ST. MICHAEL
Catholic School • Grand Ledge

HANDBOOK

school.stmichaelgl.org

8/20/2026

ST. MICHAEL CATHOLIC SCHOOL

Mission Statement

Our mission at St. Michael Catholic School is to shape each individual to be in union with Jesus Christ by creating a learning community built upon a foundation of catholic faith.

Vision Statement

As a Catholic learning community, we:

- Provide for each student's spiritual, intellectual, emotional and physical growth
- Demonstrate a personal commitment to the academic success of each student and the continued education of staff
- Foster a supportive, safe, and loving environment based on mutual respect for all of god's creation
- Create opportunities for serving the greater community

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ST. MICHAEL
Catholic School • Grand Ledge

A MESSAGE FOR PARENTS AND STUDENTS

Welcome to St. Michael Catholic School. We are here to provide a faith-based education that is immersed in scholastic excellence. We are happy you have chosen to provide your child/ren with this opportunity.

This handbook has been prepared for your assistance. Although we have included much important information about the school, this handbook is not intended to be all-inclusive. Please read the handbook and keep it available for your reference throughout the school year.

I look forward to this school year and the opportunity to work with your family. As always, if you ever have any questions or concerns, please call the school office.

Serving Christ and Children

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ACADEMICS

HONOR ROLL

The honor roll is a very special recognition for academic achievement and citizenship. Honor roll recognition begins in fifth grade.

To be on the All A Honor Roll, students must have all A's in all subject areas including specials. To be on the A–B Honor Roll students must have A's & B's in all subjects areas including specials classes.

HOMEWORK/SUMMER WORK

Homework is valuable for pupil training and helpful to a student's learning experience. Homework can provide practice and drill that reinforces classroom learning and can provide practice and drill opportunities for independent study, research and creative thinking. Parents should provide the student with a quiet, comfortable place to study, and check to see that assignments are completed.

The All-STAR program (All Students Achieve Responsibly) is implemented for students who are behind in their assignments.

MISSING ASSIGNMENTS – 5th – 8th Grading Policy

Any Work not submitted by the date and time that it is due, typically the beginning of class, will be considered one day late. Work turned in one day late will earn a maximum of 90%. Each additional day late, another 10% is taken off the maximum score. A maximum score will continue to decline until it goes down to 50%. This policy is in effect unless otherwise stated in a teacher's classroom expectations or rubic. Students are responsible for completing and turning in all their work.

If a student is absent, she/he has one day per day absent to turn in work. Students with long-term absences are accommodated.

SPECIAL SERVICES PROVIDED BY GLPS/Eaton RESA

Psychological Testing: The services of a school psychologist are available when needed.
Speech and Language: The services of a speech and language teacher are available upon referral.
Teacher Consultant: The services of a teacher consultant for the Learning Disabled: are available upon referral.

TECHNOLOGY

All St. Michael Catholic School students will be required to sign a contract indicating their intention of complying with Diocese of Lansing and St. Michael policies for ethical use of

current technology and responsible use of equipment*. Students who abuse the privilege of using technology properly may be asked to refrain from using the school's computer

facilities. *See the Acceptable Use Contract, which is part of your registration packet. By signing the attached confirmation slip you are confirming your acceptance of this contract. Chromebooks are used to enhance instruction beginning in Grade 2. Students may be assigned devices to be used and are expected to follow the Acceptable Use Policy

ELECTRONIC DEVICE POLICY

Use of personal portable electronic devices and access to unauthorized social media are prohibited during the school day in all Catholic schools within the Diocese of Lansing. This prohibition includes, but is not limited to: laptops, computers, tablets, cell phones, smartphones, smart watches, smart glasses, ear devices, and portable media players. Upon entry into the school, personal portable devices must be stored with the power off and may only be retrieved and turned on once a student has been dismissed to a parent or the bus. Students are not permitted under any circumstances to be on their personal portable electronic devices during the school day, in the pick-up line area, or any after-school clubs hosted by the school. It is recommended that portable devices be stored in a location the students cannot access without permission during the school day like a locker or cubby space.

If a personal portable electronic device is confiscated because of failure to comply with the above stated rule, the device will be taken from the student and placed in the office. The device will not be returned directly to the student but must be picked up by a parent from the school office.

TESTING

St. Michael Catholic School participates in the NWEA's (Northwest Evaluation Association) web-based system called Measures of Academic Progress (MAP) approved by the Diocese of Lansing. This system helps to evaluate the progress and instructional needs of our students. This test will be administered three times a year (fall/winter/spring) to students in grades 1-8 in the areas of reading and math. Although testing is an excellent way to collect data, staff at St. Michael will base their instruction on more information than is collected in NWEA. Please reach out to your child's teacher if you have questions about your student's progress or NWEA data.

TEXTBOOKS

The textbook fee covers normal wear and tear. If textbooks, library books, or classroom novels are lost or damaged beyond normal use it will need to be replaced at the parent or guardian's expense. If this occurs, the teacher and/or principal will contact you regarding replacement arrangements.

ADMISSIONS

KINDERGARTEN BIRTHDATE REQUIREMENTS

Kindergarten students must be 5 years old by September 1st of the year of enrollment. The Michigan Department of Education allows parents to choose enrollment if the child's birth date meets the December 1st age requirement. However, a waiver form must be

completed and signed. Pre-screening and/or testing of a child's readiness for kindergarten is also required.

For all new students, a birth certificate, baptismal certificate (if the child has been baptized) and a complete immunization record must also be presented. A registration form with emergency information must be completed by the first day of school.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL

It is very important for emergency and administrative reasons that every student maintains an up-to-date address, phone number and email address record at the school office. Notify the school immediately if you have a change of address or if your emergency numbers change during the school year.

ENROLLMENT AGREEMENT FOR TRANSFER STUDENTS

An enrollment agreement will be signed by all incoming transfer students and their parents informing them of a 90-day probationary period. At the end of the first full semester (or the first 90 days), the student's status will be evaluated and a decision for non-probationary placement in St. Michael Catholic School will be made. At any time during the first full semester (or the first 90 days) school administration may terminate the enrollment.

ATTENDANCE

The school calendar, as established by the Grand Ledge Public School system, is followed closely, however, St. Michael reserves the right to make changes when necessary. Teachers work hard to ensure that every school day includes meaningful learning experiences that help students grow in both knowledge and faith. This includes the days immediately before and after school breaks, as well as the final weeks of the school year. Every day of instruction is important. Persistent absenteeism and tardiness create hardships for students and can negatively impact academic progress. Therefore, excessive absences and tardiness are regarded as serious concerns.

The school reserves the right to judge the reason for an absence and to determine whether the absence is necessary or unnecessary.

Sickness excuses a student from attendance in school. **YOU MUST CONTACT THE SCHOOL OFFICE IN THE MORNING IF YOUR CHILD WILL BE ABSENT**. This call

should be made before 8:30 a.m. to (517)627-2167. This communication is to ensure the safety and welfare of the child. If a parent/guardian wishes to collect homework for their student, the request should be made when calling the school in the morning, before the start of school. This allows teachers sufficient time to prepare materials.

For short-term absences, homework may be picked up in the school office at the end of the school day. For absences lasting multiple days, Homework may be picked up the following morning.

For extended absences, such as family vacations, teachers are not required to provide all assignments before the trip. Instructions and assignments are often adjusted based on student learning and classroom progress. Teachers will provide missed work upon their return.

NOTE: A student, who does not attend school on a particular day or leaves school because of illness, may not return in the afternoon to participate in after-school activities.

ARRIVAL/DISMISSAL

Parents delivering or picking up students are to use the parking lot on the east side of the school only. Enter the parking lot adjacent to the church and proceed around the cones. Pull as far ahead to the main entrance to drop off/pick up your child. Stopping near the playground entrance causes a delay in the procedure. If it is necessary for you to park your car, please park in the far parking lot and use the crosswalk (for arrival). For dismissal, you may use the pickup line or park and pick up your child at the playground entrance. If you are using the pickup line, it is essential that your family name card is visible to the staff to help load vehicles. Parking in spaces near the school building can create a safety issue. Our number one concern is to provide safe arrival and dismissal procedures. Students in all grades should not arrive before **7:45 a.m**. and should be picked up promptly at **3:00 p.m. For safety purposes, students are not allowed to stay after school unsupervised. This includes using the playground.**

Should it become necessary for a student to arrive earlier or remain later, the administrator must be advised in writing prior to the time needed to determine if proper supervision can be arranged. Students in after school programs must remain in their designated or assigned area.

DAILY SCHOOL SCHEDULE

School Begins (K-8)……8:00 a.m. - Dismissal…….3:00 p.m.

St. Michael Catholic School also has a before and after school program. The hours of operation of the childcare program are 7:00 a.m. – 6:00 p.m.

DOCTOR AND DENTIST APPOINTMENTS

If possible, please try to schedule appointments outside of school hours. The school recognizes that this is not always possible. If a student is to be excused for an appointment, he/she must provide a note from the parents or email the school office with all relevant information. Students are to be picked up and signed out in the school office to avoid disrupting the classroom. A student must be in attendance 1½ hours for the a.m. and/or p.m. session to be considered present for that session. If a student is not in attendance for the specified time, he/she will be considered absent.

EARLY DISMISSAL

It is our policy that children leaving school early be signed out in the school office by their parents or a designated adult. Please come to the office and sign out your child in the in/out book. The principal or school secretary will call your child to the office. This

rule is not meant to inconvenience you but is necessary for accurate child accounting. Should an emergency occur, we must know where each student is at any given time. Picking up your child early should be kept to a minimum.

SCHOOL CLOSINGS & EMERGENCY INFORMATION

Cancellation of school takes place only under extraordinary circumstances such as extreme weather, equipment failure or public crisis. The school administration is well aware of the hardship caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. St. Michael Catholic School follows Grand Ledge Public School delays and cancellations due to inclement weather. However, all other reasons please rely on St. Michael notifications. An email and text notification will be sent directly to each family. Information regarding how to set this process up will be provided at the beginning of the school year.

If Grand Ledge School buses are not running or are running on a delayed schedule, St. Michael Catholic School reserves the right to run on an alternate schedule. Notification will be sent regarding any changes. Every practical means is used to notify parents of an impending cancellation including email, text, public service announcements on radio, TV, Facebook, and St. Michael website

During 2-hour delays students are NOT to be dropped off before 9:50 a.m. (K- 8) unless they are registered for childcare. If registered with Child Care, please notify the Child Care Director.

TARDINESS/LEAVING EARLY

Any child entering their classroom after **8:00 a.m.** will be marked as tardy. Bus riders will not be marked as tardy if they arrive late. It is also important that students are not chronically picked up early. Hopefully, this will be very rare as the habit of punctuality and regular attendance is an important one to instill in children. When a child is tardy,

he/she is to report to the school office before going to his/her homeroom. Please remind them of the importance of being on time. Tardy Policy is as follows:

10 or more Tardies an email will be sent to parents.
20 or more Tardies a formal letter from the Principal and Pastor will be sent to parents.
30 or more Tardies a meeting with parents and Administration to discuss a plan of action.

VACATIONS

If you find it necessary to take a vacation when school is in session, please notify the teacher in advance. The teacher is **not required** to provide missing work prior to your vacation. For students who are absent, they have one day per day absent to turn in work.

ATHLETIC ELIGIBILITY

Students should be aware that academic success and the formation of good character are of utmost importance. Representing our school and parish as an athlete is a privilege that includes some measure of responsibility on the part of the student athlete. All athletes must abide by the rules contained in the St. Michael Catholic School Athletic Handbook. Our policies are also consistent with Catholic Youth League.

CHILD PROTECTION LAW

In accordance with state law, educational, catechetical, and youth ministry administrators and all other school and parish employees shall be required to report immediately any suspected cases of child abuse or neglect involving a student under the age of 18 to the proper authority. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified, in writing, of the reporting of the suspected case of child abuse or neglect.

CHILDCARE

Childcare is available. Please see the Childcare Handbook for more information.

COMMUNICATIONS

CONFERENCES

Individual parent-teacher conferences will be held twice a year. A special announcement will be sent home regarding dates and times of the conferences. Evening times will be available for conferences with some afternoon times as well. Parents are encouraged to attend these conferences as they provide an opportunity to discuss the student's progress, achievements, his/her work, and social habits. These conferences also provide teachers with an opportunity to gain valuable insight from the parents concerning their child's progress.

Parents are encouraged to contact their child's teacher at any time during the year if a concern arises. It is best to email the teacher directly or call the office and leave a message for the teacher. Your call will be returned as soon as possible.

NEWSLETTER (MESSENGER)

St. Michael's school newsletter, the Messenger, contains items of interest to students and parents. It will be sent electronically every other Friday. It is the parent's responsibility to be diligent about reading the newsletter. This is the primary means for school administration to communicate/clarify important information. If you would prefer a paper copy be sent home with your student, please contact the school office.

REPORT CARDS

The teacher's best judgment of your child's achievement in school is indicated by a report card issued quarterly: November, January, April and June. Report cards and/or envelopes are to be signed by the parents and returned for all quarters except the fourth quarter.

WEBSITE

Public Access -
General information about our school can be found on our school website, school.stmichaelgl.org. Our staff directory and contact information is listed under the information section on our school page.

Parent/Student Access-

- Online grade book – FACTS
- School Photos –Website
- Student – Website

DISCIPLINE AND POLICIES

DISCIPLINE

The essence of Christian discipline is self-discipline wherein a student is brought to awareness that true freedom and the ability to direct one's actions responsibly are synonymous.

In order to assist the student in achieving such discipline, clearly stated expectations and responsibilities as well as consistent and patient direction by administrators and teachers are necessary.

Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulations of the school or parish program.

St. Michael Catholic School recognizes and affirms the regulations of the Diocese of Lansing. In addition, the following should be stated:

St. Michael Catholic School Discipline Policy incorporates the virtues, holy habits for human excellence that direct our path toward heaven (Catechism of the Catholic Church) as the main emphasis on developing the character of a child. The Theological Virtues, the three gifts from God, (Faith, Hope, Love) aid in the developing of these holy habits. The four Cardinal Virtues (Justice, Temperance, Prudence and Fortitude) are supported by our discipline policy. We use these throughout the year to nurture the restorative process of discipline. The Virtues of Respect, Responsibility, Self-Control, Generosity, Honesty, Humility, Compassion, Forgiveness and Perseverance reinforce the four Cardinal Virtues.

Because we believe and stress discipline as self-discipline, we should never be obliged to invoke serious penalties. However, if there are flagrant violations of school regulations or repeated indifference is demonstrated, appropriate disciplinary action will be taken. Behaviors fall under two categories, minor or major. All minor behaviors are handled in the classroom between the teacher and student. Result of infractions may include any or all of the following: a verbal warning, seat change, loss of recess, teacher/student conference, or phone call to parents. Once the behavior becomes a **repeated behavior**, a STAR Incident Form is completed by the teacher and given to the principal. Once the principal becomes involved, the student will be asked to complete a Time to Think and Pray Worksheet and will be followed up with a phone call to the parent. Some minor behaviors include tattling, leaving seat, not following directions, not completing work, interrupting teacher or classmates, touching others, name calling, arguing, non-verbal threats, lying, aggressive behavior, dress code violations.

All major behaviors are handled in the office between the principal and the student. A STAR Incident Form is completed by the teacher and passed on to the principal. Once the principal becomes involved, the student will be asked to complete a Time to Think and Pray Worksheet and will be followed up with a phone call to the parent.

Offenses, which would deserve such action, would be:

1. Smoking on the premises at any time.
2. Stealing, or knowingly receiving stolen private property, defiance, disrespect, non-compliance/insubordination, cheating, foul language, throwing items, fighting, inappropriate displays of affection, or any conduct unbecoming a good citizen. Behavior that is detrimental to the good health of others in prohibited. Note: see section on language.
3. Deliberately destroying or damaging school property.
4. Carrying alcoholic beverages on parish property or being under its influence.
5. Carrying narcotics as defined by law, purchasing it, selling it, consuming it, or being under the influence of it on parish property.
6. Having weapons or explosive devices of any kind.
7. Threatening violence or violent acts verbal or physical.
8. Bullying/Harassment, including sexual harassment, or a fellow student or teacher, whether verbal or physical.

Result of Infractions for all repeated and major behaviors may involve administrative warning, loss of privilege; before lunch, lunch, or after school detention; in-school suspension; or expulsion.

Appropriate disciplinary actions may include any or all of the following:

1. A conference between the administrator and the student; the administrator, student, and parents; the student and the student's teacher; or all of the above.
2. Appropriate action may include expecting the student to make restitution for any damage he/she is responsible for causing.
3. Suspension may result if the administrator feels it is in the student's best interest to spend time away from the school. In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

4. Expulsion, which is very serious and should be considered after other actions have failed to bring the appropriate response.

NOTE: If a student is suspended from school, that student is prohibited from taking part in any after-school activity that is in any way related to school or parish until the suspension has ended. Students will be expected to make up any schoolwork missed while suspended, however full credit will not be given for the work.

SPECIAL NOTE: The Gun Free Schools Act and P.A. 328 requires the EXPULSION of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. St. Michael Parish School recognizes and will comply with this requirement as well as the policies of the Diocese of Lansing regarding weapons.

BULLYING POLICY

St. Michael Parish and School recognize that bullying exists today in many forms including cyber-bullying. We are not immune to this issue and anti-bullying has traditionally been a part of our curriculum content. The purpose of this policy document is threefold: 1) Expanding understanding of what defines "bullying", 2) Re-stating our role and responsibility as Disciples of Christ with respect to bullying behavior, and 3) Outlining the process for reporting and responding to accusations of bullying behavior at St. Michael. The hope for this policy is two-fold: 1) Knowing that it is also a Spiritual Work of Mercy to comfort the afflicted, we hope this policy will help those who have been bullied to feel understood, protected and confident as members of St. Michael Parish and School. 2) Since it is a Spiritual Work of Mercy to admonish sinners, we hope our policy brings about a change of heart in those who bully.

Definition of Bullying

It is not possible to comprehensively define the concept of "bullying," but for our purposes bullying will be defined as the **repeated** aggressive behavior arising from the deliberate attempt to cause physical or psychological distress to others. Bullying can take the form of action, word, or deed including the use of electronic devices. Bullying includes, but is not limited to **repeated** disrespect towards others, teasing, physical contact, intimidation, harassment, such as unkind/rude gestures, name calling, excluding others, hitting, pushing, grabbing, kicking, threats of emotional or physical violence, profanity.

We are Called

All educators, students, parents and staff of St. Michael are called to conduct themselves in a manner that promotes and models Christ-like behavior. In addition, educators, students, parents and staff are called to promote a caring, nurturing, orderly, safe, and respectful environment; one that is conducive to learning. For the protection of our teachers and students, disciplinary procedures are in place whenever a behavior policy is violated, and bullying is certainly no exception. As a follower of Christ, each person connected with St. Michael must be ready to give tangible support and assistance to each victim, as well as reaching out with compassion to each offender.

Complaint Process

Students and/or their parents or guardians are strongly encouraged to file a complaint of any conduct they consider to be bullying directly with the teacher and/or the principal. Every effort will be made by school officials and personnel to respect and preserve the anonymity of the student/family of both the accuser and the accused. These confidential complaints should be reasonably specific as to the actions giving rise to the accusation including date, time, and place of occurrence. The victim should be identified, as well as the name(s) of student and/or staff witnesses, if any. The teacher, principal and/or Director of Religious Education will promptly forward the completed complaint form, including any additional information provided, to a review committee that will be comprised of the School Principal, Director of Religious Ed and a teacher.

Investigation of Complaints

As soon as a formal complaint is received, the Review Committee will meet to investigate and determine the veracity of each complaint. Investigation of the alleged bullying behavior may include interviews and conversations with the victim, witnesses (if any), and the student accused of bullying, parents, faculty and staff.

A written report of the investigation will be prepared when the investigation has been determined complete by the Review Committee. This report will include findings of facts, a determination of the veracity or lack of veracity of the charges, and what follow-up and disciplinary action, if any, is recommended. A copy of the report from the review committee will be given to the pastor.

Staff Responsibilities and Intervention

Any teacher, administrator, or staff member who witnesses any form of bullying behavior should intervene promptly and directly and follow the discipline procedures. A formal Bullying Complaint should be promptly made concerning the events witnessed.

Disciplinary Actions and Consequences

Any verified act or incident of bullying behavior and/or acts of misconduct against students will be appropriately addressed under the School discipline procedures. It will be entered into the Behavior File and will be tracked. Bullying actions that have been validated by the Review Committee will be met with progressively severe consequences for repeat offenders, potentially culminating with the student’s expulsion from the School.

LANGUAGE

Vulgar, obscene, inappropriate language or taking the Lord's name in vain cannot and will not be tolerated in a Catholic/Christian atmosphere. The use of such language will result in a Star Major Incident report and consequences will be given.

Students at St. Michael School are expected to conduct themselves properly and to use appropriate language at all times.

GUM

Students are not allowed to chew gum at school. A Star Minor incident report will be filled out.

GRIEVANCE PROCEDURE

When a parent and/or student has a concern, the following procedure should be followed:

1. Contact student's teacher
2. Contact the Principal – if a reasonable solution is not reached with the teacher
3. Contact the Pastor – if a reasonable solution is not reached with the principal

SEXUAL HARASSMENT

The guidelines set by the Diocese of Lansing as stated in the Sexual Misconduct Policy and Procedures manual will be followed in the case of sexual exploitation or harassment. A copy of this policy will be made available at parents' request.

WEAPONS

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons/weapon facsimile in school or parish buildings, on school or parish premises, or in the immediate vicinity of the school or parish; at school, religious education, or youth ministry sponsored activities; on a school bus or in route to or from school, religious education or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

State law requires the expulsion of students who possess a dangerous weapon/weapon facsimile on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A "dangerous weapon" refers to a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device (switchblade), iron bar or brass knuckles. This law (PA. 328) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of

Education after a certain time period. If the student is in grade six, or above, the student may be re-admitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school day suspension. It is important for parents and students to know that expulsion applies to all Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period.[1]

DEFINITIONS:

1. A weapon/weapon facsimile is any object, which can be used to threaten or injure another. It includes but is not limited to "Dangerous Weapons" as defined by the state law.
2. School or parish premises include the school building, parish building, but not limited to parking lot, playground, student lockers, and buses. Immediate vicinity of the school or parish means a block radius of the school or parish.

SPECIFIC GUIDELINES:

1. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon/weapon facsimile on school or parish premises or in the immediate vicinity of the school or parish building shall be immediately excluded from classes pending investigation by administrator of the educational program.
2. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobiles, etc. Questioning for the same purposes may include questioning by the principal or program administrator of the administrative team, a schoolteacher, the pastor or a person acting in the place of any of these.
3. When a body search is conducted it shall be in an appropriate place designated by the administrator. The student shall be detained until a search of the person is conducted by an adult of the same sex. The search of the student must be conducted with the presence of a second adult of the same sex.
4. If a student refuses to cooperate or interferes with a search of a person or possessions or premises; she/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school, religious education, or youth ministry programs.
5. A dangerous weapon, as defined by state law, requires that the local police department shall be notified immediately, and if possible, the student detained; whenever the school or religious education or youth ministry program has reason to suspect that a student may have a weapon/weapon facsimile or when a weapon/weapon facsimile is present on school premises.
6. Any student found to be in violation of the school's policy or parish's policy shall be subject to expulsion from school, parish religious education or youth ministry programs.
7. If an injury occurs in school or parish buildings, on school premises or in the immediate vicinity, as the result of a student carrying a weapon/weapon
8. facsimile, the administration and staff shall endeavor:
    a. To have students remain calm and avoid panic;

b. To notify the police, pastor, and the administrator of the facility;
c. To secure the school or parish building;
d. To notify and consult with the immediate supervisor or the Chairperson of the Department of Education and Formation; and
e. To notify all parents via written communication and to eliminate rumor.

9. The administrator of the program may exercise the options to keep non-program persons out of the school or parish building and/or retain students in the school or parish building until police have completed their investigation.
10. Any student determined to have brought a firearm to school or parish religious education or youth ministry program will be expelled for a period of one year. The term "Firearm" means:
    a. Any weapon/weapon facsimile including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
    b. The frame or receiver of any such weapons/weapon facsimile;
    c. Any firearm muffler or firearm silencer; or
    d. Any destructive device.

MIDDLE SCHOOL DRESS CODE Policy Grades 6-8

St. Michael Catholic School, in keeping with the Mission Statement, and to maintain an atmosphere conducive to learning, is committed to a dress code. School is a student's place of work. Students will dress and groom themselves appropriately. Attire is to be consistent with expectations of an environment reflecting a Catholic-Christian community. It is a widely accepted belief that the appearance that a person presents says a lot about who he or she is, and by extension, says much about our school and work environment.

The guidelines below apply to all in-school situations and on all school-related activities including field trips. Cooperation from parents is necessary so that valuable class time is not wasted when teachers and administrators are put in the position of having to enforce the following guidelines.

Required:

Pants

- **We allow:**
    - Jean, Khaki, plaid, striped, corduroy, or dress pants
    - Shorts
        - must be no more than 4" above the natural break line behind the knee
        - Girls: dresses/skirts/skorts must be no more than 4" above the natural break line behind the knee
        - Girls: leggings and tights may only be worn under dresses/ skirts/skorts that keep the dress code and must be **solid** in color

Shirts

- Shirts must be long enough so that no midriff skin is showing, even when bending and raising arms.
- Shoulders should be covered with at least 4 inches of material
- No back or chest exposed below the collar bone
- No sides exposed from open or gaping sleeves (no cut-off t-shirts)

- **We allow:**
    - T-shirts, blouses, button-up, polo shirts
    - Sweaters, sweatshirts, fleece, cardigans
    - Indoor vests, turtlenecks

Shoes

- Shoes must be neat and clean, and shoelaces must be tied.
- Winter boots should only be worn outdoors, and another pair of shoes should be worn in the classroom.
- Socks or hosiery is required except during August, September, October, May, and June.
- Girls' shoe heels must be 1 ½ inches or shorter.
- **We allow:**
    - Tennis shoes, sneakers, dress shoes, athletic shoes, loafers
    - Dress sandals with a back strap, dress boots

Out of dress-code days students may wear:

- Jerseys
- Athletics, mesh, gym, sweat, fleece pants.

Sports Days

- Students involved in school-sponsored extra-curricular activities or Scouts, may wear their uniform tops (with a dress code bottom) on the day of the scheduled activity or on Friday if the scheduled event falls on the upcoming weekend.

Other Notes

Accessories

- Girls' make-up and jewelry must be modest
- Hair must be neatly trimmed and groomed
- Hair must not be dyed in any unnatural colors
- Boys' hair must be off the collar of a dress shirt and out of their eyes
- Hats, caps, head coverings are to be removed inside of any building

We allow

- Layering of clothing styles
- Modest jewelry, religious medals

Not Allowed:

These are specific styles or accoutrements that will require a student to change. A phone call will be made for a change of clothing to be brought to school if necessary.

- Any clothing, jewelry or hairstyle that is immodest, immoral, or causes undue attention to the wearer
    - Clothing or jewelry promoting drugs, alcohol, violence, racism or sexism
    - Rude, vulgar or inappropriate words/images
    - Skintight clothing
    - Oversized clothing
    - See-through clothing
    - Ripped, torn, or frayed clothing
    - Cleavage, midriff, sides, or back showing
    - Spaghetti straps, muscle shirts, halter tops, tank tops, tube tops

- Boxer shorts, visible undergarments, long underwear
- Sweat, fleece, pajama-type pants or shorts

- Form-fitting stretch pants or shorts, this includes leggings without a proper cover
- Sweatpants or athletic shorts
- Flip-flops, crocs or athletic sandals
- Combat boots, platform boots, cleats, slippers or bare feet
- Hats, bandanas, scarves, belt chains or "dog" collars

Other minor dress code violations include:

- Outdoor coats and snow pants worn to class
- Snow/winter boots worn to class
- Shirts tied around the waist
- Hats, caps worn inside

Consequences:

1. Verbal warning and student will be asked to change
2. Short conference with student, loss of recess, email to parents, and the student will be asked to change.
3. Minor Behavior Report and the student will be asked to change
4. Major Behavior Report and the student will be asked to change

THE ADMINISTRATION RESERVES THE RIGHT TO REQUIRE A STUDENT TO CHANGE ANY CLOTHING DEEMED INAPPROPRIATE, IMMODEST, OR DISTRACTING.

MASS DRESS CODE K-8 Update for 2026-2027

Polo Shirt:

- Students must wear navy blue or white polo shirt. Polo shirts must be solid in color, no detailing or logos visible. Polos must be tucked in neatly. Polo shirts may have long or short sleeves. Collars must be worn to lie neatly folded.

Cardigan:

- A cardigan of navy or white may be worn over the polo shirt. Cardigans must be solid in make and color (no holes or patterns).

Undershirt:

- Students may also wear a navy blue or white long-sleeved shirt under the polo shirt.

Dress Pants:

- Students must wear khaki or dress pants in either tan (beige) or navy color.
- Pants must be a straight cut. * No Shorts on mass day.
- Girls may choose to wear skirts or skorts instead of pants. Skirts must be tan or navy in color.
- Skirts must be a length of 4 inches above the knee or longer and not tight fitting.
- Leggings or tights may be worn in solid blue or black in color and the skirt must still fall at or below 4 inches from the top of the knee cap.

ELEMENTARY DRESS CODE Policy Grades K-5

Pants

- Navy or khaki
- With or without a 1" cuff
- Pants must have a regular dress or straight cut leg
- **No** "jeans type" with rivets or patch pockets except on Spirit Day
- Jeans are allowed on Spirit Day **ONLY** if a St. Michael shirt is worn
- **No** cargo pants which have large baggy pockets and pockets on sides of pant leg.
- **No** knit material

PANTS MUST FIT APPROPRIATELY, NO BAGGY, SAGGING OR SKINNY CUT.

Shorts or Capris

- Straight Leg
- Navy or khaki
- With or without a 1" cuff
- Shorts must be walking length (just above the knee) or no shorter than 4" above the center of the knee as determined by measuring from the natural break line at the back of the knee.
- **No** "jeans type" with rivets or patch pockets except on Spirit Day
- **No** cargo pants which have large baggy pockets and pockets on sides of pant leg except on Spirit Day

Skirts, Skorts or Jumpers for Girls

- *Navy or Khaki*
- *Must be at least to the top of the knee or no shorter than 4" above the center of the knee as determined by measuring from the natural break line at the back of the knee.*
- ONLY solid color leggings may be worn under skirts, skorts or jumpers
- **No** "jeans type" with rivets or patch pockets except on Spirit Day
- **No** cargo pockets which are large baggy pockets or pockets on sides of skirt except on Spirit Day

Dress Shirts, Blouses, Polos, Turtlenecks or Mock Turtlenecks

- May be any SOLID color
- Short or long sleeves
- Must have a plain collar
- Dress shirts, blouses, and polos must be buttoned except at neckline
- NO St. Michael t-shirts unless on Spirit Day

Sweaters: Optional (Worn over Collared Shirt)

- Crewneck, V-neck, or V-neck vest
- Cardigan or pullover
- May be any SOLID color
- NO outdoor fleece used as a sweater

Belts

- Required for 3rd grade and up when belt loops are present
- Black or brown - solid color
- No suspenders

Shoes

- Required
- Comfortable, Sturdy
- Laces must be tied
- No Crocs, sandals or flip flops
- No shoes above the ankle
- No boots as indoor footwear

Socks

- Required
- Ankle, knee highs, or crew style
- Solid colors
- Girls may wear solid color tights

Jewelry

- Wristwatches only
- Religious medals on a small silver or gold chain is acceptable
- Girls/Boys may wear small post earrings that are less than the size of the ear lobe

Hair

- Hair should always be neatly groomed. Unusual and distracting dyes or cuts with letters or symbols are not allowed. Boys' hair must be off the collar of a dress shirt. Mustaches, goatees, or beards are not allowed.

Other

- Body piercing and tattoos are not acceptable.
- False/artificial nails are not permitted.
- St. Michael crewneck sweatshirts may be worn over a collared shirt. No hoodies except on Spirit Day!
- Students involved in school-sponsored extra-curricular activities or Scouts, may wear their uniform tops (with a dress code bottom) on day of the scheduled activity.
- All shirts and sweaters may be purchased through St. Michael with the St. Michael Crest/Logo or plain.
- The administration reserves the right to require a student to change any clothing deemed inappropriate, immodest, or distracting.
- The dress code does not state where purchases must be made. Families may purchase Uniform Dress from the merchant of their choice.

OUT OF/ALTERNATE DRESS CODE FOR ELEMENTARY

From time-to-time students are allowed to be out of dress code. Students are still expected to dress in a neat, clean, modest manner. Please refer to the following list for clothing that is acceptable when students are out of dress code.

Spirit Day – Each Friday throughout the year (unless Mass is scheduled) is designated as Spirit Day. Students are allowed to wear any St. Michael sweatshirt or t-shirt with jeans. When Mass falls on Friday there will be NO Spirit Day that week.

*Dress that is acceptable for **casual, "jeans" days**:*

- Denim jeans
- T-shirts
- Sweatshirts
- Warm-ups
- Athletic shoes or sandals with heel straps
- Shorts, skirts, skorts that are no more than 4" above the natural break line behind the knee

*Dress that is acceptable for **dress up days**:*

Boys: Shirts with collars, turtlenecks, dress pants, dress shoes, ties optional.
Girls: Blouses with collars, turtlenecks, dresses, skirts, dress slacks, dress shoes.

***Dress that is never acceptable**:*

- Bare midriffs, strapless, low-cut, tank or halter tops
- See through attire
- Skateboard or waist pouches
- Chains, including "dog" collars
- Clothing, which is cut, torn, patched, frayed, stained or dirty, oversized or undersized
- Clothing which displays messages promoting the use of tobacco, alcohol or drugs
- Hats, bandanas, scarves
- Shoes without socks
- flip-flops, sandals, crocs, or athletic sandals
- Any accessory that causes a distraction will be removed

EMERGENCY DRILLS

Schools are required to conduct and record a minimum of five fire drills, two tornado and three lock down drills per year. Children are given instructions on the proper procedures for safety purposes.

HEALTH

HEAD LICE

On occasion we have occurrences of head lice. When live louse or eggs are found, parents will be contacted, and the student will be sent home immediately. Once the student has been treated, he/she may return to school after ALL eggs have been removed.

HEALTH EXAMINATIONS AND CLINICS

The Law states that parents of children entering school for the first time in Michigan must be immunized for diphtheria, prussic, tetanus, polio, smallpox, rubella, measles, Chicken Pox and Hepatitis B. Vision and hearing examinations are also required. A waiver form is available in the school office upon request. Your family physician may do these, or you may take your child to the Eaton County Health Department. Call for an appointment at 517-541-2660.

ILLNESS OR INJURY

In the event a student becomes ill or injured at school the student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment as necessary, and the parents will be contacted. In case of emergency, if the parents are not available, an ambulance will be called, and the student will be taken to the emergency room of the nearest hospital. An emergency telephone number where parents can be reached, and the name and number of the student's family doctor **must** be on file at the school. No student will ever be released from school until the secretary has contacted the home or until the person designated by you on the emergency card has been contacted. All children are to be picked up and signed out in the school office.

MEDICATION

Medicating an individual is a serious responsibility. If your child must have medication at school, the following requirements must be met in accordance with the Law SB 261, Section 378:

In accordance with state regulations we (St. Michael Catholic School) must have a school nurse, or two adults administer medications to students. Parents requesting to have medications given to their children will have to sign a REQUEST TO ADMINISTER MEDICATON AND RELEASE **form (also signed by the physician) and bring the medication to school in the original container with clear written instructions.**

NO over-the-counter medication will be administered without a written prescription from a physician. The prescription must state specific instructions regarding reason for medication, name of medicine, dose, and frequency. Tylenol is not kept in the office to be available on an as needed basis.
Please make every effort to schedule your child's medication for times when they are home. For example, most medications that say "three times a day" can be given before and after school, and at bedtime. Ask your physician if you have any questions regarding timing of medications.

LITURGY AND SACRAMENTS

Students have frequent opportunities for liturgical and sacramental celebrations. Students normally attend Mass once a week. In addition, students participate in a variety of prayer services.

LITURGY OF THE EUCHARIST	Students in grades K–8 are involved in planning and or celebrating a Liturgy once a week.
STATIONS OF THE CROSS	During Lent
SACRAMENT OF RECONCILIATION	During Advent and Lent
LITURGICAL MUSIC	Grades K-8 Weekly

Preparations for sacraments are done through the parish Religious Education office. Participation in Religious Education or school programs begin the year before the year of preparation. Initial celebration of sacraments occur at the following grade levels:

First Eucharist/Reconciliation: Second Grade

Confirmation: High School

BREAKFAST/LUNCH PROCEDURE

St. Michael Catholic School provides a hot lunch each day through Grand Ledge Public School Food Service for those students interested in purchasing it. Students are also welcome to bring their own lunch. **No pop is permitted at lunchtime**. Milk is always available for a small charge. Students in grades K – 2 are not permitted to use the microwave due to safety issues. The microwave will be available on a limited basis with the help of lunchroom aides. While eating, each student should observe good table manners. Children are to remain seated until dismissed by a cafeteria aide. When finished with lunch, students should make sure their places are free of crumbs, spills and trash. All students are expected to help in keeping the cafeteria clean.

Students may not leave the school grounds during the lunch period unless accompanied by an adult and authorized by written permission from a parent or guardian.

Grand Ledge Food Service Payment Policy

Grand Ledge Public School Food Service utilizes a computerized debit card system to keep track of all lunches sold to the students. The system also assists in keeping accurate account information as well as increasing the speed of the cafeteria lines. The system uses the student number as the account number so there is no need to apply for an account.

The student lunch accounts operate as a debit system. Each time a student purchases lunch, the cashier removes or debits the money from that account. All student lunch accounts need to be **pre-paid** in order for a child to properly pay for his meal. Pre-

payment for lunches can be done daily or well in advance. (Breakfast and Lunch will be Free this year 2026-2027) If a student orders a second lunch there will be a charge.

Deposits to lunch accounts can be done online at https://grandledge.familyportal.cloud/ or delivered to your child's school. When making a deposit, please place the **check or money in an envelope and print your child's full name on the envelope. If depositing money into multiple accounts with one check, please remember to list all the children you wish to receive funds and how much money you would like in each account**. Account history is available on-line at Family Portal or questions can be directed to the Food Service office by calling 925-5733.

Grand Ledge Food Service Charging Policy

If a student forgets his/her lunch money or is unable to pay, they will be able to charge the lunch to their account. A child may only charge **three** meals. Full payment is expected on the next day.

If payment is not received after charging three meals, your child will no longer be able to receive a hot lunch. After charging three hot lunches, the student will be offered 2 cheese sticks, graham crackers, fruit and milk. A $.60 charge will be added to the child's account. After receiving the alternate meal for five days in a row, the building principal will be notified for further investigation and resolution.

If a student has a negative balance, the school will provide the standard hot lunch meal when the student is using money to pay for the current day's menu.

The parent or guardians of the child will be responsible for keeping track of the account balance. Account information is available on-line at Family Portal or questions can be directed to the Food Service office by calling 925-5733.

PLAYGROUND

The playground is supervised by playground aides and the principal or one staff member.
Playground Rules

1. Playground equipment must be shared.
2. Rocks, mulch, grass and sticks stay on the ground.
3. Weapons, lasers, etc. (real or facsimiles) are unacceptable.
4. Swearing or spitting will not be tolerated.
5. Keep hands to yourself.
6. Ask teacher/aide before going inside school.
7. No Dogs Allowed on the playground.

Rules for Playground Equipment

8. Climbing the slide or poles, pushing people down the slide, kicking the slide is not permitted.
9. Only one person sitting and sliding down the slide at a time.

10. Go UP the ladder/stairs and DOWN the slide feet first on your bottom.
11. Climbing across the top of the play structure is not permitted.
12. No standing on the parallel bars.
13. Only sitting and climbing on spider.
14. Play tag on the ground only.
15. Preschool and Kindergarten ONLY on Little Tykes play structure.

Rules for The Swings

16. No climbing up the swing poles.
17. Only one person on a swing at a time. Swing straight and face school only.
18. When swings are in use stay outside the white piping.
19. No jumping off swings

No Rough Play

20. Touch football ONLY.
21. Keep hands to yourself.
22. No “King of the Mountain”.

No Throwing

23. Only soft rubber coated, or tennis balls are allowed.
24. No throwing balls at a person’s head.
25. Pea stone and black rubber mulch is to stay on the ground.
26. Snow stays on the ground. No snowball throwing!

Play Areas

27. Students should stay out of the trees on the school grounds. No climbing on fences around school grounds.
28. Front of school and church lawn are off limits for playing.
29. Walk around piped boundaries.
30. When the playground is wet, children will play on the blacktop. In case of rain, children will play inside.
31. Students may not play in the Csaky Center garden.
32. Students should always stay in clear view of adults. Hidden areas are off limits

PARENT PARTICIPATION

EDUCATION COMMISSION

The dates of the meetings of the Education Commission are published in the parish bulletin and in the school monthly calendar. Interested parents are urged to attend. The meetings are held approximately every two months. You may contact the Chairperson of the Education Commission through the school office if you have any questions or concerns.

PARENT VOLUNTEERS

St. Michael Catholic School considers its parent volunteers a very special resource. Parents are encouraged to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. All parent volunteers **MUST** sign in at the school office while they are working in the school and sign out when they leave. Volunteer opportunities are outlined in detail in the volunteer handbook. ***All volunteers must participate in the VIRTUS program before they can work with the students or attend any field trips. Contact the school secretary to find out for further information.**

PARTIES

There are three (3) planned parties: Halloween, Christmas and Valentine's Day. Two room parents per grade/per party are requested to plan the party and be there to implement it. Children's safety is always our first concern.

P.T.O.

St. Michael Catholic School is fortunate to have an active P.T.O. whose main function is to support the administrator in improving the school. At least one parent from each grade is asked to serve as the P.T.O. Room Representative. All parents are urged to actively participate. Meetings are held monthly except for December. Each year the P.T.O. engages in money-making projects which directly benefits the school/students. With the help of all parents, these projects can be very successful.

VISITORS

All visitors, including parents, must stop in the school office and sign the in/out book. They need to sign in as well as sign out when leaving. During school hours you must enter by way of the east doors of the building. **Parents are asked NOT to take articles directly to their child's classroom.** It is vital that classes are disrupted as little as possible.

When dropping off or picking up your children, parents are asked NOT to go past the school office to see the classroom teachers. Teachers are busy preparing for the days' lessons or getting children ready for dismissal. Parents are encouraged to make an appointment any time they feel it is necessary with their child's teacher.
From time-to-time parents request that a relative or friend come to school with their child. This is discouraged as it places an extra burden on the classroom teacher and can prove to be somewhat disruptive for our students.

Parents are encouraged to volunteer in many areas. A volunteer sign up form is sent home at the beginning of the school year. If you have hobby or talent that you would like to share with our students, please call the school office. For more information, see "Parent Volunteers" under the Parent Participation section on page 27.

STUDENT PROPERTY/BELONGINGS

LOCKERS

Each 5th, 6th, 7th and 8th grade student is issued a locker. The locker should always be kept neat. Only necessary books and materials are to be kept in the lockers. Stickers and tape are prohibited on the outside of the lockers. If a problem arises concerning a locker, the student should contact the school office. St. Michael School reserves the right to open any locker at any time. School locks are issued and must be returned at the end of the school year. If the lock is not returned, or is lost, a fee will be imposed.

LOST & FOUND

All articles that are found will be placed in the box located near the school office. Articles left over thirty (30) days will be given to charity. For the protection of personal property, items such as boots, jackets, coats, sweaters, sports equipment and lunch boxes or bags **should be clearly labeled** or marked for identification.

PERSONAL PROPERTY

Collectible toys or other valuable items like cell phones, radios, electronic games, iPods, and tablets should not be brought to school. Students are urged to take responsibility for their personal belongings. For the protection of personal property, items such as boots, jackets, coats, sweaters, sports equipment and lunch boxes or bags **should be clearly labeled** or marked for identification.

If cell phones are brought to school, they must be turned OFF and left in the students' book bag until the student has exited the building at the end of the school day. If the phone is confiscated because of failure to comply with the above stated rule, the phone must be picked up by a parent in the school office.

The school does not assume responsibility for the loss or destruction of personal property. However, we will fully cooperate in locating missing items.

ELECTRONICS

Electronic Device Policy:

Use of personal portable electronic devices and access to unauthorized social media are prohibited during the school day in all Catholic schools within the Diocese of Lansing. This prohibition includes, but is not limited to cell phones, smart watches, laptops, computers, tablets, smart glasses, ear devices, and portable media players. Upon entry into the school, personal portable devices must be stored with the power off and may only be retrieved and turned on at the end of normal school hours. It is recommended that portable devices be stored in a location the students cannot access without permission during the school day.

STUDENT SERVICES

St. Michael Catholic School provides student services. Student services is available to assist students and their families on social, academic, development and personal issues. The Counselor also works with students referred by parents and/or teachers.

TRANSPORTATION

BICYCLE

Students may ride bikes to school with parents' permission. They must be parked and locked in the designated area located on the playground. The school assumes no responsibility for bicycles. Skateboards, hover boards, roller blades/roller skates and shoes with wheels are not allowed.

BUS TRANSPORTATION

Students residing in the Grand Ledge School District are eligible to ride the Grand Ledge School bus at no charge. When riding Grand Ledge Public School buses our children are to follow all rules and procedures as outlined in the GLPS Transportation Guide. Guest riders are allowed for emergencies ONLY. Notes from both parents (guest and host) must be submitted to the principal for approval. Riding the bus is a privilege and safety is our priority. **Nonsense will not be tolerated.** Students who show disregard for their own safety or the safety of others will be asked to find alternate transportation. Each school year complete the Grand Ledge Bus Rider Information Form included at registration.

FIELD TRIPS

Throughout the school year teachers schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive advance notice of field trips and will be asked to sign a field trip permission slip. A student will not be allowed to participate in any field trips without the signed permission slip. Sometimes a small amount of money may be requested from each student to help defray the transportation or facility usage costs.
When parents are asked to help transport students, the following needs to be completed before parents can drive for a field trip:

- Completed Driver Information Form- including copies of your driver's license and proof of insurance.
- Completing the VIRTUS Training- "Protection God's Children Program" as mandated by the Diocese. Please also refer to Diocesan Policy #6153.
- Signed Code of Conduct
- Signed Criminal Background Check Disclosure/Authorization form

St. Michael Catholic School is a Drug Free School Zone. This means no drug, alcohol or tobacco use is allowed while chaperoning/transporting students during a field trip.

TUITION

Tuition payment plans will be set up through FACTS. We offer several payment plans including Pay in Full (August 1st or 15th), 3 Payments (August, November, and February 1st or 15th) and Monthly (August-May 1st or 15th).
St. Michael School billing statements, information and updates are sent to the e-mail address provided at registration. If this address is part of your employer's system, it may not be private or secure. The e-mail address provided must be checked regularly.

- **Payment Options**
- Automatic bank draft (ACH) using a checking or savings account
- Credit Card- A 3.05% processing fee will be assessed for using a credit or debit card.
- Cash or Check payment to the parish office.
- When an ACH payment returns for Insufficient Funds (NSF), or when a Credit Card payment returns for Insufficient Funds, Do Not Honor, Exceeds Credit Limit/Approval, or Expired Card, a Returned Payment Fee of up to $30 is assessed. The fee amount is subject to change.

Tuition Collection Payment Process Below:

1. Once you set up your payment plan through FACTS you will get confirmation of payment dates and amounts.
2. Payments will be automatic using the payment method and frequency you choose when setting up your payment plan.

- 3. A $10 late fee will be assessed for automatic payments that are not paid within 1 day after the due date.
  4. If no payment is received within 14 days of the delinquent notification, parents will be called and notified by email to schedule a meeting to discuss the account status and make payment arrangements. If the meeting does not take place within 10 days of notification, the student will not be allowed to attend school.
  5. FACTS will make phone calls once a week to any account that is at least 35 days and at least $50 past due.
  6. All financial obligations to St. Michael must be paid in full before starting a new session. This includes all school religious education, and childcare charges. Once the account is up to date and/or a payment agreement is accepted, the student may return to school.
  7. If a student leaves St. Michael School during the school year, tuition will be prorated on a monthly basis.

TUITION RATES

For the purpose of tuition assessment, a CATHOLIC rate is available to members of St. Michael or another Catholic parish. Parishioners are expected to contribute to the Sunday offertory. A NON-CATHOLIC rate is to be paid by anyone who is not a member of a Catholic parish.

TUITION ASSISTANCE

Our policy is to attempt to assist families so that no child is deprived of a Catholic education. Call the school office for information on opportunities to apply for the Knights of Columbus, Diocese of Lansing, and St. Michael Catholic School tuition assistance. Any family experiencing difficulty may request assistance by contacting the principal through the school office at any point necessary throughout the year.

In addition, St. Michael Catholic School offers a program to help offset the cost of tuition. The Scrip program is a fast and easy way for you to earn rebates to apply toward your tuition. If you buy groceries, eat out, shop for household items or pay bills, there is a way for you to earn credit toward your tuition for school by purchasing gift cards. A percentage of what you earn directly goes towards payment of tuition. Please contact the school office to enroll now.

ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY

CATHOLIC SCHOOLS AND PARISH EDUCATIONAL PROGRAM

(Diocese of Lansing/St. Michael Parish & School)

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of Internet and other technologies including but not limited to, computers, telephones, video, fax, and digital camera. These procedures apply to all computers/technologies whether located at school, parish center or office, home, or anywhere else.

1) I will not use a computer on school/parish grounds unless an adult is present.

2) I will follow the Diocese of Lansing's and the school's and parish's code of ethics for Internet and Technology Use.

3) I will use only authorized computer portable media (This can include: CDs or DVDs, USB drives, or any portable storage peripheral). I will not use any portable media from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.

4) I will respect the privacy of others. I will not use another's computer or portable media without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.

5) I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I win not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission or the permission of staff.

6) I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene material, and material protected by trade secret.

7) I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.

8) I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the schools or parishes or anyone's data, software, hardware or technological equipment.

9) I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology. I will attend and participate in one training session on acceptable use of the internet and local area networks before I am granted the privilege of access.

COPY

Access and use of the, Internet, local area networks, computers and other technologies is a privilege for the user. I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.

Student User Signature	**Date**
Parent/Guardian Signature **(I have read and support this student contract)**	**Date**

St. Michael Parish and School, Grand Ledge, Michigan *Revised 07-2009*

ST. MICHAEL
Catholic School • Grand Ledge

2026-2027 PARENT PERMISSION FORM: PUBLISHING OF INFORMATION

This form is used to grant permission to St. Michael Parish and School to publish information about your child and/or family. Please List your children below and either Grant or Deny the following permissions.

Student's Name (First and Last)	Grade

A note about our websites

We have two distinct websites, St. Michael Parish and St. Michael School. The **St. Michael Parish** website **stmichaelgl.org,** the **St. Michael Catholic School** website **school.stmichaelgl.org** and Facebook are all **PUBLIC** websites. The **St. Michael School Parent Portal** is a **PRIVATE** linked website that may be accessed only by school families and staff. The Private website is considered an In-House Publication.

Copy

Permission to Publish to In-House Publications (Classroom Newsletters, Yearbook, Class Photo, Private Parent Portal website) Please *make an X next to the either the GRANT or DENY option.*

I/WE _____**GRANT** _____**DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **In-House publications** listed above.

Permission to Publish to Our Public Publications: School Messenger, Church Bulletin, School Brochure, St. Michael Parish and/or School Website, (school.stmichaelgl.org), Facebook or an Advertisement on or in Public Media. *Please make an X next to the either the GRANT or DENY option*

I/WE _____**GRANT** _____**DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Our Public Publications** listed above.

Permission to Publish a News Story to Local Media: Newspaper, Local Television or Radio Stations

I/WE _____**GRANT** _____**DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Publish a News Story to Local Media** listed above.

NAME OF PARENT/GUARDIAN:_____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN: _____

PARENT PERMISSION FORM Classroom Enrollment List

I/WE _____GRANT _____DENY

St. Michael Catholic School permission to distribute the classroom enrollment list with our family's name, address, phone number, and email address to school families.

FAMILY NAME: _____

(Please Print)

SIGNATUR PARENT/GUARDIAN_____

Revised 2026

ST. MICHAEL Catholic School
325 Edwards Street, Grand Ledge, MI 48837
school.stmichaelgl.org • phone 517-627-2167 • fax 517-627-1289
Where Faith & Knowledge Meet

TO: Parents and Staff of St. Michael School
FROM: Nathan Sweet, Principal
DATE: August 1, 2024
RE: Asbestos Re-inspections

In compliance with the United States Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), we had inspections performed at each of our school buildings for asbestos-containing building materials. The inspection findings are part of our asbestos management plan and have been on file in the school's administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. Accredited asbestos inspectors performed these inspections in 2021 and recommended action we should take to safely manage each asbestos material in our buildings.

The results of the re-inspection are on file in the asbestos management plan in the school's administrative office. Anyone is welcome to view this plan any time during normal school hours. Please contact us at 517-627-2167 if you have any questions about the asbestos in our school.

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PESTICIDE REGULATIONS

The Michigan Department of Agriculture has two points of compliance required by schools regarding any use of pesticides in or around our schools.

- All schools are required to send the "Advisory to Parents" (see attached form) home within the first 30 days of school.
- If you use pesticides that are not mixed or pre-packaged, the person who applies the pesticides will need to become a Certified Pesticide Applicator through a certification class and process. Contact the Department of Agriculture at (517) 373-1087 if you are using pesticides whose contents are mixed together on site or are dispensed in a container other than the original (such as a pump sprayer). Commercial contractors are required to provide written notice of when they spray.

Keep a copy of this on record. Send written notice home to the parent who requested to be notified when pesticides are being used in or around the school.

ADVISORY TO PARENTS
As required by Michigan Department of Agriculture

As part of St. Michael Parish School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. **If you need prior notification**, please complete the information below and submit it to the school office.

Name:_____Address:_____
City/State:_____Zip Code:_____Phone #_____

_____
Parent /Guardian Signature Date

St. Michael Catholic School
"Star" Minor Behavior Incident Report- Repeat Offense

Name: _____ Date: _____ Time: _____
Teacher: _____ Grade: _____
Referring Staff: _____
Location:

_____Classroom	_____Physical Education	_____Music
_____Cafeteria	_____Library	_____Bathroom
_____Playground	_____Art	_____Hallway
_____Church	_____Computers	_____Other_____

Minor Problem Behavior

_____Tattling
_____Leaving Seat
_____Not Following Directions
_____Interrupting teacher or student
_____Not keeping hands to self
_____Name calling
_____Arguing
_____Non-verbal threats
_____Lying
_____Cheating
_____Aggressive behavior
_____Dress code violation
_____Gum Chewing
_____Other

Teacher Action

_____Verbal Warning
_____Seat Change
_____Loss of Recess
_____Teacher/Student Conference
_____Called Parent
_____Other_____

Additional Comments:
_____
_____
_____
_____
_____

Result of Infraction

_____Administrative warning
_____Loss of privilege
_____Lunch detention
_____Before school detention
_____After school detention
_____In-school suspension
_____Out-of-school suspension
_____Expulsion

Others involved in incident: _____None _____Peers _____Staff _____Substitute _____Other

NEXT Infraction may result in: _____

All repeated minors are reported to the building administrator.
Please discuss and sign the **Time to Think and Pray Worksheet** (on back) with your child.

Student Signature: _____
Principal Signature: _____
(Signatures only acknowledge receipt of this form.)

COPY

St. Michael Catholic School
"Star" Major Behavior Incident Report

Name: _____Date: _____ Time: _____
Teacher: _____ Grade: _____
Referring Staff: _____

Location:

_____Classroom	_____Physical Education	_____Music
_____Cafeteria	_____Library	_____Bathroom
_____Playground	_____Art	_____Hallway
_____Church	_____Computers	_____Other_____

Major Problem Behavior

_____Threaten (Verbal/Physical)
_____Swearing
_____Destroying Items
_____Throwing Items
_____Fighting/Physical Aggression
_____Bullying/Harassment
_____Defiance/Disrespect/Non-Compliance
_____Inappropriate Display of Affection

_____Stealing or Knowingly Receive Stolen Property
_____Other

Teacher Action

***All major infractions are handled in the office between the principal and student.

Additional Comments:

_____
_____
_____
_____

_____
_____

COPY

Result of Infraction

_____Administrative warning
_____Loss of privilege
_____Lunch detention
_____Before school detention
_____After school detention
_____In-school suspension
_____Out-of-school suspension
_____Expulsion

Others involved in incident: _____None _____Peers _____Staff _____Substitute _____Other

NEXT Infraction may result in: _____

Please discuss and sign the **Time to Think and Pray Worksheet** (on back) with your child.

Student Signature: _____
Principal Signature : _____
(Signatures only acknowledge receipt of this form.)

ST. MICHAEL
Catholic School • Grand Ledge

St. Michael Catholic School
Time to THINK and PRAY Worksheet

Name: _____ Teacher: _____
Date: _____ Principal: _____
What did you do? _____
_____
_____
_____

How did it make you and/or the other person feel? _____
_____
_____
_____

Under the four Cardinal Virtues (Justice, Temperance, Prudence and Fortitude) Which sub-virtue(s) should you show?

Respect	Generosity	Compassion
Responsibility	Honesty	Forgiveness
Self-Control	Humility	Perseverance

What will you do next time? _____
_____
_____
_____

COPY

Pray: As I ask for forgiveness, O Lord,
Open my eyes to see what is beautiful
My mind to know what is true,
And my heart to love what is good,
For Jesus' sake, Amen.

Student Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

ST. MICHAEL
Catholic School • Grand Ledge

HANDBOOK SIGNATURE FORM

PLEASE DETACH AND RETURN TO SCHOOL

_____

Name/Grade of student (please print)

_____

Name/Grade of student (please print)

_____

Name/Grade of student (please print)

My signature verifies that I have received a copy of the St. Michael School Handbook. I have read the handbook and discussed it with my child(ren). We agree to be governed by this handbook.

Parent Name: (please print) _____

Parent Signature: _____

Date: _____

Please note: A copy of the handbook can be found on our website at school.stmichaelgl.org. We are required to have a record that parents have seen our handbook. In lieu of a signature you may send an email to lauriemooney@stmichaelgl.org stating your name along with your child(ren)'s name(s) and grades and that you have read the handbook.