the Internet.
- Saint Michael School reserves the right to further limit the use of personal electronic devices to prevent disruption of the learning environment.
- Parents must sign the Personal Electronic Device User Form (Appendix C), which states that the school is not liable for any lost or broken devices, before the device is brought to school. Saint Michael School will not be responsible for any repair assistance/ service on personal electronic devices.
- Students may only handle another student's personal device with explicit permission. Disabling or moving another student's device to a different location for any reason will not be tolerated.

## PERMISSION/AGREEMENT FORM

Written parental consent shall be required prior to the student being granted independent access to electronic media involving school technological resources.

The required Acceptable Use Policy (AUP), which shall specify acceptable uses, rules of on line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal or designee with a written request.

## PENALTIES

Violations of this policy or refusal to sign required acceptable use documents may result in loss of access to school on-line communications. Additional penalties may be imposed against students according to the school's acceptable use policies and school rules. Teachers and other staff who supervise students shall report violations to the Principal or Assistant Principal. **If a student violates the school technology policies, he/she will be disciplined according to the student code of conduct.**

For BYOD, Students may bring their own devices, as directed by the teacher in grades 3-5. In grades 6<sup>th</sup> – 8<sup>th</sup> the students are strongly encouraged to bring their own device. In order for a student-owned device to be used in the school, the office must have an Acceptable Use Policy on file that has been signed by both the student and parent/guardian as indicated by a sticker on their device. Devices will be available for reservation by teachers for

special projects. BYOD families may be required to purchase or install school-sanctioned software including, but not limited to, a uniform set of apps required for instruction."

The penalties for inappropriate use of technology shall be:

First Offense: Conduct referral and meeting with an administrator.

Second Offense: Detention, confiscation of device and a meeting with an administrator.

Third Offense: 2 detentions and confiscation of device. The device will be released to parents at a mandatory meeting.

*The school reserves the right to monitor and actively control content which uses school resources, including but not limited to: School-owned devices, school networks, and school-owned peripheral devices. Any use of school-owned equipment which violates the AUP may result in disciplinary action.*

## RESPONSIBILITY FOR DAMAGES

Students who deface a School web site or otherwise make unauthorized changes to a web site or other online technology resources or systems used by the school shall be subject to disciplinary action, up to and including expulsion, as appropriate.

## UNIFORM POLICY

**The principal or assistant principal will make the final decision as to the appropriateness of student attire/appearance.**

Shaheen’s Uniforms and Oates Flag carry shirts, pants, shorts, skirts, jumpers etc. Parents are to put names on all uniform items. Coats, jackets, non-uniform sweaters and hats may not be worn in the school building during classes. Parents are expected to monitor the dress of their child(ren) prior to leaving for school. Please keep the weather in mind because all students will go out for recess each day even in cold weather.

	Girls	Boys
Tattoos, visible body art	None permitted	None permitted
Piercings	1 hole each ear lobe ( <i>see jewelry</i> )	None permitted
Shirts – Burgundy or White Polo <b>with school logo</b>	Long or short sleeve permitted, <b>tucked in at all times</b> , worn with jumpers, skirts, shorts or pants. Undershirts shall be solid white.	Long or short sleeve permitted, <b>tucked in at all times</b> , worn with shorts or pants. Undershirts shall be solid white.
Blouse - Plain White	JK- 2 worn with jumpers 3 - 8 worn with skirts/shorts/pants Shirts must be appropriately <b>tucked in at all times</b> .	Not applicable
Shorts - Gray	No shorter than 3 inches above knee	No shorter than 3 inches above knee
Pants – Gray	Permitted	Permitted
Plaid round neck jumper	JK - 2, optional grade 3, no shorter than 3 inches above knee	Not applicable
Skirts – plaid	4 - 8, optional grade 3, no shorter than 3 inches above knee	Not applicable
Gray, Black, or Burgundy Tights, Leggings, or PE pants or Sweatpants with St. Michael logo	JK - 8 permitted, worn under skirts & jumpers, must have elastic in leg band or neatly hemmed. (last year for gray sweatpants)	Not applicable
Belts – Black, brown, gray, burgundy only – traditional buckles	1 - 8 must be worn with shorts, pants JK-K –optional	1 - 8 must be worn with shorts, pants K –optional
Socks-	Solid white, gray, or black or white, gray, or burgundy Elite	Solid white, gray, or black or white, gray, or burgundy Elite
Shoes - NO boots, sandals, flip-flops, jellies, clogs, slip-on's, crocs, heels, platforms, skate shoes or Heelys, etc.	<u>Tennis shoes are recommended for everyday wear, but are required for PE. Shoes with laces must be traditionally tied at all times (includes dock-sider type shoes)</u>	<u>Tennis shoes are recommended for everyday wear, but are required for PE. Shoes with laces must be traditionally tied at all times (includes dock-sider type shoes)</u>
Sweatshirts/Cardigans Fleece jackets	Sweatshirts – gray w/school logo Fleece jacket –gray w/school logo Cardigan – solid burgundy	Sweatshirts – gray w/school logo Fleece jacket – gray w/school logo Cardigan – solid burgundy
Hair	Bangs neatly trimmed above the eyebrows. Hair is to be cut and styled so as not a distraction. Hair fads - cuts, styles, & coloring are <b>NOT</b> permitted.	Bangs neatly trimmed above the eyebrows, cut above collar & no longer than slightly below top of ear. Hair is to be cut and styled so not a distraction. Hair fads - cuts, styles, & coloring are <b>NOT</b> permitted. No facial hair or sideburns.
Nail Polish, fake nails, and make-up	<b>8<sup>th</sup> grade privilege</b> after February 28 <sup>th</sup>	Not permitted
Jewelry	Single pair small stud dime size earrings ( <b>no loop, hanging earrings or cartilage piercings</b> ) & watch, if not a distraction. A small cross on a chain may be worn under the uniform blouse/shirt. Apple/Android interactive watches and fitbits are not allowed.	Watch, if not a distraction. A small cross on a chain may be worn under the uniform shirt. Apple/Android interactive watches and Fitbits are not allowed.
Scout uniforms	Permitted on meeting days	Permitted on meeting days

Spirit Wear with Knight Logo	The last Friday of every month unless otherwise announced	The last Friday of every month unless otherwise announced
PE uniform (optional- may be worn on PE days)	Gray or Maroon t-shirt w/ school logo Black shorts or warm-up pants w/school logo	Gray or maroon t-shirt w/ school logo Black shorts or warm-up pants w/school logo

## UNIFORM GUIDELINES

Students' appearances create a first impression to those in our community and should conform to a standard of dress and decorum that demonstrates the seriousness with which they and their parents value their Catholic identity and education.

In support of modesty, student appearance, including haircut or hair style, should not seek to draw inappropriate attention to one's-self nor contribute to distraction in the learning environment. The school expects the parents to take an active role in uniform policy compliance. This includes providing them with all items required even after they have arrived at school. Uniform pants, skirts, and jumpers should not be excessively faded, and should not have any tears or holes, and should be in general good repair. Students are to be neatly dressed and well groomed. The homeroom teachers and administrators are the decision makers regarding acceptability of dress and hairstyle per the guidelines below.

Uniform infractions may be given by teachers or an administrator only. Four uniform infractions will result in a referral. Three referrals of any type will result in a detention. Depending on the problem, parents may be called to bring in appropriate clothing. Students that are out of dress code may be asked to wait in the office until appropriate clothing arrives. Repeated violations will result in a conference with parents, student, and principal and may result in detention. Parents are strongly urged to label all items with a student's name. A lost and found area is located in the office. Items that are not claimed weekly will be taken to Goodwill. All uniform items are available for purchase at Shaheen's.

### PANTS

Gray dress pants are acceptable for both boys and girls. No cargo pants with large pockets, jeans, corduroy, tight fitting or stretch style pants are allowed. Pants are to be worn waist high, not sagging on the hips. They should not be rolled up at the waist or at the hem. Pants should not have any tears or holes, should not be excessively faded, and should be in general good repair. Students are allowed to wear uniform Bermuda length walking shorts all year. No cargo shorts with large pockets are allowed. Shorts should not be rolled up at the waist or at the hem. Shorts should not go below the knee and should be in good repair.

### BELTS

Belts are required for boys and girls when wearing shorts or pants. They must be a solid color; gray, burgundy, brown, or black with traditional buckles. No oversized or decorative belt buckles are allowed. Belts are optional for Kindergarten students.

### SKIRTS

Girls' plaid uniform style skirts are available through Shaheen's. Girls' skirts **MUST BE** no shorter than three inches above the knee in the front and back. Length can be measured by kneeling upright on the ground. Skirts must be the same length in the front and the back. They may not be rolled at the waist. Skirts must be in good repair with no stains or fallen hems. Skorts are not allowed. A new uniform black St. Michael short is now available for girls to wear under their skirt, or regular play shorts must be worn under the skirts, but not visible below the hem. Plaid uniform style jumpers are available through Shaheen's. Jumpers must also be no shorter than one inch above the knee in the front and back or can be measured by kneeling upright on the ground; the jumper should touch the back of the calf. Jumpers must be the same length in the front and the back. Regular play shorts or the new uniform St. Michael shorts must be worn under the skirts, but not visible below the hem.

## SHIRTS

Burgundy, or white short- or long- sleeved shirts with the embroidered school emblem are the only acceptable shirts. Girls' blouses worn under jumpers may not have ruffles or other embellishments and do not need the school logo. No monograms or appliqués are acceptable except for the St. Michael logo. Shirts must be tucked in at all times. They may not be rolled, fluffed, or hidden under sweatshirts. If t-shirts are worn under uniform shirts they must be solid white. No colors or logos are allowed to show through the uniform shirt from T-shirts or colored undergarments.

## LEGGINGS, TIGHTS, SWEATPANTS

In the winter, girls may wear the St. Michael sweatpants, PE warm-up pants, gray, burgundy or black leggings or gray tights under their uniform skirts. Leggings and tights are sold at Shaheen's. No other sweatpants or pajama bottoms are allowed under skirts. Leggings/tights should cover the entire leg, not be capri length or above the ankle/mid-calf.

## SWEATSHIRTS/FLEECE

The official St. Michael sweatshirt is the gray fleece zip-up jacket or quarter-zip sweatshirt with the school logo (tree with people). 8th grade sweatshirts with the current year are allowed for 8<sup>th</sup> grade students. Sports sweatshirts are not part of the school uniform and therefore cannot be worn unless it is a spirit day. Non-uniform sweatshirts will be treated like a jacket and students will be asked to remove them during class or Mass.

## SOCKS

Solid white, black, gray, St. Michael burgundy, or Elite gray or burgundy socks are acceptable. Socks must be visible above the shoe, including high tops. Crew socks or lower, ankle covering socks are acceptable. No-show socks are not acceptable. Footies are not acceptable.

## SHOES

Athletic/Tennis shoes (any color) are the only acceptable shoes on days your child attends P.E. Dock-Sider type shoes may be worn on other days if they are kept tied. For safety reasons mules, clogs, open sandals, crocs, and flip-flops are not permitted. Shoes with flashing lights or shoes that make music are not acceptable. Boots are not acceptable. Shoes should be the appropriate size (not oversized) and shoestrings should be tied so that the shoe fits tightly to the foot. Shoestrings should be matching, regular shoestrings that came with the shoe with no other adornments. These rules apply to students in preschool-8th grade.

## HAIR

All students' hair must be clean, neatly combed, and away from the face and eyes. Girls are required to pull their hair back out of the eyes, mouth, and face. Boys are required to maintain a traditional haircut. A traditional hair cut is defined as completely off the collar by at least one inch, above the eyebrows, and cannot be longer than half-way over the ears. Boys are not permitted to "hook" their hair behind their ears. Extreme styles/colors, which draw attention to the child or distract others, are not allowed. Hair dyes on tips or streaks/patches of color



are not allowed. No mohawks of any kind are allowed. Administrators may request that a student's hair be trimmed if it is determined to fall outside these established requirements. Hats are not to be worn indoors.

## JEWELRY- BOYS

Wristwatches are acceptable. No earrings or piercings of any kind are allowed. Gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. No other jewelry is allowed. The only acceptable bracelets are medical alert bracelets. Apple or Android interactive watches, and Fitbits, are **not** permitted. Body Art: No student will be allowed to have tattoos, real or fake, on their body at any time while attending St. Michael School. This includes drawings of any kind that may appear as body art.

## JEWELRY- GIRLS

Traditional ear piercing, which is one pin sized hole in the lower lobe of the ear, is acceptable. No hoop or dangling earrings for safety are allowed. Dimes sized earrings or smaller are acceptable. Only one pair of earrings may be worn at a time. Double piercing, gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. Girls may also wear a wristwatch. Apple or Android interactive watches, and Fitbits, are **not** permitted. The only acceptable bracelets are medical alert bracelets. No hair accessories like clip in braids/feathers/flowers, beads, beach braids, etc. are allowed. Head bands are acceptable but should not be overly large or distracting to other students. No other jewelry is allowed. Body Art: No student will be allowed to have tattoos, real or fake, on their body at any time while attending St. Michael School. This includes drawings of any kind that may appear as body art. Other Nail polish, make-up, and artificial nails are not allowed. This includes clear polish and French manicures. Fitbits may be worn if they are NOT a distraction.

## P.E. UNIFORM

P.E. uniforms may be worn on the day of physical education class for the full day. The P.E. uniform is a solid gray t-shirt with the St. Michael logo and black shorts or warm-up pants with the school logo. Items may be purchased at Shaheen's or Oates Flag.

## SPIRIT WEAR

The last Friday of the month unless otherwise specified will be designated as school spirit day. Students are permitted to wear St. Michael spirit wear with Knights logo once a month on Spirit Wear Friday. Students will be allowed to wear their sports shirts, jerseys, etc. on this day.

## NON-UNIFORM ATTIRE/ FREE DRESS

Scout uniforms may be worn on meeting days.

When students are given a free dress day, they are expected to attend in a manner appropriate for a Catholic School. Written messages and graphics must be appropriate for children and in accordance with the principles of Catholic Education. Halter tops, tank tops, short-shorts, short-skorts, and tops with spaghetti straps are not allowed. School shorts or long Bermuda style walking shorts are acceptable but extremely tight fitting pants and yoga pants are not allowed. Pajamas or pajama style clothing are not acceptable. Hooded sweatshirts are not allowed. Leggings may not be worn as pants unless the shirt is of a tunic type and completely covers the student's backside. We ask that free dress passes NOT be used on mass days to ensure a child's best appearance for the celebration of the Eucharist.

Modesty is NOT an outdated virtue. Parents are asked to cooperate in helping students select appropriate dress. Out of uniform does not mean that sandals, clogs, or shoes with heels can be worn to school. The principal and assistant principal will decide upon questionable attire.

**ANYTHING NOT SPECIFICALLY MENTIONED IS NOT ALLOWED.**

## USE OF FACILITIES

We are fortunate to have numerous after school activities and clubs for students. This allows us to share Griner Center, the Science Lab, and various classrooms as meeting locations.

It is the responsibility of the organizer (of the activity/club/group) to contact the school office to sign up to use the St. Michael facilities. Furthermore, it is the organizer's responsibility to guarantee that:

- Participants stay in the appropriately reserved area
- After the meeting/activity all furniture is to be returned to its original location
- All trash is to be taken outside to the dumpster and appropriately put into dumpster (not beside dumpster)
- Restrooms are clean and in good condition (paper towels in receptacles and no toilet paper on floors, etc.).

**Failure to follow these rules may result in loss of privilege to use the facilities.**

Use of the St. Michael Community Center is coordinated through a Facilities Manager at 266-5611.

## VISITORS

All non-school employees must sign in and be issued a visitor's badge at the school office before going to any room. This is mandated by the Kentucky Center for School Safety. Parents and other visitors are not to interrupt daily activities before, during, or at the end of the school day. Any important message or items will be delivered to the student through the school office. Anyone needing to speak with a teacher must check with the school office.

## VOLUNTEERS

All volunteers are welcome! Volunteers must enter through the main school entrance and sign in at the office, as described in the visitor section of this handbook. Anyone who would like to volunteer their time and/or talent for

the benefit of St. Michael students is encouraged to do so. It is the teacher's discretion as to appropriateness of volunteers in the classroom during class time.

Volunteers for any of the school or parish ministries and activities that have regular contact with children, for example; CCD, Children's Liturgy of the Word, Coaching, Scouts, Youth Ministry, or Classroom Committees, you must complete the required background check forms and Safe Environment Training. These requirements help ensure that all school volunteers have been properly screened prior to working with our children.

For safety and security reasons, all school visitors (volunteers, parents, etc.) must sign in at the front desk. All visitors and/or volunteers are required to wear a designated badge that is given at sign in.

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.

Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff, and seek clarification when necessary. Children's restrooms are not to be used by volunteers. There are adult restrooms located in the building.

Volunteers should be proactive when supervising the children. Problems should be referred to the teacher(s) on duty or the office should be notified as soon as possible.

## WEATHER POLICIES

### CLOSING/DELAYED OPENINGS

St. Michael does not make decisions regarding school closings, delayed openings or early dismissals due to inclement weather. These decisions are made by the Superintendent of Catholic Schools after consultation with the weather service, school transportation officials and other administrators.

When weather conditions cause school openings to be questionable, announcements will be made for **Jefferson County Catholic Elementary Schools**. Please listen to your local TV or radio stations. We will also send a message through School Messenger.

If a delayed schedule is announced, doors will open at 9:20 a.m. Tardy bell will ring at 9:50 a.m. Morning pre-school will be cancelled.

### EARLY DISMISSAL

No Public Announcements will be made about early dismissal in Jefferson County Catholic Elementary Schools except in the case of an extreme emergency (i.e., chemical leaks/spills, etc.) If St. Michael must dismiss early,

parents will be notified **via website announcement and through our School Messenger Emergency Notification Call System (please make sure we have a current phone number on file for this notification system).**

**PLEASE KEEP ALL EMAIL ADDRESSES, HOME, WORK AND EMERGENCY NUMBERS UPDATED IN SYCAMORE.**

## St. Michael School

### Technology Acceptable Use Policy

St. Michael School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for students and staff-use for educational purposes. This Acceptable Use Policy (AUP) outlines the provisions and expectations of that use by students, teachers, and parents when using school technologies or personally owned devices on school property.

#### **Roles and Responsibilities of Staff**

St. Michael School believes that the use of technology requires all users to be safe and responsible digital citizens. As such, the school utilizes the following strategies to help keep users safe.

- Internet safety and digital citizenship instruction for students will take place each year.
- Teachers and staff will actively monitor permitted student technology use within the classroom.
- Internet access will be restricted via proxy as required by state and federal regulations and school policies. Web activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

#### **Roles and Responsibilities of Parents/Guardians**

St. Michael School expects parents/guardians to partner with us to teach students to use available technology safely and appropriately. While the school will make every effort to prevent inappropriate use, it is impossible to block all inappropriate content. Likewise, any wifi connection not maintained by the school is not monitored and is the responsibility of the parent/guardian. Parents must communicate permission with their child to bring electronic devices to school.

#### **Roles and Responsibilities of Students**

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data and files stored or transmitted via the school network are considered property of St. Michael School and may be reviewed and/or removed.

#### **Examples of Acceptable Use Include (but are not limited to):**

- Follow school behavior expectations to be a respectful and responsible digital citizen.
- Use online/network resources (including email) as instructed and for educational purposes.

- Store and share only appropriate student work and instructional media in provided networked storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

**Examples of Unacceptable Use include (but are not limited to):**

- Access, send and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes – (file storage, printing, bandwidth)
- Use or share another person’s username or password, or share your username and password with others.
- Compromise the network and its settings in any way – (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion or activities unrelated to school.
- Violate copyright laws or commit plagiarism, including the copying of software, music or other copyright protected files.
- Intentionally damage or steal school or personal technology-related property.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.

**Violations of the Acceptable Use Policy**

St. Michael School reserves the right to search any student device with probable cause. Students who violate the AUP are subject to the same disciplinary actions as prescribed by the Student Code of Conduct for similar offline behaviors and are at the discretion of the school administration.

**Personal Electronic Devices**

Students must have permission from their parent/ guardian to bring a personally owned device to school. Cell phones are not permitted. Students who demonstrate good digital citizenship and have a signed AUP may be allowed to connect their personally owned devices to the school guest network. Such access will be monitored as stated above. However, families are responsible for all service and support of personal devices. The school is not responsible for any damage or loss incurred with the use of a personal device in the school setting.

Students are expected to use devices for educational purposes and only with the consent of school staff.

All personal electronic devices shall be placed in airplane mode while on school property and may access the Internet through the STMGuest network. Students may not use technology devices for communication purposes during school hours including voice calls, transmitting or receiving messages (including text messages, picture messages).

Although the use of devices on the school network is monitored, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents and guardians are likewise responsible for what students may access through any

non-school wifi or cellular connection. All apps and programs should be downloaded at home with parent supervision.

**Social, Web 2.0 and Collaborative Content**

The school recognizes that Internet-based resources that can enhance educational activities are growing in number each day. The school may provide access to web sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Use of any website outside of St. Michael control is subject to their terms of use and may require specific permission in addition to the AUP.

**Consent for Use**

*By signing this form, you hereby accept and agree that your child’s rights to use the electronic resource provided by St. Michael School are subject to the terms and conditions set forth in school policy/procedure. Please also be advised that data stored in relation to such services is managed by the school. Data stored in non-school systems and websites, where applicable, may be managed pursuant to the agreement between St. Michael School and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.*

***Electronic signature through St. Michael’s Sycamore Education registration process may be substituted.***

As a student of St. Michael School, I understand and agree to follow the rules as stated in the Acceptable Use Policy above.

\_\_\_\_\_

Student Signature Printed	Student Name	Date
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As the parent/guardian of the above student, I understand and agree to the Acceptable Use Policy as stated above I understand that this consent will remain in effect until the student is no longer enrolled at this school.

\_\_\_\_\_

Parent Signature Printed	Parent Name	Date
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# Saint Michael Catholic School

## Google Apps for Education Parent/ Student Agreement

This year grades 3-8 at Saint Michael School (SMS) will be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, and collaboration tools.

Please review the attached information, complete, and **return this first page to school**. If you have any questions, please don't hesitate to contact Mrs. Rebecca Turner or Mrs. Paula Wood.

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***Electronic signature through St. Michael's Sycamore Education registration process may be substituted.***

Please print.

Student Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent/guardian: \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off Saint Michael School property.

\_\_\_\_\_ I give permission for my child and the school to publish student work and photographs online, with the understanding that student last names and confidential personal information will not be published.

\_\_\_\_\_  
Parent Signature Date



Google Apps for Education (Apps) includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Google Classroom is a learning management system that allows for paperless communication between students and teachers. This service is available through an agreement between Google and Saint Michael School. For an overview of Apps, visit <https://www.youtube.com/watch?v=uXFUI0KclkA>.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teacher will be using Apps for certain lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

## **Acceptable Use** (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- o **Privacy**- School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system. Email is limited to the @stmichaellouisville.org domain. Students may not send or receive messages from outside the domain. All files are property of the student upon graduation from SMS.
- o **Limited personal use**- Students may use Apps tools for personal projects but may not use them for:
  - o Unlawful activities
  - o Commercial purposes (running a business or trying to make money)
  - o Personal financial gain (running a web site to sell things) o Inappropriate sexual or other offensive content
  - o Threatening another person
  - o Misrepresentation of Saint Michael School, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- o **Safety**
  - o Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - o Students agree not to meet with someone they have met online without their parent's approval and participation.

- o Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- o Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- o **Access Restriction - Due Process**
  - o Access to Google Apps for Education is considered a privilege accorded at the discretion of SMS. SMS maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or SMS policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, SMS also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.
- o **Consumer Safety (Advice for Students and Parents)**
  - o Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
  - o Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
- o **Digital Citizenship (Advice for All)**
  - o Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
  - o Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
  - o Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This

means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

**Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafags.shtm>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- o The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- o The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- o Parents may request that photos, names and general directory information about their children not be published.
- o Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>



# Saint Michael Catholic School

## Personal Electronic Device User Form

As the parent or legal guardian of \_\_\_\_\_, I hereby grant permission for my child to utilize his/her own personal electronic device. I hereby agree to comply with the guidelines as stated below.

- Prior to my child using a personal electronic device, this form must be signed and filed with the child’s homeroom teacher.
- All personal electronic devices should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device.
- Access to school’s Wi-Fi network shall be made through the STMGuest network.
- No downloads or purchases should be made on school property.
- Saint Michael School is not responsible for any lost or damaged devices. Students are responsible for their own devices and their care.
- Saint Michael School will not be involved in any repair assistance/ service on personal devices.
- Saint Michael School reserves the right to further limit the use of personal electronic devices to prevent disruption of the learning environment.
- Any use by a student that is unsafe, unethical and/or illegal will result in loss of privilege to use a personal electronic device at school.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Grade (2017-18) \_\_\_\_\_

Description of Device \_\_\_\_\_

**ST. MICHAEL SCHOOL  
MEDICATION FORM  
2017-2018**

**STUDENT'S NAME:** \_\_\_\_\_ **GRADE** \_\_\_\_\_

I hereby authorize the staff of St. Michael School to administer the following medication in the following dosage to my child. I release St. Michael from all liability for administering the stated medication in the stated dosage.

MEDICATION \_\_\_\_\_

Condition for which prescribed \_\_\_\_\_

Possible side effects \_\_\_\_\_

Instructions for usage \_\_\_\_\_

Dosage \_\_\_\_\_ Times \_\_\_\_\_

Date(s) \_\_\_\_\_

**Physician signature** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

Work Phone \_\_\_\_\_ Cellular \_\_\_\_\_

Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Note: This form is REQUIRED by the Archdiocese in the administering of any and all medication to students.

ALL PRESCRIPTION MEDICINE must be in its original container, with prescription label attached (this is the physician's written authorization), parent signature and accompanied with this form.

ALL OVER THE COUNTER MEDICINE (including Tylenol, Advil, Cough Drops, Calamine Lotion, Benadryl, etc.) MUST HAVE A PHYSICIAN'S SIGNATURE, be in its original container, and have on this form a parent signature.

Appendix E: Field Trip Permission Form

St. Michael Catholic School  
3703 Stone Lakes Drive  
Louisville, KY 40299

**FIELD TRIP PERMISSION FORM**  
(to be used in case the original is not available)

I request that St. Michael Catholic School allow my (son, daughter) to participate in \_\_\_\_\_ . (event)

I give permission for my (son, daughter) \_\_\_\_\_ (name) to attend \_\_\_\_\_ in \_\_\_\_\_ (event) (destination) on \_\_\_\_\_ . (date) I understand that this is an educational trip and a valid extension of the classroom experience. The educational purpose of the trip is:

\_\_\_\_\_  
\_\_\_\_\_

I hereby release and hold harmless the school of any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

\_\_\_\_\_

Parent/ Guardian Signature

Date

## Distance Learning Protocol

St. Michael School Advisory Board, administration and faculty members have developed a plan to continue work on snow days via distance learning assignments. The following guidelines have been discussed and modified through various stakeholder meetings. Please address questions or concerns regarding the following guidelines to Mrs. Tackett at [stackett@stmichaellouisville.org](mailto:stackett@stmichaellouisville.org).

### Guidelines:

1. Distance learning assignments will begin on the **second** snow day. Snow day #1 will be a day off school, as in past years, with no assignments posted. Distance learning has no effect on delayed start days. Delayed starts are counted as regular school days. Distance learning days will also count as regular school days.
2. Archdiocesan Policy allows a maximum of **5** distance learning days counted during the school year. Any days past that will be made up as in prior years either with days already factored in the calendar or added on to the end of the year.
3. There must still be a method of attendance for the distance learning days. Students or parents must **email your child's teacher to be counted present**. If your student is sick or cannot participate, he/she will be counted absent just like they would be on a regular school day. Please uphold the honesty of the system.
4. Teachers will post assignments on Sycamore in the **News** area by 10:00 am of the distance learning day. Teachers will also be available from 10:00-2:00 via email to answer any questions or give additional guidance. All teacher emails are found on the school website.
5. While assignments may be discussed upon returning to school, they will be due to turn in no later than three days after the distance learning day. For example, if Tuesday is a distance learning day, all assignments will be due to the appropriate teacher no later than Friday. After that, they will be considered late and have grades lowered just as any other assignment. We are maintaining the rigor of the classroom and expect work to be done by students for a grade just as if they had been at school. All assignments will be graded.
6. Students will have assignments for all classes they would have attended had they been in school. This includes all special area classes.
7. Teachers are aware of several mitigating factors such as multiple children in a household trying to get online, grandparents or older siblings being in charge, potential power outages, printer problems, etc. We have worked on assignments with all this in mind and tried to provide a variety of authentic, practical


pieces. If you have a unique issue, please make sure to tell the teacher(s) it affects so we can work with you to solve the problem.



## Five Steps to Prepare for Successful Distance Learning School Days

1. Make sure you have signed up for School Messenger and make sure you know how to log in to Sycamore. Our school ID is 2472.
2. Be sure you have the right supplies/technology at home to make an online school day or any homework experience successful. These include:
  - Online access via computer, phone, tablet, iPad etc.
  - A working printer with sufficient ink and paper
  - Basic school supplies (scissors, glue, markers, crayons, highlighters etc.)
  - Check to be sure your computer has the appropriate software: an up-to-date version of Adobe Reader, Google Chrome, etc.
  - Don't have Internet access or access to a printer? Plan ahead. Consider partnering with another family or friend in the neighborhood to pool resources.
3. Students can find assignments on Sycamore on the teacher web pages by 10:00 a.m. each online school day. Assignments are to be completed and turned in as soon as they are complete. They must be turned in no more than three days after the online school day. Late or missing work will be handled just as it is for missing assignments on a regular school day.
4. Assistance during the day will be available from 10:00 a.m. to 2:00 p.m. Teachers will also be checking email hourly until 9:00 p.m. in case students work later in the day. For assistance with directions for assignments, contact the teacher via email. For assistance with technical issues or any other help, contact Mrs. Tackett or Mrs. Turner.
5. Help, but do not teach. We do not expect you to suddenly become a teacher. Help your child locate the work and check to make sure the work is complete. For little ones you or the caregiver may need to read the directions to them, but all work assigned should be able to be completed independently.

## How do I view the teacher web pages?

To access your student's classroom web pages, open your student's profile by clicking on your child's picture or the icon  at the top of the web page or going to **My Family | Students** and click on your student's code. Any classes your student is associated with can be accessed by clicking on the **Schedule** tab. JK-5 teachers will post news on the homeroom page. Middle school and special area teachers will post in individual subject areas. Click on the [class name](#) to go directly to the classroom web page. A new window will open that takes you to a new page within Sycamore School for that class.