



**Parent-Student Handbook
2020-21**

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Message from the Principal

Dear St. Michael Student,

Welcome to 2020-21, our fifth year as a school! This will be a challenging year, as we begin with a set of protocols for Covid19 that are not “normal” for any of us. But maybe that will be good for us. You and I live pretty comfortably, and perhaps this virus will help us better appreciate the blessings of our “normal” lives.

In any case, I ask you tackle the year with good cheer. We’re all in this together! We have high aspirations for you. You are a child of God, capable of greatness because of his grace, alive within you! We want you to "go for it," to extend yourself beyond your comfort zone, to delve deeper into your studies, to try out for teams (even if you are not selected), to join new clubs, to serve others in new ways, and to strive for excellence.

Ask God to help you! If you do so, we believe you will grow into young men and women who are happy, confident in your future and ready to make a difference in this world!



Mr. Weber
Principal

St. Michael admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. St. Michael does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

About St. Michael

A. Brief History

St. Michael Catholic High School was established by the Archdiocese of Mobile and dedicated on August 6, 2016 to serve Baldwin County families. Thomas J. Rodi, Archbishop of Mobile, is the founding archbishop, Ms. Gwen Byrd the founding superintendent. Monsignor Michael Farmer, Vicar General, supervised the construction, and Faustin Weber was hired as its first principal.

B. Why the name “Michael”?

In explaining his reasons for choosing “St. Michael” for our school, Archbishop Rodi notes that in Scripture (Rev. 12:7-12), the Archangel Michael led God’s army to defeat the forces of evil in heaven. Archbishop Rodi wants St. Michael Catholic High School to become “a school that inspires students to be leaders for good, be it in their homes, communities or churches.”

The Archbishop also points out that Archangel Michael is distinctive in that he is named in the scriptures of three of the world’s great religions-- Judaism, Christianity and Islam-- and from this fact, the Archbishop indicates his desire that we become a “welcoming place for all those of other faiths who desire an excellent education, rooted in gospel values.”

And finally, Archbishop Rodi tells us that “Michael” links us back to the first Bishop of Mobile, Bishop Michael Portier, who led the church of Alabama and Florida from 1829-1859. We are thus reminded to be grateful for the rich legacy we have inherited from our forefathers of the diocese of Mobile and to honor their dedication, commitment and service to our Church.

The challenge to be leaders for good, to be welcoming of others, and to be grateful for all that we have received—such is our commission from our founding Archbishop for St. Michael Catholic High School!

C. Why “Cardinals” ?

The Cardinal mascot was chosen entirely by students as part of a democratic voting process during the Fall of 2015, a year before the school’s opening. First, the school solicited recommendations from all 5th

through 8th graders in the Baldwin County Catholic parishes and schools. An archdiocesan committee reviewed the hundreds of recommendations and decided upon two finalists: the "Sharks," and the "Cardinals," both chosen because they were indigenous to Baldwin County, its bay and beaches, and because they represented the two colors of the school, gray and red.

On September 29, 2015, the feast day of St. Michael, students filled out ballot cards just as if they were voting for president of the United States, and entered their votes into voting machines on loan from the Baldwin County Courthouse. The ballots were counted, and Archbishop Rodi, in the presence of representative student groups from Christ the King, St. Patrick and St. Benedict, cheerleaders, TV cameras and a big crowd of parents, made the historic announcement.

Seventeen students made the winning nomination of "Cardinals" and will forever be linked to the "founding" of the school. Those students are: Timothy Mullek, Mary Grace McKeough, Rebekah LaConsay, Hannah Gay, Fairby Caldwell, James Koons, Claire Hayes, Jeb Taylor, Emily Corbett, Edward Cowles, Patrick Andrews, Jonah Calvery, Andrew Corbett, Margaux Duchesne, Ally Mavar, Emma Claire Lee and Campbell Brown.

Mission and Vision

Our mission statement is the following: "St. Michael Catholic High School, a college preparatory school of the Archdiocese of Mobile, aspires for its students to be *scholars, leaders and disciples of Jesus Christ.*"

Our inspiration comes from Pope Francis, who encouraged young people to strive for "magnanimity," which he defined as "having a great heart, having greatness of mind; and having great ideals; the wish to do great things in response to what God asks of you."

Pope Francis artfully summarizes our aspirations for students at St. Michael. We want you to develop a great heart and great mind, so that you may live a joyful life, and in so doing, do great things for others.

In his explanation of the virtue of magnanimity in the Summa, St. Thomas Aquinas reflects on its opposite, "pusillanimity," which means, literally, "small mindedness." The reason people are small minded, he says, is they don't believe they have the "qualifications" to do great things--that they are incapable, as if magnanimity were a virtue possible only for saints.

That's not our vision! You are a child of God, a temple of the Holy Spirit, and within you resides the grace of Christ, "who strengthens (you) and through whom (you) can do all things." (Philippians 4:13). All of us are called to holiness! All of us are called to be saints!

Infused with optimism, immersed in a culture of excellence, blessed by teachers who care about you and lift you up when you stumble, and elevated by a dynamic faith, St. Michael can change your life!

May St. Michael truly be a place that forms you to be a scholar, leader and disciple!

Governance

St. Michael is a ministry of the Catholic Archdiocese of Mobile and is subject to the policies and leadership of the Archdiocese, including Thomas J. Rodi, Archbishop of Mobile, and Miss Gwen Byrd, Executive Director of Catholic Education. An Advisory Council, comprised of leaders from each of the Baldwin County Catholic parishes as appointed by their pastor, assists the principal in the creation of annual budgets, policies and strategic plans, which are then approved by the Archdiocese. The principal has broad discretion to authorize spending within these budget parameters, to hire, supervise and terminate personnel, and to interpret and apply school and diocesan policies as required for the efficient functioning of the school, consistent with its Catholic mission.

Admissions Policy

When evaluating applicants, the admissions office seeks students who have the prerequisite skills to succeed in a college preparatory program, which it determines by an assessment of the student's prior academic record, a placement test and a personal interview for those students coming to St. Michael from outside the Catholic school system.

We anticipate a diversity of academic aptitudes at St. Michael, reflective of the diversity of Baldwin County Catholic families. Because our first responsibility is to serve these families, they are given preference in admissions, but we welcome students and families of all Christian faiths, united as we are in service to the gospel of Jesus Christ, as well as those from other religious traditions.

We welcome transfers of highly capable students into 10th or 11th grade. As a general rule, we do not accept in-town transfers into St. Michael for a student's senior year. If a child struggles academically, it is important that he or she applies to St. Michael as a freshman, as the freshman year program establishes the foundation for upper level success. There are no "remedial" classes or tracks at St. Michael to help upperclassmen close gaps in their previous learning, and for that reason the admissions "bar" for students switching schools must be higher.

II. Daily Life and Attendance

Daily Schedule

The daily schedule at St. Michael accommodates an 8-period semester (see appendix for a bell schedule). On Mondays, students take all 8 periods in 45 minute sessions, whereas on Tuesday through Friday, they take six total periods, with two periods rotating out. Thus every class meets four times/week. The advantages of this schedule are many:

- In allowing students to take eight classes each semester, the schedule provides for exposure to a broad core curriculum and gives students flexibility to take additional electives in AP courses, the Arts, languages and other electives.
- The schedule provides students the flexibility to go to Mass every week, attend assemblies and/or House meetings, have club meetings, and meet with their advisor.
- Athletes have room in their schedules to take "Athletic P.E." as one of their elective courses each year, thus completing their off-season/on-season lifting requirements within the school day, rather than earlier or later. This also gives them the flexibility for other extracurriculars in the off-season.
- The 'six period days' on Tuesday through Friday allow for class sessions of sufficient length to complete learning activities

which require longer class time, such as science labs, student simulations, or a combination of activities in one class period.

- Attending only 6 periods four days/week reduces the amount of nightly preparation for school the next day and allows students “relief” from their most challenging class once per week.

Attendance Policies

The single greatest predictor of academic success is school attendance.

Missing school cuts at the very heart of the learning process: the classroom experience, the exchange of ideas among classmates, and the give and take between the student and the teacher. Try as a student might, he or she cannot fully duplicate that experience by reading a textbook to catch up, or copying someone’s notes, or even by meeting with a teacher after school. For this reason, *it is the student’s duty to attend class every day unless truly unable to do so.* We ask that families help support the child in being faithful to that duty.

Absences

EXCUSED ABSENCES—Some absences, of course, are unavoidable. There are three standard reasons for an excused absence:

- Student illness (or doctor’s appointment. For a long term illness, see “long term medical exception,” below).
- An upcoming special event in the immediate family (wedding, college graduation, etc. Please notify us in advance.)
- A family emergency (for example, the sudden death or illness of close relatives. Please call the school that day as soon as possible and let us know what’s happening.)

MAKING UP WORK FOR AN EXCUSED ABSENCE—If students bring a note signed by their parents upon their return to school for one of these three reasons, the school will regard the absence as “excused,” but only up to the seventh absence (see below). Teachers will work with students to schedule tests and accept late work due to the absence. As a general rule, students will be expected to make up missing work in a time frame proximate to the number of days missed (students missing two days would be asked to have work completed in two days) but teachers may make alternative arrangements with students, depending on circumstances. It is primarily the student’s responsibility to make up

missed work; in addition to asking the teacher for work missed, we recommend the student attends tutorials to “catch up” what was discussed in class.

MAXIMUM EXCUSED ABSENCES—The maximum total number of absences for any reason during the semester is 7 class periods. *Absences beyond 7 class periods in a semester will be automatically marked as “unexcused” and all work missed for that absence will be marked as late or failing.* The only exception to this seven period maximum is a “long term medical exception” or “school related absence” (see below).

LONG TERM MEDICAL EXCEPTION—Families with students who are under a doctor’s care due to a long term medical illness (such as mono) are asked to let the office know this as soon as possible. If documented by the attending doctor upon a child’s return and approved by the school principal, St. Michael will not count the absence against the 7-class maximum for excused absences. This policy is reserved for a true long term illness—weeks at a time, not 2 or 3 days.

Even so, if the number of missed days from school are so many that the school believes it is unrealistic for the student to complete the requirements of the curriculum, the school reserves the right to withhold credit for particular classes or ask families to withdraw.

SCHOOL RELATED ABSENCES

Occasionally, students may be asked to check out early or miss school for athletic contests, band performances, or other school related reasons. These will not count as absences against the 7 period max. However, students will not be allowed to check out or miss school if they have a poor attendance record or if they are doing poorly in the classes they will miss.

Further, no student may leave school without written parental permission. Phone calls will not suffice. Students who are absent from school for such activities as academic competitions or performances, co-curricular activities, field trips or athletic competitions for an entire class period or more are responsible for work missed and must make up their work during tutorials or as designated by their teachers. It is primarily the student’s responsibility to make up this work, not the teachers’.

UNEXCUSED ABSENCES— Absences are deemed “unexcused” for reasons other than the three standard excused reasons above, or a medical exception, or a school related absence. Absences are also considered “unexcused” *if they exceed the maximum of 7 excused absences allowed each semester.* Students with unexcused absences will receive late grades on all work, papers, tests and quizzes missed on the days of the unexcused absences. Students with excessive unexcused absences may lose credit in classes for the semester or may be asked to withdraw from St. Michael.

PROCEDURES IF ABSENT OR TARDY—Students arriving to school anytime after the 7:45 a.m. bell are required to check in at the front office and are deemed “tardy.” They must have a note from the office to be admitted to class.

Absences or tardies are automatically coded as “unexcused” unless the student brings a note to the office when he or she arrives that explicitly ties the absence/tardy to one of the three excused absence reasons noted above. If the absence or tardy is due to a doctor’s appointment, we ask that the student brings a note from the doctor’s office. If being tardy becomes a pattern in the opinion of the Dean of Students, he will impose a disciplinary consequence.

Athletic Eligibility and School Attendance

No student may practice or play in games during a day he or she was not in school. Students must attend school by no later than 11 a.m. in order to participate in an athletic event held that day, but only if that absence is deemed excused. If unexcused, the student is ineligible to play. Students who check out of school are ineligible to practice or play in games later that day.

While on Campus

No student may leave the campus during the academic day without receiving permission to leave, both from parents and the office. They must then “sign out.” Students who violate this policy are liable for suspension.

During the academic day students who drive to school may not return to their cars without permission from the Front Office. The parking lot is “off limits” during school hours.

College Day Visits

We believe that juniors and seniors should visit colleges before committing to schools and we encourage families to take these trips with their children. As much as possible, we ask that these be planned so that missing school is minimized. Even so, we allow two missed days per year *if the absence is within the 7 maximum allowable missed periods per semester*:

- 1) Parents should write the College Counselor and request the college day visit a week before the visit, noting the school and dates.
- 2) Students should bring back a written verification of the visit by an appropriate college official to the College Counselor.
- 3) As with any planned absence, students should consult with their teachers prior to the absence from class and arrange to complete all missed work upon their return.

Early Dismissals

Any student who needs to leave school during the academic day for an appointment must submit a note to the Front Office from the parent/ guardian, explaining the reason for early dismissal, by 7:45 a.m. that day. Excused reasons to leave school are the same as excused absences. At the appointed dismissal time, students should report to the Front Office and sign out. If the student is leaving for a medical or dental appointment, he or she should bring a note from the provider the next day. Non-essential early dismissals are strongly discouraged.

Before and After School Attendance

School hours each day are from 7:45 a.m. until 3:10 on Monday through Thursday and 7:45 through 2:45 on Friday. Students can enter school no sooner than 7:20 a.m. and must go straight to their classrooms when they do so. At the end of the day, at 3:10, they must go straight home or straight to practice. Due to COVID19, they may not hang out on campus or in the hallways.

Students are not permitted in the gym or classrooms after school unless supervised by a teacher or coach.

Inclement Weather, Safety Procedures

School Closings: The decision to cancel classes due to adverse weather conditions is made by the Archdiocese and communicated to parents through the mass media and the school's web page. Appropriate announcements are then broadcast and/or published as the conditions warrant.

Disaster Drills

Fire, tornado and school lockdown drills will be conducted during the school day at the discretion of the Administration. Students are expected to respond in a quiet and orderly fashion according to these guidelines.

- **Fire Drills** will be held routinely, without prior notification. The announcement will say "This is a Fire Warning". Students are to leave the building in an orderly fashion to designated safe areas. Teachers will direct students to the correct locations. Students may return once the school gives the all-clear sign.
- **For Tornado Drills**, an announcement will be made that "This is a Tornado Warning". Students are routed to hallways in designated areas and asked to assume a crouched position facing the wall and to await further instructions. No students may use the bathrooms or be allowed to move away from direct supervision until the drills are over.
- **For Active Shooter Drills**, there will be an announcement over the intercom that says, "This is a school lock-down drill".

If during class time, teachers will double- lock doors of the classroom and pile up desks in front of the door.

If students are out of class for any reason (lunch, between classes), they will go immediately to the nearest classroom teacher, whether that's his or her class or not. Coaches have

designated locker-room areas to channel students and lock doors for gym and weight-lifting classes.

While in classrooms, students should sit under windows, away from line of sight from the outside windows and windows in interior doors. Students should be quiet, awaiting further instructions. No cell phones are to be out or used during this process. The school will direct the process from that point, depending on circumstances

In the event that an active shooter walks into a crowded assembly—in the gym, in the cafeteria, or the outside areas—students are instructed to run away as fast as possible, convening in the parking lot of 3 Circle Christian Church on Highway 104. Parents can access their children there, as access to Higbee Road will (almost certainly) be closed off by police.

Guests to the School

We are discouraging all students. Visitors will be issued a Visitor’s Pass, which they must wear while on campus and return to the Main Office upon departure. We ask, however, that no visitors come to the school during exam weeks or on inclement weather days.

We encourage students to bring a friend who may be interested in enrolling at St. Michael. These are called “shadow” visits. A student who wishes to bring a friend to the school must adhere to the following procedures:

- The parents of the student visitor must contact the Admissions Office at least 2-3 days in advance of the visit.
- The Admissions Office must pre-approve the visit (on some occasions, the Office may determine it’s not a good day for visitors given special events in the school).
- A St. Michael student (or students) will be the “host” of this guest for a portion of the day. The guest “shadows” the host, going to the host’s classes, eating lunch with him or her, and introduced to others through their host.
- The morning of the visit, the St. Michael student should report to the Main Office to receive a Visitor’s Pass for his or her guest and greet their guest to the school.

- At the end of the day, the guest and host should return to the Main Office prior to leaving the St. Michael campus for a quick discussion with our Admissions Office.

Students should be courteous and polite to all visitors and should report any guest without a visitor’s pass to a nearby teacher. Students should provide directions and answer questions for visitors when asked.

***For safety reasons, all visitors should enter the school through the front entrances. No student should open doors for visitors from other exits.**

III. Academic and Graduation Requirements

Accreditation

St Michael is fully accredited by the Southern Association of Colleges and Schools/Advanced Ed as a member of the Archdiocese of Mobile.

Academic Program

The academic program at St. Michael is committed to instructing students in core disciplines of learning during each of the four years in high school. Our teaching schedule and requirements for graduation reflect this commitment. The following distribution of courses is required for graduation from St. Michael Catholic High School:

▪ English	4 credits
▪ Science	4 credits
▪ Theology	4 credits
▪ Social Studies	4 credits
▪ Mathematics	4 credits
▪ Foreign Language	2 credits *
▪ Fine Arts	2 credits
▪ Physical Education/Wellness	1 credit
▪ Elective courses	7 credits
 TOTAL:	 32 credits

*The general requirement for foreign language at St. Michael is that all students must take 2 years of the same foreign language. Exceptional circumstances will be considered on a case-by-case basis.

Transfer Credits

Transfer credits from accredited institutions are accepted as proof of satisfactory completion of course work up until the point of transfer. However, due to differences between schools in the weighting of grades and the types of courses that schools offer, the *grade point average* of transfer students will be based solely on grades earned at St. Michael. Transcripts documenting credits from other institutions will be sent to colleges together with the St. Michael transcript.

A student must have spent a minimum of his or her entire junior and senior year at St. Michael to be named valedictorian or salutatorian.

Academic Deficiencies and Completion of Credit

Students must pass all of their classes at St. Michael, as determined by the “yearly average” for two semester courses, and the “semester average” for one semester courses. Students who do not earn a passing grade in either case receive an “I” and must have their credit “completed” over the summer prior to re-enrollment or prior to earning a diploma. Students may not repeat a grade level or retake a course during a subsequent school year.

Yearly grades are computed by averaging both semester grades, except in the case of a second semester “F”, which automatically results in an “Incomplete” for the yearly average.

As a general policy, students receiving an “I’s” in two or more classes for the yearly average will be asked to transfer. If first semester performance suggests the likelihood that the student will not meet the goals of two or more classes by the year’s end, the student may be asked to transfer in mid-year.

To have credit “completed,” the student must complete 15 hours of supervised tutoring for each semester deemed deficient, and must pass a final exam that measures competency in that subject area. There is a

significant fee for the tutoring, to be determined by the school. Students must be faithful to dates/times/deadlines for the credit to be restored. Once restored, the “Incomplete” will be changed to a passing average (either a “C” or “D”) depending on the quality of the work.

The opportunity to “complete” a credit is only available for students enrolled to return to SM in the fall. Students leaving to attend another school are subject to the summer school programs and requirements of that new school to restore the “I.”

Seniors needing a credit completed over the summer are not eligible for graduation in May and may not participate in the graduation exercises, as the “cap and gown” symbolizes that all requirements have been met. Once completing summer requirements, they will earn their diploma.

Schedule Changes

When registering for classes, students should carefully consider the appropriate classes that will produce the proper balance of challenge and success. If mistakes have been made in course selections, students should notify the school prior to the end of the first week of classes. Schedule changes after the first week of the new academic year must be recommended by the teacher and approved by the principal.

IV. Academic Policies

Academic Course Levels

The academic program seeks to provide coursework which challenges students from a broad range of talents and areas of strength. As a college preparatory school, all levels are designed to prepare students for college; there is no “remedial” track. Coursework is offered at several levels of challenge: Collegiate Studies, Honors and Advanced Placement (A.P.)

- **Collegiate Studies** – Coursework at this level requires a variety of study skills and learning habits. Independence in completing daily assignments, accomplishing individual projects and understanding the major concepts of content is expected. Students must display sufficient motivation to complete tasks. Competent performance at each level of the critical thinking

hierarchy will be strengthened in order to ensure that students are well prepared to meet the academic demands of college.

- **Honors** – Coursework at this level requires that students demonstrate a higher degree of self-direction and performance. They will manage more extensive projects and reading outside of class. Both a faster pace and frequent demands for higher-level thinking and problem solving are expected. Students will be expected to demonstrate greater knowledge and analytical criticism in all areas of assessment.
- **Advanced Placement** – Work on the advanced placement level is comparable to college level work. College-level textbooks, outside reading, various types of research projects and presentations, as well as rapid pacing, establish rigorous academic demands. There are significant summer school expectations for A.P. work. Regular demonstration of higher-level cognitive skills and wider command of the content must be demonstrated in all academic activities of the class. Students are instructed in both the content and skill areas particular to the College Board AP examinations for the course. Sitting for the National AP Examination in May is a requirement and will count as the second semester “final exam” for that course.

Exam Policies

At the end of each semester, comprehensive final assessments are administered in each class. Students who expect to be successful in college must know how to prepare for and pass a comprehensive exam. Each teacher will direct an exam at a designated day and time (as specified on a schedule published by the school). Students must sit for the full length of the exam – no early dismissals will be granted.

All students in all classes must take semester exams, with two exceptions:

-Students enrolled in A.P. courses who take A.P. tests in early May will be exempt from taking their second semester exam.

-Second semester *seniors* (only), who have missed 5 or fewer classes for the second semester in ALL of their 8 classes, and who possess an “80” or

higher grade for BOTH 3rd and 4th quarter, are exempt from second semester exams in that subject.

The semester average for students exempt from their final exam will be computed by averaging grades from the 3rd and 4th quarter equally.

Homework

Homework is essential to success at St. Michael. College bound students must develop study techniques and discipline to do work on their own.

Homework expectations reflect the level of difficulty and demand of the course. At advanced levels, daily homework will be more challenging but manageable as all teachers are asked to consider the range of both academic and extracurricular demands placed on their students. Extended assignments and projects will be assigned over longer periods of time, which allow students to break up the work into reasonable daily segments.

Expected levels of homework by grade level are:

9th grade: 1.5 to 2 hours/night

10th grade: 1.5 to 3 hours/night

11th grade: 2 to 3 hours/night

12th grade: 2 to 3 hours/night

These are not absolute numbers, but approximations, as students work at different paces and take greater or lesser demanding classes. When major tests or papers are due, it may require more time than listed above.

If a student seems to be doing substantively more homework than the above hours suggest on a consistent basis, we recommend contacting the teacher of the class that seems to be occupying most of his or her attention. It could be that the teacher can help the student work more efficiently or offer extra assistance to reduce the student's work.

In addition to the *quantity* of homework that a student completes, the quality of the product will also be monitored. Clear expectations of the product's physical appearance and basic guidelines for acceptable quality are presented to the students early in the academic year and adhered to throughout the year. At St. Michael, homework matters.

Tutoring

Due to Covid19, we cannot host tutorial sessions immediately after school. However, teachers are eager to help students needing it! Those arrangements will be made between the individual student and teacher as to a specific time during the week. Parents are encouraged to encourage students to ask teachers when they need extra help.

V. Grade Reporting and Policies

Grade Reporting

Official grade reporting will occur on a quarterly basis (each nine weeks) via the school's "blackbaud" reporting system. All parents have access through their private password. Mid-quarter "progress reports" are available at the mid-quarter, though these are literally indications of "grades in process." Mid-quarter progress comments will be available on the school program in the middle of the first quarter (four and one-half weeks into the first quarter) so as to help students in the transition to the new year. Student progress in any class may be monitored on a daily basis through the Parent Portal.

Semester Grades in each full credit class will be assigned at the end of the term. Semester grades only will be posted on the transcript.

Grading Scale and Averaging

St. Michael follows a ten point grading scale as follows: 90-100= A, 88-89 =B+ 80-87=B, 79-78+C+. 70-77+C, 60-69 =D. 50-59=F.

On major assessments, tests and papers, students will receive no lower than a "50" as a performance grade. In the case of homework and daily class work, students will receive any grade from 0-100, including zeroes for missed or skipped work.

Only semester and yearly grades are kept on school transcripts. Semester grades are determined as the numerical average of two quarter grades (40% each) and one semester exam (20%).

The school's cumulative GPA is determined by semester averages only—not the yearly average. (The yearly average determines if students must enroll in the summer restoration program.)

Weighted /Unweighted Grading Scale

St. Michael keeps two “grade point averages” for students: an “unweighted” G.P.A. and a “weighted” G.P.A. In an “unweighted” G.P.A., an A=4, B+=3.5, B=3, C+=2.5, C=2, D=1 and F=0.

We encourage students to take demanding classes commensurate with their abilities. In recognition of the more rigorous demands of honors and A.P. classes, the “weighted” G.P.A. gives a mathematical bump to “Honors” and A.P. grades. Students in Honors classes receive a “+.5” bonus in a weighted grade point average, whereas Advanced Placement students receive a “+1” bonus. Thus an “A” in an A.P. class = 5.0, and an “A” in Honors class =4.5. A “B” = 4.0 in A.P. classes and a 3.5 in an Honors class, etc.

On report cards and other internal school documents, grades are reported as “unweighted” only, with a 4.0 as the highest grade. For any document external to the school, such as transcripts, only the weighted scale is reported.

Class Rank

Class ranks are determined on the basis of a weighted GPA. The valedictorian, salutatorian and those eligible to receive recognition as “St. Michael Scholars” at graduation are all chosen on the basis of the weighted GPA. We generally do not publish class ranks, but the college counselor can access ranks when a college application requires it.

Faculty and Principal Honor Roll.

The School publishes a Faculty and Principal Honor Roll at the end of each semester to recognize outstanding scholarship. Students who earn a 3.6 or better unweighted GPA will be recognized as making the Faculty

Honor Roll. Students achieving all A's are named to the Principal Honor Roll.

St. Michael Scholars

Graduating seniors who have performed at an exceptionally high level during their careers at St. Michael will be recognized as "St. Michael Scholars" at graduation, and allowed to wear a stole signifying this very high achievement.

To be named a scholar, students must have taken four or more Advanced Placement classes, three or more years of a foreign language and have maintained a weighted G.P.A. of 3.8 or higher through the first semester of their senior year. To be recognized, students must have completed at least their junior and senior years at St. Michael.

Summa Cum Laude Scholars

Students graduating with all A's for the semester during their careers at St. Michael will be honored as "Summa Cum Laude" ("with highest honor") graduates. To be recognized, students must have completed a minimum of their junior and senior years at St. Michael.

VII. Discipline and School Life

Philosophy of Discipline

True discipline is never an end in itself. It is not the goal of St. Michael School to burden students with meaningless, trite rules that serve only to "control" students and exert a purposeless authority over them.

Rather, discipline at St. Michael is based on the belief that any education worth pursuing is not only intellectual but also spiritual, moral, and social. The school wants to help young people grow closer to God, and learn to live, interact and contribute maturely and responsibly in a learning community. This means learning to recognize the needs of others and developing the self-discipline to make decisions and act in a manner that is respectful of one's own dignity, and also affords that same respect to the dignity of others and the needs of the community.

The key to the development and maturation of a person is his or her growth in the appreciation and respect for the world outside himself or

herself. The St. Michael student is expected to demonstrate this growth by his or her concern for the person and property of others.

No one is perfect, and we do not expect our students to be. They will make mistakes. And yes, we will hold them accountable when they do, but if parents and school work together, we believe our students will grow into young men and women of faith and virtue.

“Minor” Penalties

Minor penalties involve detentions after school, some restrictions, loss of privileges, or work assignments suited to the offense. They are an inconvenience, and carry the message that a certain behavior is out of order and needs to be changed. If, however, a student engages in this behavior repeatedly, it may eventually be deemed “defiance” and merit stronger discipline.

“Major” Penalties

Major penalties are designed to address either patterns of defiance, instances of violence, bullying, drug use, alcohol use, tobacco use, cheating, stealing, or racial/gender harassment or any behavior judged by the school to be serious. Penalties are decided upon by the Assistant Principal and/or Principal. The following are examples of major penalties:

1. Detentions of a substantial length and/or multiple day detentions.
2. Temporary or long term banishment from school clubs, athletic teams or social functions of the school.
3. Saturday Detentions
4. Out-of-school Suspensions
5. Disciplinary Probation. Usually in conjunction with suspensions, students are given notice that if disciplinary incidences continue to occur, they will be expelled. It is generally considered a last chance prior to removal from school.
6. Expulsion

The Administration reserves the right to immediately expel any student who poses a threat to the health and safety of others or whose conduct has been so egregious that immediate removal from the school community is warranted. Final authority for expulsions rests with the school principal.

Teacher Detentions

Teacher detentions address routine infractions of school rules. The teacher will give the student the detention, typically 15-30 minutes after school or during lunch with that teacher. If after school, students will be given notice at least one day in advance so as to arrange rides or inform coaches they will be late.

Students must serve their detention on the day and time assigned by the teacher, regardless of co-curricular activities, athletic practices or games, tutorials or work. **Detention takes priority over all school activities, including games, practices and tutorials.** It is up to the student to tell his or her coach he or she will be late for practice that day.

Students who miss or skip teacher detentions will be referred to the principal's office, where more serious penalties will apply.

Office Referrals

Students are sent to the office by teachers after teachers have taken steps to correct behavior in the classroom that detracts from the learning environment, yet the behavior continues. Students may also be sent to the office if their behavior is so egregious that it merits immediate referral. The purpose of an office referral is to restore the learning environment in the classroom. Students must report immediately to the office and "sign in," and then wait for action by the assistant principal or principal. Generally, office referrals are considered "major" disciplinary incidents.

Drug and Alcohol Policy

The individual student's health, and the safety and security of other students, are of utmost importance. For this reason, St. Michael does not tolerate the use, possession, distribution, procurement or production of illicit and illegal substances, including alcohol, and the paraphernalia associated with these substances. Illicit substances also include herbal incense products, whether or not such products are legal, because they are smoked to produce a drug like "high." Vaping devices are also prohibited because they can be used to inhale illicit substances.

Any student who uses, possesses or evidences the effect of using drugs or alcohol while on campus or during a school function away from campus is liable for expulsion.

Any student who in the principal's judgment is a threat to the health and safety of other students, as would be the case, for example, in the procuring or selling of drugs to others, will be expelled.

In order to help students say NO to drug use and to help parents promote the safety and well being of their children, St. Michael will administer drug tests to students on a random basis. The policies regarding such testing are provided below:

Drug Testing Policy and Procedures

I. Purpose: The purpose of a drug testing program at St. Michael is to protect the health of individual students and the student community as a whole.

A percentage of students, selected at random, will be tested at various intervals throughout the school year. The testing method used has a several month period for detection. This means that illegal drug use in the summer will most likely result in a positive test result at the commencement of the program in the fall.

II. Reasonable Suspicion: In addition, the school will drug test students upon reasonable suspicion the student has used a controlled substance. Reasonable suspicion will be based on specific objective facts and reasonable inferences drawn from those facts in light of experience. While it is not possible to list every factor that might lead to testing, these listed below are some of the most common:

-observable actions while at school, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
-a report of substance abuse provided by a reliable and credible source;
-evidence that a student or employee has tampered with any substance abuse test under this program;
-evidence that a student has caused or contributed to an accident while at school, on school premises, or at a school sponsored/endorsed event;
-evidence that a student has used, possessed, sold or solicited alcohol or controlled substances while at school, while on the premises or other property of the school, or while attending any school sponsored/endorsed event;
-excessive unexcused absenteeism or tardiness;
-significant deterioration in grades or performance in school athletics;
-significant change in personality (such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination);

.....unexplained absences from normal classes;
.....unusual or erratic behavior that cannot be readily explained;
.....changes in personal hygiene or demeanor;
.....cravings for water or for sweets;
.....reddened eyes or dilated pupils;
.....odor of alcohol or controlled substance;
.....unexplained significant weight loss or gain;
.....slurred or incoherent speech;
.....difficulty in motor coordination.

III. Testing Method:

Hair analysis has been selected as the method of testing. A licensed and U.S. Food and Drug Administration approved clinical laboratory, Psychemedics, Inc., will perform the analysis of all hair samples. Psychemedics uses a patented sensitive technology (radioimmunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography/mass spectrometry. Each hair sample will be analyzed for a panel of illegal drugs.

IV. Procedures:

1. The student's school ID number will be used in selection for testing. Random number generator software will be used for random testing.
2. Trained staff will perform the hair collections using established chain-of-custody procedures. A St. Michael administrator or trained designee will do the testing.
3. A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair.
4. The sample will be sealed by the designated collector and initialed by the tested student under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be shipped to the Psychemedics, Inc. laboratory.
5. Appropriate action will be taken if the student deliberately tries to avoid this collection process.
6. Results will be confidentially returned to the school, typically within a week. All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography/Mass Spectrometry. This prevents false positives resulting from other drugs or substances that have been ingested. Only the school administration will be privy to the results.

7. If a family of a child who tests positive wishes to contest the result, they may do so within ten (10) days. The school will administer this re-test, again using the hair test, at parent expense.

V. Confidentiality and Dissemination of Results:

1. The student school ID number identifies all hair samples and results. Psychemedics Corporation will confidentially provide test results of students to the administrators. All test results of students will remain strictly confidential between the student, the parent/guardian, and the administration.
2. The principal will notify the student's parents/guardians of a positive test result and schedule a meeting at the soonest possible time.
3. No test results of the students will be disclosed to any person or agency without signed consent by their parent/guardian or notice to the parents of a subpoena for test results

VI. Consequences of Positive Test Results:

1. School personnel will not initiate criminal charges or other legal action against the student based solely on a positive drug test.
2. After the first positive test result, the following provisions apply: The school will require a conference between the student, the parents/guardians of a student testing positive, and the principal. The school will discuss counseling or evaluation options with the parent.
3. The principal may require the student to enter a drug treatment program as a condition of his or her remaining at St. Michael. (All costs for required counseling and treatment are the responsibility of the parents/guardians).
4. Participation in extra-curricular activities will be subject to review. All decisions regarding such participation will be solely at the discretion of the principal.
5. Once a child has tested positively, he or she is subject to be retested at any time in his or her high school career. Any student who tests positive a second time during his/her enrollment at St. Michael in grade 9-12 will be dismissed. The parent/guardians of the student will be required to pay all tuition and fees due under the tuition contract.
6. Any student who has tested positive on a test administered in the random drug testing program remains subject to all other disciplinary policies and procedures of the school as listed in the Student Handbook, including provisions of being under the influence of drugs or in possession of drug paraphernalia or alcohol on campus or at school sponsored events. Violation of these provisions of the Student Handbook will continue to be dealt with as serious offenses subject to immediate expulsion and referral to legal authorities.

VII. Consent:

By execution of the signature page of this handbook, students and parents/guardians agree that:

1. Students and their parents/guardians understand the purpose and reason of the drug testing program and give their consent thereto.
2. Students and their parents/guardians release and hold harmless St. Michael, its administration, faculty, Councils, Board, employees of the Archdiocese of Mobile, agents and representatives, and any professional agency or business the school deems necessary to carry out this policy, from any liability, claims or damages with respect to the administration of this Drug Testing Program, including, but not limited to, any claims arising out of alleged negligence on the part of such parties.
3. Any student refusing to submit to drug testing, including the random test, or test based on reasonable suspicion, or any follow-up test as deemed necessary by the principal, shall be subject to dismissal. The parent/guardian of the student will still be required to pay all tuition due under the tuition contract.

Cell/Smart Phones/Gaming Systems/Smart Devices

We are living in a culture of distraction, and we want St. Michael students to be present to one another and focused on learning. For this reason, use of cell phones, smart phones, gaming systems or smart devices are prohibited during school hours, unless a teacher gives explicit permission to use that device for a curricular purpose during that teacher's class. Once the day ends, students may use their phones unless they're in tutorials.

If a student is seen using any of these devices during school hours, including lunch, between classes, in bathrooms, hallways, the gym, cafeteria, or out on school grounds, staff are instructed to confiscate the student's phone and give it to the front office. To receive it back at the end of the day, students will be asked to make a \$5 charitable donation to the seminarian fund. If this becomes a recurring problem with a particular student, violations may escalate to a \$25 contribution, and if it continues, will be treated as an act of defiance, subject to more serious disciplinary consequences.

Students should hide their devices. If it's "out," then teachers will confiscate.

Smart watches, Apple watches, and other devices that communicate with cell phones also fall under this policy and will be handled just like cell phones. They should not be “out” during school hours.

Parents are asked not to call, text, or email their child during the academic day.

Chewing Gum

Students may not chew gum on school campus. Not only does gum have a way of showing up on rugs, on floors, under desks and tables, etc., the chewing can be distracting to others.

Cafeteria Behavior

Students are expected to follow basic rules of decorum and good dining etiquette when eating or drinking in the cafeteria.

Eating/Drinking in Building

No one should eat or drink in the hallways or classrooms of St. Michael. All eating should be confined to the cafeteria, cafeteria, gym, or gym foyer, or in the back courtyard of the school. During lunch, all eating is confined to cafeteria, cafeteria foyer, or courtyard. No students should be in the gym or gym area.

Searches and Inspections

The school, operating in loco parentis, reserves the right to inspect and search book bags, lockers, cars and personal property of students, including cell phones, while on the St. Michael campus or at a school sponsored function.

Athletic Locker/Dressing Room Policy

Students in PE classes or at practices are required to change in the locker room. Students must keep valuables secure. Part of our Christian responsibility is to help others avoid temptation to sin—we can do this by securing our things.

Lost, Found and Misplaced Items

Though St. Michael assumes no responsibility for students' personal property or possessions, we do keep a "lost and found" in the Admin offices. All items found in the school building or on school grounds will be brought to the front office. Unclaimed items are eventually donated to charity.

Theft

Students who steal from others or from the school are liable for expulsion and/or being handed over to the police. We encourage students to report any personal losses to the school immediately.

At the same time, students are responsible for safeguarding their private possessions. Students should never leave valuables unattended, including backpacks and purses, and during P.E., should keep all valuables secured. They should leave large amounts of cash at home.

Parking Lot

For the safety of all, speed limits and safe driving must be enforced. Students who are speeding or driving recklessly are subject to disciplinary action and may forfeit driving privileges. The "Parking Lot" should not be a place of extended loitering after school. Generally, if students have a reason to stay on campus (practices, after school clubs, extended study), they are welcome to stay, but in the appropriate area.

Students may not go to their cars or to the parking lot during school hours unless they have gone through the front office and have received permission to leave school.

Public Displays of Affection

We understand it is normal for some students to develop relationships with each other. However, public displays of affection detract from the cohesiveness of the learning environment and make others feel uncomfortable; therefore, these displays are unacceptable at St. Michael.

Tobacco

We are a smoke-free campus. The possession, use, or distribution of tobacco and tobacco device/products in any form is prohibited while the student is on campus and/or under the jurisdiction of St. Michael Catholic High School. In addition, students in possession of smoking paraphernalia (i.e., matches, lighter, cigarettes, electronic cigarettes, vaping devices chewing tobacco, etc.) will also be considered in violation of school policy.

We ask that adults also refrain from smoking within the school or on school grounds.

Distribution of Printed Materials

Students who wish to distribute or post printed materials or notices on school bulletin boards must first request and receive approval from the Assistant Principal or Principal. Approved notices should never be taped to windows, however, as it is difficult to remove the tape and creates a messy appearance.

School Publicity Policy

In order to promote our students and school in the community, from time to time St. Michael will use a students' image and/or name and/or art work in publicity press releases, school publications, website news stories or videos about the school. If parents wish to have their child excluded for these purposes, he or she should write the principal a letter stating as such at the beginning of each school year. All such materials will be reviewed by the Administration of the school for appropriateness prior to promulgation. St. Michael jealously protects the privacy rights of its students or likenesses of its students, including student directory data, for the purpose of promoting the interests of external commercial vendors, unless in rare cases, prior written permission is obtained from both the parents and the school administration.

St. Michael Uniforms

INTRODUCTION:

When students are in the St. Michael uniform, they represent the school by their behavior. We ask students to represent their school, teachers and

fellow classmates with dignity and decorum, befitting an institution committed to promoting the gospel of Jesus Christ.

Students are required to be in uniform and properly groomed when they arrive on campus for the school day and to wear the uniform properly and modestly at all times, including around the community. School uniforms are expected to be properly fitted and kept neat, clean, and in good repair. Uniforms that do not fit properly or which look ratty, with holes, tears, stains, etc. may not be worn to school.

As with all policies, the administration is the final arbiter as to what constitutes a uniform violation. Students who wear the uniform improperly or who are out of uniform are subject to disciplinary action.

UNIFORM CODE

The exclusive vendor for all St. Michael uniforms is Zoghby's Uniforms. All outerwear, uniform shirts, blouses, slacks, skirts or skorts, girls' socks, and the uniform tie must be purchased from Zoghby's. No other brand of these items may be worn as part of the uniform.

All letter sweaters/jackets must be purchased through the coach of the respective sport/activity, approved by the athletic director, and purchased from the official supplier. Approved letter jackets or sweaters may be used as outerwear around the school building.

FOR YOUNG LADIES:

1. Skirt/skort: Skort #907, plaid #743 from Zoghby's – no shorter than two inches above the “middle” of the knee, front and back. They may not be “rolled up.” Skirts/skorts must be neatly hemmed—no staples, etc.
2. Blouse: White oxford with Cardinal logo, long or short sleeve, worn tucked in at all times. *When long sleeved shirts are worn, they must remain unrolled and cuffs buttoned.* Missing buttons or improperly fitted shirts are not an excuse for wearing shirt incorrectly.
3. Shoes: Gray/black leather saddle shoe. Shoes must be worn properly. The administration reserves the right to determine what shoes are appropriate for school wear.
4. Socks: White with the Cardinal logo.
5. Outer Wear: Only approved Zoghby outerwear.
6. Jewelry: Must be simple and conservative.

7. Undergarments: T-shirts and undergarments must be solid white or neutral, without any writing or logos of any kind. Undergarments may not extend below the length of the shirt/blouse sleeve or below the length of slacks/skirts. Black leggings in winter are allowed.
8. Head coverings (hat, scarf, bandanas etc.) may not be worn at school during the day.

FOR YOUNG MEN

1. Dress shirt: White oxford with the Cardinal logo, long or short sleeve, shirt tucked in at all times so that the belt line is clearly visible. Over-sized shirts are prohibited. *When long sleeved shirts are worn, they must remained unrolled and cuffs buttoned.* Missing buttons or improperly fitted shirts are not an excuse for wearing shirt incorrectly.
2. Slacks: Charcoal grey flannel, with Cardinal logo. Pants must be neatly hemmed and may not drag the ground. Pants must be worn properly at the waist. Pants may not be rolled up.
3. Tie: Uniform, worn for Mass day and for special occasions as announced. Whenever the tie is worn, the top collar must be buttoned
4. Socks: Solid black or solid white, no decorations. No ankle socks.
5. Shoes: Black leather penny loafer, black leather dress oxford (lace-up), regular black sole. Black shoes must be solid black with no logos or writing of any style. No high-top shoes, boots, tennis shoes, athletic shoes, topsiders, or boat shoes. Shoes must be worn properly.
6. Belts: Black belts must be worn with the uniform at all times.
7. Outerwear: Only approved Zoghby uniform wear or athletic jackets approved by the school may be worn.
8. Jewelry: Boys may wear simple, conservative jewelry. Earrings and nose rings are not allowed.
9. Undergarments: T-shirts worn under shirts/blouses must be solid white or neutral without any writing or logos of any kind. Undergarments may not extend below the length of the shirt sleeve or below the length of slacks.
10. Head coverings (hat, scarf, bandanas etc.) may not be worn at school during the day.
11. Hair—Hair must be neat and clean cut. To wit, completely off the eyebrows, ears and the neck at all times.. No facial hair or sideburns extending below the tragus of the ear.

TATTOOS: We discourage tattoos for students. Those with tattoos must keep them covered during school and all school functions.

TENNIS/ATHLETIC SHOES: Are not allowed, except for medical reasons. Students are asked to furnish a physician’s certificate to this effect.

SUNGLASSES: Are not to be worn inside the school building, unless the student has a medical reason for doing so. Students are asked to furnish a physician’s certificate to this effect.

DRESS “DOWN” EVENTS: Students must wear clothes as defined by the special occasion, in the spirit of that occasion, according to guidelines published by the House Council or school administration.

DRESS “UP” EVENTS (including awards ceremonies, banquets and school dances): For guys, nice slacks, button-downs, belts, dress shoes (with socks) and ties are appropriate, and on some occasions, sports-jackets. Girls may wear pants, dresses or skirts. Dress should be modest and appropriate to the occasion. Dresses must have sleeves or straps wider than spaghetti straps. No low cut or plunging necklines or backless outfits. Dresses and skirts should be equal in length to the school uniform.

Technology Acceptable Use Policies

A. **School Chrome-books:** Students are leased Chrome-books, which are owned by the school. It is the student’s responsibility to care for the equipment. Though the school can replace a Chromebook if the school judges the damage to be accidental, the willful or careless destruction of school property is a school disciplinary matter and will likely result in the family having to pay for damages. If the student loses his or her Chromebook, the family will be asked to reimburse the school.

B. **School Network:** The following policies and procedures apply regarding all devices or use of the school’s network:

- School devices and/or use of the school’s network must be for an educational purpose. The school will do its best to implement filtering protocols that limit access to inappropriate or immoral sites. These filters, however, do not guarantee that all such sites are unattainable;

students have the obligation as members of a Catholic community to avoid such sites and to not use the school network for illicit or immoral purposes.

- Similarly, though accessing “gaming” and other recreational sites are surely not “wrong” per se, they are not appropriate uses of the school’s network, particularly during school hours.
- The use of the school’s network or devices for commercial enterprises is strictly prohibited.
- All students are expected to respect copyright laws. If they are unsure of these laws, they should consult a teacher.
- Student data created on Chromebooks is automatically stored on the cloud on the students’ google account. The school is not responsible for any loss of data resulting from either human errors or technological glitches.
- Students are expected to protect their own usernames and passwords. Using someone else’s password or misrepresenting oneself as someone else on the school’s network is prohibited.
- Intentionally introducing a virus on a computer or on the network, or intentionally writing, producing or generating computer code that is designed to change existing files, alter device configurations or to gain access to the network, will be considered as an act of vandalism against the school.
- Online collaborative work is only acceptable when assigned by the teacher. Otherwise, depending on circumstances, the work may be deemed as “cheating.”
- Students should also understand that lifting work off the internet, without properly identifying the source, may be deemed plagiarism.
- Students should understand they have no reasonable expectation of privacy if using the school’s network or school devices.

C. Social Media: Technology helps us instantly communicate with many people, in many platforms, in many locations. However, in this world where everything is interconnected and public, students should remember that their actions reflect, wittingly or unwittingly, on themselves, their families and their high school. Students who make inappropriate posts or send inappropriate materials, texts or images, regardless of site of origin, are subject to school discipline in proportion to the extent the school believes it has been harmed by these posts, or to the extent it believes another student or adult has been harmed.

Students may not create social media sites using the school’s name or logo, or represent the school in any way, without first getting the explicit permission of the administration. Even when the original intent of such sites is harmless or benign, such sites often degenerate into mean-spiritedness and vindictiveness over time. Photos or captions on a social media site that depict the school, the faculty, other students, parish or Church in an embarrassing or defamatory way may result in disciplinary action.

The rules of thumb for posting are: 1) Be kind—always. “Do unto others as you’d have them do unto you.” 2) Don’t respond in anger to other posts—give yourself time to settle; 3) Don’t post anything you would not say loudly in the middle of a school assembly for all your teachers and classmates to hear.

D. Communications between faculty and students: For reasons of propriety, students and faculty should communicate via email by either using their blackbaud.com accounts or their @stmichaelchs.org addresses; in both cases, the data is stored and is reviewable by the school administration. Communication using private cell phones, texting, or messaging via social media sites is prohibited.

E. Student emails—Students are issued a school email address (@stmichaelchs.org) for the purpose of communicating with other students or faculty. By the policies of the Archdiocese, this email will be blocked from sending or receiving email messages from outside the stmichaelchs.org domain. Students must understand there is no reasonable expectation of privacy relative to emails, and emails which are mean-spirited or harmful are subject to the school’s disciplinary policies.

Students should check their email on a frequent basis. Some emails may be time critical.

St. Michael Academic Honor Code: “Veritas”

Veritas means *Truth* in Latin. The word is the motto of both Harvard University and of the Dominican Order.

St. Michael is a community that seeks to inspire and prepare young people to live the Gospel. Christ calls us to the Light, to live in the Truth

and to be people of that Light and Truth. It is an essential part of a St. Michael education to live in a community where integrity and honesty are the touchstones of interaction and relationships and where each member of the community is called to take responsibility for making our school a community of trust and integrity. No community can exist without honesty. No person can become what God wants him or her to be without growing in love and commitment to integrity and truthfulness.

THE PROMISE:

The Veritas Promise that is signed by all students at St. Michael annually and repeated on various occasions is:

I promise before God and members of this community that I will be a person of integrity who will not cheat or plagiarize my work on tests, papers and projects at St. Michael. I will take responsibility for my decisions. I make this promise in order to build a community of trust and integrity with my brothers and sisters at St. Michael.

THE PLEDGE:

The Veritas Pledge, which must be written and signed by students on all tests, projects, and major graded work is:

*I pledge that I have neither given nor received
unauthorized aid in completing this work.*

*(May be abbreviated: I pledge VERITAS,
signed _____.)*

CONSEQUENCES

The consequences for offenses against honesty and academic integrity will be graduated in severity based on the number of times the student has broken the promise *during his or her career at St. Michael*. All potential Veritas violations go through the VERITAS Coordinator for review and a decision.

FIRST OFFENSE

- Receives an “F” on the work concerned. Parents notified. Veritas file opened up for a student.

SECOND OFFENSE

- Receives an “F” on the work. Parents notified.
- The student will be required to write a letter to the Veritas Coordinator indicating her or she understands the next violation results in his or her automatic withdrawal from the school.
- The student loses eligibility for any existing or future honor society or leadership position in the school, including athletic captaincies. That student may petition the VERITAS Coordinator to become eligible for these organizations again no sooner than 6 months after the second offense was committed.

THIRD OFFENSE

- Dismissal from St. Michael. Family is subject to terms of enrollment contract per tuition due.

Students may appeal a 2nd or 3rd Veritas violation to the school principal, who will review the matter and make final judgment. First offenses, as determined by the teacher and VERITAS coordinator, are generally not reviewable.

Acknowledgements – St. Michael is grateful for the assistance of Pope John Paul II High School in Hendersonville, TN in the wording of this policy.

Extracurricular Life and Student Health Policies

Academic Eligibility Policy

Philosophy: Participation in extracurricular activities is a good thing. We want all of our students to find at least one activity or group within the school with which they can become involved, and hopefully even more. As the name suggests, however, “extra”-curricular activities come second to the academic responsibilities of being a St. Michael student. Even while encouraging a “renaissance” emphasis to join many things, our goal is to help students achieve balance in their lives – balancing all of their various responsibilities with school and home, school extracurricular

activities, outside groups, service, and social activities. In an effort to help correct students who fall out of balance with these competing demands, the Academic Eligibility Policy seeks to help students reorient their responsibilities to be stable and sustainable.

Policy: At the end of each quarter, students who are failing two or more classes will be placed on academic probation, meaning they are not able to continue in extra-curricular activities for a minimum of 4 weeks, when the mid-quarter grades are posted. To become eligible again, the student must improve grades and indicate better effort, as determined in completion of homework, attendance at tutorials, and classroom behavior. The principal of the school or his designee determines re-eligibility.

Students with “Incompletes” (I’s) for quarter grades will have the following week to turn in work or take tests for what was missed, without an extra-curricular consequence. After that week, students are suspended from all extra-curricular activities until the I’s are remedied.

Athletics

St. Michael Catholic High School offers the following sports activities: Football, Volleyball, Boys’ Basketball, Girls’ Basketball, Boys’ Soccer and Girls’ Soccer, Swimming/Diving, Cross Country, Bowling, Golf, Tennis and Baseball.

Athletic policies and practices are outlined in the Student Athletic Handbook established by the St. Michael Athletic Director.

Clubs and Activities

St. Michael offers a full complement of activities outside athletics designed to appeal to a broad spectrum of interests, and plans to add activities as the school grows in size.

School Counseling Services

St. Michael believes the pastoral care of students is a responsibility of all adults on staff. We view this responsibility as a matter of three “layers” of care:

The first layer—A trusted teacher or other adult: If there is a particular teacher or other adult around the building a student feels comfortable talking with, we encourage the student to talk with that teacher, who may then help him or her get help elsewhere, if necessary.

The second layer—The student “advisor”: Students are placed in “advisories,” staffed by a full time faculty or staff member called an “advisor.” This person has special responsibility for each child within his or her advisory period and is the “go to” person if parents have questions or concerns about their child.

The third layer—“School Counselor”: The School Counselor has broad responsibility for the well-being of students in the school. Parents are encouraged to contact her regarding confidential issues and other issues requiring professional expertise.

The “House” System (*Our Student Government*)

The St. Michael “House” system is designed to maintain close bonds among students, to build relations between students and faculty, to promote school spirit, and to foster student leadership, responsibility, and accountability. The “House” idea derives from British boarding schools, which have organized by Houses for centuries. Since St. Michael was named partly to honor the first bishop of Mobile, Bishop Michael Portier (bishop from 1829-1859), our house names give honor to the early bishops of Mobile, including the House of Portier, House of Quinlan (John, 1859-1883), House of O’Sullivan (Jeremiah, 1885-1896) and House of Allen (Edward, 1897-1923).

The houses are intramural organizations that provide opportunities for leadership, community service, intramural competition, and student induction and orientation. Each house will (eventually) be comprised of a balanced mix of seniors, juniors, sophomores, freshmen and teachers/staff. Each house will develop its own unique traditions, coats of arms, Latin motto, and activities. Each House also has its own “advisories.” An advisory is a subsection of each house comprised of 15 or so students under the tutelage of a faculty member (an “Advisor”) that meets on a weekly basis as part of the school’s schedule.

Each house also elects its own student leadership team, consisting of a House president, vice-president, secretary and sacristan. Under the

guidance of the faculty Advisors, each House is responsible for organizing and running House meetings, activities, and competitions, and serving as part of the St. Michael “House Council.”

The House Council consists of the four House leadership teams and is led by a School Council President (eventually, a senior, but a junior in 2017-2018) and Vice President (eventually a junior, but a sophomore in 2017-18), both of whom were elected by the student body. This House Council is the “student government” of the school. The School Council’s duties include supervising all aspects of the House System, organizing dances, organizing all Friday school assemblies, and serving as a liaison between the student body and the principal. The House Council is advised by the “Director of Houses,” who together with advisors, facilitates and supports this student-run, student-designed system.

Serving on the House Council is an honor and a privilege, and as such all members of the Council are expected to fulfill their specific officer duties as well as serve as models for their classmates by meeting three basic standards:

1. House Council members must attend Council meetings to properly represent their classmates. Missing more than three meetings for a reason other than a school absence may result in removal from the Council.
2. Council members must uphold the Veritas promise to serve as examples of honorable behavior for their classmates. Earning a Veritas violation, once elected, could result in removal from house council, at the discretion of the House Director and Principal.
3. Council members must earn a weighted 3.0 GPA and can earn no more than one failing grade per quarter to demonstrate that their Council duties are not impacting their academic responsibilities. Failure to do so for one quarter will result in probation status. Failure to do so two consecutive quarters will result in removal from the Council.

School Health Policies

Annual Physicals

St. Michael is concerned about the well-being, health and safety of our students. Though annual physicals are required of all students playing a sport, we recommend (not require) that students receive a physical each year regardless. We ask students to participate in P.E. classes, House games, service opportunities, and other physical activities throughout the year. Absent a note from the doctor prohibiting specific activities, we expect all students to participate fully.

Medications (prescription or non-prescription)

Several policies that pertain to medication:

- Prescribed medications students must take during the school day must be kept in the front office. The medications must be in their original pharmacy bottle and accompanied by a doctor's signature, either by note, fax, or prescription. It is the student's responsibility to come to the office to take these medications.
- Over the counter medications—St. Michael does not have the authority to give out medication, even over the counter medicine such as Advil or Tylenol. If students need to take these non-prescription medications on a regular basis, it is the parent's responsibility to monitor, by giving out a daily dosage. **Students may not share over the counter medications with other students!**
- Narcotic drugs, such as hydrocodone (Lortab) or Tylenol #3, will not be administered at St. Michael, nor permitted on school grounds. If a student needs pain management beyond over the counter medications, he or she should stay home.
- Students may keep Insulin, Epipens, and Inhalers on their person, given the immediacy of their usage. We require a physician's signature and note that the student is competent to self-administer on file in the office.
- Please pick up unused medications at year's end. For safety reasons, the school will destroy all unclaimed medications during the summer months.

- If a student becomes ill or is injured at school, he or she should go to the front office. The school receptionist will call the parents and determine if the child needs to be checked out of school and how he or she will get home. In some cases, the student may only need to rest or relax in a quiet place or have quick and frequent access to a bathroom for a period of time—we have a room with a bed and dedicated bathroom for that purpose.
- In the event of a serious injury or accident involving a child, the school will call 911 immediately and then the parents.
- All students must be immunized. See archdiocesan policy in appendix.

If a student wakes up feeling sick:

- “Feeling sick” is a subjective thing, and it’s always a matter of degree as to whether someone can function or not. Part of the mission of a high school is challenging students to “gut through” days when they feel less than 100%, just as they will be expected to do as mothers, fathers and employees one day. However,
- If a student is vomiting or has a fever, he or she should stay home. A sick student puts other students at risk. Please do not allow a student with a fever to return to school until 24 hours after the fever has broken.
- If a student has a contagious condition such as pink eye, mononucleosis, etc. please let the school know as soon as possible. He or she will need to stay away from school until he or she receives a doctor’s clearance to return.
- Especially with Covid19, we ask that families err on the side of caution in making the decision to go to school

IX. Parents

The Parent-School Partnership:

Addressing Concerns

Parents are the primary educators of their children. The school seeks to work in partnership with parents to make the education of their child comprehensive, effective and inspiring. Parents are encouraged to take an active interest in the progress of their children. In the case of a concern or issue, we want to resolve those issues in a human way, face to face—not via an email, not via a phone call. In general, we recommend the following process to resolve or address concerns that may arise.

An important principle of Church teaching is “subsidiarity,” the idea that most issues are best handled at the most local level possible. For that reason, we ask that parents do the following:

- Have the student talk to his or her teacher or coach first. We want to encourage students to mature and take responsibility for themselves, and we need to encourage them to progress toward that end. Students should not approach a teacher or coach when the student is angry, or when the teacher or coach is unable to give them due attention (for example, during class, just before class, during or just before/after ballgames). Rather, students should ask the teacher/coach for a “time” they could talk together. We expect coaches and teachers to respond positively and kindly to such requests.
- If the issue remains unresolved between student and teacher/coach, parents should contact the coach, faculty member or advisor concerned. They should do so by scheduling an appointment, rather than doing this in an impromptu manner. (Parents should never try to meet with a coach to resolve an issue immediately after a ball game. It is likely that neither coach nor parent is in the best frame of mind to resolve an issue constructively. Instead, contact each other the day after to arrange a time to meet.)
- If this meeting proves unsatisfactory, parents should contact the Athletic Director (if related to athletics), Counselor (if a personal issue)

or Assistant Principal and/or Principal (if related to an academic issue or a particular teacher). By policy of the Archdiocese, the principal is the final authority in making discretionary decisions in interpreting school policies and practices for specific circumstances.

- Please respect the fact that teachers and administrators are also fathers, mothers and spouses. We have asked our faculty and coaches to respond to parent concerns within a 24 hour period. Please do not try and reach them at their homes, unless there is an emergency. Emailing their school email address is the most efficient way to reach them, or you may call the school telephone number and leave a message with the receptionist (251-459-0210).

Because parents are the primary educators, a constructive working relationship between the school and a student's parent or guardian is essential to the accomplishment of the educational mission of St. Michael. Parents and school are a team together, and if the team breaks down, we put the child in the middle of a “tug of war” that harms the child. The school reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise interferes with the accomplishment of the educational aspirations of the school.

Off Campus Activities

The school has responsibility for the student during published hours and at school sponsored events, and the parents have responsibility for their children outside those hours. In the event the school learns of off campus behavior that is private in nature and harmful to the health or safety of the student, the school will notify the parents, who will handle the matter as they see fit. If, however, a student's off campus activity is public in nature and reflects poorly on St. Michael, the school will take disciplinary action that in its estimation is proportionate to the damage done to the school in the eyes of the community.

In a similar vein, as an adult community we share responsibility for each other's children and so should communicate issues of concern about other's children with their parents. We should be receptive and appreciative of such calls! However, we are sovereign over our own

children alone and therefore cannot substitute our judgment for other parents (as would be the case, for example, if a parent decided to host a party which involved drinking, even if that parent went through the precaution of “taking away keys”). Parents who knowingly allow another family’s child to participate in illegal or immoral activities while under their jurisdiction violate a trust among our families and may be asked to withdraw their children from our school.

All school field trips, athletic contests and school-sponsored activities are under the school’s jurisdiction, independent of location.

Parent-Teacher Conferences

In addition to meetings called to address specific concerns, the school invites parents for conferences at the end of the 1st and 3rd quarters. These meetings provide opportunities for parents to discuss their child’s progress with individual teachers.

Parent-Teacher Organization

The Parent Teacher organization promotes the life of the school through voluntary work and fund-raising. Every parent at the school is automatically a member of the Association. There are regular meetings of the officers of the Association that are open to all parents. Elections are held at the general meeting in the spring. Though St. Michael anticipates that the PTO sets its own agenda and schedule, like all clubs or extensions of the school, the PTO is subject to the authority of the school principal.

The Booster Club

The St. Michael Booster Club is a group of parents and supporters formed to promote the athletic programs of the school and to build fellowship and camaraderie among the adults. Membership is established through an annual fee; all parents and friends of the school are welcome to become members. Though St. Michael anticipates that the Cardinal Club sets its own agenda and activities, like all clubs or extensions of the school, the Cardinal Club is subject to the authority of the school principal.

Appendix A: Archdiocese of Mobile Policies

All educational institutions of the Archdiocese of Mobile must abide by the following policies:

1. Weapons Policy (*Archdiocese, revised 3/23/2018*):

Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON - A “dangerous weapon” is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

2.. **Bullying Policy** (*Archdiocese*)

Respect for the dignity and worth of each individual is a basic tenet of our Catholic faith. St. Michael is dedicated to the principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Michael to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Michael will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional, unwanted, aggressive behavior with *an imbalance of power*; it may include verbal, physical, written or electronic conduct/communication *that is repeated*. Bullying may include, but is not be limited to, physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. A “Bullying Report Form,” [available here](#), must be completed, dated, and signed by the reporting party in order to assist the school in its investigation. These forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal’s discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Michael, educating students, teachers, and parents about the policy must take place annually. The plan will include educational components for students, teachers and parents.

3. Child Protection Policy (*Archdiocese*):

As per the Office of Child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescents Protection Program (CAPP) training and the annual on-line retraining thereafter.

4. Written Recommendations Policy (Archdiocese):

Neither administration nor faculty will provide letters of recommendation for students, except in the limited case of college admissions, or for application to enrichment or extra-curricular programs.

5. Rights of Non-Custodial Parents (Archdiocese):

During the registration process, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish the administration of the school a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third-party access to the child.

Unless prohibited by the order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child, and upon request, may receive copies of all notices relating to the school and school activities. The non-custodial parent is responsible for any costs incurred by the school relating to these provisions.

6. Education/Discipline Records (Archdiocese)

Education records as defined by FERPA will be maintained permanently. All other records, including discipline records will be maintained until December 31st following the student's withdrawal from school. Effective immediately. Records of on-going issues or litigation shall be kept until such issues and litigation are resolved.

7. Immunizations (Archdiocese)

All students enrolled in the Archdiocese of Mobile's PreK – 12 Catholic schools, daycare centers and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.

8. Parent Relationships (Archdiocese)

It is an expectation of enrollment in Archdiocesan schools that the parents and/or guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. It is not

acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

9. Electronic Devices (Archdiocese)

During the school day, smart watches and other non-school electronic devices are not to be worn, listened to or used. It is advised these devices be left at home. If an electronic device of any kind is brought to school, it must remain turned off and inside the child's backpack. Diocesan schools are not responsible for lost, stolen or damaged devices that are brought on campus.

10. Threats of Violence (Archdiocese):

Students who make threats verbally, physically or through social media may be suspended, removed from extra-curricular activities, asked to withdraw or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating it is safe for the student to return to school.

11. Human Sexuality (Archdiocese):

While the student is enrolled at this Catholic School, he or she will respect Catholic teachings concerning human sexuality and faith. The student will conduct him/herself in accord with his or her sex at birth, at all times, both on campus and when representing the school at off campus events.

Appendix B: School Prayers

The Our Father

+Our Father, Who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen

The Hail Mary

+Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of our death. Amen

The Memorare

+Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins my Mother! To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

The Apostle's Creed

+I believe in God, the Father almighty, Creator of heaven and earth. And in Jesus Christ, His only Son our Lord. Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day He rose again from the dead. He ascended into heaven, and is seated at the right hand of God the Father Almighty, from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Act of Contrition

+O my God, I am heartily sorry for having offended Thee And I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, Who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasion of sin. Amen.

St. Michael the Archangel

+St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O Prince of the heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl throughout the world seeking the ruin of souls. Amen

Appendix C: Academic “Tune Up” Suggestions

If our grades are not what you want them to be, what can you do? Like a car that needs servicing, some times poor academic performance is a sign that students need to do a “tune-up” in terms of their study habits, their personal health and their academic commitments. The following

questions are designed for you to do a kind of personal “inventory” to help get the “car” running smoothly.

- 1) Are you seeking help from your teacher? One of the greatest blessings of being a student at SM is your teachers are available Monday—Thursday to help you. Talk to them! Ask them what they believe is holding you back! Seek them out for extra tutorial help through difficult subject matter! They want to help you.
- 2) Are you getting enough sleep? Doctors recommend as close to 8 hours/night as you can. If you’re waking up at 6 a.m., that means you’re going to bed at 10 p.m! If you’re getting a lot less than that, you’re likely not performing at peak efficiency, including grogginess in class.
- 3) Are you getting enough exercise? Exercise stimulates the brain, makes us feel good about ourselves, helps us live healthy lives. If we’re not doing it, we become sluggish and apathetic.
- 4) Are you committed to too many things? Often high school feels like a juggling act, and each month we’re adding to the # of things we juggle! At some point, we are juggling too much and things come crashing down. Learn to say “no thanks, I cannot take on another responsibility without undercutting my other commitments. “
- 5) Are you obsessed with technology? Often our interest in social media, games, videos and texting becomes a real distraction that undercuts our relationships, our sleep time, our desire to do homework. Take steps to remedy: Turn off your cell phone at a certain time each night, don’t go to bed with your tech, take a stand to do homework before screen time, etc.
- 6) Do you feel depressed? High school is a time of great change—old friendships dying, new ones forming, stepped up expectations for study, uncertainty about college, concern for friends, etc. One of the common symptoms of change is that we go through periods which feel like depression as we must “give up” parts of our old self in these changes. Talk to the school counselor or a trusted adult about this! Sometimes the talking is the best!
- 7) Pray! God is there to help you, but he respects our freedom, and won’t usually “bust through” unless you come to him. You don’t have to carry this all by yourself! It’s one of the great things about our faith—we are not alone!

Appendix D: Covid19 Plan for 2020-21 (updated 7/20/2020. subject to change.)

These protocols are extraordinary and temporary, and supersede any existing policy or practice contained elsewhere in this student handbook.

I. Five Principles Underlying our Plan:

- 1) That we prioritize the health and safety of our students, faculty and staff;
- 2) That we continue to provide a first tier college preparatory education for our students;
- 3) That we meet the needs of individual students, each affected differently by the virus;
- 4) That we are nimble, able to quickly pivot from one mode to the other, with a minimum of lost learning time;
- 5) That we continue to be a vibrant, dynamic Catholic school—a place where students learn the faith, pray and worship—all the while enjoying each other’s company and having fun together.

II. Modes for Learning in 2020-2021—It is possible that we’ll use each of these modes at different times during the year.

- 1) Traditional Learning (all students in school, under normal conditions)
- 2) Full Distance Learning, (all students stay home, teachers deliver lessons and assignments on line, such as the Spring of 2020)
- 3) “Concurrent Classrooms” (see below)

III. Concurrent Classrooms: How We’ll Begin the Year

- 1) School will begin for all students on August 12, with stringent safety protocols in place. We expect that most of our students will choose to be in school with their classmates.
- 2) However, if parents prefer it, students will have the option to stay at home, log on, and “attend” each of their actual classes via “live streaming.”
- 3) The academic expectations and due dates for assignments will be the same for both groups.

A. The Advantages of a Concurrent Classroom:

- 1) It provides a choice for parents, empowering them to make the right decision for their child. If for a variety of reasons, parents are not ready to place their child back in school, they have that option.
- 2) It's simple. No need for dual curriculums, separate assignments, special arrangements, students keeping up with unique responsibilities. The students at home are getting the same lesson as students in school.
- 3) It's flexible. If, for example, a student was initially anxious about coming to school physically, but later felt more comfortable about returning, he or she could do so. Or if a child was quarantined because of contracting the virus or being exposed to the virus, he or she could keep up with his or her studies.

B. The Caveats to a Concurrent Classroom:

- 1) Nothing, of course, is better than “being there” to get the full experience of school. Students at home will not be able to participate in assemblies, attend Mass, socialize with other students or “experience” high school life in the same way.
- 2) St. Michael has doubled its internet speeds and is purchasing technology to give kids at home the best, most immersive experience for virtual classes possible. But undoubtedly there will be occasional technical mistakes or glitches, board work that will be difficult to see, or muffled audio. We will do our best to lessen these things but will not be able to avoid them completely.
- 3) Teachers will not be able to “monitor” students’ behavior if they are logging in classes from home. Though roll will be taken for each class, and certain at-home protocols developed for being part of a virtual classroom, it will depend on students’ discipline and diligence to stay tuned in and current in their work.

C. School Health and Safety Protocols @ St. Michael

Per Archdiocesan, AAP, CDC and State Health Department guidance, the following safety protocols will be in place during the school day at St. Michael:

a. Morning Protocols

- 1) Doors will open in the morning no earlier than 7:20 a.m. Parents are asked not to drop off their children any earlier than that. Students who drive should not come to campus before that time.
- 2) Students must enter the school through specified entrances:
 - Seniors, through back door to gym facing courtyard
 - Juniors, through gym lobby, facing courtyard
 - Sophomores, through cafeteria lobby doors
 - Freshmen, through front entrance doors
- 3) Temperature checks for all students and faculty are required for entrance into the school building. Anyone with a fever of over 100.4 will be sent home. Parents are asked to monitor health at home before sending students to school.
- 4) Students must wear face masks inside the building at all times. No exceptions, except for eating lunch, under strict social distancing standards. Students must bring their own masks—there will be extras available in the office (students who frequently misplace their mask will be charged a nominal fee).
- 5) When outside, during designated times, if socially distanced by six feet or more, students may remove masks.
- 6) Upon entering the school, students should go immediately to their first period class. They may not congregate in the hallways. Teachers will open their classrooms at 7:20 a.m.

b. School Day Protocols

1. As part of the standard procedure to begin each class, students will be asked to wipe down desks with disinfectant wipes and then wash their hands with sanitizer. All classrooms will have this in bountiful supply.
2. Desks for classrooms will be separated for maximum distance away from each other. We are blessed with relatively large classrooms, and we'll use all of that space. Students and teachers must remain masked during class.
3. Commonly touched areas, such as doorknobs, stair rails, etc. will be cleaned through-out the day. St. Michael has hired an additional full time custodian to assist in this endeavor. Classroom doors will remain open to minimize contact.

4. Locker rooms and classrooms will be fully disinfected each day with electrostatic mist machines—the same machines used by hospitals.
5. The front office now includes a “sick room” with bathroom access. This room will be used to isolate a sick student. Temperatures will be taken. We will ask parents to pick up their child immediately.
6. Lunch must take into account that masks are off while eating. Lunch periods include a time to eat, and a time to recreate, and different protocols will apply to each, the details of which will be outlined in the final plan.
7. Students will be asked to go immediately to the next class to minimize congestion during period changes. No congregating.
8. Students will be encouraged when feasible to use the outdoor walkway behind the school to get some fresh air and minimize hallway traffic when changing classrooms.
9. Bathroom access will be limited. We will ask students to keep to a maximum of four at a time.
10. Wednesday morning school Mass is central to the life of our school and the practice of our faith. With social distancing requirements, however, only two classes at a time may attend mass in the gym, while the rest of the school participates virtually through advisory periods.
11. Band and Chorale classes, which currently use half the space in the music room for their respective programs, will use the entire space for each class so as to create greater social distancing.
12. Coaches will establish protocols for dressing out in P.E. classes, minimizing the # in locker-rooms at the same time.
13. All water fountains in the school are being converted to fill stations. The fountains will be disconnected until the virus is no longer with us. Students are encouraged to bring a water bottle to school for the purpose of hydration and may take it from class to class.
14. We anticipate Thursday “club” time will remain in effect, but the number of simultaneous meetings will be curtailed. Distancing rules remain in effect. All students will begin Thursday club meetings in their advisory periods, then be released for club meetings in a staggered fashion.

15. All other school rules remain fully in effect.

c. After School Protocols

1. The school day ends at 3:10 p.m. Formal, in person, after school tutorials from 3:10 to 3:50 will be temporarily suspended until such time as Covid19 is no longer an issue. When school ends, we are asking students to leave campus or go directly to practice.
2. Teachers are still available for students needing tutoring, either through established video-conference times or by an appointment between the student and teacher. A student who is struggling should ask the teacher for extra help. Parents, encourage your child to ask the teacher!
3. We ask that parents arrange transportation to pick up the student immediately at dismissal. Students will not be allowed to “hang out” at the school unsupervised, waiting for their parents to pick them up.
4. Student athletes who have practice after school should go immediately to the gym. Coaches will develop protocols that limit the number of students dressing out in locker-rooms at any one time. Coaches will be asked to end practices at the same time each day, and parents are asked to pick their children up at this time.
5. As for athletic competitions, we are members of the Alabama High School Athletic Association, and will abide by their recommendations and decisions for the upcoming year.
6. All classrooms and locker rooms will be thoroughly disinfected prior to school the following day.

d. Protocols for Distance Learning in Concurrent Classrooms:

1. Families who wish their child to stay at home and to log into “live-streamed” classes must complete a “request for distance learning” form to do so, subject to approval by the school. Early on, this request form will be a weekly matter, as families experiment with what works better for their child. However, for the sake of planning and good order, by mid-September, we will ask families to decide for the remainder of the quarter and each quarter thereafter. (This rule does not apply to students who must be quarantined or at home due to illness. We encourage sick students, if they are able, to log into classes.)

2. Students will use their school-issued Chromebooks to access assignments and turn in work.
3. Teachers will post “log in” directions on their Blackbaud bulletin boards for each class. Students may not share these instructions with others, as access to live classrooms is restricted to current students and families.
4. All distance learning will use Blackbaud as the conduit for posting and accepting assignments.
5. Students logging into their classes virtually must be in school uniform shirts, on time for each class, at a desk or table, and with video cameras “on” the entirety of the class. Roll will be taken; teachers will have the discretion to call on the student from time to time. Students who are still in pajamas or laying in bed, or whose video is not on, or who step away from class for large blocks of time, will be considered absent for that class.
6. School attendance policies remain in place for both on campus and virtual learning. Anything over 7 absences per period are automatically “unexcused” and work cannot be made up. There is a “long term medical exception ” to the 7 day maximum if quarantined or if a student has contracted the virus.
7. Teachers will not be able to “monitor” student behavior at home. Though roll will be taken for each class, it will depend on student discipline and diligence to stay tuned in and current in his or her work.
8. Teachers will ask a student in each of their classes to serve as “proxy” for students on line. If a student has a question, he or she sends that question to the proxy, who then asks the question on the home student’s behalf.
9. Continued agreement to stay in “distance mode” on subsequent request form to remain at home will depend on whether students are meeting class requirements while at home.

IV. Full Distance Learning Mode:

If required to do so by local or state health officials or by the Archdiocese, we will move to full “distance” mode. In such an event, we anticipate the following:

- 1) If this looks to be a short term period—a couple of weeks—we will keep the schedule as similar as possible to the “regular” schedule, albeit on line. Classes will continue to meet according to the published schedule, with each student logging into his or her class virtually, from 7:45 until 3:10.
- 2) If this appears to be a longer term period, the faculty will re-assess the structure of our distance learning and modify class times and schedules.
- 3) All posting and turning in of assignments will be through black board exclusively.
- 4) A minimum of two graded assignments per class per week will be posted on a student’s grade book. As always, parents and students will have complete access to grade books to monitor progress.

V. Questions and Answers:

- 1) What if a student tests positive or is exposed to the virus during the school year? *St. Michael would follow all state health and archdiocesan directives. At minimum, that student would be quarantined, and must log on to “concurrent classes” for two weeks.*
- 2) What if a teacher must be quarantined because of exposure to someone with the virus? *We have hired a full time substitute teacher for this purpose. The quarantined teacher would stay at home for two weeks, but if able to do so, he or she would be asked to continue to teach by broadcasting lessons from his or her home to smart screens in our classrooms. The full time substitute would be in those classes to supervise students.*
- 3) What if the teacher himself or herself contracts the virus? *We would follow the guidance of the health professionals and the Archdiocese of Mobile. The teacher would be quarantined for the appropriate time, and if able, asked to continue to lead lessons from home for students in school. Depending on the circumstance and the advice of the health professionals, this could also necessitate we move to a short-term “full distance learning” mode.*
- 4) What if a student frequently disregards safety protocols? *We’d regard this as a very serious matter. Students would be sent home for distance learning for a period of time as a first step, with more serious consequences to follow if the behavior continues. Unlike*

other disciplinary issues, failure to abide by social distancing and face mask protocols puts other students' health and safety at risk.

- 5) What if something in the plan doesn't work or needs amending? *Then we will amend it! We will establish consistent "feedback loops" with students, parents and teachers via surveys or meetings to assess how we're doing, and make adjustments along the way. We must be nimble and flexible enough in our planning to pivot to best practices!*

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