

Diocese of Youngstown

Family Handbook

ST. MICHAEL SCHOOL

3431 St. Michael Blvd., N.W.

Canton, Ohio 44718

330-492-2657

ST. MICHAEL FAMILY HANDBOOK

I have received a copy of the 2024-2025 Student/Parent Handbook updates and online access to the handbook in its entirety. My child and I have read and understand its contents and agree to abide by the policies and procedures contained in this handbook. We understand that our relationship with the school is contractual and contingent upon our adherence to these policies. Adherence to them is a condition for admission and continued enrollment.

Please note that there have been updates made to the following areas of the handbook. Our handbook will be used as our guidepost and will be strictly adhered to. If you have questions or concerns, please contact the school office.

- School Mass Time
- Conduct Points/Infractions
- Tardies
- Aftercare Behavior
- EdChoice Expansion Scholarships (ALL families are eligible.)
- Milk and Lunch Orders
- Uniforms/Dress Code (Out of Uniform Guidelines)

Parent/Guardian

Print Name:

Signature:

Date:

Student(s)

Name/Signature:

Grade

Date:

Please sign and return this form by **SEPTEMBER 6, 2024 or prior to enrolling in St. Michael School**. Thank you so much for your cooperation and support of our rules, policies, and procedures. If this form is not signed and returned, this qualifies as acceptance of the new terms of the handbook. This handbook is subject to change periodically with notification of such changes periodically.

INDEX

I **PHILOSOPHY OF EDUCATION / MISSION STATEMENT**

- Guidelines and Implementations
- Mission Statement
- Parental Roll
- Non-Discrimination Clause
- Non-Catholic Students

II **SPIRITUAL DEVELOPMENT**

- Religious Education
- Sacramental Program

III **ACADEMICS**

- Curriculum
- Textbooks
- Spanish / Algebra / Health Credit
- St. Michael Preschool
- Class Lists
- Progress / Interim Reports
- Students with Special Needs
- Student Achievement
- Grade 8 Special Awards and Opportunities
- Scholarship Opportunities available from Central Catholic
- Testing
- Testing Programs
- Homework
- Grading / Report Cards
- FACTS Student Information System (FACTS SIS)
- Promotion / Failure Policy
- Graduation Requirement / Ceremonies

IV **EDUCATIONAL RESOURCES**

- Textbook / Supplemental Materials
- Auxiliary Service Program
- Technology
- Field Trips
- Overnight Trips

V **COMMUNICATION**

- Parent / Teacher Conferences
- SMS Emails
- Take-Home Communication
- Teacher Phone Messages
- Telephone Use / Messages for Students

Inclement Weather / School Closings
Fire / Rapid Dismissal / Tornado / Emergency Drills
Emergency Student Safety Update

VI **ADMINISTRATIVE PROCEDURES**

Admissions
Diocesan Initial Admission Requirements
Age for Admission to Kindergarten
Additional Requirements for Admission to Grades 1-8
General Conditions of Admission
Foreign Students
Class Placement
Attendance
Diocesan Policy for Attendance Requirements
School Hours
Tardiness
Absences / Leaving School
Reporting Absence
Absence for Other Reasons
Anticipated Absence / Family Vacations
Make-Up Work Due to Absence
Release of Students
After School Policy

VII **FINANCES**

Introduction
Tuition Payments
 Enrollment in the FACTS Tuition Program
Late Registrations
Late Payments
Tuition Assistance
Ohio EdChoice / EdChoice Expansion Scholarship
Policy
Procedures / Guidelines
Delinquent Tuition
Delinquent Tuition from Previous Year (s)
Tuition Refund
Transferring to Another School

VIII **GENERAL SCHOOL POLICIES**

Calendar
Lunch / Milk Program
School Visitors
Release of Directory Information
Student Custody and Guardianship
Access to Records
Transfer of Records

IX **TRANSPORTATION / PARKING**

Bussing
Car Transportation
Walkers
Bus Conduct

X PARENT INVOLVEMENT

School Advisory Board
The Viking Parent Organization
Fundraising
Scrip
Volunteer Opportunities
Volunteer Programs

XI EXTRACURRICULAR ACTIVITIES

Participation
Sports Programs
Extracurricular Eligibility Policy

XII STUDENT RESPONSIBILITIES AND BEHAVIOR

Code of Conduct
Students Rights and Responsibilities
Parent Rights and Responsibilities
Teacher Rights and Responsibilities
Weapons
Substance Abuse
Gangs
Inappropriate Materials
Smoking
Sexual Harassment - Students
Sexual Violence
Discipline
Use of Disciplinary Action
Disciplinary Measures
Specific Disciplinary Policies
Recess Rules
Inside Recess Rules
Lunchroom Regulations
Code Violations and Consequences Grades K-3
Minor Infractions
Major Infractions
Code Violations and Consequences Grades 4-8
Point Breakdown
Suspension
Expulsion
Students and Student Property
Searches
Student Property
School Cubbies and Desks

Care of School Property
Lost and Found
Dress Code
School Uniforms
Dress Down Days
Dress Up Days

XIII **HEALTH AND SAFETY**

Student Health and Safety
Accidents and First Aid
Illness
Infectious / Communicable Diseases
Disease
Lice
Health Services
Administering Prescribed Medication to Students
Authorization to Administer Medication
Transportation of Medication to and from School
Labels on Medication
Over the Counter / Discretionary Medications
Chronic Medical Conditions of Students

I. PHILOSOPHY OF EDUCATION / MISSION STATEMENT

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

The school may modify this handbook after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the last Friday of the first month of school. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and to society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum that meet the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

MISSION STATEMENT

St. Michael School, serving children from preschool through eighth grade, is a Roman Catholic school providing a premiere education in the finest tradition since 1953. The Gospel of Jesus is

proclaimed and lived through prayer and worship, academic excellence and Christian service to our community and all faiths. The school utilizes a historically successful framework of faith, love and knowledge to develop the fullest potential of each student. St. Michael School is operated by the parish of St. Michael Church, the Diocese of Youngstown.

PARENTAL ROLL

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this handbook, the term “parent” refers not only to a student’s natural or adopted parent, but also to a student’s non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

1. Supporting the school's mission and commitment to Christian principles;
2. Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
3. Participating fully in school programs that are developed to support the education of their children;
4. Remaining informed about and involved in the religious instruction of their children.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines that are inconsistent with the religious tenets of the Catholic faith.

RACIAL NON DISCRIMINATORY POLICIES

The governing board of the non-public school shall adopt and implement policies of non-discrimination on the basis of race, color, national and ethnic origin. After the policies are adopted, copies of adopted policies must be sent to Nonpublic Educational Options for approval on school letterhead. The adopted racial nondiscriminatory statement must appear in the school’s advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks and manuals when they are uploaded into the application. The policies must be sent to DEW at the same time as the Affidavit of Intent Not to

Discriminate. Required Language for Governing Board and Advertisements “The governing board of St. Michael School located at 3431 St. Michael Blvd NW in Canton, Ohio 44718 has adopted the following racial nondiscriminatory policies.” “St. Michael School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. “St. Michael School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.” The adopted racial nondiscriminatory statement must appear in the school’s advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks, manuals, and posted at the school during site visits.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
3. Non-Catholic students may be exempt from formal co curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
4. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

II. SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

Religious education is our reason for existence and is integral to all classroom instruction. The purpose of the formal religion lesson is to help students get to know Christ in a personal way and to establish a loving relationship with Him. Religion classes are taught daily for at least 30 minutes in all grades.

Our mission as a Catholic school is to develop men and women who are convinced of God’s love and goodness, who courageously live and proclaim the Gospel of Jesus and witness to peace and justice in the world. The school acts as a support to parents in the religious formation of their child, not as a substitute.

All classes participate in liturgy every Wednesday at 8:00 a.m., on Holy Days and on other special occasions. The religion curriculum is enhanced by school-wide celebrations of liturgical seasons and feasts. Parents are encouraged to attend to show support and set an example. When attending all services in church, appropriate behavior and dress is required (See Dress Code).

Non-Catholic students are required to participate in the daily religion class and to be present for liturgical services.

Service to others is an integral part of our faith community. Students participate in service projects through individual classroom projects and whole school projects. Parents are urged to exercise their responsibility by participating with their child at Sunday Mass and in the Sacraments.

Sacramental Program

During the year, the students are given the opportunity to encounter Christ in the sacrament of Reconciliation. Parents are encouraged to receive the sacraments with their children frequently. Special attention is given to sacramental preparation as a means to further develop, nourish, and sustain a Catholic way of life. In grade 2, students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. In grade 8, students are prepared for Confirmation. Mandatory meetings for parents help to deepen their understanding of the sacraments so as to better guide their children to a mature faith.

III. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences, which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows the diocesan course of study and the Ohio State Content Standards for all curricular areas. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Spanish, Ohio and American History. State time allotments are followed for each area of the curricula. Some flexibility is allowed in the weekly schedule in view of the total semester coverage.

TEXTBOOKS

Textbooks are selected by the principal and teachers from approved lists prepared by the Diocesan Education Office. Texts are aligned with the Common Core Standards. In addition to

textbooks, students benefit from a variety of additional resources included with the texts such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

SPANISH / ALGEBRA CREDIT / HEALTH

St. Michael School offers three high school level courses for students who qualify. Ninth grade Algebra, Health, and Spanish are both offered during students' eighth grade year. Students who qualify may receive one (1) year high school credit upon graduation for Spanish, Health, and/or Algebra.

ST. MICHAEL PRESCHOOL

St. Michael Preschool is designed to provide developmentally appropriate, educational programming intended to supplement what is taught at home for 3 and 4 year old children. Children learn at their own pace and learning is encouraged through meaningful play activities. For more information go to: www.smscanton.org/preschool.

CLASS LISTS

The respective grade level teachers in conjunction with the principal determine class lists. Homerooms are heterogeneously grouped and do not reflect ability grouping. Academic and social aspects of the child's development are considered in planning homerooms. Requests for particular homerooms are not honored.

A modified departmental program begins in Kindergarten and continues through grade 8. The Auxiliary Service Program offers support assistance in reading, math and language for all students.

Families with financial delinquencies will result in students not placed on class lists for the following school year.

PROGRESS/INTERIM REPORTS

Interim reports will be sent home at the discretion of each teacher. It is the responsibility of each parent to monitor their child's grades/progress throughout the year using our FACTS Student Information System (FACTS SIS).

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents

are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

STUDENT ACHIEVEMENT

Recognition of student achievement is given through three types of awards.

1. SCHOLASTIC HONOR RECOGNITION

Grades 7-8

Students who achieve a B+ average in all subject areas (including gym, music and computer) are eligible for this quarterly recognition. At the end of the school year, special recognition is given to those students who received Scholastic Honors at least three times during the year.

Grades 4,5,6

Students who achieve all A's and B's in major subject areas are eligible for this quarterly recognition. At the end of the school year, special recognition is given to those students who received Scholastic Honors at least three times during the year.

GRADE 8 SPECIAL AWARDS AND OPPORTUNITIES

1. MONSIGNOR HALTER AWARD: This award is given to an 8th grade boy and girl who exemplify the ideals of St. Michael School by striving for high academic achievement, participation in extracurricular activities and serving the school and community through a variety of service projects sponsored by St. Michael Church and School.
2. MONSIGNOR KOLP AWARD: This award is presented in tribute to the spirit of David Kolp, who while suffering from a fatal disease, lived his life fully and unselfishly in his desire to encourage others to serve as an inspiration to all who knew him. This award is presented each year to an eighth grade basketball player or players who best demonstrate the qualities of sportsmanship, unselfishness, spirit and loyalty.
3. MARTY FELDPUSCH AWARD: This award is given at the athletic banquet and is an award for excellence in track and field is given in honor of Marty Feldpusch. Marty coached at St. Michael School for nearly three decades. He has coached football, basketball, track and wrestling. Marty was the track coach at Central Catholic High School for many years and believed time spent with children in pursuit of athletic excellence is time well spent.
4. MONSIGNOR ROBERT FANNON AWARD: This award for excellence in football is given in

honor of Monsignor Fannon who played at Ursuline High School in Youngstown and John Carroll University in Cleveland. Monsignor Fannon believed that children who participate in sports will experience a feeling of working together as a team toward a goal and that those experiences can be carried forward into their everyday life.

5. TOMMY DOMOTOR SCHOLARSHIP: This award is given to an 8th grade student going to Central Catholic High School. This student is cooperative and compassionate, is Christian-like and tolerant, is positive in attitude and has had no behavior problems. The student is kind and respectful and has maintained good grades yet is involved in activities. This award is for \$500 for each year for four years.

6. ST. MICHAEL AWARD: This distinguished award is given to selected members of the 8th grade that demonstrate the spirit of St. Michael School.

SCHOLARSHIP OPPORTUNITIES AVAILABLE FROM CENTRAL CATHOLIC

CENTRAL CATHOLIC EDUCATIONAL FOUNDATION SCHOLARSHIP: Ten \$500 & \$250 scholarships are granted to 8th graders from public and private schools based on high academic ability and achievement. Grants are renewable upon maintaining a 3.5 grade point average and acceptable conduct. Recipients are not judged on the basis of financial need.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religious programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

TESTING PROGRAMS

1. Kindergarten Readiness Assessment (KRA) is a state mandated assessment. This assessment measures kindergarten readiness at the beginning of the school year for students entering kindergarten. It is a baseline assessment meant to guide instruction at the beginning of the year in order to meet children where they are developmentally and academically. This assessment is not used to prevent any child from entering kindergarten. Students who are five by September 30 are eligible to take the assessment. Students repeating kindergarten are not required to take the assessment in the second year.
2. All students will take the MAP as a screener and progress monitor.
3. Students in grades two-eight will take the Assessment of Religious Knowledge Test (ARK)
4. Students in grades two, four and seven will take the Cognitive Abilities Test (CogAT).

5. Students in grades three and five will take the Off-Grade Writing Proficiency Tests.
6. Students in grade eight will take the Off-Grade Proficiency Tests in Writing, Reading, Mathematics, Science and Social Studies.
7. Students in grade eight will take the PSAT 8/9 or the Aspire Grade 8.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment; the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

Homework assignments are an outgrowth of class work to supplement learning, to review independently what was taught in class and to provide opportunities to use research skills. All students should have study time or homework each evening. This does not necessarily have to be written work. Children have word lists, notes from class, reading or math facts to study. Reading with children and encouraging them to spend more time with a good book are emphasized.

Students in grades three through eight are provided with an assignment book at the beginning of the school year to record homework. Please check with your child's teacher for specifics.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

Student achievement is monitored on the basis of objectives stated in the Diocesan Graded Course of Study and Common Core Standards and incorporated into the teachers' plans for daily instruction. Procedures for evaluating student achievement include the following: teacher observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means of assessment.

Report cards provide parents with tangible evidence of their child's growth and development as well as promote mutual understanding and helpfulness between home and school.

At St. Michael School student progress is available online through FACTS SIS. Parents are responsible for creating a username and password using the email on file with St. Michael School. FACTS SIS enables parents to view assignments, dates due, and grades for their children. This information is provided to facilitate communication between home and school and

to give parents an up to date report of their child's progress.

Grade reports are issued four times a year. Parents will receive an emailed report card for each student to the email on file with our school. Report cards can also be viewed online through FACTS SIS throughout the designated school year at the end of each grading period. Parents are required to sign and return an acknowledgement of report card receipt within 1 week for the first three quarters of the school year. Final report cards will also be emailed to parents approximately one week after school lets out and will be available for viewing on FACTS SIS. Parents are encouraged to either download or print their child's final report card for their records.

The grading scale for the Diocese of Youngstown includes the following areas: religious, social and academic development.

A = 93-100%	3 = Mastered
B = 85-92%	2 = Developing
C = 75-84%	1 = Not yet developed
D = 67-74%	0 = No evidence
F = 0-66%	Blank = Was not assessed

Transitional Kindergarten/Kindergarten: Grade or reports of student progress are issued three times during the school year. No report card will be given the first grading period for TK/Kindergarten.

Students are responsible, under the supervision of their parents, for the completion of work missed during an absence. Work that is not made up will be marked as incomplete, which is the equivalent of a "0", and graded accordingly. Students will be allotted the amount of days missed to make up any work missed.

An unexcused absence/tardy will result in the student not receiving credit for any work that is missed, and the student will receive a failing grade for all graded work and/or assessments given during the student's absence.

FACTS STUDENT INFORMATION SYSTEM (FACTS SIS)

Parents can access student grades and report cards online through FACTS SIS www.factsmgt.com. Parents are responsible for creating their own username and password using the email on file at St. Michael School by visiting www.factsmgt.com. Our school code is **stms-oh**. St. Michael School reserves the right to lock any account that becomes financially delinquent at our discretion.

PROMOTION / FAILURE POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

1. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
2. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
3. If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
4. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be placed in the next grade level; however the school must prepare and implement a Minor Adjustment Plan (MA) for the student as a condition of placement.

GRADUATION REQUIREMENTS / CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

IV. EDUCATIONAL RESOURCES

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The principal and teachers select textbooks from approved lists prepared by the Diocesan Education Office. Texts are aligned with the Common Core Standards. In addition to textbooks, students benefit from a variety of additional resources included with the texts such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

All textbooks except religion are supplied through our Auxiliary Services program. Students are responsible for the care of the books they use. All books must be covered and carried to and

from school in a book bag or plastic bag.

Supply lists are available on the school website. Supplies are to be purchased in accord with that list. Prepackaged school supplies are also available for parents to purchase, information is sent home approximately 1 month before the end of the school year.

AUXILIARY SERVICE PROGRAM

The State of Ohio provides diagnostic, remedial, and therapeutic services in The Learning Center. Health services are provided in the school building. Materials for student use may also be purchased.

The Auxiliary Service Program provides the following personnel: multi-subject tutors, speech/hearing therapist, guidance counselor, health aide, and a government clerk.

TECHNOLOGY

Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include software, on-line Internet access, Intranet email, teacher web page activities, iPads/Tablets, digitally streamed content, ACTIV Panels, ChromeBooks and laptops, resource kits, models, and magazines.

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. *See attached Diocesan Student Technology and Internet Acceptable Use Policy.* Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use, which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

No student may use the Internet unless the school has on file an Student Technology & Internet Acceptable Use Policy Agreement that is signed by both the student and the student's parent/guardian. This agreement must be completed annually.

When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.

1. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computers, networks or systems may be denied access to the school's computers, networks and/or systems.
2. Users shall abide by generally accepted rules of network etiquette, which include, but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
3. There shall be no links from the school home page to a student's personal home page.

While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the result of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.

On limited occasions, a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.

4. The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
5. No driver should take more children than the number of seat belts in a car.
6. Each driver should be given directions to the site and rules and procedures for student behavior in cars.
7. Each driver must follow the schedule and not deviate from it (i.e., taking a side trip to an ice-cream stand or fast food restaurant).

Drivers must comply with the Diocesan policy of completing the Virtus Class and BCI fingerprinting.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their child(ren) from the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who chaperone the field trips.

OVERNIGHT TRIPS

Only certain grade levels may participate in overnight trips. These must be educational in nature, be properly chaperoned and must not be required. They also are considered to be a privilege and not a right of the student to attend. Parents attending such trips are required to be fingerprinted and attend a child protection workshop.

V. COMMUNICATION

St. Michael School utilizes multiple resources to communicate with parents (FACTS Parent Alert, school website, email, phone messages, Remind, etc.) Parents are required to keep informed by reading all communications sent to them. Many times referring to these resources first will eliminate unnecessary calls to the school office.

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

PARENT/TEACHER CONFERENCES

Two scheduled parent conference days during the school year promote a greater understanding

of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Mandatory parent conferences are held in October. Conferences in February are left to parent/teacher discretion. Scheduling information will be sent home prior to conferences through the teacher directly. Attendance at these conferences is a parental responsibility that should not be taken lightly.

Teachers may never be kept from class to confer with a parent except in an emergency situation that has been reported to the office.

SMS EMAILS

A newsletter communicating relevant information and upcoming events will be sent periodically throughout the month. This may also be acquired anytime by visiting our website www.smscanton.org under *E-Newsletter/Archived Newsletters*.

Each teacher has an e-mail address and can be contacted in this manner. E-mail addresses for the faculty use the first initial and last name followed by @youngstowndiocese.org (ex. jsmith@youngstowndiocese.org), and can also be found on the school website. Teachers will answer emails at their earliest opportunity.

TAKE-HOME COMMUNICATION

Other communications may be sent home via hard copy with students on Thursdays. It is the parent's responsibility to remain informed by reading all communications that are sent home with your student either by hard copy, email, text or Remind messages.

TEACHER PHONE MESSAGES

Phone messages for teachers will be given to them throughout the day. Teachers will return your call as soon as possible. Parents may leave a message for members of the staff any time following the directions on the messaging system. St. Michael School phone: 330-492-2657.

TELEPHONE USE / MESSAGES FOR STUDENTS

Students may never be called to the phone unless there is an emergency. Messages will be delivered to students in the classroom regarding transportation changes, appointments, etc.

INCLEMENT WEATHER / SCHOOL CLOSINGS

There is a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) that a school does not need to make up. A school must make up any days over these five days. The school has built into its calendar possible make-up days to be used if the school exceeds its five calamity days.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. The only exception is if the host team is in session.

School cancellation or delay announcements will be communicated through an automated phone message (Parent Alert through Facts), seen on the local news channels, or our school Facebook page. When either Plain Local Schools or Jackson Local Schools are closed, St. Michael School is automatically closed. Keep in mind, we do not follow Central Catholic closings as they are located in Perry Township. Please refrain from calling the school or parish offices.

For a local emergency, such as a boiler or water problem, St. Michael School will notify parents via an automated phone message.

FIRE / RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS

Fire drills are held once a month with two during the first two weeks of school. Fire drill procedures are reviewed at the beginning of each year. Escape routes are posted in every room.

Tornado drills are held in the fall and spring with the second one to coincide with the city or county drills whenever possible. Locations are posted in each classroom and students are instructed in proper procedures.

In the event of an emergency and students must be evacuated, students will be taken across the street to the parking lot and attendance will be taken. From there, students will be taken to Trinity United Church of Christ at the corner of Fulton and Blackburn Roads.

EMERGENCY STUDENT SAFETY UPDATE

In the event of a lockdown or rapid dismissal, parents will be notified via an automated phone message or SMS email.

VI. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfil the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

1. Students of registered participating parishioners whose parish(es) provide the elementary school;
2. Students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
3. Non-parishioner students will be accepted on a space available basis, after a conference regarding the reason for registration in a Catholic school is held with the parents by the pastor and principal.

Catholic elementary students should attend either their own parish school or, if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide individual needs.

AGE FOR ADMISSION TO KINDERGARTEN

Children who reach the age of five years by September 30 and who have been screened may be admitted to a kindergarten program.

Admission is contingent upon receipt of the following:

1. Completion of the application form
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students
4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Medical Authorization form
6. Proof of custody for students not living with either or both natural parents
7. Social Security number (if U.S. citizen)

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

1. Educational and health records from previous school.
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

GENERAL CONDITIONS OF ADMISSION

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school, may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

Registration for new students begins during Catholic School Week usually at the end of January or beginning of February. At the time of registration, copies of the child's birth and Baptismal certificates are needed. Custody papers are also required where applicable. Health records, including the immunization record are due in the office by the first day of school. Book and Technology fees are due at registration and are non-refundable after August 1.

Applications for enrollment are taken online as it simplifies submission and provides parents the ability to track the status of their child's application. To begin the online application process, please visit our school website and click on the APPLY NOW button at the top, right-hand corner of the page. Upon account creation, you will receive an email containing a verification link. Once your email address has been verified, log in to your account and create a new student application for your child. You will then have the flexibility to log in and out of your account and access your open application.

A non-refundable fee of \$25 must be submitted with each application. Once the application is submitted, St. Michael School will review and return to you for the final stage of enrollment. Please keep an eye out for an email from our school accepting your application and complete the needed steps for final enrollment. Enrollment is not considered complete until all stages of the enrollment process is submitted.

Students applying for acceptance as transfer students are required to present report cards of the present and previous school year. After evaluating a student's records, the school will notify the parents as to whether or not the student will be accepted.

FOREIGN STUDENTS

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Nonimmigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Effective January 30, 2003, all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS). Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

1. I-20 Form (if applicable)
2. Diocesan Emergency Care Form
3. State Immunization Form
4. Local Admissions Forms

5. VISA

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class that is consistent with the results of the student's prior academic records and any admission testing. Please refrain from requesting student's placement with certain teachers and/or students as our faculty use great consideration in creating the classes.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Regular attendance is a serious parental obligation. Irregular attendance may cause a student to miss important lessons, and may result in poor grades, and lack of enthusiasm for school.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools. School calendars for each year are available from the school or office or can be accessed on the school website.

Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, or any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s). Excessive absences will be addressed on a case-by-case basis at the discretion of the principal.

In order to participate in an extracurricular, the student must be in attendance for that full day or present documentation from a medical office, court, etc. Parent notes or phone calls will not serve as a substitute for acceptable documentation. If it is determined that a student participated in an event after having been absent from school on that day, consequences will be given at the discretion of the principal, participating faculty member, or coach. Excessive absences or tardies will be evaluated by the principal to decide eligibility.

SCHOOL HOURS

Students are required to report directly to their homeroom upon entrance into the school building at 7:20 am. The tardy bell rings at 7:40 am. Late buses are the exception. All times and practices are subject to change.

School dismissal begins at 2:40 pm and children are expected to be out of the building unless under adult supervision (i.e. teacher, coach, Aftercare Program staff).

TARDINESS

The tardy student will be subject to disciplinary action by the school administration or by the teacher. Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are expected to see that their children cultivate the habit of punctuality.

A student is tardy if not present **IN** the classroom at 7:40 a.m. Students who are tardy must report to the school office and sign in at the school kiosk to obtain a tardy slip before going to their classrooms. Students in grades TK-5 must be accompanied by a parent to sign them in. Students in grades 6-8 may sign in on their own. Tardy slips are to be presented to the homeroom teacher. **Students in grades K-8 will receive a lunch detention for five unexcused tardies. Tardies accumulate throughout the year and DO NOT reset with each grading period.** If a student arrives after 11:00 a.m. or leaves before 12:00 p.m. he/she is absent for half a day.

There are no excused tardies; the only exceptions that will automatically be accepted are documented doctor, dentist, orthodontist appointments and bus delays. Please note, car trouble and/or traffic delays are not considered excused tardies.

ABSENCES/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) must phone the school giving the reason and the approximate length of absence. Please call 330-492-2657 and dial 4 for our attendance voicemail.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to course failure). The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.
5. If a child leaves before 11:00, they are considered all day absent.
6. If a child leaves after noon, they are considered all day present.
7. If a student arrives after 11:00 a.m. or leaves before noon, he/she is absent for half a day.

REPORTING ABSENCE

Please call the school office at 330-492-2657 and dial 4 or email BOTH dcornelius@youngstowndiocese.org and cross@youngstowndiocese.org by 9:00 a.m. if your child is going to be absent. When reporting a student off of school, please state the student's name and the reason for the absence. We are required to record a reason for your child's absence per diocesan policy. If no reason is given, the child will be marked as unexcused. If a parent does not call to report a child absent, the school is required to contact the parent

regarding the absence. If a parent is called and the parent does not return the call by the end of the school day (2:30 p.m.), that child will be marked as unexcused. Please notify the school office immediately if the illness is of a contagious nature.

ANTICIPATED ABSENCE/FAMILY VACATIONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parent(s) should discuss the student's progress with the teacher. When the student returns, make-up work will be given. Students will be given one day for every day missed to make up the work.

After an absence, it is the responsibility of the student and parent to request all missed work from the teacher. Student work may be requested after two or more days of absence.

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal, school office, and all teachers should receive written notification five days in advance. Teachers will give a list of missed assignments to the student **once they return from vacation. Please do not request work in advance of any vacation time as this causes added work for teachers.** Students are responsible, under the supervision of their parents, for the completion of work missed during an absence. Work that is not made up will be marked as incomplete, or marked as a "0", and graded accordingly. Students will be allotted the amount of days missed to make up any work missed.

No more than five (5) days per year will be counted as excused absences. Any vacation days taken after five (5) will be considered as unexcused and will result in an accumulation of points.

EXCUSED ABSENCES AND EXCUSED TARDIES

Absences and tardies are either classified as excused or unexcused; the law is very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his/her child or anyone else's child from school for any other reason than those stated below:

Reasons for EXCUSED ABSENCE from school (based on Ohio attendance laws)

1. Illness. A doctor's excuse will be required after 5 consecutive days. If a doctor's excuse is not received after the fifth day, the prior absences will be marked as unexcused.
2. Illness inside the immediate family (with limitations)
3. Death in the immediate family
4. Death outside the immediate family
5. Medical appointments
6. Court appearances
7. Eighth grade shadow days

There are no excused tardies; the only exceptions that will automatically be accepted are

documented doctor, dentist, orthodontist appointments and bus delays.

Because of a wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. The building administration may take disciplinary action for chronic absences. This will be enforced on a case-by-case basis.

UNEXCUSED ABSENCES AND TARDIES

Anything outside of the list of reasons above will be considered an unexcused absence/tardy. Once a student accumulates 5 unexcused absences/tardies, a lunch detention will be issued. When a student reaches 12 unexcused absences/tardies, a letter will be sent home to the parent reviewing the unexcused absence/tardy policy and a meeting may be requested if the problem persists.

An unexcused absence/tardy will result in the student not receiving credit for any work that is missed, and the student will receive a failing grade for all graded work and/or assessments given during the student's absence.

Unexcused absences/tardies will accumulate throughout the year and will NOT reset with each grading period.

MAKE-UP WORK DUE TO ILLNESS

As a faculty, we feel it is best that the student use the sick time at home to rest and recuperate, thus no homework will be sent home the first day of illness. If your child is absent only one day, missed work will be automatically sent home upon his/her return. Parents may request any work missed after the second day of absence by contacting the school office by 9:00 am. When possible, these requests will be forwarded to the teacher who will send the work to the office by 2:40 pm for pick-up at the hallway table outside of the office or sent home with a sibling. It is expected that work missed due to an absence should be completed within the same number of days absent.

RELEASE OF STUDENTS

If a student leaves early or leaves and returns from a doctor appointment, etc., the parent must enter the building to sign the student out at the School Safe ID kiosk located outside of the school office. **A driver's license is required to sign a student out.** Prior to signing a student out, a note must be sent that morning informing the teacher if a student must leave during the day. Students must bring a slip from their doctor upon returning from their appointment and sign back in.

AFTERSCHOOL POLICY

St. Michael's Aftercare School Program operates each school day from 2:40 p.m. - 5:30 p.m. Attendance may be on a regular or drop-in basis. **Good behavior is expected of students, otherwise they will be dismissed from the program.** Students must be pre-registered to attend. A

registration fee of \$25 per child is required before attending. Forms are available in the school office and the school website.

Students with after school activities must have a permission slip to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator.

VII. FINANCES

Introduction

We believe our tuition payments are an investment in your child's education and religious formation. Therefore, the following policy has been established in order to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition Payments

The following will be effective immediately:

I. Families who are registered and regular attending members of our church or parish within Stark County, with children enrolled in the full-time program at the school, shall receive the benefit of a reduced rate of tuition to be determined annually.

II. Families who are not parishioners of our church, with children enrolled in the full-time program at the school, shall make tuition payments equal to the total cost for educating each child in attendance (total per student cost x total number of children enrolled). Rate of tuition to be determined annually.

III. All families are required to enroll in the FACTS Tuition Management program. Additionally, each family's ***Tuition Agreement*** form must be submitted each year at the time of online re-enrollment or new student registration.

Enrollment in the FACTS Tuition program. The entire amount of tuition is paid either in full in one installment **or** monthly over a ten (10) month period beginning in August **or** semi-annually in two (2) equal installments in July and January through the FACTS Tuition Management Plan. You may choose automatic (ACH) payments made through your checking or statement savings account. This plan requires completion of an online FACTS agreement form to authorize the automatic (ACH). A non-refundable annual fee will be assessed by FACTS for payments through the FACTS Tuition Management Plan.

Late Registrations

Families registering after August 1st shall be expected to fulfil their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated quarterly.

Late Payments

It shall be the responsibility of each school family to keep the school's financial office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply

when tuition payments are received late. Late payments will be assessed a \$20 late fee.

Tuition Assistance

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Ohio EdChoice/EdChoice Expansion Scholarship

Scholarships are available to students attending public schools designated by the Ohio Department of Education. The list of eligible public schools is available at <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

The passing of HB33, Ohio's biennial budget, is landmark legislation that includes universal school choice for ALL families in Ohio. Universal School Choice will be in effect for the 2024/25 school year.

Students whose family's household adjusted gross income is at or below 450% Federal Income Guidelines will receive a scholarship of \$6,166 for grades K-8. Students whose family's household adjusted gross income is at 451% FIG or higher will receive a scholarship based on a sliding scale. Regardless of income, the very least a family can receive is \$616 per student.

The Ohio Department of Education has begun accepting new applications for the Universal School Choice (also known as EdChoice Expansion) program on July 17, 2023. There are five steps to apply for this scholarship. We are encouraging ALL St. Michael families to apply for this scholarship. For more information, please contact Sarah Bressler, Tuition and Scholarship Coordinator, in the parish office 330-492-3119 ext 225.

Students are eligible to maintain their scholarship through high school as long as they meet the requirements for renewal.

Policy

Schools who accept students eligible for an EdChoice Scholarship are responsible for following all of the rules set forth by the State of Ohio regarding the Scholarship.

Procedures/Guidelines

- I. Admission Policy must be identical for both EdChoice and non EdChoice students.
- II. Tuition policy should be the same for both EdChoice and non EdChoice students. In case of multi child tuition discounts the policy should be written to state that the oldest child receives the discount.
- III. A chartered non-public school that participates in the EdChoice Scholarship Program may charge a student, whose family's household income is 200 percent over poverty, up to the difference between the amount of the scholarship and regular tuition. Each chartered non-public school that charges a scholarship student shall annually report to the Ohio Department of Education the number of students charged and the average of the amounts charged to such students.

IV. Ed Choice students are required to take all applicable Ohio Assessments.

Delinquent Tuition

Families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school or parish will jeopardize their enrollment status. All families must be current in their payment of tuition. Additionally, students will not receive report cards and permanent records will not be released.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school's bookkeeping office. If payment is not possible, suitable arrangements must be made with the Principal.

Tuition Refund

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition, supply and technology fees that have been paid for the current school year.

Families who withdraw from St. Michael School after the start of the school year will be refunded under the following guidelines:

- I. Tuition will be prorated on a quarterly basis.
- II. Supply and technology fees are non-refundable.
- III. Athletic fees are non-refundable after the start of the sport season.
- IV. All textbooks, library books, athletic equipment, and school property must be returned before refunds will be issued.
- V. Transfer of records to the new school of attendance will be made after all tuition and fees have been paid and school property has been returned.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) or guardian(s) regarding a decision to transfer a student to another school. The school must also be advised of the last day of attendance. Students transferring or withdrawing are required to complete an Exit Form prior to withdrawal. Records will be released to the new school when the Release of Student Records form is received from the new school. However, all accounts must be paid in full before academic records will be released or transferred. Accounts include tuition, supply and technology fees, athletic fees, extra-curricular fees such as band or clubs, field trips fees, lunch fees and all other outstanding amounts due at the time of withdrawal.

All school-owned materials such as textbooks, technology devices, library books and athletic uniforms must be returned to the school before records will be released or transferred.

VIII. GENERAL SCHOOL POLICIES

CALENDAR

School calendars for each year are available from the school office or can be accessed on the St. Michael School website at www.smscanton.org.

LUNCH/MILK PROGRAM –

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

If students bring their lunches to school, they should have a bag or lunch box clearly marked with their name and grade. **Milk can be purchased daily for 25 cents.** Drinks in boxed containers are permitted, but not those in cans, bottles or squeeze containers. **No soda is permitted.** A thermos may also be brought to school. **Students are required to bring a reusable water bottle to school every day for use throughout the day.** The water bottles can be filled at one of our many water filtration systems available throughout the school. We do not utilize traditional water fountains.

Hot lunch is available daily in the cafeteria for purchase. Information will be provided to parents prior to the start of school. As a non-public school and based on our enrollment, St. Michael is **not eligible** to participate in the National School Lunch Program (NSLP) which provides free and reduced lunch. If your family has a need for assistance with lunches, please contact the school office for more information.

Packed lunches should come to school with your child every morning. Understandably, lunches are sometimes forgotten. If a lunch is forgotten, parents may drop one off for their child, but the lunch must be clearly marked with the student's name and will be left on the table in the hallway outside of the school office for the student to pick up. **This should be a rare occasion and dropping lunches off daily is not permitted as it causes a disruption to the school office and classroom.** It is the responsibility of the student to check the hallway prior to going to the cafeteria. Lunch will not be delivered to the classroom. **In fairness to other students, bringing in fast food is strongly discouraged except for birthdays.** Parents will be contacted if this rule is consistently violated.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds and sign in. Visitors must sign in at the School Safe ID kiosk located outside of the school office. **A driver's license is required for visitor passes and for signing out any student for early dismissals.**

Parking for visitors is available in the church parking lot. Street parking is prohibited during school hours

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s)/guardian(s), addresses, phone numbers; dates of attendance; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the document for which there is a legal custody agreement for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The school administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for

such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

IX. TRANSPORTATION/PARKING

BUSSING

The following school systems transport children to St. Michael School: Plain Local, Jackson, Massillon, North Canton, Perry, Louisville City, and Canton City.

Bussing information is provided directly to parents by school systems prior to the beginning of the school year. It is the parents' responsibility to contact the bus garage with any changes or questions. Below is a listing of busses that provide transportation to and from St. Michael School and their facilities' phone numbers:

Canton City	330-456-6710	Perry	330-477-1300
Jackson	330-830-8042	Plain Local	330-492-1918
North Canton	330-497-5615	Massillon	330-830-3910
Louisville City	330-456-2899		

For the first week of school, parents of students in Kindergarten and grades 1 and 2 should attach a small card to the student's shirt listing the following:

- Child's Name Phone Number**
- School District Address**
- Bus Number or Route Number for a.m. and p.m. bus**

If there is an older student responsible for your child, please list the name of that student.

District bus garages do not permit students to ride a different bus to and from school (i.e. ride home with a friend) even if it is within their own district. Students may, however, get off at a different stop while riding their own bus home. A permission slip from the parent is required and given to the bus driver and school office.

To be clear, students are not permitted to ride any bus outside their own school district even if the parent writes a note. The principal does not have the authority to change or interfere with this regulation as this is a rule set forth by each school district.

Ultimately it is the parent(s) responsibility to ensure that end of day transportation arrangements are made in advance so as to avoid confusion at the end of day dismissal.

CAR TRANSPORTATION

Students are to be dropped off in the morning at St. Michael School in their designated drop off line. Parents are not permitted to park on the opposite side of the street to drop students off and for safety reasons, must remain in their car in line as directed by those on car duty. ***U-turns in front of the school are not permitted by law.*** Cars should not stop within the marked crosswalk.

Parents who pick up or drop off students are to follow the following rules: Students whose last name begins with A-L are to go to the bell tower (use church entrance off of Fulton Road), and students whose last name begins with M-Z are to use the carport/playground area (enter off of St. Michael Blvd). Please do not leave your car unattended. Please follow the directions of the teachers on duty.

If a change is made in the ordinary end of day dismissal, or if a child is going home by car with parents or with others, a note must be given to the teacher and/or school office that morning on behalf of each party. Students may not leave the school premises without a written note from a parent. **Parents must call the office by 1:45 p.m. with last minute dismissal changes. Requests after 1:45 will not be honored.**

Ultimately it is the parent(s) responsibility to ensure that end of day transportation arrangements are made prior to the end of the school day.

Students who are not picked up by 2:55 pm will be sent to after care and charged accordingly.

WALKERS

All students must go directly home after school unless parents provide the school with written information indicating other arrangements. Written parental permission should be on file in the school office for all students who may walk daily or occasionally. Permission forms are available in the school office.

BUS CONDUCT

Students are expected to behave responsibly and respectfully at all times while boarding or on the bus following that district's policy. Written notification of any violation and disciplinary action will be sent to the parents and school principal.

First offense = verbal/written warning

Second offense = 2 day suspension from bus transportation
Third offense = five days suspension from bus transportation and/or at the discretion of the principal.

X. PARENT INVOLVEMENT

SCHOOL ADVISORY BOARD

The role of the School Advisory Board (SAB) is to advise, counsel and communicate to St. Michael School constituents regarding policies and procedures, facility improvements, finance, and development operations. This organization is sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. This parent organization is subject in all respects to the control of the school, and all activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The SAB is composed of the principal, elected parent representatives from the different grade levels and teacher representatives.

The School Advisory Board should strive:

1. To strengthen and promote the Catholic faith in action within the school.
2. To assist in the overall development of the school including long range planning, marketing, recruitment, and extracurricular activities.
3. To serve in an advisory capacity to support the principal/administration.
4. To provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration.
5. To acquaint parents with up-to-date information concerning current developments.
6. To unify parents in an effort to raise funds each year for the school
7. To support and promote quality Catholic education at the school.

THE VIKING PARENT ORGANIZATION

The Viking Parent Organization (often referred to as the VPO or Viking Club) is a committee overseen by the SAB, which provides an environment for parents, teachers, and administration to work together to enhance and maintain the school's high quality of education and its integral role in the St. Michael Parish Community. It acknowledges its full support of the school faculty and hopes to share its talents to serve the needs of the school.

Goals of the VPO:

1. To be a link of communication between home and school.
2. To provide opportunities for parent education and volunteering at the school.
3. To provide volunteers for various school needs.
4. To advise and support present and future school programs.

Encouraging family participation is an important part of the St. Michael School philosophy. Your children love to see their loved ones involved in school activities, and the Viking Parent Organization always needs volunteers. However, we know that the time commitment is sometimes difficult to manage. We offer many ways for you to help.

Below you will find a list of programs offered within the VPO. An updated listing of the Chairperson for each subcommittee can be found on the VPO link on the St. Michael School website. If a specific program interests you, please feel free to contact the school office or the Chairperson to find out more information and how you can help.

Scholastic Book Fair
Staff Appreciation
Room Mothers
Welcome Committee
Box Tops and Labels for Education Program
Giant Eagle & Acme Receipts
Scrip
Fundraiser Dining (monthly)
Men Who Cook (yearly)
School Supply Kits
Yearbook
Used Uniform Store
Fun Run (every other year)

FUNDRAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

SCRIP

SCRIP is a tuition savings program of which every family can take advantage. SCRIP is offered through the school or online. An initial registration is required and a small percentage of your earnings are withheld to cover the cost of postage and handling. Families may take advantage of the SCRIP program to significantly lower their tuition. Earnings can be applied toward tuition at St. Michael, Central Catholic or St. Thomas Aquinas High Schools. Anyone may purchase on your behalf (i.e. grandparents, aunts/uncles, neighbors) with the required registration. Please call the school office for more information or visit our website at <http://smcanton.org/scrip> for more resources.

VOLUNTEER OPPORTUNITIES

Opportunities to volunteer at St. Michael School present themselves throughout the school year. Please keep in contact with your student's teacher and school communications to learn of any help needed throughout the school year. ALL SCHOOL/PARENT VOLUNTEERS (including but not limited to field trip chaperones, recess volunteers, lunchroom volunteers, classroom room parents or holiday party helpers, etc.) must comply with Diocesan policy of background check and child protection workshop certification. For further information on documentation needed to be compliant as a school volunteer or to confirm the status of your paperwork on file, please contact the school office.

VOLUNTEER PROGRAM

Athletic Committee	Book Fairs	Box Tops for Education
Chaperones	Faculty Luncheons	Classroom Helpers
Eighth Grade Graduation	Library Aides	Hospitality
Lunch Monitors	Hot Lunch	Viking Store
GR 7 & 8 Dances	Yearbook	Fundraisers
Technology	Ski Club	Teacher Appreciation
		Used Uniform Shop

XI. EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extracurricular activities. Examples include the following as well as Ski Club, Drama Club, Computer Club:

- ***BAND LESSONS***
Students in grades 4 - 8 are eligible to participate in an instrumental music program. Information is sent home in August regarding the cost and details of the program.
- ***ALTAR SERVERS***
Students in grade 4 are eligible to become altar servers. Their director will establish the criteria and the time for the training. Parents who allow a child to become an altar server assume the responsibility of having the child at the assigned liturgy on time.
- ***POWER OF THE PEN***
This competitive program in creative writing is for students in grades 7 and 8. It is a program that provides an enjoyable, creative, enriching experience for both students and coaches alike.
- ***CHOIR***
St. Michael's Choir is open to students in grades 4 - 8. Choir members sing for school liturgies and other special programs. Rehearsal is after school.

- **STUDENT COUNCIL**

Student Council leadership is open to students in grades 4-8 as classroom representatives, and grades 7-8 as officers. It provides them with the opportunities to develop leadership skills. Student Council members work to:

1. Develop a sense of responsibility.
2. Develop a school spirit.
3. Add a new dimension to the learning atmosphere.
4. Provide a service to school, church and community.

- **SCOUTING PROGRAM**

Girl Scouts, Cub Scouts, and Boy Scouts are active programs emphasizing service, citizenship, international friendship, and character development activities. Information related to this program is sent home early in the school year. All scouting programs are dependent for their existence on the availability of good adult volunteers.

- **ATHLETIC PROGRAM**

The purpose of the athletic program is to encourage participation and foster physical growth and good sportsmanship. In accordance with the Ohio High School Athletic Association requirements, the school sponsors sports for students of grades 1-8. Please refer to our school website under Athletics for specific opportunities for each grade level.

SPORTS PROGRAMS INCLUDE:

<u>Boys:</u>	<u>Girls:</u>
Football	Cheerleading
Flag Football	Flag Football
Basketball	Basketball
Track	Volleyball
Golf	Track
Lacrosse	Golf
Tennis	Lacrosse
	Tennis

In order to participate in an extracurricular, the student must be in attendance for that full day or present documentation from a medical office, court, etc. Parent notes or phone calls will not serve as a substitute for acceptable documentation. Excessive absences or tardies will be evaluated by the principal to decide eligibility.

Students in any of these activities must fulfill all of the eligibility requirements prior to their first official practice. Registration and payment is done on our school website at smscanton.org. Participants on St. Michael teams must provide:

1. Signed parental permission form/registration on file.
2. Yearly physical and medical questionnaire completed by a physician.
3. Fee for each sport paid prior to participation; and

4. A signed code of conduct agreement.

EXTRACURRICULAR ELIGIBILITY POLICY

St. Michael School encourages each student to participate in activities that contribute to the development of the whole person. Participation in extracurricular activities is both a privilege and a responsibility. It is a privilege to represent St. Michael School and a responsibility to meet academic and conduct standards.

Two eligibility standards will determine a student's participation in all extracurricular activities:

1. Academic Standards - Any student receiving cumulative grades which include one F or two D's will be suspended from extracurricular activities for up to two weeks beginning the Monday following the review day. Sports suspensions include practice and games.
2. Conduct Standards - The suspension code above also applies to students who receive 3 or more points during that athletic season.

Academic and conduct reviews will be done at the time of progress reports and report cards. Suspensions will be communicated on the Monday following report card day to:

1. The student by the homeroom teacher;
2. The parent and coach by the principal.

Because it is impossible to foresee all problems that may arise, the principal, teachers and coaches may suspend a student from any team or activity at any time during the season for any action that violates the spirit and philosophy of the school, even though not specified here.

Additional Clubs/Activities include:

Student Council	Drama Club	Power of the Pen	Ski Club
Yearbook	Band (GR 4-8)	Scouts	All Sports
Choir	Fine Arts Festival		

XII. Student Responsibilities and Behavior

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

1. Teachers have the right to teach. No student will stop the teacher from teaching.
2. Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

STUDENTS RIGHTS AND RESPONSIBILITIES

As a member of God's family, each student at St. Michael School has the following rights and responsibilities:

1. The RIGHT to make choices and the RESPONSIBILITY to accept the consequences associated with their choice.
2. The RIGHT to be treated with kindness, and the RESPONSIBILITY to treat others kindly.
3. The RIGHT to be treated fairly and the RESPONSIBILITY to treat all fairly.
4. The RIGHT to be safe and the RESPONSIBILITY to follow safety rules.
5. The RIGHT to express himself or herself and the RESPONSIBILITY to listen to others with Christ-like care and concern.
6. The RIGHT to take pride in the school and the RESPONSIBILITY to support school activities and to care for all school property.

PARENT RIGHTS AND RESPONSIBILITIES

1. The RIGHT to expect a Code of Conduct grounded in the Gospel message and the RESPONSIBILITY to support the St. Michael School Code of Conduct.
2. The RIGHT to receive a copy of the Code of Conduct and the RESPONSIBILITY to sign it and to review it with their children.
3. The RIGHT to be notified by the teacher/administrator when a discipline problem occurs and the RESPONSIBILITY to support the disciplinary measure(s) taken.
4. The RIGHT to discuss classroom/school discipline policies with the teacher/administrator and the RESPONSIBILITY to cooperate and support school policies.

TEACHER RIGHTS AND RESPONSIBILITIES

1. The RIGHT to participate in the Code of Conduct committee and the RESPONSIBILITY to contribute suggestions for a fair and reasonable Code of Conduct.
2. The RIGHT to be in-serviced on the Code of Conduct and the RESPONSIBILITY to implement classroom management policies.
3. The RIGHT to teach and work in a safe and healthy environment and the RESPONSIBILITY to participate in safety drills and enforce safety regulations.
4. The RIGHT to teach with minimal behavior disruptions and respect and the RESPONSIBILITY to consistently enforce school discipline policies and procedures.

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

1. A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchucks, brass knuckles, knives, pocket knives, stun guns, and billy clubs.
2. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

SUBSTANCE ABUSE

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for

drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions: scooters, skateboards, radios, CD players, tape recorders, pagers, cell phones, or other electronic devices.

Cell phones/electronic devices are to be silenced and kept in the student's book bag until the student leaves school premises unless given permission by school personnel. If a student uses the device without permission, it will be confiscated and must be picked up in office by parent. See Diocese of Youngstown attachment "Personally Owned Device Policy".

SMOKING

Possession of cigarettes or smoking on school premises is prohibited and will be considered a reason for parental notification and suspension.

SEXUAL HARASSMENT—STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material 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 and unwanted written 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.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) 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 the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to any or all of the following:

1. Verbal warning/reprimand and apology to the victim;
2. A parent/student/principal conference;
3. Written warning/reprimand and parent notification entered in the student's file;
4. Detention or removal from selected school activities and/or extracurricular activities;
5. Behavior/probation contracts, possibly requiring professional intervention;
6. Suspension; and/or
7. Expulsion.

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools 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 perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed

temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention
6. Referral to Principal
7. Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

RECESS RULES

1. Good manners and sportsmanship should be used at all times.
2. Good playground behavior is expected. Playground activities not permitted: tackling, pushing, kicking other students, hitting, carrying others, contact sports, red-rover or gymnastics.
3. Once out on the playground, remain outside until the whistle blows or bell rings unless there is an emergency. Check with the teacher(s) or playground aide on outside duty before coming into the building.
4. Keep hands to oneself, no touching other's hats, coats, belongings, etc.
5. Sticks, rocks, glass, and other such items should be left on the ground unless they are being deposited in the trash container.
6. There should be no playing by the classroom windows or in front of the doorways.
7. All playground equipment should be used properly and safely. (No standing or lying down on swings or slide, no pushing or hitting on playground equipment, no hanging on basketball hoops, etc.)
8. Clean off snow and mud before entering the building.
9. No throwing of snow, rocks, etc., or sliding on the ice.

10. All games and activities must stop when the whistle blows or bell rings.
11. Students should form a line and quietly enter the building after recess. Recess ends with the whistle or bell.
12. Do not interfere with other pupils' games or activities. Follow the direction of the playground monitor.
13. All balls should be made of soft material (i.e. nerf/approved playground balls).
14. No child is permitted off the premises for any reason. If surrounding areas are wet and muddy, students must play on blacktop.

Failure to adhere to rules on the playground will result in loss of recess or other penalties.

INSIDE RECESS RULES

Students must stay in their own classrooms unless the teacher has given written permission to the monitor prior to recess.

1. Trips to the restroom, office, or library must have permission of the monitor.
2. Students must be seated during inside recess. They may sit at their own desk, any other desk or on the floor, but they must be seated. Students may not sit on top of the desk or on the window ledge.
3. Tone of voice should be ordinary conversation. Shouting is not permitted.
4. Unruly behavior is not permitted.

LUNCHROOM REGULATIONS

Students are to go to the cafeteria and wait in an orderly manner in either the hot lunch or milk line. Once students are seated, they are not to get up but may raise their hand if they need something.

At the end of lunch, the students are to clean up their place and line up to go outside or to class. Brushers are to stay and complete their responsibility. It is understood that behavior in the cafeteria is respectful at all times.

CODE VIOLATIONS AND CONSEQUENCES GRADES K-8

Your choice of St. Michael School for your student carries with it the parental obligation to support the disciplinary policies of the school. This parental support is one of the aspects that makes Catholic education unique.

Any form of discipline should be a means of modifying or changing behavior. Students who lack self-discipline or who violate the rights of others can expect some type of disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions will result in more serious consequences.

Students will receive points based on the severity of each offense and are at the discretion of

faculty, staff and principal on a case-by-case basis. Points accumulate for each year and will be indicated on quarterly report cards. After an offense, a behavior report will be sent home via email through FACTS informing the parent of the incident. Points will be issued with or without the parents' consent. Parents can check the status of their students' point summary at any time through FACTS SIS under Behavior.

Before points are given, a thorough investigation has taken place among the teachers and principal. The behavior report is self-explanatory and does not require further discussion or a phone call to the school. To repeat, students receive points based on the severity of each offense and at the discretion of faculty, staff, and principal on a case-by-case basis.

The points assigned will stand and are not subject to debate or negotiation. While parents may disagree with the behavior report, we will not discuss the behavior of another student involved in the incident. You may be assured the points assessed to all participants is consistent with the policies and guidelines defined in this policy handbook.

INFRACTIONS:

Infractions include but are not limited to and are in no particular order:

1. A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police may be informed of these incidents. (appropriate points will be issued fitting the offense)
2. Vandalism of school/church or another student's/teacher's person or property (3+ points)
3. Truancy (see section regarding attendance)
4. Harassment (sexual or otherwise) including verbal or written threats to other students and faculty (3+ points)
5. Disrespect of authority or property and repeated disregard for school rules and regulations (3+ points)
6. Leaving the premises without permission (3+ points)
7. Repeated inappropriate language (2+ points)
8. Abusive racial slurs (3+ points)
9. Inappropriate name-calling of another student (2+ points)
10. Stealing (3+ points)
11. Unauthorized use of cell phone/electronic device/watches. See *Diocesan Student Technology & Internet Acceptable Use Policy*. (3+ points)
12. Computer/Internet abuse (2+ points)
13. Cheating/Plagiarism (3+ points)
14. Inappropriate lunchroom behavior (1-3 points)
15. Classroom, hall, restroom disruption (1-3 points)
16. Gum chewing (1 point)
17. Misconduct in Mass (2 points)
18. Excessive tardiness (most tardies are considered unexcused unless accompanied by a doctor's excuse) (3 points will be issued for 6 unexcused tardies resulting in an after school detention)
19. Excessive unexcused absences (3 points will be given for 6 unexcused tardies resulting in an after school detention. Points do not reset and will accumulate throughout the current school year.)

20. Dress code violations (refer to dress code requirements section) including extreme hairstyles, distracting hair accessories, or colored hair (i.e. red, blue, pink, purple, green, or tinsel, etc.); students will be given 1 week to remedy hairstyle. No makeup, polished or artificial nails, non-uniform pants, sweatshirts, etc.(1-3 points)

Ordinarily most infractions will result in:

1. Reprimand / communication with parent
2. Loss of recess
3. Three lost recesses will result in detention
4. Three detentions will result in in-school suspensions
5. After three in-school suspensions, students will be asked to withdraw (out-of-school suspensions will be given only in extreme circumstances)

Discipline for major infractions may bypass the progressive discipline steps depending upon the severity of the infraction.

Parents will be notified in advance of the detention date so as to plan accordingly for transportation and schedule changes and are responsible for picking up the student at 3:40 in front of the school (Door #1). Detention dates will NOT be changed in order to accommodate student/parent schedules. Detention dates are scheduled in advance so as to have supervision for this after school event. Failure to attend a scheduled detention will result in additional detentions.

Violations that may result in out of school suspensions in addition to points will be given for:

1. Possession of real or toy knives, guns, water pistols or other weapons. Police may be notified (appropriate points will be issued fitting the offense)
2. Fighting, pushing, shoving and/or physical harm (3+ points)
3. Smoking, vaping, alcohol and/or using or possessing drugs (3+ points)

This list is not all-inclusive. The principal/staff is empowered to issue disciplinary measures for any action that violates the spirit and philosophy of the school, even though not specified.

Any student in grades 4-8 who has received 9 or more points will be unable to attend field trips, this includes the junior high trip held in the spring for 7th & 8th grade and 6th grade overnight camp, end of year carnival, Fun Run, etc. Students will be required to stay home and will be marked as absent unexcused. *Permission to attend will be considered if a parent/guardian attends as a chaperone.

POINT BREAKDOWN

- 3 points = After-school detention
- 6 points = 2nd after-school detention
- 9 points = 3rd after-school detention/loss of field trip privileges*
- 12 points = In-school suspension
- 15 points = Out-of-school suspension
- 18 points = Mandatory meeting with principal, pastor, and superintendent

*Permission to attend will be considered if a parent/guardian serves as a chaperone.

POINTS DO NOT START OVER AT THE BEGINNING OF EACH QUARTER AND WILL ACCUMULATE THROUGHOUT THE SCHOOL YEAR.

DETENTION Grades 4-8

Parents will be notified in advance of the detention date so as to plan accordingly for transportation and schedule changes and are responsible for picking up the student at 3:40 in front of the school (Door #1). Detention dates are non-negotiable and will NOT be changed in order to accommodate student/parent schedules. Detention dates are scheduled in advance so as to have supervision for this after school event. Students are responsible for bringing schoolwork to complete during detention. Failure to attend a scheduled detention will result in additional detentions.

LUNCH/RECESS DETENTION Grades K-3

Students in grades K-3 will receive lunch/recess detentions in lieu of after school detention.

SUSPENSION

Serious or repeated misconduct may lead to suspension from class or school and is issued according to the individual circumstances of each serious infraction of school regulations.

It may be issued for one or more serious infractions. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counselling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counselling to occur. All schoolwork missed must be made up within a set time.

EXPULSION

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or public school.

STUDENTS AND STUDENT PROPERTY

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. backpack, automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school.

SCHOOL CUBBIES, LOCKERS, AND DESKS

Cubbies, lockers, and desks are school property and are subject to searches by school authorities to protect the safety of all.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration. ChromeBooks/iPads, which are assigned to the students, may not leave school premises, and any damage to assigned device will be charged to the student at the discretion of the principal and/or administration.

LOST AND FOUND

Lost and found items are kept on a bookshelf outside of the gym doors. All personal items used at school should be clearly marked including clothing. Items not claimed at the end of each quarter will be discarded or donated.

DRESS CODE

The dress code provides a standard for our students that foster an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

SCHOOL UNIFORMS

We recommend that all plaid jumpers, skirts, ties, and gym uniforms be purchased from The Uniform Guy, located at 1910 Whipple Ave. NW. The Uniform Guy is our designated source for all uniforms and spirit wear. Contact Megan McAfee (an SMS parent) at megan@theuniformguy.com with any questions or to place an order. Our school also operates a used uniform shop in our lower level. Please contact the school office for more information on how to shop for discounted uniform items.

Please note the required uniforms per grade level.

Additional approved uniform items (jackets, fleece, spirit wear) can be acquired by contacting The Uniform Guy.

Uniforms must be worn from the first day of school through the end of the school year except on designated Dress Down/Dress Up school days.

BOYS' UNIFORMS	
SHIRTS	
All Grades	White or Hunter Green Short or Long Sleeve polo, with or without logo Spirit Sweatshirt with SMS or CCHS Logo in hunter green or grey (NO hoodies for grades K-6) Undershirts should be solid white (no graphic tees) Shirts MUST BE TUCKED IN at all times.
Grades 7 - 8 ONLY	Hooded Vikings Sweatshirt, or approved SMS Logo Athletic Hooded Sweatshirt (Not permitted on Mass days)
MASS DAYS	Boys in K-8 may wear short or long sleeve oxford shirts, short or long sleeved polos. Ties are optional. Shorts are permitted Q1 and Q4. Students whose gym day falls on a mass day are permitted to wear their gym uniform. Shorts may only be worn in Q1 and Q4 and must be appropriate in length. In Q2 and Q3, gym warm-up pants must be worn.

PANTS & SHORTS	
All Grades	Navy or Khaki Brushed Twill Pants or Shorts (Shorts may be worn in Q1 & Q4 only) Uniform shorts and pants may be purchased at any retail store No logo should be visible (Ex: Abercrombie, Hollister, Target, Old Navy) No cargo pants, cargo shorts, or joggers permitted

SOCKS, BELTS, SHOES,

ACCESSORIES	
<p>SOCKS: Solid white, navy, khaki, hunter green or black socks that come over the ankle. BELTS: Brown or black belts are required to be worn by all boys in grades 3-8. SHOES: Only solid white or solid black, or a combination of black and white tennis shoes are to be worn. No stripes or printed shoes are permitted. Sandals, flip-flops, high-top or mid-top shoes, or brightly colored shoes are NOT PERMITTED. ACCESSORIES: Large ornate jewelry, earrings of any kind or extreme fads in hairstyle are NOT PERMITTED. NOT PERMITTED: Nail polish, makeup, multiple earrings, tattoos, body piercing. Fads in hairstyle and jewelry are not permitted. No extreme hair coloring (blue, purple, pink, red, green, etc.), color-blocking, bleaching, facial hair, or extensions, shaved lines, undercut ponytails. Hair should be well groomed and above the eyebrows and should not touch the collar or the eyebrows. Hair should also not be longer than the middle of the ear. Shaved areas and distinct lines are not permitted.</p>	

GIRLS' UNIFORMS	
JUMPERS & SKIRTS	
Grades K-3	Blue and Green Plaid Jumper, No Skirts
Grades 4 - 8	Blue and Green Plaid Skirt or Skort
MASS DAYS	Girls in K-8 may wear their uniform skirt/jumper and knee high socks, pants, or shorts (in Q1 and Q4), on school Mass days. The length for all jumpers and skirts must be no shorter than two inches above the top of the knee. Students whose gym day falls on a mass day are permitted to wear their gym uniform. Shorts may only be worn in Q1 and Q4 and must be appropriate in length. In Q2 and Q3, gym warm-up pants must be worn.

SHIRTS	
All Grades	White or Hunter Green Short or Long Sleeve Polo Shirt or Oxford Blouse with or without SMS logo Spirit Sweatshirt with SMS Logo hunter green or grey (no hoodies for grades K-6) Hunter Green, Navy, or White Cardigan Sweater Shirts MUST BE TUCKED IN at all times.
Grades 7 - 8 ONLY	Hooded Vikings Sweatshirt, or approved SMS or CCHS Logo Athletic Hooded Sweatshirt (Not permitted on Mass days)

PANTS & SHORTS	
Grades K-8	Navy or Khaki Brushed Twill Pants or Shorts (Shorts may be worn in Q1 and Q4 only) Uniform shorts and pants may be purchased at any retail store, but must be appropriate in length. No logo should be visible (Ex: Abercrombie, Hollister, Target, Old Navy)

**SOCKS, BELTS,
SHOES,
ACCESSORIES**

SOCKS: Solid white, navy, khaki, hunter green, or black socks that rise above the ankle or tights.
BELTS: Brown, black, khaki, or plaid belt is required to be worn by all girls in grades 3-8.
SHOES: Only solid white, solid black, or black and white tennis shoes are to be worn; Sandals, flip-flops, high-top or mid-top shoes, or brightly colored shoes are **NOT PERMITTED**.
ACCESSORIES: Small earrings that fit the ear may be worn. Long, dangling or large ornate earrings may not be worn. **NOT PERMITTED: Nail polish, makeup, multiple earrings, tattoos, body piercing. Fads in hairstyle and jewelry are not permitted. No extreme hair coloring (blue, purple, pink, red, green, tinsel, etc.), color-blocking, bleaching, shaved lines, or undercut ponytails.**

PHYSICAL EDUCATION UNIFORMS

Students in Grades 4 – 8: Students may wear their gym uniform for the entire day on the day their class is scheduled for gym. During Q2 & Q3, green athletic pants must be worn either over the shorts or alone. Shorts are only permitted in Q1 and Q4.

The gym uniform consists of **Green Mesh Shorts and a Grey SMS T-shirt.** (Solid green pants are permitted/suggested for cooler weather.)

All gym clothing must be purchased at The Uniform Guy, 1910 Whipple Ave NW, Canton.

Girls in TK-3 should wear shorts under their jumpers on gym day.

Gym clothes should be clean and free of tears, rips, or holes. Shoes should be clean so as not to mark the floor. Students do not need to have a separate pair of tennis shoes for gym days. They may wear the same tennis shoes worn with their uniform. **Gym shorts are not to be rolled at the waist.**

SPIRIT DAYS/OUT OF UNIFORM DAYS

On those days designated as Spirit Days or out of uniform days, students are permitted to wear jeans (no denim with holes or fringe) or athletic pants/shorts. **Leggings and denim jeggings will not be permitted.** On spirit days, shirts must be green/white or St. Michael/Central Catholic spirit wear. Out of uniform day guidelines will be given prior to the day. Students may not wear t-shirts advertising drugs, alcohol, tobacco or with any inappropriate language. All clothing must be appropriate and modest (no bare midriff, no holes or distressed clothing). Shoes and socks are required for all dress down days; no sandals or flip-flops. The final decision as to what is appropriate rests with the principal.

DRESS UP DAYS

On those days designated as dress up days, students should wear their Sunday best clothing. **All clothing must be appropriate and modest and adhere to our daily dress code rules and regulations. Shorts/skirts/dresses must be no shorter than three inches above the knee.** No hats. No tennis shoes. No sweat outfits. No leggings. No jeans. The final decision as to what is appropriate rests with the principal.

XIII. HEALTH AND SAFETY

STUDENT HEALTH AND SAFETY

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers (>100.0F) or communicable diseases (vomiting, diarrhea, excessive sneezing or coughing) will be sent home to reduce the risk of infection to the student body.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease. These include but are not limited to mononucleosis, fifth disease, pink eye, impetigo, and meningitis.

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, influenza, pink eye, and head lice.

When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours (without fever-reducing medication).

LICE

Head Lice Procedures:

1. All students infested with head lice are excluded from school and extracurricular activities until the head is free of live lice.
2. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
 - a. Advise parents on obtaining treatment; and
 - b. Inform parents of conditions for readmission to school.
3. Re-admission to school is permitted ONLY after examination by school official reveals head to be clear of lice.
4. The school nurse or health aide (if available) will re-check student two weeks after re-admission to school.

HEALTH SERVICES

St. Michael School has a licensed practical nurse on staff daily from 8:15 am - 2:15 pm with a registered nurse overseeing her/him. During the school year vision and hearing screenings are

given to all students in Grades K, 1, 3, 5, & 7, and postural screenings in 7th grade. Any test may be given upon parent or teacher request.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

When a student is required to take prescription or non-prescription medication during school hours, the following procedures for dispensing medication will apply:

AUTHORIZATION TO ADMINISTER MEDICATION

1. The physician must sign a form granting the school permission to administer prescription or non-prescription medication.
 - a. Forms will be supplied by the school.
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

TRANSPORTATION OF MEDICATION TO AND FROM SCHOOL

1. The parent assumes the responsibility of getting medication (prescription or non-prescription) to the school and furnishing the school with an adequate supply of medication.
At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned **ONLY** to a parent or if authorized, in writing, by the parent to another individual.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

LABELS ON MEDICATION

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.
2. Medication must be clearly labeled and accompanied by the following information:
 - a. On prescription bottle:
 - Full name of the student;
 - Name of the medication;
 - Dosage and time intervals for administration; and
 - Name of the physician (required for prescription drugs only).
 - b. On the permission form:
 - Possible side effects, any severe reactions; and
 - Any special instructions for administering the drug such as storage or sterile conditions.
3. The parent is responsible for the administration of daily prescription medications at home, unless otherwise prescribed by a physician. In the event that a morning dose has been missed, the school cannot be responsible to administer that medication. A parent or responsible adult must come to school to administer to student.
4. Non-prescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
 - a. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

OVER THE COUNTER/DISCRETIONARY MEDICATIONS

To protect your child's safety, the school clinic staff will adhere to the following medication policy. It is required that BOTH the parent AND physician signatures are on the "Physician and Parent Request for the Administration of Medication Form" before any prescription OR over-the-counter (OTC) medication such as Ibuprofen or Acetaminophen, Tums, Cough Drops, Orajel, Antibacterial Ointment & Hydrocortisone Cream is administered.

Although this may cause some inconvenience, this policy is for the protection of your child and must be followed. If we do not have your written permission and the written permission of a physician, medications WILL NOT be given. Permission forms can be obtained by contacting the clinic. The forms are completed annually.

For further explanation see forms attached below:

[MEDICATION POLICY](#)

[PHYSICIAN AUTHORIZATION AND PARENTAL REQUEST FOR ALL MEDICATIONS](#)

CHRONIC MEDICAL CONDITIONS OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration of the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.