



2019 - 2020

*Parent/Student
Handbook*

Child's Prayer to Saint Michael

*Saint Michael the Archangel,
guard us in dangerous times.*

*Protect us from being hurt
by the lies of the devil
and the evil in our world.*

*With you by our side,
we know that God will keep us safe
and evil will never win.*

Amen

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Mission Statement

St. Michael is a Catholic elementary school educating a diverse group of students from the larger community of St. Michael Parish.

We are committed to promoting academic excellence through an integrated, contemporary curriculum rooted in Gospel values and taught in a faith community.

Our mission calls us to teach the message of Jesus, to encourage service to others, and to prepare students for lifelong and responsible citizenship.

Philosophy of Education

We believe education is a never ending process of growth and challenge. Education enriches the whole person; soul, mind and body. We believe that parents are the primary educators of their children and together with teachers facilitate the learning process.

We believe children learn and succeed in a caring atmosphere where they are given the opportunity to see their own value.

Catholic education strives to reinforce the principles and values of Church, home and community in an effort to mold tomorrow's citizens. Therefore, we strive to create and to maintain an environment for this growth and challenge.

2019-2020

St. Michael School Faculty and Staff

Rev. Frank Kurucz, Pastor
Paul Smith, Principal
Maureen Morrissey, Assistant Principal

Preschool Director – Mrs. P.J. Paetow

3 yr. old Coordinator – Mrs. P.J. Paetow

4 yr. old Teachers Mrs. Laura Novotny

Ms. Mary Joyce

Ms. Ann Quinn

Kindergarten Rm. 02 Mrs. Susan Hahn

Rm. 03 Mrs. Marjorie McPartlin

Grade 1 – Rm. 5 Mrs. Becky Weslow

Rm. 6 Mrs. Mary Quinn

Grade 2 – Rm. 8 Miss Dana Millerin

Rm. 9 Mrs. Dorice Brennen

Grade 3 – Rm. 10 Mrs. Mary Waters

Rm. 11 Mrs. Elizabeth Kosteck

Rm. 12 Mrs. Rose Bartlett

Grade 4 – Rm. 22 Mrs. Susan Rose

Rm. 21 Mrs. Sue Bailey

Rm. 24 Mrs. Michelle McAleenan

Grade 5- Rm. 19 Mrs. Jennifer Unhoch

Rm. 20 Ms. Maureen Collins

Grades 6, 7 & 8 Rm. 13 Mrs. Kelly Johnson

Rm. 14 Ms. Giana Pigoni

Rm. 15 Mrs. Deborah King

Rm. 16 Ms. Rebeca Martinez

Rm. 17 Mrs. Judy Canning

Rm. 18 Mrs. Nancy Ramig

Technology/Teacher – Mr. Matthew King

Technology Coach- Rone Leja

Physical Education – Mr. Mark Bohdan

Art – Mrs. Carlin Glennon

Music – Mrs. Jennifer Trippiedi

Spanish–Gr. 2-Gr. 5 – Mrs. Linda Mata

Testing Coordinator - Mrs. Barb Ryan

Resource Teachers – Mrs. Mary Beth Eck & Mrs. Margaret Manta

Reading Resource Teacher – Mrs. Mary Pat Vlaming

School Counselors – Mr. Daniel Kemp & Mrs. Katie Wells

Instructional Aides

Mrs. Diane Tracy

Mrs. Gloria Chavka

Mrs. Paula Melville

Mrs. Jeanette Carco

Mrs. Gail Libby

Mrs. Donna Russell

Mrs. Rose Koch

Mrs. Debbie Loy

Ms. Emma Harvey

Ms. Breanna Johnson

Print Room & Receptionist – Esperanza Diaz

Band Director – Mr. James Rallis

School Personnel

Office Manager – Ms. Mary Hewson

Secretary– Mrs. Esy Marzano

Receptionist - Laura Whittingham

Nurses – Mrs. Annette Grudowski, Ms. Nancy Crnkovich

Extended Day Coordinators – Mrs. Esy Marzano, Mrs. Janet Guide

Maintenance Supervisor – Mr. Mark Lisiewicz

Amendment to Parent/Student Handbook

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

ADMISSION POLICY

St. Michael School is operated under the auspices of the Catholic Bishops of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Michael School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities in this school.

St. Michael School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies and school administered programs.

An ORIGINAL birth certificate must be presented at the time of registration.

ADMISSION PRIORITY

1. Parishioners with children already enrolled in St. Michael School or with graduated siblings
2. Parishioners without children already enrolled in St. Michael School
3. Non-parishioners (Catholic) with children already enrolled in St. Michael School
4. Non-parishioners (Catholic) with students transferring from other Catholic schools
5. Non-parishioners (Catholic) without children already enrolled in St. Michael School
6. Non-Catholic with siblings already enrolled or having graduated from St. Michael School on an as available basis
7. Non-Catholic students will be accepted based on availability
8. A registrant's status as a parishioner or non-parishioner will be determined at the time of registration. A prospective student who at the time of registration is a non-parishioner will not be entitled to a higher admission priority because such student subsequently becomes a parishioner prior to the start of the school year. In-parish and out-of-parish tuition is based on status at the time of registration in January.

Health Requirements, Physical and Dental Examinations and Immunizations

Illinois state law requires all students entering Kindergarten and sixth grade to have a complete physical exam with an immunization record. All incoming PreK 3 students are required to have a physical examination with an immunization record. All kindergarten, second, and sixth grade students require a dental examination. All students entering Kindergarten and all students going into an Illinois school for the first time, regardless of grade, need an eye examination performed by a licensed eye doctor.

New students to the school no longer need a physical or dental exam (unless it is the Illinois mandatory school year) provided they can present a copy from their previous school for the mandated years. If their previous school was not in Illinois, their physical must contain all information that is mandatory on an Illinois Physical Examination form.

ILLINOIS SCHOOL CODE

Illinois School Code requires that all children must comply with immunization and health examination requirements established by the Illinois Department of Public Health. A health examination and immunization record is required for your child. This form **MUST** be submitted by **October 15th** of the current school year.

According to the Illinois School Code, if a child does not present proof of health examination and immunizations by **October 15th** of a year in which such proof is required, the school is **required** to suspend the child from school until the requirements are met.

Meeting Nutrition Guidelines and Ensuring Healthy Eating

The lunch program offers a variety of fruits and vegetables, serves low-fat (1%) and/or fat free milk, ensure that students are provided products that contain whole grains, and that at a minimum school lunches meet the nutrition requirements and

regulations of the National School Lunch Program.

Students will be served in a clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat. Lunch periods are scheduled at age appropriate times and students in the primary grades will be given time for snacks during the school day. All food and beverages provided by the school comply with federal, states, and local food safety and sanitation regulations. Students, families, and school staff will be made aware of the nutritional content of the school meals through informational pamphlets and online postings. The school kitchen will be restricted to those who have had proper training and authorization to prepare school meals. Food or beverages will never be withheld from a child for punishment reasons.

Meeting Physical Activity Goals

Our students, Preschool through Eighth grade will have regular opportunities, support, and encouragement to be physically active on a regular basis while in the school. Students are required to participate in both regularly scheduled formal and informal physical activity. These activities include daily, supervised recess, and interscholastic sports. No student will be denied physical activity as a punishment for behavior, and reasonable accommodations will be made to students with disabilities and/or other limitations.

The school will also maintain student safety through regular equipment checks to ensure its safety. St. Michael will cooperate with the town of Orland Park to provide a safe and supportive environment for students walking or biking to school.

Meeting Nutritional Education Goals

Students will be provided with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Schools will establish linkages between health education and school meal programs, and with related community services.

The school will provide students with frequent and age appropriate nutrition education. The use of P.E. field trips, promotions, contests, and working in the school garden students will have the opportunity to interact with the school nutrition program. Information about a healthy diet, the importance of frequent physical activities, and a list of healthy snack options will be sent home regularly to help promote healthy family living.

Office Hours and Security

Office Hours

The St. Michael School office is open from 8:00 a.m. to 3:00 p.m. Monday thru Friday (when school is in session) for general office business. The telephone number is 708-349-0068. The facsimile number for the school office is 708-349-2658. Although general business is conducted during these hours, the principal is available for questions or emergencies from 7:00 a.m. to 7:20 a.m. and following prayers after 7:40 a.m.

School Security

All parents/visitors must enter the school building from the parking lot using the main entrance located on the east side of the school. The main entrance is marked as the “E” door and is indicated by the words St. Michael School etched in the glass above the doors. The reception desk is located in the lobby on the left.

Parents and visitors will not be allowed into the school building (except in emergencies or to see the principal) prior to 8:00 a.m. After 8:00 a.m., all parents/guardians, volunteers, and visitors are required to ring the doorbell and identify themselves by name to the school office personnel. Visitors are required to state their reason for entering the school. All visitors must sign in at the reception desk and turn in their driver’s license or state I.D. For your child’s/children’s safety, and in emergency situations, it is imperative that we know who is in the building at all times. School doors remain locked during school hours and a security system allows school personnel to admit visitors.

All parents and visitors to the school during school hours must be in compliance with Virtus as indicated by the Archdiocese of Chicago.

Daily Schedule, Attendance, Arrival and Dismissal Procedures

7:20 a.m. – Bell to enter classrooms

7:30 a.m. – Tardy bell (Students must be in their classrooms)

7:35 a.m. – Prayer, Pledge and announcements (all student activity ceases until prayers are completed)

7:40 a.m. – Classes Begin

10:50 & 11:30 & 11:50a.m. – Lunch/Recess

1:50 p.m. – Prayer and Dismissal

Attendance

It is important to be punctual and in regular attendance in order to receive the maximum benefits a St. Michael's educational program. Please note the following:

- In case of a student's absence, parent/guardian must call the school office (708-349-0068) before 8:00 a.m. each day the student is absent. Requests for homework must be made at this time. Requests after 8:00 a.m. will not be honored. If requested, homework must be picked up in the school office prior to 3:00 p.m. Homework may also be sent to another student to be brought home. Junior High homework will be available on the webpage.
- A doctor's release is required for absence due to a communicable disease or any medical related absence of 5 consecutive days. When a student is absent ten (10) consecutive days or more, a meeting with the principal, student and parent/guardian is required before the student will be readmitted.
- A tardy slip will be given to students who are late for school. **A detention will be issued with the 4th and any subsequent tardy for the trimester.** If your child is chronically tardy, parents will be asked to meet with the principal and assistant principal to rectify the problem. It is not our intention

to punish the child. However, when a child enters the classroom after class has begun, it proves to be a disruption to the entire class.

Arrival/Dismissal Procedures

Arrival

- Only students on the designated walker list are permitted to use the doors on Highland Avenue closest to 144th Street. During school hours, this is an emergency EXIT only. Exceptions must be approved by the principal.
- Any students arriving prior to 7:00 a.m. are unsupervised.
- All bus riders and car riders enter the school through the “D” doors from the school parking lot.
- Car riders must be dropped off in the parking lot next to the “car free zone” indicated by orange cones. **Due to safety concerns for walkers, no car riders will be allowed to enter the building on Highland Ave.**

Before school begins, all car/bus traffic will enter the parking lot by way of 143rd St. on the north side, or West Ave. (via the north drive) on the east side.

Dismissal

Dismissal begins at 1:50 p.m. Bus riders are dismissed first. Car riders will be dismissed after all busses have cleared the parking lot. Parents are to pick up all car riders in the school parking lot. Students will exit the building through the “D” doors and will remain in the “car free zone” until their designated ride arrives in line. The school cannot assume responsibility for any student picked up on one of the side streets. **All parents are to remain in their cars when picking up students if they are in the pick up line at the end of the day. If parents choose to use the lower south lot for pick-up, you must meet your child in the “car free zone.”**

Students are permitted to ride bicycles to and from school only when written permission from a parent/guardian is on file in the school office for the current school year. **Any safety violation will result in revocation of this privilege.**

Conduct Code/Discipline

The following policies are in effect on all school grounds, on transportation to and from school, and at all school sponsored functions:

Expected behavior of all students

- Be courteous and respectful of all adults, peers and property
- Follow all rules of the school which includes bus behavior
- Maintain a safe and clean environment throughout the premises
- Students are expected to be prepared and be responsible for all academic work.

We expect honesty and integrity from all of our students in all situations. Discipline is an important factor in the education of children. Children need structure and boundaries to become self-disciplined and self-directed individuals.

The Administration and faculty views discipline in two areas, behavior and academics. Behavior deals with students' actions; academics deals with attitude and work ethic. In order for students to reach their maximum potential, the discipline committee has set up action plans as follows:

1. **Behavioral Warning/Detention** – Students may receive a behavioral warning or detention for any infraction against the conduct code. An infraction of a serious nature may constitute an immediate detention and/or suspension.

Behavioral detention will be held once a week on Thursday from 2:10 p.m. to 3:00 p.m. Parents must come into the building promptly at 3:00 p.m. through the main school entrance to sign out their child.

The Administration and staff has set up specific guidelines for behavior in the various areas of the school. Rules and regulations will be posted in each classroom. These areas include:

- School-wide hallway rules
- Lunch room and playground rules
- Bus rules

2. **Academic Warning** – Academic warnings are given for coming to class without homework, books, supplies, signed papers or absentee work.

JUNIOR HIGH BEHAVIORAL GUIDELINES

1. Speak courteously and respectfully to others
2. Maintain cleanliness of classrooms, hallways, and washrooms
3. Quiet in the hallways and washrooms
4. Walk, do not run
5. Listen to and follow directions
6. Follow the directions of all teachers, staff, and lunch personnel
7. No gum chewing is allowed on school property including before and after school
8. All Cell phones must be powered down and kept in student's outside locker
9. Do not disturb the learning environment
10. Be prepared for all classes
11. Follow ALL rules, regulations, and procedures

BEHAVIORAL CONSEQUENCES


When a student's behavior has not improved with a verbal warning, the following steps will be taken:

1. A check - No Parent notification (next step – behavioral warning)
2. A behavioral disciplinary warning notice to parents (next step – behavioral detention)
3. A behavioral detention
4. After meeting with the principal, a phone call could be made placing the student on behavioral probation if a SECOND detention occurs.
5. With the NEXT detention, the student may be suspended, and parents will meet with the principal.

* IF CHRONIC MISBEHAVIOR OCCURS IN THE CLASSROOM, STUDENTS WILL BE REMOVED, BASED ON THE TEACHER DISCRETION

*

Junior High Students have been issued the following cards to be carried with them at all times:

	Name:		H.R.	
				
	Students with no points at the end of each month will receive a reward!			

Back of Card

St. Michael Student Expectations

1pt. – Respect for personal appearance.

2pts. – Prepared for class.

2pts. – Respect for the educational process

ex. - disrupting class

5pts. – Appropriate technology use

8pts. – Respect for school property

10pts. – Respect for all members of the St. Michael Community

10pts. – Major infractions as determined by school personnel

(S) - Any act of fighting or violence may result in a suspension

***** Accumulation of 10 points will result in a detention being issued *****

Bus Rules

If a student is a resident of Orland School District #135, the student is eligible for free bus transportation on the school buses that serve District #135, provided the student lives beyond 1 ½ miles from 143rd Street and Highland Ave. Bus rules must be followed by all students. These rules include but are not limited to:

- The bus driver and students must be respected at all times.
- Students must remain in their seats at all times.
- Fighting or use of improper language will not be tolerated.
- Bus property and that of other students must be respected at all times.
- Eating on the bus is not permitted at any time.
- No student may ride another student's bus without a note from parents.
- **Per District 135 policy, car riders and walkers may never ride District 135 buses.**

When safety rules are not observed, the following procedures will be followed: The bus driver will submit a written report when a violation of one of the regulations set forth above occurs. When a student is reported by the bus driver, the student will meet with the assistant principal and a copy of the report will be sent home with the student. Parents will be asked to discuss the matter with the child, sign the report, and return it to school the next day.

If an offense is deemed serious by the assistant principal, a student may be given a detention or a suspension from the bus for a given period of time. If a student continues to misbehave on the bus, he or she will lose riding privileges for the remainder of the year.

Probation

Probation is a period of time given to the student to improve or correct inappropriate behavior. Teachers, students, and parents will work together to help the student make a positive change. When there is close cooperation between home and school, discipline problems do not reach the point where more serious action must be taken.

Suspension

Suspension is an exclusion of a student from the classroom on a temporary basis. Suspension may be designated for a period of time determined by the administration. Parents will meet with the principal and assistant principal to discuss the terms of the suspension. Student work will be available at the school office. The student will be responsible for all class work. **He/she may not participate in sports or other extracurricular activities sponsored by St. Michael School and St. Michael Parish while on suspension.**

Expulsion

Expulsion is the termination of the student's right to attend St. Michael School. It is invoked in extreme cases when all other available means of discipline have been exhausted and have failed. Archdiocesan policies regarding expulsion will be followed. Serious offenses that may warrant suspension or expulsion include, but are not limited to, the following:

- possession, solicitation, use, distribution or sale of weapons, drugs, harmful materials, and illegal substances
- chronic disobedience or disrespect toward faculty members, administration or adult supervisors at school
- chronic fighting or provocation of fights
- chronic violation of school rules
- cheating or falsification of school records
- truancy
- inappropriate sexual behavior/harassment
- tampering with computer equipment, inappropriate use of computer equipment in school, or any inappropriate use of technology
- tampering with protective fire equipment, emergency equipment, or sprinkling system (Student/parent/guardian will be responsible for any cost incurred to repair damage caused by the student's actions with regard to this.)
- public scandal involving students

BULLYING/HARASSMENT

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- any **repeated**, intentional, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to:
 - place the student or students in an unreasonable fear of harm to the student or student's person or property;
 - cause a substantially detrimental effect on the student or student's physical or mental health;
 - interfere substantially with the student or student's academic performance;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
 - Coerce other students to threaten or intimidate other students.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. Students who engage in cyberbullying (in or outside of school) through the use of technology will also receive consequences if

their actions create a disturbance at school. Consequences may range from detentions to possible suspension or in severe cases expulsion.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment.

Bullying by a student or students may result in suspension and/or expulsion from the school.

BULLYING/HARASSMENT AND/OR FIGHTING/PHYSICAL ALTERCATION

Bullying/harassment and/or fighting/physically injuring another student is a serious offense that requires serious consequences. Any student guilty of being part of such an offense will be removed immediately from class. Communication with parents/guardians will be made by the administration and the following action will be taken:

First Offense: Parent telephone conference will be scheduled; a detention may be issued.

Second Offense: Parent conference will be scheduled and a 1-day in-school suspension will be issued by the principal.

Third Offense: Parent conference will be scheduled, a 2-day out of school suspension will be issued by the principal and a student's continued enrollment will be decided.

Depending on the severity of the incident an immediate detention, or suspension may be issued.

Cheating

The administration and faculty view cheating as a very serious infraction of school rules. Cheating comes in many forms, including but not limited to:

- viewing or copying another student's work

- using any form of cheat sheets including writing on body parts, articles of clothing, or school property
- plagiarism
- talking during assessments

Harassment and Threats

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

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of **any type will not** be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Examples of harassment include are not limited to:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Sexual Harassment

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Search and Seizure

SAINT MICHAEL SCHOOL RESERVES THE RIGHT TO INSPECT ALL SCHOOL AND/OR PERSONAL PROPERTY BROUGHT ON SCHOOL OR PARISH GROUNDS.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, taser or laser items, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

SUBSTANCE ABUSE BY A STUDENT

St. Michael School considers the sale, distribution, handling, or ingestion of alcohol, tobacco, illegal drugs, or the abuse of over the counter drugs a serious violation of the moral and disciplinary codes of the school. Prescription drugs for individual use are exempt from this policy if accompanied by a signed medication permission form and when dispensed by a duly-authorized staff member.

The substance abuse policy applies to all parish and school grounds and any school or parish sponsored activity at any time in any location.

Each incident of this nature must be reviewed individually by the administration along with the parent(s) and student. Depending on the circumstances, all or a portion of the following guidelines will be implemented:

First offense:

1. Expulsion or two to five day in school suspension.
2. All school-work and tests must be completed during the suspension period along with additional assignments as deemed appropriate by the school.
3. Ten day suspension from school and/or parish sponsored activities (field trips, movies, athletic teams, student council, etc.).
4. Mandatory completion of substance prevention counseling.
5. Police notification shall be made as directed by law.

Second offense:

1. Expulsion from Saint Michael School.

Public Scandal Involving Students

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal. Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students
- actions which are detrimental to the school's reputation
- grave offenses which may include a violation of criminal law
- actions so outrageous as to shock the conscience of behavior of the community

Dress Code

The following regulations are made so that students will understand the necessity of a neat personal appearance, not only when he or she is in school, but at all times in all social situations. **The administration and faculty, not parents/guardians, will interpret and enforce these regulations.**

St. Michael School has contracted with [Schoolbelles Uniform Company](#) to provide our students with both the required school and gym uniform.

The dress code for students of St. Michael School is as follows:

Boys K thru Grade 8

- Schoolbelles black trousers with a dark belt
- Schoolbelles black walking shorts with a dark belt may be worn when the **temperature is above 70 degrees.**
- Schoolbelles long or short sleeved royal blue polo
- Black, navy, or brown shoes with less than a two inch heel
- Solid white or black cuffed or crew socks without logos.

Girls K thru Grade 8

- Schoolbelles plaid jumper – knee length - **KD through 4th**
- Schoolbelles long or short sleeved royal blue polo or white blouses - **KD through 4th**
- Schoolbelles plaid skirt – knee length - **5th through 8th**
- Schoolbelles long or short sleeved royal blue polo - **5th through 8th**
- Schoolbelles black slacks with a dark belt

- Schoolbelles black walking shorts with a dark belt may be worn when the **temperature will be above 70 degrees.**
- Black, navy, or brown shoes with less than a two inch heel
- Solid white, black, or navy socks without logos or white, black or navy tights *****

All St. Michael Students

- Only St. Michael gym sweatshirts, St. Michael sweaters, fleece, or ¼ zip shirt with St. Michael official logo may be worn. All clothing must be labeled with student's names. **Hooded sweatshirts are not to be worn during school.**
- St. Michael Athletics clothing is not considered uniform attire and can only be worn on dress down days.
- Platform shoes, platform gym shoes, heellies, jellies, sandals, clogs, backless shoes, moccasins, and flip flops are **never** permitted.
- Gym shoes are only allowed on gym days and on specified dress down days.
- Students may only wear specified jewelry. Girls may wear **one** earring stud per ear (in lobe area). No dangling earrings. One religious necklace is permitted. Boys may wear one religious necklace.
- Make-up is **not** allowed. **Nail polish is not permitted. No artificial nails or nail decorations are allowed.**
- Girls – **Absolutely no** hair coloring or streaking is permitted. Curlers are not allowed in school. Hair decorations are to be of uniform colors. Conventional hairstyle is required. The principal or assistant principal will determine whether hair is considered distracting and/or not uniform.
- Boys – **Absolutely no** hair coloring or streaking is permitted. Hair is not to go below the top of the shirt collar, over the ears or past the middle of the forehead. Facial hair is not permitted. Sideburns must stop at the ear lobe. Conventional hairstyle is required. The principal will determine whether hair is considered distracting and/or not uniform.
- Plain white t-shirts **only** may be worn under uniform shirts. All uniform shirts must be tucked in at all times.
- Uniforms must be clean and wrinkle free with no holes or tears.

Gym Uniforms

K thru 8

- Schoolbelles sweatshirt, sweatpants and gym shirt. Schoolbelles PE shorts may be worn when the temperature will be above 70 degrees.
- Trot-a-Thon tshirts or blue gym t-shirt with white or black official logo.
- Gym shoes
- Solid white or black socks

Out of Uniform (Dress Down) Days

- St. Michael gym or spirit wear, jeans, or khakis are allowed. (*St. Michael gym shorts may be worn when temperature is 70 degrees or above*)
- Students must dress modestly and appropriately.
- No exposed midriffs, spaghetti straps, or strapless tops are allowed.
- **No hooded sweatshirts.**
- No clothing with rips, tears or inappropriate or indecent messages will be allowed.
- Opened toed or backless shoes are not allowed.
- No hats are allowed to be worn during school hours.
- Parents will be called to bring appropriate clothing to their child(ren).
- No leggings/spandex

Dress Code for 8th Grade Special Days

Picture Day: Graduation portraits as well as cap and gown poses are from the waist up.

Girls

- Dress pants with a sweater or dressy blouse (necklines must be modest)
- Dress shoes should not have a heel higher than two (2) inches

Boys

- Dress slacks with a shirt and tie
- Dress shoes

Confirmation

- All members of the Confirmation class will wear Confirmation gowns.

8th Grade Ribbon Ceremony

- Boys and girls will wear their school uniforms.

May Crowning

- Boys and girls dress will follow the same guidelines as graduation picture day.

STUDENT INFORMATION

Change of address or phone number

Parents are asked to notify the school **immediately** when there is a change of home or business address and/or telephone numbers. The school **must** be notified **immediately** if there is a change of information regarding emergency contacts listed on the emergency cards. If you change your phone number at home or work, or your cell phone number, please remember to contact the school with that information. Please inform your emergency contacts that they are listed in this capacity. The designated person should live within the general area of St. Michael School. **Please remember that your child/children will not be released to anyone (even another sibling or relative) who is not listed on your emergency card.** A written request must be sent to school in order for us to release your child to someone other than your emergency contacts.

Change in Dismissal

If a student is to return home in some way other than that which is listed on the emergency card, the school must be notified **in writing**. The office cannot field daily calls from parents who wish to change their child's transportation. **Your child's safety is our number one concern and a phone call rather than a written note leaves more room for error.**

Early Dismissal

If a student is to leave school before the time of regular dismissal, a written request to the teacher and to the office from their parent/guardian must be submitted. **The student must be signed out at the office before he/she will be released.**

Illness

If a student is injured or becomes ill during school, the parent/guardian will be contacted to pick him/her up. Parents/guardians **must** furnish the school (in writing) the names of three persons as emergency notification contacts who are authorized to pick up the student and give permission for emergency treatment if the student's parent/guardian cannot be reached. The school requests that these alternate emergency contacts live locally if possible. It is the responsibility of the parent/guardian to keep this information updated.

Medication

School personnel will never administer any medication to students. If a student must take medicine during school hours, it must be sent to school in a labeled prescription bottle with the permission form provided by the school, indicating the dose and time the student should take the medication. Other than prescription inhalers and emergency Epipens, all medication will be kept in the nurse's office and the student will administer the medication there. The visit will be recorded in the nurse's office. Parents/guardians of students that must take prescription medication must retrieve all unused prescription medicine by the last day of school. St. Michael School cannot assume responsibility for a student taking medication unsupervised during school hours.

Medical Excuses

Students may be excused from physical education classes due to illness or injury for up to two weeks with a note from the parent. For periods exceeding two weeks, a physician's note is required. The physician's note should state the exact date the student may return to full activity.

Telephone Calls

Phone calls home are permitted for emergencies only. Emergencies include forgetting medicine, glasses or lunch, **not** PE shoes or homework. Lunches brought to school by someone other than the student **must** arrive prior to 10:30 a.m. in order to be delivered to the student before lunch.

Lunch

A lunch fee of \$50.00 per student is collected during the beginning of the year. The fee is used to pay the lunch supervision personnel.

Hot lunches and milk may be purchased and ordered monthly through the [Country House Lunch Program](#) or students may bring their lunch to school.

Recess

Students go outside for recess at lunch every day unless it is sub zero weather, the wind chill factor is below zero, or if it is snowing or raining. **Please dress students appropriately for the weather.** Students on crutches are not allowed outside for recess.

Those students who cannot go outside because of illness or injury are to bring a written note from their parent/guardian. If a student remains indoors for 5 consecutive days, a note from the doctor is required.

Field Trips

Field trips are an extension of St. Michael School's education program and students are expected to attend. They are designed to enrich a student's classroom curriculum in an educational, cultural and social experience. Transportation and admission fees will be required. Each student must present an official permission slip, signed by the parent or guardian before deadline date set by teacher.. The medical and emergency notification information and authorization for medical treatment form must also be completed and submitted by the parent/guardian and on file in the school office on the first day of school. Parents are encouraged to help chaperone, however we ask that they wait in their cars for the children to be

dismissed as car riders. This will avoid untold numbers of interruptions throughout the school. If you intend to take your children home as car riders after a field trip and they normally ride a bus, a written note must be sent to the office at the beginning of the school day. A copy of the field trip permission form is available for printing on our website.

- **The principal and assistant principal reserve the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal. Only those students enrolled in the school for which the field trip is planned are eligible to participate in school sponsored field trips.**

* No student will ever be denied participation because of cost. Please notify the administration regarding this matter. It will be dealt with confidentiality.*

Chaperones must be 21 years of age. All chaperones and school volunteers must be in total compliance with the Protecting God's Children and Youth regulations.

Vacations

We **strongly** suggest that families do not remove their students from school for family vacations during instructional time. However, parents/guardians who wish to take their student out of school for several days because of family vacations are advised to discuss the student's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parents. **Parents/guardians should notify the teacher at least one week prior to the trip.** Assignments may be given prior to the trip as determined by the teacher.

Volunteers

Volunteers are an integral part of St. Michael School. Parents are encouraged to get involved in any capacity they wish to serve. Field trip chaperones, hot dog day helpers, room mothers or dads, and Trot a Thon volunteers are all possibilities. Archdiocesan guidelines require screening of all volunteers. We know there will be cooperation by all volunteers in order to insure the safety of our children.

- **All employees and all volunteers who work with children must complete an online background check. No one may begin to work or volunteer**

unless the criminal background check has been completed and approved. All school employees and volunteers are required to complete the eApps DB form online. For assistance, call the St. Michael Parish Site Administrator at 708-349-0903. All employees and all volunteers who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning employment, ministry or service. Verification of the completion of Virtus training is filed in the personnel or volunteer file at the place of employment/ministry. Dates and sites for the Virtus training are posted on the Archdiocese of Chicago website online at www.archchicago.org. (Register online, after being hired or accepted as a volunteer.) If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

- **All employees and all volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form.** The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- **All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS 689) form.** The form is to be given to the local administrator. One copy is mailed by the local school administrator to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

Note: All of the above forms are available online at www.archchicago.org under the Protecting God's Children link.

Internet Usage

As part of its educational curriculum, St. Michael School provides its students with access to the internet. Students are expected to adhere to school policies and respect their use of the internet at school. A copy of the Acceptable Use Policy is on the website.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action.

Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

Electronic Devices

Phones, handheld or computer games, smart watches, iPads, laser pens, lights, etc. are not permitted in school. These devices will be taken from students, a detention will be issued, and parents must come to school to pick up the device. If parents determine that their child/children need a phone as a line of communication to them the child's phone must be **kept turned off in his or her book bag throughout the school day. Cell phone use on school property before and after school hours requires school personnel permission.**

Publicity Photos and Marketing

Student photos and work are sometimes submitted for publication within St. Michael School and/or Parish advertising. From time to time, photos or work may be submitted to newspapers or other publications which may also identify your child by name. **If you do not want your child's name or photo used for publication at any time please send a written request stating such to the school office to be kept on file for the school year.**

Liturgies

The St. Michael School family gathers to celebrate the Eucharist throughout the year. These liturgies will be announced in the school newsletter and calendar. Parents are welcome to celebrate with us. All school liturgies will be at 12:20 p.m. unless otherwise noted on the calendar.

Mass Attendance on Weekends

One of St. Michael School's goals is to assist families in developing the religious life, practice, and values of its students. To work toward this goal, one of the clear expectations is that the families attend Mass regularly and on an ongoing basis. The most important goal of St. Michael School is to insure that the Gospel message of Jesus Christ is passed on to our children. When parents enroll their child(ren) in

the school, the expectation is that they will be responsible for their child's mass attendance on weekends.

Additional School Policies

Alcohol is not permitted at any school sponsored event where children are present.

Conflict Management

As in all human relations, occasions may arise when due to the lack of communication or misunderstanding some differences of opinion may come into being. It is the policy of St. Michael School that any such occasion should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the principal or assistant principal and teacher to further discuss the issue.

Child Abuse

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

The principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of the child abuse to the appropriate Archdiocesan agency and to civil authorities.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse to make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Child Custody

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. In the absence of a court order, the non-custodial parent shall be provided the opportunity (*upon request*) for a parent teacher conference. The conference shall be scheduled at a time other than that of the custodial parent unless both parents request to attend the same conference. Likewise, the sharing of school information pertinent to the child shall be provided to the non-custodial parent in a timely fashion.

Records

St. Michael School abides by the provisions of the “Family Educational Rights and Privacy Act” with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information about the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Emergency Policies

Crisis Management

The school has a plan for dealing with all categories of crisis, including but not limited to natural disaster, environmental and building disaster, and disruption of human life. At all times the safety and security of students and staff are the primary concerns. The plan is available for parental perusal in the school office.

School Closing/Emergency Closing

In the event of inclement weather or emergency situations, it is possible our facility will be closed. Please check the link on our website to verify the status of St. Michael School. In addition, we subscribe to “School Messenger”.

In the case of an emergency, or an emergency closing, an automated message will be sent to the phone number listed on your emergency card. (Provided phones are working).

If severe weather develops after school begins, we try to keep our students in school until the usual dismissal time. However, we suggest you have a “contingency plan” for your child(ren) if severe weather or any other circumstances force us to close school early. Please be sure your child knows of this plan, so he/she will know what to do and where to go should we be forced to close school before the usual dismissal time. As in all cases parents should use their own judgment regarding what is best for their child.

Tornado Warning

In the event of tornado warnings for the local vicinity, students will remain in the school building until weather permits them to leave. Students may not be released to parents at this time.

Grades

Grading Code

A	93 - 100
B	85 - 92
C	77 - 84
D	69 - 76
F	0 - 69

Test scores and daily work yielding numerical scores are only one component of a student's grades. Multiple assessments including classroom participation, homework, etc. are all part of the student's overall grades.

Power School

Student progress can be checked on a daily basis by parents through Power School.

Report Cards

Please note that report cards for any trimester will be withheld until all financial obligations are met.

Report cards are issued (3) times a year as part of the ongoing process of evaluation. Report cards will be issued on the following dates:

- **November 16, 2018**
- **March 8, 2019**
- **June 7, 2019**

Honor Roll

Students in Grades 7th and 8th are eligible to earn A or B Honor roll for each trimester. Honor roll is based on a point system. A=4pts, B=3pts, C=2pts, D=1pt. The seven main subjects are included in the calculation: Religion, Language, Math, Science, Social Studies, Spanish, and Writing. No student may have less than a C in any subject, including Specials, to be included in the honor roll.

Testing

Aspire tests are administered by the school to all students in grades 3, 4, 5, 6, 7, and 8 in the spring of the school year. The purpose of this testing program is to provide diagnostic information for instructional purposes, to evaluate student progress, and to help evaluate the instructional programs and goals. The testing program is one element of the assessment and evaluation process of St. Michael School.

Homework

Homework is assigned for the purpose of remediation, review, reinforcement, or enrichment of material presented in class. The teachers will work together as much as possible to balance the workload. Parental involvement is considered vital. The administration and faculty encourages parents to assist their children as they do their homework assignments. We stress the word “assist” and ask that you do not do their work for them. Homework may be written, studied, read, recited or shared. The approximate amount of homework per grade should be in 10 minute increments per grade level. Ex.:

- Grade K-1 10 minutes
- Grade 2 20 minutes
- Grade 3 30 minutes
- Grade 4 40 minutes
- Grade 5 50 minutes
- Grade 6 60 minutes
- Grade 7 70 minutes
- Grade 8 80 minutes
- *Homework may not be dropped off in the office to be delivered to children.*

Textbooks

The cost of textbook rental is collected at the time of registration. It is the policy of St. Michael School that any textbooks defaced or damaged during the school year will be the responsibility of the student and parent/guardian to replace, or be assessed a fine for damages. Books should be covered at all times. **No adhesive contact paper should be used to cover textbooks.**

A set of textbooks used for all grades at St. Michael School is made available for school families on the shelves at the Orland Park Library. These books may not be checked out, but are made available to help students that may have inadvertently forgotten one or more of their textbooks.

Mandatory Parent Teacher Conferences

Parent teacher conferences will be held following the first trimester on **November 20, 2018**. **Students in grades 5 thru 8 attend conferences with parent/guardian.**

An additional parent teacher conference will be held in the Spring on March 8, 2019. This conference will be held only at the request of the parent/guardian OR teacher.

Students in grades 5 thru 8 are required to attend conferences with their parent/guardian. In order to maximize the benefits of St. Michael's educational program, it is necessary for parents to meet with the student's teacher for an evaluation of the student's progress.

Additional conferences may be initiated at any time during the year by the teacher or parent/guardian. Please call the teacher to arrange an appointment.

If a parent/guardian has a concern regarding their child, the parent/guardian should contact the teacher. Although the principal is always open to communication, it is expected that the parent/guardian will contact the teacher first. In most cases, the issues are resolved with the parent/guardian and teacher working together.

Graduation

Diplomas will be awarded to those students who have:

- completed the school's academic requirements
- achieved a passing grade on the Constitution of the United States and State of Illinois examination
- adhered to the school's code of conduct
- returned all school materials
- Diplomas will **not** be awarded until all financial obligations are paid in full.

School Organizations

Family School Association (FSA)

The St. Michael Family School Association is a parent group that works toward the advancement of Catholic education and the welfare of St. Michael students. By working with the faculty, staff and school board, they promote parent-school activities, communication and provide service to the school in various capacities.

The Family School officers for 2018-2019 are:

- **Beth Kohlstedt - Co-President**
- **Amy Rybak - Co-President**
- **Becky Mutch - Co-President**

Dad's Club

School Advisory Board

The St. Michael School Advisory Board is an organization consisting of nine members, which acts as an advisory board to the pastor and principal. As outlined by the Archdiocese of Chicago, Office of Catholic Education its responsibilities are:

- to develop, formulate and adopt policies that will help St. Michael School to reach its goals
- to act as the public relations arm of the school
- to review and provide advice on the annual school budget and to set tuition rates
- to represent its constituency through open meetings
- to participate in evaluation processes required by the Office of Catholic Schools
- to collaborate with the pastor in hiring the principal
- to collaborate in the implementation and monitoring of the school's three to five year plan
- to determine sources of funding

**Local school boards are, by their very nature, advisory to the pastor and principal. The pastor and principal participate in all regular, special, and executive session meetings of the board. The pastor and principal participate in all deliberations of the board. The pastor has final approval of all board decisions. The principal is the executive officer of the board, in addition to other duties, and provides in-service and guidance to the board in school matters. The Archdiocesan and Elementary School Policies shall be the policies of the local board. Additional board policies may be developed as necessary to assist the principal in the operation of the school. Local board policies may not be contrary to Archdiocesan policies. * (Archdiocese of Chicago, June 2008)*

School Advisory Board meetings are held on the third Tuesday of the month at 7:00 p.m. Parents are welcome and encouraged to attend.

School Advisory Board Officers for 2018-2019 are:

- President – Russ Keene
- Vice President – Mary Pat Carr
- Treasurer – Steve Messina
- Secretary – Darrin Forbes
- LEA - Darrin Forbes
- Members –
 - Matt Koch
 - Jamie Cullen
 - Andy Rybak
 - Krista Stalf
 - Sarah Highfill
 - FSA Representative – Beth Kohlstedt
 - Athletic Board Representative – Mark Bohdan
 - Rev. Frank Kurucz – Pastor
 - Paul Smith – Principal

Sports Program

School sponsored athletic programs must be aligned with the school’s mission and its philosophy. The principal is the primary authority over school athletic programs. The school athletic director is directly accountable to the principal. Only students enrolled in the school may participate in school sponsored athletic programs.

Parish sponsored sports programs are the responsibility of the pastor or his designee. Participation and eligibility are determined by the athletic board/committee with the approval of the pastor and/or principal.

Participation in sports and extracurricular activities is a privilege not a right. Students who do not maintain good grades, good discipline and whose financial obligations have not been met may not participate in extracurricular activities. The school administration will monitor these areas and take appropriate action. Sports are organized through the St. Michael Athletic Association. Participation in sports is an important facet in the total education program. It fosters the development of coordination, sportsmanship, confidence and school spirit.

Girls in grades 4-8 may participate in basketball*, cheerleading, football cheer, soccer, volleyball*. Boys in grades 4-8 may participate in football, basketball*, volleyball* and soccer. For information regarding team tryouts, please contact the coordinator of a particular sport.

*Once placed on a team, a player cannot switch to another team or receive their money back. (Special circumstances will be brought before the Athletic Board for approval)

The Athletic Board Director - Mark Bohdan

Registration

At the time of registration, the incoming student's original birth certificate, baptismal certificate, and social security card must be presented. A record of compliance with the local and state health requirements must be submitted to the office. Students entering PK-3 must be 3 yrs. of age by Sept. 1. PK-4 students must be 4 by Sept. 1 and kindergarten students must be 5 yrs. of age by Sept. 1. Students entering first grade must be 6 yrs. of age by Sept. 1. Proof of parish registration requires an envelope number.

A registration fee of \$175.00 per student is required at the time of registration. **All registration for the next school year is due by March 31st. Registration fees paid after March 31st will be collected as follows:**

April 1 - 30 - \$200 per student

May 1 - 30 - \$225 per student

June 1 - 30 - \$250 per student

August 1st - \$275 per student

Registration fees are not refundable unless the school cannot accommodate the student due to enrollment capacity or the administration makes the decision not to accept a student.

Family registration for the next school year will not be accepted until all current year financial obligations are met.

Classroom Placements

At the end of each school year we begin to gather information about each child as we plan for classroom assignments. We work to create an environment for each student that challenges them academically, supports them socially, and develops them emotionally.

Our process involves gathering information from our students' homeroom teachers, (learning styles, effort, behavior, relationships with peers, etc.) student preferences, resource teachers, and specials teachers. Our goal is to create an environment that is best suited for student growth.

Our teachers are qualified to teach every student in our school and there are many factors that are considered when we are making classroom placements. We will accept additional information that you wish to provide about your child(ren) that may help us in our process, however **we cannot guarantee that any request will be made.**

If you would like to provide us with information, please send your information to the School Office before May 10th. We will begin the placement process after that date and it will be too late to consider your thoughts.

- *We ask that information be shared each year if necessary, as children change over the course of a school year.*

We appreciate your support in establishing the best possible learning environment for all of our students.

ST. MICHAEL SCHOOL 2018-2019 TUITION AND FEES

Base Tuition for Parishioners (1) 10 Month Installment (Aug. through May) (2) (3)

One child K – 8th Grade \$ 5,392 (\$ 539.20 monthly)

Two children K – 8th Grade \$ 10,395 (\$ 1039.50 monthly)

Three children K – 8th Grade \$15,007 (\$1500.70 monthly)

Four or more children K – 8th Grade \$19,328 (\$1932.80 monthly)

FEES(4)

Registration Fee (K – 8th Grade) (Per child for Registration paid by March 15th – non- refundable) \$ 175.00(5)

SAB Raffle Fee

Lunch Supervision Fee per child (K – 8th Grade) \$ 50.00

Book/Technology Fee per child \$ 175.00

Eucharist Fee per child (Grade 2) \$ 50.00

Confirmation Fee per child (Grade 7) \$ 25.00

8th Grade Fee per child \$ 235.00(6)

(1) Base Parishioner tuition assumes tuition paid in full by August 1st. Tuition is based on an active supporting parishioner status. Tuition rates for active supporting parishioners are lower due to the parish's contribution to the school. As an active supporting parishioner, it is expected that you attend Mass and contribute to the parish by the use of your weekly envelopes. A regular analysis by the parish (not less than semi-annually) will determine if active supporting parishioner status is maintained. If active supporting parishioner status is not maintained, payments will increase to the non-parishioner rate until the next analysis is conducted. In order to determine non-parishioner rates, add \$600 per

year for the first student per family and \$400 for each additional student.

(2) Processing Fee There will be a \$150 per family processing fee charged for those enrolled in the monthly installment plan. This charge will be added to the first statement.

(3) Checks and credit or debit card payments are accepted and encouraged to be made online through our secure St. Michael School website at www.saintmike.org. No additional fees are applicable to credit card payments for the 2018-2019 school year. Cash payments are also accepted.

(4) Except where otherwise indicated, fees are billed and due with the first tuition payment in August.

(5) Funds are due at the time of registration. Registration fee increases per child for registrations submitted after March 15th.

(6) 8th Grade Fee includes Confirmation, Graduation Reception, 8th Grade Trip, Class T-shirt, Diploma, Class Composite, Cap and Gown, Ribbons, and 8th grade edition add-on to Yearbook.

ST. MICHAEL SCHOOL TUITION CONTRACT SIGNATURE FORM

Parent(s)/Guardian(s):
Name(s):

Home Address:

City: _____ Zip Code: _____ E-Mail: _____

Home Phone _____ : Work Phone: Mom [] _____ Cell Phone: Mom [] _____

Dad [] _____ Dad { } _____

Please list children who will be attending St. Michael School in 2018-2019.

Student Name(s) (First Middle Last)	Date of Birth (mm/dd/yyyy)	Grade Level In August 2018
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Tuition and Fees Commitment:

I/We have reviewed the 2018-2019 Tuition and Fees Schedule and agree to be bound by and accept the financial obligations associated with the enrollment of our child/children at St. Michael School for the 2018-2019 school year. I/We have reviewed and accept the terms of the Delinquent Financial Obligation Policy.

Please Initial

Tuition and Fees Payment Commitment:

I/We have selected the following Tuition and Fees payment schedule for 2018-2019. I/We have reviewed the Tuition and Fees Payment Policy and agree to be bound by the terms of the Tuition and Fees Payment Policy. I/We have reviewed and accept the terms of the Delinquent Financial Obligation Policy. (PLEASE INITIAL ONE ONLY)

Please Initial

10 Monthly
Payments (August
through May)

Please Initial

Annual
Payment
(August 1)

Parent/Guardian Signature

Initials

Date

Parent/Guardian Signature

Initials

Date

2018-2019 Tuition and Fees Policy

Payments

- Tuition and Fees may be paid either in full by August 1st or by making monthly installment payments throughout the school year. If installments are elected, tuition will be billed monthly, with the first payments due August 1st. Statements are sent to each family by the 15th of every month for the month following. Remaining payments are due on the first of each month, September through May. Tuition must be paid in full by May 5th.
- Payments may be made by check, cash, direct debit through your bank, and all major credit cards. All payments are to be made payable to St. Michael School.
- All payments are due on or before the FIRST of every month. If payment is not received by the FIFTH of the month, a \$25.00 Late Fee will be assessed.
- Checks returned by the bank marked “Non Sufficient Funds” will be assessed a \$25 fee per check. If the bank returns a second NSF check, no further checks will be accepted from your family. You may then pay by cash, cashier’s check, or money order only.
- At the end of each academic term, if a family is delinquent two months or more and alternative payment terms have not been agreed upon with the Parish Business Office, the student will not receive his/her report card.
- Furthermore the school reserves the right to deny admission to the student for a new academic term until all financial obligations are met (see Delinquent Financial Obligation Policy). In order for your child to receive a report card, you must be fully current with all monies owed before report cards are to be passed out. If your tuition is paid late, report card(s) may be mailed up to one week after payment is received.
- If a parent/guardian is having a problem making a tuition payment on time, please call Lisa Zenawick in the Tuition Office to determine whether alternative tuition payments are possible. (Reasonable temporary arrangements for payment will be considered for approval.)

You may only register your student(s) if your tuition account for the current school year is up to date. Your registration will not be accepted if your tuition payments are in arrears and your registration fee will be returned. Your student(s) cannot be enrolled unless your full registration fee is paid at the time you register.

Additionally, if your tuition payments are in arrears throughout the year, either by

frequency or by total amount due, you may be required to prepay tuition for the following year, in whole or in part. Space will not be saved for your student(s) unless the registration and required tuition, if any, are paid.

Parishioners' Participation Policy

Tuition is based on an active supporting parishioner status. In order to receive the parishioner rate of tuition a family must be registered in the Parish at the time of School Registration. Tuition rates for active supporting parishioners are lower due to the parish's contribution to the school. As an active supporting parishioner, it is expected that you attend mass and contribute to the parish by the use of your weekly envelopes. A regular analysis by the parish (not less than semi-annually) will determine if active supporting parishioner status is maintained.

If active supporting parishioner status is not maintained, payments will increase to the non-parishioner rate until the next analysis is conducted. In order to determine non-parishioner rates, add \$600 per year for the first student per family and \$400 for each additional student (which will be pro-rated based on a ten month period for the period of time such family is determined to be at the non-parishioner rate.)

Tuition Refunds

In the case where a family withdraws their child(ren) from St. Michael School post August 1st, they will be responsible for the entire current trimester's tuition. Irrespective of when the child(ren) are withdrawn from the School, all tuition refunds will be processed at the end of the school year.

Delinquent Financial Obligation Policy

Any family who misses two payments and who has been unwilling to make and/or adhere to alternative arrangements will be subject to actions by the school up to and including non-participation in activities, financial suspension of their student(s), withholding of official transcripts, and/or removal from the school. 8th grade students may be denied participation in graduation activities if all tuition and fees are not current or paid in full by the date of the activity.

In addition, in the event a school family's financial obligations have not been met, (including Parishioner Participation Obligation, all fees and Before/After School Care charges), the School reserves the right:

- To withhold the diploma of a graduating student;
- To deny admission for the student(s) of the delinquent school family to the School for a new academic term;
- To deny admission for the student(s) of the delinquent school family to the School for the following year.

TUITION ASSISTANCE

As a vibrant Catholic community we make every effort to provide assistance for our families who encounter a financial emergency or hardship, such as illness or loss of job. St. Michael offers its parishioner families tuition assistance in the event of a hardship.

The assistance provided is a one-time award. This limit has been implemented in order to help families in need on a short term basis, while hopefully, a more permanent solution is established. The following are the guidelines for tuition assistance:

- Assistance will only be considered for those families whose child(ren) has/have completed a full year of school in Grades K thru 8.
- Please contact Lisa Zenawick in the tuition office at lzenawick@saintmike.com regarding the application process.
- Application forms will be treated confidentially; however, the information will be shared with the Pastor and Principal.
- Assistance is awarded on a family's demonstrated financial need and the availability of funds. Each family is required to contribute to the cost of educating their child(ren).