

# **St. Michael School**

## **Parent and Student Policy Manual**

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## Table of Contents

<b>Topic</b>	<b>Page Number</b>
Mission Statement.....	4
Administrative and Finance	
Administration	
Responsibilities .....	5
Safe Environment Programs (SEP).....	5
Faculty.....	6
Communicating with the School Office (SEP).....	6
Advisory Board.....	6
Visitors.....	6
Litigation.....	6
Financial Responsibilities	
Parish Membership.....	7
Tuition Payments.....	7-8
Family Service Hour Program.....	8
Damaged Books.....	8
Financial Assistance.....	8
Magazine Sale.....	9
Arrival/Dismissal and Emergency Policies	
Arrival/Dismissal	
Arrival.....	9
Dismissal.....	9
Arrival/Dismissal during Regular School Hours (SEP).....	10
Emergencies	
School Closing.....	10
School Opening Delay.....	10
Emergency School Early Dismissal/Closing.....	11
Heat/Water/Electricity Loss.....	11
Evacuation of the Building.....	12
Bomb Threat.....	12
Aggressive Intruder in the Building or on School Grounds (Code Red) (SEP).....	12
Tornado Drill.....	12
Fire Drill.....	13
Earthquake.....	13
Academics, Attendance, Conduct and Appearance Policies	
Academics	
Curriculum.....	13
Homework Requests.....	13
Returning to the Building.....	14
Grading System.....	14
Internet Policies.....	15-16
Parent-Teacher Conferences.....	17
Report Cards/Progress.....	17
Student Service Plan (IEP).....	17

Attendance	
Absence.....	18
Absence for Partial Days.....	18
Excused Absences.....	18
Medical Excuse.....	18
Vacation Requests.....	18
Student Tardiness.....	18
Code of Conduct	
Discipline Policies (SEP).....	19-20
In School Suspension/Detention.....	21
Out-of-School Suspension.....	21
Expulsion.....	22
Search and Seizure.....	22
Appearance/Personal Belongings	
Basis Uniforms.....	22-24
<i>(Includes basic uniform, general dress code, physical education uniform, spirit wear, out of uniform wear)</i>	
Personal Belongings.....	24
Fines/Cell Phones.....	24
Spiritual Formation	
Liturgy.....	24
Religion Education.....	25
Health Policies	
Accidents.....	25
Communicable Diseases.....	25-26
<i>(Includes tuberculosis, head lice, illness, and immunizations)</i>	
Medications (SEP).....	26
Mental Health.....	27
School Services	
CARE Program.....	27-28
Availability of ABC and K-Care on Early Release/Inclement Weather Days.....	28
Bus Service.....	28
Lunches.....	29
Special Services.....	29
Extracurricular Activities	
Service Hours.....	29
Library.....	30
Sports.....	30-31
Appendix A.....	32-34
Wellness Policy.....	35-38

# Mission Statement

St. Michael School, a Catholic Faith Community, is committed to meeting the spiritual, educational, emotional and social needs of every student by:

- \* Providing opportunities for maximum academic performance.
- \* Developing self-esteem, leadership and personal responsibility.
- \* Promoting positive Christian attitudes that lead to active participants in the church and society.
- \* Encourage social responsibility in an effort to promote peace and justice.
- \* Share with parents in the educational mission of the Church.

# Administration



## Responsibilities

The Gary Diocesan Schools office and its Superintendent of Schools oversee and administer the policies of the Diocese of Gary in accord with the State of Indiana and the values of the Roman Catholic Church. As the Bishop's appointed representative, the Pastor of the parish is the administrative head of the parish school. The Principal is appointed as the executive director of the parish school, responsible for the academic and day-to-day activities of the school. In cooperation with the Parish Director of Faith Formation, the Principal takes immediate responsibility for overseeing the religious curriculum of the school.

## Safe Environment Programs (SEP)

Churches, schools and youth organizations are required by law in most states to ensure that children and youth who worship, study, or participate in activities sponsored therein can do so in the safest and most secure setting possible. Parents and caretakers must have confidence in these institutions before they will allow their children to become involved with the "Safe Environment Programs" designed to assist institutions in instilling that confidence are encouraged by insurance and risk management companies as well.

The *Charter for the Protecting of Children and Youth* also requires that dioceses/eparchies establish "Safe Environment Programs." Article 12 of the Charter states:

"Diocese/eparchies will establish "Safe Environment Programs." They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Diocese/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in position of trust with regard to sexual abuse."

In addition, Article 13 states:

"Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies."

See Appendix A which contains the guidelines for establishment of safe environment programs. St. Michael Church and School follow these guidelines. This policy manual detail the guidelines set forth in Appendix A.

## **Faculty**

The teachers hold a valid degree and certification from the State of Indiana. The faculty members are trained by the Diocese in the guidelines of the “Safe Environment Program.”

## **Communicating with the School Office (SEP)**

The school office phone has voice mail so parents can leave a message at all times. Every incoming message and call is logged daily. All messages are confidential. Voice mail is retrieved by a code known only by office staff. Be assured that each message is very important and will be handled promptly.

Teachers do not answer the school phone. Messages to teachers are placed in their mailbox. Teachers do not have individual phone extension or individual voice mail.

To request a copy of a student’s medical record, report card or a state test, please use the Request for Records Form available on the school’s website. This request will be granted within 48 hours from the date form is presented in the office.

## **Advisory Board**

Any questions or concerns about the school can be addressed by the Advisory Board, if placed in writing and sent to a board member. A list of current board members is available through the school office, parish office, and H.S.A. members.

## **Visitors**

All persons entering the school are to register with the office. A student leaving for an appointment must be signed out by the person picking the student up. **Parents are not permitted to walk through the halls or into classrooms without getting a pass from the office.**

## **Litigation**

If a disagreement between a parent and the school results in the parent seeking civil litigation, the student will be excluded from class until the civil decision has been made. In this way, the school cannot be accused of being prejudicial toward the student during litigation.



Families involved in the before and after school care program must sign a care program contract. This contract states that payment will be received within two weeks of the date the bill is sent. Delay in payment will exclude families from participating in the program.

### **Withdrawal**

Families that withdraw their students during the school year will not receive a refund on monies already paid.

### **Family Service Hours Program**

Families of students in Grades 1-8 are required to complete the mandated service hours by June 1<sup>st</sup>. Families of students in full day kindergarten are required to complete half of the mandated family service hours.

### **Damaged Books**

Students are required to respect the property of the school. New hardcover books are very expensive. At the beginning of each school year students will be given an assigned number per hardcover text issued to them. They will be responsible for the condition of the book at the end of the school year. The student must notify his/her teacher of any damage or writing in the textbook at the time the textbook is issued to avoid any fines at the end of the year. The following are listed fines for damaged books:

Lost book – 100% replacement cost

Damaged unusable – 100% replacement cost

### **Financial Assistance**

Families who need financial assistance may apply for help from the diocese by completing a form made available in February of the previous school year. Parents may also apply for free and reduced lunches from the state. This application is available in August of the current school year or during the school year should the need arise.

Report cards, progress reports, sports eligibility and transfer of records will not be issued until payment of tuition, and ABC or other school-related fees are paid in full. Failure to meet financial responsibilities can cause non access to your student's online progress.

## Magazine Sale

Families with students in grades 1-8 are required to participate in the magazine sale at the rate listed in the tuition contract. Families with students in full day kindergarten will be required to participate in the magazine sale at half of the listed rate in the tuition contract.

## Arrival/Dismissal



### Arrival

School begins at 8:20 a.m. Parents who drive their children to school can drop them off at Door H between 8:00 and 8:20 a.m. Parents are asked to have students ready to exit the car when they reach the entrance in order to keep traffic moving. If a parent needs to walk a student to the door, please exit the drop-off line and park in the school parking lot.

**Parents cannot drop their children off at the main school entrance during the morning arrival times because this entrance is used by the school buses.** An exception to this rule occurs on days when there is no bus service. On these days, the main entrance can be used for arrival.

If students are dropped off at the school before 8:00 a.m., they will be sent to ABC. Parents will be charged for all fees. Students may not be dropped off before 8:00 and left to stand outside the building without parents.

Preschool students start to arrive at Door H at 8:30 a.m. At this time no student in grades kindergarten through 8 may use this entrance.

### Dismissal

The time for school dismissal is 3:20 p.m. To pick up students, parents are to park their car and walk into the gym. Parents are also not permitted to pick up students at the main entrance in front of the school during regular dismissal.

If there is a change in the way your children will be going home, a parent needs to send a note to school in the morning detailing the change in dismissal. Calls to the office to change dismissal will not be granted. However, in the case of an emergency situation only, you may call the office and request the change in dismissal. Calls must be received by 2:00 p.m. Do not call at 3:15 with a change in dismissal.

If a student is not picked up by 3:35 p.m., the student will be sent to ABC. Parents will be charged all fees.

Students who do not normally ride the bus may not go home with bus riders for special projects. This is a Lake Central School Transportation policy.

If a student is to remain after school to work with a teacher, a written note must be sent by the parent and given to the appropriate teacher by the student. Phone calls to the office will not be accepted.

### **Arrival/Dismissal during Regular School Hours (SEP)**

The main entrance must be used for students who are entering or leaving the school during regular school hours. At these times, the parent or guardian must come into the school office and sign the student in or out.

## **Emergencies**



### **School Closings, Hot Weather, Snowstorm, Fog, or Severe Weather**

St. Michael School follows Lake Central School Corporation-Middle School time schedule, calendar and delay/cancellation policy. There are several types of emergency plans in relation to school closings. These plans are:

#### School Closing

- In the case of severe weather or other emergencies whereby school will not be open, parents will be notified through the OneCall Now phone system. In addition this information will be posted on the school's web site, <http://www.saintmichaelscher.org/> Click the "emergency closing" section and the calendar.
- St. Michael School closes according to Lake Central School Corporation middle school scheduling.
- ABC will not be available.
- All athletic events, practices, meetings, and social gatherings are all cancelled except for church sponsored activities.
- During hot weather – students come to the gym for classes when heat index is above 90 degrees.
- When the National Weather Service indicates that the heat index will be above **100 degrees** for the St. Michael area, check the web site news section for details.

### School Opening Delay

- In case of school starting one or two hours later, parents will be notified through the OneCall Now phone system, and posted on the website <http://www.saintmichaelscher.org/>. DO NOT CALL THE SCHOOL.
- Lake Central buses will run their routes one or two hours later than usual.
- School dismissal will be at regular times.
- School lunches will be served
- Preschool will be cancelled when there is a 2 hour delay.
- ABC program will be available at the regular time (6:45 a.m.).
- ABC will be available after school.
- Check the school calendar and the “emergency closing” section.

### Emergency School Early Dismissal/Closing

- Emergency situations, which lead to an early school closing, will be posted to the St. Michael School website and the information will be provided to the media as soon as it becomes known.
- **Do not call the school** as the phone lines are needed for emergency communications.
- Parents will notified by the OneCall Now phone system.
- Students will be sent home according to their regular dismissal plan.
- Students who normally ride Lake Central School buses will be put on the bus when it arrives.
- Parents who normally pick up students as car riders need to be aware of the weather and the possibilities of delays or cancellations.
- Students who are walkers will not be sent home until a parent has been reached.
- ABC will be available for one hour after school closing.
- All athletic events, practices, meetings, and social gatherings will be cancelled except for church related activities.
- When Lake Central cancels after school activities, St. Michael activities including games, practices, etc. will be cancelled. Students will be sent home according to regular dismissal procedures. No calls will be made.

### **Heat/Water/Electricity Loss**

Students will normally stay in school. If it becomes necessary to close school and send students home, the following procedures will be used.

- Lake Central School Corporation and the Parish office will be notified.
- Parents will be notified by the OneCall Now phone system.
- For those parents who were unable to be notified, students will be either at ABC or a designated safe facility.

## **Evacuation of the Building**

When the building has to be evacuated, the following occurs:

- An announcement will be made over the public address system (PA).
- Students will use fire drill procedures and then will be escorted to the Church.
- Parents will be notified by phone to pick up their child (children).
- For those parents who were unable to be notified, students will stay at the Church or other safe facility.

## **Bomb Threat**

- An announcement will be made over the PA.
- Teachers and students will follow evacuation of building procedures.

## **Aggressive Intruder in the Building or on School Grounds (Code Red) (SEP)**

- An alarm will sound over the PA.
- All teachers will lock their doors; keep their students in the classroom, and have them remain seated, quiet, and away from the windows.
- Window shades will be open and lights kept on signaling the authorities that someone is in the room.
- If students are outside on the playground, supervisors will be notified by walkie-talkies that there is a Code Red. Students will proceed to the gym.
- Students in the hall or bathroom must proceed to the nearest classroom. (It is the responsibility of the teachers to assist those students).

## **Tornado Drill**

- Tornado safety instructions are posted in each room.
- Students and teachers should study the plans for the rooms.
- Tornado alarms will come over the PA.
- Each student will bring a book to cover his or her head and proceed to assigned area.
- Students should stay away from entrances and interior doors and windows.
- Teachers should close classroom doors and windows.
- There is no talking during this drill.
- No students will leave the building until all is clear.
- No parents will be allowed in the building during a drill.

## Fire Drill

- Fire safety instructions are posted in each room.
- Students and teachers should study the plans for each room.
- Fire alarms will come over the PA.
- Students should walk to assigned area outside the building.
- Teachers should close windows, doors, and turn off all lighting.
- Teachers should bring attendance books and take attendance.
- There is no talking during this drill.

## Earthquake

- An announcement will be made over the PA.
- Students should take cover under a desk, table, or other furniture or against an interior wall.
- Everyone should get down on his or her knees and face away from windows.
- A book should be used to shield the head from glass.
- Teachers should close blinds.
- There is no talking during this drill.

## Academics



### Curriculum

St. Michael School is accredited by the State of Indiana. The school follows state guidelines for teacher licensing, attendance, school-day requirements, and academics. The guidelines of the diocese of Gary and the Roman Catholic Church form the foundation for the religious curriculum.

### Homework Requests during an Absence

Parents must make requests for homework when reporting their child absent. Homework will be available for pick up at the end of the day from the school gym. The length of time allowed for returning completed homework resulting from an absence **is one day per one day of absence. Teachers will also determine the time frame for taking tests that may have been missed. The school cannot honor requests for homework prior to vacations taken during scheduled school days.**

## Returning to the Building

Students are not allowed to return to school for items or books after the school is closed at 4:00p.m. ABC and Faith Formation are not to be asked to open the doors for student or parents.

## Grading System

The Diocese of Gary has adopted the following system as of June 2007.

This scale will be used by subject teachers and specials teachers.

### For Grades 1-8

A+	100%	C+	84%
A	94%-99%	C	76%-83%
A-	93%	C-	75%
B+	92%	D+	74%
B	96%-91%	D	71%-73%
B-	85%	D-	70%
F	69% and below		
NA	Not Assessed		

\* Adjusted Program – where applicable

### For Kindergarten

4	Outstanding
3	Satisfactory
2	Needs Improvement
1	Below grade level
NA	Not Assessed

\* Adjusted Program – where applicable

(Below grade level was added as justification for retention)

### Effort and Conduct Grade for Grades 1-8

4	Outstanding	100-93%
3	Satisfactory	92-85%
2	Needs Improvement	84-75%
1	Unsatisfactory	74% and below

Reading grade is comprised of Reading, Phonics, and Literature.

Language Arts grade is comprised of Spelling, English, Grammar and Vocabulary.

Report cards will be computer generated. Parents will sign and return the first three report cards 5 days after they are issued.

The final report card will be mail to the student's home. This report card will have the teachers signature and the placement for the next school year.

When a student in Junior High serves a detention, the homeroom conduct grade is dropped a whole letter grade.

## **Internet Policies**

Following are policies regulating the use of the Internet. Parents and students must sign that they have read the policies and will abide by them. No student may come to the computer lab until the handbook/internet policy verification page is signed and returned.

Students of the St. Michael School have access to the Internet and other on-line services. The Internet consists of computers from all over the world linked together and provides an incredibly rich set of resources.

While the benefits of the Internet are indeed enormous, it is important to know that it is an unregulated open system and, like any open system, carries risks. The Internet contains materials and potential contacts that could work to both the advantage and disadvantage of young people.

The School is taking precautions to restrict access to controversial material by:

- Requiring a user agreement and parent permission form
- Maintaining careful direction and supervision of students appropriate to their age
- Enforcing the rules for use.

St. Michael School wants to introduce your child to the tools he or she will need in the information age. We must teach our students to be responsible users of information, and your child's participation in Internet/on-line use promotes this goal.

Students using St. Michael's equipment to access the Internet and other on-line services must abide by the rules below. Students violating the rules will be subject to school discipline. Students may be denied future Internet or on-line access, and will be reported to the police or proper authorities if in violation of the law.

- a. All use of the Internet must be in support of education or research and consistent with the policies and objectives of St. Michael School.
- b. Use of the Internet or other services cannot be made without the permission of a supervising teacher.
- c. Any use of the network to facilitate illegal activity is prohibited.

- d. Use of the network to access obscene material is prohibited. (SEP)
- e. Any use for commercial or for-profit purposes is prohibited, including product advertisement. This also includes buying, selling, and bartering, including but not limited to the use of credit cards
- f. Disruption of the Internet on-line service, supporting equipment, or information available on it is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copy right law.
- g. The use of the Internet or other services to harass other users or to transmit materials likely, to be offensive or objectionable to recipients is prohibited. (SEP)
- h. Students are to protect themselves and others by not issuing any address or telephone numbers over the Internet or other on-line services, remembering that on-line communications are not private. (SEP)
- i. Students will be prohibited from using Internet “chat rooms” and/or any instant messaging (i.e. ICQ, AOL, etc.).
- j. Students must never share their password or account information with anyone. Each user has the responsibility for the appropriate use of his her account. (SEP)
- k. Students are to honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Use of data/information from the Internet may he done only within the realm of copyright laws, policies, and crediting sources.
- l. Students will not access personal e-mail accounts. E-mail use is permitted when it is a classroom activity and under special circumstances such as foreign exchange students.
- m. Students must not knowingly or inadvertently degrade the performance of the network.
- n. Students may search only for a subject chosen and approved by the teacher.

## **Parent-Teacher Conferences**

At the end of the first grading period in the fall, parent-teacher conferences will be scheduled. If parents need to talk to a teacher about their child's academic progress at other times, parents can call the office and leave a message for the teacher. There is a 24 hour window for a return call or note sent home from teachers.

## **Report Cards/Progress**

Report cards are issued at the end of each 9-week grading period. Students will receive their report cards on designated dates listed on the school's main calendar and the school's website. Continuous progress is available on line through TeacherEase. Parents without the internet can request a paper progress report at the midpoint of the 9 week grading period.

Parents have access to student progress by checking our online grade book. Teachers update grades by the 15<sup>th</sup> and 30<sup>th</sup> of the each month. Parents can check for missing assignments and current grades. To access information on your student from TeacherEase, you must submit an email address to the school office.

## **Student Service Plan**

West Lake Coop will service our students with Speech and testing for academic challenges. Once a student is tested a case conference is called and evaluation is discussed. The administration has the final decision on a student's continued attendance in St. Michael School.

## **Attendance**



Continuous attendance at school is extremely important. Time lost because of absence or tardiness can never be made up or reclaimed. Because learning is based upon continuity of instruction, it is important that students not miss school, for vacations or other leisure activities.

## **Absence**

A parent or guardian must report a student absent by 10:00a.m. each day of the absence. When the student returns to school, the parent must write a note explaining the absence. If a student accumulates 10 or more absent days per semester, a parent conference can be required. The administration has the option to retain a student who are absent from school 25 days or more

## **Absence for Partial Days**

The school and State Department of Public Instruction strongly recommend that all doctor appointments be scheduled at times other than a school day. Appointments scheduled during the school day will count against attendance.

## **Excused Absences**

A student shall not be considered absent for: attending the funeral of an immediate family member, doing a particular Liturgical Ministry, working as a “page” for the State, serving at a precinct, working for a political candidate, or appearing in court as a result of a subpoena (**Indiana Code 20-8.2.**).

## **Medical Excuse**

If a student can not participate in gym due to a medical reason, a written note from the doctor must be presented to the teacher and office. Students not eligible for gym class would not be eligible to participate in CYO sports. If a physican writes a medical note of excuse, this physican must write a note of release. Students not able to pariticipate in gym class will be excused from recess play.

## **Vacation Requests**

Vacation policy applies to vacations and to all extended absences of two or more days for whatever purpose other than illness. Vacations requests are strongly discouraged. It is the school policy that no assignments will be given in advance. Vacation notification forms must be completed 7 days prior to the first day of absence. This will allow the student to make up missed work, quizzes, or tests. If a vacation falls at the end of a grading period, the student **will not** be able to make up any missed work, quizzes, or tests. It is the parents, rather than the school’s responsibility, to initiate and receive all non-emergency vacation communciation. Forms are available on the school’s website.

## **Student Tardiness**

Students are marked tardy if they are not present in their classroom by 8:20 am. For every 5 times a child is tary, the child’s parents will be notified and the child will receive a detention (3:20 to 4:00). Frequent detentions will result in an in school suspension.

## Code of Conduct



St. Michael School, in keeping with its mission of cultivating Catholic values and providing a distinctive educational framework will promote respect for self, others, and others' property at all times. Students are expected to observe St. Michael School's policies and procedures outlined in the handbook, as well as, other school practices and classroom rules determined by the faculty. A student's failure to observe these policies will result in disciplinary action.

### Discipline Policies (SEP)

Ordinarily, teachers handle student discipline on an individual basis in the classroom. Discipline is viewed as a matter of instruction, not punishment. Growth in self-discipline is the goal. Consequences for not observing classroom or school policies and procedures are determined by the teacher may vary according to the seriousness of the behavior. Some behaviors that may result in disciplinary action include, but are not limited to:

- Disrupting others during prayer time
- Failure to complete homework
- Tardiness
- Not engaging in the educational process (off-task behavior)
- Disrupting the educational process (distracting others)

In the event of persistent/recurring discipline problems, the principal will communicate with the student's parents. The goal of this communication will be to solicit the parents' assistance in resolving the discipline problems.

Some behaviors are deemed **VERY SERIOUS** and warrant immediate action. Examples of such very serious behavior include but are not limited to the following:

- Harrassment, bullying, or intimidation of others such as excessive teasing, making threats, or physically pushing someone to frighten another.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a student or school personnel.
- Personal dishonesty (such as lying, forging a signature, or stealing) or academic dishonesty (such as cheating and/or plagiarism).

- Defacing or vandalizing school or another's property.
- Insubordination to school personnel.
- Foul language is automatic detention.
- Possession of illegal substances or weapons (such as alcohol, tobacco, drugs, knives and guns) or engaging in illegal activity. According to the Office of the Attorney General for the State of Indiana: Should a student bring a firearm to school the student must be expelled for a minimum of one school year (**Indiana Code 20-8.1-5.1-10**). Under this statute, the local county prosecutor must be notified if a student has been expelled for bringing a gun to school. The prosecutor must investigate and take appropriate legal action. Additionally, any person who brings a gun onto school property or a school bus, unless otherwise legally authorized to possess a gun, commits a felony (**Indiana Code 35-47-9-2**). Indiana law allows enhanced sentences for certain drugs (**Indiana Code 35-48-4**) and gun (**Indiana Code 35-47-2-23**) crimes committed on a school bus, school property, or within 1,000 feet of school property.
- Verbal and/or non-verbal disrespect for school personnel or other students such as profane or vulgar language (spoken, written, or gestured), making fun of others (including name-calling), or making threats.
- Fighting.
- Sexual harassment which includes (but not limited to) any unwanted or un-welcomed comment, joke, gesture, touch, noise, graffiti, phone calls, e-mail message, or letter that is of a sexual nature or has a sexual connotation. Sexual harassment by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any employee or student, who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual will be subject to the sanctions for the misconduct set forth above.

- Gang Behavior: St. Michael School, in keeping with its mission of implementing a Catholic educational community, does not tolerate gang behavior in any form. Gang affiliation or the appearance of gang-affiliation – which may include but is not limited to, expressions in costume (for example clothing colors, gang names/symbols printed on clothing, or earrings); hair styles; hand gestures, signs, insignias, and posters (whether in lockers, books or notebooks); graffiti; and intimidation of others – has no place at St. Michael School and may result in immediate suspension and/or expulsion.
- Possession of pornographic materials or exploring internet sites with such material.
- Engaging in illegal behavior such as possessing alcohol, drugs or tobacco.
- Leaving school grounds without specific permission to do so by the School Administration.
- Engaging in any terrorist threats.
- Engaging in any of the above mentioned behavior via-mail, instant messaging, websites, telephone messages, and so on.

#### **In School Suspension/Detention**

In-school suspension requires that a student remain in school, but be out of the classroom setting doing the required school work. Parents will be notified prior to an in-school suspension. The principal will determine the length of the suspension.

Students with frequent detention will result in an in-school suspension..

Junior High students who serves a detention the homeroom conduct grade will be dropped a whole letter grade.

#### **Out-of-School Suspension**

Out-of-school suspension means that a student is removed from the school environment for a period of 3-5 days and placed in the custody of parents. The school will not issue assignments to students placed on out-of-school suspension and all quizzes, tests, and classroom work will receive zero's. A child's academic progress during out-of-school is the sole responsibility of the parents.

## **Expulsion**

Expulsion means not allowing a child to remain in school. Under rare circumstances, after repeated interventions, attempts to help one child must be weighed against what is good for the school as a whole. Serious disciplinary infractions (such as those involving physical harm to another student, possession or use of drugs or alcohol, possession or use of a weapon etc.) may subject a child to immediate expulsion. The pastor and the principal make the final decision as to whether or not a serious disciplinary infraction warrants expulsion. Depending on the circumstances, parents may be given the opportunity to voluntarily withdraw their child rather than face involuntary expulsion.

## **Search and Seizure**

Lockers and desks are property of St. Michael School and can be searched by the principal if warranted.

## **Appearance and Personal Belongings**



In August, the students in the middle school will have an assembly to go over the school uniform and dress code.

### **Basic school uniform:**

- Preschool students do not wear a school uniform. Students should dress in comfortable, weather appropriate clothing. Shoes can be soft-soled dress shoes or tennis shoes. Sandals may be worn with socks.
- Boys in grades K-8 shall wear navy pants, light blue polo shirt and a belt.
- Girls in grades 1-5 shall wear the school uniform jumper (purchased at Hub Bootery or Rainbow Connection) or navy slacks with a belt and a white polo shirt or blouse. Girls in grades 4 & 5 wear navy slacks. Pants may not be skin tight and waist band must sit at the waist.
- Girls in grades 6-8 shall wear the school uniform skirts and white polo shirts (no blouses). The skirts must be no more than 3" above the knee. The girls may also wear khaki (tan) slacks (purchased **only** at Hub Bootery) and white polo shirts (no blouses) and a belt. All undergarments must be solid white and with no designs. Pants may not be skin tight and waist band must sit at the waist.
- Belts shall be worn with all shorts and slacks and shall be solid black, brown or dark blue. The belt shall have no designs, glitter, jewels, emblems or the like.
- Pants or shorts shall not be jeans, pants or pants with any side pockets. Pant or shorts must be waist high. Pants and shorts cannot be hip huggers. Pants or shorts cannot have visible designer labels, emblems or logos of any kind.

- All shirts must be tucked in pants with belt visible at all times or tucked into skirts with the school logo visible at all times.
- Boys in grades 1-8 and girls in grades 1-5 can wear navy walking shorts and girls in grades 6-8 can wear khaki (tan) walking shorts during August, September, May and June.
- A school uniform sweatshirt or solid navy blue uniform sweater may be worn.

#### **General Dress Code:**

- All students are required to wear socks to school. Socks can be solid white or navy blue and must cover the anklebone. Girls can wear white or navy blue tights, white, navy blue or gray knee highs.
- **Shoes can be soft-soled black, brown or blue dress shoes or white tennis shoes or saddle shoes. Sandals, clogs, backless shoes, high heel shoes, tongs or largely color designed, glitter, colored tennis shoes are not permitted.**
- Boys may not wear earrings. Hair is cut out of the eyes, and off the collar. Requests for boys to get a hair cut, must be completed within 7 days of the notification by the principal.
- Girls may wear post earrings only (no hoops or dangling earrings). A simple watch can be worn; however, it should not be an alarm or novelty watch. No other jewelry is permitted except a necklace with a small cross or a religious medal.
- Boys can wear a simple watch; however, it should not be an alarm or novelty watch. Boys can wear a chain with a small cross or religious medal. No other jewelry is allowed.
- Girls may not wear make-up or nail polish of any kind no French manicures. Bandana type headbands are not permitted.

#### **Physical Education (PE) Uniform**

Parents are expected to purchase an official P.E. uniform at the beginning of each school year through the school. School uniforms and school “spirit” wear are not appropriate for gym class.

#### **Spirit Wear**

On school spirit wear days, students may wear t-shirts and sweatshirts with the St. Michael School name or logo printed on them. These items can be purchased through the school on Book Payment Day (in August) and several other scheduled sale days throughout the school year. Jeans may be worn with all spirit-wear. No ripped or jeans with holes. Uniform shorts may be worn on spirit days during the months of August, September, May and June. Gym uniforms are not to be used as spirit-wear. Sweat pants of any type are not allowed.

### **Out of Uniform Attire**

On out of uniform days, students may wear casual or dress clothes, such as jeans, dockers, capris, t-shirt, skirts or dresses. Sleeveless shirts, tear away pants and sweatpants of any type are not allowed. Socks are required. Shirts and blouses must be long enough to be tucked into pants/slacks. Blouses or shirts that are designed to reveal the lower abdomen are not acceptable. No hats are to be worn inside the buildings.

### **Personal Belongings**

Students should have all their personal possessions marked with their names. Items of value should remain at home. Toys, radios, cameras, electronic games, IPODs and PDAs are not the responsibility of the school and are not allowed on school property during school hours. If a student is found with any of the above on the student's person or in the student's locker during school hours, the items will be confiscated and held in the office.

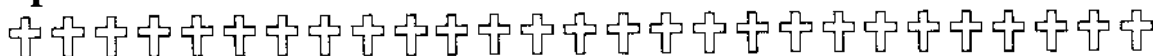
### **Fines**

There is a fine of \$5.00 for chewing gum during school hours. Any student charged with 3 gum fines will be subject to a detention.

### **Cell Phones and Beepers**

Students are not permitted to have a cell phone or beeper on school property during school hours. If a student needs to place a call in case of an emergency, they must make the call from the school office. Students may not use other phones in the school building without permission from the office. If a student is found with a cell phone or a beeper during school hours, the items will be confiscated and held in the office.

## **Spiritual Formation**



### **Liturgy**

Students of St. Michael School attend mass on Wednesday at 8:55 a.m. unless a major feast is celebrated on another day. In addition to attending Mass, students in grades 5 through 8 can volunteer to serve school masses, Confirmation, First Communion, Sunday masses, funerals, weddings and other occasions. Students in grades 1 through 8 are Lectors at all school Masses. Students also participate in Morning Prayer on a daily basis.

Students can volunteer to be a singer, cantor or instrumentalist for school liturgies and services. Volunteers include students from all grade levels.

Students pray at the beginning and ending of each school day and before meal time.

### **Religious Education**

Religious education occurs in cooperation with the Director of Faith Formation. A baptismal certificate will be kept on file. Only students who are baptized Roman Catholic will make their First Communion and Confirmation. If a child is not baptized, parents must notify the office immediately.

Reconciliation is made in 2<sup>nd</sup> Grade. First Communion is made in 3<sup>rd</sup> Grade. Confirmation is made in 8<sup>th</sup> Grade.

All children regardless of religious beliefs will participate in religious education and formation.

## **Health Policies**



### **Accidents**

If an accident occurs on parish property, parents must report the incident to the school office within 24 hours. Accidents of any nature, which may require completion of insurance forms, must be reported to the school office as soon as possible. Forms must be completed within 2 months of incident. Parents are to submit initial claims to their personal insurance agency.

### **Communicable Diseases**

If a student is sent to school with a Communicable Disease (as listed in The Indiana State Department of Health Guide), the school is bound to follow the policy of this Guide.

#### **Head Lice**

If a parent discovers that a student has head lice, a call should be place to the school office. If the school personnel discover lice on a student, parents will be called to remove the student from the school. All students are checked as Lake County Board of Health guidelines dictate. No student may return to school as long as lice or nits remain in the hair. The Lake County Board of Health strictly enforces these state policies (**Indiana Code 20-8.1-7.8**).

### **Illness**

If a student is sent to school while contagious, with a fever, vomiting or complaining of illness, the student will be removed from class and the parents will be notified to pick up their student. Students must be fever free for 24 hours before returning to school.

### **Immunizations**

According to **Indiana Code 20-8.1-7-10.1**, students are not permitted to attend school beyond the first day without furnishing a written statement of immunizations. Students attending St. Michael School are required to have immunizations.

### **Medications (SEP)**

According to Administrative **Ruling 6001-Rule S-1 – Section II**, no medication will be given to any student without the written consent of the parent. Such consent shall be valid for no more than one year (**Indiana Code 34-4-16.35**). A school administrator or school employee designated by the school administrator can administer medication in compliance with written permission of the student's parent (**Indiana Code 25-23**). School employees may not administer injectable medication without a written note from a health care provider stating that the employee is trained. Procedures for administering medications or treatments such as inhalers, bee sting kits, etc. will be determined on an individual basis, based on the health notes (prescriptions) from the student's physician or nurse practitioner are required.

Specific medication policies are as follows:

- All medications, nonprescription and prescription must be in the original container and brought to the office by the parent.
- Students are not allowed to carry any medication (prescription or non-prescription) on their person or store medication in their locker or desk.
- Complete written instructions must accompany all medications.
- The school cannot send medications back and forth with the student. Therefore, parents should bring only enough medication for the doses that need to be given while the child is in school and keep the rest at home.
- The school cannot store or administer medications requiring refrigeration.
- For each prescription medication, a Parent and Physician Medical Form must be submitted to the office.
- Students requiring a EpiPen for allergies must sign a waiver releasing the school and staff of responsibility.

## Mental Health

### Suicide

If a student comes to school and expresses the attempt of suicide, the following steps will be followed:

- Never leave student alone
- Teacher is to notify principal
- Principal will contact parent
- Student will remain with principal/teacher
- Parents will leave with student
- Parents will be given numbers for medical assistance
- Student must have a doctor's note stating return school is allowed

If a student comes to school and attempts suicide on school premises, the following steps will be followed:

- All of the above steps will be followed
- School will be placed in a Code Red (lock down) to prevent danger or trauma to other students
- Principal will remain with the situation to diffuse the crisis
- Principal will provide information necessary to emergency responders
- Arrange for a Crisis Counselors if needed

Incident Commander (IC)/Principal will head all of the above steps and call into place the Emergency Response Team (ERT). This policy was developed in cooperation with the Diocese, Lake Central School Corporation and our grant. St. Michael School in 2005 was involved in a grant with L.C. Security and Vulnerability Assessment conducted by Risk Solutions International visited our school for assessment of our policies. The report is available in the school office. Police are not called to assist in health issues involving minors. If there is a weapon threat, police would be called.

## School Services



### Care Programs

ABC is a before and after school program for the students. Before students can use the service they must be registered for ABC and a registration fee must be paid. The hours for the ABC program are 6:45-8:05 am and 3:20-6:00 pm. Each month, parents will receive a bill for the time that the student spent in ABC. Payments must be received within two weeks of the date the bill was sent.

Failure to make payments can lead to the dismissal of the student from the program.

ABC has a separate set of conduct rules that are distributed to parents at the time of registration. Students who do not adhere to the conduct rules can be dismissed from ABC.

If a student is not present in the ABC room at 3:35, the student may not come to the ABC program. Attending after school activities, inside or outside the school building, does not permit a student to come to the program later than 3:35.

There is a care program after the Preschool programs only when these classes are in session.

Half Day – Dismissal at 11:30 am:

ABC is open in the morning only  
There will be no afternoon ABC

Early Release Day – Dismissal at 12:50 pm:

ABC is available

1-Hour Delay:

Preschool is in session

2-Hour Delay:

ABC is open. Preschool is cancelled.

Inclement Weather with Cancellation of School:

Parents will be notified and requested to pick up their children from ABC (See Emergency Dismissal Policy).

**Bus Service**

The Lake Central School District provides bus service to St. Michael students. Note that according to state law, (**Indiana Code, Article 9.1**) the school district is not required to provide this service. Students are to follow the Lake Central conduct policies and procedures. Failure to follow rules can lead to suspension of bus privileges. If a problem occurs on the school bus, please contact Lake Central Transportation at 365-3141.

Students are not allowed to have cell phones on the bus. Candy, treats, and water bottles are not allowed on the Lake Central Buses. There is a \$10.00 per student fee per year.

Students are not allowed to take a bus to another student's home to work on school projects. Students who are not registered as bus riders may not ride the bus for visiting with friends.

## Lunches

Hot lunches are provided by the Lake Central Food Services. Prices for the lunches are established by Lake Central. In order to purchase lunches, students must have money deposited into their lunch account. Lunch accounts can be initiated on book payment day and money can be added as needed. Parents should send lunch money to school in an envelope with the student's name, amount of money, grade and room number. For those families requiring assistance to pay for the lunches, a state assistance program is available. **Students with a negative money balance will not be served a hot lunch.**

When Lake Central hot lunches are provided, only bag lunches may be brought to students if they do not wish to eat the hot lunch. No fast food lunches (e.g. McDonald's Burger King, KFC, Arby's, etc.) may be brought to students at any time during the school day.

## Special Services

Special services are provided by Westlake Special Education Coop, Catholic Family Services and AAP Mental Health Resource Counseling. Speech therapy and testing are some of the services performed for our students.

## Extracurricular Activities



## Service Hours

Service hours provide students with opportunities to act out their faith. Students in Grades 5-8 are required to perform service hours. All hours must be completed by April 15 or there will be a charge of Ten Dollars (\$10.00) per hour. Half of the required hours must be completed before the beginning of Christmas vacation each year. The amount of service hours required per grade is:

- Grade 5 = 3 hours
- Grade 6 = 4 hours
- Grade 7 = 5 hours
- Grade 8 service hours are required for Confirmation.  
There are no additional service hours required

Activities that may be considered for service hours include:

- Related parish activities
- H.S.A. activities (Market Day)
- Civic/community activities
- Nursing home or soup kitchens
- County parks
- Baby sitting for non-siblings
- Cutting grass, raking leaves, shoveling snow for non-family

It is the student's responsibility to have a Service Hour Form signed by a responsible person who represents the activity and can verify participation. A separate form needs to be submitted for each activity. Forms must be submitted **to the school office within 30 days** after the work is completed and the form signed. Half of the required hours are needed by December 15<sup>th</sup> and the remainders of hours are due April 16<sup>th</sup>. There is a \$10.00 per hour fee for hours not completed. Forms can be obtained at the school office or by copying the form that is distributed at the beginning of each school year.

## **Library**

When a student checks out a book at our school's library, they have that book for two weeks. If more time is needed, students may renew the book for an additional two weeks. There is a late fee charge of 10 cents per week when a book is late. Students having a late book will not be allowed to check out any other books until they return the late book along with the appropriate late fees. If the book should be lost or damaged, the student is responsible to pay the cost of replacing the book. Our Multi Media Specialist will provide the student with the cost of replacement.

## **Sports**

The St. Michael sports program collaborates with the Catholic Youth Organization (CYO) of the Diocese of Gary. The sports athletic director issues a set of rules and policies to each student who is participating in sports. Both students and parents must sign these policies indicating their intent to comply. The eligibility standards for participating in sports at St. Michael School are determined by the School Sports Advisory Committee.

### General Eligibility

Students may begin participating in sports when they reach the 5<sup>th</sup> grade. Participation in St. Michael School's sports program is open **ONLY** to enrolled students of St. Michael School.

### Financial Eligibility

Eligibility is abrogated if the student's tuition payments are not kept current as outlined in the section of the handbook that addresses tuition payments.

### Academic Eligibility (Diocesan Policy)

- Student athletes are required to have a "C" average and can have only one "D" and no "F's" in any core subject – including religion, reading, language arts, math, social studies, and science.
- Conduct grades must be a "3" or higher in all subjects.
- Any student receiving more than one "D" or an "F" on their report card will have a two-week suspension from practice and games in order to raise their grade. After two weeks, a progress report will be generated for reevaluation. An athlete will have a total of four (4) weeks to bring up a grade before being dismissed from a team.
- Students, parents, and coaches will be notified when the student is eligible.
- An ineligible athlete may not dress in a St. Michael team uniform, but may at the discretion of the parent and coach, attend competition and sit with the team.
- A student absent from school for any period of the day will not be allowed to participate in any practices or games that same day unless he or she has an excused absence, i.e., funeral, doctor, dentist, or orthodontist appointment.
- Students must abide by all CYO rules.

### Sports Physicals

Students are required to have an annual sports physical before participating in any sport. CYO issues the forms for the physical and maintains them in their office. These forms are not the property of St. Michael School's office.

# Appendix A

## Guidelines for Implementation of Safe Environment Programs (SEP)

The following information is presented to assist dioceses in the implementation of “Safe Environment Programs”.

### What are the necessary elements of a “Safe Environment Program”?

A safe environment program begins with a “code of conduct” for all adults who work with youth on a regular basis. A “code of conduct” establishes acceptable behavior that is legal, professional, and responsible and it must include standards of conduct with regard to sexual abuse and harassment. Written copies are to be provided to each employee/volunteer who must acknowledge in writing that they understand and must abide by it.

A “safe environment program” requires **training** of parents, ministers, educators, church personnel, volunteers and others regularly involved with minors as to the issue of abuse of children, to include sexual abuse.

Training programs for adults should include the following:

- What **constitutes** child abuse, **including** sexual abuse?
- What actions, procedures and policies are used to **prevent** child abuse in any form?
- How does an adult **identify** instances of abuse of a child, including sexual abuse?
  - What signs should an adult look for in a child who may be abused?
  - What signs should an adult look for in a person who may be abusing a child in any way?
- What **actions** should an adult take when they believe that child abuse, to include sexual abuse, may be occurring?
- What are the laws and policies regarding the **reporting** of abuse, to include sexual abuse, of children?

Training programs for **children and young people** should include age appropriate materials pertaining to personal safety. This includes information about improper touching and relationships. Children are not expected to be fully knowledgeable about child abuse or of the laws governing care of children but they need to know when they should seek assistance from a trusted adult.

**Should diocese have codes of conduct for minors?**

Codes of conduct are recommended for students as well as your employees and volunteers. Children in your schools should adhere to standards of behavior that include respect for their fellow classmates, teachers and volunteers. It is important to remember that while child abuse is usually committed by an adult, children and young people may be offenders.

**Who must be included in “safe environment programs”?**

Training relating to prevention, identification, and response and reporting is to be provided to ministers, educators, parents, volunteers, church personnel and others who have regular contact with youth.

**How do we ensure that parents receive this training?**

It may be difficult to ensure all parents in a parish are adequately informed about this issue of child abuse. To reach as many parents as possible, attempts should be made to provide various types of instruction. Multiple delivery methods could include formal training sessions led by experienced child-safety professionals, independent reading materials, videos, or information posted on the diocesan website.

**Do children in our parish religious education classes receive the same training as our students in Catholic schools?**

Children in parish religious education programs should receive the same basic information as those who attend Catholic schools. Some programs may have to be modified for parish religious education programs due to time constraints.

**What types of “safe environment programs” are available?**

In addition to those offered by public and private social service agencies and schools, there are a variety of “safe environment programs” available commercially. The National Federation of Catholic Youth Ministers, Washington, DC ([www.nfcym.org](http://www.nfcym.org)) is an excellent resource regarding codes of conduct for adults and youth.

**Can a diocese create its own “safe environment program”?**

A diocese can create its own “safe environment program” as long as it includes the information outlined above and reaches the pertinent audiences.

**How long should “safe environment programs” last?**

Due to the dynamic nature of parish life and personnel turnover, “safe environment programs” must be incorporated into the long-term mission of dioceses.

**Are new employees required to become part of “safe environment programs”?**

New employees must receive “safe environment training” and adhere to diocesan codes of conduct.

**Can a diocese change “safe environment programs”?**

A diocese can change “safe environment programs” as long as the new program includes the information outlined above and reaches the pertinent audiences.

**How do dioceses evaluate the background of personnel who have regular contact with minors?**

Background investigations of personnel who have regular contact with minors must be conducted. Such investigations are best conducted by a reputable professional agency, law enforcement or social service agency, if available in your area. Background investigations should include criminal history checks of employees/volunteer and, if lawful in your state, the employee/volunteer should be asked if they have ever been accused of or investigated for an act of abuse or harassment. References must be checked.

**Who evaluates the results of the background investigation and determines if the individual is suitable for work with children?**

Supervisory personnel within your diocese can evaluate the results of the background investigation. It is preferable that this individual have experience in human resource management.

## **Saint Michael School Wellness Policy**

**Saint Michael School is committed to providing an environment that supports healthy eating and physical activity that promotes a healthy student.**

- **Parents, teachers, and the food service professionals, will be engaged in monitoring and reviewing our wellness policy.**
- **Students in grades k-8 will have opportunities to be physically active on a regular basis through physical education classes and organized sports.**
- **Lunch programs shall meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.**
- **Students will be provided a clean, safe and pleasant dining area.**
- **School will provide nutritional educational and physical education to foster lifelong habits of healthy eating and physical activity.**

## **School Wellness Administrative Regulations**

We are committed to providing a school environment that enhances learning and development of lifelong wellness practices. To this end, the following will be implemented:

### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children
- be served in clean and pleasant settings
- meet, at minimum, nutrition requirements
- established by local, state, and federal statutes and regulations
- offer a variety of fruits and vegetables
- serve only reduced fat (2%), low-fat (1%) and fat free milk and nutritionally equivalent non-dairy alternatives (to be defined by USDA), and
- ensure that half of the served grains are whole grain

### **Breakfast**

We will encourage that all children have breakfast to meet their nutritional needs and enhance their ability to learn.

### **Free and Reduced Meals**

We will make every effort to eliminate any social stigma attached to and prevent overt identification of students who are eligible for free and reduced price school meals.

### **Meal Times and Scheduling**

- Students will have adequate time to eat their lunches
- Students will access to hand washing or hand sanitizing before they eat meals or snack

### **Staff Development**

As part of our commitment we will provide continuing education in nutritional choices. Information on tooth decay risk. Cafeteria workers trained and support cafeteria workers trained according to their level of responsibility.

## **Sharing of Foods and Beverages**

Given concerns about food allergies and other restrictions on some children's diets, we will discourage students from sharing their foods or beverages with one another during meal or snack times. We will discourage parents from putting medications in their student's lunches.

Students at the elementary level will not be allowed to purchase a la carte items at lunch. Students will not be allowed to have pop. Students will not be allowed to purchase extra food items.

Students at the middle school level will be able to purchase items as part of the a la carte menu which will follow the standards listed below:

**Beverages:** water, seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% real fruit or vegetable juice and do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat free milk, including chocolate milk.

**Foods:** food with no more than 30% of its calories from fat (excluding nuts, seed, and other butters) and 10% of its calories from saturated and trans fat combined. Foods with no more than 35% of its weight from added sugars that do not occur naturally in fruits, vegetables, or dairy products.

## **Portion Sizes**

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and seventy-five hundredths (1.75) ounces for chips crackers, popcorn, cereal, trail mixes, nuts, seeds, dried fruits, or jerky.
- There is no portion limit if the food item contains not more than two hundred and ten (210) calories.
- Two ounces for cookies and cereal bars;
- Three ounces for pastries, muffins, and doughnuts, and other bakery items
- Three fluid ounces for frozen desserts, including ice cream
- Eight ounces fro non-frozen yogurt
- Twenty fluid ounces for beverages
- The portion size of a la carte entrees and side dishes, including potatoes should not exceed the portion of the same entrée item or side dish item that is served as part of the school lunch

Beverage items available for sale at a school or on school grounds may not exceed twenty (20) ounces.

## **Snacks**

Snacks served during the school day, including room parties, should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Healthy snack items are encouraged instead of cup cakes, etc. Snacks should following the above portion size regulations.

## **Nutrition Education and Promotion**

Through the physical education class and health class teachers will stress the importance of healthy eating and physical activity.

Promote fruits and vegetables for snacks and parties. Emphasize caloric balance between food intake and energy expenditure.

## **Communication with Parents**

Our school will encourage organizations to support healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

## **Physical Activity Opportunities and Physical Education**

All students in grades K-8 will receive physical education classes. All physical education will be taught by a certified physical education teacher.

## **Daily Recess**

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged to have moderate to vigorous physical activity.

## **Physical Activity Opportunities**

Students in grades 5 through 8 are offered the opportunity to participate school sponsored sports. This program offers a range of activities that meet the needs and interest of a variety of sports for both boys and girls.

## **Monitoring and Policy Review**

The principal will ensure compliance with established school policy for nutrition and physical activity as part of our wellness policies.