



**St. Michael**  
CATHOLIC SCHOOL

## **2021-2022 Family Handbook**

**St. Michael Catholic School  
2301 West Gilbert Street  
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The Diocese of Lafayette-in-Indiana requires items marked with an \* to be included in the Handbook  
The Indiana Department of Health required items marked with an \*\* to be included in the Handbook

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# Section A: Administration & Governance

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## Missions, Vision, and Prayer\*

### Mission of the Diocese of Lafayette-in-Indiana

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

### Vision of the Diocese of Lafayette-in-Indiana

The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

†

Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

†

Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

†

Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

†

Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

†

Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese

### The Catholic Schools in the Diocese of Lafayette-in-Indiana

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

### **St. Michael Catholic School Mission**

St. Michael Catholic School is dedicated to providing a Catholic, Christ-centered, academically excellent education that empowers children to know, love, and serve God.

### **St. Michael Catholic School Vision**

St. Michael Catholic School will form each student in the Catholic worldview by creating a culture of love for wisdom and passion for truth, where their faith will mature and fulfill their destiny of becoming saints.

### **St. Michael Catholic School Core Beliefs**

- we believe that Jesus Christ is the source and summit of the Christian life
- the Catholic worldview is guided by the Traditions and Truths of the Catholic Church
- students and staff put their faith into action by living virtuously according to the Gospel
- each member of our school community is a valued individual with unique gifts and needs
  - a safe environment fosters a student's growth
- families, staff, and the community must work together in order to foster moral and academic development

### **St. Michael Prayer**

*St. Michael the Archangel, defend us in battle.  
Be our protection against the wickedness and snares of the devil;  
May God rebuke him, we humbly pray;  
And do thou, O Prince of Heavenly Host,  
by the power of God, cast into hell Satan  
and all the evil spirits  
who prowl about the world seeking the ruin of souls.*

*Amen.*

## 2021-2022 Staff

Pastorate:	Missionary Pastor	Father Eric Underwood
	Parochial Vicar	Father Coady Owens
	Parochial Vicar	Father Christian DeCarlo
	Director of Operations	Phil McPherson
	Director of Evangelization	Jason Hart
	Communications and Pastoral Planning	Tara Edmondson
School:	Principal	Rob Frey
	Administrative Assistant	Amy Hartwell
	Secretary	Genia Bever
	Secretary	Jayne Waechter
	Preschool Coordinator	Deirdre Sisson
	Preschool Teacher	Amy Harris
	Kindergarten teacher	Joan McKinley
	Kindergarten teacher	Christy Lechlitner
	Grade 1 teacher	Debbie Dosch
	Grade 2 teacher	Keri Dickerson
	Grade 3 teacher	Jennifer Jessie
	Grade 4 teacher/Data Coach	Molly Brown
	Grade 5 teacher	Vanessa Loftis
	Middle School English teacher	Hattie Isenberg
	Middle School Mathematics teacher	Kathy Crabtree
	Middle School Science teacher	Steve Reinke
	Middle School Social Studies teacher	Alison Quirk
	Interventionist	Kristina Rogers
	Visual Art teacher/After-School Care Assistant	Sophie Scott
	Music Teacher	Malissa Tong
	Technology teacher	Denise Collins
	Physical Education teacher	Natalie Reece
	Spanish Teacher	Christopher Reid
	Media Center Specialist	Liz McWhorter
	Religion Teacher (3-4-5)	Jason Hart
	Instructional Assistant	Elizabeth Beatrice
	Instructional Assistant	Cristina Robles-Castaneda
	Cafeteria Manager/After-School Care Manager	Suzzan Giesman
	Cafeteria Assistant	Mona Venugopal

## Amendments to the Handbook\*

The principal reserves the right to amend the handbook at any time for a just cause. Amendments will be communicated to parents/guardians in writing.

## School Cancelation

School may be canceled due to severe weather or other circumstances. The decision will be made by the principal after consulting the pastor. Families will be notified electronically and through media outlets. If severe weather arises during the school day, school personnel will take precautions to protect students. Indiana Department of Education requires 180 days of instruction per school year. The principal will schedule make-up days or eLearning days to assure that SMCS meets the requirement.

## **Section B: Admissions**

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### **Admissions Policy**

Our school seeks a qualified, diverse student body who enhance the academic, religious, and social life of the Muncie Catholic community.

Registering and worshipping at one of the three Muncie Catholic Pastorate parishes is an essential component in developing your faith life. Your attendance at Mass and regular participation in the sacraments are vital to our way of life as Catholics. This can be demonstrated by engaging with your child(ren) in daily family prayer, participating in the activities of the parish, and financially supporting one of the three Muncie Catholic parishes.

For admission, contact the school office to set a time to meet with the principal. Students are highly encouraged to attend this meeting with their parent(s) or guardian(s). This meeting may include:

- Discussion of school mission, policies, curriculum, and extracurricular activities
- A tour of the facilities
- Review of the student's academic and discipline records

After the meeting, the principal will inform the parent(s) or guardian(s) of the enrollment decision. Students admitted to the school should satisfy the following criteria:

- Pre-school students must be three years old and toilet trained on or before August 1
- Kindergarten students should be five years old on or before August 1
- Updated academic records from previous schools, health records, and contact information
- Students must have on file each year a record of all required immunizations
- Students are required to attend and fulfill Religion class requirements, attend liturgical services, and participate in daily Catholic prayer
- Potential students may be assessed for placement
- Students with special needs will be accepted when reasonable accommodations can be made

We reserve the right to grant or deny admission in our sole and absolute pastoral discretion.

### **Non-Catholic Students in Catholic Schools**

Non-Catholic students are welcome to enroll in Catholic schools and are expected to cooperate in the religious instruction and attend formation experiences. Cooperation will include, but is not limited to Mass, Morning Gathering, prayers, Sign of the Cross, praying the rosary, Stations of the Cross, participation in religious instruction and discussion, attending funeral Masses, genuflecting, singing, and visiting nursing homes.

As a ministry of evangelization, non-Catholic students are welcome to enroll in the Catholic schools if they and their parents accept the philosophy, values, and objectives of the school. As the prime purpose for Catholic schools is to transmit the faith to Catholic young people, the Church has a primary responsibility to educate the baptized.

(Approved by Bishop William L. Higi, 2 July 1990)

## **Non-Discrimination Clause\***

SMCS admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, and scholarship programs. SMCS, as a member of the Local Church of Lafayette, supports the following "Resolution on Non-Discriminatory Procedures for Catholic Schools" signed by Bishop William L. Higi (December 1987):

"It is the policy of the Catholic schools of the Diocese of Lafayette-in-Indiana to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations discussed thereto, to the end that no persons in any diocesan educational system listed below, and further listed in The Official Catholic Directory (published annually by P. J. Kennedy and Sons) shall, on the grounds of race, color, national and ethnic origin, sex, with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school."

## **Registration\***

When parents apply for kindergarten admission, they must provide a birth certificate, health certificate, immunization record, and Baptismal Certificate, if baptized Catholic. When students transfer from another school, parents must arrange for academic and health records to be sent before completing enrollment.

## **Grade Level Placement**

Students new to SMCS will be screened for placement at the appropriate grade level. This screening shall be done by a teacher at the grade level the child is requesting or by one from the preceding grade level. The screening process will take 15-45 minutes, depending on age. The teacher may use a variety of screening devices, including written samples, readiness tests and interviews. Records from previous schools also will be examined.

After the screening process, the teacher who conducted the screening and the principal will meet to discuss grade placement. The school maintains the right not to enroll the child in a grade requested if, in their opinion as professional educators, the child is not well-suited for said grade level.

## **Kindergarten Enrollment**

Students entering kindergarten must be five years old on or before August 1. Parents should be advised that kindergarten is a rigorous academic and social development program. Even an intellectually gifted child may struggle with fatigue and staying on-task.

State law does not allow students who are not five years old on or before August 1 to receive an Indiana Choice Scholarship. Students entering kindergarten are required by Indiana law to have a physical examination.

## **Enrollment Lottery**

If the number of applicants for enrollment at the school exceeds the number of seats available, the school will randomly draw in a public meeting the names of applicants who meet the requirements for admission.

Preference for admission will be given to: 1) students who are currently attending the school, 2) siblings of students already attending the school, and then 3) to students of families currently registered in a Catholic parish. The deadline for submission of an application for admission will be June 1 each year, with the deadline being extended to the following Monday if June 1 should fall on the weekend. Lottery will be held on or around June 15 each year. Impacted families will be notified in advance.

# Tuition and Registration Fee Policy

Our school is a private, Catholic school. Tuition covers a portion of the cost to educate each child with the remaining support coming from parishioner contributions, donations, and endowments. Therefore, parent/guardian commitment to tuition obligations is crucial to the school's operation.

## Student Fees

Preschool: \$100 per student, non-refundable registration fee is due at the time of enrollment  
KDG-grade 8: \$50 per family, non-refundable registration fee is due at the time of enrollment

## Tuition Payment Options

Families are required to make tuition payments using one of these two options:

Full Payment: Registration fee paid at time of enrollment and full year tuition paid by August 1.  
Monthly Payment: Registration fee due at the time of enrollment and tuition paid monthly.

## Returned Checks and EFTs

A check made out to the school and returned due to insufficient funds is subject to a \$37 service fee by the school.

## Non-Admission of Students Due to Delinquent Tuition

Families who fail to pay tuition according to the policy, or who have failed to make suitable arrangements with the school administration, will be informed that their child(ren) will not be readmitted to the school.

Families must be current in payment of tuition:

- by August 1 in order to be admitted on the first day of school.
- by May 15 in order to receive final report card and academic record.

Tuition from the previous year must be paid in full in order to re-enroll your child(ren) for the following year. Throughout the year, circumstances may change, i.e., loss of job or family illness, which may make it difficult to pay tuition. It is the family's responsibility to contact school administration to make financial arrangements.

## Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded all prepaid tuition. Registration fees are non-refundable. If a student withdraws before the end of the school year, tuition will be pro-rated and remaining credit will be refunded.

## Financial Aid – K-8

Scholarships and financial aid are available for students from kindergarten through eighth grade. Financial aid options include Indiana Choice Scholarships, Tax Credit Scholarships (SGO), and Tuition Assistance.

### Indiana Choice Scholarship

This program allows parents to send their child(ren) to the school that best meets their needs. To see if your child(ren) qualify for this scholarship, go to <http://www.i4qed.org/calculator/voucher-qualification> or contact the school office. Application is made through the school office after admission.

### Tax Credit Scholarship (SGO)

The Indiana Tax Credit Scholarship program allows families who meet income guidelines an opportunity to send their child(ren) to a participating school. Need-based scholarships are available for students K-8. To see if your child(ren) qualify for this scholarship go to <http://www.i4qed.org/calculator/tax-credit-scholarship-qualification>

### Other Tuition Assistance

Other Tuition Assistance is available on an as needed basis. Please inquire at the school office.



## **Section C: Student Life & Conduct**

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### **Acceptable Use of Technology Policy\***

SMCS offers Internet access to our students and staff. Use of the Internet for educational purposes will assist in identifying resources, gathering information, and developing technical skills.

Even though Internet usage will be supervised and we employ firewalls, we cannot guarantee that students/staff will not be able to access information that might be objectionable. All computer users are expected to behave responsibly while using school networks. Technical resources are provided to help meet informational needs within the context of teacher-planned assignments and school sponsored activities. Access to these resources is a privilege, not a guaranteed right. It is permitted only on the condition that users agree to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any person who violates these policies. Similarly, Internet use is subject to all policies and regulation that govern student behavior in other school activities.

The purpose of Internet access is to promote the exchange of information, to further education and research, and to be consistent with the mission of SMCS. School Internet connections are not for private or commercial business use or political purposes. Any use of SMCS computer networks for illegal activity is prohibited.

#### **A. Educational Purpose**

1. The SMCS computer networks have been established for limited educational purposes. The term “educational purposes” include classroom activities, career development, and limited high-quality self-discovery activities.
2. The SMCS computer networks have not been established as a public access service or a public forum. SMCS and its designees have the right to place reasonable restrictions on the material accessed. It is expected that all persons will follow the rules set forth in the Family Handbook and the law in the State of Indiana regarding use of the Internet while attending SMCS.
3. SMCS Internet connections cannot be used for commercial purposes. Users may not offer, provide, use or purchase products or services through SMCS computer networks.
4. SMCS computer networks may not be used for political lobbying. SMCS computer networks may be used to communicate with elected representatives and to express opinions on political issues.

#### **B. Student Internet Access**

1. All students who have parental and teacher permission will have access to the Internet via one or more of the following: the classroom computers, the Media Center computers or devices such as iPads or Chromebooks.
2. Accessing e-mail, social media networks such as Facebook, TikTok, Instagram, instant messaging, chat rooms, and posting on message boards are not permitted.

#### **C. Unacceptable Uses**

1. Personal Safety
  - a. Personal contact information may not be posted. This includes address, telephone number, school address, work address, SSN, etc.
  - b. Meeting someone or contacting someone without parent/guardian’s approval is not permitted.
  - c. Disclose to school employees any messages that are inappropriate or confidential in nature.
  - d. Should a network user transfer a file, shareware, or software that infects the Network with a virus and/or causes damage, the network user will be liable for repair costs to make the network fully operational, and may be subject to disciplinary measures.
  - e. The misuse of computer equipment is not allowed, and may be grounds for loss of access privileges and/or disciplinary action.

2. Illegal Activities
  - a. Do not attempt to gain unauthorized access to the Internet or to any other system through SMCS computer network or go beyond the authorized access. Attempting to log in through another person's account or access another person's files is illegal.
  - b. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means are illegal.
  - c. Do not use the Internet connection at any SMCS network to engage in illegal acts, such as arranging for the purchase of drugs or alcohol, threatening the safety of a person, conspiring, etc.
3. SMCS Computer Network Security
  - a. Users are responsible for their account and should take reasonable precautions to prevent others from using their account. Under no conditions should a password be given to another person.
  - b. Immediately notify a teacher or the system administrator if a possible security problem has been identified. Do not conduct your own search for security problems, as this may be construed as an illegal attempt to gain access.
  - c. To avoid the inadvertent spread of computer viruses, users will only download programs with the express permission of the teacher or other SMCS employee or their designee.
  - d. The user is responsible for making a backup copy of any critical documents.
4. Inappropriate Language
  - a. Do not post information that could cause damage or a danger of disruption.
  - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Users must stop communicating when instructed.
  - d. Do not post false or defamatory information about a person or organization.
5. Respect for Privacy
  - a. Users will not re-post a message that was sent privately (outside school) without permission of the person who sent the message.
  - b. Do not post private or embarrassing information about another person.
6. Respecting Resource Limits
  - a. SMCS computers are to be used only for educational and career development activities and limited, high-quality, self-discovery activities.
  - b. Users will not download large files unless absolutely necessary, and only with permission from a teacher or SMCS designee.
7. Plagiarism and Copyright Infringement
  - a. Do not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. Respect the copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If unsure whether the work can be used, request permission from the copyright owner. If there are questions, ask a teacher.
8. Inappropriate Access to Material
  - a. Do not use the SMCS computer networks to access material that is profane, pornographic or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parents/guardians have approved.
  - b. If inappropriate information is mistakenly accessed, immediately report the incident to a teacher.
  - c. SMCS connections have a firewall and URL & content-based software to help protect users from inappropriate material. Teacher supervision also helps to protect you.

#### D. Limitation of Liability

SMCS makes no guarantee that the functions of the services provided by or through SMCS system will be without defect. SMCS will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. SMCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. SMCS will not be responsible for financial obligations arising through the unauthorized use of the system.

#### E. Personal Responsibility

It may feel like the user can easily break a rule and not get caught. Remember that whenever the user does something on a network, electronic footprints are left. Your online actions can be traced at a later point.

#### F. Network Etiquette

1. Be polite. Abusive or inappropriate messages are prohibited. Using programs that harass SMCS users or infiltrate a computing system and /or damage the software components are prohibited.
2. Use of SMCS connections to intentionally access objectionable material is prohibited.
3. Make the most efficient use of network resources to minimize interference with others.
4. Any use of SMCS connections that accesses outside resources must conform to their "Acceptable Use of Technology Policy".
5. Subscriptions to list servers, bulletin boards, and online services are prohibited.
6. The user is expected to abide by the generally accepted rules of network and internet etiquette.
7. Do not reveal personal information online.
8. Do not use the network in such a way as to disrupt the use of the network by other users.
9. All information accessible via the network should be assumed to be private property.
10. As the rules and guidelines for network etiquette evolve, users are responsible for understanding and abiding by the accepted rules of the Internet.

#### G. Conclusion

The use of SMCS computer networks/Internet is a privilege, not a guaranteed right. Inappropriate use of the connection may result in cancellation of those privileges. Interpretation, application and modification of this Policy are within the sole discretion of SMCS. Any questions or issues regarding this policy should be directed to the principal. Violation of any conditions of use described here can be cause for disciplinary action.

## **Attendance Policy\***

Accurate attendance records must be kept and reported in a timely manner. Parents or guardians should notify the school (765.288.5878) when students are absent, no later than 9:00AM. Parents who do not report an absence must be contacted by 11:00AM to make sure the student is not missing. If an absence is anticipated in advance, please let the school know as soon as possible.

On a typical school day, K-8 instruction begins at 8:00AM and ends at 3:05PM (preschool ends 2:50PM). Students are to attend school each day unless they have a valid excuse (illness, bereavement, medical emergency, therapy, etc.). Make every effort to have appointments scheduled outside of school hours. If this is not possible, students who miss school time due to medical appointments must present the office with a slip (with date and time) from the medical professional as soon as possible. Students with excused tardies due to medical appointments may still be eligible to receive perfect attendance awards. A written note from the parent is required if a child must leave school before the regular dismissal time. Students are to be signed out by an adult in the school office.

Students are not to enter the building before 7:30AM because there is no one available to supervise them.

Makeup work should be completed as soon as possible. Teachers will grant one day for each day missed to complete missed work (ex: two days absent = two days to complete missed work).

Student attendance issues are recorded using this classification system:

Tardy:	Student was not in their seat at 8:00AM, but was in their seat by 9:00AM
½ AM:	Student is absent for the morning, but present for the afternoon (11:30 cutoff)
½ PM:	Student is present for the morning, but absent for the afternoon (11:30 cutoff)
Early Dismissal:	Student left school before dismissal, but was present at 2:00PM
EXC Absence:	Student was absent all day and the absence was excused
UNX Absence:	Student was absent all day and the absence was unexcused
½ Day Absent:	Student is present when school begins, leaves campus for at least one hour but not more than three hours, and returns to school. For example, appointment causes student to be gone from 9:30AM-11:45AM
Full Day Absent:	Student is present when school begins, leaves campus for three hours or more, and returns. For example, appointment causes student to be gone from 9:30AM-1:00PM

If a student is present when school begins, leaves campus for less than two hours, and returns to school, no absence is recorded

Absentee rates in excess of 20% must be reported to the local health department and the state attendance officer in accordance with IC20-33-2-47 and 512 IAC 1-2-2. This does not apply on days immediately before or after a scheduled vacation day or before or after days when school is canceled due to weather related emergencies.

## Tardy Policy

Teachers begin educating students promptly at 8:00AM. By 8:00AM, students should be in their classroom seats and ready for morning routines, not in the parking lot, hallway, or restroom.

Parents and/or guardians are responsible for having their child(ren) in the building by 7:55AM. The exterior door will be locked at that time. Parents and/or guardians who arrive late are required to come to the office and sign in their child.

## Extended Leave Due to Travel

Families are strongly encouraged to use the existing breaks in our school schedule to take vacations.

If a student is absent for a period of more than three days because they must travel, the student will not be penalized academically. The student may either work ahead or complete missed work when they return to school, whichever the teacher chooses. While the student may not be doing the usual assignments, students are to take advantage of their unique learning opportunities. Activities such as keeping a daily journal, writing a letter to the class, or finding information specific to the trip are encouraged. These activities may be assigned by the teacher and may be scored for a grade.

## Truancy\*

In Indiana, school attendance is compulsory by law (IC 20-33-27). If student absenteeism becomes a significant barrier to a child's learning, the parent/guardian will be reported to Child Protection Services and/or the Indiana Department of Education Truant Officer.

A single incident of unexcused absence is not truancy. Truancy is evidenced by the following:

- refusal to attend school in defiance of parental authority;
- accumulating ten absences from school over a semester without justification; and
- three or more judicial findings of truancy.

# Code of Student Conduct

Children can best function in a school environment where all persons demonstrate respect for each other in a safe and secure environment. The following matrix will be used to address student conduct issues:

## Level 1 Offenses:

- ☛ Uniform Policy violation (includes failing to dress properly for Physical Education)
- ☛ Minor academic infractions (includes poor quality work, not completing homework, etc.)
- ☛ Inappropriate comments (includes minor name-calling, rudeness, etc.)
- ☛ Violation of classroom rules set by teacher (includes gum chewing, running in halls, etc.)
- ☛ Any incident that is deemed by the principal to be a Level 1 offense.

## Consequences for Level 1 Offenses:

- ☛ Staff member will issue a Discipline Slip
- ☛ Parents/guardians will be informed of the violation as soon as possible after the offense
- ☛ Teacher may impose in-class consequences (pulling a card, loss of ticket, etc.)
- ☛ Student may miss recess and/or eat lunch alone as soon as possible after the offense

## Level 2 Offenses:

- ☛ Any Level 1 offense that is habitual (as determined by the principal)
- ☛ Refusal to comply (includes defiance, insubordination, arguing with staff, etc.)
- ☛ Lying to a staff member (includes embellishing or omitting key information)
- ☛ Major academic infractions (includes cheating, repeated refusal to complete work, etc.)
- ☛ Intentional misuse of technology (includes desktop, iPad, Chromebook, etc.)
- ☛ Inappropriate language (includes foul and vulgar comments, blaspheming, profanity, etc.)
- ☛ Bullying, harassment, or hazing (as defined in this handbook)
- ☛ Unwanted physical contact (includes shoving, slapping, pushing, etc.)
- ☛ Any incident that is deemed by the principal to be a Level 2 offense.

## Consequences for Level 2 Offenses:

- ☛ Staff member will issue a Discipline Slip
- ☛ Parents/guardians will be informed of the violation as soon as possible after the offense
- ☛ Parents/guardians will confer with school staff about the offense
- ☛ Offense will be noted online within the School Information Management System
- ☛ Student may lose a privilege (special event, field trip, class activity, etc.)
- ☛ Student may be sent home for the remainder of the school day

## Level 3 Offenses:

- ☛ Any Level 2 offense that is habitual (as determined by the principal)
- ☛ Violent physical contact (includes physical fighting, intentionally injuring a person, etc.)
- ☛ Threatening language (includes threats to injure, kill, or attack another person)
- ☛ Ongoing refusal to complete academic work or participate in classroom activity
- ☛ Any incident that is deemed by the principal to be a Level 3 offense.

## Consequences for Level 3 Offenses:

- ☛ Staff member will issue a Discipline Slip
- ☛ Parents/guardians will be informed of the violation as soon as possible after the offense
- ☛ Offense will be noted online within our School Information Management System
- ☛ Student may be sent home for the remainder of the school day
- ☛ Parents/guardians will attend an in-person conference before the student returns to school
- ☛ Student may be suspended as per handbook's "Suspension, Expulsion, and Exclusion" policy
- ☛ Student may be expelled as per handbook's "Suspension, Expulsion, and Exclusion" policy

As a reward for good conduct, students who do not have any Discipline Slips in a given month will receive a Free Casual Day, which will generally take place within the first few days of the following month.

## Code of Christian Conduct\*

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It is condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in this Family Handbook.

These Christian principles further include, but are not limited to, the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to school-sponsored programs, performances, After-School Care, athletics, field trips, etc.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## Athletics

Our athletic teams include Soccer, Volleyball, Basketball, and Track. For details, review the Athletic Handbook:

[www.stmichaelmuncie.org](http://www.stmichaelmuncie.org) > Students & Parents > Parents > Athletic Policy

## Bullying\*

Bullying is excessive and unreciprocated teasing, taunting or physical contact that occurs repeatedly. If a student or staff member witnesses an act of bullying, they should report it to the principal. The principal will assess the situation and assign consequences. Consequences may include, but are not limited to, missed recess, in-school suspension, and out-of-school suspension. Severe and repeated acts of bullying may result in expulsion.

To prevent bullying, school staff will work to continually supervise students and create a school climate of acceptance. Staff will recognize and model good behavior and make sure that specific students are not consistently excluded from classroom or extracurricular activities.

## Harassment\*

The school is to be free of discrimination, inappropriate and unlawful harassment, and bullying. Actions and comments should be respectful. Negative actions or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation, or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including termination or expulsion.

## Hazing\*

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

- Minimize risks by examining student practices and routines on and off school campuses;
- Educate the students showing how word or deed can demean others;
- Investigate if a student expresses discomfort or reports being hazed or witnessing hazing;
- Report any conduct which may constitute hazing to administrators immediately;
- Discipline students with prompt corrective action who engage in hazing;
- Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

## Lunch Guidelines

Children are expected to use good table manners. Talking is permitted, but yelling and screaming are not. Tables are to be free of food and trash when students are finished. The floor is not to be littered.

Sharing and trading food is not permitted. Lunches should not include energy drinks (Red Bull, Monster, etc.).

For details, see our Wellness Policy: [stmichaelmuncie.org](http://stmichaelmuncie.org) > Parents & Students > Parents > Wellness Policy

## Celebrations

Teachers plan celebrations for Feast of the Archangels, All Saints Day, Advent, St. Valentine's Day, and Easter. On these days, teachers determine a reasonable number of treats. We do not celebrate Halloween.

Birthday recognition is permitted, but advanced arrangements must be made with the teacher. Celebrations will be low-key and parents are permitted to provide a healthy treat for the class. Treats are not required of any child. Teachers will recognize the birthday within their class, regardless of whether or not treats were brought to school. Students may have a casual dress day on the day in which their birthday is celebrated.

## **Crisis Confrontation\***

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our school is of paramount importance. Catholic school authorities must often make judgments to quickly address potential problems and dangers based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

A student has engaged in or has threatened to engage in illegal conduct, either on or off school property;

A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that represents a risk of physical harm to any person or persons, on or off school property;

A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;

A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, beverage or intoxicant on school property or at any school function;

A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;

A student knows but fails to disclose to school authorities, that another student either:

- (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
- (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law.



# Conflict Resolution\*

It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email may not be used for correspondence.

The following steps are recommended for staff, parents, and students if they are having difficulty:

## Step One: The Oral Process

The individual must discuss the problem or complaint, as well as any proposed resolution, with the principal within three (3) workdays after the problem or complaint arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following their discussion.

## Step Two: The Written Process

If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well as any proposed resolution/relief that he/she may be seeking to his/her Pastor or Chief Administrator within three (3) workdays after the completion of Step One. The Pastor or Chief Administrator will obtain any additional pertinent information and provide the individual with a written decision within five (5) workdays following the submission of the individual's written complaint.

## Step Three: Review by Dean

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then he/she may request a review of the process by the proper Dean. In the event that the priest/pastor involved in the process is, in fact, the Dean of the area, then the process is referred to another Dean. This request must be in writing and be given to the Dean within five (5) workdays of the receipt of the report from the Pastor or Chief Administrator.

The Dean should request a copy of the written recommendation from the Pastor or Chief Administrator. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five (5) workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

## Step Four: Review by Director of Education

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Pastoral Office for Education. The written request must be sent to the Director within seven (7) calendar days of the receipt of the recommendation given in Step Three. The Director of Education may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Pastoral Office for Education will be final.

No person in authority should proceed with the grievance process unless each of the descriptive steps listed above have been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed.

The principles which should be observed when resolving conflicts are:

- 1) Deal with the conflict constructively;
- 2) Strive for effective and honest communications; and,
- 3) Help the involved parties to feel better about themselves and the other person(s).

## **Discipline and Disciplinary Records\***

Students are expected to treat others as they wish to be treated. When they fall short, discipline issues are typically handled by the teacher. Each teacher establishes classroom rules and consequences which are shared with parents on Back-to-School Night and throughout the year.

Repeated infractions may result in a trip to the principal's office. The principal will use discretion in issuing warnings, missed recess, missed activities, or other consequences. In more severe cases, the principal may issue in-school suspension, out-of-school suspension, or expulsion.

Discipline issues that require parent involvement will be written on a Discipline Slip and given directly to the parent. Discipline Slips should be specific, descriptive, and verifiable. These records are to be maintained in a file separate from the permanent records and cumulative files. Disciplinary records are not transferred from one school to another at the time of a student's enrollment.

## **Discipline Outside of School\***

Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Events that may be a cause of endangerment include:

- criminal activity, including threats of violence to other students or teachers;
- off-campus use of addictive substances such as alcohol, cigarettes, controlled substances;
- off campus fighting linked to school behaviors; or
- internet activity that is threatening or offensive to others.

## **Due Process\***

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents/guardians may be included in the discussion. Due process provides for a hearing, not a resolution. Disciplinary situations not able to be resolved at this level are to be presented to the principal.

## **Suspension, Expulsion, and Exclusion\***

While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the jurisdiction of the principal. A written statement of suspension is to be sent to parents or legal guardians summarizing the student's behavior and the reasonable action taken. The maximum length of suspension in the Diocese of Lafayette-in-Indiana is ten days per incident.

Exclusion from school is rare, but may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another temporary situation which threatens an individual student or the school community. In the case that exclusion is necessary, every effort will be made to continue the student's education at home.

Notice of suspension, expulsion, or exclusion and a summary of the event are to be sent to the Superintendent within three days of the event (AD1300).

## Grounds for Suspension/Expulsion\*

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

- reasonable cause of possible harm to another person via the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance, or behaviors interfering with school purposes or urging others to engage in such behavior;
- occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
- setting fire to or substantially damaging school property or building;
- possessing or transferring an object that could be considered a weapon or urging others to do so;
- possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcohol;
- unlawful selling of a controlled or abuse substance;
- substantial instances disrupting educational function, or unlawful meeting on school property;
- continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
  - o taking something of value from another person;
  - o intimidating any student with the intent of bodily harm;
  - o harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
  - o any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
  - o repeated violation of any rules; or
  - o engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.

## Electronic Devices

No electronic devices (phones, smart watches, etc.) may be brought to class unless specifically requested by the teacher. Students who bring electronic devices to school must keep them turned off and stored in their locker during the instructional day. If a student is in possession of a device during the instructional day, it will be confiscated and returned to the parent at a later time. In emergency situations, students may make calls using the office landline phone.

## Field Trips & Pilgrimages

Field trips and pilgrimages can provide cultural and educational enrichment to the learning experience. The purpose of these trips must align with curriculum standards. Cost should not impose a financial burden on parents or the school. Whenever possible, bus transportation should be provided.

Field Trip / Transportation Notification and Liability Waiver forms are sent home before each trip. These slips must be signed by parents or guardians and returned before the field trip. No Slip = No Trip

Any student who has an emergency health plan in which emergency medications are prescribed must have those medications available while on a trip. Medications with instructions for administration must be given to school personnel who are accompanying students on the trip.

Trips are planned by teachers and approved in advance by the principal. Trips are designed for a specific group of children. Teachers may set specific standards of behavior for the trip, and may also designate guidelines for students with discipline concerns. In situations where students must meet specific behavior requirements before being allowed to participate, the teacher's guidelines will prevail.

Any child who has an “F” in conduct or effort on any mid-term or grade card may not be allowed to participate in field trips. The safety of others is of paramount importance and will not be jeopardized by those who have not shown an ability to adhere to regulations. Students who are not permitted to attend the trip are to attend school the day of the trip. On the day of the trip, the student will be assigned to another classroom with schoolwork.

Field trips may require chaperones, which will generally be school staff. The teacher will contact these adults when a chaperone is needed. Those who are requested to be chaperones are not expected to pay entrance fees. Field trip transportation via bus is strongly encouraged.

## **Firearms/Weapons\***

Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm. Students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.

## **Lockers\***

Lockers are not the property of students, nor is there any expectation of privacy. School employees reserve the right to search lockers, book bags, coats or pockets at any time without permission from students or parents.

## **Recess and Playground**

Our school is blessed to have a large playground with quality equipment. We have large playing fields and some paved areas that are used during recess and PE class. General rules for outdoor play include:

Tackling, fighting, and wrestling are not permitted. “Fake fighting” is not allowed.

Children who play too rough will be instructed how to be more careful. If such instruction does not result in the desired behavior, the student will lose recess time until they are able to demonstrate appropriate behavior.

Students are permitted to play outside only when the temperature is above 32°F and the real feel temperature is above 25°F.

Adult supervision is provided at all times. Students are expected to obey the adult in charge.

Children or adults from outside our school may utilize the playground. While others are not permitted to use the playground while our students are present, we do not prohibit the use of the playground by others after school hours so long as they are respectful of the property.

No one may use the property for activities involving projectiles (golf, archery, etc.).

## **Student Pregnancy\***

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort for the student to continue schooling is to be made by the principal. The principal/counselor is to reinforce Catholic teaching regarding sexual activity outside of marriage and provide information to the student and parents/guardians regarding counseling and medical services that may be needed.

The decision to willfully terminate a pregnancy is in violation of Catholic belief and practice. When it is known that a student is planning to terminate a pregnancy, the principal or designee is to inform only the student(s) directly involved, that is, the pregnant student and the alleged student-father, regarding the Catholic stance. Parents or legal guardians are to be notified immediately unless the student is emancipated or eighteen years of age.

## **Substance Abuse\***

School environments are to be made safe for all students. Soliciting, possessing, selling, or using of a controlled or abused substance is an unlawful and serious infraction, contrary to Catholic values. This may include “look-alike” substances. Students who engage in these activities will subject themselves to suspension or expulsion and reporting to civil authorities.

## **Toys, Money, and Other Items**

Unless specifically requested by a teacher on a given day, students should not bring toys, money, or other unnecessary items to school. Children inevitably are tempted to give away, trade, sell, or loan these items to other children, which almost always leads to miscommunication and conflict.

## **Video Surveillance**

Video surveillance technology is a tool that can help maintain safety and security. SMCS uses multiple cameras to monitor student movement and activity. Footage from these cameras may be used by school administration. Our school shall comply with applicable law related to maintaining video recordings. No cameras are placed in restrooms or locker rooms.

## **Section D: Curriculum & Instruction**

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### **Academic Honesty\***

Academic Honesty is of paramount importance. Students are to do their work independently, both in and out of school, unless the assignment is designated by the teacher as group work. Parents may help students with homework, but parents should be careful to make sure that the work reflects the student's knowledge, not the parent's. Students who are found to have willingly cheated or plagiarized will face progressive disciplinary action at the discretion of the teacher and principal.

### **Accreditation**

SMCS is fully accredited by the Indiana Department of Education via the Cognia accreditation process. SMCS administration and teachers are licensed in accordance with the Indiana Department of Education.

### **Authority for Teaching\***

The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the National Catechetical Directory, The Catechism of the Catholic Church, and the Code of Canon Law (cc 394, 774). He is charged to devote himself personally to the work of the Gospel, and to supervise the entire ministry of the work in regard to the flock committed to his care.

In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.

In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, religious, clergy, and the diocesan staff.

### **Federal Educational Rights to Privacy Act (FERPA)\***

FERPA protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

Legal guardians and teachers (on a "need to know" basis) are to have access to the files;

No original document is to be released. Photocopies are to be made in the school office;

The principal is the only person empowered to release documents in a student's file;

Parents may be given a copy of their child's file when transferring to another school;

Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually;

Schools shall comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student's records. Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request.

# Grading Scale

Preschool, Kindergarten, and Grade 1 use a skills-based system to gauge student achievement and progress. In grades 2-8, the following traditional grading scale is used:

A+	100% and above	B-	85%	D	73-71%
A	99-95%	C+	84%	D-	70%
A-	94%	C	83-76%	F	69% and below
B+	93%	C-	75%		
B	92-86%	D+	74%		

Classes offered for high school credit, such as Biology, Algebra, and Geometry, may have an altered grading scale.

Teachers reserve the right to offer students opportunities to slightly improve their grades via extra credit. Extra credit is a privilege, not a right, and extra credit will not have a significant impact on a student’s final grade. Teachers reserve the right to penalize scores due to late or sloppy work, and assign a “0%” for work that is not completed within a reasonable timeframe.

# Homework

The primary purpose of homework is to help students practice skills that are taught during the school day. Our intent is that homework will appropriately support academic learning and foster a sense of responsibility in our students. Homework, including reading logs, will be assigned on an as-needed basis as decided by the classroom teacher. Older students may be assigned research topics for homework.

Our teachers do not assign menial tasks as homework, nor is homework meant to be punitive. We value our own time, as well as the time of our students and their guardians. Students should take homework seriously and realize that it will be counted as a part of their grade. Parents/guardians should physically check that homework is completed on a regular basis. Please look at the child’s work, don’t just ask them if they completed it.

Homework is generally not assigned over weekends or breaks, or on evenings in which a school event takes place (skating parties, movie nights, musical programs, etc.).

# Honor Roll

SMCS recognizes Honor Roll students at the end of each quarter. Honor Roll standing is determined by grades during the previous quarter only and not cumulative by semester.

There are two Honor Roll designations:

“A” Honor Roll: “A-” or higher in all graded subjects, including Religion and specials

“A-B” Honor Roll: “B-” or higher in all graded subjects, including Religion and specials

# eLearning

On occasion, SMCS will schedule eLearning Days. On these days, students will not be present in the school building. Students will receive their assignments remotely, complete their work online, and submit their work digitally. Work done on eLearning Days will be graded by the teacher and count towards a student’s quarter grade.

## **Promotion / Retention of Students\***

The retention of a student is a positive action taken to address a lack of academic, social, and emotional skills. Retention of a student is a decision which should only be made after a lengthy assessment process.

Principal and teacher(s) are to collaborate with parent/guardian(s) in a decision regarding the student's promotion, retention, or placement in special education services. If the school recommends retention and parents/guardians do not agree, it may be necessary for them to enroll their child in another school the following year.

## **Standardized Testing\***

Indiana requires our school to conduct achievement testing, including the ILEARN tests and the IREAD-3 test. These assessments are conducted in the spring. Parents will receive advanced notice of testing so that children may be well prepared. Results from these assessments will be provided to parents.

All schools must adhere to the Indiana Department of Education's Indiana Assessment Program Manual, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity. This includes the following requirements:

All appropriate staff must participate in the mandated state training as set forth by the Indiana Department of Education. Corporation Test Coordinators (CTCs) are responsible for overseeing that all staff are appropriately trained.

All appropriate staff must obtain a current copy of and be familiar with the Indiana Department of Education's Code of Ethical Practices and Procedures to understand how to securely administer and handle the assessments while in their possession. Staff members must sign the Indiana Testing Security and Integrity Agreement annually prior to giving state assessments and the school must keep these forms on file locally.

Access to testing materials must be strictly controlled. School corporation test coordinators and school administrators are responsible for the security of the school's testing materials.

Testing schedules must adhere to the Indiana Department of Education guidelines.

Staff members must provide students with testing accommodations as per the student's service plan and/or Section 504 eligibility. (Eligibility for accommodations must be documented).

School administrators must review and monitor ethical practices in regard to test preparation, test administration and test security. Any breaches or irregularities must be reported under the Indiana Department of Education's protocol set forth in the annual Indiana Assessment Program Manual.

The school must provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate, establish procedures for investigating these concerns, and must ensuring protection of the rights of individuals and the integrity of the assessment.

Teacher handbooks must include procedures that ensure the enforcement of these policies.

Any individual with a license granted by IDOE who violates the Code of Ethical Practices and Procedures may face disciplinary action under IC 20-28-5-7, 511IAC 5-5-, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7. Any staff member in the Diocese of Lafayette who violates the security and integrity of state testing may be subject to immediate dismissal.



## **Religious Instruction\***

All students receive regular religious instruction. Sacramental preparations are to be integrated with parish-based programs. The religion curriculum is developed in cooperation with the Office for Catechesis. All programs and instruction are to conform to the principles, declarations and norms of the General Catechetical Directory approved by the Sacred Congregation of Clergy and published by the United States Catholic Conference (1971), the statements of the National Conference of Catholic Bishops in *To Teach as Jesus Did* (1972), the *Basic Teachings for Catholic Religious Education* (1973), *On Catechesis in Our Time* by his holiness Pope John Paul II (1979), *Guidelines for Doctrinally Sound Catechetical Materials* (1990), the *Catechism of the Catholic Church* (1994, English edition), *Sharing the Light of Faith; General Directory for Catechesis* (1998), *The National Directory for Catechesis* (2005) and “*Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium*” (2005).

Work, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, sacramental preparations, liturgical celebrations, social justice, and observance of the liturgical season.

Implementation of the requirements of the 2002 Dallas Charter of the USCCB requires that all students receive annual instruction in safety and self-protection from inappropriate behavior of adults. The Protecting God’s Children Safe Environment Curriculum has been developed for this purpose. All schools must provide this instruction annually for all students and maintain appropriate documentation which must be submitted to the Office for Catholic Schools.

## **Religion Grading\***

Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. Therefore, a Religion grade is to reflect the student’s knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student’s everyday behavior. All students, including non-Catholic students, receive a grade in Religion.

## **Report Cards and Mid-Term Reports**

Report cards are distributed at the end of each Quarter, a total of four times each academic year. The first report card is handed out at parent-teacher conferences. Mid-Term reports are also distributed four times each year. All distribution dates are printed on the school calendar.

We do not distribute report cards early. If a child or parent is unable to pick up a report card on the designated day, the card may be picked up the next business day in the office. Report cards will not be given at the end of the school year to families unless all of their financial accounts (tuition, After-School Care, etc.) are paid in full.

## **Section E: Safety & Wellness**

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### **Accident / Injury Report\***

School personnel are trained to give immediate and temporary first aid care for minor illness or injury. All school related incidents/injuries are to be reported to the principal as soon as possible. Parents/guardians will be informed in writing when a serious accident or injury occurs.

### **Allergies and Allergic Reactions\***

To provide a safe environment for students with severe allergies, schools, parents/guardians, physicians, nurses, and the student must work together. A meeting should be scheduled before the student begins attending school to develop plans to treat allergies, asthma, and/or other medical conditions that require special attention. It is important that medications are kept up to date and that procedures are followed.

Students with asthma, for example, may need to carry their medication (a secondary dose) on their person to ensure timely administration. However, a primary dose of such medications must be kept in the school office in a secure, but unlocked area known to the school nurse and her/his designees. Faculty and staff should be trained to recognize symptoms of severe allergic reactions. Training should also be provided on the prevention, treatment, and management of severe allergies, as needed, with documentation kept on such training.

On rare occasions, students who do not have known allergies will display allergic reactions. Staff members should be trained to identify these signs. It is recommended that injectable epinephrine be available at the school for such emergencies and that a reasonable number of staff members are trained by a Registered Nurse to administer this medication. In the event that emergency epinephrine is administered, to any child or adult, with their own dose or a stock dose, personnel must immediately call emergency responders. A report must also be filed.

### **Asbestos**

According to the Asbestos Hazard Emergency Response Act (AHERA) of 1986, all schools in the Diocese of Lafayette-in-Indiana were in compliance with federal law on May 20, 1998. This statement is being included in the handbook in order for our diocese to fulfill its annual obligations to the AHERA law. At this time, we can report that the following activities and milestones have occurred since our last notification:

1. An Operations and Maintenance Plan has been managed to ensure asbestos in the school buildings is maintained in a non-hazardous condition.
2. Initial cleaning and response actions to patch, repair, and/or remove asbestos as necessary include the current six-month period: none
3. The required re-inspections/surveillance activity has been completed for the current six month period.
4. Future activities in the planning phase include: none, just Operations and Maintenance
5. The 3-year AHERA asbestos re-inspection was conducted by an accredited inspector on July 11, 2019.

### **Child Abuse\***

School personnel who have cause to suspect child abuse or neglect have a moral and legal responsibility to immediately contact Delaware County Child Protective Services (765.751.9565). A form for suspected child abuse should be completed immediately so that pertinent information is readily available to report. The principal should later (within 3 working days) send a copy of this report to the Superintendent. School personnel have the responsibility only to report the possibility of abuse, not to investigate the case. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

## **Communicable Diseases\***

Each school has a responsibility to provide a safe and secure environment. In the case of severe contagious disease, strict adherence to safety measures is required. Students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community.

In the case of a communicable disease outbreak, the local Health Department is the lead agency and has responsibility to determine what measures must be taken to ensure public health. The principal shall use The Communicable Disease Reference Guide for Schools to determine when intervention from the local Health Department is appropriate or necessary.

In the case of a true disease outbreak, staff must also be able to provide proof of immunity from disease. For staff born before 1980, anecdotal history of disease is sufficient proof of immunity. Staff born after 1980 must provide documented proof of immunity from a health care provider.

If the student absence rate exceeds a threshold of 20%, the school must notify the local and State Health Department by reporting via:

<http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20>

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a child has HIV/AIDS, hepatitis B, or another serious life-threatening condition the principal should consult with the Superintendent who will provide counsel or notification to other persons as needed. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher, and the classroom teacher.

## **Concussions & Sudden Cardiac Arrest\***

Schools shall comply with IC 20-34-7, IC 20-34-8 and SEA 234 regarding the education of staff regarding prevention, diagnosis, and management of concussions and sudden cardiac arrest.

## **Food Service Program**

SMCS has an agreement with Chartwells to provide food services for our students. We selected Chartwells because their high-quality meals are within the National School Lunch Program's nutrition guidelines.

Each day, your child will be able to choose between the school lunch offering(s) or bringing a lunch from home. On Ash Wednesday and the Fridays during Lent, the school lunch offering(s) will not include meat.

If your child has a food allergy or is unable to consume dairy, inform the office immediately.

## **Immunization Requirements\***

Health tests records required in Indiana include immunizations according to age level. They are:

diphtheria; pertussis (whooping cough); tetanus; measles; mumps; rubella; poliomyelitis and; varicella (Chicken Pox vaccine); and meningococcal conjugate vaccine.

Schools must notify each parent/guardian that the child must be immunized and that immunization is required for the child's continued enrollment at school. Parents/Guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents.

Schools must update immunization records with CHIRP by the first Friday in February each year.

## **Medical Concerns**

At the time of registration, each family completed a Registration and Emergency Information form. All allergies are to be reported, as well as any health concerns that may come up during school.

Although this form is on file in the office, each parent should take it upon themselves to directly inform your child's teacher of any serious medical concerns or medications. Be proactive!

## **Safe Environment\***

The Diocese of Lafayette-in-Indiana is dedicated to ensuring a culture that is safe, open, welcoming and protective of all people and especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse.

The Diocese will evaluate the criminal history background of all diocesan, school and parish employees, as well as volunteers who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.

Finally, all employees, as well as volunteers with any level of contact with youth will successfully complete safe environment training on a regular basis. School staff must complete the following training and receive a certificate of completion for the following:

Protecting Children in the 21<sup>st</sup> Century  
Internet Safety

Visit <https://dol-in.org/online-safe-environment-training> to access the online safe environment training.

## **Seclusion and Restraint Policy\***

As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

## Security

Any suspicious people in or near the building are to be reported to the office immediately. After hours, anyone seen damaging property or otherwise behaving in a threatening or suspicious manner is to be reported to the police. Students, staff, and patrons should not confront questionable strangers or allow them into the building.

Our entry doors will be closed and locked at all times unless a staff member is present at the doorway.

Only staff persons are issued keys and fobs that allow access to the school. Keys may not be duplicated or lent out.

All parties should be advised that our doors and hallways are under 24-hour video surveillance.

## Student Illness\*

An ill child is to be sent to the principal or designee. Indiana Department of Health states that students may return to school after illness only under the following conditions:

Temperature	Should be below 100°F for 24 hours, without medication, before returning
Conjunctivitis (pink eye)	Return to school only after being on antibiotic for 24 hours
Head lice	May return to school after treatment has begun and there are no nits present
Vomiting or Diarrhea	May return to school only after being symptom-free for 24 hours
Chickenpox	All vesicles must be scabbed over and temperature below 100°F for 24 hours
Scabies	May return to school after treatment has begun
Ringworm	May return to school after treatment has begun
Open wounds	Cover with a dressing, child will be sent home if drainage is not contained

## Student Medication\*

Before prescription medication may be distributed at school, parents must submit a completed Student Medical Health Information form.

Medication administered at school must be in the original container. The label must include:

- Name of student and name of physician prescribing the medication
- Expiration date, frequency of dose, and recommended dosage

For over-the-counter medication, complete an Over-the-Counter Medication Permission form.

Students who require medication during school are to bring the medication to the principal or designee. The principal will dispense medication only upon written permission of a parent/guardian as prescribed by a health care professional. Medications should be kept in locked storage. Designated locked areas should be accessible to only those persons authorized to administer medications.

The person(s) responsible for administering medication and the school administrator should have access to the keys and be the only people with knowledge of the keys' location. The keys shall be in a monitored area where school personnel can ensure the security of the keys.

Emergency medications (EpiPens, inhalers, etc.) should be stored in a secure area inaccessible to children. The medication must be unlocked and available to school personnel. In the case of controlled substances, they are to be stored separately from other medications in a secure, substantially constructed, locked cabinet or drawer. A list of controlled substances can be found at: <http://www.dea diversion.usdoj.gov/schedules/#define>

Controlled substances are to be kept under single lock (locked cabinet) when students are present and under double lock (locked office and locked cabinet) at all other times. All controlled-substance medications will be counted and recorded upon receipt. This medication shall be recounted on a regular basis and this count reconciled with the log/record. If medications are found to be missing or if there is suspicion of tampering, law enforcement should be contacted to investigate. At no time are students to give medication to each other. A student who violates this procedure subjects themselves to disciplinary action up to and including dismissal.

At the end of the school year, medications may be sent home with the child, with written permission from the parent. The exception to this is in the case of controlled substances, which may never be sent home with the child, and must be retrieved by a parent or relative over the age of 18.

## **Students with Diabetes\***

The care of students with diabetes requires the oversight of a registered nurse and, as such, the school nurse must coordinate care between the student, parents, primary care provider, teachers and staff. The nurse will train any staff who volunteer to assist in the care of the diabetic student and both parties must document that training has occurred and that proficiency has been attained. Each school must comply with IC 20-20-34-5-4 in the care of students diagnosed with diabetes.

## **Wellness Policy\***

Our Wellness Policy exists to promote the physical health of our students and staff. This policy is updated annually by the Principal, Food Service Coordinator, Cafeteria Manager, and PE Teacher.

To view our Wellness Policy: [www.stmichaelmuncie.org](http://www.stmichaelmuncie.org) > Students & Parents > Parents > Wellness Policy

## **Indoor Air Quality Coordinator\*\***

Rob Frey, principal, serves as the Indoor Air Quality Coordinator. He can be reached by calling 765.288.5878.

## **Vehicle Idling\*\***

Vehicle idling for extended periods has been shown to contribute to air pollution and health problems. All persons on school grounds for more than five consecutive minutes are asked to turn off their vehicle engine to promote better air quality, especially during afternoon pickup.

## **Student Exposure to Chemicals\*\***

Hazardous chemical use is to be kept at a minimum at SMCS. Substances containing lead or mercury will not be kept or used at school. Cleaning supplies (bleach, floor stripper, etc.) and other chemicals (insect spray, etc.) are kept in the locked custodial closet. A contracted cleaning company provides daily custodial services during hours in which students are not present. An inventory of potentially hazardous chemicals is kept in a white binder in the custodial closet. This binder contains Material Safety Data Sheets (MSDS) for chemicals kept on school grounds. Other common household cleaners (Windex, sanitizing wipes, etc.) are kept in a cabinet in the office that is inaccessible to children. School staff may not purchase chemicals without prior consent from the principal. Chemicals must be stored in appropriate containers and be disposed of properly.

## **Section F: Parents & Guardians**

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### **Alternative Learning Plans\***

Administrators in the Diocese of Lafayette-in-Indiana will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor adjustments can be made for their education. In some cases students with disabilities will not qualify for services from the LEA and an alternative service plan may be provided. The LEA for SMCS is Muncie Community School Corporation.

### **Before-School Care and After-School Care**

Supervised Before-School Care for our students begins at 7:30AM each school day. There is no charge for Before-School Care. Students will not be permitted to enter the school prior to 7:30AM.

Supervised After-School Care for our students operates from after dismissal until 5:30PM each school day. Families who wish to participate must submit the following:

- After-School Care Agreement
- After-School Care Registration and Emergency Medical Form

After-School Care is provided for a fee. Families are encouraged to pay for After-School Care in advance. Parents or authorized persons are to pick children up and sign them out each day. We reserve the right to limit the number of children in the After-School care program for the safety of the children. Late fees will be applied if a child is not picked up in a timely manner.

### **Media Use of Student Pictures\***

Each family must complete a Consent to Broadcast or Publish at the time of enrollment.

When using student photos in the media, social media or submitting photos for publication the following journalistic principles are to be implemented:

- Photos, videos and other sound or media recordings of students may constitute educational records under FERPA and should be used only in strict compliance with FERPA;
- Names and likenesses of persons cannot be appropriated for any reason, including trade or advertising, without their consent;
- Public disclosure of "private facts" that a reasonable person would find offensive, or other "private" information that is not of legitimate public interest cannot be used;
- Media cannot trespass on private property or other "private settings" under false pretenses or conduct "unreasonable" surveillance. Pictures taken in public places are not generally intrusive, but consents may still be required for publication;
- Pictures cannot be juxtaposed photos of persons with other negative reportage that does not involve the person or false attribution of utterance.

## **Pesticide Application Policy\***

SMCS seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests, they may pose a hazard. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

This policy does not apply to the use of the following pesticides; 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, and water purifiers; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators when students and staff members are not present, such as during school vacation periods. An exceptions may be when a pest is present that poses an immediate health threat to the students, such as bees or wasps.

If you wish to be informed 48 hours prior to pesticide application, please call the school office to have your name and phone number put on a list of parents to be informed.

## **Parent-Teacher Conferences**

Each October there is an opportunity for parent-teacher conferences. Check the school calendar and newsletters for the dates. All parents will be scheduled to attend a conference with the teacher.

Other individual conferences can be scheduled throughout the year as needed. Teachers must tend to their professional responsibilities, so they cannot conduct unscheduled conferences. Parents should not expect a teacher to be immediately available if they show up unannounced. Please use email to schedule a conference.

## **Parent-Teacher Organization**

The Parent-Teacher Organization (P.T.O.) exists to support our teachers and students. The P.T.O. organizes fundraisers to assist the school and each teacher's classroom needs. The P.T.O. meets regularly, so plan to attend the meetings and participate in our events.

## **Release of Records\***

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD350A) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged.

## **Student Information\***

At registration, each family submitted a Registration and Emergency Information. If information on that form changes, it is the responsibility of parents to inform the school immediately. Divorced, separated, or never married parents must provide a court certified copy of the custody agreement. In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record, a birth certificate or legal notification of the change is required.



## **Student Records\***

Permanent record files must include the following:

- an academic transcript (academic grades for each semester);
- health and immunization forms;
- attendance records (including date when student enters);
- emergency information;
- standardized testing information;
- medical records may also be included if the student has any special medical needs; and
- if the student has special learning needs, records of educational or related testing.

If these last two items were generated by another agency (including the local public school) they cannot be transferred to another school. They can, however, be released to the parent.

Cumulative record files may include additional information.

All records are to be kept in a locked, fire-proof cabinet in the school office.

Permanent records must remain at the school in perpetuity.

When accessing records, teachers must sign a log sheet listing the date and purpose for viewing.

When parents are divorced, both parents have a right to access students and their records unless prohibited by court order.

The Emergency Health Plans for children and staff with chronic conditions such as diabetes, asthma, and severe allergies, should be kept separately in a secure, but unlocked place.

Principals are advised to obtain court custodial documents. It is the responsibility of parents to inform the school of any changes in custodial arrangements.

## **Supervision**

Students are to be under adult supervision at all times. Children are not permitted to roam the building before, during, or after school. When parents are in the building with their children outside normal school hours, or when any of their other children who are not students are in the building with them, parents are expected to supervise.

Students are not permitted to go into classrooms or gymnasium before or after school without a school staff member. School personnel will exercise supervisory authority if parents fail to do so. When off the school premises in school-related activities, appropriate adult supervision will be provided by the persons in charge of the activity.

## **Reporting to Parents\***

Although the methods, formatting, and timeline for reporting progress to parents may vary, schools must consider the following criteria in determining how this will be done:

Reporting to parents should be frequent and systematic.

Grading should reflect content knowledge and skills.

Grading should be consistent across grade levels.

Criteria for the grades should be clearly defined and communicated to parents and students in advance of the grading period.

Criteria for the assessment of individual assignments, activities, and projects should also be clearly defined to students in advance.

## **Uniform Policy**

All students wear uniforms every school day. If children are allowed to wear something other than their uniform on a given day, such as a Field Trip or a Casual Day, you will be notified by the school. While it is the primary responsibility of parents to oversee the appropriateness of dress for school, it is the responsibility of the school to establish guidelines.

To see the policy:

[www.stmichaelmuncie.org](http://www.stmichaelmuncie.org) > Students & Parents > Parents > Handbook & Policies > Uniform Policy

## **Office Hours**

The school office is open from 7:30AM-3:30PM each school day. Over summer break, the office is open from 10:00AM-1:00PM for the first ten business days after the school year ends. The office is also open from 10:00AM-1:00PM during the ten business days leading up to the start of a new school year.