



SAINT MICHAEL INDIAN SCHOOL

Parent & Student Handbook

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“It is always under this aspect - joy in the Heart of Jesus - that we ought to present our message to the children of this century...We must attract them by joy in order to lead them to its source, the Heart of Jesus, font of all consolations, to Him Who is the essential joy of God the Father.”

Saint Katharine Drexel

Foundress of Saint Michael Indian School

MISSION OF ST. MICHAEL INDIAN SCHOOL

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

DISCLAIMER

This Handbook does not establish a contractual relationship between Saint Michael Indian School and its students and/or parents of its students. This Handbook only serve to highlight Saint Michael Indian School's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind.

Any procedure contained within this Handbook is strictly intended to provide all students and parents of student with a general framework for addressing and/or resolving various situations that may arise from time to time. Saint Michael Indian School reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

GENERAL INFORMATION

ACADEMIC PROGRAM Our educational program includes all curricular material for the Pre-K to 12th grade level as prescribed by the Arizona Department of Education and the Archdiocese of Gallup. Teachers at each grade level and in each subject level follow the prescribed curriculum.

ACCESS to RECORDS Parents have the right to review student records and must request to do so in writing with 24-hour notice in order to view the records.

ADMISSIONS INFORMATION

CLASS SIZE Maximum class size (K-8): 30 students Enrollment of students beyond the maximum class size must be approved by the Principal, with first priority given to students from parish families, and in consideration of special needs accommodations as well as space limitations of the individual classroom. A teacher's aide will be provided for primary classrooms (K-3) having more than 25 students and for any classroom containing two or more students whose 504 Plan requires special accommodations in the classroom beyond the capacity of the regular classroom teacher.

ENROLLMENT/NON-DISCRIMINATORY POLICY St. Michael Indian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational programs, admissions policies, scholarships, loan programs, athletic or other school-administered programs. St. Michael Indian School shall admit students requiring special needs accommodations providing the school can meet the needs of those students.

PHILOSOPHY of ADMISSION The mission of Catholic schools is to assure that Catholic truths and values are fully integrated into the daily life and academic program of the student, and all students will participate fully in the Religion program of the school.

PRIORITY of ADMISSION Children are admitted to Saint Michael Indian School on a first come bases. All children are put on a waiting list if there is not an immediate opening in the requested grade. Children who have siblings in attendance at SMIS are automatically moved to the top of the waiting list.

REGISTRATION of new students is begins in January and continues through the Spring; with the date and time published in the local newspaper and parish bulletin. Parents wishing to enroll a new student or transfer a student to St. Michael Indian School must register in advance of the entry date. Children must accompany their parents at registration.

All new students must provide St. Michael Indian School with the following: 1. Records from previous school attended, including IEP or 504 Plan (if applicable) 2. Social security number 3. Physical exam (not more than one year old) 4. Eye exam (not more than one year old) 5. Up-to-date immunization certificate 6. Birth certificate (copy) 7. Baptismal certificate (copy)

REQUIREMENTS for ADMISSION

1. A child must be five (5) years of age on or before October 1 of the current year in order to enter kindergarten and six (6) years of age on or before October 1 of the current year in order to enter the first grade. Children enrolling in the first grade must have attended a certified kindergarten or comparable preparatory program in order to enter.
2. Parents are required to inform St. Michael Indian School of their child's specific academic, emotional, or physical needs. St. Michael Indian School also must be informed of any testing for or diagnosis of learning disabilities. Copies of testing reports are needed in order to be considered for admission. St. Michael Indian School has the right to decide if its program will best meet an individual child's special learning needs.
3. Jr. Kindergarten students must participate in a full pre-k screening and are admitted on a case-by-case decision. Children must be at least (3) years of age and must be using the restroom independently in order to qualify for screening.

AFTER SCHOOL ENRICHMENT PROGRAM (ASEP): Beginning at 3:30 p.m. each day and all children must be picked up before 6:00 PM. The St. Michael Indian School After School Enrichment Program (ASEP) provides

child care in a structured environment for students in K-8. A snack, recreation, arts and crafts, games and study time are part of the activities. The Director of the ASEP maintains the program under the guidelines established by the licensing agency for child care facilities for the state of Arizona. The ASEP registers students year-round, depending on enrollment numbers, but registration typically takes place before the first day of school.

AUTHORIZATION for PICK-UP Only persons who are listed on the transportation form as responsible parties will be allowed to pick up students from school.

CHANGES in TRANSPORTATION Parents must notify the school office by note or by phone any time their child’s afternoon dismissal routine changes, even if for only one day.

CHECKING IN/OUT A parent/guardian or other responsible party must sign students in and out of school.

MORNING PRAYER AND ANNOUNCEMENTS At 8:00 AM each day Morning Prayer will be led by the school Chaplain or member of the school Administration. Please have students in grades K-6 seated and quiet in chapel for prayers and announcements. During the announcements, birthdays, sports news, and other information will be communicated, and Father’s Blessing. Special programs, held in the gym, will be added to the morning Assembly routine during Lent and Advent and on other special occasions. Students who are in grades 7-12 begin Morning Prayer at 8:15 AM in the school chapel.

ATHLETIC ELIGIBILITY

Athletic Academic Standard: GPA of 2.5 or Higher with no F’s on three-week grade checks and quarterly grades. Participants in interscholastic activities sanctioned by the AIA and SMIS must meet or exceed the Athletic Academic Standard.

Grade checks will occur every three weeks and at quarterly grading periods. Athletes with a GPA below 2.5 or any F’s will have a one-week grace prior to bring their grades up. Athlete’s failing to raise their grade(s) by the end of the fourth week will be suspended from games and travel for the next two weeks. Athletes will be reinstated at the end of their two-week suspension, if they have raised their grade(s) to meet the Athletic Academic Standard.

Athletes with a GPA below 2.5 or any F’s at the end of a nine-week grading period will be ineligible for the entire next nine-weeks. An Athlete may be reinstated from a nine-week ineligibility period, if they meet the Athletic Academic Standard at the first three-week grade check of their nine-week ineligibility period. Athletes declared ineligible at the end of the second nine-weeks or fourth nine-weeks may be reinstated immediately, if their semester grades meet the Athletic Academic Standard. If an Athlete is still not eligible based on semester grades, they are ineligible for the entire upcoming semester with no opportunity to be reinstated. Athletes may replace only one “F” through summer school for athletic eligibility purposes.

Every qualified student at St. Michael Indian School has the opportunity to participate in an interscholastic athletic/extracurricular program, consisting of the following listed sports and activities:

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

ATTENDANCE INFORMATION--Students

Attendance Register

Grades	Times and Conditions	Attendance Register
PreK-Gr. 6	Arrive to school from 8:01 AM – 10:00 AM	<i>Tardy</i>

	Arrive after school begins or leave school before dismissal within 2 hours	<i>½ day absent</i>
	Arrive after school begins or leave school before dismissal within 3 hours	<i>½ day absent</i>
	Arrive after school begins or leave school before dismissal more than 3 hours	<i>Absent</i>
Gr. 7-12	8:16 – 10:00 AM	<i>Tardy</i>
	Arriving to class after the start bell	<i>Tardy</i>
	Not present in class	<i>Absent</i>
PreK-Gr. 12	Inclement weather conditions	<i>Excused tardy and/or absence</i>

ATTENDANCE CRITERIA

TARDY Arrive between 8 a.m. and 10 a.m. (JK – 6th), 8:16 – 10:00 (7th-12th)

ABSENT Full day absent OR check out before 10 a.m. **HALF DAY ABSENT** more than two (2) hours of instructional time **EARLY DISMISSAL** Check out 1 p.m. or later

EARLY DISMISSALS like tardiness, result in lost instructional time. Students with chronic early dismissals may be required to make up the time after school.

EXCUSED ABSENCES or TARDIES An absence or tardy may be excused for the following reasons, provided that a note from the parent/ guardian or a doctor/dentist statement is submitted to the school: a. Illness/injury that prevents attendance b. Medical/dental appointments that cannot be scheduled before or after school c. Court order d. Death in immediate family e. Attendance at a funeral f. Attendance at a family and/or religious function (wedding, graduation) g. Educational family vacation that is pre-approved by the Principal h. Natural disaster or other family emergency (Principal’s discretion)

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

PERFECT ATTENDANCE Perfect attendance is defined as having NO tardiness, early dismissals, or absences.

TARDIES All students should learn the value of adhering to a schedule and of arriving at school in a timely manner. Parents are responsible for ensuring that their children arrive by no later than 8:00 AM (grades K -6) and 8:15 (grades 7-12) each day. Because tardiness results in lost instructional time, students who are tardy more than four (4) times will make up the time after school. Fifteen (15) minutes of make-up time is assigned for every tardy beyond the first four. All students arriving to school tardy must check in at the office prior to heading to class. The student will then be issued a tardy slip.

ATTENDANCE RECORDS Teachers are required to maintain accurate attendance records in their grade books and to review and file daily attendance reports from the office. At the end of each trimester, the office will distribute an attendance summary to homeroom teachers along with attendance awards for the period. Teachers will compare their attendance records against the office report(s) before issuing the awards.

BEVERAGES Federal law prohibits students from using the vending machines within two hours of lunch time.

Therefore, students may not retrieve/receive soft drinks before 2 p.m. Students may be allowed soft drinks as special rewards or for classroom celebrations if held at 2 p.m. or later. Students may keep bottled water with them in the classroom as long as doing so does not cause a disruption. Students are encouraged to drink plenty of water throughout the school day.

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

- Teachers are to make sure that visitors to their classroom have a visitor's pass from the office.
- Students must be issued a hall pass if they leave the classroom.

BUS RULES Bus riders are to conduct themselves properly at all times, following the rules of the St. Michael School system:

1. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver may elect to discharge the pupil. In this event, the driver shall promptly notify the principal of the school where the pupil attends OR the superintendent along with the student's parent/guardian.
2. Each principal has the ultimate responsibility for ensuring the good deportment of students who ride the school bus and who walk to and from school.
3. The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) days per occurrence in the case of habitual or serious conduct violations.
4. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.
5. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

BUS SAFETY: While not all students ride the bus each day, most all students will board a bus at some point in the school year for field trips and other occasions. For this reason, St. Michael Indian School students and staff will practice general bus safety and emergency procedures.

CAFETERIA/LUNCH INFORMATION Lunch is provided on each full day of school. All cafeteria lunches, including pricing, menu options, and portion sizes adhere to the requirements established by the Food Services.

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

DAILY LUNCH COUNT Teachers are to take an accurate lunch count each morning, noting the number of students eating each entree, the number of students who brought their lunch, teachers/assistants eating lunch, and any guests eating lunch that day. This lunch count, along with any payments for lunch accounts, is to be sent to the cafeteria manager during morning hours

FREE AND REDUCED LUNCH PROGRAM Applications for the Federal Free and Reduced Lunch Program are sent home at the start of the school year and returned to the Principal who forwards them to the Enrollment Manager. Participation in the Free and Reduced Lunch Program provides SMIS students who qualify for lunch and/or breakfast for free or at a reduced cost. Forms are handled confidentially; students who qualify are not identified to their teachers or classmates, thanks to the cafeteria's computerized accounting system. Students who receive free or reduced lunch go through the regular lunch line.

GUESTS Parents, grandparents and other guests are welcome to eat lunch with a student any time as long as they notify the Cafeteria Manager or the school office by 9 AM. This ensures a proper lunch count.

RULES for STUDENT BEHAVIOR in the Cafeteria

1. No talking in line while waiting to be served.
2. Respect the cafeteria employees and the lunchroom monitor.
3. Talk quietly at your table after you are seated.
4. Do not leave your seat at the table without permission.
5. Use proper manners at all times! No throwing food or touching someone else's food.
6. Students may not share their food or take food from another student's tray.
- 7.

Clean all napkins, straws, etc. from your place at the table. Check under your chair! 8. Push in your chair as you leave the table..

CALENDAR

See school website: www.stmichaelindianschool.org or pick up a copy of the school calendar at the front office.

CANCELLATION/DELAY OF SCHOOL In the event of inclement weather, outbreaks of illness, etc., St. Michael Indian School will 1. School closing, delayed entry, or early dismissal due to weather or other emergencies will be announced on radio stations KTNN, KGLX, KXTC, TV Station KOAT Channel 7, and posted on the school's website and Facebook page.

2. **DO NOT CALL THE CONVENT.** If school closes early or is cancelled, there will be no After School Program on that day and parents will have to make other arrangements for child care. Make-up days follow the plan set forth by SMIS. All calendar amendments will be announced.

CHILD ABUSE REPORTING/ SAFE ENVIRONMENT

Anti-Bullying and Harassment Policy

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

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

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

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

Behaviors that Constitute Harassment and Bullying

Harassment and bullying constitute any sustained (repeated behavior which is conducted over a period of time) electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile school/work environment and that meets one or more of the following conditions:

- Places the student or employee in reasonable fear of harm to their personal property;
- Has a substantially detrimental effect on the student's or employee's physical or mental health
- Has the effect of substantially interfering with the student's academic performance or the employee's work performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" means any communication involving the transmission of the information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, social networks, pager services, cell phones, electronic text messaging, and/or similar technologies.

Further Conditions that Constitute Harassment and Bullying

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or:
- Unreasonable interference with a student's performance or an employee's work product that results in the creation of an intimidating, offensive, or hostile learning or work environment.
- Conduct that is consistently performed over a period of time in which the offender persists, despite being asked to desist, in the offensive behavior thus offending the person or persons in the presence of the conduct (i.e., telling inappropriate jokes, racially inappropriate remarks, etc.)

Sexual Harassment means unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and is considered harassing when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or beliefs;
- Submission to or rejecting of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.
- Conduct is consistently performed over a period of time in which the offender persists, despite being asked to desist (e.g., telling inappropriate jokes, using inappropriate language, making inappropriate gestures, inappropriate touching, etc.).

In situations between student and school officials, faculty, staff, or volunteers who have direct and consistent contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the target student's education or participation in the school programs or activities; and/or
- Requiring submission to or reaction of such conduct as a basis for decisions affecting the student

Reporting Incidents of Bullying or Harassment

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have first-hand information regarding the behavior in question and are willing to do so. The student can also ask a teacher to intervene in the problem.
- If bullying or harassment continues, the student must report harassment or bullying to his or her teacher. The teacher must intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior. The teacher may assign consequences for the bully's behavior as is appropriate and/or report the behavior to the principal and/or the designee. The teacher must record this incident and remain attentive to mitigate the reoccurrence of the behavior.
- If the teacher's intervention does not stop the behavior, the student/teacher should then report the incidents to the principal or the designee.
- When a staff member is aware of persistent incidents of bullying and/or harassing behavior they must intervene to stop it. If their attempts to stop the behavior are unsuccessful, then the teacher must report the problem to the principal or the designee.
- The term "designee" may include but not be limited to: the teacher in charge, and/or the principal and/or vice principal.
- Determination of consequences and actions due to bullying not outlined in this document, or in addition to those outlined in this document may be decided by the principal and/or vice principal and/or the head teachers.
- A staff member or volunteer who is a victim to bullying and harassment must report the behavior to the principal or pastor.

Immunity from Liability for the Reporting of Bullying or Harassment

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the

person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action as determined by the principal and/or the designee. Retaliation, against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited.

Investigation of Incidents

The school will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be ultimately responsible for handling all complaints by students or employees alleging bullying or harassment that are ongoing and persistent and that have not been mitigated by the teacher. Based upon the investigation of the allegations, the principal will take appropriate actions with the intention of mitigating and correcting the situation. Appropriate actions may include but not be limited to: counseling, mediating, assigning a consequence, memorializing the event(s) to be placed in permanent/personnel folders, or removal from the school. The principal or designee will determine the need to bring allegations of bullying or harassment to the attention of the president. Harassing and bullying involving threats will be brought to attention of law enforcement.

Filing False Complaints

An individual who knowingly files a false harassment/bullying complaint, and any person who gives false statements in an investigation, shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy.

Retaliation

A student found to have retaliated in violation of this policy shall be subject to measures up to and including, suspension or expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including, exclusion from school grounds and activities.

Anti-Bullying Training Programs for Students, Staff, and Volunteers

The principal is responsible for organizing training programs for staff, volunteers, and students. This training will include how to recognize harassment and what to do in case a student is harassed. SMIS uses Virtus Training, in compliance with Diocese of Gallup Policy, as the training program for all staff and volunteers who come into contact with children to ensure a safe environment for all children. In addition to diocesan requirements, the school will publish this policy annually. The school will review this policy with the children annually. This policy may be published by, but not limited to, the following means:

- Inclusion in the student handbook, which requires that students and parents sign that they have received and reviewed the materials.
- Inclusion in the faculty handbook, which requires that staff signs that they have received and reviewed the materials.
- Inclusion in registration materials, as a courtesy for new families that they may see that SMIS takes Anti-Bullying and Harassment seriously.
- Inclusion on the school's website, as a point of information.

Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have firsthand information regarding the behavior in question and are willing to do so. Also the student can report harassment or bullying to his or her teacher and the teacher can intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior.
- If the harassment does not stop, the student should then report the incidents to the principal or the designee.

Staff responsibilities regarding reports of harassment or bullying:

- Staff should be sensitive to ongoing reports of bullying and harassment
- When a staff member is aware of persistent incidents of bullying and/or harassing behavior they should attempt to intervene to mitigate the harassing behavior. If their attempts at intervention do not result in a successful resolution, they must report the problem to the principal or the designee.

Complaint Procedure

An individual who believes that he or she has been harassed or bullied will notify the teacher or the principal who will conduct an investigation. The person who is investigating the situation may ask the victim to fill out a Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, pictures, web information, and any other materials that will support the allegations. Information received during this investigation is kept confidential to extent possible. The investigator can be a teacher, principal or a principal's designee. The investigator, with the approval of the principal if appropriate, has the authority to initiate an investigation in the absence of a written report complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview the witnesses as deemed appropriate. Upon completion of the investigation, the investigator may make written findings. The investigator, if not the principal, will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following the investigation and the findings, the principal, applicable parties and/or the designee will determine if the allegations are true. Students, volunteers and staff who are found to have engaged in harassing or bullying behavior will be subject to consequences. The consequences listed above may or may not include the full array of possible penalties for engaging in this behavior and the decision for appropriate consequences rests solely with the principal and applicable parties. Decisions regarding consequences are binding.

Sexual Harassment will not be tolerated at Saint Michael Indian School. Sexual harassment is any type of unwelcomed sexual talk or actions that make a person feel bad, trapped, or confused. This includes any conduct or materials containing sexual suggestions that would be offensive to a reasonable person. In the event of an incident, it **MUST** be reported to the principal. All allegations of sexual harassment will be taken seriously and promptly investigated.

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

CODE OF CONDUCT for Students

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

CONDUCT Since our students are identified in the community by their uniforms, we expect the same high standard of behavior off the school grounds, especially to and from school, at sporting events and at events sponsored by clubs and organizations in which our students are officially or unofficially representing our school. It is expected that students attending activities and events sponsored in or by other schools will also exhibit proper Christian behavior. Students are expected to remain silent and orderly in the hallways when changing classes, going to the restrooms, and going to lunch. Students are not to disturb other classes. Hairstyles, clothing and accessories, gum, candy, cell phones, iPods—anything that draws unnecessary attention to the student and away from class activities—is not allowed. Bullying, teasing, and other threatening behaviors will not be tolerated.

RESPECT Students are expected to respect themselves and others. We insist on obedience to and respect towards those in authority—president, principal, teacher, instructional assistants, office manager, custodian, cafeteria manager and staff, and all volunteers. Speech and behavior should be such as to reflect favorably upon the home and the school. Therefore, good manners and consideration of others are to be observed at all

times. They are expected to open doors for others and stop to help anyone in need of assistance. We strive to foster pride in our students—pride in themselves and in their environment. Therefore, the proper respect must be shown for school property and the property of others. Students are to leave bulletin boards, posters, and other displays intact and untouched. Writing or defacing of any nature on the buildings, walls, or other school property—including textbooks and desks—will not be tolerated. Students defacing school property or the property of others will be held responsible for the damage and face disciplinary action.

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

CURRICULUM & ASSESSMENT The educational program at St. Michael Indian School consists of the following curriculum areas, with Religion being considered part of the core curriculum: Health & P.E., Mathematics, Religion, Social Studies, Language Arts, Music & Drama, Science, and Technology. Students in grades 3-12 are tested annually for academic progress using Iowa Test of Basic Skills (ITBS). Students in grades 9-12 are tested annually for academic progress using Iowa Test of Educational Development (ITED). Students in grades K-2 are given the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) testing three times each year (pre, mid, and post) to measure academic progress. Students in grades 5, 8, and 12 are giving the ACRE test from the National Catholic Education Association (NCEA) for religious knowledge. ACRE testing is required by the Bishop of The Diocese of Gallup.

DELIVERIES of GIFTS, FLOWERS, PACKAGES Students who have flowers and other such deliveries will be notified that they may pick them up in the school office after school hours. These items will not be brought to the classroom during the school day. Balloons are not allowed on school buses. Parents who need to make deliveries of food or other items to a student may leave the item(s) in the school office and have the office personnel make the delivery to the classroom or sign in and make the delivery to the classroom in person.

DISCIPLINE INFORMATION: Disciplinary Infractions & Consequences

<p><u>Level I Infractions</u> Dress Code Violation Failure to follow class/playground/cafeteria rules Gum/candy/food/drink without permission Horseplay Minor class disruption No hall pass Note-passing Public displays of affection Unsportsmanlike conduct Other minor offenses deemed as such by Principal</p>	<p><u>Level I Consequences</u> <u>1st Incident –</u> Teacher conference with student Teacher documents infraction <u>2nd Incident –</u> Teacher conferences with student Teacher documents on DISCIPLINE NOTICE form and sends form home to be signed by parent/guardian Clean-up duty/extra work/loss of athletic/other privileges <u>3rd Incident</u> Student sent to office w/DISCIPLINARY REFERRAL Student and Parent meeting with principal Behavior Improvement Plan and Detention Non-participation in athletic/extracurricular activities</p>
<p><u>Level II Infractions</u> PERSISTENT LEVEL I BEHAVIOR Cheating</p>	<p><u>Level II Consequences</u> <u>1st Infraction</u> Student sent to office w/ DISCIPLINARY REFERRAL</p>

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

DISCIPLINE INFORMATION: Discipline Procedures

Faculty and staff, parents and students need to be very familiar with what constitutes a Level I, II, III, or IV infraction as well as the possible consequences associated with major and minor behavior infractions.

- At the first instance of a Level I infraction, teachers are to give the student a verbal warning, review the rules and consequences for further rules violations, and note the infraction in the student’s planner for the parent to read and sign. Teachers also may call home if needed.
- There are two forms outlined below that are used, depending on the circumstances and the severity of the misconduct:

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

OFFICE REFERRAL: This form is to be used with the THIRD incident of Level I misconduct and all Level II and III disciplinary infractions.

• The following are considered appropriate consequences for inappropriate behavior by Saint Michael Indian School, and may be assigned to students depending upon the frequency and severity of the misbehavior:

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

DETENTION: Detention is considered an acceptable means of discipline. Detention shall not occur without prior notification of parents. Students detained shall be provided adequate supervision. Students may lose other privileges if they are placed in detention.

PROBATION: Probation is a disciplinary procedure by which a student is evaluated by teacher and principal with regard to his/her attitude and behavior over a specified period of time. This procedure is followed in order to determine the student's resolve to remain in the school community.

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

DRESS CODE FOR ST. MICHAEL INDIAN SCHOOL STUDENTS

Saint Michael Indian School educates the whole person. A uniform/dress code policy is instituted for the following reasons:

- To help establish and maintain proper academic tone within the school community.
- To provide financial relief for parents/guardians.
- To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character rather than appearances.
- To instill good grooming habits and neatness in appearance.

Parents are responsible for seeing that their children are dressed appropriately for school in accordance with Catholic modesty and the dress code. Parents must bring a change of clothes if their children are not dressed appropriately. Students are required to conform to the dress code upon arrival to and departure from school. While representing Saint Michael Indian School at any events, students need to remain in dress code or appropriately dressed.

For liturgies, students are to wear their uniform best (girls wear their jumpers and young ladies wear their skirts). During retreat days, the normal Dress Code is worn.

Pre-Kindergarten – Grade 6

Article of Clothing	GIRLS	BOYS
Shirt, Pants, and Sweaters	<u>Dennis School Uniform</u> <ul style="list-style-type: none"> • Jumper (PreK-Gr. 4); Skirt (Gr. 5-6) • Polo • Blouse • Pants • Walking shorts • Logo Pullover sweater • Tie 	<u>Dennis School Uniform</u> <ul style="list-style-type: none"> • Polo • Oxford shirt • Pants • Walking shorts • Logo Pullover cardigan or pullover • Tie Black or Plaid
Shoes	<ul style="list-style-type: none"> • Worn with black, brown, or white knee-high length socks 	<ul style="list-style-type: none"> • Worn with black, brown, or white socks

	<ul style="list-style-type: none"> • Solid black, brown or white casual or dress (ideal for running and playing outside, and going up and down stairs) 	<ul style="list-style-type: none"> • Solid black, brown or white casual or dress (ideal for running and playing outside, and going up and down stairs)
Winter Outer-wear	<ul style="list-style-type: none"> • Jacket (plain) for outdoors • Scarf and gloves • Winter hat 	<ul style="list-style-type: none"> • Jacket (plain) for outdoors • Scarf and gloves • Winter hat
SPARK	<ul style="list-style-type: none"> • Athletic shoes (solid black, brown, or white) 	<ul style="list-style-type: none"> • Athletic shoes (solid black, brown, or white)

Grades 7 - 12

Article of Clothing	YOUNG LADIES	YOUNG MEN
Shirt, Pants, and Sweaters	<u>Dennis Uniform</u> <ul style="list-style-type: none"> • White Oxford shirt, Polo (red, white, yellow or gray) • Cardigan or pullover • Skirt • Walking shorts • Pants • Tie crisscross or long, plaid or black 	<u>Dennis Uniform</u> <ul style="list-style-type: none"> • White Oxford shirt, Polo (red, white, yellow, or gray) • Cardigan or pullover • Walking shorts • Pants • Tie (black or school color plaid)
Shoes	<ul style="list-style-type: none"> • Worn with black, brown, or white knee-high length socks, leggings, or tights • Solid black, brown or white casual or dress (ideal for running and playing outside, and going up and down stairs) • Extra Athletic pair (solid black, brown, or white) for SPARK/PE Mentioned below in SPARK section. 	<ul style="list-style-type: none"> • Worn with black, brown, or white socks • Solid black, brown or white casual or dress (ideal for running and playing outside, and going up and down stairs) • Extra Athletic pair (solid black, brown, or white) for SPARK/PE
Outer-wear	<ul style="list-style-type: none"> • Jacket (plain) for outdoors • Scarf and gloves, warm hats 	<ul style="list-style-type: none"> • Jacket (plain) for outdoors • Scarf and gloves
SPARK/PE	<ul style="list-style-type: none"> • SMIS T-shirt, plain red or white T-shirt • Warm up pants • Knee length shorts • Athletic shoes (solid black, brown, or white) 	<ul style="list-style-type: none"> • SMIS T-shirt, plain red or white T-shirt • Warm up pants • Knee length shorts • Athletic shoes (solid black, brown, or white)

Restrictions:

Hair, Nails, and Jewelry

<u>Girls and Young Ladies</u> <ul style="list-style-type: none"> • Hair that is worn in front must be cut and kept above the eyebrows, and out of eyes. • Naturally colored and simply styled hair (no spiked or extreme styles). 	<u>Boys and Young Men</u> <ul style="list-style-type: none"> • Hair that is worn in front must be cut and kept above the eyebrows and out of eyes. If hair is longer than shirt
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<ul style="list-style-type: none"> • Natural nails (<u>clear</u> nail polish may be worn). • Church appropriate (religious medals or cross pendant) or modest jewelry. One pair of earrings (one earring per ear) that are smaller than 1 inch may be worn. Traditional jewelry may be worn with traditional dress attire. 	<p>collar, it must be traditionally styled or tied back</p> <ul style="list-style-type: none"> • Naturally colored and simply styled hair (no spiked or extreme styles). • Church appropriate jewelry (religious medals or cross pendant) may be worn. <p>Traditional jewelry may be worn with traditional dress attire.</p>
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Clothing and Accessories Prohibited:

<ul style="list-style-type: none"> • Gothic, skulls, spikes, gang, or obscene designs, words, signs, pictures and symbols • Shoes with lights, thick soles, high heels, including clogs, sandals, heelys, flip-flops, open toe and open heel • Hoodies (hooded sweatshirts) in the classroom • Boys wearing earrings and nail polish • Excessive jewelry, piercings, and gauges • Unnatural hair color, including hair covering/hiding face or eyes • Artificial nails, colored nail polish, heavy makeup and body marks • Sweat bands, wrist bands, bandannas, caps and hats • Dark Sunglasses in the building, unless medically required.
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DRESS DOWN DAYS Out-of-uniform days are set aside as (1) reward days for certain classes, specific groups of students, or the entire student body, and (2) fundraising for specific purposes.

DRESS DOWN RULES • No bare midriffs, backs, or shoulders • No cut-offs • No shorts more than 5” above the top of the knee • No open-toed sandals or flip flops • Athletic shoes must be worn if P.E. is held on the dress down day • No belt is required and shirts do not have to be tucked in • Capri pants are acceptable • No hats • No shirts with inappropriate or suggestive language or advertising that promotes alcohol, tobacco, or bars • All other rules for appropriate dress apply

SPIRIT DAYS Guidelines for Spirit Days are: • Any St. Michael Indian School uniform or “spirit” TOP is acceptable. • Uniform **BOTTOMS** (pants, shorts, skorts) may be worn OR participants may wear **JEANS, CARGO PANTS, CAMO PANTS, KHAKIS, CAPRIS**, etc. Pants/shorts may not have holes or rips in them. • Belts are required. • Shirts must be tucked in. • Students may not wear any part of their athletic jerseys to school on Spirit Day without the express permission of their coach.

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

- When a student is found in possession of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event: 1. The substance will be taken away from the student 2. Parent/guardian will be called to take the student home unless emergency help is necessary. 3. The President will be notified and consulted. 4. A conference with the student, parent/guardian, and school officials will take place. 5. Law enforcement authorities will be informed. 6. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to

determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/ or dismissal from school.

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

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The President will be notified and consulted.
4. The student will be dismissed from school.

- When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

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

EMERGENCY DRILLS & PROCEDURES Emergency drills are taught and practiced at the beginning of the school year in Health/P.E. classes before school-wide drills take place.

FIRE DRILLS Students should familiarize themselves with the location of their room in relation to all school exits and should learn that an exit plan is posted in each room. Teachers will periodically review safety procedures with students. During fire drills, students are required to file out of the building as instructed and go to their appointed areas. When the alarm sounds:

- All faculty, staff and students will walk single-file out of the building via the nearest exit (refer to emergency drill procedures) and go to their appointed area.
- Teachers are to take their record books and emergency kits with them and take roll immediately.

ENTERING THE BUILDING Saint Michael Indian School welcomes parents, family members and friends. However, for the safety of our students and staff, our visitors must follow the safety rules. All visitors are to use the Saint Michael Indian School Elementary or High School office. Upon entering the building, all visitors must report to the office. If visitors plan to be in the building for a class visit, to eat lunch, etc., they should sign in and obtain a visitor's badge. For the safety and privacy of our students visitors are not allowed to take cell phones with them on campus –cell phones should be left in vehicles or checked at front desk. This cell phone policy only applies to the school day and does not apply during special events, programs, or athletic events.

EXTRA CURRICULAR ACTIVITIES are considered activities that take place both inside and outside of the normal instructional day that promote community, leadership, service and artistic expression. At Saint Michael Indian School these activities include but are not limited to: Navajo Flute, Drama, Glee, Service Club, National Honors Society, Jr National Honors Society, Photography, Print Media, and Yearbook.

FIELD TRIPS: All field trips must be approved by the Principal in advance, and teachers must show specific correlation with the curriculum for each field trip. After permission is obtained a budget for the field trip must be submitted and approved. Permission slips signed by the student's parent/guardian must be obtained for each student at least 48 hours prior to the day of the field trip.

FLOOR PLAN: A detailed floor plan is available for all faculty and staff. For the safety of our children, faculty, and staff, the floor plan must not be posted or given to the public.

FUNDRAISING: Fundraising efforts in the name of or for the school must have the approval of the Director of Annual Giving and/or President beforehand. To avoid duplication and confusion among businesses, any soliciting from businesses or individuals must be cleared with the Development Office. This includes all minor and major fundraising activities for school clubs, athletics, or special events.

Grants: All grant applications are coordinated through the Development Office, where the staff has full oversight in writing the grant and/or providing required documents. A copy of all grants is kept in the Development Office.

All grant funding approvals and receipts must be turned into the Development Office the same day or purchase. Pre-approval of funding is required for all grant spending.

GRADING POLICIES and PROCEDURES: It is the policy of the SMIS that all students will receive a grade for each subject area, including Art, Music, Health, Religion, Physical Education, and Technology. When grading, teachers must assess student performance based on the established progress codes. An “A” for example represents excellence that is well above average, while a “C” is mid-range on the scale, indicating an adequate, or average performance.

- Teachers must provide students (and parents) with performance standards for each project or type of assignment (performance, test, etc.), and must understand how their performance will be rated.
- Teachers must keep any IEP and/or 504 plan accommodations in mind as they pertain to grading procedures.
- Special class teachers must submit the summary grade report for each grade level to each home room teacher at least three days before report cards are issued.
- At the end of the year, the final Report Card is sent home with students and a copy of the Report Card is to be filed in student's' records.
- Grade books are filed in the office.
- No assignment or final grade can be worth more than 100 pts.
- Extra credit may be given at the teacher’s discretion.

Progress Reports

1. Progress Reports are provided during a mid-quarter Student-Parent-Teacher conference. Mid-quarter dates are indicated in the school calendar. Conferences will be announced and posted in the school newsletter, website, and social media.
2. Parents of students in grades 3 through 8 can access reports using the RenWeb School Information System. User I.D. and Passcode will be mailed the first week of September.

Report Cards

1. Report Cards are issued four times yearly (October, January, March, and May).
2. The report cards are available in the front offices. Fourth quarter report cards are mailed to the address on file.
3. Grading Scale

Scholastic Achievement and Grade Point Average Points			Performance
A	95 - 100	4.0	E – Excellent
A-	90 - 94	3.7	G – Good
B+	87 - 89	3.5	S – Satisfactory
B	84 - 86	3.0	N – Needs Improvement
B-	80 - 83	2.7	I – Incomplete
C+	77 - 79	2.5	<i>(A grade of Incomplete is assigned with prior approval from the Administration.)</i>
C	74 - 76	2.0	
C-	70 - 73	1.7	
D+	67 - 69	1.3	
D	65 - 66	1.5	
D-	60 - 64	1.0	
F	0 - 59	0	
I		0	

Honor Roll

1. A (4.0) Honor Roll students have all A grades in course subjects, E and G Performance in Work Habits and Behavior, and no N in any area.

2. B (3.0) Honor Roll students have all A's and B's in course subjects (no C grades), Es and Gs in Work Habits and Behavior, and no N or I grades in any area.
3. Both A and B Honor Roll students maintain good attendance (no more than 3 tardies/early checkouts, and 3 days excused absences).

Awards

1. An Awards Assembly is held at the end of each quarter where all Honor Roll and Perfect Attendance students are awarded for their efforts. At the end of the year, the Academic Excellence Award is given to those who are on the Honor Roll all four quarters. The Attendance Award is given to those with no days absent, no tardies and no early checkouts.
2. Special awards are also given for volunteering and Christian works.
3. Classroom teachers also give awards to their students

Salutatorian and Valedictorian: Graduating seniors ranking highest and second highest respectively in scholarship are accorded the honor of delivering the addresses at commencement ceremonies. Although cumulative GPA is the only criterion in deterring these honors, eligibility is contingent upon educational programs in strict compliance with standards defined by SMIS Academic and Behavioral policies.

Those ineligible for this honor are those whose academic programs reflect departure from the following standards:

- Students whose probationary and/or modified instructional program resulted in reduction of credit earning potential.
- Transfer students whose credits earned a SMIS does not equal at 50% of total credits toward graduation.
- Students who have not fulfilled the service hour requirement for the entire four years of their High School career.

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

Students and parents are encouraged to discuss their concerns and complaints through conferences with the appropriate teacher, principal or staff member. Concerns should be expressed within ten school days to allow early resolution at the lowest possible administrative level. If a conference regarding a complaint fails to reach a satisfactory outcome to the student or parent, the parent may initiate the formal grievance process. Even after initiating the formal grievance process, students and parents are encouraged to seek resolution of their concerns at the lowest possible administrative level. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

To File a Formal Grievance: Step One: The disputing party within ten (10) school days of the response given at the conference presents his/her dispute to the principal for review and decision. A "Dispute Resolution Form" must be filed at the principal's office. This is available online or at the principal's office. The principal will then schedule a conference. **Step Two:** If the dispute is not settled at this level, the disputing party within ten (10) school days of the principal's decision may present the dispute to the president for his/her review and decision. A "Dispute Resolution Form" must be filed at the president's office. This is available online or at the president's office. The president will then schedule a conference. The president will conclude this review of the dispute and render his/her decision within ten (10) school days of the meeting. **Step Three:** If the dispute cannot be resolved, the disputing party may petition the Board of Directors in writing for their review of the dispute. A "Dispute Resolution Form" must be mailed to the Chair of the Board. This is available online or at the president's office. The board, at their sole discretion, may decide to review or not review the dispute in question. If the board chooses to review the dispute, the board shall render a decision to the president and person(s) filing the grievance in writing within ten (10) school days of receiving the written petition unless the board determines that additional time is required to adequately investigate and resolve the dispute. Normally, the board's decision is the final ruling on a dispute.

HEALTH & MEDICAL INFORMATION FIRST AID • St. Michael Indian School has a minimum of two designated First Aid/CPR providers who are trained and certified annually. Minor injuries are the responsibility of these trained personnel. • All employees of St. Michael Indian School receive blood borne pathogens training on an annual basis, and the school office and all classrooms are provided with protective gloves and bags in accordance with universal precautions for preventing contact with blood or other potentially infectious body fluids. • First aid supplies are stored in classroom emergency kits as well as in the school office. • The school office is the designated area for sick or injured students, faculty and staff. • If a major accident or serious illness occurs, the student's parent/guardian is notified. Emergency medical help and transportation are secured, if needed. If a parent/guardian or other family member cannot be contacted, medical help is secured, and the parent/guardian is contacted as soon as possible. Up-to-date emergency care information is maintained on the school's database. It is the sole responsibility of the parent/guardian to keep this information current and to notify the school of any changes in students' emergency contacts, physician, insurance, health concerns, and/or medications.

IDENTIFICATION OF HEAD LICE: 1. Head lice are small, light gray-brown insects that are difficult to see because of their size and coloring. They move quickly and shy away from light. 2. A live egg ("nit") is usually located within 1/2 inch from the scalp. Nits may be mistaken for dandruff but cannot be brushed or blown away. The nit is adhered to the hair shaft with a glue-like substance. 3. Symptoms include severe itching of the scalp, especially at the nape of the neck and behind the ears; scalp irritation; presence of light gray-brown insects and/or eggs. Transmission usually occurs from person to person after direct contact with an infected individual. Indirect contact may occur from the sharing of personal belongings, such as headgear, combs, brushes, and clothing. Any child with obvious signs of and symptoms will be screened promptly. The parent/guardian will be contacted and required to pick up the child. Any child screened will be treated with respect and sensitivity and staff must be discreet.

MEDICATIONS will be administered according to the following guidelines: • At the beginning of the school year, each student must have up-to-date medical information completed and placed on file in the school office. This information includes physician, parent, and emergency contact information, information regarding medications a student is taking, and information regarding allergies and other medical conditions that the school should be made aware of. Authorization for the school office staff to dispense medication is also included. • The school will not dispense any medication without the written permission of the parent/guardian. Tylenol or Motrin, for example, may be given to students ONLY if by permission of the parent/ guardian. • All medication, prescription or over-the-counter, including inhalers, throat lozenges/cough drops, and eye drops must be brought to school in zip-lock plastic bags with the student's name clearly marked on the bag, and the proper dispenser (dose cup) must be provided in the bag. A signed Medicine Authorization form MUST accompany the medication in the bag. Forms are provided in the office and in parents' information folders at the beginning of the school year. • If the medication is prescribed by a doctor, the doctor's orders also must accompany the medication. • All medications must be turned in to the school office at the beginning of the day or whenever the student arrives at school. Students may not carry medications except to and from school (special allowance can be obtained for inhalers). Any medications that must be retrieved from the office at the end of the school day are the responsibility of the student. • Non-prescription medications will be dispensed with written parent consent for a short period of time. The student's doctor must give written permission for any OTC medications that are to be administered for longer than three days. • The information on the Medical Authorization form and the prescription medication label MUST match or the medication will not be dispensed. In other words, the student's name must appear on the prescription label, and only the dosage instructions on the label can be followed. • When a medication has been discontinued, or at the end of the school year, parents will have two weeks to pick up remaining medication or it will be discarded. • Self-medication (inhaler, for example) will be allowed ONLY when approved by the doctor's orders. • It is the responsibility of the student to come to the office to take his/her medicine.

NOTES from DOCTOR or PARENT Parents must notify the school of any condition which may affect a student's participation in school. In cases of injury or illness in which a student has been treated by a physician, parents should send a copy of the doctor's orders to the school if the condition will affect student participation in any way. For cases in which the student was not seen by a physician, parents must submit a signed and dated note describing the illness/injury and notifying the school of any changes that will be necessary in the child's

daily routine. All physician and parent notes are to be sent to the office. If a note requires that a student abstain from P.E. or recess, the school office must notify the P.E. teacher and playground monitors.

PHYSICAL EXAMS Physical exams by a licensed physician are required for all student athletes. Forms are available in the parent information folder and the school office.

HOMEWORK

Homework reinforces skills, reviews what a child has been taught in school, builds on the parent/child relationship, and fosters habits of independent study.

Grade	Days and Time Allotment	Report Card Grade
K and 1	Monday – Thursday 15 – 30 minutes	E – means the homework was complete every day G – homework complete all but 1 or 2 days S – homework complete all but 3 to 5 days N – homework complete all but 6 or more days
2 and 3	Monday – Thursday 30 – 45 minutes	
4, 5 and 6	Monday – Thursday 30 – 60 minutes	Factored into subject grades.
7-12	Daily 1 ½ - 2 hours	Factored into subject grades.

1. Homework assignments are recorded in the planner or homework folder.
 2. Incomplete homework must be completed and submitted with a deduction in a student’s grade.
 3. Students who are ill make up work that was assigned during their absence.
- Teachers who ignore the homework policy may be subject to reprimand, probation, and even termination.

INTERNET USAGE POLICY: is provided by the Diocese of Gallup. Every user – volunteer, parent of student and faculty and staff member must sign in order to gain access to the SMIS Cardinal Internet. See discipline for infractions concerning students. Volunteer infractions will result in the volunteer being dismissed with legal action if the infraction warrants such action.

PARENT-TEACHER-STUDENT (PTS) CONFERENCES

P-T conferences are scheduled twice each year. Additional conference can be scheduled at the parent's request at a meeting time that is mutually agreed upon by parent and teacher. P-T conferences allow the parent, student, and teacher to assess and monitor progress and to discuss what is necessary in order to insure student success. P-T conferences are to be scheduled at 15-minute intervals; however, if the teacher, parent, or the student feels that more time is needed, then it is important to honor this need.

PARKING Students are to park in designated areas only. All Student Drivers must obtain a SMIS parking pass, and must have a valid Driver’s License, and current insurance if driving and parking on SMIS lots.

PERMISSION FORMS: Permission forms for field trips and movies are a standard form that must be obtain from the principal. No substitutions may be accepted. Only movies that are rated G will be shown at St. Michael Indian School with the exception of PG movies that follow the curriculum AND have the prior approval of the principal AND parents.

PHONE POLICY Students -are not allowed to have cell phones turned on while they are in class or in chapel. Students who bring cell phones to school must keep them turned off during instructional time and store them in their book bags and/or lockers when required to do so by the teacher. Students are not allowed to make phone calls on their cell phones during the school day except in an emergency. Students may bring cell phones with them on field trips but they may not be used without the teacher's permission and supervision. Students who use cell phones without permission will have the phones taken from them and kept in the office until a parent comes to retrieve them. Students who need to use the phone during the school day may do so in the classroom under teacher supervision as long as class time is not compromised. Otherwise, students needing to use the phone must do so during lunch/recess time. Saint Michael Indian School is never responsible for the safety of a student's cell phone –if a student brings a cell phone to school it is always under the assumption that they are doing so at their own risk. If a phone malfunctions, is lost or stolen, SMIS is not responsible for replacing or repairing the device.

PROMOTION and RETENTION: Academic consideration for progression shall be determined on the basis of TWO or MORE of the following: • teacher evaluation of the student • acceptable ability-related achievement of a pupil on a standardized test • student progress toward mastery of SMIS outcomes. Decisions regarding retention will be made by the teacher(s), principal, parents, and counselor.

PARENT TEACHER ORGANIZATION (PTO) & MEETINGS: The mission of the PTO is to support and enrich our children's Catholic education and spiritual growth in the SMIS community. We will attain this by uniting parents, students and staff through ongoing communication, effective fundraising and promotion of academic enrichment programs. Parents and teachers have the opportunity to become part of the initial development of various committees from the beginning of each school year. Committees include but are not limited to; Athletic Boosters, Achievement and Recognition, Carnival, Wish Lists, Entertainment, and etc. PTO meetings will be held at 6:00 pm on the first Wednesday of each month. The school reserves the right to reschedule a meeting that has been canceled due to a school emergency or inclement weather. Notification of re-scheduled meeting be announced within (3) three days of the canceled meeting and a week prior to the re-scheduled meeting.

SCHEDULES

Grades 7th – 12th

<u>A/B Block Days M/T/Th/F</u>	<u>Wednesday</u>
8:30-10:00 A1/B5	8:30-9:05 A1
10:05-11:35 A2/B6	9:10-9:45 A2
11:35-12:05 Lunch	9:50-10:25 A3
12:10-1:40 A3/B7	10:30-11:30 Liturgy
1:45-3:15 A4/B8	11:35-12:05 Lunch
3:20-3:30 Flagpole	12:10-12:45 A4
	12:50-1:25 B5
<u>Lunches (Same Time Everyday)</u>	1:30-2:05 B6
11:35-12:05 MS/HS	2:10-2:45 B7

	2:50-3:20	B8
	3:20-3:30	Flagpole

Grades Jr. K – 6th **Lunch and Recess Schedule**

Monday thru Friday

10:55-11:25 K-3 Lunch

11:25-11:55 K-3 Recess

12:10-12:40 3/4 Class to 6th Grade Lunch

12:40-1:10 3/4 Class to 6th Grade Recess

SEARCH and SEIZURE: If the principal believes that a student is carrying a dangerous item on his/her person, the principal should ask the student for the item. If the student refuses, the student can be asked to empty his/her pockets, backpack, purse, etc. If the student still refuses, parents and possibly local Law enforcement will be called to the school. If the principal believes that other students and/or staff are in immediate danger, the principal will have to take whatever action appears necessary to gain possession of the item -obviously, such a procedure is a serious one and should be undertaken only under appropriately serious circumstances. If the principal is forced to call Law enforcement the parent could be held responsible for any related charges and the student could face expulsion.

SYLLABUS: All teachers must prepare a syllabus for the current school year for parents. Included in the syllabus will be general information for parents regarding grading practices, homework policies, class activities, and curriculum topics, as well as contact information for the Teacher.

VOLUNTEERS/CHAPERONES:

- Complete Virtus Training as required by the Diocese of Gallup volunteering on annual basis.
- Understand and adhere to the philosophy and all policies of the school regarding student conduct, disciplinary rules and procedures, child/sexual abuse, confidentiality and harassment
- Be a role model for students • Be responsible for the safety of each student.

WEBSITE www.stmichaelindianshool.org