



2024-2025

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
Cafeteria	614-885-3149
State Clerk	614-885-3149
Parish Office	614-885-7814
Safe Environment Coordinator	614-885-7814

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Attendance

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.

A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. 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.

Students who are absent due to illness 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.

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.

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. Teachers will not provide work in advance, but upon the student's return will provide the work that the student needs to make up.

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.

If a student who receives an EdChoice Scholarship has more than twenty unexcused absences in the academic year the student will be ineligible to renew his/her EdChoice Scholarship.

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 student 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 student 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. Tardies will be recorded as excused or unexcused.

The following guidelines are used to mark a student's attendance record:

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

EXCESSIVE TARDINESS

Excessive tardiness impacts a student's ability to engage with the curriculum. If a student is repeatedly tardy, a parent will be contacted and expected to attend a meeting with the teacher and/or administration. The school reserves the right to assess excessive absences or tardiness as factors in granting re-enrollment.

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.

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 from a list that has been approved by the Diocesan Office of Catholic Schools.

St. Michael School is pleased to offer additional curriculum for added enrichment, including K-8 art, K-8 physical education, K-8 Music, and K-8 Spanish. The Catechesis of the Good Shepherd is offered in grades K-5. Reading and math enrichments small-group opportunities are offered to elementary students who meet the qualifications. In grades 6-8, elective courses are offered. Electives are subject to change based on class size/student interest and teacher placements.

ELECTIVES (GRADES 6-8)

Parents and students are given an opportunity to select preferences in elective placement. 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.

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 support available to students in ELA.

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 support available to students in Math.

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

The principal will provide parents of students with access to educational data, including the right to review, inspect, and/or obtain copies. The request for access should be made in writing. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, which specifically revokes these rights. Specifically, a student's "non-residential" (formerly "non-custodial") divorced parent is entitled access to all the student's school records, the same as the residential parent, subject to any agreement between them or court order limiting access by the non-residential parent to information pertaining to the student. The school will abide by the most recent order.

The principal may also provide educational data to the following persons without the consent required by law:

- a. All certified members of the staff who have legitimate educational interests.
- b. School officials of other schools who have legitimate educational interests.
- c. Financial aid officers.
- d. Those processing a subpoena for such data.
- e. Accrediting organizations.
- f. Legitimate researchers, as determined by the judgment of the principal or superintendent.
- g. A law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child" (prior approval by the parent/guardian/eligible student will allow

the officer copies of any part of the student’s educational record).

h. To a court, attorney, or law enforcement officer (probation officer, CSB, sheriff, marshal, police, etc.) investigating whether the student is “an abused, neglected, or dependent child.”

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

The 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, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The St. Michael School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

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 meet the criteria established by the Diocese, which includes taking a placement test. 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.

Amendments to Handbook

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. As the handbook 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 and Dismissal

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

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 2024 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

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, re-do 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. The student will receive a serious handbook violation and will be sent to speak with administration. Further consequences may be issued.

Plagiarism: Webster defines plagiarism as "to pass off as one's own the ideas or words of another." Presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.

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.

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. Students are expected to possess self-discipline and to be considerate of others in the classroom, cafeteria, and playground.

Acceptable Use Policy

Catholic schools incorporate educational technologies appropriately throughout the curriculum. Educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright law. Please see appendix for full Diocesan policy. Students shall abide by this policy and any school or classroom rules for network access.

Behavior Off Campus

We join the Diocese of Columbus in its 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, including the use of social media, that is inappropriate to Christian moral standards, is in violation of the law, is detrimental to the common good, is 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.

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 does not tolerate any bullying on school grounds, or at any school activity on or off campus, whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

St. Michael School expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

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

The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duty notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

Please see the appendix for the full text of the Diocese of Columbus Harassment Policy for Students.

Rules:

Cafeteria General Rules -

1. Walk only.
2. Talk quietly in food line, lunchroom, and parish stairwell.

3. Sit on 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 in recess line.
7. Raise hand to leave seat.
8. No soda pop of any kind is permitted.
9. All volunteers and visitors to the lunchroom must register in the school office.

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) -

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

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.

Communication (School to Home)

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 addition to reviewing items posted on the Online School Information System, parents/guardians are expected to read the school newsletter. The school newsletter highlights important information and is ordinarily emailed to parents/guardians each week.

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 notify parents about how they will communicate scheduled tests, quizzes and homework (ie., FACTS, Google Classroom, Student Planners, etc). Teachers will utilize the Handbook Violation Notice and the Gift of Self Certificates in FACTS to support student formation and achievement. These communications will primarily take place through Online School Information System (SIS).

Ordinarily classroom teachers will send out a newsletter each week which highlights important information about their class. It is expected that parents and guardians read this classroom newsletter.

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

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.

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 is no set day for this but is 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. 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. There is a scheduled date for mandatory parent conferences in the Fall, and a scheduled date in the Spring for teacher/parent requested conferences.

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.

Emails –

Email can be used to facilitate communication between parents and staff. Email is best used for asking questions with specific factual answers; a call should be scheduled if a more detailed conversation is needed. While email is a convenient, direct means of communication, it is important to set reasonable expectations for using it.

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.

Please be aware of cultivating the virtue of responsibility in your child. Ordinarily it should not be necessary for a parent to email to ask about a child’s assignment. 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 set up in advance. The primary responsibility of teachers during the instructional day is the safety and instruction of their students. Those wishing to contact a teacher during the school day must call the school office.

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.

Custody Paperwork

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions. Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records, or other information.

Discipline and Student Formation

The goal of student formation is to guide the young person in learning what is appropriate and virtuous behavior. Charity, above all else, is the rule for our life together at St. Michael School. To teach and encourage the practice of virtue, St. Michael School selects a virtue of the week each week and recognizes one student from each class for practicing that virtue.

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

Handbook Violation Notice

When uniform, academic, general, or serious violations of the handbook are made, parents will be contacted through the 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 parent through this notice and adapted to the individual circumstances.

Detentions

Detentions are typically reserved for repeated or 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 scheduled in a timely fashion.

Middle School (Grades 6-8) Discipline Policy

Middle school students are encouraged to strive for virtue and to take responsibility for their actions. The middle school teachers use a common discipline system:

Minor Infractions (Tardies, Dress Code Violations, Gum, etc.)

Students receive a chart which is placed in the front of their planners. If a student commits a minor infraction against school rules, the teacher will sign the chart in the student's planner. Upon the third minor infraction by a student, the teacher will put a Write Up Behavior Notice in FACTS and the notice will be emailed to parents. Each subsequent minor infraction will result in a Write Up Behavior Notice in FACTS which will also be emailed to parents. When a student has reached three Write Up Behavior notices, of any type, a Detention is issued. Middle School detentions are served at 7:00a.m. on Wednesdays.

Major Infractions (Disrespect, Repeated Talking, Disruption of Class, etc.)

If a student is disregarding classroom/school behavioral expectations the student will be given a Write Up Sheet. The teacher will then put a Write Up Behavior Notice in FACTS and this notice will be emailed to parents. When a student has reached three Write Up Behavior Notices, of any type, a Detention is issued. Middle School detentions are served at 7:00a.m. on Wednesdays.

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; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct.

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.

At the time of suspension, the principal or administrator in charge will notify the student's parent or guardian of the suspension in written format stating the reason for the suspension and requesting that the student and parent or guardian meet with the principal to review the matter.

Within three school days of the suspension, the principal or administrator in charge will meet with the student and parent or guardian. Following this meeting the principal or administrator in charge will advise the student and parent or guardian of the decision to readmit, to extend the period of suspension, or to expel the student.

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 Policies #5406 and #5407.

Substance Abuse Policy

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

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

The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia on school grounds, in school vehicles, or at any school sponsored event is also prohibited. For full details, please refer to Diocesan Policy #5414.

Threats to Welfare and Safety

According to Diocesan Policy #5140, no student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of 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.

If a student is found to be in violation of this policy, a report will be made to local law enforcement. Disciplinary actions may include counseling/family counseling; 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.

Expulsion without suspension will take place for the possession of a deadly weapon on school grounds.

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 physical education uniform for grades K-2.

The physical education uniform for grades 3-8 consists of a shirt and shorts and is required. These must be purchased through the approved vendors. A small bag will be needed to hold the clothes for gym changes.

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. Middle School students may bring athletic shoes to wear during recess. Outside of P.E. class and recess, no athletic soles are permitted in middle school.

Socks

Girls may wear solid white, dark gray or dark green knee socks. Solid white, dark gray or dark green tights or solid black leggings 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 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, sandals, Crocs, and slippers, 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. In addition, artificial clip ons and tinsel are not permitted. 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, Power of the Pen, and Student Council (Grades 6-8). 7th and 8th grade girls may participate in Radiant, a small-group Scripture study.

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.

Fees

School Activity Fee

The School Activity Fee supports funding for enriching and community building events and activities such as Back-to-School Skate Night, Catholic Schools Week, Family Day, and Fun Day, as well as student-centered school events like retreats or guest speakers.

It also covers additional expenses such as WarriorWear/Family Day t-shirts, student day planners, and 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.

8th Grade Graduation Fee

The eighth grade graduation fee helps with costs particular to eighth grade and graduation, such as Witness pilgrimage expenses, Confirmation retreat expenses, silhouettes, graduation breakfast, graduation decorations, and the meal following graduation. These activities may vary from year to year.

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 may be asked to act as chaperones for small groups and must comply with diocesan safe environment policies in order to 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.

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 nature or extent of missing work 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. The teacher will communicate what assignments are needed and, if necessary, prepare the homework and communicate with the parent about how the homework will be sent home.

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 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. All unclaimed items in the Lost and Found 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. All homeroom parties should ordinarily take place from 1:45 PM - 2:45 PM, on a day pre-approved by the school administration.

An All-Saints Celebration is typically offered in the gym. 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.

In regard to individual home parties, it is permitted 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

The promotion/retention of a student at any grade level should always be in the best interest of the student. According to Diocesan Policy #5320, it is mandatory to consider various factors when making a retention determination. The first consideration for student retention is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity.

A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) is a possible candidate for retention. If retention seems necessary, parents will be notified. It is expected that the school will have communicated to parents, in advance, any concerns regarding a recommended retention.

Publishing Student Information

Directory information regarding students will be released in various formats, including websites and social media, unless a parent/guardian notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

Personally Identifiable Information Release Consent

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 includes picture with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

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.

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 PreK-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. 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. In addition, the PreK-8 course of study includes Christian Anthropology standards which incorporate a theology of the body presented in age-appropriate ways. *Ruah Woods* supplemental resources are utilized in covering these standards. Sacramental preparation for the Eucharist (second grade), Reconciliation (second grade), and Confirmation (eighth grade) is incorporated into the curriculum.

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.

The Sacrament of Reconciliation is offered to students at school on a regular basis. However, parents are strongly 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, and 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 positive language of virtue changes the culture of a home, school, or workplace. It provides meaning to living a well-ordered and disciplined lifestyle. For we were created to live in harmony with God, creation, oneself, and others. Once this way of life is embraced, we become fully alive, for as St. Gregory of Nyssa taught – ‘The goal of a virtuous life is to become like God.’” – p. 6, Disciple of Christ Educator’s Guide

Middle school students participate in optional pro-life activities, including 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 provides funding to support school activities such as a Back-to-School Skate Night, our year-end Fun Day and St. Nicholas Day. Thank you for your assistance in supporting our children's events!

Safe Environment

St. Michael School is committed to providing a safe environment for all students, parishioners, volunteers, and employees. The primary goal of the Safe Environment Program is the safety and protection of all minors and youth within our school 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). For more information please see the Diocese of Columbus Safe Environment website:

<https://columbuscatholic.org/safe>

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>

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.

Contacts for Safe Environment:

- St. Michael Safe Environment Coordinator: email SMSafe@saintmichael-cd.org or call 614-885-3149
- Diocesan Safe Environment Director: Regina Quinn: 614-241-2568, ext. 1543
- Diocesan Victims’ Assistance Coordinator: Laura J. Lewis, M.A., L.P.C.C.-S: 866-448-0217; helpisavailable@columbuscatholic.org

Schedule

The school day is from 7:55 a.m. to 2:55 p.m. School doors will open at 7:40 a.m. Parents who need to drop off their children before 7:40a.m. must register for and utilize the St. Michael Before Care program.

Lunch and Recess Schedule:

	Lunch	Recess
Kindergarten/1 st / 2 nd grade	11:30 a.m. – noon	Noon – 12:30 p.m.
3 rd / 4 th / 5 th grade	Noon – 12:30 p.m.	11:30 a.m. – Noon
6 th / 7 th / 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 pastor and 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 pastor and principal.

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 chair) has been approved for the agenda at least ten days in advance of the meeting.

Score Reporting

STAR Testing

All students participate in STAR standardized testing. Kindergarten students take the STAR Early Literacy/Reading test, and students in Grades 1-8 take the STAR Early Literacy/Reading test and the STAR Math test. 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 times a year.

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 Quarterly Progress Report (Report Card)

A student's progress report is given four times per year. Progress reports are posted online through Online School Information System (SIS) and emailed to all parents/guardians. 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, as well as teacher observations.

Stewardship Opportunities

[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.

[Kroger](#) - Community Rewards Now

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

[Scrip](#)

- Enroll using the code: 533484624LL7.

Technology Use and Acceptable Use Policy

The Diocese of Columbus Technology Acceptable Use policy is included in the Appendix of the *St. Michael School Handbook*. Parents are asked to review expectations for appropriate technology use with their children.

By acknowledging and signing the *St. Michael School Handbook*, parents approve of their students' use of technology in the school according to the Diocese of Columbus Technology Acceptable Use policy and school rules, and support student responsibility for use with iPads, Chromebooks, and Google and Microsoft accounts.

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. 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.a41.org/national-dpa/>>.

Transportation

Parents are encouraged to instruct their children on proper behavior when going 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 is 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.

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

When dropping off your children before school, please use the Selby parking lot entrance. The drop off area is marked with cones and staff members will be there to assist. At 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., ordinarily ending by 3:10 p.m. (depending on volume of traffic).

Changes in Transportation

A parent or guardian must submit a Change of Transportation Form (available via Online School Information System) whenever a student will be leaving school by a means other than the normal transportation listed on the transportation form at the beginning of the school year. If the student is going home with a different family, the parent of the receiving home must also submit a Change of Transportation Form acknowledging that they are picking up the student.

Walkers

Walkers will be dismissed after bus riders and car riders, ordinarily around 3:10 p.m. All walkers must exit through the Selby doors.

Tuition and Financial Aid

The 2024-2025 tuition rate is \$7,975.

St. Michael School is grateful to our parents for the sacrifices they make, both financially and otherwise, when they choose to support a Catholic education for their child. As a parish school, we also express our gratitude to St. Michael Parish for the ongoing financial support that makes our school possible.

There are many sources of financial aid available in order to make a Catholic education affordable and accessible for all families. Families seeking assistance with the cost of tuition are encouraged to apply for the following:

- EdChoice Scholarship
 - Administered by the Ohio Department of Education and Workforce (ODEW)
 - Application completed by both the parent and the school via the ODEW Scholarship Portal

- Emmaus Road Scholarship and Diocesan Annual Tuition Assistance
 - Administered by the Office of Catholic Schools
 - Application completed by parents via the FACTS Grant and Aid portal. The application deadline to be considered is March 15 of each year.

- St. Michael Parish School Tuition Assistance Endowment
 - Administered by the Pastor, Principal, and Endowment Committee
 - Applications for Endowment funds will be sent by the school to all families who apply for tuition assistance via the FACTS Grant and Aid portal.

- Parish Grant
 - According to Diocesan Policy #3210, parish grants are generally given for students of active parish families. In order for a family to be considered an active member, it is necessary that they:
 - Are registered in the parish,
 - Are recognized by the pastor as an active family 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.
 - Families seeking a parish grant should contact the parish at which they are registered for a parish grant application form.
 - While many parents benefit from a parish grant that lowers their out-of-pocket tuition, the expenses incurred to the parish remain since tuition reflects the per pupil cost to educate.
Thank you for your weekly financial support of your parish, as it helps offset the parish grant your child receives.

The FACTS Management Company handles tuition collection. All families of St. Michael School are required to have FACTS tuition accounts. 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.

Parents who anticipate problems with payments of tuition should contact the administration or pastor. 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, volunteers, and guests are to enter the building at Door A, on the west side of St. Michael School, and must report to the office to sign in and sign out. All visitors, parents, volunteers, and guests are required to wear a name tag during the duration of their visit to St. Michael School.

Volunteers

Our community cannot thrive without the positive and engaged support of all families. While we realize that because of circumstances families vary in their ability to volunteer, we do ask that families be generous to their child's school community as time permits and as needs arise.

According to Diocesan policy 4120, all volunteers must have on file a current Bureau of Criminal Investigation (BCI) criminal background check and must attend a "Protecting God's Children" workshop. Please contact the St. Michael Safe Environment Coordinator at 614-885-3149 or smsafe@saintmichael-cd.org for details about volunteer requirements.

All volunteers are required to report to the school office to sign in and to sign out, and must wear a name tag during the duration of their visit.

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

Diocese of Columbus Volunteer Code of Conduct (SE 200.40)

- Employees and volunteers work collaboratively with the pastor and/or other supervisors and associates in ministry.
- Employees and volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Employees and volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
- Employees and volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Employees and volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.

- Employees and volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Employees and volunteers act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
- Employees and volunteers are accountable to the pastor or other duly appointed representative.
- Employees and volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Employees and volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Employees and volunteers respect confidentiality.
- Employees and volunteers 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.
- Employees and volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Employees and 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, illegal, and are prohibited.
- Employees and volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical, illegal and is prohibited.
- Employees and volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Employees and volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Employees and volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

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, well-being, and students' ability to learn. 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.

Appendix

Acknowledgement of Risks and Pledge to Follow Health and Safety Guidelines

Updated: July 3, 2024

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, including contracting and passing on communicable diseases (such as influenza, colds, COVID-19, etc.), and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of persons at the School, there is an elevated risk of student and parent(s) contracting a 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 of being in an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at greater risk of contracting communicable diseases, and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.

Acknowledgement Statement

I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator’s Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

Use of Name



1000 Series – School and Community

Policy 1060

Use of Name

Effective: August 2019 as Policy 1600.0

Revised: July 2023

Elementary

Secondary

Both

Attaching any 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 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 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.

School Advisory Boards



Policy 2400

School Advisory Boards

Effective: May 1982 as Policy 2430.0 and 2430.1

Revised: July 2023

Elementary

Secondary

Both

Catholic school advisory boards exist to advise Catholic educators in providing academic and religious programs for students. Advisory boards are canonically advisory in nature, advisory to the superintendent and principal on the diocesan level and to the pastor and principal on the elementary level. All School Advisory Boards should participate in Board Training facilitated by the Office of Catholic Schools. The structure, role, and function of the School Advisory Board should never be confused with that of a public school board.

Bylaws should be developed for all advisory boards and must be approved by the pastor (parochial schools) or superintendent (diocesan schools) before implementation. All bylaws must be filed with the Office of Catholic Schools. School Advisory Boards may be dissolved by the pastor at a parochial school or by the bishop at a diocesan school.

Each diocesan secondary school shall have a School Advisory Board. This board shall be composed of the pastors of the parishes whose students attend the high school (except St. Charles, which will have representative pastors) and representative laypersons. The principal of the high school may act as executive secretary of the board. The superintendent serves as the representative of the bishop on all high school advisory boards. As such, he/she must be included in all board communication, invitations, and other board-related business.

Catholic school advisory boards operate most effectively when they perform in all of the following roles:

- Advise: in areas in which the principal requests advice, feedback, and information.
- Policymaking: assist in the development of local policies and procedures when a Diocesan policy does not exist.
- Committees: form and participate in committee service that extends the administration’s abilities and supports the mission of the school.

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

- setting goals for itself and for the educational program;
- participating in the evaluation of the educational program;
- participating in a principal hiring committee;
- advising on formation of 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 upon request; and
- promoting Catholic education within the community

School Advisory Boards have no role in:

- hiring, firing, or evaluating staff (e.g. teachers, school guidance counselors, coaches);
- making or changing school regulations;
- student discipline or any issue relating to students and/or families;
- budget approval;
- authorizing capital expenditures;
- selecting textbooks or deciding other specifics of the educational program.

Student Withdrawal on Grounds of Parental Behavior



Policy 5408

Student Withdrawal on Grounds of Parental Behavior

Effective: May 2019 as Policy 5114.5

Revised: July 2023

Elementary

Secondary

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.

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. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child.

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 5407.

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

Revision History: 07/23, 05/19

Immunization Policy



Policy 7010

Elementary

Immunizations

Secondary

Effective: May 2019 as Policy 5116.0

Both

Revised: July 2023

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	Fall 2022 Immunizations for School Attendance
DTaP/DT Tdap/ Td Diphtheria, Tetanus, Pertussis	K-12 Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth (4) dose was administered at least six months after the third (3) dose, and on or after the 4 th birthday, a fifth (5) dose is not required.* Grades 7–12 One (1) dose of Tdap vaccine must be administered on or after the 10 th birthday.**
POLIO	K-12 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday, regardless of the number of previous doses.***
MMR Measles, mumps, Rubella	K-12 Two (2) doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	K-12 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>	<p>K-12 Two (2) doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three (3) months after the first dose; however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p>
<p>MCV4 Meningococcal</p>	<p>Grades 7 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday Grade 12 Two (2) doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.****</p>

NOTES:

Vaccine should be administered according to the most recent version of the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind, as published by the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html. Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period. For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for school attendance and the ODH Director’s Journal Entry on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations. Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age four years or older with at least six months between the final and previous dose. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted. If any combination of IPV and OPV was received, four doses of either vaccine are required.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the sixteenth birthday, a second dose is not required. If a pupil is in twelfth grade and is 15-years-old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

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.

Reporting Abuse and Neglect

SAFE ENVIRONMENT OFFICE POLICIES

SEO 200.20

REPORTING ABUSE AND NEGLECT

Child abuse is any non-accidental action that harms a minor – whether physical, emotional, sexual or by neglect. That includes, but is not limited to:

- Engaging in sexual activity with a minor;
- Denial of proper or necessary subsistence, education, medical care, or other care necessary for the minor’s health;
- Use of restraint procedures on a minor that cause injury or pain;
- Administration of prescription drugs or medication without the ongoing supervision of a licensed physician;
- Providing alcoholic beverages or controlled substances;
- Commission of any act, other than by accident that threatens or results in any injury or in death to the minor.

All school employees; parish staff; and school and agency volunteers who work with minors shall immediately report any suspected case of child abuse and/or neglect. In the State of Ohio, reports of child abuse/neglect are generally made to the county agencies of the Department of Job and Family Services/Public Children Services.

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.

In addition to contacting the appropriate county agency, any allegation of sexual abuse of a minor by a priest, deacon or other Church personnel shall also be immediately reported to the Diocesan Victims' Assistance Coordinator, toll-free at 1-866-448-0217 or helpisavailable@columbuscatholic.org.

It is the goal of the Diocese of Columbus to make the Church a place of safety: a place of prayer, ministry, and comfort. Everyone who enters our churches, schools, or facilities must be confident in this. Not one minor should suffer from abuse while at Church. In order to assure the safety of our minors, the Diocese of Columbus has enacted a complete program of protection. As part of this program, the Diocese of Columbus will provide appropriate, just, and pastoral care for anyone who has suffered the crime of sexual abuse of a minor at the hands of diocesan clergy or church employees or volunteers. The Diocese of Columbus will report any and all allegations of abuse reported to it to the authorities and will cooperate fully with those authorities.

Each parish must have a copy of the Diocesan policy and procedures for addressing allegations of sexual abuse of minors by priests or deacons and have it readily available for parishioners and staff.

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.

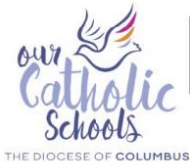
I have read and understand the above Code of Conduct. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth. I also agree to attend a "Protecting God's Children" session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

Name

Signature

Date

Diocese of Columbus Technology Acceptable Use Policy



2000 Series – Administration

Policy 2600

Acceptable Use Policy

Effective: August 2002 as Policy 6140.0

Revised: July 2023

Elementary

Secondary

Both

Catholic 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. **Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices, or materials.** The diocese reserves these rights with respect to systems, internet, devices, and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school.

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 Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees 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 and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees 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 or school employees encounter such material by accident, they should report it to their teacher or administrator 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.

- 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.

Terms and Conditions for Technology Network and Equipment Access and Use of School-Owned Materials

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 and school employees will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment

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

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do 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 and school employees 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 Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.

- Do not use diocesan 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 by students, 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 diocesan 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 diocesan or school equipment.

Consequences of Misuse or Abuse of These Resources by Employees

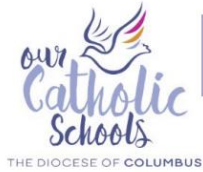
School employees are responsible to read and be knowledgeable of the Technology Acceptable Use Policy. School employees are aware that the Diocesan computer systems and technology resources are intended for educational purposes. School employees understand that it is difficult to restrict access to all controversial materials and will not hold the diocese responsible for materials acquired on the network.

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.

Revision History: 07/23, 07/17, 08/12, 08/07, 08/02

Diocese of Columbus Harassment Policy for Students



5000 Series – Students

Policy 5412

Minors Harassment Policy

Effective: December 1998 as Policy 5140.05 and 5140.06

Revised: July 2023

Elementary

Secondary

Both

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.
2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - a. offensive sexual flirtations, advances, propositions; jokes;
 - b. continued or repeated verbal abuse of a sexual or gender-based nature;
 - c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
 - d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - f. graffiti of a sexual nature;
 - g. fondling oneself sexually or talking about one's sexual activity in front of others;
 - h. spreading rumors about or categorizing others as to sexual activity.

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 is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic 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, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) 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 shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student 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 employment or expulsion in the case of a student
7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Filing of Harassment Information

1. The investigator must keep extensive notes of all aspects of the investigation.
2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
3. These notes must include verbal statements made by persons questioned and any written statements.
4. All of the above details must be summarized to include:
 - a. how the investigation was conducted;
 - b. what conclusion was reached and why;
 - c. what action was taken;
 - d. how, when, and to whom the conclusion was communicated; and
 - e. notification of warning against retaliation.
5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the personnel file or student file.



7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:
 - a. formalized by putting in writing,
 - b. a copy is given to the person or student against whom the action is taken, and
 - c. a copy is placed in the personnel or student file.
8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website.

Harassment – School Responsibilities

1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students in the parent/student handbook.
2. Each school shall follow diocesan procedures for timely investigation and response to complaints.
3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute 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.

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

Sample

PARENT/GUARDIAN

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

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 _____