



2023-2024

Parent and Student Handbook

Mission Statement

St. Michael School is a Catholic community committed to academic and moral excellence because Christ is the center of our lives.

Core Beliefs

- *Jesus Christ is the source and summit of all we do.*
- *Teachers instruct using best practices to ensure high academic achievement for all learners.*
- *Students and staff put their faith into action by living the virtues.*
- *Each member of our school community is a valued individual with unique spiritual, intellectual, physical, and emotional needs.*
- *Families, staff and the community work together to foster academic and moral development in a safe learning environment.*
- *St. Michael Warriors practice the virtue of patriotism to give due honor to God and country.*

School Office	614-885-3149
School Fax Number	614-885-1249
School Nurse	614-885-3149, ext. 217
Cafeteria	614-885-3149, ext. 501
State Clerk	614-885-3149, ext. 408
Parish Office	614-885-7814 or 614-885-3149, ext. 600
Safe Environment Coordinator	614-885-3149, ext. 410

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SCHOOL HANDBOOK AMENDMENTS:

Please note that the St. Michael School Parent and Student Handbook may be amended at any time. As it is amended, it will be updated online and made available to families and staff. The date of recent revision will be noted in the handbook.

Any changes made to the Diocesan Policies from the Office of Catholic Schools or other diocesan offices that may supplement or pertain to policies in this School Handbook are also considered valid at St. Michael on the date of their implementation, unless otherwise implemented by the school administration's discretion.

Absences

When a student is absent from school, a parent should submit a Change of Transportation form (available via the Online School Information System), or call the office by 8:30 a.m. each day of the absence. If the office does not receive notification of absence, a parent will be contacted. This policy is for the protection of the St. Michael School students.

Students should be fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for the academic year. Should absence for a reason other than illness seem imperative, parents are requested to consult with the administration and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up for the missed assignments, quizzes, or tests. For example, a student who was absent 3 days would be given 3 school days to complete the missed work.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Permission to leave school during the school day, including the lunch period, will not be given without a written request from a parent or guardian, except in an emergency or as determined by the administration.

Excessive Absences

Any student absent from school for any reason for more than twenty-eight days may not receive credit for the academic year. The school reserves the right to assess excessive absences or tardiness as factors in granting re-enrollment.

Academic Awards

Throughout the year, students will be recognized for perfect attendance, outstanding academic achievement, exhibiting moral excellence as Disciples of Christ and participation in school extracurricular activities. Students in K-7 will receive certificates and be recognized through the Online School Information System (SIS) and other communications. For our 8th graders, this will occur at the 8th Grade Awards Night at the end of the year.

Academic Information

St. Michael School follows the graded courses of study as written by the Diocesan Office of Catholic Schools and approved by the Ohio Department of Education in all subjects. The graded courses of study provide the basis of instruction. The primary texts used for any course are selected by the faculty from a list that has been approved by the Diocesan Office of Catholic Schools.

In addition, St. Michael School is pleased to offer additional curriculum for added enrichment, including K-8 art and K-8 physical education with K-8 Music and K-8 Spanish. The Catechesis of the Good Shepherd is offered in grades K-5. In grades 6-8, elective courses are offered typically each year. They are subject to change based on class size/student interest and teacher placements.

Electives

Included in tuition, St. Michael School is pleased to offer many elective courses for academic advancement and enrichment in the arts, humanities, and sciences. While students in K-8 all receive art, music and Spanish, 6-8 grade students are provided added choices in curriculum. 6-8 grade elective course offerings may vary each year by grade according to interest and class size.

Parents and students are given an opportunity to select preferences in elective placement for the following school year in the spring. Placements are made according to selected preferences, class size, and teacher input on prerequisite/readiness criteria. Since staffing and school schedules are impacted by electives, students may not change elective preferences once placed.

Elective Descriptions –Offerings may change.

Art Elective - Students in the Art Elective will demonstrate the ability to produce various types of artwork like drawings, paintings, sculptures, etc., and demonstrate the ability to use a variety of media and standard techniques for their grade level with an understanding about the elements and principles of art.

Atrium – Level 3 Catechesis of the Good Shepherd including an emphasis on the liturgical year and sacraments.

Band – Beginning band offered by Mr. Renzi, band director from Bishop Watterson High School. Instruments are provided by parents.

English & Language Arts Enrichment - Additional time for ELA work and coaching. Includes the option of participating in a classical literature circle moderated by Dr. James Bracken with a focus on Shakespeare. Dr. Bracken has a PhD in English Literature and MA in Librarianship. Dr. Bracken understands the importance of reading as it shapes our children as faithful Catholics, responsible citizens and successful students and adults. This group will meet during their ELA Elective period.

English & Language Arts Support - Additional time for ELA work, assistance and/or intervention support available to students in ELA during elective time.

Math Enrichment - Additional time for Math work, coaching from a middle school math teacher with enrichment practice during elective time.

Math Support -- Additional time for Math work, coaching from a middle school math teacher and/or intervention support available to students in Math during elective time.

Musical Theater - Students will present the spring musical. Students will audition for parts and take on other jobs for our production such as sound, props, scenery and choreography. Vocal technique, choral singing and performance skills will be taught.

Spanish Enrichment (7th and 8th Grade Only) - Additional time for Spanish reading, writing, speaking, and listening activities. This also includes more practice in grammar and vocabulary to hone Spanish skills.

Access to Student Records

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student. Those who are permitted to view an individual student's records are: school personnel; parents/guardians of a minor student; a student who is 18 years of age or older; non-custodial parent of an individual minor student unless denied access by a court order; and officials of other schools to which the student transfers.

Parent(s)/guardian(s) of an individual minor student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Accreditation

St. Michael School is accredited through the Ohio Catholic Schools Accrediting Association.

Admission

St. Michael School follows the Diocese of Columbus Policy in regard to admission procedures. A copy will be provided to any individual upon request.

Non-Discrimination Policy

St. Michael School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

After School Hours

Children dismissed at the regular time must go home immediately. If children are waiting for the bus and leave the grounds, they will forfeit their right to ride the bus. Students are to remain in the classroom until time for boarding buses. Children on the playground after school hours are not permitted in the school building unless supervised. Supervision of students involved in extracurricular activities after school hours is the responsibility of the teacher or authorized adult until such activity is ended and the children are picked up. Parents will be notified of the hours of such activities so arrangements can be made to pick up their children in a timely fashion.

Algebra for High School Credit

The opportunity for eighth grade students to take Algebra for high school credit will be given to those students who pass the Diocesan placement test with an 85% or above. This placement test will be given

to all qualified seventh graders during the month of May. Qualification for 8th graders to take Algebra is determined by the diocese.

Altar Servers

Serving Mass is considered a privilege, which is currently offered to trained 6-8th grade students.

Expectations for altar servers serving on a school day: Altar servers are responsible for going to the teacher of the class they miss while serving. Students are expected to know when they are serving and check in with homeroom teacher before leaving to go to serve. Parents, by granting permission to St. Michael Parish to schedule their children as servers, are also granting permission for their child to miss school to attend Mass at the parish.

Amendments to Handbook

Please note that this St. Michael School Family Handbook may be amended at any time with or without notice. Some changes might have to be made immediately due to unforeseen circumstances. As it is amended, it will be updated online and made available to families. The date of recent revision will be noted in the handbook.

Any changes made to the Diocesan Policies from the Office of Catholic Schools or other diocesan offices that may supplement or pertain to policies in this School Handbook are also considered valid at St. Michael on the date of their implementation.

Arrival

Students arriving before 7:40 a.m. and remaining after 3:15 p.m. will be unsupervised. The school doors will open for students at 7:40 a.m. and close at 3:15 p.m.

Assignment Notebooks

Each student (grades 1-8) will be given an assignment notebook to record daily assignments. The cost of the assignment notebook/student planner is included in the Student Activity Fee. Parents are expected to check the notebook on a regular basis.

Athletic Association

In addition to a Physical Education program within the school day, boys and girls of St. Michael School have the opportunity to participate in a variety of sports programs sponsored by the Parish Athletic Association, beginning in fourth grade.

The purpose of the Athletic Association is to promote a balanced athletic program for the children of the parish and school by providing encouragement, organization, and finance. Any individual 18 years or over who is in association with St. Michael Parish or School shall be eligible to be a voting member.

St. Michael School appreciates the time and talents of our volunteers and parents who contribute to providing the opportunity to our students to participate in athletic activities.

Please visit their website for details: <http://www.smwarriors.com/>

Building Safety Notices

St. Michael School regularly inspects the facility to assure a safe environment and compliance with applicable requirements.

The school had a three-year comprehensive inspection in June 2021. The report was completed January 6, 2022. St Michael received the results January 13, 2022, which stated there were no changes since the last evaluation and no discrepancies found since the 2018 AHERA report. There were no abatement activities since the last inspection.

The school was evaluated in September of 2017 for the presence of asbestos in building materials. This inspection occurred after the removal of floor tile containing asbestos in the summer of 2017. The inspection confirmed that there was no known or assumed asbestos containing building materials that required isolation, removal, repair, or encapsulation.

The summer 2023 asbestos walkthrough check also indicated no change since the last evaluations.

St. Michael School completed a radon test in March 2022 and the results confirmed that radon does not present a risk.

St. Michael School completed a lead water test in August 2016 and the results confirmed that lead does not present a risk.

The results of these inspections are available for your review in the school office upon request.

Care of Books

All hardback books must be covered. Each child is to have a book bag in which to carry his/her books to and from school. Lost or damaged books must be replaced by the student.

Encourage your child to show small damages to the teacher so that the proper repairs can be made before serious repairs are necessary. Please do not attempt to do the repairs at home since some mending materials cannot be used on all books.

Cheating

Homework: If a student is caught cheating or is perceived to be cheating the following will occur:

The student who did not have their assignment completed will receive a missing for the assignment, redo the assignment, and receive a serious handbook violation for cheating.

Any student who allows another student to copy their work will receive a serious handbook violation for cheating.

Should this behavior continue, students will be sent to speak with administration and further consequences may be issued.

Test or quiz: If a student is caught cheating or perceived to be cheating the following will occur:

The student's test/quiz will be confiscated, and they will need to completely retake the test/quiz in question. Students will be sent to speak with administration and further consequences may be issued.

Intentional Plagiarism: Webster defines plagiarism as "to pass off as one's own the ideas or words of another." Plagiarism (copying) is considered cheating, and the results will be the same as cheating on a test or quiz. In regard to plagiarism, the school reserves the right to use electronic services (i.e. an internet service/program) to evaluate a student's work.

Unintentional Plagiarism: In the event that a student accidentally forgets to properly cite an item, students will need to re-do the citation to give proper credit to its author.

Christian Anthropology

St. Michael School supports, in content and in practice, the Christian Anthropology expressed in Scripture, the *Catechism of the Catholic Church*, and the Standards for Christian Anthropology found in the *Standards for Christian Anthropology* based on St. John Paul's Theology of the Body, as compiled by Joan Kingsland SThD and Denise Donohue (© Ruah Woods, 2020).

St. Michael School staff has the custom of referring to each other and members of the school community according to the pronouns pertaining to their biological sex. The school records and references gender according to the biological sex, as in for example, the birth certificate provided for students at enrollment.

Classroom Observation

Parents of St. Michael School students are invited to observe the school program. Observations are to be scheduled with the administrator's approval. The administration shall receive advanced notice of at least 48 hours in order for parents to observe a particular classroom. Parents are encouraged to observe their child's classes anytime between October and the end of April, and not before a holiday break. In all observations, please report to the office to sign in and pick up your visitor's badge.

Code of Conduct

Courtesy and respect should characterize the students from a Catholic school and a Catholic home. Students are expected to possess self-discipline and to be considerate of others in the classroom, cafeteria, and playground.

Code of Conduct for Volunteers, Parents and Guests as cited from the VIRTUS Code of Conduct
Last review/revision 01/09/03. Copyright © 2000-2003 by The National Catholic Risk Retention Group, Inc.

As a volunteer, I will: // Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration. // Avoid situations where I am alone with children and/or youth at Church activities. // Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth. // Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator. // Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator. // Report suspected abuse to the pastor, administrator, or appropriate supervisor and [the

local Child Protection Services agency]. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor. // Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not: // Smoke or use tobacco products in the presence of children and/or youth. // Use, possess, or be under the influence of alcohol at any time while volunteering. // Use, possess, or be under the influence of illegal drugs at any time. // Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations). // Strike, spank, shake, or slap children and/or youth. // Humiliate, ridicule, threaten, or degrade children and/or youth. // Touch a child and/or youth in a sexual or other inappropriate manner. // Use any discipline that frightens or humiliates children and/or youth. // Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Acceptable Use Policy

Students must have a Network Acceptable Use Student Agreement signed by them and their parent or guardian before being allowed access to the network and the internet. Students shall abide by this policy and any school or classroom rules for network access.

Bullying

Our Catholic values require behavior that reflects mutual respect for and positive treatment of one another. Bullying goes against everything we believe as Catholics and Christians. St. Michael School shall not tolerate any bullying on school grounds or at any school activity on or off campus including cyber-bullying. Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; oral, written, or electronically composed threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Students and parents who become aware of an act of bullying on school grounds are to report it to the school administration for further investigation. The administration will contact the parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

The administration and/or teacher will follow-up directly with a disciplinary response as outlined in the School Handbook, Staff Handbook, and diocesan procedures for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. The administration will respond within the procedures in the School and Staff Handbook, including a

Handbook Violation Notice, detention, or suspension for any student responsible for deliberately making a false report of that nature.

Harassment

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment in all programs and activities free of all forms of harassment and intimidation. No student, teacher, or other staff member – male or female – should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be informed of the outcome of the investigation.

The full text of this Harassment Policy, including investigation, resolution and appeal procedures as approved by the Diocese of Columbus are on file in the school office. A copy will be provided to any individual upon request.

Rules:

Cafeteria General Rules -

1. Walk only.
2. Talk quietly in food line, lunchroom, and parish stairwell.
3. Sit on the assigned side of lunch room.
4. Keep chairs to the side of the table versus end to allow for a clear walkway.
5. Eat food and drink. Food is not to be thrown or kicked around on the floor.
6. Keep hands, feet, and objects to self at all times including recess line.
7. Raise hand to leave seat.
8. All volunteers and visitors to the lunchroom must register in the school office.
9. No soda pop of any kind is permitted.
10. Please refer to the U.S. Department of Agriculture [My Plate](#) for healthy lunch suggestions.

Classroom Rules (In Class) -

1. Follow all directions.
2. Complete assignments on time.
3. Talk only with permission.
4. Bring all supplies to class.
5. Keep hands, feet, and objects to self.
6. Leave the room only with permission.

General School Rules -

1. Students are to show proper respect to all adults – teachers, office, library, cafeteria, and maintenance personnel as well as to volunteers and visitors.
2. Students are to show proper respect to one another.
3. Proper care must be given to all property and equipment. If anything is broken or lost, it must be reported to the administration. The student may be required to repair or replace the item.
4. Attendance and promptness at school and class are expected.
5. Chewing gum in school is not permitted.
6. Personal Electronic devices are not permitted (i.e., cell phones, iPods, smart watches, laser pens, Kindles or E-readers, and similar devices). The devices will be confiscated and secured in the office and must be picked up by a parent. The administration reserves the right to make a judgment on what constitutes a personal electronic device should new technologies emerge during the school year.
7. Electronic devices either provided by the school or brought from home, including phones and watches, are prohibited for use except for teacher-directed classroom purposes or staff-directed activities.
8. Students may not bring sports equipment from home for use at recess.

Rules – Other Locations (hall, playground, church, buses, lavatory, field trip, assembly, uniform violations) -

1. Follow directions.
2. Stay in assigned area.
3. Act appropriately.
4. Use equipment appropriately.

When uniform, academic, general, or serious violations of the handbook are made, parents will be contacted through Online School Information System (SIS) by the teacher using the Handbook Violation Notice. The particular nature of the consequence of the violation will be communicated to the teacher through this notice and adapted to the individual circumstances.

Detentions will be typically reserved for severe conduct violations and issued at the discretion of the faculty or staff member. All detentions are required to be shared with and acknowledged by parents. Detentions will be sent to parents digitally through the Handbook Violation Notice on Online School Information System (SIS) and parents are required to digitally acknowledge the conduct reports within 24 hours of their posting to Online School Information System (SIS). Parents are invited to respond to violation notices via Online School Information System (SIS) or otherwise. Detentions will be scheduled in a timely fashion.

Regular communication between parents and teachers will help support the child in their overall formation and education in the virtues and contribute positively to classroom and personal discipline.

Off-Campus Behavior

We join the Diocese of Columbus in their concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening,

harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school administration.

Student Formation and Discipline

The goal of student formation is to guide the young person in learning what is the more appropriate and virtuous behavior. Charity, above all else, is the rule for our life together at St. Michael School.

Our school rules are designed to provide students with the best possible atmosphere for learning and for getting along with other students and teachers.

Beginning in 2022, certificates will also be used to reflect the gift of self, offered while practicing virtue.

Disciple of Christ-Education in Virtue Reports and Certificates

Faculty and staff will utilize the Disciple of Christ-Education in Virtue Reports and Christian Witness Certificates for their students as need be using the electronic format through Online School Information System (SIS). Parents are required to digitally acknowledge any Disciple of Christ Reports or Christian Witness Certificates within 24 hours on Online School Information System (SIS).

Disciple of Christ Reports/Certificates are not part of transcripts but are internal communications (within the school community) for parents and faculty to collaborate in the formation of the child.

The Disciple of Christ Report –

In accord with the core belief of St. Michael School that "students and staff put their faith into action by living the virtues," the Disciple of Christ report is used as an effective means to communicate individual adherence to the discipline plan of the school and/or classroom. The report serves as a positive tool to acknowledge virtuous behavior and to further the confidence of each child. The contents and frequency of the reports may vary according to the age level. It is the goal of these reports that each child will recognize the call to be a disciple of Christ rooted in the daily living of the Gospel.

The Disciple of Christ report focuses on two areas:

- Virtues to be cultivated - The faculty or staff member identifies the specific virtues a child may need to cultivate; they may discuss with the child a virtue he/she would like to further develop.

Suggested ways to cultivate virtue: The faculty or staff member suggests ways the virtue can be developed. It is essential to know that "God gives the growth" (1Cor. 3:7); thus, authentic growth in virtue depends upon His grace. Therefore, these suggestions are rooted in ways to dispose oneself to God's grace while developing good habits.

*"Neither he who plants nor he who waters is anything, but **only God who gives the growth.**" (1Cor. 3:7)*

- Christian Witness - The faculty or staff member identifies situations or occasions when a child exemplifies Christian virtue or witnesses to his/her faith. The purpose is to acknowledge virtuous behavior consistent with living as a disciple of Christ.

“If you abide in me and my words abide in you, ask whatever you will and it shall be done for you. By this my Father is glorified, that you bear much fruit and so prove to be my disciples. As the Father has loved me, so I also love you; abide in my love” (John 15: 7-9).

Disciple of Christ Group Report or Certificate –

In order to assist a class or group of students in true cultivation of virtue, the faculty and staff may utilize a group format. The report/certificate focuses on the same areas outlined in the Disciple of Christ report but will be directed to the class and/or a group of students. The contents and frequency of the report may vary according to the age level.

In sum, the Disciple of Christ-Education in Virtue communication has two formats – one for virtue to be cultivated and a second for acknowledging exemplary witness to Christ by the practice of virtue. Both formats can be issued to individuals, groups of students, or to classes as a whole.

Handbook Violation Notice -

The Handbook Violation Notice is a communication tool that identifies violations of conduct with regard to uniform dress code, academics (missing supplies or missing work) and violations of school policies or procedures. All notices ought to be shared with and acknowledged by parents. Handbook Violation Notices will be sent to parents digitally through Online School Information System (SIS) and parents are required to digitally acknowledge the conduct reports within 24 hours of their posting to Online School Information System (SIS). Parents are invited to respond to violation notices via Online School Information System (SIS).

Substance Abuse Policy

According to the Diocesan Policy #5131.1, alcohol, tobacco, other drugs, harmful intoxicants, and illegal substance and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the Diocese. This also applies to all school related events held off school property.

First Offense:

Student-principal conference and parent-teacher-principal conference
Referral to school counselor and/or outside of school agency or treatment center
Out of school or in-school suspension (up to ten days)
Possible expulsion

Second Offense:

Conference, suspension, treatment at outside of school agency or treatment center
Police involvement (as necessary)
Assessment results reported to principal prior to return to school
Possible expulsion

Third Offense:

Expulsion

Suspension and Expulsion Policy

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials; damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified.

For students facing a possible suspension or expulsion, their parents may be required to attend a meeting held with the administration (and possibly the Discipline Review Committee - four teachers selected at the beginning of the school year).

Upon receiving a repeated suspension for a serious cause, a warning letter will be sent to parents or guardians informing them that should an additional incident of the same nature occur, the student and his/her parents will meet with the principal and or principal and Review Committee. The committee will recommend to the administration whether the student's behavior warrants a suspension or expulsion.

If a student is suspended, any participation in school extracurricular activities (i.e., sports, clubs, etc.) is immediately suspended for the duration of the suspension (as well as through the remaining eligibility week). In addition, students are responsible for all academic work during days of suspension.

Expulsion shall not take place except as a result of the suspension procedure unless the misconduct merits immediate expulsion as determined by the administration. For further clarification of the suspension and expulsion policies, please refer to Diocesan policy #5114.0. A copy will be provided to any individual upon request.

Threats to Welfare and Safety

According to Diocesan Policy #5140.11, no student will use, possess, handle, transmit, or conceal any object which is or can be considered a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

Disciplinary actions may include detention, approved school/community service, in-school suspension, referral to Juvenile Court and/or other appropriate law enforcement agency, suspension from school, expulsion from school following suspension, and diversion programs.

Communications

St. Michael School seeks to support parents in their role as primary educators by regular communication regarding their child's academic progress, overall conduct and their advancement in overall student and faith formation. As a result, we ask for the involvement of parents, faculty and staff in the following communications and responses.

Online School Information System (SIS) will be the primary means of communication between the school and families. The office will utilize it for whole school communications. Staff members will post

pertinent information on Online School Information System (SIS) such as homework, announcements, lunch menu, homeroom schedules and policies, etc. Parents are expected to review information on Online School Information System (SIS) regularly. In some cases, parents may be required to digitally acknowledge and/or digitally agree to communications sent from Online School Information System (SIS) within a 24-hour time period.

Communication (School to Home)

Teachers will utilize their class-level Online School Information System (SIS) resources to provide parents with updates. In many cases, items will be posted to Online School Information System (SIS) rather than e-mailed.

The classroom teacher is to have a communication plan for their class, which includes how daily assignments and tests will be communicated. Teachers in grades K-8 will post scheduled tests, quizzes and homework online. Teachers will utilize the Handbook Violation Notice and the Disciple of Christ-Education in Virtue reports/certificates to support student formation and achievement. These communications will primarily take place through Online School Information System (SIS) whenever possible.

Texting between teachers and parents is not permitted for faculty and staff, as school-based communication, such as e-mail and Online School Information System (SIS) are the professional, required means of school communication. Exceptions to this policy are text messages sent through Online School Information System (SIS) for weather delays or emergency situations or as granted by the administration on an individual basis.

Please ensure your cell phone carrier is named in your school profile on Online School Information System (SIS) to ensure messages are delivered by text.

St. Michael School Folders –

Any necessary information that cannot be sent home through Online School Information System (SIS), will be sent home with the youngest or only student. There will be no set day for this but will be done as needed.

Communication (Home to School)

Messages –

Arrangements for a child's transportation home from school should be made before he/she arrives at school. Emails or faxes cannot be used to communicate a change in a child's normal method of transportation. **Please call the school office or submit a Change of Transportation Form (available via Online School Information System) prior to 2 p.m.** to communicate these changes.

Messages received after 2:00 p.m. for students may not be delivered. Please, whenever possible, make students aware of changes to their regular transportation before they come to school.

Conferences –

Parents may request a meeting with the teacher to discuss their child's progress at any time. Conferences are encouraged to take place outside the scheduled times if desired by parents or teachers. Please make an effort to request this meeting in advance and during an agreed upon time with the teacher(s). The teachers have assigned responsibilities before and after school and need to tend to these duties. In addition, optional conferences are offered to parents in the Fall and teacher-requested conferences are offered in the Spring.

Emails –

While email is a convenient, direct means of communication, it is important to set reasonable expectations for using it.

Please try to limit the use of email to the teachers to the following criteria:

- Request for a meeting
- After careful consideration, a request for clarification on an assignment and/or information sent home.

Please do not email the teachers to ask about assignments or responsibilities which rest with your child. This especially applies to middle school students since there is a school-wide expectation for students gradually assuming more responsibility for their academic growth.

Please utilize the academic planner and Online School Information System (SIS) for that purpose.

Phone calls –

Calls to faculty/staff should be placed, when possible, directly to the faculty or staff member or teacher to their direct phone extension. A directory of extensions can be found on Online School Information System (SIS).

Email Communication

Email can be used to facilitate communication between parents and staff. Staff members will, when possible, respond to email within 48 hours (unless they are absent from school). If you do not hear back from someone, please consider the courtesy of re-sending the e-mail again, as sometimes technology fails, or email volume is so high, something may have been inadvertently overlooked. Your communication is important to us.

Email is best used for asking questions with specific factual answers as well as scheduling calls. Email will not be used to list homework assignments (use of the academic planner and Online School Information System (SIS) is for this purpose) or submit homework.

Office Phone Use

The office phone is for business only. In case of an emergency and with permission, students may use the phone in the main office between the hours of 7:40 a.m. and 3:15 p.m. Students may not use any other phone in the building. There will be no charge for emergency calls. Students may not call for forgotten supplies or to arrange "get-togethers."

Crisis Plan

Saint Michael School has a School Crisis Plan to be used in the event of a school emergency. This plan is reviewed and revised each year.

In the event of an evacuation, we will move to St. Michael Church. If it is necessary to leave the grounds completely, we will communicate with parents regarding our new location in the vicinity.

In the event of a crisis, students will be kept safe at school. Students will be sent home by normal transportation means or released to parents pursuant to Diocesan policy. All after-school activities and events will be canceled. Communication will be sent out in as timely a manner as possible, including through Online School Information System (SIS) which allows for text and email communication. Please ensure your cell phone carrier is named in your school profile on Online School Information System (SIS) to ensure messages are delivered by text.

Consent for Release of Personally Identifiable Information

By acknowledging the school handbook, the parent or guardian of their children enrolled as students at St. Michael School, Worthington, Ohio consents to the release of the following information.

Specific information to be released:

Photographs and press releases describing St. Michael School activities or achievements, including names for certain achievements.

Reason for release:

General public relations purposes such as promoting the involvement of St. Michael School and its students in educational, religious, and community activities.

Information to be released via:

Press releases with photographs issued to generally available media such as community newspapers, regional newspapers, local radio news, local television news, the Catholic Times, St. Gabriel Radio, and other local media. Photographs and descriptions of activities and achievements may also be used on the school's webpage.

If a parent or guardian wishes to refuse consent, a "Refusal to Consent" form must be signed and returned *each school year* to the front office before the first day of school. Otherwise, it is understood that parents or guardians of enrolled students consent to the transfer of the above information to a third or subsequent party.

Pictures of minors cannot be taken without the consent of the minors' parents or guardians. This is stated in Policy 400.10 of the Safe Environment Manual. It is also in the Diocesan Recreation Association (DRA) bylaws. The consent for activities of the Diocesan Recreation Association (DRA) can be found on the DRA Website at [Diocese of Columbus \(columbuscatholic.org\)](http://Diocese of Columbus (columbuscatholic.org)).

It can also be found on page 83 of the *Safe Environment Manual* of the Diocese of Columbus.

Custody Paperwork

The custodial parent is required to provide the administration with a current certified copy of any child custody order or decree pertaining to the student.

Dress Code

As Catholics, we believe that modesty and appropriateness in dress are important. We also believe that the focus in school should be on the importance of a person's character and on the business of education rather than on appearance. We understand, based on experience, that student behavior is directly related to student dress and grooming.

Uniforms are to be worn from the first day of school to the last. Students are expected to be neat and well-groomed and are to wear the uniform attire in a manner consistent with good taste and decency. The interpretation of the code is left to the discretion of the administration.

Parents are requested to see that their children come to school in accordance with the dress code. Any student reporting to school out of uniform and/or judged to be dressed in inappropriate attire may be denied permission to attend classes. Violations of the dress code are considered violations of the school rules for which Handbook Violation Notices will be sent through the Online School Information System (SIS). In the event that an emergency arises in which the child comes to school without his/her uniform, the parents should send a note of explanation.

All uniform regulations and guidelines are subject to the discretion of the administration.

Uniforms

Uniform – Boys (In addition see “Warm Weather Dress”)

Pants: Navy blue dress pants
Navy blue dress corduroy
No cargo pockets (pockets midway on leg)
All pants must be worn at the waist and may not sag. No jeans, faded blue pants, or extreme styles are permitted.

Belts (4-8): Black, navy, or brown belts

Shirts (K-5): White oxford button-down dress shirt
Solid white or gray knit placket collar shirt

- (6-8): During the period of August, September, May and June, boys may wear either the white oxford button-down dress shirt or solid white or gray knit placket collared shirt. During the months of October through April, boys are to wear a white or gray oxford button-down dress shirt and a tie or a bowtie.

Shirts must be tucked in completely at all times. Shirts must be completely buttoned except for the top button. Long-sleeve shirts are to remain buttoned at the wrists.

- Ties (6-8): A monogrammed uniform tie from approved uniform vendors is to be worn whenever the white oxford cloth shirt is worn. The knot must be tied to cover the top button of the shirt.

Uniform – Girls (In addition see “Warm Weather Dress”)

Jumper (K-5): Plaid jumper purchased at an approved uniform vendor

Jumper (6-8): Solid green jumper purchased at an approved uniform vendor

For K-8, the jumper can be no more than one inch above the knee (the bottom of the hem may not be more than three inches from the floor when the student is kneeling). Jumpers must always be zipped.

- Pants: Navy blue dress pants
Navy blue dress corduroy
No cargo pockets (pockets midway down on the leg)

All pants must be worn at the waist and may not sag. No jeans, faded blue pants, or extreme styles are permitted.

- Shirts: (K-5): White round (i.e. Peter Pan) collar
(6-8): White or gray oxford button-down dress shirt
(K-8): White or gray knit placket collar shirt (can only be worn with pants or shorts, not underneath the jumper)

Shirts must be tucked in completely at all times. Shirts must be completely buttoned except for the top button.

Please feel free to visit the uniform closet located on the school gym balcony.

Warm Weather Dress

During the months of August, September, May, and June, students may wear solid navy blue uniform dress shorts. Both boys and girls may wear either the solid white or gray placket collar shirt or white dress shirt/blouse with the uniform shorts.

Physical Education Uniform

There is no gym uniform for grades K-2.

The physical education uniform for grades 3-8 consists of a shirt and shorts. These must be purchased by the approved vendors. A small bag will be needed to hold the clothes for gym changes. Sweatpants are an acceptable option during gym class.

Middle school students are required to wear athletic shoes for P.E. class.

Shoes

Students in grades K-5 are permitted to wear athletic shoes or dress shoes. Athletic shoes must be white, black, or gray, or a combination of white, black, or gray. High tops, “lights”, or fluorescent colors are not permitted. Dress shoes are to be in black, navy, or neutral colors (no patterns). Heels may not exceed one inch. If equipped with laces, shoes must be tied correctly. No boots, open-toed shoes, sandals, or clogs are permitted. All shoes must have “backs”. Leather is recommended for shoe material.

Middle school students must wear dress shoes only, in black, navy, or neutral colors (no patterns). Heels may not exceed one inch. Outside of gym class, no athletic soles are permitted in middle school.

Middle School students may bring athletic shoes to wear during recess and for PE class.

Socks

Girls may wear solid white, dark gray or dark green knee socks. Solid white, dark gray or dark green tights are also permitted with their uniform.

Girls may wear solid white crew socks (minimum four inches above the top of the ankle) with solid navy blue uniform dress shorts only. No short or $\frac{3}{4}$ socks. All socks must be pulled up to the maximum length.

Boys may wear solid white, black, or navy blue crew (minimum four inches above the top of the ankle) or dress socks. No short or $\frac{3}{4}$ socks. All socks must be pulled up to the maximum length.

Sweaters

Medium gray sweaters with the official St. Michael School logo purchased only from authorized vendors may be worn over the uniform shirt/blouse.

Sweatshirts

Medium gray sweatshirts with the official St. Michael School logo purchased only from authorized vendors may be worn over the uniform shirt/blouse.

Only official St. Michael School logo sweatshirts (crew neck only) may be worn in the classroom. The sweatshirt must be sized to fit. This interpretation will be left to the discretion of the administration. If deemed oversized, the student will be asked to remove the sweatshirt.

Turtlenecks

Children may wear a solid white turtleneck or undergarments beneath a long sleeve shirt or blouse in cold weather.

Non-Permitted Clothing

Clothing that is not permitted includes: sleeveless shirts, tank tops, low-cut tops, muscle shirts, crop tops, cut-off shorts or slacks, short shorts, or low waistline pants.

Stretchy or form-fitting material is also not permitted, such as Jeggings, leggings, yoga pants, tights, or "skinny jeans." Please use the "rule of thumb" when deciding if pants are appropriate - you must be able to easily pinch at least a thumb's length on the pants.

GOOD RULE: If you think you shouldn't wear it, you shouldn't.

Out of Uniform Days

Disciple of Christ Days

All students, with exception for disciplinary or other reasons, are eligible to dress down on Disciple of Christ Days as long as their attire is appropriate.

Students receiving the privilege of a dress down day should dress in accordance with a Catholic school atmosphere. When in doubt, judgment is left to the discretion of the administration. Students who are not appropriately dressed may be asked to change into uniform or offered a uniform top to avoid parents coming with a change of clothes or causing more time away from the classroom.

Therefore, the following guidelines are to be followed when selecting their clothes:

Attire should be free from distracting or offending statements such as “pink wear” or advertising, i.e. alcohol, tobacco, etc. Shorts must be 3 inches or less above the knee. Please see “non-permitted clothing” for additional details.

On Disciple of Christ Days the dress code is still in effect regarding hair, jewelry, makeup, nail polish, tattoos, and hats. Casual shoes may be worn on these days, except for flip-flops and sandals, which are not permitted.

Family Days and Warrior Wear Days

Students follow the same guidelines as out of uniform days, while wearing their Warrior T- Shirt on top of their clothing or as-is, so it is visible.

Scout Uniform

The Scout or Brownie uniform may be worn once a week on the meeting date. If the uniform incorporates shorts, this uniform may be worn during the months of August, September, May, and June.

Hair/Jewelry/Makeup/Nail Polish/Tattoos/Hats

Good grooming and personal hygiene are required at all times. Boys must be clean-shaven. Boys' hair must be at least ¼ inch in length and not go past the top of the ear nor beyond the top of the collar or eyebrow. Tinted or dyed hair is not permitted and students will be asked to leave school and return with hair in its natural color. Students are expected to avoid extremes in hairstyles.

As a matter of courtesy, all hats are to be removed while in the building.

Girls may only wear one pair of post earrings (no dangling earrings) at the bottom of the ear. Religious medals, crosses or scapulars are permitted, to be worn under the shirt and kept fastened all day.

If a bracelet or ring is chosen to wear to school, it should be limited to one each and appropriate to wear in a Catholic school and not cause distraction. Judgement on appropriateness is reserved for the administration.

The school will not be responsible for lost, stolen, or damaged jewelry, nor for any injury sustained as a result of wearing jewelry.

No makeup or nail polish may be worn. Tattoos, either rub-on or permanent, are not permitted.

Emergency Card Information

All emergency information is to be kept up-to-date on your family card on file in the school office. Please notify the school immediately if you have a change of address and/or phone number during the school year.

Emergency or Weather-Related School Closings

Parents will be notified of Emergency School Closures primarily through Online School Information System (SIS) via text and/or email. A reasonable effort will be made to contact the parents for emergency closings during school hours.

For our communication to be effective, parents are expected to update their Online School Information System (SIS) profile as soon as possible when there are any changes in your contact information, as well as contact the front office and/or e-mail schooloffice@stmichaelworthington.org if there are changes to information stored on your Emergency Contact card.

St. Michael has the custom of sending out notices of a school delay or closing in three ways:

- e-mail
- text message
- posting on Online School Information System (SIS)

In cases of winter or cold weather, we usually take into account the transportation decision of all four bus districts that service St. Michael School (Worthington, Olentangy, Columbus and Dublin) in our decision to delay or close school.

The deciding factor in whether or not St. Michael closes or delays school is often the same as whether or not Worthington school district closes or delays. That said, St. Michael can decide to close or delay in exceptional cases or for safety, taking into account the number of students impacted and our school calendar, so we do not unnecessarily extend the school year.

While St. Michael receives direct notification by the school districts when they cancel or delay bus transportation, parents served by those districts should hear directly from them in the case of delay, with the exception of Worthington district posting information with the news stations.

Please note that "Columbus City Catholic Schools" does not refer to all schools in the Diocese of Columbus but only the Catholic schools that are within the city of Columbus. As a result, if you see that Columbus City Catholic Schools have called off of school, that does not mean that St. Michael is also closed.

Extracurricular Activities

Activities for students include but are not limited to: Altar Server (Grades 6-8) and Student Council (Grades 6-8). 7th and 8th grade students may participate in the following activities during the year - Sodality Club (8th grade girls), Virtus in Christos (8th grade boys), as well as service opportunities including Sound Crew.

Creation of New Extracurriculars

Should the opportunity arise to create a new school-related extra-curricular activity, a written proposal requesting its creation needs to be presented to the principal. This proposal should include, minimally, the names of two adults that have safe environment clearance who would serve as coordinators, the

purpose of the extra-curricular activity, and the proposed frequency of meetings or activity, including grades/ages of the minors involved.

In considering the creation of a new extracurricular, please regard the following guidelines:

- The purpose of the extra-curricular activity should be in accord with the school mission and core beliefs.
- Activities should adhere to diocesan policies, parish and school handbooks, the teachings of the Catholic Church, and facilities use policies.
- Meeting times and locations are subject to the approval of the pastor and principal in accord with current policies.
- Approved extra-curricular activities are approved on a per school year basis (August to June) and may require annual re-application.

Once a proposal is received, it will be reviewed by the principal and pastor, who will follow up with any questions. The principal will reach out to the individual who submitted the proposal with a response in a timely manner.

Enrichment

Our teachers are expected to incorporate enrichment within their instruction and in conjunction with special events, field trips and technology integration. This is an ongoing area of growth for our school, which plans for added enrichment through COSI on Wheels, Author Visits to the Library, guest speakers, and Invention Convention.

Field Trips

Field trips serve the instructional program by utilizing those educational resources of the community that cannot be brought to the classroom. Children without permission slips signed by their parents will not be allowed to accompany the class. Fees for field trips may be assessed. Parents will be asked to act as chaperones for small groups and to comply with diocesan safe environment policies when they volunteer.

First Aid and Health

While we are blessed to have a full-time nurse on staff, we may give only first aid at school. If your child becomes ill and is running a temperature (100 degrees or above), you will be contacted to pick up your child. If you send a neighbor or a person unknown to us, please let us know in advance as we will not let your child go in the care of someone else unless we are given permission.

If you wish your child to take medication (including over-the-counter medication), please follow the guidelines listed below:

1. Written permission from the parent or guardian.
2. A physician's verification of the necessity for the medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
3. Medication must be in the original container and have the affixed label including student name.
4. Accurate records of the medication given must be kept in the student's file with signature of person administering the medicine.
5. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

All medication (prescription and/or over-the-counter) will be sent to and dispensed only by the school nurse or his/her designee in the office. The only exception to this is the asthma inhaler, which the student may keep with him/her at all times. If the student uses the inhaler, he/she must inform the nurse or his/her designee immediately. If the student is keeping his/her inhaler, it must be noted on the physician verification form that the student is able to use it independently.

Permission forms for prescription and the new form for over-the-counter may be printed from Online School Information System (SIS) and then taken to the doctor for his/her signature.

In addition, please report to the school nurse immediately if your child has a communicable disease, a rash or an eruption on the body. The school will report the case to the Health Department.

The length of time your child must be excluded is required by law for the following diseases:

1. Chickenpox – until the scabs are dried
2. Measles (three days) – four days from first appearance of the rash
3. Measles (regular) – four days from first appearance of rash
4. Mumps – nine days after swelling occurs
5. Scarlet Fever – until the child has been under antibiotic treatment for twenty-four hours, or until recovered
6. Whooping Cough – three weeks from date of first whoop or until recovery has occurred as determined by a physician

Immunizations and Vaccinations

A pupil is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella. The State Legislature mandates what diseases pupils must be protected against. The Ohio Department of Health stipulates the number of doses of appropriate vaccines required.

If the student has no record that this has been done within fifteen days after the child enters school, the child will be excluded.

Physical Examination

A physical examination is required by the diocese of all kindergarten students and new pupils. A yearly physical examination is recommended for all students. This examination should be a positive procedure to appraise the child's health, fitness for studies, and other activities, as well as to discover illness or other concerns.

Vision and Hearing Testing

Vision and hearing testing is done on all new pupils and routinely in selected grades. If you receive a letter recommending further examination, please return the physician report to the school for your child's health folder.

Graduation Requirements

In order for students to graduate from St. Michael School, they must successfully complete the 8th grade course of study as outlined by the Diocese of the Columbus and meet the attendance/tardy policies as outlined by St. Michael School.

High School

Students at St. Michael School have the option of attending Bishop Watterson, St. Charles, or St. Francis De Sales High Schools. Please be aware that your place of residence may be a factor in determining which high school your child may attend.

Homework

Students are expected to turn in assignments on time and to do their best work.

Homework is defined as: (1) Assignments not completed in school; (2) Projects connected with subjects being studied; (3) Reading assignments; (4) Studying, preparing for tests; (5) Any other item(s) deemed appropriate by the individual teacher.

Time allotment for homework in the various grade levels listed below are suggested average amounts of time and will vary from student to student given his/her individual ability and rate of performance.

Parents who are concerned about “too much” or “too little” homework should contact the teacher involved *and are encouraged to do so*. A suggested time would be: Grade K-2: 20 minutes each day; Grade 3-4: 45 minutes each day; Grades 5-6: 60 minutes each day; Grades 7-8: 90 minutes each day.

If a child fails to turn in his homework, parents will be notified by the teacher using the Handbook Violation Notice through Online School Information System (SIS). Please note that these are intended to be simple communications to keep you informed and are not intended to be disciplinary or punitive in their message.

If failure to complete homework becomes a chronic problem, parents will be contacted by the teacher to plan additional intervention. Teachers and the administration may use their judgement to determine whether or not the amount, nature or extent of missing work or supplies merits more severe consequences, such as a detention.

Homework Requests

In case of an absence of a child, the parent should directly communicate with the teacher to request homework by email, etc. [Many times homework is posted on Online School Information System (SIS) by the teacher already.] The teacher will communicate what assignments are needed and, if necessary, prepare the homework and communicate to the parent how the homework will be sent home. If there is a sibling of the absent child in the building, the homeroom teacher may possibly prepare the homework assignments, and have it brought to the office; the sibling will be called to the office during afternoon announcements to pick up the homework.

Intervention

Parents wishing to refer their child for intervention services should contact their child’s teacher or the principal. The principal will submit the request to the school psychologist, who will then contact parents to begin gathering information for the process.

Library

The library is an extension of the classroom. All classes have scheduled time weekly to take advantage of the resources in the library.

Reading for pleasure, knowledge, and enrichment is encouraged. Books are checked out for a two-week period and may be renewed for an additional two weeks. Students are responsible for all books checked out in their name until returned to the library. They will also be responsible for any damaged books.

Library Stewardship Guidelines:

- Each class will have a scheduled library time each week to come in and check-out/return books, utilize the library space with their class, etc.
- Pre-K students will be allowed 1 book checkout per week; K-8th will be allowed 3 checkouts per week with K-2nd grade having a max of 6 checkouts, 3rd-5th having a max of 8 checkouts and 6-8th having a max of 10 checkouts at any given time.
- Books may be checked out for a 2-week period
- If a book is not returned after 3 weeks: the student will receive a reminder bookmark and a reminder email will be sent out to the family
- If a book is not returned after 4 weeks have elapsed, a \$2 fine will be posted to the student's account
- If the book is not returned after 6 weeks have elapsed, the student will be charged \$10 for the book and the library will consider the book "lost" and remove it from the student's account.
- If 5 books are overdue on a student's library account at any given time, the student will be unable to check out books from the library until books are returned and/or fines are paid.

Fees will be posted to FACTS accounts. Payment is due at the time the charges are sent.

Lockers

Lockers are the property of St. Michael School and are issued at various grade levels for student use. Students are to use their assigned locker and may not access other students' lockers, even with student permission. St. Michael School is co-tenant of all lockers; therefore, student lockers may be checked at any time. Students who damage lockers may be denied the privilege of a locker and/or assessed for the damage.

Lost and Found

All items should have the student's name and grade level (i.e., 2P for Mrs. Pillivant's second grade homeroom) listed on them. This label will assist in getting the items back to the student when they are lost. If an item is found, it will be placed in the Lost and Found. The basket will be emptied at the end of each week. We will attempt to return the item (if the name and homeroom is listed) to the owner. All other items will either be discarded or donated to the Saint Vincent de Paul Society.

Lunch Program

A hot lunch program is offered at St. Michael School. Parents may apply for free/reduced lunch options. The *MealManage* website is utilized for lunch program information and transactions.

Buy American Policy

- St. Michael School affirms its willingness to buy American made and American grown fruits and vegetables.
- St. Michael School affirms its willingness to buy locally grown produce when available according to USDA standards.
- The exception to the above statements is bananas. Bananas will continue to be purchased overseas, due to the unavailability of American grown bananas.

Parties

Room parents assist with classroom parties. Thank you to our parent volunteers!

In an effort to moderate interruptions to the school day, K-5 homeroom parties are permissible but limited to Christmas and Easter. Christmas parties may take place the last day before break. Easter parties are to take place after Easter within the first week back after break.

An All-Saints Celebration is typically offered in the gym for grades K-5 and takes the place of the class party. Additional festivities such as St. Nicholas Day, Family Days, Catholic Schools Week, St. Michael's Feast Day, and Fun Day contribute to special moments in our school. The administration reserves the right to approve other celebrations for unique occasions for individual or multi-grade levels.

Please note that the year-end culminating celebration for St. Michael School is the all-school Fun Day, and therefore, additional homeroom or class end-of-year parties are omitted in lieu of Fun Day.

All homeroom parties should take place from 1:45 PM - 2:45 PM, on a day pre-approved by the school administration. Parents attending these parties may sign their children out from the front office but prior to 2:25 PM, ensuring the school knows if the child's form of transportation home as changed.

In regard to individual home parties, the distribution of invitations at school is discouraged. In the absence of a published school directory, it is permitted, if necessary to send home invitations but only if every child in the grade or group (for example, all girls or all boys) is invited, so no child is left out.

Patriotism

Patriotism is a virtue that is important to the St. Michael School community. Patriotism, as defined in our *Education in Virtue* approach, is "paying due honor and respect to one's country, with a willingness to serve." Students are expected to stand still/in place and participate in the pledge and national anthem, facing in the direction of the nearest American flag. Faculty and staff are expected to model the virtue of patriotism during the morning announcements of the national anthem and pledge. Participation should be audible, as students learn the words and skills to participate.

Promotion / Retention

According to Diocesan Policy #4123.0, it is mandatory to consider various factors when making a retention determination. The promotion/retention of a student at any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her potential. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at the current grade level. Academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified. It is expected that the school will have communicated, in advance, any concerns regarding a recommended retention, prior to the end of school.

Publishing Student Information

A consent form signed and dated by the parent of a student will be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information at St. Michael School includes pictures with and without names. You may use your Online School Information System (SIS) profile to express

preferences regarding the sharing of personal information to diocesan schools and/or complete the “consent” form noting that your release has not been granted.

Re-Enrollment

Re-enrollment intentions may be requested in January/February and is assumed with the payment of the annual school activity fee for the upcoming school year. Parents indicate agreement to pay tuition by confirming their plan on the FACTS Tuition Management System. Please complete all re-enrollment online forms or paperwork and submit the non-refundable enrollment fee (school activity fee) and eighth grade activity fee.

Religious Education Program

The unique feature of a parochial school is the process of religious development and formation of its students. At St. Michael School, this is maintained through a complete graded course of study in Religion, which is taught in grades Pre-K-8, that incorporates the four aspects of our faith as seen in the *Catechism of the Catholic Church* - the Creed, the Sacraments, the Moral Life and Prayer. Or in other words, we educate and form students in what we believe, how we worship, how we live and how we pray as Catholic Christians. Sacramental preparation for the Eucharist (second grade), Reconciliation (second grade), and Confirmation (eighth grade) is incorporated into the curriculum.

St. Michael includes additional religious formation based on a Christian Anthropology and a theology of the body as presented in age-appropriate ways, utilizing the *Ruah Woods* supplemental resources, will be added for K-8. Middle schoolers will receive a supplemental class time once a week to provide added student formation from the middle school religion teacher.

Acknowledging that the Holy Eucharist and living a sacramental life is central to following Christ, participation in Holy Mass and Eucharistic Adoration is incorporated into our student and faculty life together. All School Masses, in which all grades attend together, are scheduled weekly.

Reconciliation Services are scheduled quarterly during the school year. Parents are encouraged to receive the Sacrament of Reconciliation with their children regularly so that the children will associate this experience with family life (and adulthood) rather than as only a school experience.

The students and school community also have the opportunity to experience traditional devotions and practices of the Catholic faith including: the rosary, Stations of the Cross, Lenten sacrifices, education focused on service and mission and vocation awareness.

Living out our shared vocation to holiness, students and staff put their faith into action by living the virtues. This is specifically supported by the Disciple of Christ – Education in Virtue® curriculum and approach incorporated at St. Michael.

“The Disciple of Christ – Education in Virtue® is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure and systematic instruction for youth to learn about the virtues so that they may form the habits and dispositions necessary to live as disciples of Jesus Christ. This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy. It has been developed in response to the call for a New Evangelization, firmly

conveying the reality that happiness is found in a life of holiness.” – p. 6, Disciple of Christ Educator’s Guide

Additional focus is given in grades 6-8 to forming students with a mindset and way of life as missionary disciples through middle school youth ministry and camp experiences, which are incorporated into tuition.

Eighth graders participate in optional pro-life activities, including 40 Days for Life, and The March for Life, which may be held at the state level or national level. These activities are highly encouraged as a way to act upon the call to following Christ as disciples in living the Gospel of Life.

All of the above components, as well as a prevailing atmosphere of faith, contribute to the process of internalizing values which are distinctively attributed to the Catholic faith.

Regarding the Specific Role of Faculty and Staff with Regard to the School's Religious Educational Environment

Faculty and staff perform a very specific role in creating and maintaining the school's religious educational environment. The specific role of our faculty and staff is to enumerate and advance the teachings of the Catholic Church in all of their activities associated with the School. Specifically, our faculty and staff are required to integrate Catholic teachings into their coursework, to serve as religious advisors and mentors to our students, to propagate and disseminate Catholic tenets, and to engage in religious training of all students. Our faculty incorporate Church teachings into the curriculum, accompany students to Mass, and serve as role models for Catholic tenets. All of our faculty are expected to teach and conduct themselves in furtherance of our School's religious mission. Schools play a central role in fulfilling the mission of evangelization, which is shared by Church and School. In addition to Catholic indoctrination, our schools are to incorporate fruitful dialogue between the Gospel and culture, and must confront the challenges of the modern secular world in our teachings.

Pursuant to contracts, faculty and staff are subject to decisions affecting their employment which are based on religious considerations, are required to abide by Catholic Church teachings, and to seek an ecclesiastical source of dispute resolution through the Bishop. Although at times it may be necessary to hire otherwise, practicing Catholics are strongly preferred for hire and retention at the School.

Our faculty and staff are required and expected to uphold Catholic values and doctrine, and to advance the School's Catholic mission by their teaching and conduct.

Rewards Program

Parent participation in the rewards program will bring funding to support school activities such as a Back-to-School Skating Party at Skate71, our year-end Fun Day and St. Nicholas Day. Thank you for your assistance in supporting our children's events!

Safe Environment

Our ongoing commitment and action to provide a safe environment for all members of our community is assessed annually. Each year our school and parish are required to provide documentation reporting our safe environment vigilance to the diocese, including the names, dates and prior clearance of each volunteer in direct contact with minors. In our most recent on-site safe environment audit, St. Michael received the best rating issued, that of compliance.

A 2022 letter to Fr. Dinovo, from the Diocesan Safe Environment Program Manager Regina Quinn, stated "it has been determined, based on the report, that your parish and school are compliant with the standards set forth by the Charter and Norms for the Protection of Children and Young People.... I want to thank you and your staff...for your hard work and your commitment to participate in the Diocese of Columbus' efforts to assure the protection of the children and young people whom we, as Church, serve."

St. Michael staffs a Safe Environment Coordinator position to ensure our parish and school community are meeting and exceeding safe environment policies in place by the diocese, in accord with the 2002 Dallas Charter. Contact SMSafe@saintmichael-cd.org for the current St. Michael Safe Environment Coordinator.

Learn more about VIRTUS, the best practices approach we use, and where to report by contacting the Safe Environment Coordinator, or visiting <https://columbuscatholic.org/protecting-gods-children>

We are grateful to the parents, volunteers, coaches, staff and faculty members, and parishioners who contribute to the safety of all members of our community.

Contacts for Safe Environment:

- St. Michael Safe Environment Coordinator: email SMSafe@saintmichael-cd.org or call 614-885-3149 ext.410; Office Hours: Monday - Friday: 10:00 AM to 2:00 PM
- Diocesan Victims Assistance Coordinator: Rev. Msgr. Stephan J. Moloney: 614-224-2251; 866-448-0217; helpisavailable@columbuscatholic.org
- Diocesan Safe Environment Consultant: Regina Quinn: 614-241-2568, ext. 1543

Volunteer Organization Chairperson Procedures for Volunteers

1. The Volunteer Organization Chairperson will turn in potential volunteer roster to Safe Environment Coordinator.
2. The Safe Environment Coordinator will then determine whether or not the potential volunteer is eligible to volunteer.
3. The Safe Environment Coordinator will notify the Volunteer Organization Chairperson, the principal and/or the pastor of the eligibility of the potential volunteer.
4. If the potential volunteer is cleared (has completed the Protecting God's Children training course, has a current BCI/FBI background check, and has been an active volunteer), the Volunteer Organization Chairperson will notify the eligible volunteer that he/she is able to volunteer.
5. If the potential volunteer is not cleared (has not participated in the Protecting God's Children, does not have a current BCI/FBI background check, and/or has not been an active volunteer in the past 18 months), the Safe Environment Coordinator will email the ineligible volunteer and copy the principal, and/or the pastor, with a letter stating the reasons why the ineligible volunteer cannot volunteer and how he/she can change his/her status to eligible volunteer.
6. The Volunteer Organization Chairperson is not responsible for notifying the potential volunteer of his/her ineligibility.
7. It is then the responsibility of the Volunteer Organization Chairperson to check with the Safe Environment Coordinator if they still want to volunteer and the potential volunteer has stated he/she has completed the necessary processes to volunteer.
8. The Safe Environment Coordinator will then inform the Volunteer Organization Chairperson, the principal, and/or the pastor of the cleared status of the volunteer.
9. The Safe Environment Coordinator will inform the volunteer of the cleared status.

Please note - after the event or activity in which a volunteer participated, the volunteer organization chairperson or the person in charge of organizing the volunteer group for the event/activity, is responsible for confirming the date of the event, names of the volunteers who actually participated in a volunteer capacity, and their role, in a list or e-mail to the safe environment coordinator. This may be sent to SMSafe@saintmichael-cd.org

Safe Environment Manual

Please be aware that the Diocese of Columbus has a Safe Environment Manual available online. All members and guests of the St. Michael school and parish community are expected to comply with the

manual and its policies. The Manual may be found here: <https://columbuscatholic.org/diocesan-policies-and-resources>

Information on reporting may be found here: <https://columbuscatholic.org/protecting-gods-children>

All are encouraged to visit the VIRTUS.org and Protecting God's Children site for ongoing training and information regarding maintaining a safe environment.

Safe Environment Program

St. Michael School has made a commitment to provide a safe environment for all students, parishioners, volunteers, and employees as they worship, work, learn, play and promote community fellowship. The primary goal of the Safe Environment Program is the safety and protection of all minors and youth within our parish community.

All volunteers and employees who interact with anyone under the age of 18 years old are required to comply with policies as outlined by the Catholic Diocese of Columbus, including participation in a VIRTUS *Protecting God's Children* (PGC) one-time class and successfully complete a background check(s).

"Two Deep"

Safe Environment also refers to "two deep" ministry, where two or more adults work with youth together; and ensuring buildings are safe for youth with locking unused rooms or areas and providing open doors or windows to monitor volunteers and employees.

St. Michael School and Parish follows a strategy of "two-deep" ministry with children and adolescents, where at least two adults are present at all school and parish ministry, activities and situations, wherever possible. Where a one-to-one activity is required (e.g. teaching, counseling), such activities should take place in an open environment. Special attention should be given to provide a safe and confidential forum while following standards of prudence.

Compliance

The Safe Environment Coordinator at St. Michael's will work with volunteers, employees and St. Michael's administrators to ensure compliance with anyone who spends time with minors and youth. Please refer to the Volunteers section of this handbook for additional information on Safe Environment and volunteering.

Compliance with all aspects of the Safe Environment Program is a requirement for all those who come in contact with children and youth.

Volunteers not interacting with children and youth are strongly encouraged to minimally attend the a VIRTUS Protecting God's Children class.

A key component of our program is the education of parents, parishioners, volunteers and employees. All Safe Environment compliant volunteers are encouraged to sign into the school or parish office and wear an identifying badge when volunteering.

It is also essential that we have an accurate listing of our approved volunteers which is shared with our school administration and parish leaders. This allows teachers, our school and ministry leaders and administration to ensure the safety of children and youth in attendance of events, functions, fields trips, etc.

The Catholic Diocese of Columbus is committed to working with area parishes to ensure the safety of students, children and youth in all parochial schools and parish ministries. For more information, the Diocese of Columbus Safe Environment manual can be found at <https://columbuscatholic.org/diocesan-policies-and-resources>

All teachers, school staff and parish employees are required to have background checks, both BCI and FBI. These background checks will expire after 5 years and will need to be renewed. All are also required to take the Protecting God's Children class. Employees will also adhere to the harassment policy as outlined by the Catholic Diocese of Columbus.

Employees: Each teacher, ministry or organization leader is responsible for recruiting safe environment compliant volunteers for their events, projects, etc. When the class, ministry or organization event or project involves children and youth, the teacher or leader instructs the prospective volunteer on the Safe Environment Program as related to the background check(s) and the PGC class attendance. The potential volunteer then may contact the Safe Environment office for specific guidance on becoming a Safe Environment compliant volunteer.

Volunteers: If a volunteer is not compliant with the requirements and standards of our parish, he or she may not volunteer. The St. Michael Safe Environment office will communicate directly with the volunteers and school and parish administrators to notify on compliance issues and work towards compliance.

Volunteers must also volunteer in the school or parish within one year of background check(s) and taking the PGC class. Volunteers must also continue volunteering within 18 months after each volunteer service to avoid the need for renewed background checks. Volunteers who donate their time and talents on a continuous basis, with no break in service within that 18 month period, will not need to renew the background check(s).

MEETING AREAS AND SECLUDED SPACES

St. Michael School and parish is host to a variety of ministries, including Religions Education, Sports, Clubs and Scouts, and special events. During school and ministries, all buildings are locked at all times except when a special event is taking place where activities are monitored (ex. Festival). School locking systems are controlled electronically, and individuals cannot override the system unless they have approved access. A staff member must allow a visitor entry into the school where he or she is greeted and requested to sign in. No one has entry without being visually screened.

St. Michael School has signage stating that areas are "adults only." These include adults-only restrooms, teachers workrooms or breakroom and mechanical rooms.

Safe Environment may include visitors and/or volunteers to sign in/out and wear an identification badge. Employees, staff and volunteers are required to approach or report anyone who may be unfamiliar or out of place in a meeting area or secluded space.

Recordkeeping

The Diocese receives and retains the background check results (both BCI and FBI) and Protecting God's Children class attendance verification. This information is then made available to the individual parishes. Please note that criminal background reports are treated confidentially by both the Diocese and our Parish.

Reporting

We encourage anyone who is a victim or aware of any form of abuse to contact local law enforcement immediately and contact the Diocesan Victims' Assistance Coordinator, Rev. Msgr. Stephen J. Maloney at: 1-866-448-0217 (toll free) or helpisavailable@columbuscatholic.org. Forms are also available at the parish office, or online <https://columbuscatholic.org/documents/2017/6/complaintform.pdf>

Volunteering

Create your volunteer profile and Register to attend a PGC training course as soon as you choose to volunteer. You can register at the VIRTUS website, www.virtusonline.org

For additional resources and information on safe environment policy, standards or protocol, volunteers can ask their program director or visit <https://columbuscatholic.org/protecting-gods-children>

Additional Resources:

Practical Guide for Volunteers (See Appendix)

St. Michael Volunteer Code of Conduct (See Appendix)

St. Michael Volunteer Application (See Appendix)

Harassment Policy for Employees and Adult Volunteers (See Appendix)

Schedule - Daily

The school day is from 7:55 a.m. to 3:00 p.m. School doors will open at 7:40 a.m. We ask that parents do not drop off their children before this time as there is no adult supervision unless they utilize and register for the St. Michael Before Care program.

Our lunch and recess schedule is below. Timing of grade level classes arriving and departing from lunch and recess will be slightly staggered to allow for shorter lunch lines and easier passage in hallways.

	Lunch	Recess
Kindergarten	10:30 a.m. – 11:00 a.m.	11:00 – 11:30 a.m.
1 st and 2 nd grade	11:00 a.m. – 11:30 a.m.	11:30 a.m. – noon
3 rd and 4 th grade	11:30 a.m. – noon	Noon – 12:30 p.m.
5 th and 6 th grade	Noon – 12:30 p.m.	12:30 p.m. – 1:00 p.m.
7 th and 8 th grade	12:30 p.m. – 12:50 p.m.	12:50 p.m. – 1:15 p.m.

School Advisory Board

The St. Michael School Advisory Board functions as an advisory board to the principal. Board membership, annual board goals, minutes and the constitutions are provided to all parents, faculty and staff through Online School Information System (SIS). Openings in the Board are made known as they occur as well as in May of each year. Parents interested in serving on the board are invited to send their resume to the principal and pastor.

All regular meetings of the Board are open to parish members and parents of children receiving their education at St. Michael School. The opportunity of such non-members, visitors, and invitees to address the Board shall be limited to those whose written request (made to the board president) has been approved for the agenda at least ten days in advance of the meeting.

School Activity Fee

The School Activity Fee supports funding for these enriching and community building events, such as: COSI on Wheels and author visits. It funds competitions such as Science Fair and History Day. It supports traditions like Fun Day, Catholic Schools Week, Student of the Month lunches and Family Days. It can also support student-centered school events like retreats or guest speakers.

It covers additional expenses such as WarriorWear/Family Day t-shirts, student day planners, playground equipment and supplements class activities and field trips. It covers the cost of individual headphones with microphones for each student to support online learning.

Our community cannot thrive without the positive and engaged support of all families. While we realize families vary in ability and circumstances to volunteer, we do ask that families be generous to their child's school community as time permits and as needs arise. The giving of parish subsidy also takes into account the level of commitment to the parish and school seen through volunteering.

Score Reporting

STAR Testing

All students will be taking the STAR test in math and reading at the beginning, middle and end of the school year to determine their math and reading level. This will allow the students to read books on their own reading level. Teachers and students may take the opportunity to establish reading goals throughout the year. Teachers will use STAR as a tool to aid in instruction and assessment.

Parents will be provided with copies of their child's STAR testing results three or more times a year.

Disciple of Christ Reports and Christian Witness Certificates

Disciple of Christ Reports and Christian Witness Certificates are sent electronically to notify parents of areas for growth and actions to be commended in accordance with our Education in Virtue® curriculum and formation. These reports and certificates are not included in transcripts.

Grades will be provided in the following ways:

K - 8 Grades

The classroom teacher will provide the parents with his/her grading procedures and general policies regarding make-up work, missed work, etc. Teachers will communicate directly to parents as appropriate with any concerns.

K - 8 Interims

All students will receive interim reports. Interim reports are posted online through Online School Information System (SIS) midway through each quarter. If no mark is present, then the student is currently meeting the standard or the standard has not yet been addressed. Parents are required to read interims, digitally acknowledging they have been read. Teachers are expected to communicate to parents between interims and progress reports should they notice any significant decrease in a student's meeting the standards.

K - 8 Quarterly Progress Report

A student's progress report is given four times per year. Progress reports will be posted online through Online School Information System (SIS) and sent to all students. Paper copies are made available upon request. Reports of pupil progress will be based on evidence from multiple assessments which demonstrates a student's understanding of the different academic content standards, and teacher observations. Parents are required to sign the report cards, acknowledging they have been read.

Stewardship Opportunities

Parents may participate in the programs below. More programs will be added throughout the year.

Amazon Smile

- Search: St. Michael School Ohio

Box Tops for Education

- Clip labels and send to school or drop off in the Campbell's collection bin in Marian Hall.
- Download the app to load offers and scan your receipt to earn bonus rewards.

Coke Rewards

- Send the lids to school, drop off in the Campbell's collection bin in Marian Hall, or take a picture of the code and email it to coke4stmichael@aol.com.
- If you would like to create an account to enter the codes yourself, go to the Coke Rewards website. Donate your points through "Causes" to St. Michael ID: 01059836.

Giant Eagle – Apples for the Students Program

- Create an account on the Giant Eagle website. On Giant Eagle's Apples for the Students webpage, click My School Programs. Search for school ID 3412 and add the school.

Kroger - Community Rewards Now

- Link your Kroger Plus card to St. Michael through the organization number: 91809.

Scrip

- Enroll using the code: 533484624LL7.

Please e-mail Lori Stofer at coke4stmichael@aol.com with any questions regarding the above programs (except Scrip).

Please e-mail the school secretary with any Scrip-related questions.

Tardiness

One of the purposes of education is to develop habits and patterns for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined.

A child is marked tardy at 7:55 a.m. unless buses are late due to inclement weather or other unavoidable circumstances (if buses are not running – the parent is still expected to get the student to school on time). If a child is tardy, the student must report to the school office to obtain a tardy slip before entering the classroom. The student will not be admitted to class without a tardy slip.

The following guidelines are used to mark a student's attendance record, according to diocesan policy:

7:55 – 9:00 a.m.:	tardy
9:01 – 11:30 a.m.:	half-day
After 11:30 a.m.:	absent

Excessive Tardiness

Detentions will be not given for tardiness, as detentions are reserved for severe conduct violations. Tardiness will be recorded. After excessive tardiness, a parent will be contacted and expected to attend a meeting with the teacher and/or administration. Truancy or excessive unexcused tardiness or absences may be a contributing factor to the school's acceptance for re-enrollment.

Like absences, tardiness will be also recorded as excused or unexcused, and consequences will be adapted accordingly.

Medical Excuses

If students are absent more than ninety minutes for a doctor's appointment, they will be marked absent for ½ day. In order to be issued a medical excuse (thus not being marked tardy), a doctor's excuse must be presented to the office at the time of arrival. If students are to be dismissed early from school, the medical excuse must be presented before class the next school day to avoid an "absence" or "tardy" from class. In addition, if a student is unable to participate in Physical Education or any activity, a medical excuse must be presented the day of class.

Technology

Parents are asked to review expectations for appropriate technology use with their children and acknowledge the diocesan technology use policy included in the Appendix of the *St. Michael School Handbook*.

By acknowledging and signing the *St. Michael School Handbook*, parents also approve of their students' use of technology in the school according to school rules and support student responsibility for use with the iPads, Google and Microsoft accounts, should they be issued at school. This acknowledgement takes the place of parents having to sign and return each form, in the event this has not been done by the start of school.

Please see the Appendix for forms that students will be presented with at the start of the school year for their consent to abide by technology use, if they have not been completed previously.

Transportation

Parents are encouraged to instruct their children on proper behavior to and from school, as well as the danger of going with people unknown to the child.

Bikes

Students are permitted to ride bicycles to school. They must obey all traffic rules. Students must walk their bikes on the sidewalks around the school, church, or on the parking lot. Bicycles should be locked when put into the bike rack and are the total responsibility of the student. The use of mopeds, scooters, rollerblades, and skateboards by students are not permitted.

Buses

The right of students to ride the bus is conditional on their good behavior and observance of rules. Students who show disruptive behavior are subject to forfeiture of this right, either temporarily or permanently. The discipline procedure will typically be: the first written discipline slip from the bus driver – conference with student and possible written warning; the second written discipline slip from the bus driver – conference with student and possible suspension from the bus; the third written discipline slip from the bus driver – conference with student and possible expulsion. In all cases, a parent will be requested to sign the discipline slip as a notification. It will be the parent's responsibility to confer with the proper transportation personnel (i.e. bus driver, transportation supervisor, administration, etc.).

Please check on your children from time to time at the bus stop. If a student should miss the bus, he/she must report to the school office if arrival occurs after 7:55 a.m.

Any questions regarding transportation should be referred to the District Bus Coordinator. The bus coordinators for each district may be reached at the following numbers: Columbus: 614-365-5074, Dublin: 614-764-5926, Olentangy: 740-657-4080, Worthington: 614-450-6600.

Cars

Please do not drive your cars into the playground area any time the children are out at recess. Special caution should be taken at dismissal times. When dropping off your children before school, use the Selby parking lot entrance to the school, drop off at the main doors where staff members will be waiting to assist. At the dismissal time or when picking up your children for an appointment, please use the High Street entrance.

Car rider dismissal begins at 3:00 p.m., ending by 3:10 p.m. depending on volume of traffic.

Changes in Transportation

Students who desire to leave school by a means other than their normal route must present the school administration or their designee with a signed note or fill out a Change of Transportation Form (available via Online School Information System) in the morning before 10:00 a.m. for the following instances: (1) a bus rider who accompanies a walker and (2) a child going home a different way other than their normal means. In both instances, the parent of the receiving home must also present the school administration or their designee with a signed note.

The school administration or their designee will sign both notes. Due to bus liability, students may not ride any other bus but their assigned bus nor will permission be given to students to accompany an authorized bus rider.

Walkers

Walkers will be dismissed at 3:00 p.m. All walkers must exit by the front doors. *Walkers who are being picked up via a car will be considered a car rider and will be picked up by parents in the school parking lot.*

Tuition

St. Michael School remains grateful to our parents for the sacrifices they make, both financially and otherwise, when they choose to support a Catholic education for their child. We also express our gratitude to the parish for the ongoing financial support that makes the school possible. While most parents benefit from the parish grant or subsidy that lowers their tuition, the expenses incurred to the parish and per pupil cost remains per child. Some important points to note are:

- 1) The per pupil cost of educating a child at St. Michael School for this school year is \$7,975.
- 2) The subsidized tuition for the coming school year will cover 65% of the cost for the first child, 55% of the cost for the second child, and 45% of the cost for the third child.
- 3) The balance of expenses needed to run the school is borne by St. Michael Parish and feeder parishes (e.g. St. Joan of Arc, St. Patrick, St. Peter).

Thank you for your weekly financial support of your parish, as it helps offset the subsidy your child receives.

2023-2024 Tuition Rates:

The 2023-2024 tuition rate is \$7,975.

Participating rates apply to families whose pastor has signed the parish grant or subsidy form to pay the difference between the non-participating rate and the participating rate.

The first child participating rate is \$5,185

The second child participating rate is \$4,385

The third child participating rate is \$3,590

The fourth and fifth child participating rate is \$3,000

If you are not currently active members of a parish, the non-participating rate for tuition in 2023-2024 will be \$7,975 per child.

The FACTS Management Company will be handling our tuition collection. All families of St. Michael School will be expected to participate in the FACTS program.

Please note that by enrolling in St. Michael School and using the FACTS tuition management portal, it is understood that parents agree to pay the tuition agreement set-up by the school and family for the year in which their child is enrolled.

Please note that St. Michael School follows the Diocesan Policy #3130.0 to determine whether or not a family meets the criteria for participating and receiving parish grant or subsidy. This policy states:

“In order for a family to be acknowledged by the parish as a ‘participating member,’ it is necessary that they:

- Are registered in the parish
- Are recognized by the pastor as a family participating in the sacramental life of the parish
- Contribute time and talent to the ministries of the parish
- And in agreement with the pastor, they regularly contribute an appropriate portion of their annual income to the financial support of the parish.”

Prior to enrolling a child from another parish, the receiving school must obtain a written agreement regarding subsidy from the sending parish. It is the responsibility of the parents to obtain this information. Each family must contact the parish at which they are registered to determine anticipated parish subsidy. This written agreement is to be submitted to the receiving school/parish office.

Financial assistance is available from the St. Michael Parish School Tuition Assistance Endowment as well as the Diocese of Columbus. Parents who fail to seek assistance are presumed not to require financial assistance.

Parents who anticipate problems with payments of tuition should contact the administration or pastor. Parents must first apply to the Diocese for financial assistance before other financial assistance can be considered. *Diocesan assistance is extended, but not limited to, the FACTS application that is typically due in mid-March.*

Unless arrangements acceptable to the administration or pastor are made, or delinquent tuition is paid prior to the due date of the next payment, St. Michael School will consider alternatives or holding re-enrollment status until tuition payments are brought current. Parents are encouraged to contact the pastor or principal if financial hardship may impact their child’s return to St. Michael School.

If a student departs from St. Michael School after making payments for the school year a refund will be made with the approval of the pastor and/or principal at a rate which factors in the total cost of tuition per day that school is in session. Considering the total dollars paid to date, the per day cost of the total number of days the student attended school will be subtracted from the amount of money paid to date to equal a refund amount. If the student has not begun school yet, the entire refund amount will be returned. If the student did begin attending during the school year, the refund amount will be returned minus \$5/day the student was in school.

Valuables

The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

Visitors

All visitors, parents, and guests must report to the office and sign in upon arrival. They are to enter the building from the west doors of St. Michael School after pressing the buzzer, waiting for a response, and identifying themselves. Upon entering the building, they must proceed directly to the office and sign in.

All visitors and volunteers will be required to wear a name tag during the duration of their visit to St. Michael School.

Volunteers

Different kinds of knowledge, skills, interests, and experiences are required to provide a well-rounded education for your children. Volunteers can participate in many ways – reinforcing skills, monitoring small groups of students, assisting in the library, cafeteria, health screening, and much, much more. We welcome and deeply appreciate parental involvement. Volunteer requests are made online via Online School Information System (SIS). When volunteering in the school, upon arrival please report to the office to sign in and sign out when leaving.

According to the Diocesan Policy #4110.00, all school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation (BCI) criminal background check and must attend the “Protecting God’s Children” workshop.

Volunteers are indispensable to our program. Your participation will help to ensure the safest possible environment for our young people.

Please contact the St. Michael Safe Environment Coordinator at 614-885-3149, ext. 410 or smsafe@saintmichael-cd.org or see Online School Information System (SIS) for details about the Volunteer requirements and volunteer coordinator’s role.

Volunteer Code of Conduct

Volunteers are accountable to the pastor and principal. Volunteers respect confidentiality. They adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party. Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited. Volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors are unethical and are prohibited. Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect. In addition, volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals, as well as being aware of and complying with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

In case of an emergency, volunteers should remain with their assigned class.

Volunteer Hours/Parent Involvement

A variety of parent and staff leadership roles work actively together to foster collaboration and a community connection between parents, guardians, teachers, administration and the students of St. Michael School.

Through the efforts of our parents over the years, activities have emerged and become part of our shared tradition.

Wellness Policy

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing reverence for life, self-respect, and respect for others. The primary goal of nutrition education is to positively impact eating behaviors. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives. All schools with a lunch program must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. For the complete diocesan policy, please contact the school office and ask for policy #5145.0. For St. Michael School's policy, please see Online School Information System (SIS) under Resources and Reference.

Appendix:

COVID-19 Acknowledgement of Risks

Updated: September 1, 2022

We, the parent(s) and student who are signing this student handbook for St. Michael School (“School”), acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

Travel Policy

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

Additional Diocesan Policies

Extracts of policies updated in May/August 2019 are included in the appendix for reference and intended as part of the handbook:

Service Activities for Students



1000 Series – Community Relations

Policy # 1410.0

Service Activities for Students

Effective: August 1982

Revised: April 2019

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

In keeping with the commitment of Catholic schools to educate students for Christian service, every Catholic school shall provide opportunities for students to participate in service learning activities and service programs of the Diocese, their parishes, and local community organizations. If the school partners in any way with an organization that is not part of the Catholic Church, the principal must establish by written documentation with the agency that the practices and the policies of the agency are not inconsistent with the principles of the Catholic Church. This documentation may remain at the school, but should be available for review if necessary.

Use of Name



1000 Series – Community Relations

Policy # 1600.0

Use of Name

Effective: August 2019

Revised:

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal in parish schools or the principal and Superintendent in Diocesan high schools. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal in parish schools or the principal and Superintendent in Diocesan high schools.

In appropriate cases determined by the pastor/principal or principal/Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Conferences and Policy Interpretation



1000 Series – Community Relations

Policy # 1700.0

Conferences and Policy Interpretation

Effective: September 1993 (as Policy 2450.1)

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

All schools in the Diocese of Columbus operate on the principle of subsidiarity in relationships and structure. Therefore, disagreements or complaints should be dealt with and solutions sought at the lowest possible level. This means by those persons involved in the disagreement and/or with that person to which the complaint has been made in a conference setting. Since the goal in these situations is to achieve a reconciliation of differences, and so that an adversarial situation does not occur, no legal counsel for either party will be permitted to attend said conference. This applies to all conferences through and including those held at the Diocesan level.

In cases involving principal and pastor discretion, the Office of Catholic Schools recognizes the local administration's authority to exercise discretionary rights within the parameters of local and Diocesan policy.

Any dispute regarding the interpretation of Diocesan policies is to be referred to the Superintendent in writing with the following information:

1. State the policy in question.
2. Describe the interpretation of the policy by the school (party A).
3. Describe the interpretation of the policy by the student/family (party B) and how it is affecting the family.
4. Describe the efforts that have been made by both parties to address the interpretation differences.

The Superintendent will review the information provided and render a written decision that shall be final.

Awards, Honors, and Speakers



1000 Series – Community Relations

Policy # 1800.0

Awards, Honors, and Speakers

Effective: April 1973 (as Policy 2211.23)

Revised: May 2019

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

Protecting the Integrity of a Catholic School

During the course of the academic year, many schools host fundraisers or other events at which they might seek to honor their alumni or benefactors. While these types of activities are generally encouraged, they can occasionally pose a conflict for a Catholic institution when the honoree, award recipient, or speaker does not live a life in conformity with the Catholic faith. Accordingly, it is mandatory that principals, presidents, and any development officials connected to our schools comply with the policies below.

Honors and Awards

Great care and prudence must be exercised in giving awards and honors. When a Catholic school holds up as a role model an individual whose actions contradict the Catholic faith or moral teachings, it causes confusion for students, their parents, and alumni. Further, should the contrast between what the school purports to stand for and the life of the honoree be great enough, it is cause for scandal among the faithful. Therefore, if a proposed award recipient is Catholic, schools are expected to obtain a letter of good standing from any proposed awardee's pastor to ensure he or she is a practicing Catholic and that nothing in the person's life, if known to the greater community, would cause scandal to the faithful or embarrassment to the Church. It is also mandatory that this reference be obtained prior to offering any honor or award to an alumnus/ae or any other person associated with the institution. If the individual is not Catholic, a similar acknowledgement that nothing in the person's life, if known to the greater community, would cause scandal to the faithful or embarrassment to the Church.

It is not enough to say that, "We are only honoring this person because of his or her contributions to our school, and not for their positions on other issues." When an honor or award is extended by a Catholic school, there is an implicit endorsement of the totality of that person's life. Complying with this policy also avoids the difficult situation of having to disinvite a speaker or rescind the offer of an honor or award.

Invitations to Elected Officials or Candidates for Public Office

It is generally discouraged for schools to invite elected officials or candidates for public office to speak at a school or accept an award or honor from a school. Exceptions to this policy may be requested from the Superintendent, who will present the question to the Bishop or his designee for approval. A request such as this must be made at least one month prior to any proposed event and prior to the extension of any invitation to a speaker. In no event may any invitation be extended to participate or intervene in any political campaign on behalf of any candidate for public office.

Speakers or Presentations

The same considerations governing honorees are also applicable to speakers. No speaker who is publically known for supporting positions in opposition to the teachings of the Catholic Church should be presenting any material in a Catholic school, even if the content of the talk does not touch upon inappropriate subject matter.

For elementary schools, guest speakers are expected to present themselves and the content of their presentation such that nothing is contrary to, or rejects or offends the teachings, doctrines, or principles of the Catholic Church. The pastor will either approve or reject the speaker and his or her content prior to the planned event. As a courtesy, school personnel inviting the speaker are to clarify this expectation in advance with the guest speaker in writing and prior to their arrival on campus.

For Diocesan high schools, guest speakers are expected to present themselves and the content of their presentation such that nothing is contrary to, or rejects or offends the teachings, doctrines, or principles of the Catholic Church. Approval for speakers or presentations will be given by the Superintendent in consultation with the Bishop or his designee. High schools are required to request permission in writing of the Superintendent for a speaker at least one month in advance of the planned event and prior to the extension of any invitation to the speaker. The following "Diocese of Columbus Approval Form for Incoming Speakers" should be used for this request. As a courtesy, school personnel inviting a speaker are to clarify this expectation in advance with the guest speaker in writing and prior to their arrival on campus.

Vetting Requirements

- If the speaker is a cleric, notify him that he should have a clergy letter of good standing sent to the Diocese of Columbus Chancellor from his bishop's or superior's office.
- If the speaker is a Catholic layperson, notify him or her that a letter of good standing should be issued by his or her pastor or by the diocesan official delegated by his or her Bishop to handle these inquiries to the Chancellor of the Diocese of Columbus.
- If the speaker is not Catholic, follow these vetting guidelines:
 - It is prudent to do a basic internet search to ensure that the individual is not hostile toward the Catholic Church and the teachings of the Church and to assure that no other difficulties are noted.
 - Seek client testimonials. Speakers generally have a list of past clients you can contact to discuss the pros and cons of former speaking engagements.
 - Ask to meet with a prospective speaker before negotiating and signing a contract. Much insight can be gleaned from this interaction, including the speaker's passion, knowledge, and fit.
 - If your speaker will be presenting locally, sit in on the session.
 - Overall, those inviting speakers are expected to use prudent judgment on matters such as vetting.
- If the speaker will be participating in an event with minors, criminal background check and child protection training verification information must be submitted to the Safe Environment Director by the Diocese of the cleric or Catholic layperson. If the speaker is not Catholic and will be at an event with minors, he or she is to undergo an FBI background check that is to be submitted to the Safe Environment Director of the Diocese of Columbus.
- It is recommended that the potential speaker send a resume or biography to the Chancellor as well.

School Requirements

1. The principal is responsible for guests who visit the school and speakers who address the student body, whether in individual classrooms or in a general assembly.
2. Teachers must consult with and receive approval from the principal before inviting outside speakers to the school.
3. When in the building, outside speakers shall be accompanied by a staff member or adult volunteers at all times.

Controversial and Political Issues



1000 Series – Community Relations

Policy # 1900.0

Controversial and Political Issues

Effective: May 2019

Revised:

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

Controversial Issues

A controversial issue is defined as a current problem or subject that has publically evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

1. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church when this doctrine is relevant to any controversial issue being considered.
2. Principal Responsibility. The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

The principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. Please consult the Speaker Approval Policy for procedures to obtain permission for outside speakers.

Political Issues

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. Guidance on this may be found in the *Catechism of the Catholic Church* and in documents provided by the United States Conference of Catholic Bishops (USCCB). However, advocating a specific political stance, party affiliation, support for a candidate for public office, and/or political agenda is not to be exercised by faculty, parents, and students in the building, in the name of the school, or during school-sponsored activities.

The posting of political materials in Diocesan schools is strictly prohibited, unless it has been specifically approved by the Bishop, such as materials from the Catholic Conference of Ohio.

Local School Advisory Boards



2000 Series – Administration

Policy # 2430.0

Local School Advisory Boards

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

Catholic advisory boards exist to give the Catholic lay community a voice in educational decision-making and to advise Catholic educators in providing academic and religious programs for students.

Advisory boards are canonically advisory in nature, advisory to the Bishop and Superintendent on the diocesan level, to the Pastor and Principal on the elementary level, and to the Principal on the secondary school level. Bylaws should be developed for all advisory boards and must be approved by the Pastor (elementary level) or Superintendent (secondary level) before implementation. All bylaws may be reviewed by the Superintendent and the Office of Catholic Schools. Catholic advisory boards operate most effectively when they perform in all of the following roles:

Policymaking: providing clear guidelines for discretionary action by the principal when a Diocesan policy does not exist

Advisory: in areas in which the principal (and at the elementary level the pastor) requests advice

Evaluative: of its policies, of its executive officer (the principal), and of the Board's activities

The advisory board's functions could include but are not limited to:

- setting goals for itself and for the education program;
- participating in the evaluation of the educational program;
- participating in the hiring and the evaluation of the principal;
- making and evaluating local policies;
- participating in the creation of the operational budget and proposals for capital expenditures;
- receiving and reviewing quarterly financial reports of the school's income and expenditures to date;
- advising the principal (and at the elementary level the pastor), upon request; and
- promoting Catholic education within the community

These functions of the school advisory board may also be performed at the parish level by an education committee or other representative group, depending upon the local parish structure.

School Advisory boards have no role in:

- hiring, firing, or evaluating staff (e.g. teachers, school guidance counselors, coaches);
- making or changing school regulations;
- dealing with cases involving student discipline (except expulsions);
- budget approval
- authorizing capital expenditures;
- selecting textbooks or deciding other specifics of the educational program.

Student Withdrawal on Grounds of Parental Behavior



5000 Series – Students

Policy # 5114.5

Student Withdrawal on Grounds of Parental Behavior

Effective: May 2019

Revised:

- | | |
|--|--|
| <input type="checkbox"/> Elementary | <input checked="" type="checkbox"/> Policy |
| <input type="checkbox"/> Secondary | <input type="checkbox"/> Regulation |
| <input checked="" type="checkbox"/> Both | |

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

1. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced.
2. If such effort does not correct the situation, then, after consultation with the Superintendent, and, in the case of elementary schools, the pastor, the principal may require the parents to withdraw their child.
3. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5114.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

Immunization Policy



Policy # 5116.0

Immunization Policy

<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Secondary	<input type="checkbox"/> Regulation
<input checked="" type="checkbox"/> Both	

Ohio Law requires each student to demonstrate compliance with immunizations requirements via medical documentation. All students must provide a record of immunization compliance to their school by the 14th day from the first day of attendance. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio law. Please see ORC 3313.671 for further information as to exceptions to immunization requirements.

VACCINES	IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT/Td/Tdap Diphtheria, Tetanus, Pertussis	<p>K</p> <p>Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.</p> <p>Grades 1-12</p> <p>Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p>Grades 7-12</p> <p>One (1) dose of Tdap vaccine must be administered prior to entry.</p>
POLIO	<p>K-8</p> <p>Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p> <p>Grades 9-12</p> <p>Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p>K-12</p> <p>Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
HEP B Hepatitis B	<p>K-12</p> <p>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
Varicella Chickenpox	<p>Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p>Grades 9-12</p> <p>One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
MCV4 Meningococcal	<p>Grades 7-9</p> <p>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p>Grade 12</p> <p>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p>

Tuberculosis (TB) Requirements

All new students to the school who have spent more than 30 consecutive days in a TB endemic region within the past five years or who were born in a TB endemic region must also present evidence of a *negative* Tuberculin (TB) test before they can attend school. The TB test must have been completed within the past year in the United States. Current enrolled students who spend 30 or more consecutive days in a TB endemic region will also be required to have a *negative* Tuberculin (TB) test before returning to school.

Practical Guidelines for Volunteers

If you suspect abuse, you should contact your county's child protection agency:

County Child Protection Hotlines

Coshocton County: (740) 622-1020
Delaware County: (740) 833-2300
Fairfield County: (740) 653-4060
Fayette County: (740) 335-0350
Franklin County: (614) 229-7000
Hardin County: (419) 675-1130
Hocking County: (740) 385-4168
Holmes County: (330) 674-1111
Jackson County: (740) 286-4181
Knox County: (740) 392-5437
Licking County: (740) 670-8860
Madison County: (740) 852-4770
Marion County: (740) 389-2317
Morrow County: (419) 947-9111
Muskingum County: (740) 455-6710
Perry County: (740) 342-3836
Pickaway County: (740) 474-3105
Pike County: (740) 947-5080
Ross County: (740) 702-4453
Scioto County: (740) 456-4164
Tuscarawas County: (330) 339-7791
Union County: (937) 644-1010
Vinton County: (740) 596-2571

How to report suspected abuse:

If you suspect a child is being abused or neglected, please report it! It is not your job to investigate or have overwhelming proof before reporting. Leave the investigation up to the professionals. Please contact your county child protection agency and provide *as much information as possible* such as:

- ✓ Name & address of the child victim
- ✓ Age of the child
- ✓ Names & addresses of the child's parents or caregivers
- ✓ Description of the alleged abuse or neglect
- ✓ Name & address of the alleged perpetrator, if known.

Reports made to Children's Services are confidential and referral sources' names or locations are not shared. Reports can also be made anonymously.

If you are unable to reach child protective services, contact your county sheriff:

County Sheriff Offices

Coshocton County: (740) 622-2411
Delaware County: (740) 833-2810
Fairfield County: (740) 653-5223
Fayette County: (740) 335-6170
Franklin County: (614) 525-3360
Hardin County: (419) 673-1268
Hocking County: (740) 385-2131
Holmes County: (330) 674-1936
Jackson County: (740) 286-6464
Knox County: (740) 397-3333
Licking County: (740) 670-5500
Madison County: (740) 852-1332
Marion County: (740) 382-8244
Morrow County: (419) 946-4444
Muskingum County: (740) 452-3637
Perry County: (740) 342-4123
Pickaway County: (740) 477-6000
Pike County: (740) 947-2111
Ross County: (740) 773-1185
Scioto County: (740) 354-8261
Tuscarawas County: (330) 339-7743
Union County: (937) 644-4000
Vinton County: (740) 596-5242

Diocese of Columbus

Manager, Safe Environment Program:

Regina E. Quinn
614-241-2568
rquinn@colsdio.org

Victim's Assistance Coordinator:

Rev. Msgr. Stephan Moloney
1-866-448-0217
helpisavailable@colsdio.org

Always Remember:

Protecting children means never minding your own business. No matter how uncomfortable it may feel, YOU could be the only voice that child has. Please speak up.

Revised 6-18

Volunteer Code of Conduct

ST. MICHAEL VOLUNTEER CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines of this **Volunteer Code of Conduct** as a condition of my providing services to the children and youth of St. Michael School and Parish.

As a volunteer, I will:

- Complete the requirements of the St. Michael School and Parish Safe Environment Policy, including in participating in the Protecting God's Children training course and completing a BCI/FBI background check.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Work in pairs (**two-deep ministry**) or groups, avoid situations where I am alone with children and/or youth at School and Parish activities. Never meet alone with children.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Refuse to accept and refrain from giving expensive gifts from/to children and youth without prior written approval from the pastor or administrator and/or from the parents or guardians.
- Pre-schedule & receive permission, from proper St. Michael School and Parish office authority, to use the School and/or Parish facilities prior to needed usage.
- Use keys to School and/or Parish property to enter only at prescheduled times or with permission from the proper St. Michael School and Parish office authority.
- Report suspected abuse to the pastor, principal and/or any appropriate administrator or supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Represent Catholic Doctrine while in the care and custody of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the care & custody of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Interact with or engage children and youth through personal social media.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth in a sexual or other inappropriate manner.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Use my cellphone while driving as a volunteer for the school or parish.
- Engage in a physical, sexual or romantic relationships with a child and/or youth.

I have read and understand the above Code of Conduct. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth. I also agree to attend a "Protecting God's Children" session and submit to a criminal background check.

Name _____

Signature _____

Date _____

Volunteer Application



St. Michael the Archangel Volunteer Application

Thank you for offering to volunteer with the children and youth of our parish and school. Volunteers are indispensable to our programs. Because you will be working with our young people, we require some basic information. Please fill out the information below and return this form to Kollene Caspers, Safe Environment Coordinator, at the school office, parish office or by email: smsafe@saintmichael-cd.org

Name _____

LAST

FIRST

MIDDLE

Address _____

STREET

CITY

ZIP

Phone _____ Please indicate (cell) (home) (work)

E-mail _____

Current Employer: _____

Areas where you would like to volunteer: ☐ Preschool ☐ School ☐ Athletics (SMAA)

☐ Religious Ed/PSR ☐ High School Youth Ministry ☐ VBS ☐ Parish ☐ Boy/Cub Scouts

☐ Girl Scouts ☐ Knights of Columbus ☐ Choir ☐ Children's Liturgy of the Word ☐ Festival

Other _____

For Office Use only:

Date of Protecting God's Children: _____ Location: _____

Date Fingerprinted: _____

Transaction Number: _____ BCII _____ FBI _____

Signed Volunteer Conduct: _____ Photo ID _____ Date of last volunteer service _____

HARASSMENT POLICY FOR EMPLOYEES AND ADULT VOLUNTEERS

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. No youth participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

2. Conduct which constitutes sexual harassment is prohibited. Sexual harassing conduct includes, but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;
- Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

3. Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect. Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.

5. Any person who believes he/she was subjected to unlawful harassment or intimidation must contact either the (a) program administrator, (b) pastor, or (c) diocesan director of youth and young adult ministry. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of youth and young adult ministry. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.

7. No retaliation against anyone who reports harassment will be tolerated. The diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

PARISH RESPONSIBILITIES

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that a Harassment Policy Verification Form be signed and returned.

2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.

3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.

Technology Use and Acceptable Use Policy

St. Michael School's vision is to make student learning more active, collaborative, constructive, authentic, and goal-directed through the use of technology. As a result, in addition to Google Workspace for Education accounts, the school may create student accounts for other sites, such as Canva, CSFirst, etc. These sites will be vetted by technology specialists using the National Data Privacy Agreement as a guide to protect student data privacy. For more information on what the National Data Privacy Agreement entails, please visit the website for the Student Data Privacy Consortium <<https://privacy.a4l.org/national-dpa/>>.

Some sites may require separate parent authorization. We will send these forms home as needed.

You do not need to complete and return the Technology Use forms in the appendix. Digitally acknowledging and signing the handbook indicates you agree to follow the technology use policy and support student use in accord with these policies.



Diocese of Columbus

Technology Acceptable Use Policy

Internet Users: If you continue past this page you are agreeing to the terms of the Columbus Diocesan Technology Acceptable Use Policy. This means you will be subject to the consequences for violations of that policy.

A Summary of the policy Concerning Use and Care of Computers and Equipment & The Acceptable Use Policy of Internet and On-line Resources

<u>Do:</u> <ul style="list-style-type: none">• Sign in• Take care of equipment• Ask for help with printer problems• Print just one copy of a document (School related only!)• Use the Internet for educational pursuits• Treat teachers and fellow students with respect• Ask before you enter a site that you think might be questionable• Immediately back out of any questionable sites• Follow instructions of teachers, librarians, tech teachers and lab assistants• Close applications by going to File and Quit and then sign off when you are finished• Leave computers on	<u>Don't:</u> <ul style="list-style-type: none">• Have food or drink around equipment• Share any passwords• Access or download any inappropriate material• Access chat rooms, newsgroups or listserves or instant messaging• Access or download games, game cheat codes, MUD's, MOO's or simulations• Harass others in any way• Submit or reveal your name, any personal information or phone numbers of yourself or others• Change any computer settings, hardware, parts or cabling• Access or manage a personal web page on school computers• Download without permission
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If you agree to and have read the Acceptable Use Policy, continue and use good judgment...

Diocese of Columbus

Technology Acceptable Use Policy

Please read this document carefully before signing.

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

TECHNOLOGY

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.

- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize Diocese technology equipment or software in any way.
- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by reclarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Diocese of Columbus Technology Acceptable Use Policy



6140.0 (continued)

Diocese of Columbus Technology Acceptable Use Policy

Signature Section:

Both student(s) and parent or legal guardian must sign below. Parental or legal guardian signatures indicate you are granting permission for your child(ren) to have access to all District technology resources available for student use.

Student Signature Section:

I have read the Diocesan Office of Catholic Schools Technology Acceptable Use Policy, and I agree to follow the rules contained in this policy. I understand the consequences if I choose to violate any of the rules.

Student Name (print) _____ Homeroom _____

Student Signature _____

Student Name (print) _____ Homeroom _____

Student Signature _____

Student Name (print) _____ Homeroom _____

Student Signature _____

Student Name (print) _____ Homeroom _____

Student Signature _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Technology Acceptable Use Policy and grant permission for my child to access the Diocesan Office of Catholic Schools computer systems and technology resources. I understand that my child will be held liable for violations of this agreement. I understand that the Diocesan computer systems and technology resources are intended for educational purposes. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold the Diocese responsible for materials acquired on the network.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature _____

Student iPad Responsibility Contract



STUDENT IPAD RESPONSIBILITY CONTRACT

St. Michael is pleased to be able to provide students with an iPad tablet computer to enhance, enrich, and facilitate learning and communication. The use of a SMS iPad is a privilege extended to students for use inside the school facility. The iPads are provided for use as a productivity tool for school related purposes. All iPads and related equipment and accessories are the property of SMS. With privilege comes responsibility, and as a condition of use, Students and their Parent/Guardian will have to initial and sign this iPad Responsibility Contract and Consent form, and comply with and agree to all of the following terms.

School iPad Contract Having iPads in my classroom is a great privilege. In order for me to ensure I look after an iPad properly, I agree to abide by the following rules. I understand that if I do not follow these rules, I will not be allowed to use an iPad for a given period of time.

- I will not take an iPad out of its case.
- I will not run while I am carrying an iPad.
- If I need to carry an iPad when I am using it, I will carry it using both hands.
- I will only use an iPad at my table or on my lap when sitting on the floor for group work.
- I will not put an iPad on the floor.
- I will not eat or drink when I am using an iPad.
- I will not use an iPad when others at my table are eating or drinking.
- During iPad activities I will only use the app that the teacher has asked me to use.

We have read this document and agree to the terms of this contract.

STUDENT

Print Name Clearly	Signature	Grade Level

PARENT/GUARDIAN

Print Name Clearly	Signature	Date (MM/DD/YYYY)

Sample

Acceptable Use Policy for Student Google & Microsoft Accounts



To the Parents of 3-8th graders,

As you may know, Google offers a wide variety of online resources, many of which are tailored for education. We have created usernames and passwords for the 3rd-8th grade students through Google G-Suite for Education.

A username and password will be provided separately for both Google and Microsoft Office 365 (6-8).

St. Michael School has oversight and administrative rights over these accounts. Also, certain features - including email, Google plus, chat, hangout, in short all the social media apps - have been disabled.

The following services are available to each student and hosted by Google as part of St. Michael School's online presence in Google Apps for Education:

- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Word, Apple Pages
- Sheets- spreadsheet application application similar to MS Excel, Apple Numbers
- Slides- presentation application similar to MS PowerPoint, Apple Keynote
- Forms-data collection, surveys, quizzes
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Sites - an individual and collaborative website creation tool
- Classroom - designed to help teachers create and collect assignments paperless
- 3rd Party Apps/Extensions such as Screencastify

Students will be able to use Google Drive and Classroom for the purposes of storing and sharing files, creating and turning in digital assignments, collaborative online work, particularly in the classroom. All their online work on these accounts is subject to the oversight of Saint Michael's. Teachers who use these features will be regularly monitoring the accounts as they are property of St. Michael through logging into the account, as well through walking around the classroom during instruction and visiting the revision history if needed. Saint Michael's will also use GoGuardian to further monitor student accounts.

Students are not permitted to change passwords. Also, no personal student information is collected by Google for commercial purposes. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as (projects, documents, files, username and password).

Many of the students are already in the practice of forming informal study groups online with their personal accounts. Any collaborative online work done at school from now on will be done through school-issued Google accounts.

Sample



**Acceptable Use Policy for Student Google & Microsoft Accounts:
Grades 3-8
STUDENT CONTRACT**

I understand that use of the school account is viewed as a privilege and, as such, access may be used for educational and research purposes only. I realize that misuse may result in school disciplinary action and the loss of privileges. I will abide by the Terms of Use set forth by Google and the Diocese of Columbus Technology Acceptable Use Policy.

With my Google & Microsoft 365 school accounts, I will:

- Use the accounts only for my schoolwork,
- Keep my personal information private,
- Use appropriate language,
- Participate only in what my teacher allows me to do,
- Use web sites that help me with my work,
- Follow the rules of the school's acceptable use policy,

Students who violate St. Michael School and Diocese of Columbus Technology Acceptable Use Policy with regard to acceptable use of student accounts will be subject to conduct reports or other actions as determined to be appropriate by the administration and/or teacher.

STUDENT SIGNATURE

I have read the above guidelines and agree to follow the rules.

First and Last Name: _____

Grade Level: _____

Signature: _____

Sample

PARENT SIGNATURE

As the parent/guardian of the above student, I have read the above Google Apps and Microsoft 365 contract and guidelines. I understand that this access is designed for educational purposes. I hereby give permission to issue accounts to my child.

Signed: _____ Date _____

Reporting Abuse



If you suspect a child is being abused or neglected, please report it! It is not your job to investigate or have overwhelming proof before reporting. Leave the investigation up to the professionals. Please contact your county child protection agency and provide as much information as possible such as:

- The name and address of the child you suspect is being abused or neglected;
- The age of the child;
- The name and address of the parents or caretakers;
- The name of the person you suspect is abusing or neglecting the child and the address if available;
- The reason you suspect the child is being abuse and neglected;
- Any other information which may be helpful to the investigation; and
- You have the option of giving your name or reporting anonymously. Giving your name can help the investigator clarify information. The agency will not give your name to the person suspected of abusing the child.

Please Note: All of the above information is not needed to make a report. If you are not sure you have enough information to report, always err on the safety of the child. Children Services screens all reports to determine if there is enough information to investigate.

The Ohio Department of Job and Family Services has launched 855-O-H-CHILD (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Ohioans who suspect child abuse or neglect now only need to remember one phone number!

If you suspect a child is being abused or neglected by a member of the clergy or any employee or volunteer at a Parish, Catholic School, or any Catholic organization or apostolate in the Diocese of Columbus, please report it immediately to your county child protection agency! After you have contacted the civil authorities, please contact the appropriate diocesan personnel so a safe environment can be maintained, and an investigation can be facilitated by an independent review board.

Safe Environment Director

Regina E. Quinn

614-241-2568

rquinn@columbuscatholic.org

Victim Assistance Coordinator

Laura J. Lewis, M.A., L.P.C.C.-S

866-448-0217

llewis@columbuscatholic.org

Remember, protecting children means never minding your own business. No matter how uncomfortable it may feel, **you** could be the only voice that child has. Please speak up. For more information and resources, visit www.columbuscatholic.org/safe.

Revised 1-2022