

# Welcome to our St. Michael Parish School and our *Family of Families!*



## ***The Mission of St. Michael Catholic Community***

Place God first in all things, to proclaim the gospel of Jesus Christ, and to grow in holiness through prayer, sacraments, and service.

## **School Mission Statement**

St. Michael Parish School exists to provide a Catholic education committed to the mission of St. Michael Parish, excellence in teaching and learning, and the continual spiritual, intellectual, physical, social, emotional, and aesthetic growth of all.

## **St. Michael Parish School Philosophy Statement**

St. Michael Parish School is a ministry of St. Michael Parish. We strive to:

- + Fulfill our mission
- + Empower leaders who live the Gospel message
- + Provide excellence in a student-centered academic program that supports parents as primary educators and teachers as facilitators of learning
- + Create a Catholic community of disciples who are committed to grow, worship, serve, give, connect, and share

## **St. Michael Parish School School-Wide Learning Expectations (SLEs)**

As life-long learners, St. Michael Parish School students:

- + Meet or exceed grade level standards in all subjects
- + Participate in a rigorous curriculum that results in high achievement for all
- + Set goals that lead to growth in academics and discipleship

As disciples of Jesus Christ, St. Michael Parish School students:

- + **Grow** in faith using the gifts of the Holy Spirit
- + **Worship** through regular celebration of the Sacraments and friendship with Jesus
- + **Serve** our community by developing and using their God-given talents.
- + **Give** generously from their hearts by participation in parish and community stewardship
- + **Connect** to each other as children of God and brothers and sisters of Jesus Christ
- + **Share** their faith and learning with the world

## School Schedule:

School office hours 7:45 am – 3:30 pm/4:00 pm  
Monday through Friday

School hours:

**Kindergarten – 8th:** Monday - Friday: 8:10am - 2:15pm

**Pre-K:** Monday – Friday 8:10 am – 11:10 am

Students can arrive NO EARLIER than 7:45 am. Any student found on campus before 7:45 am or after 3:15 pm will be sent to extended care and parents will be billed accordingly.

**Weather related delays:** We follow the Olympia School District protocol for school delays due to inclement weather. Please check our Facebook page, school website, or listen to local news agencies for information about school delays or closures. We will also send an email with more information.

**Attendance: Please report any tardies or absences no later than 8:30 am** when your student is going to be tardy or absent. Tardies and absences can be reported via email ([attendance@stmikesolympia.org](mailto:attendance@stmikesolympia.org)), via the link on our website or by phone at 360-754-5131. The tardy/absence will be unexcused if the school is not notified by 12:00 pm. **Every tardy student must pick up a tardy slip in the office before going to their classroom.**

For more information, please read our attendance policy in the family handbook.

**Checking students out of school:** We understand that the occasion may arise where students may need to leave during the school day. If possible, please inform your teacher and the office of your appointment by sending an email to the teacher and [attendance@stmikesolympia.org](mailto:attendance@stmikesolympia.org) or by calling us at 360-754-5131. This allows the teacher time to give your student their homework assignments, if applicable. When you come in to pick up your student, you must go to the office and sign him/her out. You will receive a green check out slip that you will give to their teacher when you get your student.

## Volunteers and visitors:

**The faculty and staff at St. Michael Parish School take the safety and security of our community seriously.** To that end, every visitor or volunteer must sign in and sign out at the office before entering and exiting the school during school hours. They must also wear a visitor or volunteer sticker. This includes parents having lunch with their child(ren) in the cafeteria or picking their student up for an appointment.

## Communications:

### Family Handbook:

The Family Handbook is available on our website at [www.stmikesolympia.org](http://www.stmikesolympia.org) under "Forms and Documents."

### Thursday Notes:

The "Thursday Notes" newsletter is emailed to all school families every Thursday. Thursday Notes contains important information for all school families including important dates and event information. You will also receive various reminders throughout the year via the Thursday Notes email address. **If you are not receiving Thursday Notes, please contact the school office immediately.**

### Green Envelope:

A green envelope is sent home with your youngest child every Thursday. These envelopes can contain lunch accounts invoices, Scrip orders and the previous week's homework. Green Thursday envelopes are **due** back to school on **Friday** but no later than **Monday**. You may also receive a white envelope from your older child that contains their homework from the previous week.

### Curriculum Night and Open House:

The Curriculum night is held during the second week of school. The goal of this evening is to build a strong foundation of partnership between teachers and parents that will last all throughout the year. Our teachers will share an overview of our curriculum and let you know how you can best support the education of your children.

### Catholic Schools Week Open House:

To celebrate Catholic Schools week, we invite current and prospective families to visit the school and see what our students think makes Catholic schools, especially St. Michael Parish School, so special. The Open House is commonly held on the last Sunday in January.

### **School Activities and Programs:**

#### **MMO (Monday Morning Opening: We begin with Faith):**

MMO is the assembly and prayer service that starts off each week. Each grade is responsible for leading the school in prayer. Students and faculty also use the time for awards, recognition, and announcements. Parents are welcome to attend.

**Lunch Program:** You can prepay for hot lunch by sending in payment to the office labeled "hot lunch". You will receive a statement from the lunch room if your balance ever goes below \$0. No student will go without lunch if their balance goes below \$0.

## **Programs, Events and Activities**

#### **Safety Patrol:**

Each year, the 5<sup>th</sup> graders oversee safety patrol both before and after school. They are also in charge of raising and lowering the American flag. They are trained at the end of the 4<sup>th</sup> grade. Their hard work culminates in an end-of-the-year party. Please listen to their requests when they are on duty.

#### **Saint Houses:**

The goal of Middle School Saints' Houses is to develop wise life choice skills in kids, provide an outlet for social justice projects, meet the individual needs of emerging leaders, allow each student to have a place where they are known and valued, and have fun accomplishing it all!

Saints' Houses are multi-grade and centered around the virtues represented by a particular Catholic saint. The houses meet weekly, and serve as a consistent, cohesive program that creates a greater sense of belonging. These smaller communities have teacher advisors, who guide rather than direct. Students bring

forth projects and issues of interest to them; teachers facilitate action.

#### **Buddy System:**

A special part of St. Mike's is the buddy system. The older grades buddy up with the lower kids throughout the year. The older students listen to the younger students as they are learning to read and they help complete class projects. The 8<sup>th</sup> grade buddies create a special handmade bible that they give their kindergarten buddies at the end of the year. The buddies also attend Mass with each other.

#### **Religious Services:**

All school Mass is celebrated every Friday and on special feast days at 9:00 am. The older students buddy up and sit with their lower grade buddies to serve as examples of proper church behavior. Family and friends are encouraged to join us.

#### **Conferences and Book Fair:**

Conferences are held in October and March. They provide a chance for parent-student-teacher discussions on how each child is doing. During the conferences, the students are not in school. Individual conference schedules will be communicated by your student's teacher. A Scholastic book fair is held in the library while conferences are being held.

#### **MAP Testing:**

MAP tests measure what students know and informs teachers of what they're ready to learn next. By dynamically adjusting to each student's performance, MAP tests create a personalized assessment experience that accurately measures performance—whether a student performs on, above, or below grade level. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. The students are tested twice a year, fall and spring. Please do not schedule any vacations or appointments during our MAP testing windows.

#### **Catholic Schools Week:**

Catholic Schools Week is a nationally recognized week of activities promoting

Catholic Schools that occurs at the end of January. Each day has a theme that students are encouraged to dress up for. Such themes are spirit day, team day, and pajama day.

### **Outdoor Education:**

Held in late spring, Camp Hamilton, near Carnation, becomes home to our 6<sup>th</sup> Graders for a week of experiential learning, communing with nature, and appreciating God's blessings. St. Michael Parish School staff and a few great parent volunteers supervise the group.

### **Outdoor Olympics:**

A fun-filled competition in St. Mike's style, track and field events feature athletes from seven continents. Each continent is represented by a team color and has students from each grade level. You never know which continent will win the gold medal! This half-day event is held during the last two weeks of school.

### **5<sup>th</sup> Grade Shakespeare Play:**

Each year the 5<sup>th</sup> grade class performs a Shakespeare play in May. The 5<sup>th</sup> graders spend the whole year memorizing lines and learning how to perform in front of an audience while in full costume and makeup. To top off that experience, the 5<sup>th</sup> graders (along with staff and parent chaperones) travel to Ashland, Oregon to take part in the Oregon Shakespeare Festival. The trip is usually during the last week of school.

### **Passport Club:**

Students in grades K-5 can learn more about the many countries of the world by participating in the Passport Club. Students are given a map with a list of countries and their locations. At the end of the month they are tested on their knowledge of where each country is located. This counts toward their social studies grade. The Kindergarteners are tested but this serves as practice for when they take the test in 1<sup>st</sup> grade.

### **Extra-curricular Activities**

These activities are subject to change depending on interest, availability of teachers

and parent coaches, and social distancing rules.

Some current and past activities include: Middle School dances, art classes (paid to an outside instructor), band, and sports.

### **Band: subject to change**

Band is available at an additional cost and is open to grades 4<sup>th</sup>-8<sup>th</sup>. 4th and 5th grade band students meet during lunch recess twice a week. Our middle school band students meet during their elective period. Our band students' talents are showcased during our Christmas and Spring programs.

Fees for band are \$315 per year per student. You can choose to pay in full in September, via automatic withdrawal in FACTS, or in the office. A form will be sent home in September that will allow you to choose your payment method. If you choose to pay monthly via the office and payment is not received monthly, you may be required to pay your monthly fee via an automatic withdrawal from your FACTS account.

### **Sports: subject to change**

After school sports are available for 6<sup>th</sup> – 8<sup>th</sup> grade students. 5th grade students may be allowed to play if there is enough space for everyone. This is in addition to the regular physical education classes that are held during the school week. The fee for each sport is \$25 per student per sport and is paid via our FACTS tuition management system. A physical exam is required to play. Your doctor can simply write a note stating that the student is cleared to play. Physicals are kept on file and valid for two years.

FALL: (September-November)  
5<sup>th</sup>-8<sup>th</sup> grade boys – Flag football  
6<sup>th</sup>-8<sup>th</sup> grade girls – Volleyball

WINTER: (January – March)  
6<sup>th</sup>-8<sup>th</sup> grade – Boys basketball  
6<sup>th</sup>-8<sup>th</sup> grade – Girls basketball

SPRING: (March-May)  
5<sup>th</sup>-8<sup>th</sup> grade – Track – Coed

All students accepted into after school sports must maintain their academic standings. Most practices are held daily from 3 – 5 pm. Fall

practices begin the first week of school. Parents are asked to drive to "away" games. Award banquets are held at the end of each season.

## **Special Events - subject to change**

### **Senior luncheons, Christmas and Spring Programs:**

Each Christmas and Spring we welcome the senior citizens of our community to enjoy a lunch and to hear the sweet voices of our students and music stylings of our choir and band. The Kindergarten retelling of the birth of Jesus is not to be missed!

### **May Crowning and Maypole Dance:**

A ceremony crowning Mary is led by the 8<sup>th</sup> graders around the first Friday in May. We also recognize our 2<sup>nd</sup> graders that recently received their First Holy Communion. Following the Mass, the whole community is welcome to watch the 3<sup>rd</sup> graders perform the Maypole Dance.

## **Stewards of Time, Talent, and Treasure:**

There are many opportunities for parents to be involved in St. Michael Parish School. Our Stewardship program has been developed as a means for recognizing and encouraging the God-given gifts and talents with which each of our families are blessed. As part of their commitment to the school, families are required to provide at least 30 hours of their time annually in support of St. Michael Parish School and St. Michael Parish. One half of the service hours must be earned through church time and talent opportunities. All volunteers are required to create a VIRTUS account and complete the **Protecting God's Children** classroom training. This training must be completed by every parent that intends to volunteer. Mona Bishop at the parish is the manager of the VIRTUS program for the school and the parish. Please contact her with information regarding class schedules and requirements.

Some of the school stewardship options include classroom and library help, stuffing Thursday Notes envelopes, coaching student sports teams, providing student transportation to field trips or sporting events, assisting with student

vision and hearing screenings, Passport Club check day, chaperone duties for field trips and dances, and of course the S.M.A.R.T. auctions. Hours are tracked via our website. If you need help or have any questions please contact our Stewardship Development Director, Roberta McGill at [rmcgill@stmikesolympia.org](mailto:rmcgill@stmikesolympia.org).

### **Stewardship Portal:**

Stewardship hours are tracked via the St. Michael Parish School website:

<https://stmikesolympia.org/volunteer-portal/>

Each family must register on the portal. Please use **one email per family**. You will receive a statement with your hour balance on the last Thursday of every month. Hours for the current school year are earned from the Saturday after the last day of school to the last day of school (June-June). Any hours not fulfilled are billed at \$15 per hour. You will receive an estimated invoice at the end of May or early June that gives the balance due if you do not fulfill your remaining hours.

### **S.M.A.R.T. Family Night Auction and Gala Auction:**

"St. Michael – A Remarkable Tradition" is our semi-annual event that occurs in the fall and spring of each year. S.M.A.R.T is a stewardship opportunity where parents chair and co-chairs of either the Family Night or Gala Auction. The Family Night auction is open to the whole family and includes a live auction, food, and fun activities for the kids. The Gala and Auction is an adult only celebration of our "Family of Families". Proceeds from these events go toward capital improvement programs, specific fund a need items, and our endowment fund for tuition assistance.

Check out our dedicated S.M.A.R.T. Facebook group for up to date information about each upcoming event and volunteer opportunities @St. Michael Parish School S.M.A.R.T. Auction.

### **Financial Stewardship:**

In support of our S.M.A.R.T. auctions, we require that each family contribute \$150 worth of items. You may contact a business to ask them to donate or you may purchase items, or simply make a financial donation. Thank you!

## PTSA

The Spartan PTSA is an organization dedicated to providing service to the school and supporting teachers. Each class has up to two PTSA representatives who help coordinate events and volunteers. A committee of two co-chairs, a secretary, and a treasurer oversees the PTSA budget and events. The PTSA is funded primarily through Scrip sales.

Some of the Spartan PTSA events include the Christmas and Spring Senior Luncheons, theatrical performances, and many other events. The Spartan PTSA also contributes funds to help support teachers and school events, such as the 5th grade Shakespeare production, Camp Hamilton (6th grade outdoor camp), and the sports program. New families are encouraged to contact their class representatives for more information.

### SCRIP:

Our scrip program is a fundraising program that allows us, as a non-profit organization, to purchase Scrip for everyday expenses like food, clothing, toys, gifts, entertainment; even gasoline, while earning a percentage of each dollar of Scrip purchased back in revenue for our school.

We use the funds earned to support our Parent Teacher Service Association (PTSA) in their activities like the Christmas and Spring Senior Luncheons and theatrical performances. In addition, the PTSA contributes funds to help support teachers and school events such as the 5th grade Shakespeare production, Camp Hamilton 6th grade outdoor camp, theater experiences, and the sports programs.

We keep an inventory of gift cards for the most commonly purchased cards. In addition, we will make a monthly special order for families interested in purchasing Scrip that is not usually held in inventory. Scrip is available via Thursday Notes as well as sold in the school office.

There is even an app to make shopping with Scrip even easier! And don't forget to link your Safeway or Fred Meyer loyalty cards for even more ways to support our school. Contact the Scrip coordinator for more information.

**Box Tops for Education:** St. Michael Parish School participates in [Box Tops For Education](#) to earn funds for our school. Each Box Top turned in earns the school \$.10. Participation is done via the Box Top app that you can download on your phone. Be sure to select St. Michael School as your school or choice.

## Uniforms:

Please consult our website for the current uniform requirements. Throughout the year we may have non-uniform days. All modesty and safety rules must be followed on "non-uniform" days.

## Further Information:

If you have any questions please contact the school office at 360-754-5131 or [connect@stmikesolympia.org](mailto:connect@stmikesolympia.org).

Website: [www.stmikesolympia.org](http://www.stmikesolympia.org)

Check us out on Facebook and Instagram!

Facebook: [St. Michael Parish School Olympia](#)

Instagram: [stmichaelparishschoololympia](#)