

#CARDINALUP

2024 - 2025 STUDENT HANDBOOK

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St. Michael Indian School (SMIS) Parent-Student Handbook

Welcome to St. Michael Indian School.

This handbook is designed to provide you with important information about our school policies, procedures, and expectations for both students and parents. Our goal is to create a collaborative environment that supports the academic and spiritual growth of every student.

MISSION OF ST. MICHAEL INDIAN SCHOOL

St. Michael Indian School provides students from local Native American communities with a quality education that is rooted in Catholic values, is sensitive to Native heritage, teaches leadership skills, and enables students to contribute in a culturally diverse world.

ST. MICHAEL INDIAN SCHOOL PHILOSOPHY STATEMENT

The philosophy of St. Michael Indian School is to create a community of faith and learning in which students can develop spiritually and intellectually. St. Michael Indian School recognizes parents as primary and principal educators of their children. St. Michael Indian School strives to provide a comprehensive curriculum combining traditional academic subjects, formal religious instruction, a wide range of technology, art, and athletic programs, and opportunities for philanthropic service in the community. St. Michael Indian School makes a genuine effort to assure each student's progress, to build self-confidence, and to create a healthy self-image, helping the student to grow in integrity, responsibility and preparation for higher education

INTEGRAL STUDENT OUTCOMES (ISOs)

BODY: As active, healthy people who...

- Participate in physical education, extra-curricular activities and/or team sports to learn the value of fairness, competition and teambuilding
- Have the knowledge and ability to lead a healthy lifestyle; and
- Understand how to attain and maintain physical well-being through self-respect and self-care.

MIND: As creative and critically thinking lifelong learners who...

- Express themselves and collaborate with superior communication skills;
- Master the arts and sciences for greater empathy and stewardship of our communities and our natural world;
- Utilize their unique talents and abilities while making safe, healthy, well-balanced life decisions; and
- Utilize technology effectively and responsibly.

SPIRITUALITY: As respectful, faith-driven people who...

- Are infused with the knowledge of the Catholic Faith as well as the Diné Way;
- Will develop and express a deep understanding of their own identity; Will be able to walk in beauty throughout their lifetime; and
- Are sensitive to other faiths and cultures.

COMMUNITY: As loving, involved citizens who...

- Stand in solidarity with diverse cultures and perspectives from around the world;
- Maintain personal relationships grounded in honor, dignity and respect;
- Participate in volunteer activities that support and enhance their communities; and
- Demonstrate authentic leadership with compassion and integrity.

DISCLAIMER

This Handbook does not establish a contractual relationship between Saint Michael and students and/or parents of its students. This Handbook only highlights Saint Michael's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document. Any procedure contained within this Handbook is strictly intended to provide all students and parents of student with a general framework for addressing and/or resolving various situations that may arise from time to time. SMIS reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Manual any time and at the sole discretion of SMIS whenever such changes are deemed necessary, with or without cause

GENERAL INFORMATION

ACADEMIC PROGRAM

Our educational program includes all curricular material for the Pre-K3, Pre-K4, Kindergarten through Twelfth grade as prescribed by the Arizona Department of Education and approved by the SMIS Education Committee. Teachers at each grade level and in each subject level follow the prescribed curriculum.

ACCESS to RECORDS

Parents have the right to review student records and must make a request in writing (email is accepted) with 24-hour notice to view them.

ADMISSIONS INFORMATION

SMIS Catholic preschools, elementary school, middle, and high school shall admit only those students who sincerely seek a Catholic education. Attending Catholic Mass during school and participating in religion class is not an option.

For admission purposes, preference is given to students who are part of a family already registered, have alumni affiliation, are a member of a local Catholic parish, and/or are members of the Navajo Nation.

By applying for admission to SMIS, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to SMIS parents or legal guardians acknowledge and agree that they will support the philosophy and mission of SMIS and all Catholic teachings. No student will be refused admission to SMIS because of race, color, national origin, or gender.

Registration of new students begins in January and continues through the spring with waitlists. New students may be waitlists for enrollment after the first quarter of the school year. Parents wishing to enroll a new student or transfer a student to St. Michael Indian School must apply for admissions and complete the admissions process which includes placement testing, family interview, and transcript/previous grade report review.

All new students must provide St. Michael Indian School with the following:

1. Records from previous school attended, including IEP or 504 Plan (if applicable)
2. Social security number
3. Up-to- date immunization certificate
4. Birth certificate (copy)
5. Baptismal certificate (copy) if applicable
6. Certificate of Indian Blood (if applicable)

REQUIREMENTS for ADMISSION

A child must be five (5) years old on or before September 1 of the current year to enter kindergarten and six (6) years old on or before September 1 of the current year to enter the first grade. SMIS does offer preschool for 4 year olds and 3 year olds.

Parents are required to inform St. Michael Indian School of their child's specific academic, emotional, or physical needs. St. Michael Indian School also must be informed of any testing for or diagnosis of learning disabilities –results must be shared by parents for consideration for admission. St. Michael Indian School administration reserves the right to decide if the school can meet the individual child's special learning needs.

Preschool students must participate in a full three or four-year-old screening and are admitted on a case-by-case basis. Children must be at least (3) years old by September 1 and use the restroom independently to qualify for admission.

Official prior school records of attendance, behavior, and academic performance is used to assess admission. Transcripts will be reviewed for incoming high school students and if the student would not be on track to graduate with credit requirements, acceptance may be denied. Case by case consideration is given to incoming twelfth grade students transferring from another Catholic school, out of state, or emergency circumstance with family.

AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)

ASEP begins at 3:45 p.m. Monday – Thursday, and all children must be picked up before 5:15 PM. The St. Michael Indian School After School Enrichment Program (ASEP) provides childcare in a structured environment for students in K-5. Snacks, recreation, arts and crafts, games and study time are part of the activities. The Co-Coordinator of the ASEP maintain the program under the guidelines established by the licensing agency for childcare facilities for Arizona. The ASEP registers students year-round, depending on enrollment numbers, but registration typically takes place before the first day of school. **NO ASEP program on Fridays or as announced.**

AUTHORIZATION for PICK-UP

Only persons listed on the emergency contact form as responsible parties may pick up students from school. If there is a change in the authorized list of persons, the parent/guardian must contact the school in writing of the change.

NOTE: Child(ren) will be released to only parent/guardian and authorized persons designated. Child(ren) in grades PK3 – 10, are not allowed to exit the building without parent/guardian or authorized person checking them out. Students in grades 11 & 12 may leave campus on their own accord, with verified parent/guardian permission.

CHANGES in TRANSPORTATION

Parents must notify the school office by note or by phone any time their child's afternoon dismissal routine changes, by contacting the front office before or by 1:30 PM Monday – Thursday, and by 11:00 AM on Fridays.

CHECKING IN/OUT

A parent/guardian or other responsible party must sign students in and out of school at the front office. If a person is not recognized, as a security measure, he/she may be asked to provide a valid identification. A person checking out students in grades K – 10, must wait for the student at the main office of Drexel Hall and accompany the student out of the building. Students in grades 11 and 12 may leave campus with parent/guardian permission on their own.

ATHLETIC PROGRAM & ELIGIBILITY – Grades 6 to 12

Athletic Academic Standard (AAS): GPA of 2.5 or higher with no D's or F's on weekly basis and quarterly grades is required for participation. Participants in interscholastic activities sanctioned by the AIA, NAIC, and SMIS must meet or exceed the Athletic Academic Standard. Students who fall short of the AAS requirements are placed on Academic Probation. See policy under *Progress Reporting* for action taken with students who are on Academic Probation.

If the athlete fails to meet the AAS requirement. Are required to attend after school study hall. Attendance is mandatory. Athletes are eligible when grades are up to Athletic Academic Standard with no missing assignments. Athletes may replace only one "F" through summer school for athletic eligibility purposes. ATHLETIC ELIGIBILITY REQUIREMENTS APPLY TO ALL STUDENT ATHLETES AND MANAGERS. Every qualified student at St. Michael Indian School can participate in an interscholastic athletic extracurricular program. See Progress Report section for after-school study hall information.

Season	Boys	Girls	Activities
Fall	Cross Country Soccer (co-ed)	Cross Country Soccer (co-ed) Volleyball	Robotics
Winter	Basketball	Basketball Cheer	Robotics
Spring	Baseball Track and Field	Softball Track and Field	Robotics

ATTENDANCE INFORMATION for Students

Grades	Times and Conditions	Attendance Register
K - 8	Arrive to school after 8:15 AM	<i>Tardy</i>
	Arrive after 11:15 AM or leave school before 12:00 PM Friday: Arrive after 10:35 or leave before 11:00 AM	<i>½ day absent</i>
9-12 Grade	Arrive to school after 8:05 AM	<i>Tardy</i>
9-12 Grade	Arrive after 11:45 AM or leave school before 12:00 PM Friday: Arrive after 10:35 or leave before 11:00 AM	<i>½ day absent</i>
	Arriving to class after the start bell	<i>Tardy</i>
	Not present in class	<i>Absent</i>
	Inclement weather conditions	<i>Excused tardy and/or absence</i>
3-12 Grade MASS	Mass attendance is not optional and counts for ¼ of religion grade in grades 3 through 12.	<i>Religion grade will be reduced 1 point for each Unexcused missed Mass</i>

ATTENDANCE CRITERIA

Regular attendance will provide maximum growth in your child’s learning, development, and success. Class time cannot be duplicated or made up; therefore, parents must ensure their child(ren) is at school on time and refrain from excessive absences/tardies. **In grades 6–12, if a student has 3 unexcused absences, and or 10 unexcused tardies, in a quarter, the student must attend afterschool study hall for the rest of that quarter.**

Excused absences are defined as necessary and important reasons, such as illness, bereavement, and other family emergencies. Excused absences are counted as absences in attendance records.

- A written note must be provided by a parent or physician documenting illness. If a child is absent for 3 or more days for illness, a doctor's statement must be provided upon return to school.
- For students who are absent because of chronic illnesses, disability, or because of a need for homebound services, the parent must contact the principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. Absences of ten days or more, parent/guardian must provide an updated note and doctor's statement for extended absences.
- For prearranged medical, court, social services, or other state agency appointments, official documentation must be presented to the school. In the event of a family death or emergency beyond the family's control, the parent must provide a note to the school.
- The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family. The parent must, in writing, to the principal provide rationale for the absence, dates of absence, and siblings within the school for whom the exception will be requested two weeks prior to absence. No more than five (5) days may be approved by the principal for exceptional circumstances during a school year.
- For requests more than five days, the request must be endorsed by the principal and approved by the school president.
- Parents must contact the office before 7:45 AM if their child will be absent. Upon return, the parent must provide a written note documenting the child's absence. The parent will have 48 hours (about 2 days) to provide documentation of child's absence.
- PARENT NOTIFICATION When a child has three (3) unexcused absences, a written warning will be sent by the school.

MAKING UP ASSIGNMENTS

Absences or tardiness that are unexcused are counted against a student's attendance, but the work that the student misses may be made up without penalty. Students are to be given one day for every absent day PLUS one additional day to turn in the missed work.

ATTENDANCE RECORDS

Teachers must maintain accurate attendance records in their grade books and review and file daily attendance reports from the office. At the end of each quarter, the office will distribute an attendance summary to parent/guardian.

BELL SCHEDULES

Kindergarten - 8th Grade

Monday to Thursday		Friday	
7:45 - 8:15	<i>Breakfast</i>	7:45 - 8:15	<i>Breakfast</i>
	<i>Morning</i>		<i>Religious Lesson (K- 2) /</i>
8:20 - 8:40	<i>Prayer/Homeroom</i>	8:20 - 9:20	<i>Mass (3-8)</i>
8:45 - 9:35	<i>1</i>	9:25 - 10:25	<i>Lab/Special 1</i>
9:40 - 10:30	<i>2</i>	10:30 - 11:30	<i>Lab/Special 2</i>
10:35 - 11:25	<i>3</i>	11:35 - 12:05	<i>Lunch (K-5) Recess (6-8)</i>
11:30 - 12:00	<i>Lunch (K-5) Recess (6-8)</i>	12:10 - 12:40	<i>Lunch (6-8) Recess (K-5)</i>
12:05-12:35	<i>Lunch (6-8) Recess (K-5)</i>	12:45 - 1:00	<i>Homeroom</i>
12:40 - 1:30	<i>4</i>		
1:35-2:25	<i>5</i>		
2:30 - 3:20	<i>6</i>		
3:25 - 3:45	<i>Homeroom</i>		

9th Grade - 12th Grade

Monday to Thursday		Friday	
7:30 - 8:00	<i>Breakfast</i>	7:45 - 8:15	<i>Breakfast</i>
8:05 - 8:15	<i>Morning Prayer</i>	8:20 - 9:20	<i>Mass</i>
8:20 - 8:40	<i>Homeroom</i>	9:25 - 12:25	<i>Lab</i>
8:45 - 9:35	<i>1</i>	12:30 - 1:00	<i>Lunch</i>
9:40 - 10:30	<i>2</i>		
10:35 - 11:25	<i>3</i>		
11:30 - 12:20	<i>4</i>		
12:25 - 1:30	<i>Lunch</i>		
1:35 - 2:25	<i>5</i>		
2:30-3:20	<i>6</i>		
3:25 - 3:45	<i>Homeroom</i>		

Preschool

Monday to Thursday		Friday	
7:30 - 8:00	<i>Breakfast</i>	7:30 - 8:00	<i>Breakfast</i>
8:05 - 11:25	<i>Morning Session</i>	8:05 - 11:25	<i>Morning Session</i>
11:30 - 12:00	<i>Lunch</i>	11:30 - 12:00	<i>Lunch</i>
12:05 - 3:45	<i>Afternoon Session</i>	12:05 - 1:00	<i>Afternoon Session</i>

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BUILDING and GROUNDS SAFETY

Keeping everyone in school safe and secure is a top priority. For this reason, students, faculty, and staff are instructed NOT to allow entry to anyone trying to enter a locked exterior door. All visitors must first sign in at the school office and obtain a Visitor's Pass.

- Teachers double check that visitors to their classroom have a visitor's pass from the office.
- Students must be issued a hall pass if they leave the classroom noting where the student is going.
- Security Cameras are in use. No cameras are stationed inside bathrooms or locker rooms.

BUS RULES & SAFETY

Students in grades K-12 can ride the bus. Bus transportation for preschool students is limited and examined case-by-case. St. Michael Indian School students and staff will practice general bus safety and emergency procedures as outlined in detail on the Bus Schedule and Rider form. Bus rider rules are detailed on the bus rider form and posted in each bus.

CURRICULUM & ASSESSMENT

The educational program at St. Michael Indian School consists of the following curriculum areas, with Religion being considered part of the core curriculum: Health & P.E., Mathematics, Religion, Social Studies, Language Arts, Music & Drama, Science, Technology. Students in grades K-12 are tested quarterly for academic progress using STAR Renaissance. Students in grades 5, 8, and 12 are giving the ACRE test from the National Catholic Education Association (NCEA) for religious knowledge. ACRE testing is required by the Bishop of the Diocese of Gallup.

CURRICULUM – INSTRUCTIONAL PROGRAM

St. Michael Indian School will follow the requirements regarding specific courses, time allotments and instructional materials set by the SMIS Education Committee, State of Arizona, and the current accrediting association.

The primary goal of the program of instruction in St. Michael Indian School is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student. *See IEPs at beginning of handbook.

The Diocese of Gallup Catholic Schools Office provides religious courses of study/curriculum guides for mandatory use in all grades at St. Michael Indian School. Academic courses of study/curriculum guides are developed by the academic departments under the supervision of the Academic Councilor and are approved by the principal, and President, and SMIS Education Committee.

A. Preschool Course of Instruction

1. The basic program in preschool (PreK3) includes religion, language, mathematics, personal-social development, social studies, media-art, music, science and sensory-motor development.
2. The basic program in pre-kindergarten (PreK4) includes religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm and technology.
3. The underlying instructional strategy in preschool and pre-kindergarten is organized and free-play activities intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

B. Elementary School Course of Instruction

1. The basic program in kindergarten through grade three shall include religion, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health, Navajo language and culture, and safety should be incorporated into the basic program. Use of technology is integrated into the instructional program.
2. The basic program in grades four through eight includes religion, mathematics, language arts, social studies, science, fine arts, physical education, health, Navajo language and culture and safety. Use of technology is integrated into the instructional program.

CURRICULUM - Credits for High School Graduation/Diploma

Following the credit guidelines from the Arizona Department of Education, high school students require a minimum of 22 credits to graduate.

Subject	Credits
English or English as a Second Language	4 credits
Mathematics	4 credits
Science	3 credits

History & Social Science	3 credits
Fine Arts or Career and Technical Education	1 credit
Locally Prescribed Courses	7 credits
<ul style="list-style-type: none"> • Religion/Theology (required) • Navajo Language • Open Elective 	<ul style="list-style-type: none"> • 4 credits • 2 credits • 1 credit

Students earn credit for a semester grade of a D or higher. Students earning a semester grade of an F will result in credit recovery within the school year and or attending summer school.

SERVICE HOURS – Grades 9 -12

At SMIS we strive to educate the entire student and teaching our students stewardship is one of the most important assignments of any Catholic School. Stewardship is possible through many acts, including prayer, tithing, and sharing time and talent. Effective in the 2024-2025 academic year, SMIS High School students will participate prayer through Mass, Morning Prayer, and Adoration. They will participate in tithing with special collections of coins, toys, clothing, and food. SMIS students will share their time and talent through various opportunities to fulfill required service hours each semester which will count as a portion for their semester grade.

- 9th & 10th grade service hour requirement is 15 hours each semester
- 11th & 12th grade service hour requirement is 20 hours each semester

HONOR ROLL

Honor roll recognition may be awarded to students on three levels. Honor Roll Students have either A, A & B or B grades in all subjects; no documented Behavior issues during the grading period; and have no more than 3 unexcused tardies/absences/checkouts within a quarter.

AWARDS

An Academic Awards Assembly is held at the end of the school year. Classroom teachers give academic awards to their students. During the academic year honor roll students are recognized at a formal event (breakfast or ice-cream social, etc.) following the semester.

SALUTATORIAN AND VALEDICTORIAN

Graduating seniors ranking highest and second highest respectively in scholarship are accorded the honor of delivering the addresses at the commencement ceremony. Although cumulative GPA is the only criterion in determining these honors, eligibility is contingent upon educational

programs in strict compliance with standards defined by SMIS Academic and Behavioral policies.

Ineligible students for this honor are those whose academic programs reflect departure from the following standards:

- Students who's probationary and/or modified instructional program resulted in reduction of credit earning potential.
- Transfer students whose credits earned at SMIS do not equal 50% of total credits toward graduation.

REPORTING OF STUDENT PROGRESS

It is the policy of SMIS that all students will receive a grade for each subject area in core subjects (Math, English, Science, Social Studies, Religion) and electives (i.e. Art, Music, Physical Education). When grading, teachers must assess student performance based on the established progress codes. An "A" for example represents excellence that is well above average, while a "C" is midrange on the scale, indicating an adequate or average performance.

Teachers must provide students with performance standards for each project or type of assignment (performance, test, etc.), and students must understand how their performance will be rated. Teachers must keep any IEP and/or 504 Plan accommodations in mind as they pertain to grading procedures.

Report cards will be emailed and mailed each quarter to parents. A copy of Report cards and transcripts will be filed in students' records.

No assignment or final grade can be worth more than 100 pts. Extra credit may be given at the teacher's discretion.

Quarterly standardized testing through Star Renaissance will be conducted for grades K-12.

PROGRESS REPORT TIMELINE

- Progress Reports are provided to parents during the mid-quarter.
- Parent-Teacher Conferences will be held:
 - First Quarter: for all students.
 - Second and Third Quarter: for students with inadequate progress and/or concerns

- Fourth quarter: progress report will be sent home for all students. No conferences will be held unless requested by a parent
- Additional conferences can be scheduled at the parent's request at a meeting time agreed upon by parent and teacher.
- Parent Teacher Conferences will be announced and posted on the school marquee, website, Family Portal, and social media.
- Parents of students in grades K-12 can access reports using the FACTS Family Portal.

ACADEMIC PROBATION

To monitor and improve students' progress in their classes, all students in grades 6-12 will have grade checks every Friday.

Grade checks will be for all students, not only student athletes. Please see the guidelines below.

Grade checks will be conducted on Fridays. Any student in grades 6-12 who has a D or F (an overall grade below 70%) and or 3 missing assignments in any class will be placed on academic probation and required to attend study hall the following week, Monday-Thursday from 4:00 PM -5:00 PM This study hall is mandatory, and students will sign in with the designated teacher or administrator. Failure to attend may result in returning to the study hall the following week and or affect extracurricular participation, including athletic practices and competitions.

- Students who are on academic probation will undergo grade re-checks the following Friday. If a student on academic probation is passing classes with a C or higher, they do not have to attend study hall the next week and can participate in extracurricular activities, including athletic practices and competitions.
- Please check FACTS Parent Portal if you receive a notification and are unsure which class your student has a D or F in or contact the Academic counselor.
- Students on academic probation can only be cleared by Academic Advisor and or Principal. NOTE: Teachers, Coaches, Athletic Director, and any other staff member cannot clear a student from academic probation.
- Any student on academic probation will not be allowed to practice or participate in any competitions, attend clubs or extracurricular activities, which includes athletics.
- Students identified as on academic probation must attend study hall for the entire week. Students will not be cleared mid-week, regardless of any assignments turned in throughout the week. No students will be released from mandatory study hall until after the grade re-checks on Friday.

GRADING SCALE

Scholastic Achievement and Grade Point Average (GPA)			Performance and Behavior
A	95 - 100	4.0	E – Excellent (90-100)
A-	90 – 94	3.7	G – Good (80-89)
B+	87 - 89	3.5	S – Satisfactory (70-79)
B	84 - 86	3.0	N – Needs Improvement (60-69)
B-	80 - 83	2.7	F – Failing (0-59)
C+	77 - 79	2.5	I – Incomplete*
C	74 - 76	2.0	
C-	70 - 73	1.7	
D+	67 - 69	1.3	
D	65 - 66	1.5	
D-	60 - 64	1.0	
F	0 - 59	0	
I*		0	

A grade of Incomplete is assigned with prior approval from the Administration and constitutes a student who does not have sufficient academic progress to provide a letter grade. At the high school level, may require retaking course.

CALENDAR

The academic calendars for the school year is published online on the school’s website and in the Family Portal under Resource Documents. The calendar is subject to revision and notification is done through the Alert system (email or text) within the FACTS communication system of the school.

CANCELLATION/DELAY OF SCHOOL

School closing, delayed entry, or early dismissal due to weather, illness, or other emergencies will be announced via the school’s emergency alert system and posted on the school’s website and Facebook page. If school closes early or is cancelled, there will be no After School Program or Study Hall on that day and parents will have to make other arrangements for childcare. Athletics may have alternative schedules. Make-up days follow the plan set forth in the school academic calendar. All calendar amendments will be announced.

CHILD ABUSE REPORTING/ SAFE ENVIRONMENT

ANTI-BULLYING AND HARASSEMENT POLICY

The harassment and bullying of students and/or employees by students, school employees and volunteers is not tolerated by St. Michael Indian School in the school or at school related activities. This school is committed to providing all staff and students with a safe and civil environment in which all members of the school community are treated with dignity and respect.

The school prohibits harassment, bullying, hazing, or any other type of victimization of students or staff based upon the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political beliefs, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of St. Michael Indian School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds and beyond school hours if the misconduct directly affects the good order, efficient management and welfare of the school.

If, after an investigation, a volunteer, student or employee is found to be in violation of this policy, the person shall be disciplined by appropriate measures up to and including disciplinary actions (detention, letter of discipline to be placed in personnel file, etc.), suspension, expulsion, or firing. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will not be permitted to serve the school in any capacity. "Volunteer" means an individual who has regular and significant contact with students and does not receive payment for his or her time and services.

*More information is available in the SMIS Policy Manual and will be supplied upon request made to the SMIS Executive Assistant.

CLASS RULES/MEETINGS

Teachers are to have an orientation meeting in the first days of school in August during which the handbook contents are reviewed and students are actively involved in creating a set of five to ten class rules. The rules must be posted in the classroom and should be referenced as often as needed to create class unity and promote self-regulation of student/class behavior. Class meetings are strongly encouraged throughout the year to discuss issues of concern to students, reiterate "character counts" principles and to review rules of behavior and consequences for misbehavior.

CODE OF CONDUCT for Students

CHARACTER

Even when no one tells a student how to conduct himself or herself, we expect that a student will demonstrate appropriate behavior. Students are expected to be Christian in their words, attitudes, and actions toward all members of the school community, and not just when they are told to do so.

CONDUCT

Since our students are identified in the community by their uniforms, we expect the same high standard of behavior off the school grounds, especially to and from school, at sporting events and at events sponsored by clubs and organizations in which our students are officially or unofficially representing our school. It is expected that students attending activities and events sponsored in or by other schools will also exhibit proper Christian behavior. Bullying, teasing, and other threatening behaviors will not be tolerated.

RESPECT

Students are expected to respect themselves and others. We insist on obedience to and respect towards those in authority—president, principal, teacher, instructional assistants, office manager, maintenance, custodian, food service and staff, and all volunteers. Speech and behavior should reflect favorably on the home and the school; therefore, good manners and consideration of others are to be observed. Students are expected to open doors for others and stop to help anyone in need of assistance. We strive to foster pride in our students—pride in themselves and in their environment. Therefore, the proper respect must be shown for school property and the property of others. Students are to leave bulletin boards, posters, and other displays intact and untouched. Writing or defacing of any nature on the buildings, walls, or other school property—including textbooks and desks—will not be tolerated. Students defacing school property, or the property of others will be held responsible for the damage and face disciplinary action.

RESPONSIBILITY

Students are expected to be active, productive, responsible participants in the teaching and learning process. Older students must model responsible behavior for younger students—in the cafeteria, in the hallways, at Mass, on the playground, etc.—and to assist as needed in their academic, social, and faith formation when asked to do so. Students should feel a responsibility toward their school; its successful present and future depends heavily on them. Therefore, students should take care of the school and keep it as clean, neat, and functional as possible. Restrooms must be left clean after use. Students should do their part to keep

their classroom space—desks, shelves, tables, locker, and cubbies— clean and neatly organized. Students should take pride in helping keep the school grounds clean and neat and should report any issues to a teacher.

DELIVERIES

Students who have deliveries will be notified that they may pick them up in the school office. These items will not be brought to the classroom during the school day. Balloons are not allowed on school buses. Parents who need to make deliveries of food or other items to a student may leave the item(s) in the school office and have the office personnel make the delivery to the classroom. No Fast-Food, Starbucks, etc., delivery is allowed during school hours.

DISCIPLINE INFORMATION

Infraction and Consequences Chart

<u>Level I Infractions</u>	<u>Level I Consequences</u>
Dress Code Violation	1 st Incident – Teacher conference with student Teacher documents infraction
Failure to follow class/playground/cafeteria rules	
Gum/candy/food/drink without permission	2 nd Incident – Teacher conferences with student Teacher documents on DISCIPLINE NOTICE form and sends form home to be signed by parent/guardian
Horseplay	
Minor class disruption	Clean-up duty/extra work/loss of athletic/other privileges
No hall pass	
Note-passing	3 rd Incident – Student sent to office w/DISCIPLINARY REFERRAL Student and Parent meeting with principal Behavior Improvement Plan and Detention Non-participation in athletic/extracurricular activities
Public displays of affection (including but not limited to holding hands, cuddling, and kissing)	
Unsportsmanlike conduct	
Other minor offenses deemed as such by Principal	

<p><u>Level II Infractions</u></p> <p>PERSISTENT LEVEL I BEHAVIOR</p> <p>Cheating</p> <p>Defacing books, desks, school property/materials</p> <p>Dishonesty Disrespect toward faculty/staff (verbal/nonverbal)</p> <p>Forgery and/or Plagiarism</p> <p>Gambling</p> <p>Improper conduct on field trip, at assemblies, dances, sporting events or other school functions</p> <p>Leaving school grounds or class without permission</p> <p>Minor vandalism</p> <p>Misbehavior under substitute teacher supervision</p> <p>Non-participating/lack of cooperation in class</p> <p>Suggestive language/gestures</p> <p>Teasing/harassing/disrespecting other students</p>	<p><u>Level II Consequences</u></p> <p>1st Infraction - Student sent to office w/ DISCIPLINARY REFERRAL Student meeting with principal; parent contacted Detention (minimum 1 hour served before or after school)</p> <p>Non-participation in athletic/extracurricular activities other consequences deemed appropriate by principal</p> <p>2nd Infraction - Student sent to office w/DISCIPLINARY REFERRAL Conference (parent, student, teacher, principal) non-participation in athletic/extracurricular activities</p> <p>Detention (minimum 3 hours served before and/or after school) Other consequences deemed appropriate by principal</p> <p>3rd Infraction</p> <p>Student sent to office w/DISCIPLINARY REFERRAL Conference (parent, student, principal) Detention (minimum 5 hours served before and/or after school)</p> <p>Other consequences deemed appropriate by principal.</p>
<p><u>Level III Infractions</u></p> <p>PERSISTENT LEVEL II BEHAVIOR</p> <p>Activation of fire alarm</p> <p>Possession of obscene/vulgar materials</p> <p>Skipping School</p> <p>Stealing</p> <p>Threatening behavior/communication toward student(s) and/or faculty and/or staff</p> <p>Unauthorized use of Internet</p> <p>Unauthorized use of prescription or non-prescription medication</p> <p>Vandalism</p>	<p><u>Level III Consequences</u></p> <p>1st Incident –</p> <p>Parent conference and plan of action to include In-School Suspension and After/Before School Detention (minimum 8 hours)</p> <p>Probation (student must go 30 days without another infraction on any level)</p> <p>Non-participation in athletic/extracurricular activities other actions deemed appropriate and necessary by principal</p> <p>2nd Incident –</p> <p>Becomes Level IV Infraction</p>

<p>Level IV Infractions</p> <p>SECOND LEVEL III INFRACTION</p> <p>Assault</p> <p>Bomb threat</p> <p>Intentional and Consistent Bullying (In-person and/or through social media)</p> <p>Possession of weapons, illegal drugs, alcohol</p> <p>Setting a fire</p>	<p>Level IV Consequences 1st Incident</p> <p>Expulsion from St. Michael Indian School</p>
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DISCIPLINE INFORMATION: Discipline Procedures

Faculty and staff, parents and students must be familiar with what constitutes a Level I, II, III, or IV infraction and the possible consequences associated with major and minor behavior infractions. At the first instance of a Level I infraction, teachers are to give the student a verbal warning, review the rules and consequences for further rules violations, and note the infraction to the parent in writing. Teachers also may call home if needed.

DISCIPLINE NOTICE

This form is to be used with the SECOND incident of Level I misconduct (after a warning has been given for the first occurrence).

OFFICE REFERRAL

This form is to be used with the THIRD incident of Level I misconduct and all Level II and III disciplinary infractions. The following are considered appropriate consequences for inappropriate behavior by St. Michael Indian School, and may be assigned to students depending upon the frequency and severity of the misbehavior:

COMMUNITY SERVICE

Returning time and labor to the school is an acceptable means of discipline. Students may be asked to stay after school, come in on Saturdays or over the summer to repay time lost, repair damage done, or improve the school environment.

DETENTION

Detention is considered an acceptable means of discipline. Detention shall not occur without prior notification to parents. Students detained shall be provided adequate supervision.

Students may lose other privileges if they are placed in detention. Excessive number of detentions will result in further disciplinary actions deemed appropriate by Principal.

PROBATION

Probation is a disciplinary procedure by which a student is evaluated by the teacher and principal regarding his/her attitude and behavior over a specified period, including academic performance. This procedure is followed to determine the student's resolve to remain in the school community.

IN-SCHOOL SUSPENSION (ISS)

ISS is when a student attends school but does not attend classes. He/She will be monitored by a teacher or administrator.

INDEFINITE SUSPENSION and/or EXPULSION

This is a disciplinary procedure by which a student is removed from the school indefinitely. Expulsion is used in those cases where probation and temporary suspension seem inadequate to affect the desired changes in the student's behavior and/or in Level IV infractions. If a student is involved in a legal action, the school reserves the right to request/require that the student be on indefinite suspension until the legal matter has been resolved.

DRESS CODE FOR STUDENTS

St. Michael Indian School educates the whole person. A uniform/dress code policy is instituted to; help establish and maintain proper academic tone within the school community, provide financial relief for parents/guardians, reduce superficial competitiveness in dress among students, instill good grooming habits and neatness in appearance and to support the dignity of the individual based on character rather than appearance.

SMIS requires all students to follow Dennis uniform guidelines. Parents are responsible for seeing that their children are dressed appropriately for school in accordance with Catholic modesty and the dress code. Parents must bring a change of clothes if their children are not dressed appropriately. Students are required to conform to the dress code upon arrival to and departure from school. While representing St. Michael Indian School at any events (athletic, mass, daily, special event) students need to remain in dress code or appropriately dressed.

UNIFORM PRESCHOOL THROUGH 12TH GRADE

	GIRLS UNIFORM	BOYS UNIFORM
Daily Uniform	Polo or Oxford Pants, Khaki Shorts, Jumper/Skirt Pullover/cardigan sweater Black or McDonald Plaid crisscross tie	Polo or Oxford Pants, Khaki Shorts, Jumper/Skirt Pullover/cardigan sweater Black or McDonald Plaid tie
Mass Day Uniform	Jumper for Pre-K-Gr. 4 Uniform Skirt for Gr. 5-12 White Oxford shirt Black or McDonald Plaid crisscross tie	Khaki Pant Black Dress Pants White Oxford Shirt Black or McDonald Plaid tie (clip/other)
Shoes	Closed toe, no heels, tights/knee high socks	Closed toe shoe
Outer wear	Jacket (plain) for outdoors, School approved Cardinal Hoodie/Sweater Scarf, gloves, winter hat during cold weather	
SPARK/PE	Athletic shoes, 6"- 8" seam athletic shorts, school appropriate athletic shirt No form-fitting clothes, spandex or leggings	

HAIR, NAILS, AND JEWELRY RESTRICTIONS

<p>Girls and Young Women</p> <p>Hair worn in front must be</p> <ul style="list-style-type: none"> • cut and kept above the eyebrows, and out of the eyes. • Naturally colored and simply styled hair (no spiked or extreme styles) • No unnatural hair color (highlights are acceptable, in natural colors) <p>Nails, Jewelry, and Makeup must be</p> <ul style="list-style-type: none"> • Natural nails (<u>clear</u> nail polish, nude or pastel colors) • One pair of earrings (one earring per ear) • Makeup: Simple, plain, and modest. 	<p>Boys and Young Men</p> <p>Hair that is worn in front must be</p> <ul style="list-style-type: none"> • cut and kept above the eyebrows and out of eyes. If hair is longer than shirt collar, it must be traditionally styled or tied back • Naturally colored and simply styled hair (no spiked or extreme styles) or unnatural hair color.
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PROHIBITED CLOTHING AND ACCESSORIES

- Gothic, skulls, spikes, gang, or obscene designs, words, signs, pictures and symbols
- Shoes with lights, thick soles, high heels, including clogs, sandals, heels, flip-flops, open toe and open heel
- Non-SMIS Hoodies
- Boys wearing nontraditional earrings and or nail polish
- Excessive jewelry, piercings, and gauges
- Facial/nose piercings
- Unnatural hair color (highlights are acceptable, in natural colors)
- Artificial eyelashes, long nails, heavy makeup and body marks, including henna and ink tattoos
- Sweat bands, wrist bands, bandannas, caps and hats indoors
- Dark Sunglasses in the building, unless medically required.

DRESS DOWN DAYS

Out-of-uniform days are set aside as reward days for certain classes, specific groups of students, or the entire student body, and fundraising for specific purposes.

DRESS DOWN RULES

- No bare midriffs, backs, or shoulders
- No cut-offs
- No short cuts above the knee
- No open-toed sandals or flip flops
- No belt is required, and shirts do not have to be tucked in
- Capri pants are acceptable
- No hats
- No shirts with inappropriate or suggestive language or advertising that promotes alcohol, tobacco, or bars
- All other rules for appropriate dress apply

SPIRIT DAYS

Guidelines for Spirit Days are:

- Any St. Michael Indian School uniform or “spirit” top is acceptable.
- Uniform bottoms (pants, shorts, and skirt) may be worn OR participants may wear jeans, cargo pants, camo pants, khakis, capris, etc. Pants/shorts may not have holes or rips in them. Students may not wear any part of their athletic jerseys to school on Spirit Day without their coach's permission.

DRUG POLICY for Students

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action including expulsion. If students bring to or from school or have in their possession at school or on school grounds, before, during or after a school- sponsored event, during or after school hours, any illegal drugs or alcohol, lookalikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

When a student is found in possession of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event:

- The substance will be taken away from the student
- Parent/guardian will be called to take the student home unless emergency help is necessary.
- The President will be notified and consulted.
- A conference with the student, parent/guardian, and school officials will take place. 5. Law enforcement authorities will be informed. 6. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/ or dismissal from school.

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event:

- Parent/guardian will be called to take the student home.
- Law enforcement authorities will be notified.
- The President will be notified and consulted.
- The student will be expelled from school.

When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies.

When a professional assessment is required, SMIS can provide the family with a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

EMERGENCY DRILLS & PROCEDURES

Emergency drills are practiced at throughout the school year and safety procedures are refreshed every year. Special procedures are in place for Soft Lock Downs, Lock Downs, etc. and communication is case by case to parents to avoid panic and remain transparent.

FIRE DRILLS

Students should familiarize themselves with their room's location in relation to all school exits. Teachers will periodically review safety procedures with students. During fire drills, students are required to file out of the building as instructed and go to their appointed areas. When the alarm sounds all faculty, staff and students will walk single file out of the building via the nearest exit and go to their appointed area. Teachers take record books and emergency kits with them and take attendance immediately.

Refer AZ guidelines: [Drills and Exercises: Guidelines for Schools \(azed.gov\)](https://www.azed.gov)

ENTERING THE BUILDING

St. Michael Indian School welcomes parents, family members and friends. However, for the safety of our students and staff, our visitors must follow the safety rules. All visitors are to use the St. Michael Indian School Main Office located in Drexel Hall.

Upon entering the building, all visitors must report to the office. If visitors plan to be in the building for a class visit, to eat lunch, etc., they should sign in and obtain a visitor's badge. For the safety and privacy of our students' visitors are not allowed to take cell phones with them on campus –cell phones should be left in vehicles or checked at front desk. This cell phone policy only applies to the school day and does not apply during special events, programs, or athletic events.

EXTRA CURRICULAR ACTIVITIES

Extra-Curricular Activities are considered activities that take place both inside and outside of the normal instructional day that promote community, leadership, service and artistic expression. At St. Michael Indian School these activities include but are not limited to: Choir, Book Club, National Honor Society, National Junior Honor Society, Photography, Student Media, Print Media, and Yearbook.

FIELD TRIPS

All field trips must be approved by the principal in advance, and teachers must show specific correlation with the curriculum for each field trip. After permission is obtained a budget for the field trip must be submitted and approved. Permission slips signed by the student's parent/guardian must be obtained for each student at least 48 hours before the field trip. Field trip participation is subject to academic eligibility.

FUNDRAISING

Fundraising efforts in the name of or for the school must have the approval of the Advancement Director and/or President beforehand. To avoid duplication and confusion among businesses, any soliciting from businesses or individuals must be cleared up by the Advancement Office. This includes all minor and major fundraising activities for school clubs, athletics, or special events. A minor fundraising form must be completed 14 days (about 2 weeks) prior to the event to receive approval.

GRANTS

All grant applications are coordinated through the Advancement Office, where the staff has full oversight in writing the grant and/or providing required documents. All documents, correspondence, and acknowledgement are kept on file. A copy of all the grants is kept in the Development Office. All grant funding approvals and receipts must be turned into the Development Office the same day as purchase. Pre-approval of funding is required for all grant spending.

GRIEVANCE PROCEDURES –Parent and Student:

Disputes can arise in schools due to misunderstanding, differences in judgment, interpretations of school policy, or perceived unfair treatment in the relationships between and among students, parents, teachers, the vice- principal, the principal, and the president. All parties involved in a dispute are expected to show good faith in their efforts to resolve that dispute. Persons involved in a dispute should treat each other with respect and charity. Persons involved in a dispute should listen to each other and try to understand the situation in their attempts to resolve the conflict for the good of all involved.

Students and parents are encouraged to discuss their concerns and complaints through conferences with the appropriate teacher, principal or staff member. Concerns should be expressed within ten school days to allow early resolution at the lowest possible administrative level. If a conference regarding a complaint fails to reach a satisfactory

outcome to the student or parent, the parent may initiate the formal grievance process. Even after initiating the formal grievance process, students and parents are encouraged to seek resolution of their concerns at the lowest possible administrative level. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

TO FILE A FORMAL GRIEVANCE

Step One: The disputing party within ten (10) school days of the response given at the conference presents his/her dispute to the principal for review and decision. A “Dispute Resolution Form” must be filed at the principal’s office. This is available online or at the principal’s office. The principal will then schedule a conference.

Step Two: If the dispute is not settled at this level, the disputing party within ten (10) school days of the principal’s decision may present the dispute to the president for his/her review and decision. A “Dispute Resolution Form” must be filed at the president’s office. This is available online or at the president’s office. The president will then schedule a conference. The president will conclude this review of the dispute and render his/her decision within ten (10) school days of the meeting.

Step Three: If the dispute cannot be resolved, the disputing party may petition the Board of Directors in writing for their review of the dispute. A “Dispute Resolution Form” must be mailed to the Chair of the Board. This is available online or at the president’s office. The board, at their sole discretion, may decide to review or not review the dispute in question. If the board chooses to review the dispute, the board shall render a decision to the president and person(s) filing the grievance in writing within ten (10) school days of receiving the written petition unless the board determines that additional time is required to adequately investigate and resolve the dispute. The board’s decision is the final ruling on a dispute.

HEALTH & MEDICAL INFORMATION FIRST AID

St. Michael Indian School has a minimum of two designated First Aid/CPR providers who are trained and certified annually. Minor injuries are these trained personnel's responsibility. All employees of St. Michael Indian School receive blood borne pathogens training on an annual basis, and the school office and all classrooms are provided with protective gloves and bags in accordance with universal precautions for preventing contact with blood or other potentially infectious body fluids.

First aid supplies are stored in classroom emergency kits and the school office. The school office is the designated area for sick or injured students, faculty and staff. If a major accident or serious illness occurs, the student’s parent/guardian is notified. Emergency

medical help and transportation are secured, if needed. If a parent/guardian or other family member cannot be contacted, medical help is secured, and the parent/guardian is contacted as soon as possible. Up-to-date emergency care information is maintained on the school's database. It is the sole responsibility of the parent/guardian to keep this information current and to notify the school of any changes in students' emergency contacts, physician, insurance, health concerns, and/or medications.

IDENTIFICATION OF HEAD LICE

Head lice are small, light gray-brown insects that are difficult to see because of their size and coloring. They move quickly and shy away from light. 2. A live egg ("nit") is usually located within 1/2 inch from the scalp. Nits may be mistaken for dandruff but cannot be brushed or blown away. The nit is adhered to the hair shaft with a glue-like substance.

Symptoms include severe itching of the scalp, especially at the neck nape and behind the ears; scalp irritation; light gray-brown insects and/or eggs. Transmission usually occurs from person to person after direct contact with an infected individual. Indirect contact may occur from the sharing of personal belongings, such as headgear, combs, brushes, and clothing. Any child with obvious signs of and symptoms will be screened promptly. The parent/guardian will be contacted. The student will not be sent home but may not return to school until treated. Any child screened will be treated with respect and sensitivity and staff must be discreet.

MEDICATIONS

Medications will be administered according to the following guidelines:

- At the beginning of the school year, each student must have up-to-date medical information completed and placed on file in the school office. This information includes physician, parent, and emergency contact information, information regarding medications a student is taking, and information regarding allergies and other medical conditions that the school should be made aware of. Authorization for the school office staff to dispense medication is also included.
- The school will not dispense any medication without the written permission of the parent/guardian. Tylenol or Motrin, for example, may be given to students ONLY if by permission of the parent/guardian.
- All medication, prescription or over the counter, including inhalers, throat lozenges/cough drops, and eye drops must be brought to school in zip-lock plastic bags with the student's name clearly marked on the bag, and the proper dispenser (dose cup) must be provided in the bag. A signed Medicine Authorization form MUST accompany the medication in the

bag. Forms are provided in the office and in parents' information folders at the beginning of the school year.

- If the medication is prescribed by a doctor, the doctor's orders also must accompany the medication.
- All medications must be turned in to the school office at the beginning of the day or whenever the student arrives at school. Students may not carry medications except to and from school (special allowance can be obtained for inhalers). Any medications that must be retrieved from the office at the end of the school day are the student's responsibility.
- Non-prescription medications will be dispensed with written parent consent for a short period of time. The student's doctor must give written permission for any OTC medications that are to be administered for longer than three days.
- The information on the Medical Authorization form and the prescription medication label MUST match or the medication will not be dispensed. In other words, the student's name must appear on the prescription label, and only the dosage instructions on the label can be followed.
- When a medication has been discontinued, or at the end of the school year, parents will have two weeks to pick up remaining medication or it will be discarded.
- Self-medication (inhaler, for example) will be allowed ONLY when approved by the doctor's orders.
- It is the responsibility of the student to come to the office to take his/her medicine.

NOTES from DOCTOR or PARENT

Parents must notify the school of any condition which may affect a student's participation in school. In cases of injury or illness in which a student has been treated by a physician, parents should send a copy of the doctor's orders to the school if the condition will affect student participation in any way. For cases in which the student was not seen by a physician, parents must submit a signed and dated note describing the illness/injury and notifying the school of any changes that will be necessary in the child's daily routine. All physician and parent notes are to be sent to the office. If a note requires that a student abstains from P.E. or recess, the school office must notify the P.E. teacher and playground monitors.

PHYSICAL EXAMS

Physical exams by a licensed physician are required for all student athletes. Forms are available in the parent information folder and the school office. Middle and High School athletes must have on file an AIA form. Elementary students are not required to have a

form but are recommended to have an annual well child check-up cleared with their physician or provider.

INTERNET USAGE POLICY:

Parents and students must read and discuss the SMIS Internet Usage policy carefully. Both parents and students must electronically sign this policy before the student is granted internet access on the SMIS system. Internet safety includes special features for safety and all connected devices to the school's internet is monitored.

MEALS PROGRAM

Breakfast is offered 7:30 AM to 8:30 AM and lunch at designated times for your student's grade level. Students in Preschool and Kindergarten have meals in their classroom, while children in grades 1st through 8th grade eat in the cafeteria. Students in 9th through 12th grade are free to pick up their meal in the Pride store or cafeteria and eat in designated spaces throughout Red Lane, St. Kateri Garden, and St. Joseph areas.

FREE AND REDUCED LUNCH PROGRAM

Applications for the Federal Free and Reduced Lunch Program are sent home at the start of the school year and returned to the front office. Participation in the Free and Reduced Lunch Program provides SMIS students who qualify for lunch and/or breakfast for free or at a reduced cost. Forms are handled confidentially; students who qualify are not identified to their teachers or classmates. Students who receive free or reduced lunch go through the regular lunch line.

**This year is year two of SMIS's participation in CEP and families are not required to submit a form to qualify. St. Michael Indian School will offer healthy meals every school day at NO COST to the students. Your child(ren) will receive free breakfast and lunch meals every school day without having to pay a fee or submit a household application. St. Michael Indian School is approved to operate Community Eligibility Provision (CEP). No further action is required of you. Your child(ren) can receive free meals without paying a fee or applying.*

RULES for STUDENT BEHAVIOR in the Cafeteria

- Students are to keep hands and feet to oneself while standing in line.
- Respect the food service employees and the lunchroom monitors.
- Talk quietly at your table after you are seated.
- Always use proper manners. No throwing food or touching someone else's food.
- Students may not share their food or take food from another student's tray.

- Clean all napkins, straws, etc. from your place at the table. Check under your chair.
- Push in your chair as you leave the table.

RULES for STUDENT BEVERAGES

It is a violation of federal regulations for students to have soft drinks during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch. Students who bring their lunch should not pack beverages containing caffeine. This includes tea, soft drinks and energy drinks.

DAILY BREAKFAST AND LUNCH COUNT

Student breakfast and lunch counts are taken by the food service staff in the cafeteria or by the staff member for grab n' go. Students may bring their own lunch insulated cooler bags; however, outside fast food and lunch deliveries are not allowed at any time.

Students may receive a second helping of food others have gone through the line.

PARKING

All students must obtain a SMIS parking pass and park in designated student parking areas. Student drivers must have a valid Driver's License, current vehicle registration and insurance on file with the front office. A student driver registration form and agreement must be completed at Registration and signed by parent/guardian. Student drivers may lose driving privileges if he/she:

- Fails to observe traffic rules and regulations while traveling to and from school
- Has excessive tardies and/or absences, more than five (5) unexcused tardies
- Ditches class/school
- Leaves school grounds during the day without authorization
- Loiters in parking lot during the day
- Drives to school without proper parking tag
- Transports students off grounds during the school day
- Violates existing school policies
- Plays excessively loud music on school grounds

Student drivers are not permitted to loiter in the parking lot or go to their vehicle for any reason unless given permission by the Dean of Students or Administrator.

PERMISSION FORMS

Permission forms for field trips and movies are standard forms obtained from the principal. No substitutions may be accepted. Only movies that are rated G will be shown at St. Michael Indian School apart from PG movies that follow the curriculum AND have the prior approval of the principal.

PHONE POLICY

Students are not allowed to have cell phones turned on while they in chapel and classrooms during lectures, and worktime. Students who bring cell phones to school must keep them turned off during instructional time and store them in the designated area required by the teacher. Students must comply with cell phone classroom rules determined by each teacher or could sacrifice their phone for the day.

Students are permitted to use their phone during breakfast, lunch and recess time. St. Michael Indian School is never responsible for the safety of a student's cell phone –if a student brings a cell phone to school it is always under the assumption that they are doing so at their own risk. If a phone malfunctions, is lost or stolen, SMIS is not responsible for replacing or repairing the device.

PRESCHOOL

Parents/guardians must sign in and out child upon arrival and pick up at the pre-school building. Older siblings are not permitted to sign their preschool siblings in or out. All preschool students must be picked up by 4:00 PM. Preschool students are checked out at classroom and the teacher notifies the front office. If the teacher does not recognize the adult as the normal pickup person, the child will not be released until the front office confirms the pick-up. During their time at SMIS Preschool, students are on track to be prepared for kindergarten. Students must be age 5 by September 1 to enter Kindergarten. Parents(s)/guardian(s) can have their preschool student be half-day.

Preschool students have an annual end of the year Preschool Program in May. Before entering Kindergarten, eligible four-year-olds will be assessed using the Brigance Early Childhood Screens III. In addition, time will be dedicated in May for those eligible four-year olds to “get to know” the kindergarten classroom, teacher, and routine. These may include daily adventures in kindergarten with buddies, highlighted subjects to be in the kindergarten classroom, and meeting and greeting with kindergarten teachers with preschool students and parents.

TRANSITION PLAN

Preschool students ages 3 and 4, must be able to use the restroom independently (fully potty trained). If preschool summer camp is offered, newly accepted preschoolers can enroll in summer school to gain familiarity with the classroom, teachers, and for some, the first time away from parents or relatives during the day.

SCREENING AND REFERRAL

Prospective preschool students will be screened using the Brigance Early Childhood Screens III. If there is concern for a development delay via teacher, parent, or Principal, preschool students will be referred via the Arizona Child Find testing dates for further evaluation. Parents will be contacted to discuss concerns before a referral is made.

SHARING CURRICULUM WITH FAMILIES

The current curriculum used in the preschool is the Creative Curriculum with integration of daily religion class and utilizing Arizona Early Learning Standards. The teacher posts the weekly lesson plan in the preschool office for parents to view and provides weekly parent newsletters with the week's schedule, content, and theme. Parent teacher conferences are a time when student progress is shared and upon parent request.

HEALTH AND SAFETY

- Blankets and pillows are washed by the classroom and occasional take home of items may be requested.
- If your child is sick, including but not limited to fever, persistent coughing, colored mucus, infestation or disease, diarrhea or vomiting, please keep him/her at home to prevent spread of illness. 48 hours no symptoms without medicine preferred.
- Each student must have an extra set of clothing including underwear in the event of an accident for preschool and kindergarten. The uniform store carries pre-used clean items and if in the case of accident, the school provides clean clothing for that day.

DISCIPLINE AND BEHAVIOR INTERVENTION

If a child is disruptive, the teacher and/or teacher assistant will address it in a positive manner. The child may be redirected upon the first incident. However, depending on the situation, a child may need to be removed from the situation for a short period of time. If the behavior is severe or disruptive to the other students, the child's parent will be contacted to assist in intervening. If the behavior continues and disrupts the learning environment, the parent will be contacted to schedule a Positive Behavioral Support Plan to create

interventions. If the child is non-responsive to the plan and/or the behaviors continue, SMIS has the right to terminate a child's enrollment.

PROMOTION and RETENTION

Academic consideration for progression shall be determined based on TWO or MORE of the following:

- teacher evaluation of the student
- acceptable ability-related achievement of a pupil on a standardized test
- student progress toward mastery of SMIS outcomes.

Decisions regarding retention will be made by the teacher(s), principal, parents, and counselor.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the PTO is to support and enrich our children's Catholic education and spiritual growth in the SMIS community. We will attain this by uniting parents, students and staff through ongoing communication, effective fundraising and promotion of academic enrichment programs. Parents and teachers can become part of the initial development of various committees from the beginning of each school year. Volunteer Committees include Athletic Boosters, Achievement and Recognition, Wish Lists, Entertainment, etc. Meetings are hosted on campus. Volunteer Opportunities for parents will be posted in the Family Portal and in the Main Office and Business Office.

SEARCH and SEIZURE

If the principal believes that a student is carrying a dangerous item on his/her person, the principal should ask the student for the item. If the student refuses, the student can be asked to empty his/her pockets, backpack, purse, etc. If the student still refuses, parents, and possibly local Law enforcement, will be called to the school. If the principal is forced to call Law enforcement the parent could be held responsible for any related charges and the student could face expulsion.

ST. MICHAEL INDIAN SCHOOL STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT

I have read the St. Michael Indian School Student-Parent Handbook, and I fully understand and agree to abide by the policies and procedures therein.

Printed Name: _____

Signature: _____

Date: _____