

CREATING A *foundation* FOR LIFE.



**ST. MICHAEL**  

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**CATHOLIC SCHOOL**

**2022-2023**

**FIRST DAY OF SCHOOL PACKET**

**St. Michael Campus | Grades K - 8**  
6906 Chestnut Road | Independence 44131

**St. Basil Campus | Preschool - PreK**  
8700 Brecksville Road | Brecksville 44141

[WWW.STMICHAELSCHOOLINFO.COM](http://WWW.STMICHAELSCHOOLINFO.COM)



**ST. MICHAEL**  
**CATHOLIC SCHOOL**

**FINAL PAPERWORK IS DUE ON THE FIRST DAY OF SCHOOL**  
**WEDNESDAY, AUGUST 17TH**

**PLEASE COMPLETE:**

- 1. General Packet: One per family**
- 2. Medical Authorization Form: One per student**
- 3. Parent Request for Administration of Medication: One per student (as needed).**

These are fillable PDFs. You may type in your answers on each page.  
You may also print, fill out, and send back in to school if needed.

**UPON COMPLETION OF THIS PACKET,**  
**PLEASE SAVE AND RETURN VIA EMAIL TO:**

*jacqueline.reginelli@stmichaelschoolinfo.com* or send in to the Main Office. Please contact the Main Office with any questions.

**CAR LINE NAME TAGS**  
**| 2022-2023 SCHOOL YEAR**



***NEW FAMILIES WILL BE PROVIDED WITH CAR LINE TAGS  
AT MEET THE TEACHER NIGHT.***

***ALL RETURNING FAMILIES, PLEASE KEEP YOUR CAR  
LINE TAG FROM THE PREVIOUS SCHOOL YEAR.***

As a reminder, car line tags should be made **clearly visible** in your vehicle at pickup. Please place on your sunvisor, rearview mirror, or in the passenger door window. Thank you!

# TRANSPORTATION FORM (K-8)

## | 2022-2023 SCHOOL YEAR



**This form MUST be returned on, or before, the first day of school.**

Please help us get your child(ren) HOME safely. Indicate on the form below, your child(ren)'s daily routine for going home. If this routine changes, you must inform the school IN WRITING with parent signature (no phone calls, please).

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

TRANSPORTATION OPTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>For car riders &amp; aftercare, please indicate name of person picking up child.</i>					
<b>Car Rider</b>					
<b>Aftercare</b>					
<b>Independence Bus #</b>					
<b>Parma Bus #</b>					
<b>Brecksville Shuttle to Bus #</b>					

Parent/Guardian Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

# AUTHORIZED PICK-UP LIST

## \*\*PRESCHOOL & PRE-K ONLY\*\*

### | 2022-2023 SCHOOL YEAR



#### MUST BE COMPLETED

Child's Last Name \_\_\_\_\_ Child's First Name \_\_\_\_\_

#### My child is in:

- Pre-3
- Pre-K

For your child's protection, please fill out the names of person(s) authorized to pick up or bring your child to school other than yourself. Notify us of any changes immediately. Inform person(s) on this list that they must be prepared to identify themselves to our staff. List parent other than the one signing this form if they are authorized to pick-up.

Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

Carpool Arrangements: \_\_\_\_\_

Is there anyone you **DO NOT** wish to have your child released to?: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# SCHOOL DIRECTORY & ONE CALL NOW

## | 2022-2023 SCHOOL YEAR



Dear Parents / Guardians

The information provided to the school on this form will be used for your listing in the 2022-2023 School Directory. We will also continue using an additional communication phone system in the 2022-2023 school year called One Call Now. This system will call the phone number(s) of your choice when there is an emergency due to calamity days, building problems, or any additional immediate, emergency announcements. **Please return this form on the first day of school to ensure that your family information is up to date, and included in the directory.**

### PRIMARY FAMILY INFORMATION

Family Name \_\_\_\_\_

Mother's First/Last Name(s) \_\_\_\_\_

Father's First/Last Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Phone \_\_\_\_\_

Father's Phone \_\_\_\_\_

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

Primary Email Address \_\_\_\_\_

### SHARED PARENTING INFORMATION

Mother/Father Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Please list each child and their grade level for the 2022-2023 school year below:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Please provide any additional name(s) and phone number(s) you would like contacted in case of a One Call Now announcement:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for your cooperation!**

# EDUCATION & CONDUCT CONTRACT

## | 2022-2023 SCHOOL YEAR



**It is required that all St. Michael School families complete, sign, and date this Education & Conduct Contract, and return it to their homeroom teacher no later than Wednesday, August 17, 2022.\***

I have read, understand and agree to abide by the contents of the 2022-2023 St. Michael School Handbook.

I understand the purposes for which St. Michael School exists, and I accept them.

I understand the Principal of St. Michael School is the normal interpreter and arbiter of the meaning of any statement contained in this handbook; the Pastor(s) act as the final arbiter in situations where an appeal may seem to be warranted.

I understand the financial obligations that I have to St. Michael School, and I agree to meet them according to the school's established policies and procedures.

Family Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*NOTE: Even if a family does not sign this agreement form, the parent(s) and guardian(s), as well as each child enrolled at St. Michael School, are bound by the policies contained in this handbook.**

# ACCEPTABLE USE POLICY

## |2022-2023 SCHOOL YEAR



**St. Michael School** (the "School") makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy ("Policy") is intended to minimize the likelihood of such harm by educating the School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, "System") are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants ("PDAs"), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.



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**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - Avoid distribution of private information about others or themselves.
  - Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices as posted.
  - Report security risks or violations to a school administrator, teacher or network administrator.
  - Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users as appropriate.
  - Get appropriate pre-approval before accessing the network with personal devices.
  - Abstain from overriding the Internet content filtering system.

# ACCEPTABLE USE POLICY

## |2022-2023 SCHOOL YEAR



3. Respect and protect the intellectual property of others.
  - Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
  - Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

1. Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
2. Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
3. Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
4. Students shall not record any portion of a video-conferencing session without prior written approval from teacher or school administration.

# ACCEPTABLE USE POLICY

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5. Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a videoconferencing session without prior written approval from teacher or school administration.
6. All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
7. Classroom and school rules apply to all remote learning experiences.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:

1. All personally-owned telecommunication devices must be registered with the Principal prior to use.
2. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
3. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
4. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
5. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
6. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
7. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
8. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the device s are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student**

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or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

**All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian annually **sign the attached Student Acceptable Use Policy – User Agreement Form**. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

*please see student agreement on following page*

# ACCEPTABLE USE POLICY

## |2022-2023 SCHOOL YEAR



### STUDENT USER AGREEMENT / PARENT PERMISSION FORM

#### ***Both Signatures Required***

By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings;
- Engage in criminal or illegal conduct; and/or
- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities; and
- My access and use of the System whether on or off school property, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or legal action.

User Name (print) \_\_\_\_\_ School: \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

User Name (print) \_\_\_\_\_ School: \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

User Name (print) \_\_\_\_\_ School: \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

*please complete parent agreement on following page*

# ACCEPTABLE USE POLICY

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User Name (print) \_\_\_\_\_ School: \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

User Name (print) \_\_\_\_\_ School: \_\_\_\_\_

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

### **Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the School's information technology resources. I understand that my child will be held responsible for violations of this agreement, that access may be revoked and/or my child may be disciplined for inappropriate use of the System, that my child's use of the System will be monitored, and that all devices used by my child to access the System whether on or off school property and whether the device is school or personally owned, are subject to search. I understand that I am responsible to supervise my child's participation on the System when the child is off school property. I understand that the School's information technology resources are intended for instructional and educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired, accessed or viewed on the network.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

# COVID-19 STUDENT POLICY

## | 2022-2023 SCHOOL YEAR



### COVID-19 POLICY ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

We, the undersigned parent(s) and student(s), acknowledge and agree that, as a student/students at St. Michael School ("School") and as parent(s) of that student, entering the school or being on the School's premises, having personal contact with teachers, classmates, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent(s) of a student at the School.

By signing below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions at the School is the choice of each family, including ours. If student or parent(s) who visit the School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School, attend any School function, or visit the School. Moreover, we acknowledge that while adherence to safety and precautionary measures (which may include social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains despite all efforts to reduce that risk. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of communicable diseases such as COVID-19. Specifically, we agree to comply with this policy and all other School rules and requirements relating to communicable diseases such as COVID-19, including rules relating to whether or under what circumstances students, parents, and family members may come to the School or attend School events.

Parent/Guardian Name (printed): \_\_\_\_\_

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

Parent/Guardian Name (printed): \_\_\_\_\_

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

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GOOGLE USE FORM | 2022-2023 SCHOOL YEAR



St. Michael School (the "School") would like to provide your student with the most effective web-based tools and applications for learning both in school and remotely, therefore we must abide by federal regulations that require parental consent as outlined below.

For educational purposes, the School utilizes computer software applications and web-based services operated by third parties including the following:

### **Google Classroom, Flipgrid, Seesaw**

The privacy policies for the Third Party Sites can be found at the following link: [policies.google.com/](https://policies.google.com/)

In order for students to use Third Party Sites, certain personal identifying information, generally the student's name and email address, must be provided to the Third-Party Site. Under the Children's Online Privacy Protection Rule (COPPA), the Third Party Sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. Based on COPPA, the School is permitted to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to Third Party Sites.

Please complete the section below related permission for Third Party Sites to be used as part of your child's educational experience.

Name of Parent(s) / Legal Guardian(s): \_\_\_\_\_

Name of minor child: \_\_\_\_\_

Name of minor child: \_\_\_\_\_

Name of minor child: \_\_\_\_\_

Name of minor child: \_\_\_\_\_

Name of minor child: \_\_\_\_\_

- I consent and grant permission** to the School to provide personal identifying information of my child consisting of first name, last name, email address and user name to Third Party Sites in order to establish an account for my child. I understand that I may ask for my child's account to be removed at any time.
- I DO NOT consent and grant permission** to the School to provide personal identifying information of my child consisting of first name, last name, email address and user name to Third Party Sites. **I understand this means my child will NOT receive access to the Third Party Sites.**

I agree to supervise my child's participation in any Third Party Sites. I further agree to ensure that my minor child's use of any Third Party Sites complies with the terms and conditions of such software and/or platforms along with the terms and conditions of the School's Acceptable Use Policy.

**By signing below, I acknowledge that I am the parent or legal guardian of the above named minor child, that I have authority to sign this agreement on my minor child's behalf, and I have read, understand, and agree to the terms and conditions stated above.**

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_



# MEDIA RELEASE & CONSENT FORM

## | 2022-2023 SCHOOL YEAR



I (We) the parent(s) and/or guardian(s) of the minor child identified below hereby grant St. Michael School ("School") and/or its agents consent to record (in writing, remotely or otherwise), photograph, audiotape, or videotape my minor child's name, image, likeness, spoken words, schoolwork or school projects, in any form, regardless of whether my child is on or off school property ("Recordings") and to display, release, exhibit, publish, or distribute the Recordings, or any part thereof, for any lawful School use or purpose including, without limitation, use on the School's bulletin boards, websites, social media sites, print and electronic media, marketing publications, public relations and communications materials and/or presentations, and any other uses as may not be contemplated herein, without further notice or compensation as follows:

- I consent.
- I do not consent.

I further understand that by entering into this informed consent and release, and by granting permission as stated herein, I hereby release the School, the affiliated parish(es), the Catholic Diocese of Cleveland, the Bishop of the Catholic Diocese of Cleveland, and their respective officers, directors, agents, employees and/or attorneys from and against any and all liability, loss, damage, costs, claims, and/or causes of action arising out of or related to the above items to which I have consented.

I further understand that the School and its respective officers, directors, agents, employees and/or attorneys have no control over use of photographs, videotapes, audiotapes, or other records made by others and/or outside the scope of this consent and release.

Finally, in signing below I acknowledge that all Recordings created pursuant to this Release shall constitute the sole property of the School.

Name of Minor \_\_\_\_\_ Grade \_\_\_\_\_

Name of Minor \_\_\_\_\_ Grade \_\_\_\_\_

Name of Minor \_\_\_\_\_ Grade \_\_\_\_\_

Name of Minor \_\_\_\_\_ Grade \_\_\_\_\_

Name of Minor \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent(s)/Legal Guardian(s) \_\_\_\_\_

Printed Name of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Residing at \_\_\_\_\_

# FAMILY CUSTODIAL AGREEMENTS

## |2022-2023 SCHOOL YEAR



**For families with special custodial agreements, all court documents pertaining to custody must be on file in the school office.**

If one parent is restricted from records or contact, we must have a copy of the decree, including the judge's signature and court seal on file in the school office.

Custodial parents should understand that unless the decree specifically states otherwise, the non-residential parent has the right to educational information and records.

We ask that parent-teacher conferences be scheduled together regardless of the custody arrangements.

Please try to keep communication open with the school. If you have any questions, please contact the Main Office. Thank you.



**ST. MICHAEL**  
CATHOLIC SCHOOL

**JUST A REMINDER...**

**FINAL PAPERWORK IS DUE ON THE FIRST DAY OF SCHOOL**  
**WEDNESDAY, AUGUST 17TH**

**PLEASE COMPLETE:**

- 1. General Packet: One per family**
- 2. Medical Authorization Form: One per student**
- 3. Parent Request for Administration of Medication: One per student (as needed).**

These are fillable PDFs. You may type in your answers on each page.  
You may also print, fill out, and send back in to school if needed.

**UPON COMPLETION OF THIS PACKET,  
PLEASE SAVE AND RETURN VIA EMAIL TO:**

*jacqueline.reginelli@stmichaelschoolinfo.com* or send in to the Main Office. Please contact the Main Office with any questions.