

St. Michael-St. Gabriel

Student and Family Handbook



West Deanery Unified Catholic Schools Mission Statement

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

Dear Parents and Students,

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

~St. John Chrysostom

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

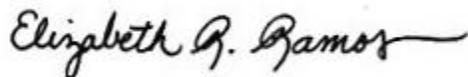
This Family Handbook reflects the policies of St. Michael- St. Gabriel for the 2019-2020 school year. Please read this document carefully and sign the attached agreement at the end. This agreement states that you and your student intend to abide by the policies of St. Michael-St. Gabriel during the 2019-2020 school year. There have been some changes to the handbook, and it is important that you take the time to read the content. Please pay close attention to the attendance, discipline, and uniform codes.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

After all, “Parents have a particularly important part to play in the educating community, since it is to them that primary and natural responsibility for their children’s education belongs” (from *The Catholic School on the Threshold of the Third Millennium*).

God bless you,



Elizabeth R. Ramos
Principal

Location

St. Michael-St. Gabriel the Archangel Catholic Elementary School is on the campus of St. Michael Parish in Indianapolis and is a Pre-Kindergarten through 8th grade Catholic elementary and junior high school under the authority of the Indianapolis Archdiocese Office of Catholic Schools. We serve as the grade school for members of the St. Michael and St. Gabriel the Archangel parishes.

Franciscan Values

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

1. Dignity of the Individual

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

2. Peace and Justice

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

3. Reconciliation

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

4. Responsible Stewardship

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

Philosophy Statement

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

Vision Statement

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

Absence Information

School Hours

PreK- Grade 8: School starts at 7:45 a.m. and dismisses at 2:45 p.m.

Attendance and Tardy Procedures

No student should be left at school before 7:00 a.m. School begins at 7:45a.m. Please help your child begin his/her day on time. Persistent tardiness is discouraging to both students and staff. Students who are tardy on three or more occasions are ineligible for the annual perfect attendance award.

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

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

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

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

It is a reasonable expectation that in order for learning to exist, each student must arrive to school on time. Students who are tardy excessively from the instructional program will fall behind in academic achievement. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Students are considered tardy if they are not in their classroom by the 7:45 a.m. announcements. If the student is late to school, he/she is to go to the main office. The student will then receive a tardy pass.

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

Academic Information

Curriculum

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

Religion

- ❖ The majority of the religion curriculum is composed of Catholic doctrine and tradition, Bible study, and Catholic Social Teaching.
- ❖ Liturgical services are typically held on Wednesdays and Thursdays for the school community.
- ❖ Students in Grades 5 and 8 will take the NCEA ACRE assessment in January of each year.

Language Arts

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

Writing

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

Mathematics

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

Science

- ❖ General Sciences and Laboratory Experiences are included.
- ❖ At the end of a student's seventh grade year, a student's science grade, ILEARN scores, attendance, and work ethic will be reviewed to determine if a student is eligible to take Biology or Honors Biology (high school courses) his/her eighth grade year.

Social Studies

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

Spanish

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

Specials

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

Academic Probation

A student in Grades 6-8 whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be given an improvement plan, which will be reviewed by the academic advisor and may include mandatory tutoring.

Accreditation

St. Michael-St. Gabriel is accredited through the AdvancEd program.

Admission Information

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

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

Pre-Kindergarten

Children who are three years old by August 1st and potty trained are eligible to enter preschool at St. Michael- St. Gabriel, which currently serves students who are three and four years old. A birth certificate and shot records are to be shown at the time of registration.

Kindergarten

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

First Grade

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

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

Tuition Guidelines

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

1. St. Michael or St. Gabriel parishioner – Student is a baptized Catholic and whose family is a registered and participating member of St. Michael or St. Gabriel Parish
2. Non-parishioner – Student of other Catholic parishes or student who is not of the Catholic faith, but wishes to attend St. Michael-St. Gabriel

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

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

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

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

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

Fees

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

Financial Assistance

A limited tuition assistance fund exists for those families who, due to various circumstances, are unable to pay the entire amount of the tuition fees. The guidelines for this fund are as follows:

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

Withdrawal Procedure

Families must notify the school office in writing and complete proper paperwork if a student is withdrawn from the school. Families will need to indicate the school to which the child's records should be sent.

Asbestos

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

Athletics/ CYO

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

Before and After Care Program

The school doors will open at 7:00 a.m. every day. Students that arrive between 7:00-7:30 will go directly to the cafeteria.

Please see the After Care Program Handbook and Registration packet for details about the After Care Program. Students that have not been picked up by 3:00 p.m. will report to the cafeteria for After Care. After Care hours are from 3:00-5:45 p.m. Families will be charged beginning at 3:30 p.m. The After Care Program and Administration reserve the right to

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

| 2019-2020 Fee Schedule | 3:00-4:30 | 3:00-5:45 | After 5:45 |
|---------------------------|-----------|-----------|----------------|
| 1 Child | \$5.25 | \$10.25 | \$1.00/minute |
| 2 Children | \$9.25 | \$14.25 | \$2.00/minute |
| 3 or more children | \$12.25 | \$17.25 | \$3.00+/minute |

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

Birthdays and Birthday Parties

Students will be allowed to dress down on their monthly birthday celebration day, as designated by the school. (Attire should still be appropriate for school.) Teachers that choose to may have one celebration each month for the students whose birthdays fall during that month. Please keep in mind our school nutrition policy when supplying snacks for this party. Also, due to several nut allergies, please refrain from bringing in any items that contain nuts. If you are unsure, please contact the school.

Box Tops Collection

Simply clip your Box Tops and save them throughout the year for various school contests. These may be dropped off at anytime.

Cheating

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

Child Abuse Laws

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

Circle of Grace

Circle of Grace is a safe environment program for Pre-Kindergarten through grade 12 “Respecting All God’s People.” It is a program for the safe environment education of children and young people supported and mandated by Archdiocese of Indianapolis to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children

Communication between Home and School

Main Office Phone Number: 317-926-0516

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

Cell Phones

Student cell phones are not to be turned on while on the school premises during the hours of **7:00 a.m. to 5:45 p.m.** unless granted permission from a St. Michael-St. Gabriel staff member. All cell phones need to be turned off and turned in to the child’s homeroom teacher in the morning. They will be returned to the students before dismissal. Cell phones will be taken from students who violate this policy and will require the parent/guardian to come in and pick up the phone. Students are not allowed to use their phones or other electronic devices during the school day to take pictures or video, unless given permission by a staff member, perhaps for a class project.

Newsletters

The school newsletter will be sent by email and the junior high e-newsletter will be posted on Jupiter. Elementary newsletters are also sent each week on Monday with any other forms of communication from the main office. Take the time to read the information and discuss it with your children. Oftentimes we may be asked to make changes for some of our events due to other events that may be taking place on campus.

Telephone

The office phone is not to be used for calls concerning forgotten gym clothes, books, or homework. If a child needs to use a phone for any other reason, he/she needs to check in with the main office first and then will be directed to a phone.

Twitter®

Interested in some of the daily activities of our students and staff? Follow us on Twitter: @SmsgCrusaders .

Website

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

Crisis Plan

St. Michael-St. Gabriel has implemented an emergency plan in case of a lockdown/ evacuation emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

Child Custody

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

Discipline

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

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

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

Detentions, Suspensions, Expulsion, and Discipline Board Meetings

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

Students who pose a threat to themselves or to others may be expelled from the school. Students who have been expelled from the school will not be allowed to return to the school and may not register to attend another school for an entire year from the date of expulsion. Please know that this is an extreme punishment.

Bullying and Harassment

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

Fighting

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

Search and Seizure

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

Social Media and Electronics

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

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

Dress Code

- ❖ Uniforms are required Monday through Friday. Students who are on campus during school hours, including before care and after care, must follow the SMSG dress code unless otherwise directed.
- ❖ Please note that a uniform infraction may necessitate a call to the parents or guardians who will be asked to bring the proper uniform garment(s) to school. This also includes the correct shoes listed in the uniform requirements.
- ❖ The school reserves the right to tell students when their dress does not adhere to the dress code or is inappropriate.

Pre-K Uniform Code

- ❖ Students are required to wear a red collared shirt. Short or long sleeve polo shirts are generally best.
- ❖ Students are required to wear blue bottoms – shorts and pants for boys and shorts, skirts, skorts, jumpers, or pants for girls.
- ❖ Families may also purchase the school uniform sweatshirt that students in Kindergarten-Grade 8 wear.

Boys and Girls

- ❖ A solid red short or long sleeve polo shirt is required. These can be purchased at any store.
- ❖ Students may not wear long sleeve shirts under their short sleeve shirts.
- ❖ Students may wear a **St. Michael-St. Gabriel** navy blue or red crewneck sweatshirt with the archangel or the SMSG logo on it in colder weather. These are purchased through Risse Brothers.
- ❖ Students must wear a collared, uniform shirt underneath their sweatshirt.
- ❖ Fleece jackets, sweatshirts with or without hoods, sweaters, etc. are not permitted, as these are not part of the uniform.

BOYS

Boys in Grades K-5

- ❖ Navy blue pants- May be purchased at any store, but are available at Risse Brothers
- ❖ Navy blue shorts- May be purchased at any store, but are available at Risse Brothers
- ❖ Pants or shorts must not have outside pockets. Cargo pants and jeans are not acceptable.

Boys in Grades 6-8

- ❖ Khaki pants with CR logo- Purchased at Risse Brothers only
- ❖ Khaki shorts with CR logo- Purchased at Risse Brothers only

GIRLS

Girls in Grades K-3

- ❖ Navy blue shorts or pants- May be purchased at any store, but are available at Risse Brothers
- ❖ Pants or shorts must not have outside pockets. Cargo pants and jeans are not acceptable.
- ❖ Plaid jumper only- Purchased at Risse Brothers only; blue jumpers, skirts, or skorts **are not** acceptable.

Girls in Grades 4-5

- ❖ Navy blue shorts or pants- May be purchased at any store, but are available at Risse Brothers
- ❖ Pants or shorts must not have outside pockets. Cargo pants and jeans are not acceptable.
- ❖ Plaid skirt or skort- Purchased at Risse Brothers only

Girls in Grades 6-8

- ❖ Khaki pants with CR logo- Purchased at Risse Brothers only
- ❖ Khaki shorts with CR logo- Purchased at Risse Brothers only (Shorts may be no shorter than 2" above the knee.)
- ❖ Plaid skirt or khaki skort- Purchased at Risse Brothers only (Skirts and skorts may be no shorter than 2" above the knee.)

Hair Accessories

- ❖ Acceptable headwear for girls includes headbands, hair ties, and barrettes. **No beads, large flowers, or bandanas are allowed.** Small flowers or bows are acceptable.
- ❖ Hair should be styled so that it is out of the eyes or face of the student.
- ❖ For all: Extreme hair styles, including Mohawks, designs shaved into a student's hair, one half of a shaved head, and/or non-natural colors (such as blue, green, purple, or pink) are not permitted.

Shoe and Socks

- ❖ Athletic style sneakers are generally required because of gym and/or recess. (Students are responsible for additional pairs of shoes they may bring to school if they wish to change shoes for gym or athletic practice.)
- ❖ Dress shoes, such as flats, may be worn, but no heels, open-toe shoes, or sandals.
- ❖ Socks are to be worn. Socks must be seen over the edge of the shoe.

Personal Grooming

- ❖ Students should keep their jewelry to a minimum.
- ❖ Small stud or hoop earrings are acceptable. No large hoop earrings should be worn.
- ❖ Boys in Grades 6-8 may wear a small stud earring in their ears.
- ❖ Nose, eyebrow, tongue, or lip rings are not acceptable. Only earrings are allowed.
- ❖ Make-up should be kept at a minimum.

Miscellaneous Accessories

- ❖ Belts are to be worn with shorts and slacks, as well as with skorts and skirts which contain belt loops.
- ❖ Shirts are to be tucked in.
- ❖ No fake tattoos may be worn.
- ❖ Students may not draw designs on their bodies.

Physical Education Uniform

- ❖ Students in Grades PK-5 will not change clothes for gym class. Students should wear athletic shoes for gym.
- ❖ Students in Grades 6-8 are required to wear the school gym uniform, which contains a gray shirt and black shorts. The cost of the uniform is \$20 for the shirt and shorts. Additional shirts or shorts may be purchased.

Dress Down and Spirit Wear Days

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

Drop-Off

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

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

Dismissal

Only those individuals authorized in advance by the parents **or guardian** will be allowed to **take the child/children home**.

No child/children will be dismissed early until signed out by a parent or an authorized **person**. **If the school office is**

unfamiliar with the individual picking up a student, we may ask to see the person's identification.

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

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

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

Emergency Contact Information

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

Emergency Drills

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

English Language Learners (ELL) Services

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

Field Trips

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

- ❖ Everyone is encouraged to use the resources of this great city as educational experiences for students.
- ❖ Educational objectives for each trip need to be filed in the office. Teachers will need to state the objective of the trip, preparation given, and a summary of the follow-up activities.
- ❖ A field trip is a privilege and not a right. Students may be asked to stay behind for disciplinary reasons or excessive absences.
- ❖ There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. Please do not expect certain field trips just because they have been done in the past.
- ❖ Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any trip due to, but not limited to, poor academic performance and/or poor conduct.
- ❖ A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip.
- ❖ Parents may refuse to permit their child from participating in a field trip. The Administration will decide on an alternate arrangement for the student who does not participate.
- ❖ **All chaperones must have completed the Safe & Sacred training before going on any trip. Documentation must be present at the school. Chaperones that do not pass the background check will be removed from**

the chaperone list. We recommend parents complete this training at the start of the school year if they are interested in volunteering or chaperoning throughout the year, as the background checks a few weeks.

- ❖ Parents who are not “official” chaperones **may not** drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- ❖ The school reserves the right to limit the number of chaperones on a given field trip.
- ❖ **Additionally, parents who chaperone a field trip may not bring pre-school or siblings on the trip. Chaperones have made a commitment to monitor the students of St. Michael-St. Gabriel. Additional children on the field trip take away from the responsibility and commitment you made.**

Final Exams and Exam Cards

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

Food Programming

Breakfast and Lunch Program

St. Michael-St. Gabriel takes part in the Federal Lunch Program. Payment should be made by Tuesday for the next week. Payments **cannot** be made on a daily basis. Note that the weekly menu is subject to change based on the availability of items. Our lunch program is \$2.95 and that includes the lunch for the day and milk. Our breakfast program includes the food for that day and milk and the cost of breakfast is \$1.50. The cost of lunch for families that qualify for reduced lunch is \$0.40 and the cost of reduced breakfast is \$0.30. Please note that breakfast is served from 7:00-7:30 a.m. each day.

Cafeteria Rules

1. Students are to enter in alphabetical order, with students who have cold lunch at the front of the line.
2. Teachers and parents should instruct the students on good conduct and table manners. Students should be reminded frequently of these manners.
3. Students are to remain seated **AT ALL TIMES**.
4. Students should proceed through the lunch line quietly and courteously and then be seated.
5. Talking quietly while eating lunch is permitted. Students are reminded that all noise/talking is to stop when the lights go out or when asked by the teacher.
6. The teacher on duty will start the prayer after meals and every student must join in.
7. Students must clean up straw wrappers, napkins, spilled food, etc. from their eating area before they are dismissed. Older students may assist with cleaning tables.
8. Adults on duty will walk around with trash cans, so the students do not have to get out of their seats.
9. Students who have been dismissed should line up to go outside, or to their classrooms in bad weather, for recess or return back to class.
10. Violating cafeteria rules could result in cleaning the cafeteria for a period of time or being sent to the Assistant Principal's office.

Gifts and Party Invitations

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

Health Program

Health and Immunization Requirements

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

Newly Enrolled In Kindergarten Or Grade 1 And All Children Less Than 7 Years Of Age:

State law requires that all children in kindergarten or first grade be immunized against HEPATITIS B. Effective July 1, 2004, all kindergarten and first grade students must have also had the chicken pox vaccine.

Injections on Record:

- 5 doses of (DTP) diphtheria-tetanus-pertussis
- 4 doses of (OPV) oral polio vaccine
- 2 doses of measles (rubeola) vaccine, on or after child's first birthday
- 1 dose of rubella (German measles) vaccine, on or after child's first birthday
- 1 dose of mumps vaccine, on or after child's first birthday
- chicken pox vaccine

Children Enrolled In Grades Two Or Above Or 7 Years Of Age And Older:

Injections on Record:

- 3 doses of (DTP) diphtheria-tetanus-pertussis
- 3 doses of (OPV) oral polio vaccine
- 2 doses of measles (rubella) vaccine, on or after child's first birthday
- 1 dose of rubella (German measles) vaccine, on or after child's first birthday
- 1 dose of mumps vaccine, on or after child's first birthday
- 2 doses of measles-containing vaccine that are required for children in grades 6 - 12

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

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

Allergies

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

Illness and Medication Policies

On school days when your child is ill, we ask you to call the school office by 9:00 a.m. **that** day. If your child/children is/are out three (3) days or more due to illness, please send a statement from your doctor.

Children with fevers may not report to school. Students must be fever free for 24 hours before returning to school.

Students **may not** have medicines in their possession (desk, lockers, lunch box, pockets, etc.) during the school day. The Indiana Department of Health requires that school personnel dispense prescription medicine from the original prescription bottle only. Medicine that is not properly marked or stored will not be given to a student. State law also requires written authorization and specific dosage directions from the parents before school personnel can dispense non-prescription medications to students. Medicines brought to school must be given to the school administrative assistant. Prescription medication must be in the original container and accompanied with the doctor's authorization for dispensing the medication at school and the parent's signature. Also by state law the school cannot supply ibuprofen, Tylenol®, Advil®, cough drops, or any other medications. If your child might need one or more of these throughout the year, you are responsible to send it to the office. It must be kept in the office and must be labeled with the child's name on it. Non-Prescription medications must be provided by the parent including specific, written dosage directions for each child and the parent's signature. Students are responsible to go to the administrative assistant's office at the time designated to take the medication.

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

Emergency Medical Treatment

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

Homework

Picking Up Homework Assignments

If your child is ill for more than one day, and you wish to pick up his or her homework, please phone the school office early in the day. The teachers will send the assignments to the office. Do not go to the classroom.

Make-Up Work

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

Human Dignity Policy

The Archdiocesan policy on harassment and violence can be found at http://www.archindy.org/oc/download_documents/newsletters/harrassment_policy_f.pdf

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

Lost and Found

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

Off-Campus Conduct

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

Office Records and Contact Information

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

Parent-Teacher Association (PTA)

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

Parent-Teacher Conferences

Scheduled conferences are held annually at the end of the first quarter in all grade levels. All parents or guardians are encouraged to attend conferences and are welcome to schedule additional conferences with teachers at any time. Additional conferences may be called by the teacher or parent throughout the year. Parents or guardians will receive one hour toward their required volunteer hours for each hour they attend.

Parent's Role in Education

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

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

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

Photography of Students/ Student Activities

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

Promotion Policy and Retention Policy

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

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

Report Cards and Progress Reports

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

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

Recess

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

Playground Rules:

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

Responsibilities

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

Parent and Guardian Responsibilities

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

- ❖ Pray with and for your child and your family.
- ❖ Set positive example by modeling Christian behavior toward others, including how one acts or talks.
- ❖ Make sure students arrive at school on time – NO LATER than 7:45 a.m. daily.
- ❖ Report absences to the school office by 9:00 a.m.
- ❖ Make sure students have necessary supplies.

- ❖ Send students to school wearing clean, appropriate uniform apparel.
- ❖ Check assignment notebooks and/or homework folders daily.
- ❖ Check student book bags for notes from the teacher or the school office.
- ❖ Sign-in at the main office when visiting.
- ❖ Provide a study environment in the home.
- ❖ Set guidelines to ensure your child's proper rest.
- ❖ Ensure your child is in school for the full school day unless the child is actively ill, running a fever, or vomiting.

Administrator Responsibilities

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

Teacher Responsibilities

- ❖ Set a positive example by modeling Christian behavior toward others.
- ❖ Maintain professional conversation during staff gatherings and when in a public forum.
- ❖ Respect students verbally. Refrain from publicly chastising a student.
- ❖ Collect, record, and return homework assignments. Give age-appropriate homework assignments.
- ❖ Provide weekly lesson plans, seating charts, and an updated substitute folder so that valuable learning time will not be lost by your absence.
- ❖ Document all parent telephone conversations and conferences.

Student Responsibilities

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

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

Returning to School after Dismissal

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

Sacramental Preparation

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

Safe and Sacred/ Background Checks

St. Michael-St. Gabriel, as well as the Archdiocese of Indianapolis, are charged with protection of all of God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check, as well as successfully complete and update the approved training program. "Safe and Sacred" is the approved online training program for the Archdiocese. Both the training and background check use this link <https://safeandsacred-archindy.org/login/index.php>. All Safe and Sacred certificates and background checks must be on file for all school employees and volunteers.

School Office Hours

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

Seclusion and Restraint Policy

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

Service Hours

All families are required to complete **10 service hours** during the year of the student's enrollment. All volunteer hours must be completed at the school, not outside of the school. A list of volunteer opportunities will be provided by the school and the Parent Teacher Association (PTA) each year. Families must understand that some volunteer hours where volunteers are working with children may only be completed by those who have completed the Safe & Sacred training, required by the Archdiocese of Indianapolis.

Shadowing

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

Student Records

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

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

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

Title IX

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

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be**

forwarded to another school until all accounts have been settled. (See previous section on Student Records for transcript information.)

Visitors and Volunteers

School Visitors

Visitors are welcome at school. There is a sign-in sheet in the front office. Please sign in and pick up a visitor's pass. PLEASE call for an appointment if you wish to observe a class or call us at 317-926-0516 with any questions you may have. We are proud of our school and are pleased when we are able to share our good news with visitors to our school. All classroom visitors should be Safe and Sacred trained.

Volunteers

Volunteers are both welcome and needed at St. Michael-St. Gabriel the Archangel. We encourage your participation with supervision on the playground and cafeteria, chaperoning field trips, and being active members in our Parent Teacher Association. All classroom volunteers are to be Safe and Sacred trained.

Voucher Program and SGO Scholarships – School CHOICE Tax Credit Scholarship

The Indiana Scholarship Tax Credit Program provides eligible lower income families with scholarships given by certified Scholarship Granting Organizations (or SGOs) to attend the school of their choice. The SGO Scholarships for our students are funded by donations to a SGO fund and designated for St. Michael-St. Gabriel students. Donors receive a 50% state tax credit for their donations in addition to any federal tax deductions. Families who fall under 200% of the Federal Free and Reduced Lunch qualifying amount are eligible to apply for a Tax Credit Scholarship and must do so each year.

CHOICE SCHOLARSHIP (VOUCHER)

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

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

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

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

1. Continuing Choice Scholarship Student Pathway
2. Previous Choice Scholarship Student Pathway
3. Previous Scholarship Granting Organization (SGO) Award Pathway
4. Special Education Pathway
5. "F" Public School Pathway
6. Two-Semesters in Public School Pathway
7. Previous On My Way PreK Grant recipient at the same school
8. Sibling Pathway Lottery (if needed): If the number of applicants meeting both the income St. Michael-St. Gabriel's admission requirements exceeds our enrollment capacity at a given grade level, state guidelines require a lottery (random drawing) to be held to determine accepted students. Thereafter, a "waiting list" of applicants meeting our admission requirement will be established to determine enrollment should additional seats become available. Information concerning application to these two programs and deadlines is published regularly in the school newsletter and on the school website.

Weather Emergencies

Should there be a need to close school, we will notify you using the SchoolMessenger system. Be sure your number is up-to-date with the school office. Additionally, St. Michael-St. Gabriel School has been approved to use E-Learning Days during inclement weather, as well as planned make-up day sessions. E-Learning days can and will be announced in a situation in which there is a cancellation. An outline of student expectations can be found on our website.

Please check announcements on the TV and internet. The announcement will be listed as St. Michael- St. Gabriel School, Indianapolis. Please be aware there is a St. Michael in Greenfield, IN and in Brookville, IN. You will find the announcements on Channel 4, 6, 8, 13, and 59 and on our Twitter page. Please plan accordingly.

Right to Amend

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



Photography & Videography Release

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

Signature: _____

Date: _____

Please print the following information:

Child's Name/ Children's Names: _____

Relation to child: _____

Contact Phone Number: _____