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**ST. MICHAEL SCHOOL
FACULTY AND STAFF
2009-2010 SCHOOL YEAR**

Rev. Paul Burak, Pastor
Mrs. Bernadette Cuttone, Principal

Kindergarten	Room 25	Mrs. Marjorie McPartlin
	Room 26	Mrs. Danielle Lattore
Grade 1	Room 4	Mrs. Rose Bartlett
	Room 6	Mrs. Mary Quinn
Grade 2	Room 5	Miss Laura DeMatteo
	Room 3	Mrs. Mary Berardelli
Grade 3	Room 10	Mrs. Mary Waters
	Room 11	Mrs. Susan Quane
	Room 12	Mrs. Sharon Johnson
Grade 4	Room 7	Mrs. Susan Rose
	Room 9	Mrs. Becky Weslow
Grades 5&6	Room 19	Mrs. Cynthia Zabilka
	Room 20	Mrs. Patricia Dahlberg
	Room 21	Mrs. Kathy Siberz
	Room 22	Sr. Patricia McKee
	Room 23	Mrs. Kathleen Sulikowski
	Room 24	Mrs. Terri Vega
Grades 1-6	Spanish	Mrs. Linda Mata
Grades 7&8	Room 13	Mrs. Elizabeth Kosteck
	Room 14	Mrs. Deborah King
	Room 15	Mrs. Barbara Ryan
	Room 16	Ms. Mary Pat O'Connor
	Room 17	Mrs. Emma Kaple
	Room 18	Mrs. Nancy Ramig

**ST. MICHAEL SCHOOL
FACULTY AND STAFF
2009-2010 SCHOOL YEAR**

Technology Coordinator	Mrs. Dianne Zuzga
Physical Education	Ms. Lorraine Arena
Art	Mrs. Carlin Glennon
Music	Mrs. Nicole Simmons, Mr. Paul Andler, Mr. Mel Washington
Librarian / AV Coordinator	Mrs. Charlene Joyce
Resource Teacher	Mrs. Mary Beth Eck
Reading Resource Teacher	Mrs. Mary Pat Vlaming
ELS Program	Mrs. Sharon Grasso
School Counselor	Mr. Daniel Kemp
Instructional Aides	Ms. Amy Neiman Mrs. Gloria Chavka Mrs. Audeen Gloede Mrs. Kathy Holle Mrs. Mary Ellen Hyland Mrs. Gail Libby Mrs. Paula Melville Mrs. Peg Paulius
Instructional Support Services	
Band	Mr. Glenn Pawlak
School Personnel	
Administrative Assistant/ Office Manager	Ms. Mary Hewson
Secretary	Mrs. Esy Marzano
Receptionist/Secretary	Mrs. Julie Pericht
School Nurse	Mrs. Annette Grudowski
Print Room	Mrs. Audeen Gloede

ADMISSION POLICY

St. Michael School is operated under the auspices of the Catholic Bishops of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Michael School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities in this school.

St. Michael School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies and school administered programs.

ADMISSION PRIORITY

1. Parishioners with children already enrolled in St. Michael School or with graduated siblings.
2. Parishioners without children already enrolled in St. Michael School.
3. Non-Parishioners (Catholic) with children already enrolled in St. Michael School.
4. Non-Parishioners (Catholic) with students transferring from other Catholic schools.
5. Non-Parishioners (Catholic) without children already enrolled in St. Michael School.
6. Non-Catholic with siblings already enrolled or having graduated from St. Michael School on an as available basis.
7. Non-Catholic students will be accepted based on availability.
8. A registrant's status as a parishioner or non-parishioner will be determined at the time of registration. A prospective student who at the time of registration is a non-parishioner will not be entitled to a higher admission priority because such student subsequently becomes a parishioner prior to the start of the school year.
9. In-Parish and out-of-Parish tuition is based on status at the time of registration in January.

HEALTH REQUIREMENTS, PHYSICAL AND DENTAL EXAMINATIONS & IMMUNIZATIONS

Illinois State Law requires all students entering Kindergarten and sixth grade to have a complete physical exam with an immunization record. All Kindergarten, second, and sixth grade students require a dental examination. All students entering Kindergarten and all students going into an

Illinois school for the first time, regardless of grade, need an eye examination performed by a licensed eye doctor.

New students to the school no longer need a physical or dental (unless it is the Illinois mandatory school year) provided that they can present us with a copy from their previous school for the mandated years. If their previous school was not from Illinois, their physical must contain all the information that is mandatory on an Illinois Physical Examination form.

REGISTRATION

At the time of registration, the incoming student's original birth certificate, baptismal certificate, and social security card must be presented. A record of compliance with local and state health requirements must be submitted to the office. Students entering kindergarten must be 5 years of age by September 1. Students entering first grade must be 6 years of age by September 1. Proof of parish registration requires an envelope number.

A textbook/registration fee of \$150.00 per student is required at the time of registration. Textbook/registration fees are not refundable unless the school cannot accommodate the student due to enrollment capacity or the administration makes the decision not to accept a student. ***Family registration for the next school year will not be accepted until all current year financial obligations are met.**

DAILY SCHOOL SCHEDULE

7:20	Bell to enter building
7:40	Students in classroom (Tardy bell)
7:40	Prayer/Announcements (All student activity will cease until prayers are completed)
7:40	Classes begin
11:05-11:45	Lunch
1:50	Dismissal-bus riders, car riders, walkers

OFFICE HOURS

The St. Michael School Office is open from 8:00 a.m. to 3:00 p.m. Monday through Friday for general office business. The telephone number is (708) 349-0068. The facsimile number for the School Office is (708) 349-2658. Although general business is conducted during

these hours, the principal is available for questions or emergencies from 7:00 a.m. to 7:20 a.m., and following prayers after 7:40 a.m.

SCHOOL SECURITY

All parents/visitors must enter the school building from the parking lot using the Main Entrance located on the east side of the school. The school office is located at the top of the stairs after entering the building. Parents and visitors will not be allowed into the school building (except in emergencies or to see the principal) prior to 8:00 a.m. After 8:00 a.m., all parents/guardians, volunteers, and visitors are required to ring the doorbell and identify themselves by name to the school office personnel. Visitors are required to state their reason for entering the school. All visitors must sign in at the office and pick up a visitor's tag. For your child's/children's safety, and in emergency situations, it is imperative that we know who is in the building at all times. School doors remain locked during school hours and a security system allows school personnel to admit visitors. There will be a staff member at the main school entrance to take lunches, book bags, etc. from you should you need to drop them off prior to 8:00 a.m.

ATTENDANCE

It is important to be punctual and in regular attendance in order to receive the maximum benefits of St. Michael's educational program.

Please take note of the following:

1. In case of a student's absence, parents are expected to call the School Office (349-0068) before 8:00 a.m. each day the student is absent. **Requests for homework must be made at this time. Homework may be picked up at 2:00 p.m. in the office or a request can be made to have it sent to another student to bring home.**
2. **Students MUST have a dated, written excuse from a parent/guardian upon return to school.** If your child returns to school without a note, he/she must call home.
3. A doctor's release is required for absence due to a communicable disease or any medical related absence of 5 consecutive days.
4. A tardy slip will be given to students who are late for school. A detention will be issued with the 4th and any subsequent tardy. If your child is chronically tardy, parents will be asked to meet with the disciplinarian and principal to rectify the problem. It is not our intention to punish the child. However, when a child enters the classroom after class has begun, it proves to be a disruption to the entire class.
5. When a student is absent ten (10) days or more, a meeting with the principal is required by the student and a parent/guardian.

6. Medical and dental appointments for students should be scheduled outside of school hours.

ARRIVAL / DISMISSAL PROCEDURES:

ARRIVAL

1. **Only those students walking to/from school are permitted to use the entrance on Highland Avenue. During school hours, this is an emergency EXIT only.**
2. Due to safety and security concerns, no student will be allowed into the school building before 7:15 a.m.
3. All bus riders and car riders enter the school from the parking lot "D" doors. **DUE TO SAFETY CONCERNS FOR WALKERS, NO CAR RIDERS WILL BE ALLOWED TO ENTER THE BUILDING ON HIGHLAND AVENUE.**
4. Cars riders must be dropped off in the parking lot by the car free zone. This zone is marked by orange cones.

Before school begins, all car/bus traffic will enter the parking lot by way of 143rd St. on the north side or West Ave. (via the north drive) on the east side.

DISMISSAL

Dismissal begins at 1:50 p.m. Bus riders are dismissed first. Car riders will be dismissed after all buses have cleared the parking lot. Parents are to meet all car riders in the school parking lot. Students will enter the parking lot only at designated places. The school cannot assume responsibility for students who are picked up on one of the side streets. To insure the safety of your child/children, they will not be dismissed if you are parked on a side street. You must drive into the school parking lot at the designated entrance.

BUS RULES AND REGULATIONS

If a student is a resident of Orland School District #135 and consolidated School District #146, the student is eligible for free bus transportation on the school buses that serve District #135 and #146, provided the student lives beyond 1½ miles from 143rd St. and Highland Avenue.

Bus rules are set up for the safety of **ALL** children. **We expect that all students:**

- respect the driver and other students
- remain in their seats at all times

- never fight or use improper language on the bus
- respect bus property and that of other students
- refrain from eating on the bus at anytime

When safety rules are not observed the following procedures will be followed: The bus driver will submit a written report when the student violates one of the regulations set forth above. When a student is reported by the Bus Driver, the student will meet with the disciplinarian and a copy of the report will be sent home with the student. Parents will be asked to discuss the matter with the child, sign the report, and return it to school the next day.

If an offense is deemed serious, a student could be given a detention or a suspension from the bus for a given period of time. If a student continues to misbehave on the bus, he or she will lose all riding privileges for the remainder of the year.

NO STUDENT MAY RIDE ANOTHER STUDENT’S BUS. This is due to bus company and school district insurance regulations.

CAR RIDERS AND WALKERS MAY NEVER RIDE DISTRICT #135 OR #146 BUSES. This is due to bus company and school district insurance regulations.

BICYCLES ARE PERMITTED ON SCHOOL PROPERTY only after we have received written permission for the child to ride his/her bicycle from the parent/guardian.

DISCIPLINE

Discipline is an important factor in the education of children. Children need structure and boundaries to become self-disciplined and self-directed individuals.

The role of the Discipline Board is to oversee the discipline of the school. It sets up policies and consequences for the good order of the school. We do not ask any more of them at school than you expect of them at home. It is only in working together, that we can help mold strong, honest, and trustworthy individuals. We believe students will behave if they are made accountable for their actions. It is the expectation of the Administration and faculty that all students will behave as young Christian boys and girls who are respectful and truthful at all times. They are expected to follow all school rules. All disciplinary actions are a means of helping students to be responsible for their actions.

The Discipline Board views discipline in two areas: behavior and academics. Behavior deals with students’ actions; academics deals with attitude and work ethic. In order for students to reach their maximum potential the Discipline Board has set up action plans:

- (1) Behavioral Warning / Detention: Students may receive a behavioral warning or detention for a variety of infractions: i.e., bullying, forgery, lying, fighting, inappropriate bus behavior, inappropriate language or drawing, stealing, excessive

tardiness, disrespectfulness, cheating, dress code violations, destruction of school property, gum chewing, playground behavior, classroom and hallway behavior. This list is not all inclusive. Administration will make the final decision. A student may not always receive a behavior warning as a consequence. An infraction of a serious nature may constitute an immediate detention and/or suspension.

(2) Academic Warning / Study Hall: A student will receive an Academic Study Hall after three Academic Warnings. An Academic Warning is given for the following reasons: coming to class **WITHOUT** homework, books, supplies, signed papers or absentee work.

Behavioral Detention and Academic Study Hall will be held once a week on Thursday from 2:00 - 3:00 pm. Parents are to pick up their child at 3:00 at the school entrance.

The Discipline Board has set up specific guidelines for behavior in the various areas of the school. These areas include:

- (1) School wide hallway rules
- (2) Lunchroom and playground rules
- (3) Bus Rules

Hallway rules: Students are to walk **quietly** as directed by the teacher. Students should display respect for all adults and fellow students.

Playground: Students are to walk at all times unless engaged in games that require running.
Students are to respect and obey **all** adult supervisors at all times.
Students are to stop playing when the bell rings and walk quietly into line.

Lunchroom Rules: Students are to be respectful of other students and adult supervisors.
Students may use the washroom with permission of the adult supervisors.
Students will be escorted from the cafeteria in silence to expedite the return to the classroom.

Bus Rules: Students are to be respectful to the bus driver and other students at all times.
Students are to sit in their seats **at all times**.
There is no food allowed on the bus.
Junior high students **ONLY** sit in the back of the bus.

EXPECTED BEHAVIOR OF ALL STUDENTS

Students are expected to:

1. Be courteous and respect faculty, staff, and peers
2. Follow all rules and directions of school, faculty and staff
3. Maintain a safe and clean environment throughout the premises
4. Refrain from chewing or possessing gum on premises at all times.

We expect honesty and integrity from all of our students in all situations.

DISCIPLINE FORMS:

REMINDER FORM (Grades K-8)

Reminder forms are issued by teachers to enhance communication between school and home. It is used to inform parents that students have not completed assigned work or do not have the necessary materials for class work. It may also be used to remind parents that their signature is required for a variety of reasons.

STUDY SKILLS FORM (Grades K-4)

A Study Skills Form is used to inform parents/guardians that a student has not fulfilled his/her work and that he/she is to report to a study hall on a given day. Parents/guardians are expected to come into the building and sign the student out. The study hall session ends at 3:00 p.m. Parents must pick up students at this time at the main school entrance off the parking lot.

BEHAVIORAL WARNING FORM (Grades K-8)

A Behavioral Warning is used to inform parents that their child has not exhibited appropriate behavior. By sharing this information, it is hoped that together we can resolve the potential problem as soon as possible. Behavioral Warning forms are **NOT** always issued prior to a detention depending on the infraction.

BEHAVIORAL DETENTION FORM (Grades K-8)

A Behavioral Detention is sent when a student has committed a serious infraction, including but not limited to, cheating, disrespect, fighting, forgery, and lying. Students will serve an after school detention on Thursday following the infraction. **Parents/guardians MUST come into the school building, meet with the supervising adult and sign out the student.**

When a student accumulates a third disciplinary detention, parents will be called to set up a Discipline Board hearing. The School Discipline Board will meet with the student, parent(s)/guardian, and a recommendation will be made to the principal that the student be given additional detentions or placed on strict probation, or expelled from school immediately. The final decision on all Discipline Board hearings lies with the principal.

PROBATION

Probation is a period of time given to the student to improve or correct inappropriate behavior. Teachers, students, and parents will work together to help the student make a positive change. When there is close cooperation between home and school, discipline problems do not reach the point where more serious action must be taken.

SUSPENSION

Suspension is an exclusion of a student from the classroom on a temporary basis. Suspension may be designated as either in-school or out-of-school for a period of time determined by the Administration. Parents will meet with the principal to discuss the length and terms of the suspension. Student work will be sent home. The student will be responsible for all class work. During out-of-school suspension the student is not to be on school property and should be supervised by his or her parent/guardian at home. **He/she may not participate in sports or other extracurricular activities sponsored by St. Michael School and St. Michael Parish while on suspension.**

EXPULSION

Expulsion is the termination of the student's right to attend St. Michael School. It is invoked in extreme cases when all other available means of discipline have been exhausted and have failed. Archdiocesan policies regarding expulsion will be followed. Serious offenses that may warrant suspension or expulsion include, but are not limited to the following:

1. Possession, solicitation, use, distribution or sale of drugs, alcohol, tobacco products, instruments that may be considered weapons, or any dangerous article on school property. School property includes buses, playground and school building.
2. Chronic disobedience or disrespect toward faculty members, administration or adult supervisors at school.
3. Chronic fighting or provocation of fights
4. Chronic violation of school rules
5. Cheating or falsification of school records
6. Truancy
7. Inappropriate sexual behavior/harassment
8. Tampering with computer equipment, inappropriate use of computer equipment in school, inappropriate use of e-mail, or on-line services
9. Tampering with protective fire or emergency equipment

BULLYING POLICY

The St. Michael School Mission Statement calls us to teach the Gospel Message of Jesus Christ, to encourage service to others, and to prepare students for lifelong learning and responsible citizenship. St. Michael School strives to reinforce the principles and values of Church, home and community in an effort to mold our students to be loving, kind and compassionate individuals. We strive to create and maintain an environment of growth and safety. **Therefore, St. Michael School will not accept or tolerate any form of bullying.**

Bullying actions in any form, including use of the Internet and other electronic communication devices, are unacceptable in the school community. St. Michael School Faculty and Administration view bullying as destructive. Bullying is a conscious, willful, deliberately hostile behavior by one or more people, which is intended to harm others. Bullying is characterized by:

- aggressive behavior toward others;
- intentional repeated hurtful acts over a period of time;
- imbalance of real or perceived power between the bully and the victim.

In all cases, these negative acts are not intentionally provoked by the victim.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal bullying** includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.
- Emotional bullying** includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation friendships, isolating, ostracizing, and peer pressure.
- Sexual bullying** includes, but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

CONSEQUENCES OF BULLYING.

- | | |
|-----------------|---|
| First Offense: | An automatic detention is issued and parents are contacted by phone. |
| Second Offense: | A mandatory meeting with: Parents, student, administration, home room teacher and school counselor if determined by administration. |
| Third Offense: | Serious action will be taken by administration which may include suspension or expulsion. |

POLICY-Regarding Cheating

The Administration and faculty encourages parents to assist their children as they do their homework assignments. We stress the word "assist" and ask that you do not do their work

for them. The faculty and the Administration view cheating as a very serious infraction of school rules. Cheating comes in many forms, including but not limited to:

- 1 viewing or copying other student's work
- 2 using any form of cheat sheets including writing on any body parts, articles of clothing, or school property,
- 3 plagiarism; including but not limited to copying from textbooks, downloading from the internet, etc.

CONSEQUENCE OF CHEATING:

Any student who cheats will receive an automatic detention and a zero for the test/assignment grade.

HARASSMENT / THREATS / INFORMATION

The Pastor, administration, and staff of St. Michael School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of ANY TYPE will NOT be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Examples of harassment include but are not limited to:

- Verbal or written taunting
- Bullying
- Offensive, intimidating, hostile or offensive conduct
- Ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

SEXUAL HARASSMENT REGULATION

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 a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SEARCH AND SEIZURE

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, billy clubs, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience of behavior of the community.

DRESS CODE

The following regulations are made so that students will understand the necessity of a neat personal appearance, not only when he or she is in school, but at all times in all social situations. Parents will be notified of repeated violations of these regulations. If a student is sent home because of a dress code violation, he or she will receive a one hour detention. The Administration and faculty will interpret and enforce these regulations.

St. Michael School has contracted with **Schoolbelles Uniform Company** to provide our students with the required uniform.

The dress code for students of St. Michael School is as follows:

SAINT MICHAEL SCHOOL UNIFORM POLICY
2009-2010
BOY'S UNIFORM K-8

	K	1	2	2	3	4	5	6	7	8
Schoolbelles blue/ black trousers with a black belt	X	X	X	X	X	X	X	X	X	X
Schoolbelles blue/black Walking shorts (with black belt) may be worn Aug.-Oct. and May-June.	X	X	X	X	X	X	X	X	X	X
Schoolbelles long or short sleeved royal blue polo	X	X	X	X	X	X	X	X	X	X

Black, navy blue or dark brown shoes (with less than a two-inch heel)	X	X	X	X	X	X	X	X	X	X
White or black cuffed socks - No logos	X	X	X	X	X	X	X	X	X	X

2009-2010 is a transitional year. Navy trousers may be worn, however, if purchasing new trousers, black must be purchased.

GIRL'S UNIFORM K-8

	K	1	2	2	3	4	5	6	7	8
Long or short sleeved royal blue polo	X	X	X	X	X	X	X	X	X	X
Schoolbelles plaid jumper - knee length	X	X	X	X	X	X				
Schoolbelles plaid skirt - knee length							X	X	X	X
Schoolbelles navy/black slacks (with black belt)	X	X	X	X	X	X	X	X	X	X
Schoolbelles navy/black Walking shorts (with black belt) may be worn Aug.-Oct. and May-June.	X	X	X	X	X	X	X	X	X	X
Black, dark brown or navy blue shoes (with less than a two-inch heel)	X	X	X	X	X	X	X	X	X	X
White or black cuffed socks, knee high socks or tights	X	X	X	X	X	X	X	X	X	X

***Girls K thru 4 may wear white blouses with their jumpers.**

GYM UNIFORM K-8

	K	1	2	2	3	4	5	6	7	8
Gray gym Shirt and blue gym shorts	X	X	X	X	X	X	X	X	X	X
St. Michael sweatshirt and sweat pants	X	X	X	X	X	X	X	X	X	X
Gym Shoes	X	X	X	X	X	X	X	X	X	X

White cuffed socks	X	X	X	X	X	X	X	X	X	X
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UNIFORM CONSIDERATIONS FOR ALL ST. MICHAEL STUDENTS

- Only St. Michael gym sweatshirts or St. Michael SMS sweaters may be worn. All clothing must be labeled with student’s name. Hooded sweatshirts are not to be worn during school.
- Ballerina shoes, platform shoes, platform gym shoes, heelies, jellies, sandals, clogs, backless shoes, and flip flops are NEVER permitted. Gym shoes are only allowed on gym days and on specified dress down days.
- Students may not wear jewelry on gym days. If a child wears a religious medal, he/she must pin it to his/her undergarments on gym days.
- Only one earring (in lobe area only) per ear. No dangling earrings. Boys are not allowed to wear any type of jewelry other than a medal or a cross.
- Make-up and nail polish are not allowed.
- Girls: Absolutely no hair coloring or streaking is permitted. Curlers are not allowed in school. Any hair decorations are to be blue or white or the uniform plaid color. Conventional style of hair is required.
- Boys: Absolutely no hair coloring or streaking is permitted. Hair is not to go below shirt collar or over the ears. Facial hair is not permitted - side burns must stop at ear lobe.
- Plain white-T shirts ONLY may be worn under uniform shirts. All shirts must be tucked in at all times.
- Uniforms must be clean and wrinkle free with no holes or tears.

Students who do not comply with uniform guidelines will be issued a one hour detention. If noncompliance continues, the parent will be called and will be required to bring the appropriate uniform clothing to school before the student is admitted to class and a second detention will be issued.

“OUT OF UNIFORM DAY” CLOTHING

- Students must dress modestly and appropriately. No clothing with rips, tears, or inappropriate or indecent messages is allowed.
- No short skirts, exposed midriffs, spaghetti straps or strapless tops are allowed. Shorts, if worn, must be uniform-style walking shorts i.e. must be finger-tip length. Waistbands of pants must reach the natural waist.
- Only regular gym shoes can be worn on Out of Uniform Days.
- No hats are allowed to be worn during school hours.

Administration will make the judgment as to the appropriateness of clothing for the St. Michael School setting. Students who are dressed immodestly or inappropriately will be required to call the parent for another outfit before being admitted to class or being permitted

to go on a field trip.

STUDENT INFORMATION

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to notify the school immediately when there is a change of home or business address and telephone numbers. The school **MUST** be notified immediately if there is a change of information regarding emergency contacts listed on the emergency cards. If you change your phone number at home or at work, or your cell phone number, please remember to contact the school with that information. Please inform your emergency contacts that they are listed in this capacity. The designated person should live in the area of St. Michael School.

CHANGE IN DISMISSAL

If a student is to return home in some way other than that which is indicated on the emergency card, the school must be notified in writing. The office cannot field daily calls from parents who wish to change their child's transportation. Your child's safety is our number one concern and a phone call rather than a written note leaves more room for error.

EARLY DISMISSAL

If a student is to leave school before the time of regular dismissal, a written request to the teacher and to the office from their parent/guardian must be submitted. The parent/guardian must report to the office to sign the student out before he/she is released.

MEDICATION

School personnel will never administer any medication to students. If a student must take medicine during school hours, it must be sent to school in a labeled prescription bottle with a permission form, stating the time the student should take the medication. Parents/guardians of students that must take prescription medication must retrieve all unused prescription medicine by the last day of school. St. Michael School cannot assume responsibility for a student taking medication unsupervised during school hours.

ILLNESS

If a student is injured or becomes ill during school the parents will be contacted to pick him/her up. Parents **must** furnish the school (in writing) the names of three persons as emergency notification contacts who are authorized to pick up the student and give

permission for emergency treatment if needed and if the student's parent(s) cannot be reached. The school requests that these alternate emergency contacts live locally if possible. It is the responsibility of the parent to keep this information updated.

MEDICAL EXCUSES

Students may be excused from physical education classes due to illness or injury for up to two weeks with a note from the parent. For periods exceeding two weeks a physician's note is required. The physician's note should state the exact date the student may return to full activity.

TELEPHONE CALLS

Phone calls home are permitted for emergencies only. Emergencies include forgetting medicine, glasses or lunch, **NOT gym shoes or homework. Lunches brought to school by someone other than the student MUST arrive prior to 10:30 a.m. in order to be delivered to the student before lunch.**

LUNCH

A lunch fee of \$50.00 per student is collected at the beginning of the year. The fee is used to pay the lunch supervision personnel.

Hot lunches and milk may be ordered monthly through the Archdiocesan Food Service at St. Michael School or students may bring their lunch to school.

***The School asks parents not to bring in fast food for lunch. Students seeing this often put undue pressure on their parents to do the same.**

RECESS

Students go outside for recess at lunch everyday unless it is sub zero weather, the wind chill factor is below zero or if it is snowing or raining. **Please dress students appropriately for the weather.** Students on crutches are not allowed outside for recess.

Those students who cannot go outside because of illness or injury are to bring a written note from their parent/guardian. If a student remains indoors for 5 consecutive days, a note from the doctor is required.

FIELD TRIPS

Field trips are an extension of St. Michael's education program and students are expected to attend. They are designed to enrich the student's classroom curriculum in an educational, cultural and social experience. Transportation and admission fees will be required. Each student must present an official permission slip, signed by the parent or guardian, to the

school **24 hours prior** to attending the field trip. The Medical and Emergency Notification Information and Authorization for Medical Treatment form must also be completed and submitted by the parent and on file in the school office on the first day of school. **Students will not be released early to parents after a field trip, unless there is an emergency. Parents are encouraged to help chaperone field trips however we ask that they wait in their cars for the children to be dismissed as car riders. This will avoid untold numbers of interruptions throughout the school. If you intend to take your children home as car riders after a field trip and they normally ride a bus, a written note must be sent to the office at the beginning of the school day.** A copy of the Field Trip Permission slip is available for printing on our website.

The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal. Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips.

No student will ever be denied participation because of cost. Please notify the administration regarding this matter. It will be dealt with confidentially.

Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations. (See Volunteers)

VACATIONS

We strongly suggest that families do not remove their students from school for family vacations during instructional time. However, parents/guardians who wish to take their student out of school for several days because of family vacations are advised to discuss the student's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parents. Parents/guardians should notify the teacher at least one week prior to the trip. **Specific homework assignments will not be given prior to the trip.**

General assignments (such as to read the next story or chapter) may be given. Makeup work is the responsibility of the student and parent/guardian after the student's return.

VOLUNTEERS

Volunteers are an integral part of St. Michael School. Parents are encouraged to get involved in any capacity they wish to serve. Computer aides, field trip chaperones, hot dog day helpers, Art Awareness presenters, room mothers, school spirit store helpers, and Track-a-Thon volunteers are all possibilities. Archdiocesan guidelines require screening of all volunteers. We know there will be cooperation by all volunteers in order to insure the safety of our children.

All employees and all volunteers who work with children must complete an online background check. No one may begin to work or volunteer unless the criminal

background check has been completed and approved. All school employees and volunteers are required to complete the eAppsDB form, online. For assistance, call the Office for the Protection of Children and Youth at 312-751-5238.

All employees and all volunteers who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning employment, ministry or service. Verification of the completion of Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry. Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.) If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

All employees and all volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS 689) form. The form is to be given to the local administrator. One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

NOTE: All of the above forms are available online at www.archchicago.org under the Protecting God's Children link.

INTERNET USAGE

As part of its educational curriculum, St. Michael School provides its students with access to the Internet. Students are expected to adhere to school policies and respect their use of the Internet at school. A copy of the Acceptable Use Policy is on the website.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

ELECTRONIC DEVICES

Pagers, phones, walkie-talkies, hand held or computer games, radios, CD players, laser pens, lights, etc., are not permitted in school. These devices will be taken from students and returned at the end of the day. If parents determine that their child/children need a phone as a line of communication to them, they must realize that the child's phone must be kept in his or her book bag throughout the school day.

PUBLICITY PHOTOS, ETC.

Student photos and work are sometimes submitted for publication within St. Michael School and/or Parish advertising. From time to time, photos or work may be submitted to newspapers or other publications which may also identify your child by name. A permission form to use your child's picture and/or name is included in the parent packet and available for printing on our website.

LITURGIES

The St. Michael School family gathers to celebrate the Eucharist throughout the year. These liturgies will be announced in the school newsletter and calendar. Parents are welcome to celebrate with us. **All School Liturgies will be at 12:45 PM.**

MASS ATTENDANCE ON WEEK-ENDS

One of St. Michael School's goals is to assist families in developing the religious life, practice, and values of its students. To work toward this goal, one of the clear expectations is that the families attend Mass regularly and on an ongoing basis. The most important goal of St. Michael School is to insure that the Gospel message of Jesus Christ is passed on to our children. When parents enroll their child(ren) in the school, the expectation is that they will be responsible for their child's mass attendance on weekends.

SCHOOL POLICY

Alcohol is not permitted at any school sponsored event where children are present.

CONFLICT MANAGEMENT

As in all human relations, occasions may arise when due to the lack of communication or misunderstanding some differences of opinion may come into being. It is the policy of St. Michael School that any such occasion should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the principal and teacher to further discuss the issue.

CHILD ABUSE

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

The principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of child abuse to the appropriate Archdiocesan agency and to civil authorities.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse to make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

CHILD CUSTODY

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

In the absence of a court order, the non-custodial parent shall be provided the opportunity (upon request) for a parent teacher conference. The conference shall be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child shall be provided to the non-custodial parent in a timely fashion.

RECORDS

St. Michael School abides by the provisions of the "Family Educational Rights and Privacy Act" with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information about the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CRISIS MANAGEMENT

The school has a plan for dealing with all categories of crisis, including but not limited to natural disaster, environmental and building disaster, and disruption of human life. At all

times the safety and security of students and staff are the primary concerns. The plan is available for parental perusal in the office.

SCHOOL CLOSING/EMERGENCY CLOSING

In the event of inclement weather or emergency situations, it is possible our facility will be closed. Please check the link on our website or check the “More Ways to Know Before You Go” included in your parent packet for options in checking the status of St. Michael School. In addition, we have also subscribed to “Parent Reach”. In the case of an emergency, or an emergency closing an automated message will be sent to the phone number listed on your emergency card. (Provided phones are working)

WHENEVER SCHOOL DISTRICT #135 CANCELS SCHOOL DUE TO INCLEMENT WEATHER, ST. MICHAEL WILL ALSO CANCEL SCHOOL.

If severe weather develops after school begins, we try to keep our students in school until the usual dismissal time. However, we suggest you have a "contingency plan" for your children if severe weather or any other circumstances force us to close school early. Please be sure your child knows of this plan, so he/she will know what to do and where to go should we be forced to close school before the usual dismissal time. As in all cases parents should use their own judgment regarding what is best for their child.

TORNADO WARNING

In the event of tornado warnings for the local vicinity, students will remain in the school building until weather permits them to leave. Students may not be released to parents at this time.

GRADING CODE

A	93 -100
B	85 - 92
C	75 - 84
D	70 - 74
F	0 - 69

Test scores and daily work yielding numerical scores are only one component of a student's grades. Multiple assessments including classroom participation, homework, etc. are all part of the student's overall grades.

PROGRESS REPORTS

Progress (mid trimester) reports are issued (3) times per year to alert parents to declining grades, etc.

Progress Reports will be issued on the following dates:
October 9, 2009
January 19, 2010
April 22, 2010

REPORT CARDS - Please note that report cards for any trimester will be withheld until all financial obligations are met.

Report cards are issued (3) times per year as part of the ongoing process of evaluation. Report Cards will be issued on the following dates:
November 20, 2009
March 12, 2010
June 4, 2010

GRADUATION

Diplomas will be awarded to those students who have:

- Completed the school's academic requirements
- Achieved a passing grade on the Constitution of the United States and State of Illinois examination
- Adhered to the school's code of conduct
- Returned all school materials

Diplomas will not be awarded until all financial obligations are paid in full.

TESTING

Terra Nova Tests are administered by the school to all students in grades 3, 5 and 7 in the spring (March 2 thru March 12, 2010) of the school year. The purpose of this testing program is to provide diagnostic information for instructional purposes, to evaluate student progress, and to help evaluate the instructional programs and goals. The testing program is one element of the assessment and evaluation process of St. Michael School.

HOMEWORK

Homework is assigned for the purpose of remediation, review, reinforcement, or enrichment of material presented in class. The teachers will work together as much as possible to balance the work load. Parental involvement is considered vital. Homework may be written, studied, read, recited or shared. The approximate amount of homework per grade should be:

Grade K-1-2-3	Primary	15 minutes to 45 minutes
Grade 4-5-6	Intermediate	45 minutes to 1 ½ hour
Grades 7-8	Junior High	1 hour to 2 hours

TEXTBOOKS

The cost of textbook rental is collected at the time of registration. It is the policy of St. Michael School that any textbooks defaced or damaged during the school year will be the responsibility of the student and parent to replace, or be assessed a fine for damages. Books should be covered at all times. **No adhesive contact paper should be used to cover textbooks.**

A set of textbooks used for all grades at St. Michael School is made available for school families on the shelves at the Orland Park Library. These books may not be checked out, but are made available to help students that may have inadvertently forgotten one or more of their textbooks.

PARENT TEACHER CONFERENCES

Parent teacher conferences will be held following the first trimester on

November 23, 2009 and November 24, 2009

An additional Parent teacher conference will be held in the spring on

March 1, 2010

This conference will be held only at the request of the parent OR teacher.

Students in grades 4 thru 8 will attend conferences. In order to maximize the benefits of St. Michael's educational program, it is necessary for parents to meet with the student's teacher for an evaluation of the student's progress.

Additional conferences may be initiated at any time during the year by the teacher or parent. Please call the teacher to arrange an appointment.

If a parent/guardian has a concern regarding their child, the parent/guardian should contact the teacher. Although the principal is always open to communication, it is expected that the parent/guardian will contact the teacher first. In most cases, the issues are resolved with the parent and teacher working together.

Tuition and Fees Policy:

St. Michael School is a parish-based Catholic School. We maintain one of the most cost-effective tuition policies for Catholic Schools in the Archdiocese. St. Michael Parish believes that all families should have the option to choose Catholic Education for their children. As a result, parish leadership, the St. Michael School Advisory Board, and the school administration strive to hold tuition at a rate that allows choice in education.

TUITION SCHEDULE 2009-2010:

GRADES K through 8	Base Tuition[†]	ANNUAL (Paid on July 1)	11 Month Installment (July through May)^{††}
(1) Half Day K	\$2,350	\$2,350	\$213.64
(2) Half Day K	\$4,100	\$4,100	\$372.73
(1) Full Day K – 8 th	\$3,684	\$3,684	\$334.91
(1) Half Day K and (1) 1 st – 8 th	\$5,434	\$5,434	\$494.00
(2) Full K – 8 th	\$6,768	\$6,768	\$615.27
(1) Half Day K and (2) 1 st – 8 th	\$8,218	\$8,218	\$747.09
(3) Full K – 8 th	\$9,552	\$9,552	\$868.36
(1) Half Day K and (3) 1 st – 8 th	\$10,702	\$10,702	\$972.91
(4) Full K – 8 th	\$12,036	\$12,036	\$1,094.18
(1) Half Day K and (4) 1 st – 8 th	\$12,886	\$12,886	\$1,171.45
(5) Full K – 8 th	\$14,220	\$14,220	\$1,292.73

FEES PER STUDENT 2009-2010:

GRADES K through 8	Total Fees^{†††}	Annual (Paid on July 1)	11 Month Installment (July through May)^{††}
Grades Full Day K & 1, 3, 4 (Lunch Fee)	\$50	\$50	\$4.55
Grade 2 (Lunch and Eucharist Fee)	\$100	\$100	\$9.09
Grades 5 and 6 (Lunch and Book Fee)	\$200	\$200	\$18.18
Grade 7 (Lunch, Book, and Confirmation Fee)	\$220	\$220	\$20.00
Grade 8 (Lunch, Book, and Graduation Fee)	\$425	\$425	\$38.64

[†]NON-Parishioner Fees:

Add \$660 per year for the first student and \$270 for each additional student. To be eligible for the parishioner rate, families must be registered at St. Michael Parish at the time of registration and must make regular contributions to the St. Michael Parish Offertory collection as described in the Parishioners' Participation Policy. Failure to meet these criteria will cause you to be responsible for the non-parishioner rate.

^{††}Processing Fee:

There will be a \$35.00/per family processing fee charged for those enrolled in the monthly installment plan. This charge will be added to the first statement.

^{†††}Individual fees are as follows:

Lunch Fee = \$50.00; Eucharist Fee = \$50.00; Book Fee = \$150.00; Confirmation Fee = \$20.00; and Graduation Fee = \$225.00

Parishioners' Participation Policy:

While all families are obligated to actively participate in and support the education of their children, Catholic families who are part of St. Michael Parish are uniquely obligated to make a personal commitment to their Catholic faith as demonstrated through their active participation in parish activities, faithful Catholic worship, and supportive participation in the education and faith formation of their children. Accordingly, to be eligible for the parishioner rate at St. Michael School, families must be registered at St. Michael Parish ***at the time of registration*** and must provide regular contributions to the St. Michael Parish Offertory collection in the amount of \$650/per family/per school year (between September 1 and June 30).

St. Michael School Grand Raffle Responsibilities Policy:

St. Michael School is able to maintain affordable and cost effective tuition rates through several key fundraising activities. All families benefit from your participation in these fundraisers. Proceeds from the St. Michael School Grand Raffle fundraiser go directly towards offsetting tuition costs for the education of your children. Each ticket costs \$10 and each family is required to sell or purchase 15 tickets. Your family may opt out of its St. Michael School Grand Raffle responsibilities by tendering \$150.00 to St. Michael School on the day of the raffle drawing.

Tuition and Fees Payment Policy:

Tuition and Fees may be paid either in full by July 1st or by making monthly installment payments throughout the school year. If installments are elected, the first payment must be paid on or before July 1st. Remaining payments are due on the first of each month, August through May. Tuition must be paid in full by May 20th. Any payments made after June 1st, for the school year ended, MUST BE PAID IN CASH.

Tuition and Fees are billed monthly, with payments due the first of each month July through May. The first payment must be paid on or before July 1st, and the last payment is due May 1st. Statements are sent to each family by the 15th of every month for the month following.

Payments may be made by check, cash, direct debit through your bank, and Visa or MasterCard. All payments are to be made payable to St. Michael School.

All payments are due on or before the FIRST of every month. If payment is not received by the FIFTH of the month, a \$25.00 Late Fee will be charged.

Checks returned by the bank marked "Non Sufficient Funds" will be assessed a \$25 fee per check. If the bank returns a second NSF check, no further checks will be accepted from your family. You may then pay by cash, cashier's check, money order, Visa or MasterCard only.

You may only register your student(s) if your tuition account with St. Michael for the current school year is up to date. Your registration will not be accepted if your tuition payments are in arrears and your registration fee will be returned. Your student(s) cannot be enrolled unless your full registration fee is paid at the time you pre-register. No space will be saved for your student(s) unless this fee is paid.

At the end of each academic term, if a family is delinquent two months or more and we have not heard from you, the student will not receive his/her report card and may be suspended from school until all financial obligations are met (see Delinquent Financial Obligation Policy). In order for your child to receive a report card, you must be fully current with all monies owed 5 school days before report cards are to be passed out. If your tuition is paid late, your student(s)' report card will be mailed 1 week after payment is received. If a parent/guardian is having a problem making a tuition payment on time, please call Meg Weitzel in the Parish Office at 708-349-0903 x617 to make tuition arrangements with her. Any reasonable temporary arrangement will be honored.

Delinquent Financial Obligation Policy:

In the event a school family's financial obligations have not been met (including the family's St. Michael Grand Raffle obligation and Parishioners' Participation obligation), including late charges assessed against the school family's account, the School reserves the right:

1. To deny admission for the student(s) of the delinquent school family to the School for a new academic term;
2. To deny admission for the student(s) of the delinquent school family to the School for the following year;
3. To withhold report cards from the student(s) of the delinquent school family; and
4. To not permit eighth grade student(s) of the delinquent school family to receive a cap and gown at graduation, or participate in any graduation activities. In addition, the diploma will not be issued and cumulative records will not be transferred to high school.

Tuition Assistance:

The School, through the School Board, provides parishioner families limited funding for tuition assistance. Applications are processed through the Private School Assistance Aid Service (PSAS). Applications may be obtained at the school office. All applications must be submitted by **May 1st**. There will be no exceptions. The financial aid committee will review the completed applications after they are processed through the financial aid service and notify the applicant of the decision. Application forms will be treated confidentially. Assistance is awarded to parishioner school

families based on financial need and on a temporary basis. Other extenuating circumstances such as illness or unemployment will also be considered, following assistance guidelines.

FAMILY-SCHOOL ASSOCIATION

The St. Michael Family School Association is a parent group that works toward the advancement of Catholic education and the welfare of St. Michael's students. By working with the faculty, staff and school board, they promote parent-school activities, communication and provide service to the school in various capacities.

FAMILY SCHOOL OFFICERS FOR 2009-2010

President
Vice President
Treasurer

Peggy McIntyre
Michelle Stoffle
Lesley Moyar

SCHOOL BOARD

The St. Michael School Board is an organization consisting of nine members, which acts as an advisory board to the pastor and principal. As outlined by the Archdiocese of Chicago, Office of Catholic Education its responsibilities are:

1. To develop, formulate and adopt policies that will help St. Michael School to reach its goals;
2. To act as the public relations arm of the school;
3. To review and provide advice on the annual school budget and to set tuition rates;
4. To represent its constituency through open meetings;
5. To participate in evaluation processes required by the Office of Catholic Schools;
6. To collaborate with the pastor in hiring the principal;
7. To collaborate in the implementation and monitoring of the school's three to five year plan;
8. To determine sources of funding.

***Local school boards are, by their very nature, advisory to the pastor and principal. The pastor and principal participate in all regular, special, and executive session meetings of the board. The pastor and principal participate in all deliberations of the board. The pastor has final approval of all board decisions. The principal is the executive officer of the board, in addition to other duties, and provides inservice and guidance to the board in school matters. The Archdiocesan and Elementary School Policies shall be the policies of the local board.**

Additional board policies may be developed as necessary to assist the principal in the operation of the school. Local board policies may not be contrary to Archdiocesan policies. *(Archdiocese of Chicago, June 2008)

School Board meetings are held on the third Tuesday of the month at 7:00 p.m. in the Commons. Parents are welcome and encouraged to attend.

SCHOOL BOARD MEMBERS AND OFFICERS FOR 2009-2010

President	Beth Ryan
Vice President	John Bonini
Secretary	Shelia Staunton
Treasurer	Gerald Beeson
Member	Kevin O'Finn
	Christine Hegg
	Thomas Richter
	Peggy McIntyre
F.S.A. Representative	
Fr. Paul Burak, Pastor	
Mrs. Bernadette Cuttone, Principal	

SPORTS PROGRAM – Athletic Director – Frank Markett

School sponsored athletic programs must be aligned with the school's mission and its philosophy. The principal is the primary authority over school athletic programs. School athletic directors are directly accountable to the principal. Only students enrolled in the school may participate in school-sponsored athletic programs.

Parish-sponsored sports programs are the responsibility of the pastor or his designee. Participation and eligibility are determined by the athletic board/committee with the approval of the pastor and/or principal.

Participation in Sports and extracurricular activities is a privilege not a right. **Students who do not maintain good grades, good discipline and whose financial obligations have not been met may not participate in extracurricular activities.** The school administration will monitor these areas and take appropriate action. Sports are organized through the St. Michael Athletic Association. Participation in sports is an important facet in the total education program. It fosters the development of coordination, sportsmanship, confidence and school spirit.

Girls in grades 4 - 8 may participate in basketball*, cheerleading, pom pons, soccer, volleyball*. Boys in grades 4 - 8 may participate in football, basketball*, volleyball* and soccer. For information regarding team tryouts, please call the director of a particular sport.

*Once placed on a team, a player cannot switch to another team or receive their money back. (Special circumstances will be brought before the Athletic Board for approval).

ADMENDMENT TO HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.



