



ST. MICHAEL

CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

Revised August 2026

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I. INTRODUCTION

The administration, faculty, and staff of St. Michael School (the “School”) would like to welcome you to the new school year and thank you for choosing a Catholic education for your child. We look forward to a very successful year and your continued cooperation and support on behalf of our students.

This school handbook contains the policies and procedures that have been put in place to help create an atmosphere of success at St. Michael School. Naturally, this Handbook cannot and does not endeavor to address all aspects of the School or anticipate every situation that may arise in the course of enrollment at the School. The School reserves the right to change, revise, eliminate, or add any policies, procedures, or programs described in this Handbook. This Handbook supersedes and replaces any previous Handbooks.

The language in this Handbook should not be construed as establishing a contract of any kind, express or implied.

Parents and students are responsible for reading, understanding, and complying with the information contained in this handbook. Updates to the handbook will be sent home and posted on Gradelock. If you have any questions or concerns, please call the school office, and we will be happy to help you.

MISSION

The goal of St. Michael School is to create a community that promotes the spiritual, intellectual, and emotional growth of our students. With Christ as its center, St. Michael provides a high-quality education that builds on each student’s talents and strengths, while fostering Christian values. Our mission statement,

Guided by Gospel values, St. Michael School inspires today’s learners to embrace tomorrow’s challenges through a foundation of Catholic faith, academic excellence, and compassionate service. We are committed to the education of the whole child.

St. Michael School creates an atmosphere that becomes the framework for the instructional program, which continues to integrate Catholic truths and values. The curriculum is designed to meet the needs of the whole student and help each one discover his/her unique potential as a Catholic person, while attaining the skills and knowledge needed to be a responsible, productive citizen in society. All students who attend St. Michael School, regardless of their religion, are required to pray with the class, attend and actively participate in Mass, attend and actively participate in religion courses (meeting the course's academic standards), and promote the school's general moral and spiritual climate.

SCHOOL GOALS AND OBJECTIVES OF A CATHOLIC EDUCATION

To strengthen and develop a personal love for Christ through the example and influence of parents and teachers who are dedicated to living out the Gospel message.

By providing opportunities for community worship, personal prayer, and religious instruction through day-to-day living in a God-centered atmosphere.

To provide opportunities to serve

- By encouraging leadership on all grade levels
- By providing time for children to interact with peers and other grade levels
- By promoting awareness of needs in the Church and society
- To create a school atmosphere fostering a good self-image
- By promoting positive attitudes of helpfulness and concern for others
- By evolving an instructional program that is flexible and adaptable to the needs of individual students
- By encouraging self-direction and personal accountability for choices
- By motivating the children to utilize individual talents
- To stimulate a desire for knowledge:
- By offering a variety of learning activities and teaching styles
- By continuing exposure to the fine arts and sciences
- By encouraging initiative in assuming personal responsibility for the learning process

II. PARENTS

A. PARENTS/GUARDIANS RESPONSIBILITIES

Parents are the primary educators of their children. Schools share in this ministry, but the involvement of parents is paramount and fundamental. Therefore, we expect our parents to advance our Mission through their own speech and behavior. While it would be impossible to list all expectations of School parents, below is a non-exhaustive list of ways parents are called to advance our Mission:

- Attending Sunday Mass each week, which is the source of our Catholic Faith, and actively participating in the parish.
- Initiating and promoting religious development in their children's lives
- Ensuring your child attends school daily and arrives on time
- Showing cooperation by knowing, understanding, and supporting the rules your child is expected to observe at school.
- Cooperating with the School's Code of Conduct, which includes student disciplinary action

for noncompliance with school policies and procedures

- Paying all financial obligations (tuition, field trips, lunch, extended care, etc.) on time.
- Teaching your child to respect the law, school rules and regulations, and the rights and property of others by word and example
- Setting an atmosphere that promotes a desire to learn, good study habits, and respect for self and others
- Encouraging the child's development of interests and individual talents while stressing the importance of education over extracurricular activities
- Keeping open communication between parent/teacher/child to enhance the educational process and respecting the chain of command by approaching your child's teacher first with concerns. If further discussion is warranted, communicate with the principal and/or pastor related to any concerns.
- Conveying special/unique circumstances to your child's teacher that may impact learning experiences/performance
- Model gospel values in speech and behavior while interacting with others (administration, faculty, staff, parents, students, etc.) on school campus and when attending school events, whether on or off school campus
- Attending orientation, conferences, sacramental preparation events, disciplinary meetings and/or other meetings as required by School administration
- Directing concerns related to the school and/or school policies to school administration (pastor and/or principal) rather than a public forum, including without limitation on social media.
- Reimbursing the School for any property destroyed (accidentally or intentionally)
- Following all policies and procedures of the School, including without limitation those listed herein

The education of your child is a partnership between families and the School. If the administration feels that the partnership is irretrievably broken due to a parent's failure to comply with these expectations, the School reserves the right to restrict a parent's access to our School property and/or dismiss student(s) from the School.

B. FAMILY ORIENTATION

Meet the Teacher: Meet the Teacher Day is scheduled prior to the opening of the school year. Students and their families visit their classrooms, meet their teachers, and drop off any forms that need to be filled out and returned on the first day of school. The format for this orientation may vary from year to year. During these meetings, teachers explain the curriculum, class procedures and policies, expectations, and other items particular to the grade level.

Curriculum Night: During these meetings, teachers explain the curriculum, class procedures and policies, expectations, and other items particular to the grade level. This will happen after the school year has begun.

C. PARENT GROUPS/INVOLVEMENT

PTU

St. Michael Parent-Teacher Unit is in need of many volunteers throughout the year to assist in their fundraising efforts and social activities.

Room Parents: This is a yearlong commitment. Room parents are selected from each classroom. Their responsibilities vary depending on the grade level. In general, grade level parents assist classroom teachers, as needed for special projects, celebrations, field trips, and help schedule PTU's volunteers each month. Contact the PTU President for more information.

CYO ATHLETIC ASSOCIATION

This group directs and supports all athletic activities of St. Michael Parish and School (primarily grades 2-8). These activities include volleyball, football, basketball, baseball, softball, and cheerleading. The Athletic Association will sponsor any sport in which a representative number of children are interested—provided they can get proper coaching and practice facilities. Students pay minimal fees per sport, and fundraisers are held throughout the year to help defray costs. Volunteers are needed in many areas.

'SMILES' PROGRAM

First grade students meet bi-monthly with Senior Citizen volunteers for reading practice. Volunteers are needed for these sessions. Please contact the office for more information.

FUNDRAISERS

Fundraisers assist St. Michael School by helping to cover operating costs and special needs for the school projects. During the school year, a variety of fundraisers take place, and parent/guardian involvement is the key to their success. We strongly encourage and appreciate all the help, support, and participation that we receive from our families.

D. VOLUNTEERS

Volunteers are an essential part of our school community and necessary for our School to thrive. The School administration, in its sole discretion, will determine the need for volunteers and/or volunteer drivers and assign such individuals for activities as needed. No younger siblings are permitted to attend School activities during such volunteer service.

To be considered a School volunteer and/or volunteer driver, each individual will need to be approved through our screening process, which includes, without limitation, the following:

1. Application
2. Background Check
3. Virtus Training
4. Motor Vehicle Report, if applicable
5. Copy of license and insurance, if applicable
6. Compliance with School policies/procedures

E. CUSTODY/LEGAL ORDERS

Parents are required to provide a copy of any full, final, signed Order related to custody or

access to any child enrolled at our School. In addition, parents are required to update such orders as soon as possible after such an updated order is enacted. The School will comply with the most current full, final, signed court order in its possession.

We understand that transitions with family custody are difficult to navigate. However, the School is not the appropriate venue to handle family disputes. We expect parents to cooperate in the education of their child and to comply with all parent expectations set forth herein.

General school information is sent home with the child. We expect that this information will be shared with both parents, unless restricted by law. This includes conference appointments, report cards, interim reports, discussions with school personnel, school activity schedules, and tuition statements.

The School's general procedure will be to schedule one joint conference appointment for parents to attend. We anticipate parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

F. FINANCIAL RESPONSIBILITIES/POLICIES

In choosing to send your child(ren) to St. Michael School, you are also accepting responsibility to abide by all financial policies. You shall comply with all the terms and conditions of the annual tuition agreement provided by the School. In the event of a child's withdrawal from St. Michael School, pro-rated tuition is subject to a refund. The registration fee/supply fee is non-refundable.

III. BUILDING OPERATIONS

A. SCHOOL ACCESS

Our school doors are locked during school hours. Students are not permitted to open outside doors for anyone, including parents and/or staff.

All visitors to the School must comply with the following guidelines:

- The main office will buzz in visitors
- All visitors should report directly to the office to confirm their identification and the purpose of their visit.
- The school office will document visitors and provide visitors with a pass/badge.
- Visitors will be directed or escorted to appropriate locations in the building.
- Visitors should report only to their designated area and not travel to other areas of the school building without approval of an authorized School employee.
- Visitors should report to the office to sign out before leaving the building.

A. OFFICE HOURS

The Main Campus school office is open from 7:15 A.M. until 3:15 P.M. on regular school days. The office (216-524-6405) may be reached at any time via the automated phone system.

The St. Basil Campus school office is open from 7:30 A.M. until 2:30 P.M. on regular school days. The office (440-717-0398) may be contacted at any time by leaving a message on voicemail.

Parents are encouraged to contact teachers through e-mail, understanding that a teacher will respond within an appropriate time frame during business hours.

B. STUDENT ARRIVAL AND DEPARTURE

St. Michael Campus(Grades K-8) doors open for car riders and walkers at 7:30 A.M. Upon arrival, students are to enter their classrooms. Classes begin at 8:00 A.M and end at 2:25 P.M

St. Basil Campus doors open for car riders at 7:30 A.M. Classes begin at 8:00 A.M. and end at either 11:30 A.M or 2:00 P.M.

Once a student has arrived on school grounds, he/she may not leave the school premises until dismissal. Exceptions will require written permission from parents and approval of the principal or school office.

Students need to be picked up at 2:45 pm each day. Students not picked up at this time will go to Aftercare, and parents will be charged appropriate fees for aftercare services.

C. FIRE, TORNADO, EVACUATION, AND LOCK-DOWN DRILLS

The school conducts fire and tornado drills monthly. Students are to remain silent during the drill so that teachers may give any necessary directions. We also practice “Lockdown” and “Evacuation” drills once a year.

D. AFTER CARE PROGRAMS

St. Michael Parish After Care Program will be available to St. Michael students. The hours will be from 2:30 P.M. until 6:00 P.M. There is a fee to participate, and families must register their child(ren). Please contact the school office for more information.

IV. COMMUNICATIONS

HOME-SCHOOL COMMUNICATIONS: Communication between school and parents is vital to a successful school year and for the success of our students. School communication will be received by parents through email, Constant Contact, or Gradelock.

EMERGENCY MESSAGES

Only emergency messages will be delivered during the school day. Please make plans for dismissal and after-school activities before coming to school.

EMERGENCY CONTACT POLICY

No student will be released to an adult who is not listed on the family emergency form at least as an alternate. All changes to the emergency contact form, such as a change in address or home phone number, must be made in writing by the legal guardian and sent to the school office immediately. It is the parent’s responsibility to make sure the school is notified. This is for the protection of your child in case of an emergency.

UPDATING STUDENT/PARENT INFORMATION

If parents/guardians change their place of residence, telephone numbers at work, home, or cell phone, or change their place of employment, this new information is to be sent in writing to the school office immediately.

EMERGENCY SCHOOL CLOSINGS

Both campuses will be closed when you see or hear:

- Independence Local School District **OR**
- Brecksville-Broadview Heights Local School District **OR**
- St. Michael School – Independence

The announcement will be made on local television, radio stations, Constant Contact, One Call Now, and the school website. DO NOT call the rectory or the school on these days.

Other emergencies, which are specific to St. Michael School, will be handled through our “Constant Contact and E-Blast” systems.

V. CLASSROOMS AND CURRICULUM

CLASSROOM ASSIGNMENTS

The teachers, in consultation with the school principal, assign students to homerooms. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, overall social mix, academic needs, and other areas as significant. Requests for specific teachers are **highly discouraged**. If a request is made, there are NO guarantees that the request will be honored. Once class lists are completed, NO requests will be honored.

CURRICULUM

Through our curriculum, we meet the challenge to build and maintain quality education. The State of Ohio has academic content standards, which define what your child should know and be able to do at every grade level. There are standards in Language Arts, Mathematics, Science, Social Studies, Music, Art, Technology, and PE. These standards help educators identify and measure what students know and can do.

St. Michael School uses these standards and goes above and beyond these minimums in providing a quality education.

INSTRUCTIONAL PROGRAM (BASIC CURRICULUM)

St. Michael School follows the Diocesan Graded Courses of Study. Courses of study have the approval of the Ohio State Department of Education. The State of Ohio and the Cleveland Catholic Diocese approve all textbooks. All textbooks, except our religion books, are the property of the Independence School District. The following is a partial list of our basic curriculum:

- Religion
- English/Language Arts
- Reading

- Social Studies
- Math
- Science/Health
- Physical Education
- Music
- Art
- Spanish

RELIGIOUS EDUCATIONAL PROGRAM

Students participate in daily prayer, school liturgies, religious devotions, and the Sacrament of Reconciliation. St. Michael School requires all students to participate in daily religion instruction by certified religion teachers on staff.

LITURGICAL PARTICIPATION

The student body participates weekly in the celebration of Liturgy. Students also observe and celebrate the liturgical seasons throughout the year. These celebrations provide additional opportunities for deepening the prayer life of the student and increasing the understanding of our wealth of religious traditions. The students in grades 2 through 8 have the opportunity to celebrate the Sacrament of Reconciliation during the seasons of Advent and Lent. Parents are invited to all liturgical celebrations.

SACRAMENTAL PROGRAMS

Parents are required to participate in parent meetings prior to their child receiving the sacraments of Reconciliation (Grade 2), Eucharist (Grade 2), and Confirmation (Grade 8). It is the parent's privilege and responsibility to assist their child in his/her preparation to receive these sacraments and attend liturgical celebrations.

REPORT CARDS

Report cards are distributed to inform parents of their child's progress. Grades K-8 are issued quarterly. Standards-Based Learning is used in grades Pre-K- 3. Traditional Grading is used in grades 4-8.

PROGRESS REPORTS

Parents are encouraged to monitor their child's progress on a regular basis using Gradelock and contact teachers with any concerns. Parents are issued a password to access this online program.

GRADING SYSTEM

A+	100-98
A	97-95
A-	94-93
B+	92-90

B	89-87
B-	86-85
C+	84-82
C	81-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69-0

O, S, N, U are used for effort and conduct. This scale may also be used for Music, Art, Physical Education, Foreign Languages, Penmanship, and Computers.

O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory

STANDARDIZED TESTING PROGRAM

The standardized testing program is MAP testing. Results are sent home to parents once they are received, and the scores are reviewed. Parents may wish to discuss these results with the teachers. This testing program is very important and provides vital information. Vacations, medical, and dental appointments should not be scheduled during these times.

Kindergarten Entrance Assessment provides information on a student's readiness to enter Kindergarten. Results are sent to parents in a timely fashion.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for Grades Pre-K through 8 are scheduled in October. It is very important to attend the conferences, as it gives the teacher the opportunity to learn more about your child and keep the lines of communication open. If a conference is desired at any other time, parents are encouraged to contact the teacher. Teachers will schedule a mutually agreeable meeting time with the parents.

PROMOTION/RETENTION

Promotion is based upon a student satisfactorily completing and mastering the skills and work for each grade level. Promotion also considers the development progress of each student. Retention is a very serious matter that will be determined in the sole discretion of the principal.

FIELD TRIPS

Field trips are organized by the individual teachers to enhance and enrich subject matter areas. All students are required to attend the field trip. Parent permission slips must be signed and returned to school before a student will be permitted to participate in a field trip. Students must remain with their adult supervisors throughout the field trip and follow the directions they are given. All school rules apply. Buses are chartered for these trips. Parents may be asked to help fund the field trip by paying fees for the admission ticket and bus transportation fee.

VI. ADMISSION, ENROLLMENT AND WITHDRAWAL

St. Michael Parish School recruits and admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, it is school policy to comply with applicable constitutional and statutory provisions regarding non-discrimination based on race, color, religion, sex, gender, national origin, disability, and age. St. Michael Parish School is a Catholic school and has the right to conduct all aspects of its operations, including without limitation curricular and non-curricular activities, in accordance with Catholic teachings and beliefs and to require that its students and staff conduct themselves at all times in a manner that is consistent with Catholic teaching.

Students are considered for admission and re-admission on an annual school year basis and in accordance with the following consecutive order:

- Current students
- Siblings of prospective student already enrolled in St. Michael Parish School and/or its Preschool
- Children of individuals who, at the time of application, are registered and active parishioners of St. Michael Parish or St. Basil the Great Parish, at the sole discretion of the respective pastor.
- Children of individuals who, at the time of application, are registered and active parishioners of other parishes as determined by the respective pastor.

Admission is only finalized once the registration and enrollment process is completed in accordance with standard school procedures. The following items are required for registration.

1. Child's birth certificate
2. Child's baptismal certificate (if applicable)
3. Child's immunization records as required in accordance with Ohio law
4. Copy of child's latest report cards if registering in Grades 1-8
5. A non-refundable registration fee is needed for formal acceptance (checks only)
6. Tuition payment plan form with a VOID check
7. Custodial papers: in cases of divorces or separations, a certified copy of the court order which states who has custody of the child(ren) and any other pages related to the involvement of the child(ren)
8. Additional documentation as required by school administration

NEW STUDENTS

New students and their parents are required to meet with the principal and pastor and present the most recent report card from their previous school. Before acceptance is finalized, all test scores, grades, and discipline records must be provided to the school administration.

Registration is confirmed when all the required forms, payments, and records (legal, academic, and health, etc.) have been received by the school office.

KINDERGARTEN

Children must be five (5) years of age on or before the first day of our school year. All incoming students entering the kindergarten program will go through a readiness assessment process. An assessment fee is due at the time of registration.

TRANSFERS/WITHDRAWAL OF STUDENTS

Parents wishing to transfer their child from the school should notify the principal, in writing, at least one week prior to the withdrawal date and sign a release form requesting St. Michael School to send your child's permanent record file to the school where he/she is being transferred. **All records are sent directly to the school**

VII. ATTENDANCE POLICY

School attendance and punctuality are important elements in the formation of good lifelong habits. In accordance with Ohio law, the School requires students to demonstrate regular and timely attendance. Parents and students are responsible for complying with the School's attendance policies.

A. ATTENDANCE PROCEDURES

1. **Tardiness:** Students must arrive for school by **8:00 a.m.** Students who arrive **after 8:00 a.m.** will be listed as tardy regardless of the reason. Tardy children must report to the office for a "late slip."
2. **Absence:** If your child will be absent from school, parents/guardians are required to call the main school office before 8:30 A.M. to report the absence. If the school office does not receive a call, you will be contacted at home or at work. The school has voicemail; messages regarding absences may be left for the school secretary. When calling, please leave the following information:
 - Student Name
 - Grade/Homeroom Number
 - Reason for Absence
 - Your Name (person reporting the absence)
 - Phone Number Where You Can Be Reached

If a student is absent for 5 consecutive days, he/she **MUST** come back to school with a doctor's note stating they were under a doctor's care unless school administration provided prior written approval for the absence.

B. NONCOMPLIANCE

In the event the School determines a student has excessive absences or tardies, the School may take any of the following actions, or combination thereof, in its sole discretion:

- Discipline the student in accordance with the discipline policy;
- Have a conference with the parents/student;
- Develop an individual attendance plan;
- Require the student to repeat a grading period, attend summer school, or refuse advancement;
- Refuse to readmit a student the following year; or
- Dismiss a student

C. EXCUSED ABSENCES

There are legitimate reasons for a student to be absent from school. Any student who is ill should not attend school. In order to promote this choice, St. Michael School does not award perfect attendance. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need, and any other circumstance that is sufficient in the sole judgment of the school administration. Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence.

D. OHIO SCHOLARSHIPS

Monthly absence reports for students who are receiving the Ohio Scholarships (i.e., **EdChoice, etc.**) are submitted to the state of Ohio **as required**. Scholarship recipients who have more than 20 absences, which may include excessive tardiness in a school year, risk losing their state scholarship.

E. AFTER SCHOOL ACTIVITIES

A student is not permitted to attend any after-school activities (i.e., sports, school play, dance, club meeting, etc.) on a day the student was absent from school, unless the student has received prior written permission from school administration.

F. ABSENCE DUE TO VACATION

Vacations during the school year are strongly discouraged. Students may not be given work prior to family vacations. Classwork and homework can be found on the teachers' homework page. It is the student's responsibility to request the assignments missed during vacation, and they are responsible for all material presented during their absence. Vacations are marked as unexcused absences.

G. MISSED ASSIGNMENTS DUE TO ABSENCE

When a student is absent for more than three days, a request for work to be picked up after school can be made. If a sibling is taking another's homework, proper notification must be given before the start of the school day. If work is not picked up during the absence, the student must see the teacher(s) upon returning to school to make up missed assignments, tests, and homework. If a student is absent one day, they will have one day to make up the work; two days absent, two days to make up the work, etc. Homework is available online according to the teachers' policy and procedures. The student is responsible for getting make-up assignments and completing and submitting work assigned within the designated time. Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test.

H. APPOINTMENTS DURING SCHOOL HOURS

Whenever possible, appointments should be made after school or on weekends. When a medical appointment is necessary, the student is to present an appointment notice or written notice from the parents. Students are to be picked up and signed out at the school office for all appointments by the parent/guardian. Parents are not permitted to go to the classroom to take their child. If the student is returning to school after their appointment, they must report to the office and be signed in by the parent/guardian.

Parents/guardians may be asked to present formal identification when picking up the student. This is for the safety and protection of your child.

VIII. ELECTRONIC DEVICES AND ARTIFICIAL INTELLIGENCE

ELECTRONIC DEVICES

Cell phones, smartwatches, and other personal electronics must be stored in a book bag in lockers and turned off during school hours, including all clubs, school-related activities, and the Aftercare program. **Students may use cell phones, smartwatches, and other personal electronics once they are off school property.**

Personal electronic devices may not be used to take video or pictures of others on school/parish property.

Violation of these rules will result in discipline in accordance with the Code of Conduct and the electronic device being kept by the principal and the phone or device being returned to the student's parent/guardian.

ARTIFICIAL INTELLIGENCE

1. Use of Artificial Intelligence:

- Students are not permitted to use any AI Tools for any school projects, assessments, or assignments and/or on any school devices at any time.
- **Discipline:** Any student who violates this policy is subject to disciplinary action in accordance with our Code of Conduct.

IX. CODE OF CONDUCT

The word “discipline” stems from the Latin disciplina, meaning “instruction” or “teaching.” Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student, recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty, and students are expected to work together to create a Catholic school environment. Most

fundamentally, in a school, teachers have a right to teach, and students have a right to learn.
In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities
- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from harassment of any kind
- Will use appropriate language and refrain from using inappropriate language
- Will refrain from making any false statements or accusations against any student, teacher, or staff member
- Will not engage in any inappropriate physical or verbal contact with another person (including, without limitation, fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting, including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol- and drug-free environment at and near school and at all school-sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

Disciplinary Actions- Disciplinary actions may include but are not limited to the following:

- Written or verbal warning
- Loss or delay of privilege
- Student and/or parent conference
- Behavior modification plan
- Detention and reflection
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offence against the dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

X. STUDENT THREAT POLICY

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student should be kept in the principal's office under supervision.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing as a potential victim shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.) or a medical doctor (M.D). Such mental health evaluation/risk assessment must be scheduled (not necessarily completed) within fourteen (14) days of the threat incident.
8. The principal shall provide the medical professionals with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims. Parents agree to provide any releases necessary for the principal to communicate with medical professionals.
9. The principal shall receive written documentation in accordance with Ohio Revised Code 2305.51 from the mental health care professional stating that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to the school, if applicable.
10. Counseling may be made available to children who are victims of the threatening behavior if it is determined that such counseling is needed, and parental permission is granted

XI. HARASSMENT/BULLYING POLICY

The Pastor, administration, and staff of our School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment/bullying.

A. DEFINITION

In accordance with Ohio law, "harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student;
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
2. Violence within a dating relationship.

Examples of harassment include but are not limited to verbal or written taunting; cyberbullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

Our School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary actions for harassment may include, but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of the school administration and may include a combination of disciplinary actions.

B. PROCEDURE TO FILE A HARASSMENT COMPLAINT

Students or employees who believe they have experienced harassment shall report such matter to the Principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the Principal, or the pastor if the principal is the alleged harasser, and shall be as specific as possible regarding details.
2. The Principal shall investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.
5. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

C. INVESTIGATION PROCEDURE

All complaints are to be taken seriously and shall be investigated.

Upon receiving a complaint from either a student or a school employee, the principal shall discuss

the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to promptly investigate all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

When a crime has been committed, the designated administrator immediately notifies the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent recurrence of harassment, if applicable.

SEXUAL HARASSMENT POLICY

A. DEFINITION

For this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music written lyrics, pornographic pictures or other literature, or having such materials in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing the unwanted or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If a crime is suspected, the local police department shall immediately be notified by the Principal.

B. SEXUAL VIOLENCE

Some acts of sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor, and other school authority are required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or

perceived a threat of physical harm for purpose of the offender's sexual gratification; or is the victim of sexual offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.07), Sexual battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12), as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

C. COMPLAINT AND INVESTIGATION PROCEDURE

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for harassment complaints.

- A complaint of harassment is to be made to the principal, pastor, or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If a complaint is made by an employee, it shall be in writing.
- The principal, pastor, or other impartial party designated shall immediately investigate the complaint and shall make written notations of the specific allegations.
- Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
- The need for confidentiality shall be stressed.
- No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.
- The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the student privacy laws.

D. DISCIPLINE

If the allegations are substantiated, disciplinary actions in accordance with the Code of Conduct will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Disciplinary actions for harassment may include, but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of the disciplinary actions set forth herein.

XII. HEALTH – MEDICAL POLICIES AND CLINIC PERSONNEL

St. Michael School (Main Campus) is staffed daily by a registered nurse or health aide. Their hours are 8:00 A.M.-2:00 P.M. each day. The school furnishes, and parents must complete, an emergency authorization form that directs the school's course of action in each individual case. The parent/guardian must notify the school of a change of address, phone, or employment

throughout the school year, so this data is always up to date.

The Health Aide:

- Conduct examinations in the areas of vision, hearing, and scoliosis.
- Provide immediate care for those who become ill or are injured during school hours. Parents will be notified if the accident or illness is serious enough to warrant such notification.
- Administer medication when the proper forms have been completed.
- Act as a liaison between educational and medical personnel. Parents must keep the nurse informed of their children's medical conditions.
- Send notices when students have been exposed to a communicable disease.
- Determine and record immunizations for each student.

To ensure the health of all students, please:

- Keep children home if they appear to be ill. Symptoms such as a persistent cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons for keeping children home and taking them to a physician for a medical diagnosis.
- Send children back to school when they are symptom-free for twenty-four hours. If a child is not well enough to participate fully in activities, he/she should be kept at home. Reasonable exceptions to this would include children with severe asthma or broken bones.

INJURIES/ACCIDENTS

If a student is injured at home and needs to wear a splint, cast, ace bandage, use crutches, or any other supportive device, a note from the physician **MUST** be brought to the clinic. His note will inform the school of the reasons for the device, restrictions, and the duration of time that it will be needed.

CONTAGIOUS DISEASE

Parents are asked to contact the school office when their child has been diagnosed as having a contagious condition. (THIS INCLUDES STREP THROAT, HEAD LICE, PINK EYE, ETC.). When your child has been sent home with an illness/fever, it is recommended that he/she does not return to school until the temperature has been normal for 24 hours. In case of contagious diseases, consult with your doctor as to when it is permissible for the child to return to school. If a contagious outbreak occurs in the classroom, you will be notified by a letter.

MEDICATIONS*

Any student who is required to take any prescription or nonprescription medication during school hours must comply with the following:

- Provide a written note from the prescribing physician detailing the name of the drug, dosage, route and time of administration, possible side effects, reason for use, and expiration date of order.
- Provide written permission from the parent or guardian requesting the school to comply with the doctor's order.
- Bring the medication in the original container, appropriately labeled by the

pharmacy.

- THE PARENT will present the medication in the morning to the Clinic personnel, where it will be kept in a locked cabinet. Students are not permitted to carry medication to and from school.
- Parents of students who self-carry an inhaler or an EpiPen must submit separate forms.
- The school nurse or health aide will administer the medication at the given time only if the above criteria are met.

*For this policy, “medication” shall include all prescription and nonprescription (over-the-counter) medicines.

*A parent or guardian must pick up unused medication, or school personnel will dispose of it thirty (30) days after the prescribed use.

ALLERGY POLICY

Parent responsibilities:

- Provide the school with up-to-date information regarding the child's allergy as soon as possible.
- Participate in developing an Allergy Action Plan with the child's doctor to be sent to the school nurse/health aide.
- Provide appropriate medical documentation and medication to the school nurse/health aide, including the Allergy Action Plan and a current photo for proper identification.
- Communicate concerns to the school as those concerns arise.
- Provide the teacher with an alternative snack for the child with food allergies when a special treat (birthday, etc.) cannot be eaten.

Student responsibilities:

- Take as much responsibility as possible for avoiding allergens.
- Avoid trading or sharing foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

Administrator responsibilities:

- Include in the school's Crisis Plan a written plan outlining emergency procedures for

managing life-threatening allergic reactions.

- Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- Provide training, education, and practice for faculty and staff in:
 - a. the signs of anaphylaxis.
 - b. the correct use of an epinephrine auto-injector (EpiPen).
 - c. activation of emergency Medical Response (911).
 - d. Policy and procedure review at the beginning of each school year.
- Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- Inform parent/guardian if any student experiences an allergic reaction for the first time in school. Subsequent reactions will also be reported to parents.
- Make sure a written contingency and back-up plan is in place in case of a substitute teacher or substitute nurse/health aide.
- Ensure that a student is placed in a classroom where the teacher is trained to administer an EpiPen.
- Communicate school policy to organizations using the school facility.
- Place visual reminders of life-threatening allergies throughout the school building.
- Provide an allergy “safe” table within the cafeteria.

Nurse/health aide responsibilities:

- Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies has been received.
- Compile a Medical Concerns List and disseminate to administration and staff.
- Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- Follow and carry out the Allergy Action Plan.
- Educate appropriate staff, paraprofessionals, and volunteers on the student’s Allergy Action Plan.
- Have all Allergy Action Plans available in the clinic.
- Make modifications, as needed, in Allergy Action Plans of specific students.

Teacher responsibilities:

- Receive, read, and carry out the Allergy Action Plan for students under teachers’ care.
- Receive training and education in:
 - a. the signs of anaphylaxis.
 - b. the correct use of the epinephrine auto-injector (EpiPen).
 - c. activation of the Emergency Medical Response (911).
 - d. Policy and procedure review at the beginning of each school year.
- Do not question or hesitate to act if a student reports signs of allergic reaction.
- Leave information, including a copy of the Allergy Action Plan, about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher.

- Inform classroom students about safe eating procedures within the classroom.
- Follow written field trip policy concerning life-threatening allergies.

Other responsibilities:

Cafeteria:

- Communicate monthly menus.
- Provide ingredient listing and number for information on ingredients.

Playground volunteer:

- Receive training in the signs of anaphylaxis, the correct use of EpiPen, policy and procedures, and activation of 911.
- Alert the school nurse/health aide when students show signs of allergic reaction.
- Act immediately if student reactions are life-threatening.

XIII. TRANSPORTATION POLICIES

TRANSPORTATION CHANGES

If you plan a change in transportation at dismissal time, the school must be notified in writing. An email to communications@stmichaelschoolinfo.com will suffice. Children should be told their transportation plans before they come to school each day:

WALKERS

Students must always use the crosswalk when crossing the street. When using the crosswalks, students are to obey all traffic rules.

BUS TRANSPORTATION POLICY

Students may only ride the school bus from the public-school district in which they live. No permission may be given to ride a bus to a friend's house outside of their own school district. Students must act in accordance with the School's Code of Conduct when present on the bus.

Main campus bus riders are dropped off and picked up at the main doors. Students must walk when entering or leaving the buses. They are to remain seated when they are on the bus. They are to get on and off all buses only at their scheduled stop. Any change in bus assignments during the school year must be cleared in writing through transportation and the school office. At this time, we use transportation systems from Independence, Brecksville-Broadview Heights, and Parma.

BICYCLES

Students are not permitted to use any electronic function on e-bikes anywhere on parish property, which includes the school.

Students in grades 2-8 may ride their bikes to school. They must stop and walk the bicycle through school property. Bicycles are to be parked only on the bike racks on school property. All bicycles must be chained and locked to the racks. The school assumes no responsibility for damaged or stolen bicycles. Bike riders are encouraged to wear helmets.

DRIVERS

Families need to drive with caution at all times. Please be cautious of students walking between cars. We want everyone to be safe, and we need your cooperation.

Main Campus: In both the morning and afternoon, drivers with children must enter from Brecksville Road. Cars are not to use the bus entrance on Second Street. Children are to be dropped off at the entrance or by the gym doors. Cars must avoid the playground parking lot area at all times during school hours. Parking is only permitted in the lot between the convent and the rectory. For your child's safety, please observe the Entrance, Exit, and No Parking Regulations. We suggest that when leaving the school parking lot to exit to Chestnut Road, if you go north on Brecksville Road. If you are going south on Brecksville Road, exit out of Blue-Ribbon Parkway Drive. For safety reasons, cars should not enter the playground area through Second Street either at drop-off or pick-up.

St. Basil Campus: Parents are to follow the arrows at all times. Please drive slowly (5 mph) and be patient. It is strongly suggested that you use the car line for drop-off and pick-up. When in the car line, please do not pull out of the line to go around other cars. Parents are asked to keep the line moving. If you need to speak to someone, park your car in a designated parking spot. Remember that handicapped spots are for people with a handicapped car tag. Also, remember to be respectful of the security guard. He is there to help protect and keep your child safe.

IV. MISCELLANEOUS SCHOOL PROCEDURES:

BIRTHDAY CELEBRATIONS/PARTIES/PARTY INVITATIONS

Please contact the teacher to arrange a date to celebrate a birthday. Birthday treats can be shared with the class. Please be sure to check with the classroom teacher about any allergies. If your child has a summer birthday, please contact the teacher to arrange a date to celebrate. Students may dress down for their birthday on a non-Mass day. If a student has a summer birthday, he/she can choose a non-Mass dress-down day during the school year. Students are not permitted to distribute invitations to birthday parties or other social events on school grounds unless the entire class (homeroom) is invited. Teachers are not allowed to share family email addresses, phone numbers, or addresses. Please utilize the Family Directory for communication information.

CARE OF BOOKS AND PROPERTY

Books and school-issued devices are expensive to purchase and maintain from year to year. Parents are urged to help their children be responsible for books and other school property. Books are required to be covered and clearly identified.

Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or other students.

VALUABLES IN SCHOOL

Students should not bring valuables to school. The School is not responsible for money, electronics, or other valuables brought to school by students.

ALTAR SERVERS

Altar Serving is open to both boys and girls in grades 4-8. They are invited to be trained and become altar servers for St. Michael Parish. Servers assist in the celebration of Sunday and school liturgies, holy days, weddings, and other liturgical services.

Other policies on file at the school office:

- **AIDS policy**
- **Pregnancy policy**