

# St. Michael School

Parent/Student Handbook

2025-26



Where we walk with God, learn, grow, and serve!

8944 50<sup>th</sup> Avenue

Remus, Michigan 49340

(989) 967-3681

[www.stmikes.us](http://www.stmikes.us)

*We are committed to providing students with an exemplary education centered on traditional Catholic values, inspiring them to walk with God, learn, grow, and serve.*



# CATHOLIC SCHOOLS

## DIOCESE OF GRAND RAPIDS

Dear Students and Parents:

Welcome to the 2025-2026 school year at St. Michael School. We strive to provide our students with a strong Catholic foundation and a curriculum of high academic standards. St. Michael School has a long history of quality education and Catholic tradition. The present administration, faculty and staff have committed themselves to continuing this tradition of excellence. With your support and commitment to academic excellence, we will go forward together.

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### MISSION STATEMENT

**We are committed to providing students with an exemplary education centered on traditional Catholic values, inspiring them to walk with God, learn, grow, and serve.**

### FACULTY/STAFF/PASTOR/SCHOOL BOARD

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## **PASTORAL ASSOCIATE**

### **PRINCIPAL**

Mrs. [Karen Gostomski](#)

### **FACULTY**

Preschool Director/GSRP Teacher  
Great Start Readiness Program Teacher

Mrs. Jessica PeLong  
Mrs. Aleshia Poicus-May

Kindergarten

Mrs. Traci Lambert

1st

Ms. Stacy Fournier

2nd/3rd

Mr. Mark Lobert

4th

Mrs. Kristina Wernette

Interventionist

Mrs. Heather Quackenbush

Physical Education

Mr. Javan Quackenbush

Music

Dr. Courtney Piercey

Spanish

Mrs. Jenny Fuller

### **SUPPORT STAFF**

Administrative Assistant

Mrs. Niki Ray

Head of Facilities

Mr. Robert Beers

Custodian

Mr. Lucas Malberg

Classroom Aides

Mrs. Kassie Lewis

Mrs. Angela Bouck

GSRP Associate Teacher

Mrs. Jennifer Fuller

GSRP Associate Teacher

## **SCHOOL BOARD**

Chair Person

Mrs. Dee Powell

Vice Chair

Mr. Dave Miller

Pastor

Fr. Michael Alber

Secretary

Mrs. Lisa Smith

Members

Mrs. Michelle Charron

Mrs. Jeanne Stack

Mrs. Claudia Perry

Mrs. Lisa Smith

Mrs. De Willman

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Mr. Chuck Morrison  
Mr. Dave Miller

## **ADMISSIONS POLICY**

St. Michael School exists to serve all young people of our community. St. Michael School does not discriminate on the basis of race, sex, or national origin. The school does give preference to Catholic students belonging to the parish of St. Michael. Non-Catholic students are expected to participate in religious programs and activities.

In order to enroll as a student at St. Michael School, your student must have:

- student information record (aka emergency card)
- copy of birth certificate
- Diocese of Grand Rapids enrollment form
- a health appraisal form completed and signed by a physician or health care provider
- an immunization record
- media relations release form
- concussion awareness acknowledgement (online portal)
- medical treatment release form
- pesticide advisory
- parent/student handbook signed (last page)
- enrollment fee
- tuition commitment form
- Finalsite Contract (online portal)
- Blackbaud financial aid completion

## **ACADEMIC POLICY**

### **Homework**

"Homework" refers to an assignment to be prepared or completed other than during regular class time.

- Homework is generally given by the teacher to reinforce concepts that have been learned or to extend or deepen knowledge and is also a valuable practice in the development of responsibility and the exercise of initiative.
- The Parent's role is primarily:
  - Insuring a suitable PLACE to study.
  - Deciding the best TIME to study.
  - DIRECTION to help maintain a study plan.
  - SUPERVISE the homework but not actually do the work.

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- CONTACT the teacher if student encounters difficulty in doing the assigned work.
- The following serves as an appropriate guideline for the average student.
  - Kindergarten 10 minutes
  - Grades 1 & 2 10 to 20 minutes
  - Grades 3 & 4 30 to 40 minutes
  - Grades 5 & 6 50 to 60 minutes

### **Evaluation**

#### *Student Progress Reports – Conferences*

Student Report Cards are given to parents four times a year for students in 1st-6th grade. Parents may retain this progress sheet. Please sign and return the envelope to the respective teacher within three days. A conference period is scheduled for every student at the end of the first quarter. Other conferences are scheduled during the year when parents or teachers feel they will be most beneficial.

### **Promotion/Retention**

Promotion or retention is generally the decision of the professional staff of St. Michael School. Retention will only be recommended if there is reason to believe it will have a positive effect on the student's academic progress. Problem areas such as excessive absence, emotional maturity, social maturity and development of learning skills are possible reasons for retention.

### **Kindergarten**

A student who is five years of age by September 1st may enter Kindergarten in August. Kindergarten is a full day program and meets five days a week. Verification of birth for incoming Kindergartners is necessary. Acceptable sources for this are: Birth Certificate, Hospital Record, and Adoption Papers.

### **Records**

If a parent wishes to see a student's record, a written request must be given to the principal, twenty-four hours in advance.

Non-Custodial Parent:

St. Michael's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Discipline**

Progressive discipline is St. Michael School's process for dealing with inappropriate behavior displayed by students. The primary purpose for progressive discipline is to assist students in understanding our school rules and procedures, as well as, to improve his or her behavior. The

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process features increasing levels of discipline and feedback in order for the student to correct the inappropriate actions. The goal of progressive discipline is to improve student conduct.

## **TUITION POLICY**

### **Tuition Commitment**

The cost of educating a student at St. Michael School is approximately \$9,000 per student which is only partially paid through tuition. The balance or the cost of educating students is paid by the St. Michael Parish, St. Michael Home and School Organization and the St. Michael Foundation. Parishioners with students enrolled at St. Michael School continue to have a financial responsibility to support the parish to the best of their ability. All parents also have a **recommended and encouraged** commitment of their time and talent to fundraisers throughout the year, specifically one (1) elephant ear shift, one (1) Alleluia Auction shift, and four (4) fish fry shifts. Time commitment may be from parents or other family members.

### **Finalsite**

St. Michael School works with Finalsite for our contract and billing. Parents wishing to enroll their student for the school year will need to create an online account and log into the parent portal. Through the parent portal, parents can: sign their tuition contract, fill out required online forms, view billing statements and pay their tuition bill.

### **Blackbaud**

Blackbaud is a financial planning site that allows families to be eligible for the Bishop's Scholarship each year and indicates the amount of tuition assistance needed by each family.

### **Active Parishioner**

An active St. Michael Parishioner in good standing is defined as a family who attends weekly Sunday Mass as well as Holy Days of Obligation, is active in parish activities, and contributes financially to parish needs. An active St. Michael Parishioner in good standing will pay parishioner tuition rates at St. Michael School.

### **Tuition Scholarships**

- The Bishop's Scholarship Tuition Assistance program may be available for parishioners by completing the Blackbaud financial planning. Forms are available with instructions and are provided to everyone by the office.
- Saint Michael School Tuition Scholarship: Every effort will be made to work with St. Michael parish families in good standing needing additional tuition support. Tuition support is determined after families have completed the Blackbaud financial planning process.

### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds

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shall be prorated over the number of school days each student was in attendance. **Registration fee is non-refundable.**

### **Tuition Payment**

Tuition payments can be made through the Finals site parent portal, or in person in the school office. All families shall be expected to make tuition payments according to one of the following payment plans. Family's preferred manner of payment needs to be stated on the tuition contract at the time of the student's registration. Options for payment shall include:

- **Full Payment Option:** Under this plan the entire amount of tuition is paid in July on the 5<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup>. If not paid by July 25, late fees will be applied until the amount is paid in full.
- **Semester Payment Option:** Under this plan, the entire amount of tuition is paid in two (2) equal installments. Through the School Admin billing system, the first portion is due on the July billing and the second portion is due on the January billing.
- **Quarterly Payment Option:** Under this plan the entire amount of tuition is paid in four (4) equal installments. Through the School Admin billing system, the first portion is due on the July billing and the second, third, and fourth portion is due on the October, January, and April billings.
- **Monthly Payment Option:** Under this plan the entire amount of tuition is paid monthly over a ten (10) month period, beginning in July to April through School Admin.
- **Other Fees:** A \$38 Finals site fee will be added to the tuition total of each family. Payments not received by your due date are considered late and a late fee may be applied to your balance.

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **School Policy**

Students are expected to arrive promptly at school prepared for a day of learning. Therefore, the student will:

- Accept responsibility for preparation, input and follow-up for every learning activity.
- Bring all necessary learning materials.
- Be well rested, nourished and alert.
- Students who fail in these responsibilities will be subject to the following process:
  - Teacher warning signed by parent with possible reduction of grade.
  - Parent, student, principal, and teacher conferences will be held to discuss student's lack of response to the first step of this process and establish a planned course of action for the future. Consequences for a continued lack of response will also be established.

### **Code of Conduct**

The code of conduct for students at St. Michael School reflects respect and consideration for the personal and property rights of others as well as understanding the need for cooperation with all members of the school community.

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Each student has rights to:

- Safety from: physical and emotional harm
- Freedom from: being laughed at, being sworn at, hearing foul language, being gossiped about
- Respect for personal property
- Learn in class, which implies freedom from disruptive student behaviors including but not limited to:
  - Talking out of turn / disturbing others
  - Talking back to teachers/other adults
- Freedom to be his or her best self and to achieve fullness of life.
- Each student at St. Michael School is expected to:
  - **Respect** authority
  - Obey teachers, staff, volunteers and the principal.
  - Be responsible for protecting the rights of others.
  - Accept responsibility for his/her actions.
  - Dress appropriately and practice habits of good personal health and hygiene and follow the dress code.
- Each student has the right to not be "bullied" at St. Michael School. Bullying is defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and being intentionally excluded. Bullying implies an imbalance in power of strength in which others victimize one student. Bullying will not be tolerated and will result in disciplinary actions.

### Safety

- Students must be under adult supervision at all times. They may not be anywhere in the building unless under direct supervision.
- Throwing of ice and/or snowballs or other harmful materials while at school is not permitted.
- For the protection and safety of each person, the following are strictly prohibited:
  - FIGHTING
  - RUNNING IN THE BUILDING, IN HALLS, OR CLASSROOMS
  - USE OR POSSESSION OF KNIVES, MATCHES, TOBACCO, OR OTHER SIMILAR ARTICLES.
- All bussing policies of the Chippewa Hills Public Schools will be enforced.
- St. Michael School students attending activities at Chippewa Hills Schools or using Chippewa Hills School facilities are to follow the Chippewa Hills School policies.
  - See Chippewa Hills website for further information on their policies.

### Harassment

Harassment is any unwanted conduct, verbal or physical, that is based on an individual's protected characteristics (such as race, gender, religion, sexual orientation, age, disability) and creates a hostile or offensive work and learning environment. St. Michael has a zero-tolerance policy for any form of harassment. Students should report harassment directly to their teacher or to the adult in charge. The steps of the discipline policy will be followed in response to harassment.

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### **Playground Safety**

**Students are expected to maintain the highest level of positive behavior and expectations at all times. We adhere to the 3D Rule. If something is Dangerous, Destructive or Disturbing, it is disciplinable. Students will be taught and encouraged to follow specific safety rules and to adhere to them at all times while having the privilege of the playground.**

- Students are to stand only on equipment that allows standing.
- Students shall swing forward and backward while using the swings.
- When on the climbing equipment, students may climb to the top, but refrain from walking on top, keeping hands off others who are on the equipment.
- Ball tag is to be played away from the stationary equipment. Touch/flag football is the only form of football to be played. Hands to self is the general rule - refraining from pushing or pulling on others.
- Fighting and pretend fighting are dangerous, destructive and disturbing and therefore, prohibited.
- The chute and swing poles are to be used correctly. Climbing on either is considered dangerous and destructive.
- The basketball hoops are for shooting the basketball through. Hanging from the hoop is destructive and dangerous.
- If students from various grade levels want to participate in a game or sport together, they may do so, with teams representing all groups involved. Competition including young children with older children is strongly discouraged.

**Injury:** If there is an accident or injury observed of any kind, the student(s) involved should contact a playground supervisor immediately. An assessment of the injury is to be made by the supervisor and injury guidelines followed.

- Keep the injured person calm.
- An assessment of the injury should be made before moving the person.
- If the injury appears to be serious, do not move the person, especially if the injury appears to be in the area of the head, neck or back. Remain with the injured and send someone to the office for help.
- If there is an open wound, try to obtain a pair of latex gloves before applying treatment. Apply steady pressure to the wound to control bleeding.
- If injury appears minor, the injured person is brought to the office for first aid.

### **Classroom Management:**

When possible, disciplinary situations will be used as a learning situation to develop:

- appropriate ways to communicate personal needs
- self-control
- problem-solving skills

The teacher may use several strategies to teach students to resolve conflict including redirection, logical consequences, conflict resolution, teaching correct behaviors and time out. Parents are contacted if the student exhibits a behavior or pattern that is of concern. St. Michael School reserves the right to remove a student from the school:

- for the physical or emotional safety of other students

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- when a behavior pattern is highly disruptive to others and improvement is not shown for patterns of severely disrespectful behavior

Staff and students use Restorative Practices to work through conflict situations. Staff also uses CHAMPS (a positive management tool) to promote positive learning and behavior through each lesson.

## **CONSEQUENCES**

As a Catholic school, we respond to a unique call for passing on the Catholic faith and leading our students to Jesus. As Christian disciples, we the members of the St. Michael School community strive in our “discipline” to open ourselves and allow God to transform us ever more fully into the image and likeness of Christ Jesus throughout the many activities of our daily lives. Our aim, therefore, is to help students grow in self-discipline as they choose to follow Christ Jesus more closely in their own life journeys. Respect for others and the promotion of behaviors that support the inherent dignity of all people remains a core value in our discipline policy. In order to ensure that all students are able to grow in their faith journeys as they respond to Christ Jesus’ call to this type of self-discipline, the staff and faculty of St. Michael School are committed to creating a Christian environment where peace, charity, justice and mercy may flourish.

### **Suspension**

Suspension is defined as the temporary removal of a student from the classroom. There are two types of suspension, “In-School” and “Home” suspension. In case of suspension:

- Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference among the student, parents, school administration and involved faculty members.
- In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- The duration of the suspension and determination of the type of suspension—In-School or Home—shall be determined by the principal in consultation with the student’s parents.
- For the duration of the In-School or Home Suspension, students may not participate in or attend any school functions including but not limited to sports events, regardless of where the event is held.

### **In-School Suspension**

During an In-School Suspension, a student spends the school day in the school office (including lunch hour), under the supervision of teacher(s) and/or administration. It is a time for the student to reflect on the infringement that caused the suspension, make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time. In the case of a first time In-School Suspension, the student is allowed to complete the work he/she is missing in the classroom, for full credit. For subsequent In-School Suspensions, the student will be required to complete classroom work, but will not receive academic credit for the work missed.

### **Home Suspensions**

In more serious situations, a home suspension is warranted. In this case, the student will not be allowed to attend school for a specified number of school days, as determined by the school

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administration in consultation with the parent. For a first Home Suspension, a student is allowed to complete school work missed for full credit. Assignments may be picked up by the parent(s) and returned. It is expected that home-suspended students are completing the assignments at home on a daily basis and no extension for completing work will be granted. For subsequent home suspensions, missed work must be completed before the student is permitted back in school, however no academic credit will be given for this work. Consideration will always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body. In the case of suspension:

- Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference between the student, parents, school administration and involved faculty members.
- In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- The duration of the suspension and determination of the type of suspension—In-School or Home— shall be determined by the Principal in consultation with the student’s parents.
- For the duration of the In-School or Home School suspension, students may not participate or attend any school functions including but not limited to sports events, regardless of where the event is held.

### **Expulsion**

Expulsion is defined as a permanent dismissal of a student from the school. The principal will use every means available to discover the cause of the problems and will exhaust all appropriate remedies, such as referral to a guidance counselor, physician or priest. There may be situations which demand removal of a student from the school. The following though not an exhaustive list, are offenses which may incur expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of other pupils
- Assault, battery or any threat of force or violence
- Being in possession of weapons on school property or at a school sponsored event
- Open, persistent defiance of authority
- Continued willful disobedience
- Use, sale or possession of narcotics or alcoholic beverages on school premises
- Willful defacement or otherwise harming school property in any way
- Habitual truancy
- Habitual suspension

The school principal has the discretion to deviate from this guideline and assess an appropriate consequence at his or her sole discretion.

### **WEAPON POLICY**

St. Michael School is a gun (weapon) free school. If a dangerous weapon is found in the possession of a student while the student is in attendance at school, a school related activity, while the student is in route to or from school on a school bus; the principal shall report that finding to the student's parent or legal guardian and the local law enforcement agency.

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The student will be given an immediate suspension pending a complete investigation and School Board hearing. If the investigation confirms the student has violated the St. Michael School weapon policy, the student will be expelled.

A student seeking admission to St. Michael School who has been expelled from another school for confirmed violation of a weapon policy will be refused admission to St. Michael.

## **LOCKER POLICY**

### **Lockers are School Property:**

All lockers assigned to students are the property of the school. At no times does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

### **Legitimate use of School Lockers:**

The school assigns lockers for its students' convenience and temporary use. Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designees, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the principal or his/her designee.

### **Search of Locker:**

Random searches of school lockers have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorized the principal or his/her designee to search lockers at any time, without notice, and without parental/guardianship or student consent.

### **Seizure:**

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substance or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by the school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

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The school grounds, facilities and furnishings provided for your use must be respected by each person. Any defacement, breakage or damage done through carelessness, foolishness, and/or not complying with school rules or directives must be paid for by the student, or his/her parent/guardian.

## **ST. MICHAEL SCHOOL WIDE DRESS CODE POLICY**

School dress code promotes respect for individuals, develops good personal habits, and enhances self-esteem while providing an environment that reflects our Catholic tradition, our mission statement and our school pride.

All clothing must fit properly: neither too tight nor too loose. Uniforms must provide enough coverage so that students may sit, stand, bend-over, play, etc. without skin showing at the waist. Clothing is not to be torn, frayed, or stained. Shirts need to be tucked in at all times.

### **Boys/Girls**

- Pants
  - Navy or khaki uniform pants (flat front or pleated)
  - **Dark** Navy Blue Jeans (subject to change at any time during the year)
  - **No jeans** when students attend mass
  - No cargo pants, top stitching, exterior pockets, rivets, decorations, fading, design, studs, tears, holes, rips, leggings, skinny jeans or jeggings etc.
- Shorts
  - The time for shorts will be determined by the weather and at the discretion of the principal.
  - Navy or khaki Bermuda style uniform shorts (flat front or pleated)
  - No shorter than 2" above the knee
- Jumper/Skirt
  - Navy or khaki uniform style.
  - Must be knee length
- Scooter/Skort
  - Navy or khaki uniform style
  - No shorter than 2" above the knee
- Shirts
  - Solid color: red, navy or white
  - Standard dress shirt or polo shirt, long or short sleeve
  - Layering of shirts in code colors is acceptable (i.e. long sleeve white shirt underneath a short sleeve shirt)
- Sweaters/Sweatshirts (to wear during classroom time, Mass, etc.)
  - Solid color: red, navy, white
  - V-neck, crew neck, cardigan, quarter zip, and vest allowed
  - Collared shirt is to be worn under the sweater/sweatshirt
  - No fleece or hoodies
- Shoes

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- o Tennis shoes, sneakers, dress shoes
- o No sandals, flip-flops, crocs, Heelys, clogs, or shoes with heels over one inch (1")
- o No flashing lights on inside shoes
- o Separate indoor and outdoor shoes
- Tights/Leggings
  - o Solid color, navy, red, black or white. No designs or patterns in color or material
  - o Must wear socks with leggings.
  - o Leggings cannot be worn as pants
- Miscellaneous
  - o No tattoos (including temporary), body piercings, makeup
  - o No jewelry except for watches and religious articles worn under the clothing (scapular, cross, etc.)
  - o No unnatural hair coloring (pink, red, blue, etc.); no hair extensions
  - o Hair must be clean and neatly groomed: washed regularly and combed/brushed before school
  - o Stud earrings only
  - o Hair bands must be small with no extra ornamentation

#### **Off-Code Days**

- Shirts/tops must have sleeves. No tank tops or spaghetti straps. No midriffs showing.
- Printed Tee: positive or neutral messages only; nor reference to alcohol, drugs, etc.
- Pants: No holes, pajama bottoms, sweatpants, baggy style pants, leggings or jeggings.

#### **St. Michael Spirit Day**

- This occurs every Tuesday (may be subject to change)
- St. Michael spirit clothing may be worn: logo shirts, sweatshirts, etc.
- No sweats, cut offs, etc.

#### **Additional Uniform Information**

- Local retailers that offer official school uniforms include:
  - o Target, Wal-Mart, Old Navy, and Meijer
- Local retailers that offer our school logo:
  - o A Design in Time: Jill Sharp (989) 330-8393
  - o Hangin' By a Thread: Deana (989) 644-5738
  - o Graphic Specialties: Maxine (231) 972-8616
  - o Amanda Simon

#### **Students who arrive at school not in the official uniform will receive the following disciplinary actions.**

- First Offense: Written notice will be sent home to be signed by parent/guardian.
- Second Offense: Parent/Guardian will be called to bring a uniform from home.
- Third Offense: Parent/Guardian will be called to bring a uniform from home and have a conference with the principal.

Please do not subject your student to unnecessary delays in his/her classroom instruction due to time spent resolving uniform issues. **The dress code will be strictly enforced.**

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**St. Michael School staff and administration reserves the right to make additional individual judgment regarding personal attire that creates safety issues or distraction within the educational environment.**

## **LUNCH HOUR RULES**

- Students remain at the lunch table until they are finished with their meal and excused by a supervisor.
- To avoid choking, students must remain seated until all food in the mouth is swallowed.
- Students should move from the cafeteria to the playground.
- If a student is hurt, a playground supervisor is to be contacted immediately.
- Students remain on the grounds (designated play area), and do not re-enter the building until the bell has rung or with supervisor permission
- Personal toys or sports equipment from home is only allowable with permission.

## **CALENDAR**

A school year calendar will be published and sent home at the beginning of each school year with days of operation. Monthly calendars will be sent home, in red folders, with the oldest student in the family. Any changes to the calendar are communicated in newsletters that are sent home via email and in red folders. Calendars are also available on the school website [www.stmikes.us](http://www.stmikes.us). All monthly calendars will be posted on the bulletin board outside the front office. Remind text messages will also be sent with updates. For information regarding “Remind”, please ask in the front office.

## **SCHOOL CLOSINGS & DELAYS**

St. Michael School follows Chippewa Hills for closings and delays. In the event that school is canceled or delayed, the announcement will come through the Remind app. It will also be announced through the school facebook page and email. If school is delayed, morning preschool is canceled. This occasionally occurs on foggy or snowy mornings.

## **ARRIVAL**

Doors open at 7:30 am. Students should be dropped off at the front door of the school. Once students enter the building, they need to make their way to their locker or cubby where they will change their shoes, prepare for their school day, and find a quiet activity until the morning bell rings. When the gym is supervised and available, students are welcomed from 7:30-7:53 each morning. Students are to give teachers time for preparation in their classrooms without students present.

## **TARDINESS**

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A student is considered tardy if he/she is not in the classroom by 7:55 am. Late bus students will not be marked tardy for the day. Students arriving after 7:55 must be walked into the office by a parent and signed in.

## **ABSENCES**

As a safety measure and as a courtesy to the school staff, parents are requested to notify the school office on the first day of the student's absence. You can notify the school by email or by calling the office at (989) 967-3681. The Health Department requests a weekly report on all illnesses such as: Chicken pox, Flu, Strep throat, Scarlet Fever/Scarlatina, Scabies, Head Lice, etc. Your cooperation in notifying us of your student's illness is greatly appreciated.

## **PERSONAL TRIPS/UNEXCUSED ABSENCES**

If a student is going to be absent from school for a trip, it is the responsibility of the parents to inform the Principal and Teacher. The teachers are not required to give school work to the student to take on the trip.

## **SIGNING STUDENTS IN AND OUT**

For safety purposes students arriving or departing school during non-regular times need to be signed in or out in the school office by a parent or guardian.

## **PARENT/VISITOR GUIDELINES**

As a safety precaution, all outside doors are locked during school hours. When coming into the school, please stop in the office first. Adults may not go to the students' classroom without **prior approval from the secretary or principal**. For parents volunteering or visiting the classroom, a visitor badge is required. Please leave lunches, snacks, books, homework, and instruments in the office rather than interrupt the classroom. There are times when vendors, contractors, repairmen, or others must be in the building. This must be pre-arranged with notice given to the administrative office.

## **TELEPHONE USE**

Only in an emergency may a student use the school phone. The school phone is not available for students who forget their lunch, books, or homework. Teachers and students are not called to the telephone from classes except in emergencies. Students may not use cell phones during school hours. Student cell phones should be turned off and kept in student lockers.

## **TRANSPORTATION**

### **Bus**

***We are committed to providing students with an exemplary education centered on traditional Catholic values, inspiring them to walk with God, learn, grow, and serve.***

Bus transportation is provided by Chippewa Hills School to students living within the school district. **Students are to abide by the rules set by the school district.** Any information needed regarding the bus may be obtained on the Chippewa Hills Transportation by calling (989) 967-3435.

### **Bus Passes/Car Dismissal**

A student, who is to be taken to a place other than his/her usual point of destination, must have a note from his/her parent/guardian.

A student who is to be picked up by a parent or someone designated by the parent must have a note stating this. Without a note or phone call, he/she will be sent home on the bus, unless the parent arrives before the bus leaves. Bus students are dismissed first.

Bus passes are issued only after the first two weeks of school.

### **Picking up students at dismissal**

For the safety of our students, please follow the “bus route” marked on the parking lot when coming to pick up your student. If you will be in the building during the day and leaving at dismissal, we would also like you to abide by this safety rule. This will make for an easier exiting route. Please drive SLOWLY when leaving the parking lot at all times.

At 3:00pm, students will exit the building with their class, led by their teacher, and line up in a designated area outside the front doors. Students will be released to a parent or authorized adult, only once the adult has come to retrieve that student from their line and the teacher has a visual confirmation of which adult the child is leaving with.

### **Field Trips**

During the course of the school year, students may have the opportunity to go on field trips of an educational nature. Parent permission forms are required. Parent drivers are used for transporting students to and from field trips. During a field trip situation, the teacher supervising the students will give the parents instructions. The parents will meet in the student’s classroom to receive the instructions. The drivers will all use the same route to and from the destination. The parents will immediately check in with the teacher when the group gets to the destination. At that point, more instructions may be in order. Specific times will be given to parent supervisors for lunch or any other meeting place. The entire group will depart the field trip destination at the same time. Upon arrival at the school the parents and students will immediately go to the classroom to check in with the teacher. During school hours all volunteers must use the parish center restrooms. Only students from the class are permitted on the field trips. This includes younger siblings. All drivers/chaperones must be Virtus Certified. (See Service & Volunteering Section)

## **SERVICE & VOLUNTEERING**

A characteristic of Catholic education is service. Administrators provide service to teachers, teachers serve the students through instruction and discipline, and students are encouraged to serve one another. As Catholics we are called to give of our time, talent and treasure. As a parent/legal guardian of a St. Michael School student, it is **EXPECTED** that you volunteer your time,

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talent, and treasure to school related activities, specifically one (1) Alleluia Auction shift, one (1) elephant ear shift and four (4) fish fry shifts. Volunteer signup is done online through Sign Up Genius. The link will be sent to families via email. Please make sure the email on file in the office is the correct one. Family members, such as grandparents, aunts and uncles, may be included in the volunteer work that is recommended.

There are two different types of volunteers: Volunteering with Children (in school, on field trips, etc.) and "After Hours."

You must have completed the following in order to become a volunteer with children/chaperone field trips:

- Virtus training – visit <http://www.virtus.org/virtus/> to register for a training session
- Background check – through the Virtus portal
- Standards of Ministerial Behavior - through the Virtus portal

### **St. Michael School Parent Plan of Supervision**

No parent shall be left alone with a student(s) at any time with the exception of classroom field trips when a parent is driving a vehicle. The teaching staff in charge of the classroom shall suggest activities for the parent to accomplish. During school hours all volunteers must use the parish center restrooms.

## **PARENTAL SUPPORT**

### **Home & School Association**

Home and School aids in communication between the school and parents and enables parents to volunteer in an organized manner to support the administration, faculty, and staff of St. Michael's School. Home and School also sponsors fundraising events in support of the operating budget and student activities.

Every parent is automatically a member of Home and School and encouraged to attend the meetings. Check our school calendar or St. Michael's website ([www.stmikes.us](http://www.stmikes.us)) for dates and times. Questions email: [Homeandschoolpres1@stmikes.us](mailto:Homeandschoolpres1@stmikes.us).

### **Family Mentorship**

New families to St. Michael School can be paired up with an experienced family upon request. The mentor family will be able to assist with any questions the new family has as well as make them feel a part of the school family.

### **Facebook Parent Group**

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The parents of St. Michael School have a Facebook group to help facilitate communication. It is a private group. Please let the Home and School President or a parent know if you would like to be added.

## **LIBRARY**

Each student has the opportunity to visit the library one day each week. Library books must be returned or renewed on the due date. Lost or damaged books will be fined the cost of replacement.

## **ADDRESS/PHONE NUMBER CHANGES**

Parents should notify the school office of any changes of address or phone number or any other essential information needed for school records.

## **COMMUNICATIONS**

Parents are asked to contact a teacher when a situation arises that is impeding learning for their student(s). If after consulting the teacher(s), there is still concern, kindly bring the concern to the principal. Many situations can be resolved through open communication. Parents are asked to arrange for such conferences. No conferences will be held at the doorway of the classroom when the teacher's primary responsibility at the time is the students.

## **FAITH DEVELOPMENT**

### **Prayer**

Along with daily religion classes, students will be encouraged to develop an active prayer life. We begin each day at 8:00 am with hall prayer for all students, staff and visitors. Community prayer helps students to recognize the importance of prayer in their lives. Private prayer options will also be explored. Special efforts will be made to bring the students to recognition of the liturgical seasons.

### **Worship**

Class liturgical celebrations are planned by students, teachers, and the priest. Student liturgies are celebrated at 9:00 a.m. on Fridays. Parents are invited and encouraged to attend these liturgies.

### **Sacraments**

Second graders will make their First Reconciliation during Advent and their First Eucharist in the spring. For those wishing to join the Catholic faith and get their children baptized, please contact the parish office at 989-967-3520.

## **STUDENT SERVICES**

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## Hot Lunch Program

Chippewa Hills School will be providing hot lunches. Students carrying their lunch may buy a carton of milk. Families qualifying for free or reduced meals must complete the application form and return it to the school. A confirmation letter will then be sent home.

When paying for lunches, we prefer families to use the online portal at <https://chippewahills.familyportal.cloud/>. You will need to create an account. Through this website, you will be able to see balances and activities on your account. When choosing to pay with cash or check, the following should be on the outside of the envelope: student's first and last name, I.D. number, grade and amount enclosed. If your student will arrive at school after 8:30, please call the office to order their lunch. All lunches must be called into Chippewa Hills Food Service by 9:00 A.M.

## **Hot Lunch Prices: Refer to Fee Schedule**

### **Health Services**

The Mecosta County Health Department offers the following services:

<u>Service Offered</u>	<u>Grades</u>
Vision Screening	PS, K, 1, 3, 5
Hearing Screening	PS, K, 1, 2, 4, 6
Dental	PS, K

### **Auxiliary Services**

Auxiliary services are provided by the Mecosta County Health Department, Intermediate School District and the Chippewa Hills Public School System.

	<u>Service Offered</u>	
Social Worker	Teacher Consultant	Psychologist
Speech Therapist	Physical Therapy	Title 1

## **SCHOOL SUPPLIES**

For individual class supplies, lists will be provided by teachers at the beginning of the school year. These lists will be sent home via email and posted on the school website. All K-6 students are provided with a school chromebook, charger, and carrying case. These are the property of the school and loaned to the student for the duration of the school year. All students will need an indoor pair of shoes that stays at school.

## **DAILY SCHEDULE**

7:55 am	First Bell
8:00 am	School Begins
8:30 am	Lunch Count due in office
10:55 am	A.M. Preschool Pickup (3yr old)

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11:55 am	P.M. Preschool Begins (4yr old)
2:40 pm	Bus Pickup
3:00 pm	Aftercare dismissal & Parent Pickup

## **HEALTH CARE POLICY**

### **New Entrants**

Michigan Law requires that "All students enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized to protect against diphtheria, tetanus, pertussis, measles, rubella, poliomyelitis, and mumps; a statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objections to immunization; or a request signed by a parent/guardian that the local health department gives the needed protective injections."

The health and safety of our students and staff is of the utmost importance. We have multiple avenues we are using to support this wellness. We use GoGuardian for virtual online safety of our accounts and searches. We are participating in the Healthy Heart Challenge to learn about exercise and nutrition and how they impact mental health. We are also partnering with Corewell Health by participating in eight health lessons throughout the year with their representative. As a further wellness focus, we have added an additional physical education to our schedule.

St. Michael School is a drug free facility. Additionally, there is to be no smoking or vaping on the premises. For those entering from outside the facility, there is an outside receptacle to properly discard smoking.

### **Illness**

<b><u>Disease</u></b>	<b><u>Exclusions</u></b>
Chicken Pox (varicella)	Until lesions crusted and no new lesions for 24 hours. For non-crusting lesions, until lesions are fading and no new lesions appear.
Common Cold, Croup	Exclude for 24 hours with no fever AND symptoms improving.
Covid-19	Exclude until 24 hours with no fever and symptoms have improved AND 5 days since onset (or after 5 days from positive test if no symptoms); mask use required for 6-10 days OR a negative test after day 5.
Diarrheal Illness, no specific diagnosis	Exclude until diarrhea has ceased for 24 hours or until medically cleared.
Fifth Disease (Erythema infectiosum/Parvovirus B19)	no exclusion IF rash is diagnosed as Fifth disease by a healthcare provider.

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Hand Foot and Mouth Disease	No exclusion needed if secretions from blisters can be contained.
Head Lice	immediate removal upon discovery, immediate treatment at home advised. Student can return to school once treated and passes a head check in the school office.
Impetigo	treatment may be delayed until end of the day; if treatment started before next day's return, no exclusion necessary; cover lesions
Influenza (influenza like illness)	exclude until 24 hours with no fever (without fever reducing meds) and cough has improved
Monkeypox	exclude until the rash has resolved, the scabs have fallen off, and a fresh layer of intact skin has formed.
Molloscum Contagiosum	no exclusion necessary
Mononucleosis	exclude until able to tolerate school activities; exclude from contact sports until recovered or cleared by health care provider
MRSA (methicillin-resistant Staphylococcus aureus)	no exclusion if covered and drainage contained; no swim exclusion if covered by waterproof bandage
Norovirus (viral gastroenteritis)	exclude until illness (vomiting and diarrhea) has ceased for at least 2 days; exclude from food handling for 3 days after recovery.
Pink Eye	Exclude only if diagnosed by a healthcare provider with herpes simplex conjunctivitis and eye is watering; exclusion also may be necessary if 2 or more associated children have watery, red eyes.
Ringworm	Treatment may be delayed until end of day; if treatment started before next day's return, no exclusion necessary; exclude from contact sports and swimming until start of treatment
Strep throat/Scarlet Fever	exclude for 12 hours AFTER start of antimicrobial therapy
Vomiting Illness	exclude until 24 hours after last episode
Whooping Cough	exclude until 5 days after proper antibiotic treatment OR until 21 days after onset if not treated.

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- A student is potentially contagious and should be KEPT HOME when any of these symptoms are present:
  - Fever
  - Eyes that are red, runny or with pus
  - Vomiting
  - A rash
  - A runny nose with a green discharge
  - Diarrhea
  - A persistent cough, especially if it produces phlegm that is yellow or green

A student exhibiting any of these symptoms during the previous night and or/in the morning should not be brought to school, even if medication is given.

- If a well student exhibits any of the above symptoms during the day:
  - A call will be given to parents describing the symptoms(s) and the student will be watched closely or they may be sent home if determined potentially contagious or too uncomfortable to stay at school
  - If the student needs to go home, they must be picked up within one-half hour.
- Antibiotics
  - When your student is prescribed an antibiotic:
    - They may not attend school the day they start the antibiotic, plus the entire next day.
    - The student's temperature must be back to 98.6 without the aid of a fever reducer before she/he can return.
    - If a fever breaks through while on an antibiotic, the student must go home.

### **Medication**

The school should assist the parent/guardian in the maintenance of a student's health. A school principal, teacher, or other school employee designated by the principal may administer medication to students under the following conditions:

**"A School administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a student in the presence of another adult pursuant to written permission of the student's parent/guardian and in compliance with the instruction of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct."**

### **Michigan Complied Laws, 1196 (380.1178)**

- The prescribed medication cannot be adjusted so that it can be administered by the parent/guardian in the home.
- The parent/guardian has requested the school in writing to administer prescription medication. This request must be renewed annually.
- The student's physician has prescribed the medication and has submitted written instruction for its administration.

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- The parent/guardian has brought properly labeled prescribed medication directly to the school office, or the pharmacy of the parent/guardian's choice has delivered the prescribed medication directly to the school office.
- The prescribed medication is administered by the principal, teacher, or other school employee designated by the principal outside of the student's classroom and in the presence of another adult.
- Written record is kept of all medication administered to students.

### **Health Care Policy**

The policy was developed to demonstrate compliance with R 400.5111b (a) (i-iv) (b). of the Licensing Rules for Student Care Centers (12/07/2006).

In order to prevent the spread of infectious disease and maintain a healthy environment, St. Michael Staff is required to follow these policies and procedures:

### **Hand washing**

Everyone in the classroom will wash hands with soap and warm running water at the following times:

- **upon arrival** for the day
- **before and after** eating, handling food, or feeding a student
- **before and after** giving medication
- **before and after** playing in water that is used by more than one person
- **before and after** administering first aid
- **after** using the toilet or helping a student use the toilet
- **after** handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
- **after** removing latex/vinyl gloves
- **after** handling uncooked food
- **after** pets and other animals
- **after** playing in sandboxes
- **after** cleaning equipment, sinks, toilets, etc.
- **after** handling the garbage

### **Cleaning**

Clean and sanitize the room environment on a regularly scheduled basis. Particular areas of concern are areas used for toileting, eating and food preparation. Toys and furniture must also be cleaned regularly. Cleaning should be done with detergent and water and then sanitizing with a bleach solution or an approved sanitizer/disinfectant.

### **Universal Precautions**

Blood and other body fluids (urine, feces, and vomit) will be treated as being potentially infectious and proper precautions taken in dealing with them. Latex/vinyl gloves must be used when providing first aid to bloody injuries, or cleaning surfaces that may be soiled with blood or other

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bodily fluids. Contaminated surfaces must be cleaned and disinfected with a bleach solution or approved disinfectant. Hands must be washed after gloves are removed.

### **Immunizations**

All students in the program must be immunized as required by the Michigan Department of Public Health.

### **Exclusion**

A student, staff member or volunteer may be temporarily excluded from classroom activities due to illness if one or more of the following conditions exist:

- The illness prevents the student from participating comfortably in center activities.
- The illness results in greater need for care than what the child care staff can provide without compromising the health and safety of the other students.
- The student has a specific condition that is likely to expose others to a communicable disease.

Health resource information is posted outside the classroom

Big Rapids Corewell Health Hospital @231-796-8691

Mecosta County Health Department @231-592-0130

Mecosta -Osceola Intermediate School District - Early Childhood @231-796-2624

Local Pediatricians offices

Local libraries

## **ACCIDENTS & EMERGENCIES**

### **Student Insurance**

The Bishops of Michigan have approved the placement of a statewide student accident insurance policy effective July 1, 1993.

This policy will be provided at no cost to the students' families and will extend to all students enrolled in a diocesan school and will cover school related activities including interscholastic sports. Claim payments for student accident medical expenses will be made after any personal insurance the student or parents may have paid.

### **Accidents**

In case of an accident at school, emergency first aid is administered. Every effort is made to contact the parent(s). In case of failure to contact the home or parent's employment, the authorized person on your EMERGENCY FORM WILL BE CONTACTED. It is essential that we have an emergency contact person and phone number.

### **Fire/Tornado/Crisis Drills**

According to state regulations, the school has six fire drills each year. A record is kept of the dates and the time it takes for the students to exit the building. Students are trained how to respond at the sound of the fire bell, and where to go. Should parents be any place in the building at the time the fire bell sounds, they are to leave as quickly as possible through the nearest exit. It is extremely important that no one remains in the building during a fire drill. Two tornado drills and crisis drills

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are also required. You may view a copy of our crisis manual in the school office. If you would like further information regarding the crisis response plan, please contact the principal at (989-967-3681 ext. 11). Our drill logs can be viewed at [www.stmikes.us](http://www.stmikes.us)

St. Michael School has integrated a complete system and protocol that is nationally recognized and federally accredited for our safety. Local law enforcement has been integral in developing our plan. Our staff has received Stop the Bleed Training, Lockout Company Training, and Emergency Procedure training through our school liaison officer and county emergency manager. To further develop our staff, teachers participate in an online FEMA training to support emergency preparedness.

### **Emergencies**

School closing for unforeseen events, such as heavy snowfall, will be announced through the Remind app, the school facebook page, via email, on radio stations, WYBR Big Rapids, WBRN Big Rapids, WDEE 97.3, WWTW Ch. 9, and Fox Ch. 33. St. Michael School follows Chippewa Hills closings. St. Michael School will also follow the policy of Mecosta County concerning severe weather and tornado. The policy is that students remain in school during both a tornado watch and tornado warning.

### **Parent Emergency Procedures**

We ask you to follow this procedure if you hear of any school emergency.

- Turn on your radio or television (stations 9, 7, or 13). We will keep the media informed of any and all emergency information.
- Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
- Please do not come to school unless requested to pick up your student at school.
- In the event of an emergency, your son/daughter may be seen by a crisis team member.

## **NOTICE OF PESTICIDE USE**

Pesticides are periodically applied to school property as part of the school's pest management program. Parents and legal guardians of students enrolled in the school have the right to request prior notification of pesticide applications to the buildings or grounds. In order to be notified prior to the application of pesticides, the parent or legal guardian must request and return a "Pesticide Prior Notification Request Form." The form may be obtained in the school's office.

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide is applied to school grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to

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mark the application area. This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

## **ASBESTOS IN SCHOOL BUILDINGS**

St. Michael School has inspected and tested its facility for the presence of Asbestos Containing Materials (SCM) in the building. Materials used in construction, remodeling or renovation that contain asbestos are known as Asbestos Containing Building Materials (ACBM). Federal Law requires the school to inspect, test, and identify known or suspected ACBM. Additionally, the law requires that the School prepare Management Plans for the school. These Management Plans contain information regarding

- A. the location, quantity, and type of ACM or suspected ACM;
- B. the school’s plan for assuring that these materials do not pose a health threat to those persons utilizing the school building;
- C. A record of any subsequent abatement work, complete with names of those who did the work, who inspected the work, and air monitoring test results.

Also, records of subsequent inspections and periodic surveillance inspections can be found in the Management Plan.

Each school facility is surveyed every six months to inspect the conditions of ACBM to ensure that it has not been disturbed. Every three years the school is thoroughly inspected by EPA accredited inspectors who not only inspect the condition of ACBM but also reassess the operation and maintenance procedures and amends the action plan to reflect any change in condition of ACBM. The Management Plan for a particular school facility is available for inspection by any interested party during normal school hours, Monday through Friday. You have the right under Federal Law, to review the Management Plan. Those wanting to review Management Plans should make the request at the school office.

## **CONSUMER CONFIDENCE REPORTS**

The Consumer Confidence Reports for Drinking Water and the Copper/Lead Notifications are available upon requesting the school office at 989-967-3681

## **FEE SCHEDULE - 2025-2026 SCHOOL YEAR**

### **Tuition**

<b>Grade</b>	<b>Parishioner Tuition</b>	<b>Non Parishioner Tuition</b>
Preschool for 4 year olds	FREE	FREE
Kindergarten – Sixth Grade (1 Student)	\$3,132	\$3,996
Kindergarten – Sixth Grade (2 Students)	\$5,076	\$5940

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Kindergarten – Sixth Grade (3 or more Students)	\$6,696	\$7560
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**Registration Fee**

- K-6 \$100.00 per student (non-refundable)

**DIOCESAN POLICY MANUAL**

As a school in the Diocese of Grand Rapids school district we adhere to diocesan policy. You can view the Diocese of Grand Rapids Catholic Schools’ Policy Manual [HERE](#)

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# St. Michael School Handbook 2025-2026

## RECEIPT OF HANDBOOK

**I HAVE READ THE ST. MICHAEL SCHOOL HANDBOOK WITH MY STUDENT(S) AND  
AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OF THIS SCHOOL.**

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**Parent Signature**

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**Print Signature**

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