

St. Michael-St. Gabriel Student and Family Handbook



West Deanery Unified Catholic Schools Mission Statement

The West Deanery Unified Catholic Schools are Roman Catholic schools that provide an academically rigorous education for our diverse student population. Students are challenged to grow in Mind, Body, & Soul and to engage in charitable stewardship of their unique talents and abilities.

Theme for 2022-2023

Life and Dignity of the Human Person

Dear Parents/Guardians and Students,

“What greater work is there than training the mind and forming the habits of the young?”

~St. John Chrysostom

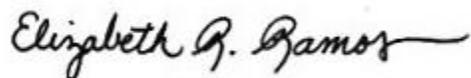
Welcome to St. Michael-St. Gabriel! In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This Family and Student Handbook reflects the rules and procedures of St. Michael- St. Gabriel for 2022-2023. **Please read this document carefully and sign the agreement and the photography and videography release forms at the end. You will also be required to complete the health and safety forms and social worker agreement.** This agreement states that you and your student(s) intend to abide by the rules of St. Michael-St. Gabriel during the 2022-2023 school year. There have been some changes to the handbook from previous years, and it is important that you take the time to read the content. Please pay close attention to the attendance, discipline, and uniform codes, as well as guidelines that we have in place as safety measures within our school. Remember that you play a pivotal role in your student’s education and success.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. As a mission-driven and data-driven school, we know that education must be made a priority, and we are taking great strides this school year to implement new initiatives in religion, math, and language arts. We believe that learning does not take place in isolation, and so you will see many more cross-curricular lessons and projects done this year to show our students how the subjects are all interwoven throughout their daily lives.

Together let us pray that God, who has begun this good work in us, may carry it through to completion. As I say each year, “Parents have a particularly important part to play in the educating community, since it is to them that primary and natural responsibility for their children’s education belongs” (from *The Catholic School on the Threshold of the Third Millennium*). We believe that educating the whole child is a partnership between the home and the school. Let us work together to educate your child this year.

God Bless,



Elizabeth R. Ramos
Principal

Location and Governance

St. Michael-St. Gabriel the Archangel Catholic Elementary School is on the campus of St. Michael Parish in Indianapolis and is a Pre-Kindergarten through 8th grade Catholic school under the authority of the Indianapolis Archdiocese Office of Catholic Schools. We serve as the grade school for members of the St. Michael and St. Gabriel the Archangel parishes, but we are not considered a parish school, as we operate under the West Deanery Unified Catholic School Corporation with St. Anthony School and Cardinal Ritter High School.

Franciscan Values

As a West Deanery Unified Catholic School Corporation (WDUCS), we honor the values of the Sisters of St. Francis, our founders, as listed below.

1. Dignity of the Individual

We, the West Deanery Unified Catholic Schools, in recognition of our Baptismal character, aspire to acknowledge God's presence and guiding influence in everything we do and everyone we encounter. With the belief that everyone is created in God's own image and likeness, we honor and promote the personal gifts and talents that our students, staff, families, and friends possess. We accept the challenge to develop authentic relationships through mutual support, collaboration and acceptance of the diversity that is present among us.

2. Peace and Justice

We, the West Deanery Unified Catholic Schools, are called to promote and advance peace and justice wherever needed. As a stepping-stone to bringing about a lasting peace in the world, we first must pray and reflect on how our daily decisions impact others, our community, and our world. By each of us answering our own call from God, we become the building blocks for justice in the world. As one in Christ, we will share our gifts and talents for the betterment of others and we will confront ideals and practices that detour us from living the Gospel values that are paramount to our faith. In accordance with our mission, we constantly look with a renewed passion and innovative mind-set to the needs among our families, community, and world to be an example of peace and justice by our thoughts and actions.

3. Reconciliation

We, the West Deanery Unified Catholic Schools, recognize the universal importance of reconciliation in our individual lives and our institution. In accordance with our Franciscan heritage, we celebrate reconciliation as an expression of God's love that we must exemplify in our own lives. We believe the redemptive values of reconciliation opens us up to new opportunities and growth to further our mission within the communities we reside.

4. Responsible Stewardship

We, the West Deanery Unified Catholic Schools, acknowledge with great gratitude that everything we have is a gift from God. Confident in God's providence and always mindful of those in need, we are entrusted to utilize and share in a sustainable manner these gifts, talents and treasures to their fullest extent.

Philosophy Statement

At Cardinal Ritter High School and St. Michael-St. Gabriel the Archangel Catholic School, we believe in the education and development of the whole child intellectually, spiritually, morally, emotionally and physically. Our comprehensive academic approach, in partnership with parents and community, assimilates an understanding of the Gospel values through service and worship.

Vision Statement

Cardinal Ritter High School and St. Michael-St. Gabriel the Archangel Catholic Elementary School, working within their Catholic identity and values, will provide an educational opportunity for their students to be life-long learners, discerning believers and responsible leaders in a globally diverse society. Providing a superior learning environment, students will utilize technology, problem solving and critical thinking skills to maximize their learning potential.

Absence Information

School Hours

School starts at 7:45 a.m. and dismisses at 2:45 p.m.

Attendance and Tardy Procedures

No student should be left at school before 7:00 a.m. School begins at 7:45 a.m. Please help your child begin his/her day on time. Persistent tardiness is discouraging to both students and staff and affects student learning.

Children cannot learn if they are not present during instructional time. The Indiana State Department of Education establishes, each year, the total number of instructional days for schools. It is the policy of the state and the Archdiocesan Office of Catholic Schools that each school has a procedure for monitoring students' attendance by recording each student's attendance and times tardy. This procedure includes steps for a school to take in those instances where failure to attend interferes with the student's academic performance and/or are excessive in number. **Note: Excessive absences do not include those children with acute or chronic illnesses that are medically documented.**

If a student is going to be absent for the day, a parent or guardian must call the school office at 317-926-0516 or send an email to the school office. Excused absences will be granted for funerals and doctor appointments, as long as we have a note or a call has been made. A doctor's note should be on file in the main office for that absence to be excused. Students who will be gone for an extended period of time should complete a pre-arranged absence form and have that signed by the Principal before the absence. This form is located just outside the school office. If a child is marked with a whole day absent from school, he/she may not be able to participate in extracurricular activities for that day. **Extended vacations are strongly discouraged and may not be excused by the Principal.**

If you have documentation of your child's absence(s), please send it in the office and your child's attendance record will be appropriately amended. Once a child reaches 10 or more absences, a conference with the Principal may be required. A certified letter may then be sent to the parent/guardian, as well as Child Protective Services notifying them of the student's truancy.

Note that twenty-five or more days of absence, even for medical reasons, in a given school year may result in retention in the present grade. The administration reserves the right to issue consequences regarding individual situations of absence, tardiness, or truancy. A written notification regarding the specific situation will be sent to parents/guardians prior to consequential decisions. Serious illness, injury, etc., will be considered on an individual basis.

It is a reasonable expectation that in order for learning to exist, each student must arrive to school on time. Students who are tardy excessively from the instructional program will fall behind in academic achievement. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Students are considered tardy if they are not in their classroom by the 7:45 a.m. announcements. Disciplinary action may be taken when a student reaches five or more absences for the year.

The Principal or Social Worker/Counselor may contact Social Services when excessive tardies or absences accumulate. Once Social Services have been contacted, the school will work in cooperation with them to ensure the student is living in a healthy environment. Further determination for the child's well being will be determined by the appropriate agency.

Academic Information

Curriculum

- ❖ The Archdiocesan curriculum guidelines, consistent with the State of Indiana Academic Standards, are followed for the teaching of all secular subject areas.
- ❖ St. Michael-St. Gabriel offers students opportunities for growth in the following major subjects:

Religion

- ❖ The majority of the religion curriculum is composed of Catholic doctrine and tradition, Bible study, and Catholic Social Teaching. We follow the Archdiocesan religion standards, which includes teaching of Theology of the Body.
- ❖ Liturgical services are typically held on Wednesdays and Thursdays for the school community.
- ❖ Students in Grades 2 through 8 will take the NCEA ARK assessment.

Language Arts

- ❖ Students learn reading (phonemic awareness, phonics, fluency, comprehension, and vocabulary) and appreciation of literature.

Writing

- ❖ English grammar and composition is taught with a focus on MLA documentation in the upper grades.
- ❖ Students in Grade 8 who have a C+ average are eligible to take high school Composition during the second semester of their eighth grade year.

Mathematics

- ❖ Mathematics Skills, Pre-Algebra, and Algebra I are taught. In order to allow teachers to meet students' individual needs in mathematics instruction, students are placed into leveled math groups.
- ❖ At the end of a student's seventh grade year, he/she will complete an Algebra placement test to see if he/she is eligible to take regular or Honors Algebra. ILEARN and NWEA scores, attendance, and work ethic will also be factored in when determining a student's final placement in math his/her eighth grade year. Honors Algebra I and Honors Algebra II are taught as high school courses at Cardinal Ritter High School. Students may also take regular Algebra for high school credit at St. Michael-St. Gabriel.

Science

- ❖ General Sciences and Laboratory Experiences are included.
- ❖ At the end of a student's seventh grade year, a student's science grade, ILEARN scores, attendance, and work ethic will be reviewed to determine if a student is eligible to take Biology or Honors Biology (high school courses) his/her eighth grade year. Students may take regular Biology for high school credit at St. Michael-St. Gabriel. Honors Biology is taught at Cardinal Ritter High School.

Social Studies

- ❖ History, Geography, Economics, Indiana History, and Current Events are reviewed.

Spanish

- ❖ A basic introduction to Spanish is taught to students prior to Grade 8.
- ❖ At the end of a student's seventh grade year, a student's language arts grades, previous Spanish grades, ILEARN scores, attendance, and work ethic will be reviewed to determine if a student is eligible to take Spanish I (high school course) his/her eighth grade year.

Specials

- ❖ These classes consist of art, music, physical education, and technology. All are required of students in Grades K-8. Technology class is not taught in Pre-Kindergarten, but students are still exposed to Technology in the classroom.

Academic Probation

A student in Grade 6-8 whose academic performance indicates serious deficiencies may be placed on academic probation. This includes those students who receive three or more F's in a given grading period. Students on academic probation will be given an improvement plan, which will be reviewed by the academic advisor and may include mandatory tutoring.

Accreditation

St. Michael-St. Gabriel is accredited through Cognia, formerly AdvancEd. We are scheduled for our next accreditation visit during the 2022-2023 school year.

Admission Information

Please see our admissions policy for information on how families can apply to St. Michael-St. Gabriel on our school website.

Our school considers a student's registration as a contract among parents, students, and faculty that the rules and policies of the school will be observed. Attending St. Michael-St. Gabriel is a privilege, not a right.

Pre-Kindergarten

Children who are three years old by August 1st and potty trained are eligible to enter our Pre-Kindergarten 3 program, and those children who are four years old by August 1st and potty trained are eligible to enter our Pre-Kindergarten 4 program which currently has a track for students who are three and four years old. A birth certificate and shot records are to be shown at the time of registration.

Kindergarten

Children who are five years old by August 1st are eligible to enter Kindergarten at St. Michael-St. Gabriel. A birth certificate is to be shown at the time of registration. Also, a baptismal certificate is necessary only if the child was baptized. Registration dates are scheduled in late winter or early spring and again in the summer before the opening of the new school year.

First Grade

Children six years old by August 1st are eligible for first grade. If the child did not attend Kindergarten, he/she will be given an assessment to determine his/her readiness for first grade. We will administer this test at St. Michael-St. Gabriel prior to determining if your child is ready for first grade or would benefit by going through our Kindergarten program.

All new students entering Pre-Kindergarten, Kindergarten, or first grade at St. Michael-St. Gabriel need to have a birth certificate and all vaccination records at the time of registration.

Tuition Guidelines

St. Michael-St. Gabriel has two (2) different classifications of tuition rates. Your rate is determined according to the following classifications:

1. St. Michael or St. Gabriel parishioner rate – Student's family is registered and are participating members of St. Michael or St. Gabriel Church. (Participation is defined by each parish. Please check with them for clarification.)
2. Non-parishioner rate – Student family is not of the Catholic faith, but wishes to attend St. Michael-St. Gabriel, or the family is not members of St. Michael or St. Gabriel Church.

Each fall active parishioner status is verified with St. Michael and St. Gabriel parishes.

The tuition amount for each family will be paid over ten (10) months, beginning in August and continuing through May of the next calendar year.

Registration fees are NON-REFUNDABLE. Please see the information in the school office for tuition rates. Families must be current with tuition in order to register for the upcoming school year. The payment of the registration fee and completion of all required paperwork guarantees your child a place on the school roster for the next school year, as long as classes are not full. In most cases a goal of twenty-two (22) students will be used as the maximum in each classroom. It is advised that you register your child/children as early as possible. Once a grade level is full, you may wish to place your child on a waiting list. Families whose payments are two (2) months behind, without written/signed arrangements agreed upon by the family and the administration, may be asked to remove their child(ren) from St. Michael-St. Gabriel.

Records will not be forwarded to requesting schools if a family leaving St. Michael-St. Gabriel owes tuition or additional fees, such as lunch fees or aftercare fees.

All students must pre-register and pay registration fees. **No roster spots will be saved based on past enrollment.**

Fees

Report cards may be withheld and future registration denied if fees are not paid. If a problem exists concerning these payments, please call the school at 317-926-0516.

Financial Assistance

A limited tuition assistance fund exists for those families who, due to various circumstances, are unable to pay the entire amount of the tuition fees. Please note there is no financial assistance for PreKindergarten students. The guidelines for this fund are as follows:

- The budget committee will establish a set amount that will be available in this fund each year.
- Families asking for assistance must make their request known to the School Administration and apply through FACTS®.
- Priority will be given to participating parishioners from St. Michael and St. Gabriel for the use of the tuition assistance fund.

Withdrawal Procedure

Families must notify the school office in writing and complete proper paperwork if a student is being withdrawn from the school. Families will need to indicate the school to which the child's records should be sent. Records will not be forwarded to the next school until all fees have been paid.

Asbestos

St. Michael-St. Gabriel does contain some asbestos in non-friable, sealed locations in parts of the school. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around the asbestos. The asbestos abatement plan is on file in the main office. Federal law requires this notice. St. Michael-St. Gabriel has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office.

Athletics/ CYO

We participate in the Catholic Youth Organization (CYO). Sports programs encourage students to exhibit sportsmanship. Our students, depending upon available coaching and student interest, have the opportunity to participate in wrestling, track, cross country, basketball, football, soccer, baseball, kickball, volleyball, and cheerleading. Our sports program is operated by the Booster Club. The Booster Club is a club sponsored by St. Michael the Archangel Parish. The Booster Club works with the school to ensure all athletes are in good standing with the school. Students can be dismissed or denied from playing a sport if they are not in good standing at the school.

Before and Aftercare Program

The school doors will open at 7:00 a.m. every day. Students that arrive before 7:30 a.m. will go directly to the cafeteria. Students will be released to their classrooms at 7:30 a.m.

Please see the Aftercare Program Handbook and Registration packet for details about the Aftercare Program. Students that have not been picked up by 3:00 p.m. will report to the cafeteria for aftercare. Aftercare hours are from 3:00-5:30 p.m. **Families will be charged beginning at 3:05 p.m.** The Aftercare Program and Administration reserve the right to terminate

a child from the program as a result of not following the rules and procedures. The following table shows the additional fees for this service.

Regular Dismissal Aftercare Fees

2022-2023 Fee Schedule	3:00-4:15	3:00-5:30	After 5:30
1 Child	\$5.50	\$10.50	\$1.00/minute
2 Children	\$9.50	\$14.50	\$2.00/minute
3 Children or more	\$12.50	\$17.50	\$3.00+/minute

Early Dismissal Aftercare Fees

2022-2023 Fee Schedule	2:00-3:00	2:00-4:15	2:00-5:30	After 5:30
1 Child	\$5.00	\$10.00	\$15.00	\$1.00/minute
2 Children	\$9.00	\$14.00	\$19.00	\$2.00/minute
3 Children or more	\$12.00	\$17.00	\$22.00	\$3.00+/minute

Payments for the Aftercare Program are generally due each week, but parents may pay for a month at a time. The Aftercare Program reserves the right to deny a family continued service from the program due to an outstanding Aftercare balance of \$100 or more. Families with a balance from the previous year may not register for aftercare until the previous balance is paid.

Birthdays and Birthday Parties

Students will be allowed to dress down on their birthday. (Attire should still be appropriate for school.) We will resume our monthly birthday parties and ask that families only bring in pre-packaged items or pre-made items from a grocery store rather than homemade desserts. Please do not order pizzas to be sent to the school for these parties.

Box Tops Collection

Families are encouraged to download the Box Top app to their phones, choose St. Michael School in Indianapolis (not St. Michael-St. Gabriel) as their school of choice, and simply scan their receipts for products which contain Box Tops. We find this is the easiest and fastest method for our school to earn money. Families may also clip their Box Tops from certain products and have their child bring those to school. Families may save these Box Tops throughout the year for various school contests.

Cheating

Cheating of any type will not be tolerated. Plagiarism is considered cheating. Students who choose to cheat face a failing grade, detention, and/or suspension. Students involved in cheating may be unable to participate in school-sponsored extracurricular activities.

Child Abuse Laws

St. Michael-St. Gabriel abides by the Child Abuse Laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported immediately to Child Protective Services.

Circle of Grace

Circle of Grace is a safe environment program for Pre-Kindergarten through Grade 12 students.

Communication between Home and School

Main Office Phone Number: 317-926-0516

Office Hours: 7:15 a.m.-4:00 p.m.

Cell Phones

Student cell phones are not to be turned on while on the school grounds during the hours of 7:00 a.m. to 5:15 p.m. unless granted permission from a St. Michael-St. Gabriel staff member. Students may keep their cell phones in their backpacks or lockers, but they must be turned off during the school day. Cell phones cannot be carried in their pockets. Cell phones will be taken from students who violate this rule and will require the parent/guardian to come in and pick up the phone. Additionally, students are not allowed to use their phones or other electronic devices during the school day to take pictures or video, unless given permission by a staff member, perhaps for a class project.

Newsletters

The school newsletter will be sent by email each Friday. Most elementary newsletters are also sent each week on Monday with any other forms of communication from the main office. Take the time to read the information and discuss it with your children, as needed. Oftentimes we may be asked to make changes for some of our events due to other events that may be taking place on campus, so it is important that these items be reviewed carefully.

Office Telephone

The office telephone is not to be used for calls concerning forgotten gym clothes, books, or homework. If a child needs to use a phone for any other reason, the office staff will make the call for the student.

Website

The school website is www.smsgindy.org. Here you will find our newsletters and monthly calendar, as well as the handbook and information about the school.

Facebook®

The school page can we found at: <https://www.facebook.com/SMSGElementarySchool/>

Twitter®

Those interested in some of the daily activities of our students and staff should follow us on Twitter: @SmsgCrusaders .

Crisis Plan

St. Michael-St. Gabriel has implemented an emergency plan in case of a lockdown/ evacuation emergency. If we are to evacuate the school, we will relocate to the Marian University gym. All teachers and staff are aware of the procedure to follow to keep your student safe.

Child Custody

St. Michael-St. Gabriel adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. St. Michael-St. Gabriel will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records and general information regarding the program. If there is a court order indicating the non-custodial parent should not have access to the child or his/her records, this needs to be on file in order for the school to be in compliance. Any parents that are unable to settle their differences between themselves and continue to put their child in harm or harass the school staff may be asked to meet with the school Principal. This also applies to disputes regarding tuition payments and behavior. It is the responsibility of the parents to share any official custodial information determined by the courts. Official custodial agreements will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child.

Discipline

St. Michael- St. Gabriel (SMSG) is committed to fostering an environment for students, staff, community, neighbors, and visitors, which is safe, conducive to the learning process, and free from unnecessary disruptions. A safe school environment includes the school and grounds during school hours and school-sponsored activities and events. The following code and guidelines have been created for this purpose in accordance with Archdiocesan Standards and Indiana State Law.

The philosophy of SMSG is based upon the idea that the school assists parents in training their children for good citizenship. Self-discipline is essential to good citizenship, the first requirement for success at SMSG.

Every teacher in every classroom will have standards of expected behavior. Student actions that take away from the learning environment will be termed as disrupting class. Each teacher has the ability to post classroom specific rules and guidelines as approved by the Principal.

Detentions, Discipline Board Meetings, Suspensions, and Expulsions

The school reserves the right to issue school detentions and suspensions for inappropriate behavior. If a student does not show improvement and continues to have discipline problems, the school will hold a discipline board meeting with the parent(s) and student.

Students who pose a threat to themselves or to others may be asked to withdraw or be expelled from the school. Students who have been expelled from the school will not be allowed to return to the school and may not register to attend another school for an entire year from the date of expulsion.

Bullying and Harassment

The staff and Administration of St. Michael-St. Gabriel believe that all students should be treated with respect and dignity. Therefore, bullying and harassment will not be tolerated. If a student feels that he/she is being bullied or harassed, the student is asked to report the problem to his/her teacher or directly to the Administration so that it may be documented. Members of the Administrative team will look into the issue and discuss the problem with those parties involved in the matter. At the discretion of the Administrative Team, proper disciplinary action will be taken toward any person who may not be treating others with respect or who may be threatening other students. This includes, but is not limited to, in-school and out-of-school suspensions.

Fighting

Additionally, fighting will not be tolerated on school grounds or at any school function. Any student involved in such an altercation, even in self-defense, may be subject to disciplinary action, which includes, but is not limited to, in-school and out-of-school suspensions and expulsion.

Search and Seizure

The Administration reserves the right to search anything brought on school property, as well as a student's desk or locker, which belong to the school. This includes cell phones and other electronic devices. Such searches will be made under the supervision of two staff members, one of which will be an Administrator.

Social Media and Electronics

Engagement in online blogs, such as, but not limited to, Facebook®, Snapchat®, Instagram®, TikTiok®, etc., or caught cyber-bullying another student may result in disciplinary action if the content of the student blog includes defamatory comments regarding the school, the faculty, other students, or the parishes.

Students involved in possession or transmission of inappropriate photos or sexting on their cell phones or other electronic devices may face suspension and/or expulsion. Law enforcement may be contacted as well.

DRESS CODE/ UNIFORM EXPECTATIONS

- Uniforms are required Monday through Friday. Students who are on campus during school hours, including during morning care and aftercare, must follow the SMSG dress code unless otherwise directed.
- All items, except for the uniform sweatshirt, are to be purchased through the Tommy Hilfiger website: <https://www.globalschoolwear.com/> **School Code: STMI07**
- Please note that a uniform infraction may necessitate a call to the parents who may be asked to bring the proper uniform garment(s) to school. This also includes the correct shoes listed in the uniform requirements.
- The school reserves the right to tell students when their attire does not adhere to the dress code or is inappropriate.

TOPS AND SWEATSHIRTS FOR BOYS AND GIRLS

- ❖ Students may not wear long sleeve shirts under their short sleeve shirts.
- ❖ Students may wear the **St. Michael-St. Gabriel** navy blue, black or red crewneck sweatshirt with the SMSG logo on it. These may be purchased with the school office.
- ❖ Students must wear a collared uniform shirt underneath their sweatshirt.
- ❖ Fleece jackets, sweatshirts with or without hoods, other sweaters, etc. are not permitted.

BOYS

Boys in Grades PreK-5

- ❖ Red, navy blue, or black polo with the SMSG logo
- ❖ Navy blue or red V-neck sweater with SMSG logo
- ❖ Khaki or navy blue pants with SMSG logo
- ❖ Khaki or navy blue shorts with SMSG logo

Boys in Grades 6-8

- ❖ Red, navy blue, or black polo with the SMSG logo
- ❖ Navy blue or red V-neck sweater with SMSG logo
- ❖ Khaki pants with SMSG logo
- ❖ Khaki shorts with SMSG logo

GIRLS

Girls in Grades PreK-2

- ❖ Red, navy blue, or black polo with the SMSG logo
- ❖ Navy blue or red V-neck sweater with SMSG logo
- ❖ Khaki or navy blue pants with SMSG logo
- ❖ Khaki or navy blue shorts with SMSG logo
- ❖ Red plaid jumper

Girls in Grades 3-5

- ❖ Red, navy blue, or black polo with the SMSG logo
- ❖ Navy blue or red V-neck sweater with SMSG logo
- ❖ Khaki or navy blue pants with SMSG logo
- ❖ Khaki or navy blue shorts with SMSG logo
- ❖ Red plaid jumper
- ❖ Red plaid skort

Girls in Grades 6-8

- ❖ Red, navy blue, or black polo with the SMSG logo
- ❖ Navy blue or red V-neck sweater with SMSG logo
- ❖ Khaki pants with SMSG logo
- ❖ Khaki shorts with SMSG logo
- ❖ Red plaid jumper
- ❖ Red plaid skort

<p style="text-align: center;">Hair Accessories</p> <ul style="list-style-type: none">❖ Acceptable headwear for girls includes headbands, hair ties, small beads, and barrettes. Small flowers or bows are also acceptable.❖ Hair should be styled or groomed so that it is out of the eyes or face of the student.❖ For all boys and girls: Extreme hair styles, including Mohawks, designs or characters shaved into the side or back of a student's hair, one half of a shaved head, and/or non-natural colors (such as blue, green, purple, red, or pink) are not permitted. Extreme highlights are also not permitted.	<p style="text-align: center;">Shoes and Socks</p> <ul style="list-style-type: none">❖ Athletic-style sneakers are generally required because of P.E. and/or recess. (Students are responsible for additional pairs of shoes they may bring to school, if they wish to change shoes for gym or athletic practice.)❖ Dress shoes, such as flats, may be worn, but no heels, open-toe shoes, or sandals for safety reasons. Students should wear athletic shoes for P.E. class.❖ Socks are to be worn and must be seen over the edge of the shoe.
<p style="text-align: center;">Personal Grooming</p> <ul style="list-style-type: none">❖ Students should keep their jewelry to a minimum.❖ Small stud or hoop earrings are acceptable. No large hoop earrings should be worn.❖ Boys in grades 6-8 may wear a small stud earring in their ears.❖ Nose, eyebrow, tongue, or lip rings are not acceptable. Only earrings are allowed.❖ Make-up should be kept at a minimum.	<p style="text-align: center;">Miscellaneous Uniform Notes</p> <ul style="list-style-type: none">❖ Belts are to be worn with shorts and pants which contain belt loops.❖ Shirts are to be tucked in at all times.❖ No real or fake tattoos may be worn.❖ Students may not draw designs on their bodies, including their hands.❖ All additional questions regarding student attire will be addressed by the administrative staff, as warranted.❖ On spirit wear or dress down days, all clothing must be modest and school appropriate. Torn jeans or shorts or short shorts may not be worn.
<p style="text-align: center;">Physical Education Uniform</p> <ul style="list-style-type: none">❖ Students in Grades PK-5 will not change clothes for gym class. Students should wear athletic shoes for gym.❖ Students in Grades 6-8 are required to wear the school gym uniform, which contains a gray SMSG shirt and SMSG black shorts. The cost of the uniform is \$20 for the shirt and shorts. Additional shirts or shorts may be purchased.	

Dress Down and Spirit Wear Days

- ❖ Generally there will be one Spirit Wear Day a month. Dress includes blue jeans, sweatpants (not pajamabottoms), or appropriate shorts with a top that demonstrates spirit toward our school or Cardinal Ritter High School, our high school partner in the West Deanery Unified Catholic Schools (WDUCS). Students must be in uniform if they do not want to participate.
- ❖ Other days may be specified as dress down or out-of-uniform days. These days will be announced in the school newsletter. Please be sure your child's attire is school appropriate. Sponsored dress down days by the 8th Grade class, Student Council, and PTA will have a \$2.00 charge to dress in the given theme.
- ❖ **Torn jeans and shorts, as well as short shorts, are never permitted.**

Drop-Off and Dismissal

Drop-Off

Parents are to enter off of Tibbs Avenue and enter through the front/west gate. Cars should proceed into the lot and make an immediate right turn, making a turn in the horseshoe between the church and the school. Upon circling up to the school, parents will be directed to pull forward as far as possible and drop their children off at the main entrance to the school. Students should exit only from the passenger side of the car, closest to the school. Please follow the directions of those teachers and parents on duty. Parents may then exit down the alley toward Bonham Drive or 30th Street.

PLEASE do not drop off your child in the alley and please do not enter through the north gate near Cardinal Ritter. This is for the safety of all children and staff members. If you need to park in the morning, please park next to the church on Tibbs Avenue or on the north side of the school on the other side of the cones by the basketball goals.

Dismissal

Only those individuals authorized in advance by the parents or guardian will be allowed to take the child/children home. No child/children will be dismissed early until signed out by a parent or an authorized person. If the school office is unfamiliar with the individual picking up a student, we may ask to see the person's identification.

Walkers are dismissed at 2:45 p.m. Walkers heading toward Bonham Drive must walk down the alley with the guidance of the assigned teachers and then go home promptly.

During dismissal, all cars will proceed into the parking lot through the front/west gate but will proceed forward into the parking lot on either side of the fire lane, facing either east or west, depending on the way you wish to exit. Please be sure to turn your car off when waiting for your children. Cars may not idle in the parking lot. Cars facing east will leave the parking lot out the back gate onto Bonham Drive or down the alley toward 30th Street. Cars facing west will leave the parking lot and exit onto Tibbs Avenue. No one, except for teachers and staff, should park in the parking spaces between the church and the rectory, on Tibbs Avenue, or near the Advancement Office for afternoon pick-up, as this makes it difficult for cars to get out during dismissal. Additionally, no one is allowed to park at the front entrance or in the alley.

Cars must follow the car line procedure when picking up students. Parents should follow the instructions of the teachers or staff on duty. Additionally, students may not leave the parking lot to find their rides, as this poses a safety risk.

Emergency Contact Information

The school must have accurate information on how to contact parents or guardians in case of an emergency. Given recent pandemic concerns, this information is imperative. Contact information must be provided for each student at the beginning of the school year and updated as needed during the year. Forms will be provided to collect this valuable contact information. If you have an unlisted telephone number, you must provide it for our contact file. However, upon your request, we will not release your unlisted number. In case of an illness or emergency, we will contact the first number on the list and proceed through the other listed numbers as needed.

Emergency Drills

State Law requires that fire, tornado, and lockdown drills are done throughout the school year. Fire drills are conducted once a month. Tornado and lockdown drills are conducted a few times each semester. Children should understand that these drills are done for their safety. Students who do not comply with the rules and expectations during these drills are subject to disciplinary action.

English Language Learners (ELL) Services

ELL Services are provided to those students who qualify. Please contact the main office if you have questions.

Field Trips

Parents should generally have a three week notice for field trips. Field trips may not be approved with less time.

- ❖ Everyone is encouraged to use the resources of this great city as educational experiences for students.
- ❖ Teachers will need to state the educational objective of the trip, preparation given, and a summary of the follow-up activities.
- ❖ A field trip is a privilege and not a right. Students may be asked to stay behind for disciplinary reasons or excessive absences.
- ❖ Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any trip due to, but not limited to, poor academic performance and/or poor conduct.
- ❖ There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. Please do not expect certain field trips just because they have been done in the past.
- ❖ A written **official permission slip**, signed by the parent is required before a child will be permitted to attend a field trip.
- ❖ Parents may refuse to permit their child from participating in a field trip. The Administration will decide on an alternate arrangement for the student who does not participate.
- ❖ **All chaperones must have completed the Safe Parish training before going on any trip. Documentation must be present at the school. Chaperones that do not pass the background check will be removed from the chaperone list. We recommend parents complete this training at the start of the school year if they are interested in volunteering or chaperoning throughout the year, as the background checks take a few weeks.**
- ❖ Parents who are not “official” chaperones **may not** drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- ❖ The school reserves the right to limit the number of chaperones on a given field trip.
- ❖ **Additionally, parents who chaperone a field trip may not bring other children on the trip. Chaperones have made a commitment to monitor the students of St. Michael-St. Gabriel. Additional children on the field trip take away from the responsibility and commitment made.**

Final Exams and Exam Cards

All students in Grades 6-8 will take final exams at the end of each semester. In order to take their final exams, students must have an exam card issued by the Administration. Students who have outstanding tuition by a specific date (as deemed by the Administration each semester) will not receive an exam card. It is the responsibility of each family to make sure all accounts are current and to communicate any issues with the Accounts Representative. Students who do not complete their finals in a timely manner may be required to complete their exams during winter break or the summer months.

Food Programming

Breakfast and Lunch Program

St. Michael-St. Gabriel takes part in the Federal Lunch Program. Payment should be made by Tuesday for the next week. Payments **cannot** be made on a daily basis. Note that the weekly menu is subject to change based on the availability of items. Our lunch program is \$3.45, and that includes the lunch for the day and milk. Please note that breakfast is served from 7:00-7:30 a.m. each day. As a reminder, per the government notice, all students will eat for free this year.

Cafeteria Rules for When Homerooms Eat in the Cafeteria

1. Students are to enter in alphabetical order, with students who have cold lunch at the front of the line.
2. Students are to use hand sanitizer before proceeding through the line and must keep distance between one another.
3. Students should proceed through the lunch line quietly and courteously and then be seated.
4. Teachers should instruct the students on good conduct and table manners.
5. Students are to remain seated AT ALL TIMES in their assigned seat.
6. Talking quietly while eating lunch is permitted. Please do not shout. Students are reminded that all noise/talking is to stop when the lights go out or when asked by the teacher.
7. The teacher on duty will start the prayer after meals and every student must join in.
8. Students must clean up straw wrappers, napkins, spilled food, etc. from their eating area before they are dismissed.
9. Adults on duty will walk around with trash cans, so the students do not have to get out of their seats.
10. Students who have been dismissed should line up to go outside, or to their classrooms in bad weather, for recess or return back to class.

Gifts and Party Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be limited at this time and be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. The school cannot provide families with email or home addresses for students.

Health and Wellness Program

Allergies

St. Michael-St. Gabriel recognizes that an allergy is an important condition affecting many children and positively welcomes all pupils with allergies. Please be sure that all student allergies are noted on the child's medical form and discuss any allergy concerns you have with your child's teacher. The better informed the staff is at the school, the better we can help your child, should an issue arise. Due to various allergies that students may have, we ask that students not share food or consume food that they are unsure what it contains.

Illness and Medication Policies

On school days when your child is ill, we ask you to call the school office by 9:00 a.m. **that** day. If your child/children is/are out three (3) days or more due to illness, please send a statement from your doctor. Additional documentation may be required from a doctor when a student has exhibited COVID-19 symptoms before returning to school.

Children with fevers may not report to school. Students must be fever free for 24 hours without the use of medication before returning to school. Additionally, any child who has vomited may not return to school for 24 hours as well.

Students **may not** have medicines in their possession (desk, lockers, lunch box, pockets, etc.) during the school day. The Indiana Department of Health requires that school personnel dispense prescription medicine from the original prescription bottle only. Medicine that is not properly marked or stored will not be given to a student. State law also requires written authorization and specific dosage directions from the parents before school personnel can dispense non-prescription medications to students. If and when possible, please allow your child to take his/her medication at home. Medicines brought to school must be given to the school administrative assistant. Prescription medication must be in the original container and accompanied with the doctor's authorization for dispensing the medication at school and the parent's signature. Also by state law, the school cannot supply ibuprofen, Tylenol®, Advil®, cough drops, or any other medications. If your child might need

one or more of these throughout the year, you are responsible to send it to the office. It must be kept in the office and must be labeled with the child's name on it. Non-Prescription medications must be provided by the parent including specific, written dosage directions for each child and the parent's signature. Students are responsible to go to the administrative assistant's office at the time designated to take the medication.

By state law, students are able to keep inhalers with them. We still prefer that they be kept in the office, but if the parent wants the student to keep the inhaler with him/her, the parent needs to send a note to the office.

Emergency Medical Treatment

Medical release forms must be signed by parents authorizing providers to seek emergency medical attention when needed. Parents will be notified immediately of any medical emergency.

Immunization / Vaccination Requirements

All students must have on file verification of all required shots or a current religious or medical objection by the parent.

A very short grace period is given for parents to get their children's shots completed. Children who do not have the required shots filed with the school may be sent home until they have completed the immunization requirements.

The Public Health Nurse for Marion County is assigned to our school. She visits periodically. Her duties include checking physical examination records, seeing referrals, testing sight and hearing, heart screening, TB testing, scoliosis and checking for head lice.

Indiana 2022-2023 Required and Recommended School Immunizations

School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
K-5 th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6 th -11 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12 th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio*: 3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For all students, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health
Immunization Division

(800) 701-0704

Homework

Picking Up Homework Assignments

If your child is ill for more than one day, please contact your child's teacher to discuss homework that was assigned. We want to limit parents having to pick up work from the main office when possible.

Make-Up Work

Students will have one day for each day they are absent to make up all missed classroom and homework assignments. For example, work missed on the first day of absence is due on the day after they return to class. Work missed on the second day of absence is due two days after the student returns to class, etc.

Human Dignity Policy

The Archdiocesan policy on harassment and violence can be found at

http://www.archindy.org/occe/download_documents/newsletters/harrassment_policy_f.pdf

St. Michael-St. Gabriel understands the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this school, behavior by any member of the school community which insults, degrades, harasses, or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion will not be tolerated.

Lost and Found

Any items found should be placed in the Lost and Found area in the school cafeteria so the owner has the opportunity to claim his/her property. A student who has lost an item may search the Lost and Found. Items still remaining in the Lost and Found and go unclaimed at the close of a month will be given to St. Vincent de Paul for distribution to those in need. Students may also check with the main office for lost items.

Off-Campus Conduct

The Administration of St. Michael-St. Gabriel reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying or fighting.

Office Records and Contact Information

Parents/Guardians are requested to notify the main office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. Additionally, the main office may ask for updated records for immunizations, birth certificates, baptismal certificates, or other school records that may not be clear to read. Please assist us in getting these documents to us in a timely manner.

Parent-Teacher Association (PTA)

The parents' organization is called the Parent-Teacher Association (PTA). It is not limited to parents, but parents become members by having their children enrolled in the school. The purpose of this organization is to enhance the children's school experience by assisting the school with special projects and fund-raising or volunteering. Your support and involvement are needed and appreciated. This group generally meets once a month, but dates will be announced in advance.

Parent-Teacher Conferences

Scheduled conferences are held annually during the first quarter in all grade levels. All parents or guardians are encouraged to attend conferences and are welcome to schedule additional conferences with teachers at any time. Additional conferences may be called by the teacher or parent throughout the year.

Parent's Role in Education

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life spiritually, physically, mentally, emotionally, and psychologically. Your choice of St. Michael-St. Gabriel involves a commitment and exhibits a concern for helping your child to recognize God as the greatest part in his/her life.

Once you have chosen to enter into a partnership with us at St. Michael-St. Gabriel, we trust you will be loyal to this commitment. During these formative years (Pre-K to Grade 8), your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Photography of Students/ Student Activities

Photographs and videos of students and student activities are often taken to document and share the great things that are happening at St. Michael-St. Gabriel. Images of students and staff may be used for various print or online applications. Unless otherwise notified by parents/guardians, student images without individual name identification may be used for such publications. Parental permission will be requested before listing a student image with name for publication in print or online, with the exception of our yearbook. **A photo and videography release is provided at the end of this handbook for parents to complete, which will remain on file.**

Promotion Policy and Retention Policy

Advancement to the next grade in St. Michael-St. Gabriel School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Attendance may also play a factor in retaining (the repetition of a grade) a child, if the child has not met the standards for that grade level.

Promotion to the next grade depends on successful completion of subject areas. The Administration may recommend retention, tutoring, or summer tutoring or classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. If a student fails three quarters, he or she may be retained the following year.

Report Cards and Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or generally every nine (9) weeks at the end of each quarter.

Progress Reports will be given mid-way between each nine-week grading period. These can be accessed online.

Recess

Students in Grades PreK-5 have recess. Students should dress appropriately (gloves, hats, and coats) during colder weather. If the temperature is above 32 degrees and not raining/snowing, we will generally go outside. If there is inclement weather, there will be recess in each classroom.

Playground Rules:

1. Students are not permitted to remain inside during a recess period without a doctor's written recommendation or medical concern.
2. **The school provides balls, jump ropes, etc, for playground use. We are not responsible for personal toys. Electronics devices are not permitted. Students should not bring equipment from home, as we are not responsible for it.**
3. Students must stay off of window sills, rails, fences, gates, and air conditioner covers. Sitting there is often dangerous.
4. NO tackle football may be played.
5. NO hard balls or bats may be used on the playground.
6. Students are to obey and respect any adult who is on playground duty.
7. Students will walk quietly to assigned places at the sound of the bell or whistle and then return to their classroom. At the sound of the first bell, students are to stop (freeze).
8. A second bell or whistle means to walk quietly to the assigned places for teachers to return everyone to the

Responsibilities

Association with an institution of learning carries with it responsibilities which, when fulfilled, enrich the learning experience and go far toward making the best possible situation for all concerned.

Parent and Guardian Responsibilities

As parents and guardians, you are the MOST influential people in the life of your child. **You are the primary teachers of your child.** The responsibility of educating your child, morally and academically, rests with you. We are very pleased and honored that you have chosen St. Michael-St. Gabriel as a means of helping you to accomplish this goal. We share with you the ever-continuing goal of providing the best possible educational experience for your child. The faculty, staff, and Administration are dedicated to a process of continual assessment and updating of the curriculum and the education process to better serve you and your child. Working together with us, it would be helpful if you would:

- ❖ Pray with and for your child and your family.
- ❖ Set positive example by modeling Christian behavior toward others, including how one acts or talks.
- ❖ Make sure students arrive at school on time – NO LATER than 7:45 a.m. daily.
- ❖ Report absences to the school office by 9:00 a.m.
- ❖ Make sure students have necessary supplies.
- ❖ Send students to school wearing clean, appropriate uniform apparel.
- ❖ Check assignment notebooks and/or homework folders daily.
- ❖ Check student book bags for notes from the teacher or the school office.
- ❖ Provide a study environment in the home.
- ❖ Set guidelines to ensure your child's proper rest.
- ❖ Ensure your child is in school for the full school day unless the child is actively ill, running a fever, or vomiting.

Administrator Responsibilities

- ❖ Model Christian values and behaviors.
- ❖ Make every effort to be aware of current professional trends and practices as they relate to St. Michael-St. Gabriel and communicate this information when appropriate.
- ❖ Be available to students, teachers, and parents whenever possible.
- ❖ Maintain professional confidences.
- ❖ Stay current and aware of student social and academic performance.
- ❖ Review all communications between the school community and parents.

Teacher Responsibilities

- ❖ Set a positive example by modeling Christian behavior toward others.
- ❖ Maintain professional conversation during staff gatherings and when in a public forum.
- ❖ Respect students verbally. Refrain from publicly chastising a student.
- ❖ Collect, record, and return homework assignments. Give age-appropriate homework assignments.

- ❖ Provide weekly lesson plans, seating charts, and an updated substitute folder so that valuable learning time will not be lost by your absence.
- ❖ Document all parent telephone conversations and conferences.

Student Responsibilities

As a student in St. Michael-St. Gabriel, you are the most important person in this school! Your parents, guardians, pastor, principal, and teachers are here to assist you to develop and to use all of your talents. Your primary responsibility during this period in your life is to be the best student you can be! Ways to reach this goal include:

- ❖ Setting aside time for personal prayer and reflection every day.
- ❖ Respecting yourself and others through word and deed.
- ❖ Being honest.
- ❖ Desiring knowledge.
- ❖ Being well-rested and on time for school.
- ❖ Coming to class prepared with materials and completed homework.
- ❖ Participating in class discussions.
- ❖ Seeking help when you need it.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 2:45 p.m. dismissal unless accompanied by a teacher. Students who choose to return to school after 2:45 p.m. without a teacher may face detention. All students who are not picked up by 3:00 p.m. will report to aftercare.

Sacramental Preparation

Most sacramental preparation takes place at the parish level. Typically, second graders participate in First Reconciliation and First Eucharist. Non-Catholic students and their families are invited to attend the religious events as a show of support and care. Non-Catholic students may participate in the preparation process; however, they will not receive the sacrament. Parents, teachers, and the Administrator of Religious Education, in consultation with each other, determine the time for reception of the sacraments. We are happy to provide you with information for Sacramental Preparation through both St. Michael and St. Gabriel parishes.

Safe Parish/ Background Checks

St. Michael-St. Gabriel, as well as the Archdiocese of Indianapolis, are charged with protection of all of God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check, as well as successfully complete and update the approved training program. *Safe Parish* is the approved online training program for the Archdiocese. All *Safe Parish* certificates and background checks must be on file for all school employees and volunteers.

School Office Hours

The school office is open on all school days from 7:15 a.m.-4:00 p.m., with the exception of early release days which is open from 7:15 a.m.-3:00 p.m. Each May the summer office hours will be publicized.

Seclusion and Restraint Policy

St. Michael-St. Gabriel believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. The Administration has been trained on proper Seclusion and Restraint protocol.

Service Hours

All families will be required to complete 5 service hours during the year of the student's enrollment for 2022-2023. Families must understand that in order to volunteer for school events, they must have completed the *Safe Parish* training, required by the Archdiocese of Indianapolis.

Shadowing

Students in the 8th grade who wish to visit a high school (to make a final decision between two schools) may only be excused twice. All shadowing requests go to the school office and should be approved before the shadowing day. A pre-arranged absence form must be completed before any shadowing takes place.

Social Work/Counseling

Social work/counseling services are provided on a part-time/full-time basis to our school through a contractual agreement with Catholic Charities Indianapolis. Services include: individual counseling, small group counseling, preventative classroom guidance programs, consultation to teachers, and consultation with parents. Students may be referred to the social worker by parent and/or teachers, or if the student is in Grade 6-8, we invite the student to refer themselves as needed. In the case of a student referring themselves, we ask that if parents do not want their child to see the social worker/counselor, that they notify the school of their decision. In the event of E-learning, the social worker/counselor, who is trained in telehealth, will continue to provide services remotely. The social worker/counselor will use technology to reach out to students virtually either through their class meetings or individually to ensure they are performing to their best ability.

Student Records

Again, St. Michael-St. Gabriel adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail or faxed to the school.

Students requesting records/transcripts/recommendations should make a five school-day request to the School Office. All forms should be submitted to the St. Michael-St. Gabriel School Office for distribution. Completed forms will be sent via the U.S. Mail or faxed.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Title IX

St. Michael-St. Gabriel adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all accounts have been settled.** (See previous section on Student Records for transcript information.)

Visitors

School visitors, including parents, may be limited at times into the building, including during lunch. One exception will be Pre-Kindergarten parents who are required to drop off and pick up their child in the classroom. All visitors must sign-in at the main office.

Voucher Program and SGO Scholarships – School CHOICE Tax Credit Scholarship

The Indiana Scholarship Tax Credit Program provides eligible income families with scholarships given by certified Scholarship Granting Organizations (or SGOs) to attend the school of their choice. The SGO Scholarships for our students are funded by donations to a SGO fund and designated for St. Michael-St. Gabriel students. Donors receive a 50% state tax credit for their donations in addition to any federal tax deductions. Families who fall under 300% of the Federal Free and Reduced Lunch qualifying amount are eligible to apply for a Tax Credit Scholarship and must do so each year.

CHOICE SCHOLARSHIP (VOUCHER)

The Indiana Choice Scholarship Program provides scholarships to eligible students to attend a school of choice to Indiana families by utilizing a portion of state funds allocated for that child to follow them to the non-public school of their choice. St. Michael-St. Gabriel participates in the School Choice program in Indiana that is commonly known as the voucher program.

This program provides scholarships (vouchers) to eligible students by utilizing a portion of the state funds allocated for that child to follow them to the non-public school of their choice.

To be eligible, a student must satisfy these initial requirements:

- Be a resident of Indiana
- Be accepted for enrollment into an eligible school (St. Michael-St. Gabriel is an eligible school).
- Be between the ages of 5 and 22 no later than August 1 of the school year.
- Live in a household at or below the income limits allowed.

After satisfying the initial requirements above, the following are the seven different tracks that a student can satisfy to become eligible to participate in the Choice Scholarship Program:

1. Previous Choice Scholarship Student Track
2. Previous Scholarship Granting Organization (SGO) Award Track
3. Special Education Track
4. "F" Public School Track
5. Two-Semesters in Public School Track
6. Previous On My Way PreK Grant Track (must be recipient at the same school)
7. Sibling Pathway Track

Lottery (if needed): If the number of applicants meeting both the income St. Michael-St. Gabriel's admission requirements exceeds our enrollment capacity at a given grade level, state guidelines require a lottery (random drawing) to be held to determine accepted students. Thereafter, a "waiting list" of applicants meeting our admission requirement will be established to determine enrollment should additional seats become available. Information concerning application to these two programs and deadlines is published regularly in the school newsletter and on the school website.

Weather Emergencies

Should there be a need to close school, we will notify you using the SchoolMessenger system. Be sure your number is up-to-date with the school office. Additionally, St. Michael-St. Gabriel School is approved to use E-Learning Days during inclement weather, as well as planned make-up day sessions. E-Learning days can and will be announced in a situation in which there is a cancellation. An outline of student expectations can be found on our website. Please check announcements on the TV and internet. The announcement will be listed as St. Michael-St. Gabriel School, Indianapolis; St. Michael, Indianapolis; or St. Michael the Archangel. Please be aware there is a St. Michael in Greenfield, IN and in Brookville, IN. You will find the announcements on Channel 4, 6, 8, 13, and 59 and on our Twitter page. Please plan accordingly.

Right to Amend

St. Michael-St. Gabriel the Archangel Catholic Elementary School reserves the right to amend this Handbook. Notice of amendments may be sent to parents via the e-newsletter or through e-mail communication.



Photography & Videography Release

I, the undersigned, do hereby give permission to St. Michael-St. Gabriel, the West Deanery Unified Catholic Schools, and the Archdiocese of Indianapolis to use photographs or video of my child or children for educational and promotional literature, including websites and other social media accounts, such as Twitter and Facebook. I understand no minors will be identified under any circumstances without explicit consent. These photographs or video will remain the property of St. Michael-St. Gabriel and will not be used for profit.

Signature: _____

Date: _____

Please print the following information:

Child's Name/ Children's Names: _____

Relation to child: _____

Contact Phone Number: _____